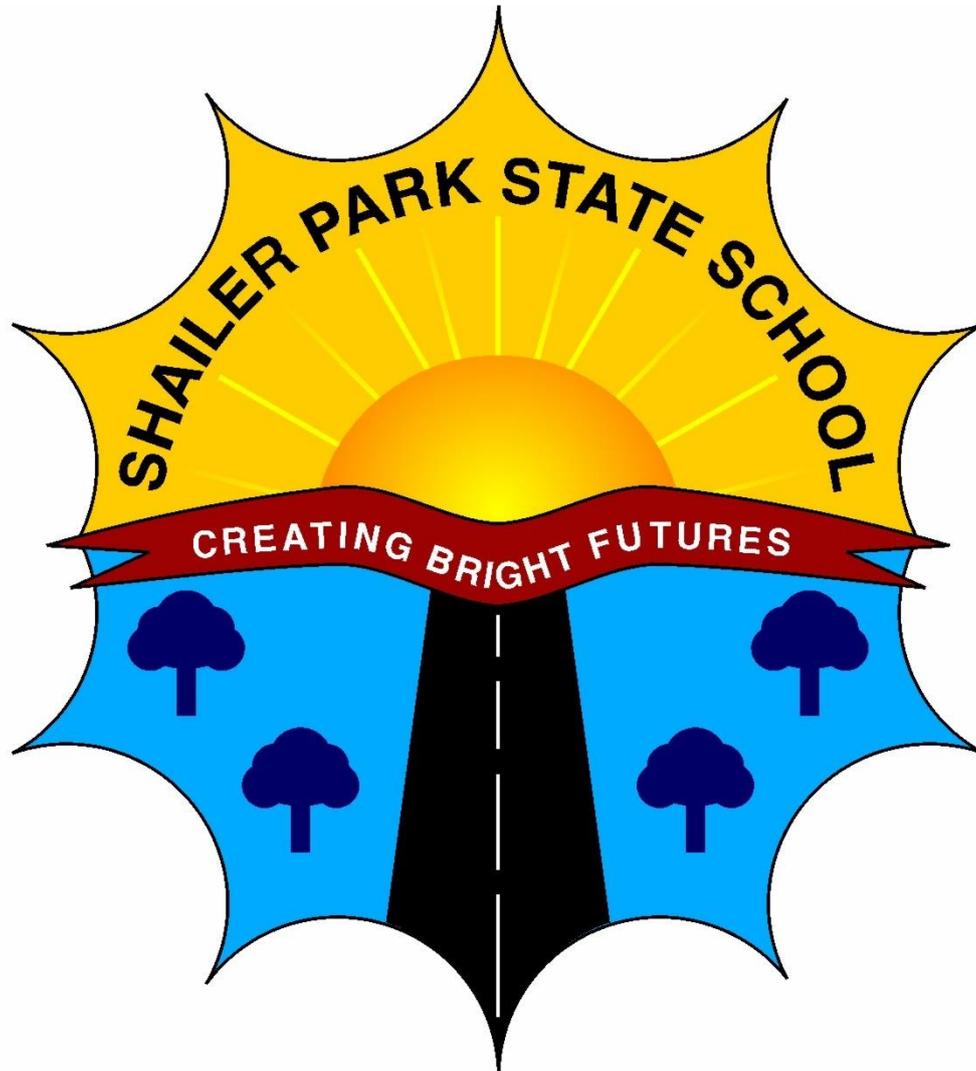


Shailer Park State School

Creating bright futures



Parent Handbook 2026



WELCOME TO SHAILER PARK STATE SCHOOL

Welcome to Shailer Park State School! We are thrilled to have you join our vibrant and inclusive learning community. At Shailer Park, our mission is clear: "Success for all... where learners come first." This isn't just a slogan; it's a commitment to ensuring that every student who walks through our doors has the opportunity to reach their potential academically, socially, and personally.

Our dedicated team of educators is here to guide, inspire, and nurture your child's growth. We understand that each student is unique, with their own strengths and areas of development. With a rich curriculum that fosters critical thinking, creativity, and collaboration, we aim to empower your child to reach their full potential.

If you have any questions or concerns, please phone our friendly administration staff on 3440 8333, if they can't give you an answer themselves, they will help you get in contact with someone who can. Your child's classroom teacher is also always happy to help and the easiest way to contact them is via email. Please allow 24hrs for an email response (not including weekends).

What's happening in our school? The best way to find out is to read our School Newsletter (emailed -3 per term) or follow our school Facebook page. We also have a Calendar and Year Level Overviews emailed home home each term. Invoices for excursions are emailed home and permission forms are given to the student as a hardcopy, so it is easy to sign and send back. Digital Copies of permission forms are also found in the school newsletter and available upon request.

As your child settles into our school, you'll find a warm and welcoming environment where they can make new friends, explore a wide range of interests, and actively participate in various enriching activities. We are committed to providing a safe and supportive space that encourages curiosity and lifelong learning. Together, we will work towards creating a dynamic and fulfilling school experience that prepares your child for a bright future.





Shailer Park State School

Creating Bright Futures

Contact Details

Address	9-19 Bulwarna Street, Shailer Park Q 4129
Website	www.shailerparkss.eq.edu.au
Email	office@shailerparkss.eq.edu.au
Facebook	Facebook.com/ShailerParkStateSchool/
Telephone	3440 8333
Absence Text	0429 826 320 or via QParents

Key Dates

Term Dates	Term 1 Tuesday 27 th January 2026 – Thursday 2 nd April (10 weeks) Term 2 Monday 20 th April – Friday 26 th June (10 weeks) Term 3 Monday 13 th July – Friday 18 th September (10 weeks) Term 4 Tuesday 6 th October – Friday 11 th December (10 weeks)
Student Free Days	September 4 th
Public Holidays	Australia Day - Monday 26 th January Good Friday - Friday 3 rd April Easter Monday - Monday 6 th April Labour Day - Monday 4 th May Ekka Show day (Logan) - Monday 10 th August Kings Birthday - Monday 5 th October

Executive Leadership Team

Principal	Mrs Sevil Starling
Junior School Deputy Principal – Years Prep - 3	Mrs Petrece McNichol
Senior School Deputy Principal – Years 4 - 6	Mrs Anja Sebasio
Business Manager	Mrs Serena Chilcott
Head of Inclusion	Mrs Amanda Bornkessel

Our Story

Shailer Park State School is located in the South East Region. The school was established in 1982. At present, approximately 430 students attend the school.

At Shailer Park State School our motto is 'Creating Bright Futures'. In partnership with families and the wider community we are committed to providing a quality futures-focused education that caters to 21st Century learners. Our School Vision, "Success for all - where learners come first", is evidenced in our constant belief that all students deserve a personally rewarding and quality education that focuses on each child's social, emotional, physical and academic development.

Shailer Park State School students demonstrate high levels of achievement in systemic testing. Our expert teaching team ensures that evidence-based, best practice is at the core of our learning environment. We place a large emphasis on increasing the academic distance travelled by each individual student.

At Shailer Park State School, we build a positive learning culture, provide challenging interactive and engaging learning experiences whilst nurturing relationships with families and the wider community. The Shailer Park spirit is obvious as you walk through our school. We embrace a community of parents, teachers, and carers who will positively and productively support our students to become confident, self-motivated life learners. We will guide our students in becoming responsible and respectful citizens who positively contribute to society.



Learning At Shailer Park State School

We focus on improving all students' outcomes, particularly in English, Mathematics, STEM and HASS, with a strong commitment on digital literacies and innovative teaching and learning. To accelerate learning, our classrooms utilise appropriate technologies, including Interactive Whiteboards, iPads, Computers and other digital devices.

Shailer Park State School is committed to maximise the educational opportunities and outcomes for every student, providing each of them with the skills and passion to participate in a global community.

Shailer Park State School provides a school environment which:

- Focuses on learning
- Provides multiple learning opportunities for students
- Teaches students the skills of learning and how to be an effective learner, now and in the future
- Promotes that students are safe, responsible and respectful
- Is Inclusive
- Utilises a diverse range of technologies to enhance learning and engagement
- Ensures staff members are aware of their responsibility in providing quality learning environments and effective pedagogy

Our talented teaching and non-teaching staff are committed to developing confident, resilient young people who are well prepared for the future and have a genuine love of learning. We are committed to achieving and celebrating academic excellence, social and emotional strength, sporting brilliance and cultural excellence.

Our Curriculum

The core learning at all year levels is grouped around the key learning areas of:

English
Maths
HASS (Humanities & Social Sciences)
STEM (Science, Technology, Engineering & Maths)
The Arts
Health and Physical Education
Language other than English – Japanese Years 5 & 6

The school has developed sequential programs in all areas to ensure a continuity of learning from one-year level to the next. Our school has created a unique curriculum plan that meets all expectations of the Australian curriculum whilst being relevant to our context and our students. Our school uses the Australian Curriculum in Mathematics, English, HASS, STEM, The Arts and Health.

Prep Program

Our Prep Program is based on the Early Years Curriculum Guidelines and the Foundation level of the Australian Curriculum. These guidelines provide us with a framework that encourages us to be reflective as we plan the curriculum with the children. The curriculum allows us to focus on individual children and how they learn and develop.

Our program aims to develop each child's skills in literacy, numeracy, creativity, thinking and working collaboratively with others. These are skills for lifelong learning.

Play is a fundamental medium for young children's learning. At Shailer Park State School Prep, we encourage and promote children's learning through play as well as through formal and informal learning opportunities.

Literacy and Numeracy

Literacy and numeracy are integral to effective learning, teaching and assessing in all curriculum areas and across all phases of learning.

At Shailer Park State School literacy and numeracy are our priority and are the basis of our core curriculum. Literacy and numeracy teams have been established to oversee the implementation of the school's literacy and numeracy plans. The teams will also be supporting teachers in their provision of a literacy and numeracy rich educational program for all students.

Information and Communication Technologies (ICTs)

Shailer Park State School recognises the importance of developing skills in ICTs. Teachers and students are engaged with ICTs across all year levels and all areas of the curriculum. ICT resources are important learning tools used in all areas of our school.

All Year 3 - 6 students are issued with a Shailer Park State School laptop to use throughout the year (at school only) at a minimal cost to parents/carers (unless damaged by the student and in accordance with Shailer Park State School laptop agreement.) This device enables all Year 4 - 6 students to engage in on-line learning and feedback throughout the entire day.

Homework

At Shailer Park State School, homework is regarded as a tool for reinforcing aspects of the curriculum previously covered in class and beneficial for developing desirable attitudes towards work habits. It plays a meaningful part in the consolidation of techniques and skills and assists in the recall of basic knowledge.

Homework for Years 1 - 3 will generally include these aspects

- Home reading – including sight words and spelling words
- Online Learning

Homework for years 4 - 6 will in general include these aspects

- Home reading tasks
- Preparation/Completion of projects and/or class activities
- Online Learning

The interest that is shown by parents in the work that students bring home is a great help in ensuring successful learning at school. Please check with the relevant classroom teacher/s regarding the pattern of homework set in their class. If your child is having difficulties with their

homework please see your child's class teacher or encourage your child to discuss and seek assistance from their class teacher.

Camps and Outdoor Education Program

All Year 6 students are provided an opportunity to attend school camp. The purpose of the Camp and Outdoor Education Program is to assist the individual to further develop interpersonal and physical skills through an integrated program in the outdoor environment.

Aims and Objectives of School Camps:

- to encourage development of problem solving and leadership skills;
- to investigate different learning environments through participation in environmental experiences;
- to involve students in situations aimed at developing greater interpersonal skills and understandings;
- to involve students in situations that are challenging and that develop physical capabilities;
- to stimulate interest in and appreciation of other learning environments;
- to extend students' experience, develop self-reliance and responsibility through expedition work and activities of a more demanding nature than normally encountered;
- to train students in larger group work, problem solving and teamwork.
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- to train students in larger group work, problem solving and teamwork.

Excursions and Performances

Planned educational excursions and activities are organised to reinforce the curriculum being delivered at school. Students who wish to go on an excursion must meet the school's requirements concerning appropriate uniform and dress including grooming, safety gear and standard of conduct. Parents are required to meet the costs associated with excursions, incursions and performances where applicable by the closing dates. Detailed information about an excursion, incursion and/or performance will be forwarded home at appropriate times throughout the year. Permission and Invoices are sent out via QParents and need to be completed by the due date in order for your child to attend.

Borrowing of Resource Centre (Library) Resources

All students in the school can borrow up to three books in total at any one time from the Resource Centre. There are rules and requirements that are explained to students by the Teacher Librarian. Students in the Early Years of Learning (Prep – Year 3) are required to use a library bag when borrowing books from the resource centre.

Extra Curricular Activities

A variety of special programs are offered to students throughout the year. Programs may vary depending on the interests and needs of the students; and the availability of staff and performance/competition opportunities. Some of the school's current special programs are outlined below:

Instrumental Music

Tuition is available through our *Instrumental Program* for all children in Years 3 - 6 by part-time teachers of brass, woodwind, string and percussion, who visit the school each week. Students who have been involved in a similar program in other schools will be included into the program wherever possible. Parents who wish their child/children to participate in these programs should contact the school Instrumental Music Teacher. Students will be required to purchase/hire an instrument and uniform; costs are also incurred for transport and entry to competitions but are kept to a minimum.

All Year 3 students have the opportunity to participate in the Shailer Park State School Beginner Strings Program. The cost for the year includes instrument hire and a weekly small group lesson with a qualified strings teacher.

Dance

Participation in the Dance Academy is open to Year 1 - 6 students. Auditions are held at the beginning of each year to choose students who wish to participate in the Dance Program. Regular practice sessions are conducted at lunchtime and after school during the course of the year. A full commitment to these sessions is a prerequisite for selection into the Program.

Dance groups perform at various competitions, Eisteddfods and events during the course of the year, such as: BPAC Forest Lake Eisteddfod, Beenleigh Eisteddfod, Starbound, Gold Coast Eisteddfod, Under 8's Day, Shailer's Got Talent, Gala Night, Shopping Centre Displays, Child Care Centres, Education Week and school parades.

School Leaders

Students are given opportunities to further develop their leadership skills. Depending on the criteria/requirements, students can either nominate for or apply for positions including but not limited to: School Captains, Sports Captains, Music Captains and Class Captains Years 4-6.

Aspiring Leaders

All Year 5 students have the opportunity to participate in the Shailer Park State School Aspiring Leaders Program.

Throughout the year, students will be invited to prepare for and enter a range of intra-school and inter-school competitions or challenges. These competitions or challenges may include but are not limited to: *Readers Cup*; *Premier's Reading Challenge*; *Shailer's Got Talent*; *Opti-Minds*; *Maths Team Challenge*, *Science Challenges*.



Sports Program

Our sports program further extends our PE program to include opportunities for students to participate in:

- Cross Country Events
- Gala Sports days
- District and Regional Sports
- Interschool Competitions – dependent upon selection of District sports
- In-house athletics carnival
- Basketball Academy

Sports Houses

There are three sports houses in our school. They are:

- **Acacia – yellow**
- **Banksia – green**
- **Callistemon – red**

Your child will be allocated to one of these houses on enrolment.

School Week

Our School Session Times

School Hours – 8.30am to 2.30pm. Students must not arrive at school until after 8:00am

8:20 am	First Bell
8:30am	School Day Starts - rolls marked, messages etc
10:30am	First Break (lunch) - eating time
10:45am	First Break Play
11:10am	End of Play - return to class
11:15am	Learning Resumes
12:55pm	Second Break - play
1:10pm	Second Break – eating time
1:20pm	End of Eating Break – return to class
1:25pm	Learning Resumes
2:30pm	School Day Ends

Before School Routine

Teachers and Teacher aides are **rostered for duty from 8am – 2:30pm only**. You may observe them on school premises but this is a time for planning and preparation, they are not required to provide supervision prior/after these times.

It is a criminal offence for a person who has care of a child less than 12 years of age, to leave the child for an unreasonable time without making reasonable provision for the supervision and care of the child. **We ask that students not arrive at school until after 8.00 am.**

If you require before school care for your child please contact local before school providers. YMCA are able to provide this service on site here within the school grounds. Please call 3253 1700 if you require this service.

All students upon arrival between 8.00am – 8.20am are required to walk with their school bags to the multipurpose hall. School bags are to be placed outside of the hall. Children are able to participate in the activity within the hall or sit quietly in the hall.

The hall is **the only supervised area for this time**. We ask that all parents/carers also remain in these areas. The supervision provided during this period of time is by Teacher Aides.

If your child brings a mobile phone or similar device to school, it must be taken to the office prior to going to the hall. Students wishing to order Tuckshop may do so prior to going to the hall.

All adventure playgrounds, classrooms and other areas are out of bounds both before and after school, irrespective of parental supervision. No student is permitted to play on playground equipment outside the hours of 8.30 am – 2.30 pm. Play on adventure playgrounds will only occur at lunch times when students are supervised by staff.

When the bell rings at 8.20am students will take their school bags and walk to their class lining up area where their class teacher will meet them.

Those students involved in organised, supervised and approved before school activities will continue to attend these activities e.g. Instrumental Music.

Assembly

Whole school assemblies are held 3 times a term at the Multi-Purpose hall on Mondays at 2.00pm. All parents and caregivers are welcome to face-to-face assemblies.

A major objective of these assemblies is to recognise excellent work, exemplary behaviour or significant improvement in any area of the school curriculum.

Awards are often presented to students who have demonstrated those qualities and performances which we, as a school seek to promote.

In addition, certificates for success in academic, athletic, artistic, musical performance and competitions are presented. It is important that students receive active recognition in all school endeavours.

Class Organisations

Classes are generally organised around year levels, where possible. Composite classes will only exist if enrolment numbers require this course of action.

Class groupings are determined by the Principal and Deputy Principals in consultation with classroom teachers and specialist teachers.

Payment Collections

Our only payment methods are **QParents** or **BPoint**. Payments for excursions and incursions must include a completed (digital) permission form and medical details form (if applicable).

Our Communication Methods

Communication is highly valued at Shailer Park State School. Our main method of communication includes:

- School Calendar (emailed per term)
- Text Messages
- Newsletter via email 3 times per term
- Facebook
- Email from office and teachers
- Notice Boards

Please ensure that your contact details are always up to date. Changes can be emailed to office@shailerparkss.eq.edu.au.

Parent/Teacher Communication

Parent/Teacher interviews are held at the end of Term 1 and Term 3. This allows parents to ask questions about teaching methods, classroom organisation, and learning content. They also allow teachers and parents to get to know each other.

Curriculum - Term overviews are emailed home at the beginning of each term and teachers communicate via email regularly throughout the term.

Appointments

Parents/Carers are welcome to consult with Teachers, Deputy Principals, Head of Inclusive Education or the Principal **by appointment** regarding student progress or concerns at school.

Making an appointment is necessary to enable school staff to:

- ensure that you receive quality time,
- be prepared for the interview if certain information is needed,
- be available, as there are regular meetings and other commitments which place a demand on the staff member's time.

Appointments with your child's teacher can be arranged through making contact either by phone, email, or speaking with the teacher with suggested times you are available so that a mutually convenient time can be arranged. Appointments with the Deputy Principals, Head of Inclusive Education or the Principal can be made via the administration staff.

When requesting an appointment, please make the nature of your request clear so that information can be gathered to assist.

Reporting

School report cards are issued electronically via QParents each semester.

If reports are to be given to a parent other than the custodial parent, this request must be in writing. Our preference is for a copy to be requested by the custodial parent who can pass the copy on to the non-custodial parent.

Please note that the teachers in the school are the only people authorised to report on the progress of your child. Please refrain from asking Teacher Aides or Administration staff to ask how your child is going. This is not within their role and may lead to misinterpretation of information.

Attendance/Absenteeism

Regular and punctual attendance at school is vital. The Education (General Provisions) Act 2006 states that "Each parent of a child who is of compulsory school age must:

- (a) ensure the child is enrolled at a State school or non-State school.
- (b) ensure the child attends the State school or non-State school, on every school day, for the educational program in which the child is enrolled; unless the parent has reasonable excuse.

When children are absent, parents are required to either:

- Text the school on 0429 826 320
- send an email to absences@shailerparkss.eq.edu.au
- respond to the absence text from the school
- Via the QParents app

In all methods of notification, please state the child's name, reason for absence and duration.

Parents are required to provide an explanation for any absence from school pertaining to their child. Under the *Roll Marking in State School policy*, leisure activities such as going shopping, fishing, visiting friends, are not deemed as a reasonable explanation for a child's absence from school.

Reasons for allowed absences may include such factors as:

- medical or dental treatments or procedures
- specialised training
- sporting events other than those associated with the school or the education system
- funerals
- cultural reasons, or
- family reasons

Professional judgment is exercised when deciding whether other types of reasons offered to explain an absence are satisfactory and the following are taken into consideration:

- a student's past attendance record;
- the student's particular circumstances; and
- consultation with the school Principal regarding a child's attendance.

If no such advice is received, a note will be sent home seeking explanation or a phone call may be made to a parent.

Early Departures from school

For security and safety reasons, students must be signed out and collected from the office if they are required to leave at any time during the day. Photo ID must be shown when collecting your child. If someone other than a parent/carer is collecting a child within school hours, a phone call must be made to the office advising the name of the person collecting and photo ID must be presented upon arrival.

What if my child is absent or plans to be absent for more than 10 consecutive days?

When a student is absent, or plans to be absent, for more than 10 consecutive school days for any reason, the parent must comply with their obligation in respect to compulsory schooling or compulsory participation by either:

- seeking an [exemption](#) from their obligation; or
- by negotiating with the Principal to make an [alteration to a student's educational program](#);
- by seeking to arrange a [flexible arrangement](#) for the student.

Exemption from school forms can be collected from the office. These are to be returned to the Principal for consideration.

Every Day Counts when it comes to schooling.

If your child misses ...	That equals...	Which is...	Over 13 years of schooling that's...
10 minutes per day	50 minutes per week	Nearly 1.5 weeks per year	Nearly <u>Half a year</u>
20 minutes per day	1 hour 40 mins per week	Over 2.5 Weeks per year	Nearly <u>1 year</u>
Half an hour per day	Half a day per week	4 Weeks per Year	Nearly <u>1 and a Half years</u>
1 hour per day	1 day per week	8 Weeks per year	Over <u>2 and a Half years</u>

When your child misses just ...	that equals...	which is...	and therefore, from Prep to Year 12, that is ...	This means the best your child can achieve is ...
1 day a fortnight	20 days a year	4 weeks of school	Nearly 1½ years of school	Equal to finishing Year 11
1 day a week	40 days a year	8 weeks of school	Over 2½ years of school	Equal to finishing Year 10
2 days a week	80 days a year	16 weeks of school	Over 5 years of learning of learning	Equal to finishing Year 7
3 days a week	120 days a year	24 weeks of school	Over 8 years of learning	Equal to finishing Year 4

Leaving the School Grounds

Children are not permitted to leave the school grounds unaccompanied **for any reason**. Should leave be necessary for a doctors/dentist appointment or emergency, parents/caregivers are required to sign the child out through the office. Please go to the office when you arrive, show your ID, state the reason for the early departure and your child will be called to the office. Please email or notify the office prior to arriving at the office to collect your child.

Accidents and Sickness

Whilst the care and protection of your child at school is a priority, accidents may still occur. In the case of an accident or illness, only basic first aid can be administered. For any instances where more than basic first aid needs to be administered, parents will be contacted as soon as possible and advised of the circumstances, usually with the recommendation that the child be collected and taken home. If there is a serious accident, the ambulance will be called to transport the child to hospital.

Address Details and Emergency Contacts

It is essential that the school office maintain up-to-date records of your address, telephone number and emergency contacts in case of illness or injury to your child. If we do not have current contact information about your family, your child may spend unnecessary time in our sick room. Please **notify** us in writing immediately of any **changes**.

Volunteers and Visitors to the School

All visitors and volunteers (including parent helpers) need to **sign in** on the visitor iPad at the front office upon arrival before proceeding into the school. They will then receive a **visitor** slip. This helps to identify permitted personnel and to account for all in the event of an emergency evacuation. A **volunteer** must comply with school security in this way.

Visitors and Volunteers are required to return to the office and sign out before departing. This does not apply to parents / guardians when dropping off or collecting children at 8:30am or 2:30pm.

Tuckshop volunteers are to sign in on the visitor iPad at the front office.

All volunteers must complete the induction training at Shailer Park State School.

Concerns

We believe that positive partnerships with the home are important to the effective performance of our students. From time to time you may have a concern about a school matter or there may be a decision you cannot understand.

If you have an issue or concern about any matter, e.g. your child's performance, our performance, school decisions or procedures, we encourage you to make an appointment to discuss the matter with firstly with the teacher, then the Deputy Principal or Head of Inclusion. We need to know about the matter quickly, so that it can be resolved in a timely manner.

Please be aware that it is often not helpful, for building positive relationships and resolving issues within the school to talk about your concerns with other people other than your child's teacher, Principal, Deputy Principal or Head of Special Education. We are more likely to have the information that will assist you.

Disagreements between students – parental involvement

From time to time, there may be concerns about the interactions between children at school. Such matters need to be brought to the attention firstly to the teacher then the Deputy Principal or Head of Inclusion, who will deal with the matter. **Under no circumstances should parents take matters into their own hands, such as speaking to a child other than their own while at school.**

It is important to us that all students feel safe in the school, so any situation which would make a student feel uncomfortable must be taken seriously and addressed.

Should a parent disregard this request, please be advised that the parent may be wilfully disturbing the good order and management of the school which could be in breach of the Education (General Provisions) Act 2006 - Section 47.

If your child is unhappy about anything at school or does not feel safe for any reason, please let their class teacher know immediately.

The Principal has final responsibility for the management of all complaints that relate to school management issues. If the complaint is in relation to official misconduct, the complaint is directed to the Workforce Standards and Performance Unit and the Legal Services Branch.

Custody

In these situations, it is imperative that the Principal be advised, in writing, as to the custody and access arrangements of the children involved. If a court order has been issued, it must be included in student's files. This is to ensure that school personnel comply as far as possible with requests in relation to: -

- (i) granting or refusing access to children during school hours;
- (ii) providing certain information to the other party.

Disease Time Out Table (recommended by Department of Health)

Disease	Person with infection	Persons in contact with infected person
Chicken Pox	EXCLUDE until all blisters have dried. For non-immunised children this is usually 5 days after the rash appears, and less for immunised children.	EXCLUDE non-immune pregnant women and any child with immune deficiency or receiving chemotherapy. Contact your Public Health Unit for specialist advice. Varicella can be reactivated in older children and adults as Shingles.
Cold sores	EXCLUDE Young children unable to comply with good hygiene practices should be excluded while sores are weeping. Sores should be covered with a dressing where possible.	NOT EXCLUDED
Conjunctivitis	EXCLUDE until discharge from eyes has ceased unless a doctor has diagnosed non-infectious conjunctivitis.	NOT EXCLUDED
COVID-19	EXCLUDE for at least 10 days after the onset of illness and until they have not had any symptoms for 3 days. Contact your Public Health Unit for specialist advice.	EXCLUSION MAY APPLY Contact your Public Health Unit for specialist advice.
Diarrhoea and/or Vomiting	EXCLUDE a single case until 24 hours after the last loose bowel motion and the person is well.	NOT EXCLUDED
Diphtheria	EXCLUDE according to public health unit requirements.	Exclude according to public health unit requirements.
Fungal infections of the skin and nails (ringworm/tinea)	EXCLUDE until the day after antifungal treatment has commenced. (No exclusion for thrush).	NOT EXCLUDED
Glandular Fever	NOT EXCLUDED	NOT EXCLUDED

German measles (rubella)	EXCLUDE for 4 days after the onset of rash or until fully recovered, whichever is longer.	NOT EXCLUDED Pregnant women should consult with their doctor.
Hand Foot and Mouth Disease	EXCLUDE until all blisters have dried.	NOT EXCLUDED
Head Lice	EXCLUDE is not necessary if effective treatment is commenced prior to the next attendance day (i.e. the child does not need to be sent home immediately if head lice are detected).	NOT EXCLUDED
Influenza and Influenza-like Illness	EXCLUDE until symptoms have resolved, normally 5–7 days.	NOT EXCLUDED
Measles	EXCLUDE for 4 days after the onset of the rash. Contact your Public Health Unit for specialist advice. Written medical clearance from doctor or public health unit is required to return to school, confirming child is not infectious.	NOT EXCLUDED Vaccinated or immune contacts EXCLUDE non- or incompletely vaccinated contacts, without evidence of immunity.
Meningococcal infection ⁴	EXCLUDE until 24 hours of appropriate antibiotics have been completed. Contact your Public Health Unit for specialist advice ⁵ .	NOT EXCLUDED
Mumps	EXCLUDE for 5 days after onset of swelling. Pregnant women should consult with their doctor.	NOT EXCLUDED
Scabies	EXCLUDE until the day after treatment has commenced.	NOT EXCLUDED
School Sores (Impetigo)	Exclude case until has received appropriate antibiotics for at least 24 hours. Sores on exposed areas must be covered with a watertight dressing.	NOT EXCLUDED
Whooping Cough (Pertussis)	EXCLUDE until 5 days after starting appropriate antibiotics or for 21 days from onset of cough. Written medical clearance from doctor or public health unit is required to return to school, confirming child is not infectious	Contact Public Health Unit (3000 9148) for advice. EXCLUSION MAY APPLY for those in contact with the infected person. Contact your Public Health Unit for specialist advice regarding exclusion of non- or incompletely vaccinated contacts.
Worms	EXCLUDE until diarrhoea has stopped for 24 hours and treatment has occurred.	NOT EXCLUDED

Head Lice

Please help minimise the spread of head lice by checking your child's hair regularly. A text/email will be sent home to parents/carers of all children in the class if a class member has head lice. Long hair needs to be always tied back. Some tips that have been recommended for prevention are using tea tree or eucalyptus oil mixed with water and spraying the hair with standard hair spray.

Parental Responsibility (Infectious Diseases)

Children are exposed to the risk of catching infectious diseases when in close contact with one another at school. Some examples of infectious diseases that may spread in schools are measles, mumps, chicken pox, rubella and hepatitis B.

Infectious children may have little or no outward sign of disease. They may not even realize they are carrying a disease. It is therefore important that general precautions be taken to reduce the chance of infection spreading. Only in this way will the spread of illness from undetected infectious children be prevented.

To reduce the chance of infections spreading, the school follows strict safety, hygiene and first aid guidelines. It is particularly important that children with open skin wounds have these covered with fresh waterproof dressings before coming to school. Your co-operation is sought in this regard.

Also, you are advised to consider having your children vaccinated against diseases that are likely to spread at school. Information about vaccination can be obtained from your Child Health Doctor or from your Family Doctor.

Toileting

All students should be toilet trained, however, accidents do occur. If you are aware of your child's toileting problems, please inform your child's teacher and always have a spare pair of underwear and/or clothing in their bags, or leave one at the front office. We have limited spare clothing and these are not always returned.

Emergency Evacuation and Lockdown (Containment)

Procedures have been adopted which promote the speedy evacuation of students from buildings or securing of students in buildings in cases of emergency. **Evacuation: Burrp Burrp Burrp followed by a voice command "Evacuate – Evacuate – Evacuate". Lockdown: Ding Ding Ding followed by a voice command "Lockdown – Lockdown – Lockdown"**. Until the emergency has passed and the all clear is given. Regular practice is given in these procedures. All members of the school community are requested to participate in all drills.

(a) Fire Evacuation

Fire evacuation drills are carried out twice a year. Evacuation procedures are explained to the children at these drills and other times. In the case of a fire or bomb threat, it is important that parents do not come and take their child away without the teacher's permission. A roll marked of all children is taken and teachers will think that those who are missing are perhaps still in the building if no one has noticed the parent came for their child.

School Staff will generally not attempt to extinguish flames nor will any attempt be made by school staff or students to save equipment. The only concern will be the safe evacuation of all children and others known to be on the premises.

It would be helpful to explain the following procedure with your child:

When not in class

1. Walk to the Terrace.
2. Go to the place where you have been told your class is to wait.
3. Sit and wait for a teacher to call the roll.
4. Follow instructions from the teacher or emergency services.

5. Move only when told by the teacher or officer in charge.

When in class

1. Stand behind your chair at your desk as soon as you hear the siren sound.
2. Move out of the room at the direction of your teacher in single file.
3. Make two lines outside your classroom and move to where your teacher directs you with a partner.
4. If you are not in the classroom when you hear the alarm, go straight to the Terrace and wait for your class to come down.
5. When on the Terrace, let the teacher know if you think anyone who is at school in your class is missing.
6. Follow instructions from the teacher or emergency services.
7. Move only when told by the teacher or officer in charge.

(b) Critical Incident Response – Lockdown or Containmentment

A Critical Incident is broadly defined as an event which causes disruption to an organization, creates significant danger or risk and traumatically affects individuals within the organization.

The response to many critical incidents will be to instigate LOCKDOWN (also known as CONTAINMENT).

A 'Lockdown' may take place when there is a perceived risk or threat to the school, its staff, students or property. This could also include instances such as:

- Unauthorised persons considered dangerous, on school grounds during school hours.
- Instances including domestic breakdowns where estranged parties are attempting to abduct children.
- Severe storm warning, chemical spill etc.
- An emergency situation within the school environment where threats to life exist.

It would be helpful for you to explain the following response for your child for a critical incident:

1. Walk to the nearest room
2. Older students can take younger students by the hand
3. Students to take cover under desks, out of sight
4. Be calm and quiet, TOTAL SILENCE SHOULD BE MAINTAINED
5. Follow the instruction of the teacher in the room
6. Leave the room only when instructed by the teacher in charge

DO NOT

1. Run
2. Go to your own classroom unless it is the nearest room
3. Go to the window
4. Scream, shout, panic
5. Leave the room unless instructed by the person in charge.

PARENTS:

1. Parents are not to phone the school upon hearing of a lockdown situation, as the phone line must be kept clear.
2. Parents are not to arrive at the school as no students will be released until the all clear is given and no parent will be allowed entry into the school grounds until the threat has passed.

3. If your child/ren stay at school is extended beyond the regular time, parents are likely to receive information about the place and time that their child can be collected via the media.

Volunteers and visitors in the school at the time of the sound of an alarm MUST participate as an example to students and as a precaution that the perceived drill is an actual event.

Lost Property

All property belonging to students should be clearly marked with their names. This includes books, lunch boxes and clothing which are often taken off at school (e.g. hats, raincoats, jumpers and cardigans, shoes and socks). Lost property is available for checking next to the admin office 8.30am to 2.30pm. Property which is unclaimed for a full term is given to a charitable organisation.

Lunches

Our school follows the *Smart Choices* program. This means that only healthy food is offered by the Tuckshop and students are encouraged to bring healthy lunches to school. Days for higher fat/sugar content in food (the “red” foods) is limited to two days a term.

You can further support our *Smart Choices* program by providing healthy lunches for your child.

For the safety of all our staff and students we request that you:

- Do not send food in glass
- Do not send food or drink in ring-pull cans
- Please do not provide students with soft drinks or energy drinks
- Send food that your child can easily access e.g. begin to peel the orange, choose yoghurt that can be opened easily. Remember to send a spoon with tubs of yoghurt.

The first lunch break is 10:30am – 11:10am. We encourage eating of healthy foods such as sandwiches, cheese, yoghurts and fruit at this first break.

Second break is 12:55pm – 1:20pm. Please ensure your child is able to independently open all lunch packages. You may need to cut the top off muesli bars and cut fruit into smaller pieces. It is a good idea to send lots of small food items rather than one large item. Please send a spoon with yoghurts or fruit cups. We are unable to provide spoons for lunches. It is important that your child has a water bottle at school every day.

Please ensure all lunch boxes, ice-packs and drink bottles are clearly named. You may need to teach your child how to open and close their lunchbox and drink bottle independently. You may also need to help your child to practice putting their lunch boxes into school bags.

Medication

All medications you provide for the school to administer to your child must be prescribed by a qualified health professional who is authorised to prescribe medications under the *Medicines and Poisons Act 2019* eg. Doctor, dentist, optometrist. State schools refer to these as professionals as 'prescribing health practitioners'

For all medications

- A completed Consent to administer medication form (obtain at the office)
- The medication (in it's *original container*, with intact packaging) with a completed current pharmacy label (that indicates that it is prescribed medication), and/or
- Other written medical authorization signed by the prescribing health practitioner, including:
 - A signed letter, or other signed written instructions
 - A medication order to administer 'as-needed' medication at school
 - A completed and signed health plan

If your child requires medication at a routine time (eg. 11am every day), the pharmacy label attached to the medication provides the school with the instructions from the doctor/dentist needed to safely administer the medication. Examples of routine medication include Ritalin, antibiotics, eye/ear drops, enzyme tablets and ointments.

No other written information from the prescribing health practitioner is required. Unless a change in dosage is required and differs from the original pharmacy label.

Where you will need additional written information from your practitioner

As well as using the pharmacy label instructions, the school will need additional written information from the prescribing health practitioner if your child:

- a. **requires medication as an emergency response.** Depending on your child's health condition, your doctor will need to complete:
 - an Asthma Action Plan and/or
 - an Anaphylaxis Action Plan and/or
 - written instructions if your child has more complex health needs.
- b. **requires insulin.** Your doctor will need to complete a medication order for insulin
- c. **requires medication 'as-needed' (but not as an emergency response).** Your health practitioner will need to complete a *Medication order to administer 'as-needed' medication at school*

Mobile Phones

All Queensland state school students must keep their mobile phones switched off and 'away for the day' during school hours.

The decision to implement a consistent, statewide approach to putting mobile phones away during the school day is based on the advice of Ms Cheryl Vardon AO, former Queensland Family and Children's Commissioner, who completed an independent review of Queensland's approach to mobile phones. Ms Vardon AO's review included consultation with key education stakeholders, such as principals, school staff, students and families from each education region, as well as a review of recent research on student use of mobile phones and personal devices in schools.

'Away for the day' supports schools to maintain a strong focus on student educational achievement, wellbeing and engagement by:

- providing optimal learning and teaching environments
- encouraging increased face-to-face social interactions between students
- promoting the health and wellbeing of students through increased social interaction and physical activity

- reducing the potential for students to be exposed to the negative impacts of the digital world, resulting from unsafe or inappropriate technology use.

There are no situations between 8:30am and 2:30pm where a child will need to access their mobile phone.

If you believe it is necessary for your child to bring a mobile or device to school, it is to be handed into the office on arrival where it will be safely kept until collected again at 2:30pm

The school does not take any responsibility for lost or damage to mobile phones.

Parking

No parent parking is allowed in the school grounds except in the case of an emergency. No parent or carer should enter the Staff driveway (near hall) either in their car or on foot. This poses a significant safety risk.

Bulwana Street is extremely busy at school dismissal time and parents are asked to consider the safety of all children by avoiding the illegal practices of double parking and parking in the “stop, drop/kiss, go” zone. The “stop, drop/kiss and go zone” is a designated area in front of the school where parents/carers stop the car, the students get out of the car (ie: they are dropped off, given a kiss) and then the parent/carers drives off (ie: go). This is a **two minute only** stop area.

A disabled car park has been provided in the round-about inside the main entrance. Any persons wishing to access this car park will need prior approval from the Principal as it is within the school grounds.

School Photos

We engage a professional school photography company to take our school photos in Semester 1 each year. Parents will be notified of the dates and given details on how to order these.

Travel – To and From School

(a) Bicycles and Scooters

Bicycles and scooters are very popular means of transport for students, but are also often involved in serious accidents. It is well recognised that young children have underdeveloped motor skills, peripheral vision and judgement. Bicycles and scooters may be ridden to school by students under the following conditions:

- Students wear helmets whilst riding to and from school. (Upon request, a student must be able to produce a helmet to provide evidence of this safety condition.)
- Bicycles and scooters are deemed road worthy by the student’s parents/carers
- Children under the age of 10 years ride to school in the company of an adult. (Strongly recommended)
- On arrival to school, bicycles and scooters are stored in the assigned area near the Admin building, (It is recommended that all equipment be safely secured as the school is not responsible for any damages or lose.)
- Bicycles and scooters should not be ridden through the school grounds but pushed to and from the bike racks.

(b) **Bus Information**

A limited bus service operates from the school. Students waiting for buses move to under the library veranda. For further bus details, please contact TRANSLINK on 131230 or go to the website www.translink.com.au Children are not supervised in these areas.

Supervision for buses is until 3:15pm, buses after 3:15pm please contact the school for a plan to be put in place for your child to safely wait for their bus.

(c) **Stop, Drop/Kiss and Go Zones**

A “Stop, Drop/Kiss and Go” Zone is at the front of the school. Please **do not park** in this zone. It is signed as a **loading zone** which has a **maximum of 2mins**.

(d) **E-Scooters**

Children under the age of twelve are not permitted to ride an e-scooter to school under the Qld Laws

Valuables

Extreme care must be taken of valuable items brought to school by students. The school strongly recommends valuable or sentimental personal items not required for learning be left at home.

Any items brought to school are the students’ responsibility. The school will not accept responsibility for loss or damage to items brought to school.

Uniforms

Uniform Code Statement - *For our full policy please see our website* . [Uniform Policy Online](#)

Shailer Park State School is a “full uniform” school. The school Uniform is regarded by the school community as being important in its role in encouraging a sense of self-esteem, belonging and self-discipline in students through to their adolescence. The school Uniform of Shailer Park State School is designed:

- To give students a sense of purpose that lends itself to the process of learning in our educational environment
- To ensure that outsiders who wish to intrude into our school grounds are readily identifiable.
- To cater for elements of safety, comfort, climate, modesty, cost, efficiency, social equity and activity

Relevant legislation and policy

This policy has been developed in accordance with the Education (General Provisions) Act 2006 (Sections 360-363) and the Department of Education, Training and Employment’s policy *SMS-PR-022: Student Dress Code* in relation to implementing student dress codes in Queensland State schools. It clearly explains and documents the standards of acceptable dress at Shailer Park State School. The school Dress Code is endorsed by the P & C Association.

Expectations

All students are expected to adhere to the details of correct attire and must be wearing the complete formal dress uniform or sports uniform in accordance with school routine. Students should present in a neat and tidy manner at all times, including on their way to and home from the

school. This high standard will ensure that our students continue to represent themselves and the school in an outstanding way.

The expectations for Prep - 6 are summarised below:

- Mondays- Formal uniform only.
- Tuesdays to Fridays- Choice of either formal uniform or sports uniform.

Students not in correct uniform must have a letter from a parent/caregiver explaining the reason. The note should be given to the class teacher (Prep to 6) at the commencement of the school day and staff will arrange for the student to be given a uniform slip. These will be accepted for specified and temporary reasons rather than long-term waivers of the uniform expectations.

**Uniforms can be purchased at the School Locker - <http://theschoollocker.com.au/>
Located in the Harvey Norman Centre, Pacific Highway, Loganholme.**

Shoes

- Black, fully enclosed leather/vinyl lace-up, Velcro, buckle shoes or “Mary Janes” are to be worn with the formal uniform and are also acceptable to be worn with the sports uniform. OR
- Black lace-up or Velcro sport shoes (joggers) are acceptable to be worn with the formal uniform and the sports uniform.
- White sports shoes (joggers) are being phased out in 2025. For students wearing white sports shoes, parents are asked to replace with a black option when the white shoe is grown out of or worn out, and needs replacing. **Full implementation by Semester 2 2025.**
- No skate shoes, slip-ons, boots, coloured laces, ballet type, “Volley’s” or “Dunlop Volley’s”, canvas or suede shoes will not be accepted. These shoes do not provide sufficient protection when students are participating in learning experiences or in the playground.

Workplace Health and Safety

Due to Workplace Health and Safety regulations students’ footwear must provide adequate protection and cover the entire foot. Footwear selection must also take into account the health benefits of growing children wearing supportive footwear to minimise future health risks.

Jewellery

A watch and one earring (plain sleepers or studs) per ear for pierced ears are the only jewellery items permitted to be worn at school. No other jewellery is acceptable. Other piercings or facial studs, including tongue studs of any kind are not to be worn to the school. Clear alternatives are not acceptable or permitted. No other accessories are to be worn.

Hair and Makeup

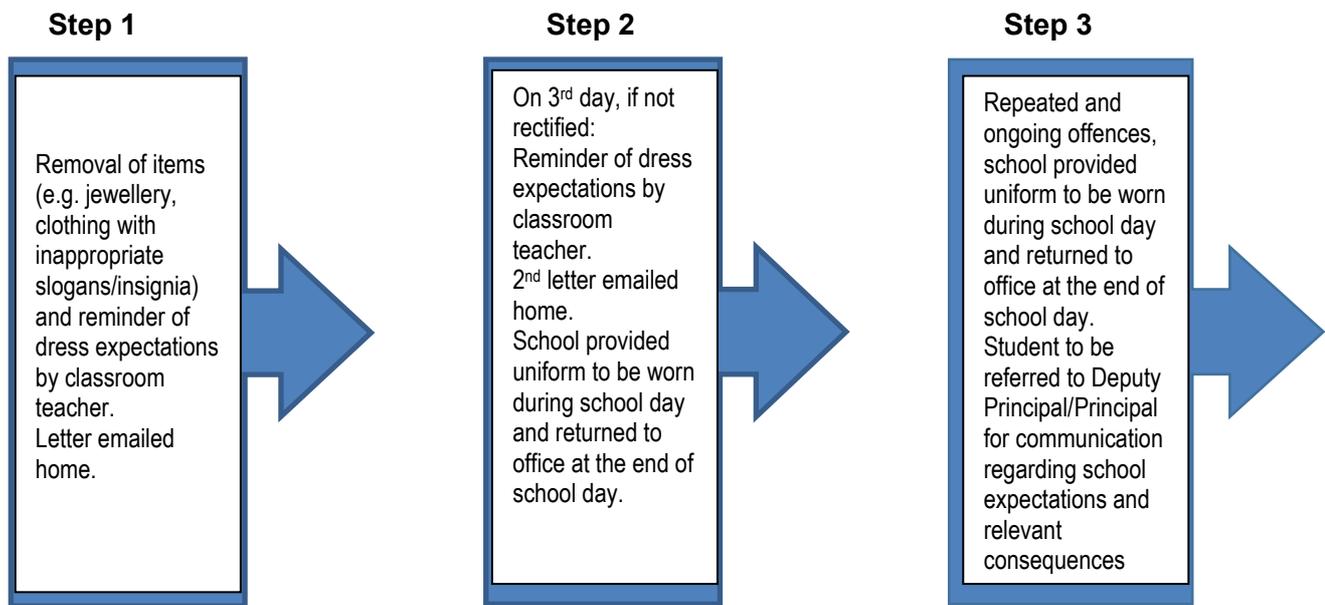
All students at the school are to be well groomed and the following must be adhered to:
Hairstyles must be neat, clean, tidy and well-maintained

- Students (Male and Female) with hair below the ear must be secured away from the face, pinned back and or tied up with a navy hair tie/hair band/clip.
- “Rats tails” must be plaited neatly.
- Only SPSS colour hair ribbons/bows/scrunchies/clips are permitted.
- It is unacceptable for hair to be coloured or dyed a non-natural colour.
- Extreme hairstyles such as “Mohawks”, tracks, or shaved sections are not permitted.
- Accessories are not permitted. These include but are not limited to bandanas, beanies or other brightly coloured headwear.

- Eyeliner, eye shadow, mascara and other makeup is not permitted.
- Nail polish is not permitted.
- Tattoos, if present, must be covered by the school uniform.
- Students who are in the sun but not participating in practical activities during lunch breaks will be directed to utilise shaded areas where possible.

Consequences of noncompliance with Dress Code

- Students will be asked to remove items that are not part of the school uniform. Consequences for students not in correct uniform without an explanatory note might mean contact home to parents, prevention from partaking in certain school activities, or reflection session.
- If a student does not comply with a dress code, developed under section 360 of the Act, the school’s principal may only impose one of the following sanctions-
 1. Detention of the student for a period mentioned in section 283(3);
 2. Prevent the student from attending, or participating in any activity for which the student would have been representing the school;
 3. Prevent the student from attending, or participating in, any school activity that, in the reasonable opinion of the school principal, is not part of the essential educational program of the school.
 4. If a student continues to be out of uniform and fails to complete the detention, this will be considered as ‘wilful disobedience’ and as such students may be suspended from school.



Wearing of incorrect uniform may result in child being excluded from certain school activities due to work place health and safety or external school activities i.e. excursions.

Exemption

Parents of students who for religious, cultural or health reasons may need to modify the uniform code are required to make an appointment with the Principal for further discussion.

Treasures from Home

Toys, trinkets and sporting balls from home very often become lost or broken at school, so it saves a lot of time and heartache if these are left at home.

Any toys that find their way to school will be cared for until the end of the day. Staff cannot assume responsibility for any loss or breakage.

Sun Safety Policy

We are very conscious of sun safety at our school and recommend that you apply sunscreen prior to your child's arrival at school. Children must have their own hat to wear. Regular caps are not permitted as they do not offer enough protection from the sun. Wide-brimmed hats with the school logo are available from the School Locker. Please ensure your child's hat is clearly named.

We strongly adhere to the school rule – BE SAFE: NO HAT, NO OUTDOOR PLAY! Children without hats are required to sit in the shade or play undercover.

Names and Labels

As young children often do not recognise their own belongings, we cannot emphasise enough the need to name absolutely everything – bags, shoes, lunch boxes, hats, drink bottles, clothing etc. All hats and school jumpers look the same!

Student Wellbeing

Our school follows the Positive Behaviour for Learning (PBL) process which emphasises the use of preventative, teaching, and reinforcement-based strategies to achieve meaningful and durable behaviour outcomes.

Consistent language and predictable consequences applied by all staff, at all times and in all locations in the school is key to the program's success with students. These expectations and consequences are also shared with parents.

PBL forms the basis of a consistent whole-school system and supports the Department of Education, Training and the Arts' priority to promote positive behaviour in schools. Through PBL, schools have access to the resources and tools they need to make evidence-based decisions about additional program and professional development needs for staff. SWPBS schools are more likely to achieve effective results from other programs and professional development such as the Department's *Essential Skills for Classroom Management*.

A PBL team has been formed to guide our future directions.

Our school's three rules/behaviour expectations are:-

- Be safe
- Be respectful
- Be responsible

These are displayed around our school and taught weekly to all our students.

Tuckshop

Our Tuckshop operates Tuesday – Friday. Please place orders **BEFORE 8am**. All hot food has to be pre-ordered. Download the Qkr! App to place orders online alternatively students can bring small amounts of money (no more than \$10) to school to purchase snacks.

Other Information

Booklists

Information regarding Booklists is emailed home to parents at the end of Term 4 each year.

It is important that all students have all items exactly as stated on the booklist from the start of the year. Parents of students who enrol during the year should speak to their child's teacher about books required before making purchase, especially if purchases have been made at a previous school.



While **consumables** such as glue, colour pencils, lead pencils etc will be listed on the booklist, it is to be expected that all students will need to have these items **replaced** throughout the year. These items run out very quickly when used every day and it would be appreciated if parents could check on these items regularly and replace when required. This helps not only the teachers, but also your child/children who are able to carry out their work efficiently.

Some teachers may request additional materials not on the booklist at the start of the school year. This is mainly due to the list being compiled before teachers have been assigned to a particular class or year level.

Outside School Hours Care

Before and After School Care is provided by YMCA.
All enquiries please contact 3253 1700 or mobile 0484 334 359.