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Our Vision
“WOODRIDGE NORTH KIDS CAN!”

WE BELIEVE IN:

- *respecting diversity of culture, values and beliefs*
- *developing and promoting tolerance whilst recognising individual strengths and celebrating successes*
- *the development of leadership, positive attitudes and effective social skills*
- *the provision of a wide variety of educational experiences and encouragement of excellence*
- *providing a safe and supportive learning environment for students, staff and members of our school community*

..... what we are doing is in the best interest of our students.

School Song

Music by Bill Deer, Lyrics by a combined effort.

*At Woodridge North all students are striving to excel,
 Hard work brings success to things that we do so well.
 Everything we learn will support us all life through,
 So thank you Woodridge North, we celebrate you.*

*Diversities are many, we respect them all,
 Let us stand straight and tall.
 Give it your best in everything you do,
 Building a foundation for the future.*

LIFE LONG LEARNING

Our programs focus on helping children develop the attributes of a life long learner:

- Knowledgeable person with deep understandings
- Complex thinker
- Creative person
- Active investigator
- Effective communicator
- Participant in an interdependent world
- Reflective and self-directed learner

General Information:

Principal	Mrs Muriel Collings
Deputy Principal	Mr Gary Boobyer
Head of Special Education	Mrs Helen Stewart
Head of Curriculum	Mrs Amber Cottrell
Registrar	Ms Leah McCarthy
STREET ADDRESS:	Woodridge North State School 3-8 Arthur Street WOODRIDGE QLD 4114
POSTAL ADDRESS:	PO Box 881 WOODRIDGE QLD 4114
TELEPHONE:	3380 6333
FACSIMILE:	3380 6300
E-MAIL:	the.principal@woodnortss.eq.edu.au
WEB ADDRESS:	www.woodnortss.eq.edu.au
OFFICE HOURS:	8.00am - 4.00pm

School Calendar For 2015

Australia Day (Public Holiday)	Monday 26 January
First Day of School 2015	Tuesday 27 January
Easter Vacation	Friday 3 April – Friday 17 April
Anzac Day (Public Holiday)	Saturday 25 April
Queen's Birthday (public holiday)	Monday 8 June
Winter Vacation	Monday 26 June – Friday 12 July
Exhibition Days (EKKA)	Monday 10 August
Spring Vacation	Monday 21 September– Monday 5 October
Labour Day (Public Holiday)	Monday 5th October
Student Free Day	Monday 19 October
Summer Vacation	Monday 14 December

School Timetable

The normal school day commences at	8:20 am
Eating break	10:30am – 10:45 am
Play Break	10:45 am - 11:05 am
Eating break	1:05 pm - 1:15 pm
Play Break	1:15 pm - 1 :40pm
School concludes each day at	2.30 pm

Attendance

Attendance at Primary School is compulsory.

Woodridge North State Preparatory Centre

PREPARATORY TEACHER
PREPARATORY TEACHER
PREPARATORY TEACHER
ADDRESS:

Ms Roxanne Miller
Mrs Louise Shepard
Miss Kharlina Bell
Woodridge North State
Preparatory Centre
North Rd
WOODRIDGE QLD 4114

POSTAL ADDRESS:

PO Box 881
WOODRIDGE QLD 4114

TELEPHONE:

3380 6333

Enrolments

Children must turn 5 years of age by 30 June of that year to be eligible to attend Prep.

Play Groups

In 2015 the Community Hub will operate playgroups from the Community Hub room.

There is NO COST to parents for this program. Parents stay with the children and a playgroup leader runs the program. All equipment and resources are provided. Please contact the school office or Shelly from the Community Hub for details on 3380 6333 or drop in to the office and speak to the ladies at the front desk.

Uniforms

Woodridge North has a distinctive uniform for both girls and boys. Both are readily obtainable from school uniform shop. Woodridge North is a "uniform school" and we seek your co-operation in requesting that children wear the uniform to school and school events. The uniform should be worn as a complete 'ensemble' and not mixed with other garments. Wearing of the uniform assists to maintain tone within the school, gives the pupil a sense of belonging and also eliminates undesirable competition in dress.

HATS AND SHOES are to be worn. Children will not be allowed in the playground without them.

If a student is unsuitably dressed, at the Principal's discretion, they may be required to change

GIRLS

Bottle green polo shirt
 Bottle green skirt/skort or rugby knit shorts (mid-thigh or longer)
 Closed in black running/school shoes and socks
 School hat
 Headwear must be plain bottle green, black or grey

BOYS

Bottle green polo shirt
 Grey shorts
 Closed in black running/school shoes and socks
 School hat

Winter Uniform - (Boys and Girls) bottle green or light grey tracksuit.

No jeans are to be worn to school except on Free Dress Days.

This uniform is to be worn on all school excursions and when representing the school.

Every child is to wear either a school bucket hat or legionnaire cap when outside at school.

All uniform items except socks, shoes, tracksuits and boy's grey shorts can be purchased all year round from the uniform shop. P & C do not sell winter uniforms.

No nail polish, false nails, tattoos, make-up, dreads, mohawks, words or logos in hair, multiple or extreme hair adornments, cuts or hairstyles are allowed. No dyed hair is permitted unless requested by a teacher for a special event.

Hair that reaches the shoulders must be tied back and off the face (boys and girls).

FREE DRESS DAYS – T-shirts must have sleeves that cover the shoulders. Shorts must be mid-thigh or longer

Jewellery – Please see page 14 rules regarding jewellery

Accident Procedures

During the school day your child will be under the supervision of the teachers, but accidents still may happen. The procedure we follow is that, if possible, the parent is immediately notified so that the parent/caregiver can determine what course of action to take. If injuries appear too severe to allow this procedure, the child will be taken to the Public Hospital by staff members or by ambulance.

The school, however, does not assume responsibility for any cost incurred.

Ambulance – the Ambulance Service covers everyone in Queensland.

Insurance cover for students undertaking physical activities

Physical activity and physical education, particularly contact sports, carry inherent risks of injury. Parents are advised that the Department of Education Training and the Arts **does not** have Personal Accident Insurance cover for students. Education Queensland has public liability cover for all approved school activities and provides compensation for students injured at school only when the Department is negligent. If this is not the case, then all costs associated with the injury are the responsibility of the parent or caregiver. It is a personal decision for parents as to the type and level of private insurance they arrange to cover students for any accidental injury that may occur.

Arrival and Departure

Travelling to School

Parents are asked to direct their children to use **one route only** and to ensure that they are aware of road hazards, supervised crossings, and road safety rules and talking to strangers.

If you drive to and/or pick up your children, please use the council car park to do so. There will be many children about between 8.00am – 8.20am and at 2.30pm, so please drive carefully near the school.

CHILDREN SHOULD ARRIVE AT THE SCHOOL NO EARLIER THAN 8.00 AM.

If the occasion arises where a child has to arrive before 8.00am, they must wait outside the office until asked to move into the undercover area by the teacher aide on duty. The teacher aide will then supervise all students while they are seated in the undercover area until the bell rings. Students are not to play in the playgrounds before school.

Parents who deliver or pick up their children (particularly in the junior classes) each day are asked **NOT** to wait near the classroom doors, windows etc. while schoolwork is in progress. This upsets the attention of the children. Parents are welcome to wait in the undercover areas. (Please also see **Parking** and **Cyclists**)

Assemblies

Assemblies are held Tuesday afternoons 1:50 – 2:25pm.

Parents and friends have an open invitation to attend all assemblies.

Student Attendance

Regular attendance at school is essential. Absences from school must be explained, preferably by a phone call to our absence line or our office staff, a text in reply to our absence query, a short note on return, or personal contact with office staff or the class teacher. If your child is away sick more than three days a medical certificate may be requested. If your child will be away for more than 10 school days, please see the office in advance to complete the necessary paperwork to apply for an exemption from schooling.

In Queensland the law requires you to ensure that your compulsory school age child is enrolled in a school and attends school on every school day. Where your child does not attend school and you do not have a reasonable excuse, you could be prosecuted for an offence and be liable for a fine of up to \$450 for the first offence and \$900 for further offences.

The school has a growing concern about the number of students who are absent from school on a regular basis. There appears to be a trend developing where parents are allowing their children to have days off school for unacceptable reasons. The **school** is very concerned about this issue and **will be closely monitoring all student absences this year.**



Punctual attendance is also important. Students must report to the administration office for a late slip if arriving after 8:30am with an explanation from parents/caregivers in the form of a note, personal or telephone contact.

If a child has to leave the school before the end of the school day, a written note or personal contact explaining the circumstances is absolutely necessary. The safety of your child is our main priority. No child will be allowed out of the school grounds during school hours unless accompanied by an adult (18 years or older). Parents wishing to collect children through the day need to call into the office and collect an early departure slip.

BEHAVIOUR MANAGEMENT PROCESSES

The following procedures apply to all students who choose to behave in ways that prevent students learning or the teacher from teaching or be disruptive or disrespectful in any way. CONSISTENCY must be seen to be always evident.

The procedures are designed to encourage a sense of self-responsibility and self-discipline in our students. An appropriate response by the teacher, when talking to the child about his/her behaviour, would be to ascertain the child's knowledge of alternative strategies.

In class actions	RTR/Admin	Parents	Re-Entry
Behavioural reminders given, backed by a visual prompt.	Student sent to RTR teacher or RTR teacher-aide to develop a responsible behaviour plan.	Parent contacted if student is referred to RTR for a major incident, if referred twice in one day or if referred three times in two weeks.	Re-entry dependant on behaviour agreement negotiated with class teacher, BST and Admin if requested.
Use of buddy class or time-out may be used.	If warranted, parent called with possible suspension.	An Appointment may be requested with parents.	
Teacher may fill in an RTR referral form			
If the behaviour warrants, the severe clause is used and student is sent to the office.	Three or more referrals in one term results in exclusion from behaviour rewards.	Intervention team meetings automatically include parents.	

In accordance with the Code of Conduct for students representing the school in sports teams, competitions or ceremonies, having three RTR referrals or one office referral in a week, will, at the discretion of administration, prevent the student from participating in the representative activity.

Upon re-entry to the school following a suspension, the PARENT is requested to attend an interview with an administration member, the child and if possible the classroom teacher and Behaviour Support Teacher. During this re-entry process a plan is made by those present to support the child's behaviour upon re-entry. This agreement is to be signed by the student before the student re-enters the school.

BUS SERVICE

No official Bus Service operates to/from this school but normal passenger services exist. Parents who wish their children to travel to school by bus can obtain further information by contacting Clark's Logan City - Telephone Number: 3200 9606.

Code of behaviour - School Rules



Cyclists

Some children prefer to cycle to school and, should this be the case, the usual warnings should be given by parents. Queensland State law dictates that all cyclists **must** wear safety helmets conforming to strict standards. This safety requirement is supported by the P & C Association. Children who choose not to wear helmets should not ride their bicycles to school. A lock up area is provided for bicycles whilst at school. All care concerning bicycle safekeeping is practised, but parents should ensure that they can provide all other security measures.

STUDENTS MUST WALK THEIR BICYCLES WHEN IN THE SCHOOL GROUNDS

Dental Clinic

A dental service is offered free of charge by the Queensland Health Department. This service is offered to all children from the age of 4 years and up to and including the age of 14 years. The centre is staffed by fully qualified Dental Therapists and Dental Assistants, who are under the supervision and control of a Dentist. Woodridge North's Dental Clinic is a shared facility and does not operate in our grounds all year. Enquires are welcome, please telephone 3290 3902.

Excursion Payments

Payment Methods

Direct deposit/internet transfer

BSB: 064-168 A/C: 00090298 Commonwealth Bank
Use student name and event as reference when making deposit/transfer eg. J.Smith Camp

Cash/EFTPOS/Cheque

Tuesday and Friday (8.15am – 11.00am)
No money will be accepted outside these days and hours. **Money is collected via a window near the school office, not given to the teacher.** A receipt will be issued at the time of payment.

Refund Policy

Refunds on payments eg excursions, levies, can only be made (subject to Principal approval) if the School has not paid for the activity. A refund will be paid directly to the parent/carer's account or if paid by credit card, paid back onto the card. Please see the Office to complete the Request for Refund form. Alternatively, credits can remain on accounts and be used for future excursions.

Other Expenses

Items for which Parents may be asked to contribute through the year include:

- Drama/Theatre Performances
- School Photographs
- Class Excursions arranged by the class teacher
- Book Club orders
- Sporting Trips
- Camp
- Swimming
- Miscellaneous

Swimming, Sports, Excursions

From time to time classes leave the school grounds to attend swimming classes, participate in sporting teams and visit places of interest in the district. Children will always be well supervised by teachers on these occasions and your permission will always be required.

Gross misbehaviour may lead to exclusion from school excursions. Consideration will be given to removal of the student on the basis of facts presented by individual teachers. Such exclusion will be at the discretion of the Principal.

Infectious Diseases

Exclusion Table

The following is the Exclusion Table of Infectious Diseases approved by Education Queensland. For the purpose of this table, a contact means a child of school age in the same residence as the patient.

Disease	Period of Exclusion for Sufferers	Contacts
Chicken Pox	Should be excluded for at least seven days after the beginning of the illness and until the last lesion has healed.	Not to be excluded
Measles	Should be excluded for at least eighteen days from the appearance of rash or until medical certificate of recovery is produced.	Need not be excluded.
Mumps	Should be excluded for at least 14 days after the onset of symptoms.	Need not be excluded.
Rubella (German Measles)	Should be excluded for at least seven days from the appearance of rash or until a medical certificate of recovery is produced.	Need not be excluded.
Whooping Cough	Should be excluded for four weeks unless a medical certificate is produced.	Need not be excluded.

Disease	Period of Exclusion	Remarks
Impetigo-School Sores or Boils	Not to be excluded if lesions are covered.	Impetigo is contagious. Lesions must be covered. On the face the lesions must be under treatment, and a layer of ointment or paint is accepted as a 'cover' in this situation only.
Ringworm	Not to be excluded if lesions are covered.	Ringworm is contagious. If an ointment is being used, a dressing must be applied.
Ringworm of the Scalp	Not to be excluded from school if scalp is covered and conditions (a), (b) and (c) apply but to be excluded from swimming for four weeks after tablet treatment commenced. Until medical certificate of freedom is obtained if lesions are large.	(i) Ringworm of the scalp is contagious. Infectivity will have ceased in about three weeks under the following conditions. (a) the lesion is small (about the size of a 10 cent coin). (b) the hair has been shaven for 2.5cm all round the lesion. (c) treatment has been commenced with Griseofulvin tablets.
Scabies	Suspect cases to be excluded until medical clearance is obtained. If there is a positive diagnosis, child must be excluded for at least one week, then subject to (a) or (b) in next column.	Return to school is permitted if (a) a medical certificate of clearance is produced, or (b) there is adequate evidence that the child has been adequately treated. a). The incubation period of a first attack is long - four to six weeks - so there will not be a dramatic spread of the disease from one case to dozens of others in a few days, as is often claimed in panic situations and b) Once a child has had scabies he is likely to itch for several weeks, even though he/she is actually cured of the infection.
Head Lice	Until treated	Untreated cases of head lice infestation should be excluded from school. With proper treatment the period of exclusion may be as brief as one day.

Internet Agreement

The **Internet** is a global communication network that is another kind of learning tool. It can be a safe and informative place for a child to discover more about the world around them.

Woodridge North State School provides access to the Internet and students must have permission from at least one of their parents or guardians to access the Internet at school.

Please read the following:

CONDITIONS AND RULES FOR USE

1. *Acceptable use*

Student activities, while using the Internet, will be in support of education and research and be consistent with the educational objectives of this school and Education Queensland. Students will be able to use the Internet as a research tool and to communicate with other students via e-mail (electronic mail).

2. *Privilege*

The use of the Internet is a **privilege**, not a right. Inappropriate use, including any violation of these conditions and rules, may result in cancellation of this privilege.

3. *Network Etiquette*

All users are expected to read and abide by the generally accepted rules of network etiquette. These rules include, but are not limited to, the following:

- (a) I will be **polite**.
- (b) I will use **appropriate** language
- (c) I will **not** reveal any **personal information** about my family others or myself. (eg. personal addresses, phone numbers, bank account numbers, passwords, etc.)
- (d) I will **not** use the network in such a manner that it will disrupt the use of the network by other users.
- (e) I will **not** send, receive or download **copyrighted materials** without permission.
- (f) I will **not** respond to messages that are mean or make me feel uncomfortable.
- (g) I will **inform teachers** if I find information that makes me feel uncomfortable.

Instrumental Music Program

Instrumental Music Instructors visit our school each week and provide free tuition to children wishing to learn woodwind, brass, percussion or stringed instruments. These instruments are provided by parents, however the school does have several available for student use. The school band rehearses once weekly during lunch break and performs at various venues both in and out of school precincts. On some occasions, parents may be asked to provide the necessary transport.

Children from Year 3 upwards are eligible to be included in the Strings Program, and children from Year 5 upwards are eligible to be included in the Brass, Percussion and Woodwind programs. A hire fee applies to most instruments.

Jewellery

For various reasons, the only jewellery a child is permitted to wear is a watch and one pair of small studs or small sleepers for children with pierced ears, a bracelet or medallion or chain bearing medical information may be worn, unless, it would constitute a safety risk during a particular activity. No other Jewellery will be allowed, and where considered dangerous, teachers may ask children to remove items. The Principal reserves the right to make an exception upon request and interview with parent.

Labelling Of Belongings

Please label your child's clothing, books etc. clearly with the child's name. This applies to such items as school bag, hat, jumper, raincoat, shoes and purses. A lost property box is set up near the OFFICE and if your child loses something do follow this up by checking the contents of this box. Frequently, large amounts of unclaimed clothing are donated to local charities.

Library

Borrowing

Classes are allocated an in-school time every week to borrow from the collection. Borrowing can also occur during the first break each day. Loans are for one week only. All students **must** have a library bag.

Years 1 – 3 One Book

Years 4 – 7 Two Books

Volunteers

We are grateful for any amount of time that can be spared to help with library duties. Contact either the library aide or the teacher in the library if you wish to assist.

Forbidden Articles

Water pistols, guns (all types) and caps, matches, pocket knives, sling shots, chains, chewing gum, mobile phones, iPods, and MP3's and any other objects teachers consider dangerous will be confiscated by any teacher or teacher-aide.

If a parent wishes their child to bring a mobile phone to school, they must be turned off and handed to the front office until 2.30pm. Any emergency calls need to come through the school telephone system (3380 6333). Students bring phones to school at their own risk and staff do not take responsibility for loss or damage to these items.

Medicines

Education Queensland Regulations require that, before medication is administered:

- (a) A parent has completed a permission form.
- (b) the label on the medication clearly states:
 - 1) the name of the child
 - 2) the dosage and times on it.

Please ask your pharmacist for this information when he issues the medication, as only prescribed medications will be administration to your child.

Parent/Caregiver's authority forms for medication are available from the school office for your convenience.

Medication is housed and administered in the Health Room.

Asthmatic students who are responsible for taking their own medication at home should have ready access to their asthma medication during school hours, provided that written permission from a parent or legal guardian is presented to the school initially. These students are responsible for their inhalers at all times.

An inhaler for emergency situations is included in the school first aid kit.

Newsletters

The newsletter is generated every second Wednesday. It can be found on our school website and on the QSchools app. Please also check in on our facebook page for up to date information. A hard copy of the newsletter is also sent home to every family.

If you have information of interest to the school community, please write a brief article and place it in the box provided at the office.

Organisation of Classes

At the end of each year the classes are reorganised before they proceed to the next year level.

Community Hub

The Community Hub is located next to the Prep rooms. Our Community Hub leader is Shelly and she can be contacted on 3380 6333. The Hub seeks to bring parents into closer contact with other parents, the school and people in our community. It's a place where parents and friends can meet and provides a venue for various activities and programs which are of interest to the parents and community in general. Programs run from the Hub include, playgroups, craft groups, parent information sessions and English conversation classes.

Parent/Teacher Reporting

Written and oral reporting occurs in June and December. If you have any concerns regarding your child, please communicate them to your child's teacher or an Administrator as soon as convenient. Parents can arrange a suitable time to meet with teachers or administrators through the office.

Parking – Parents' Cars

It is requested that Parents observe the **NO PARKING** signs and that only **AUTHORISED** vehicles should enter the school grounds.

Please do not park in the administration carpark to ensure access for emergency vehicles.

Parking facilities for parents' cars are available in the Council Carpark. The most convenient place for parents to park their cars is in this area close to the Adventure Playground. Entry is via Mawson, Linley and Arthur Streets.

Parents are asked to observe the parking signs and to ensure students use designated pedestrian crossings.

School Records

When you change your address, home or work telephone numbers, etc., please notify the school office as soon as possible to ensure that we have up to date and accurate details on hand should an emergency arise.

Special Education Program

The Woodridge North Special Education Program (SEP) is located in the two classrooms at the end of the administration Block. The SEP supports students with Speech-Language Impairment, Intellectual Impairment, Physical Impairment, Hearing Impairment and Autistic Spectrum Disorder. The centre also liaises with Teacher Advisors who develop programs for student with hearing, physical and visual impairment.

Woodridge North State School focuses on inclusive education and the SEP provides programs that enable these students to participate in classroom activities.

The SEP has teachers and teacher aides who support the students from Prep to Year 7. If you would like more information about the SEP, please contact Helen Stewart through the school office.

Additional services include:

- ❖ Visiting Guidance Officer
- ❖ Visiting School Nurse
- ❖ Visiting Communication Teacher
- ❖ Visiting Advisory Teachers English as a Second Language (ESL), Behaviour
- ❖ Hearing Impairment (PI), Physical Impairment (PI) and Visual Impairment (VI)
- ❖ Part-time Speech Language Pathologist
- ❖ Visiting Occupational and Physiotherapists

Requests for assistance from any of the above personnel can be made through any of the School Administrators.



Student Welfare

A detailed copy of the Behaviour Management Plan for Woodridge North State School is provided to all families at the commencement of the school year or upon enrolment.

Developing and Maintaining Effective Discipline

In line with Departmental policy, our school has implemented a PLANNED DISCIPLINE PROGRAM, which has established a set of procedures to manage student behaviour. The PROGRAM supports the conditions necessary for your child's effective schooling.

We believe that schooling is about success and that we have an obligation to protect the right of **"ALL STUDENTS TO LEARN"** and **"ALL TEACHERS TO TEACH"**.

Our emphasis is on promoting responsible behaviour. These procedures mean that you may be contacted more regularly regarding the choices your child is making with his/her behaviour. This means positive and responsible choices as well as those that may not be helpful to learning.

The program expects the school to adhere to four basic notions for the effective management of student behaviour.

They are: -

- Students learn best in learning environments that are success oriented, inviting and meaningful.
(Belonging and Relevance)
- Students undergo an "apprenticeship in democracy" while at school.
(Rights and Responsibilities)
- Managing students is most effective when done in partnership with parents and with all school adults.
(Partnership)
- Managing students' irresponsible behaviour must include planned disciplinary actions, which increase the student's opportunity to succeed and maintain a safe, orderly learning environment.
(Planned Discipline)

Tuckshop

Our Tuckshop is open Monday to Friday to cater for the children's needs in years 1-7. The tuckshop is run by volunteer parents and friends. If you could assist with Tuckshop Duties, please contact the tuckshop on the number below or let the office know. ***Your help is needed***, and would be appreciated.

Tuckshop Telephone Number: 3808 8574

Tuckshop hours: 8.00am-1.00pm Monday - Friday

Orders should be written on paper bags and given to the tuckshop before school.

All profits from the tuckshop are returned to the children in the form of improved school resources and facilities.

Valuables and Toys at School

We discourage children from bringing valuables and toys to school. Children should not bring any more money than is necessary. Should it become necessary for a child to carry a large amount of money to school, a note from parents would be appreciated.

Woodridge North State School Parents' & Citizens Association

The P & C Association of your school meets each term in week 3 and week 8 on Tuesdays. You are cordially invited to attend all meetings, which usually start at 6.00pm. In this way you will become more acquainted with the working of your school and be given the opportunity to put forward ideas that will promote the interests of the children attending the school.

Parents who are not able to attend evening meetings have the opportunity to leave information at the office so it can be tabled at the meetings.

Sport

Sports days – House colours:

Surname beginning with:

A – F Booran Blue

G - O Pearson Red

P - Z Woolton Yellow

Student Council

The Student Council meets weekly to ensure students have a voice in what happens at our school.