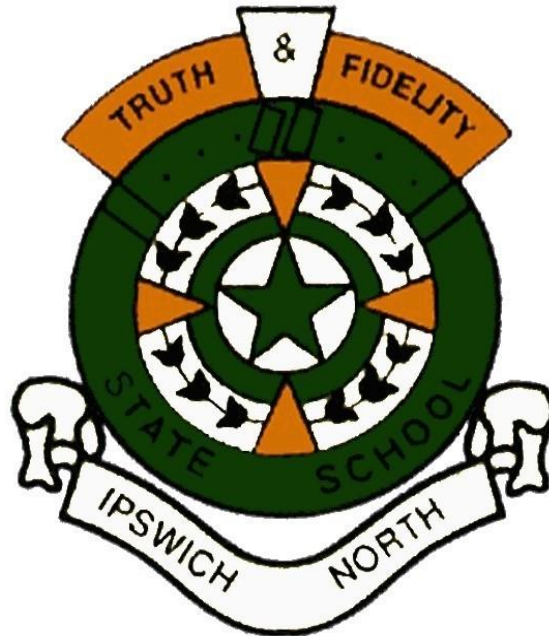


Ipswich North State

Learn Believe Succeed
School



through...:



PARENT HANDBOOK

PRINCIPAL: Ms Sharyn Brown

ADDRESS: Downs St
NORTH IPSWICH QLD 4306

POSTAL ADDRESS: PO Box 2288
NORTH IPSWICH QLD 4305

TELEPHONE: (07) 3813 5888

EMAIL: admin@ipswichnorthss.eq.edu.au

WEBSITE: <http://www.ipswichnorthss.eq.edu.au>



Ipswich North State School

Learn Believe Succeed



FOREWORD

Learn Believe Succeed is our motto and reflects our strong commitment to create wonderful learning experiences for the future success of our students.

Aspiring to be the best we can be - *Ipswich North* students:

- achieve the 95% attendance target and wear their school uniform with pride
- respect the right to learn and the rights of others
- are proud of being a student enrolled in Ipswich North State School
- comply with the expected standards of the Responsible Behaviour Plan
- demonstrate **respect** for themselves, other members of the school community and the school environment
- take **ownership** of their behaviours and the consequences of their behaviours
- **cooperate** with students, staff and others in authority
- behave in a manner which shows **kindness** to all students, staff and visitors
- participate **safely** and actively in the school's education programs.

It is with great pleasure that I welcome you to Ipswich North State School. Ipswich North State School is a community of learners who work together to continuously improve the quality of education we deliver for our students.

International research suggests that it is the quality of teaching that has the greatest impact on student achievement and this is of critical importance at Ipswich North State School. We place a high priority on achieving high standards in literacy and numeracy and are proud of our student learning outcomes. We are also proud of the outstanding achievements of our students in the sporting and cultural arenas.

We offer a broad curriculum and extensive extra-curricular programs which enable our students to experience new challenges and opportunities beyond the classroom.

Our dedicated staff are committed to the achievement of high standards in learning and teaching. They continuously strive to improve their knowledge and skills as educators and co-learners in a dynamic, stimulating and vibrant teaching environment. At our school, staff are highly motivated and skilled to help all students achieve their very best.

Students, parents and staff are actively involved in the life of the school and share a commitment to its future development and growth. We are most appreciative of the hard work parents undertake to raise funds. This enables our students to enjoy quality learning environments which are well resourced to maximise learning.

Ipswich North State School values and fosters positive behaviour, tolerance and understanding of difference. We are proud of the achievements of our school and are excited about the future.

Sharyn Brown
Principal

CONTENTS PAGE

DIRECTORY	5
SCHOOL PROFILE	6
STATEMENT OF PURPOSE	7
VALUES	7
GENERAL INFORMATION	8
School Hours	8
Bells and Session Times	8
Eating Time	8
School Map	9
Arrival To & Departure From School	10
Early Departure From School	10
Late Arrival To School	10
Late Departure From School	10
Student Enrolment	11
Attendance Policy	11
Teacher – Parent Communication	15
Complaints	15
Newsletter	19
Assemblies	19
P&C Meetings	19
Tuckshop	19
HEALTH AND SAFETY	20
Casualty/Illness Procedures	20
Medication	20
Serious Medical Conditions	20
Infectious Disease Exclusion Table	21
Dental Service	21

Head Lice	21
DRESS CODE	22
Sun Smart Policy	24
CURRICULUM	25
Pedagogical Framework	25
School Charges and Voluntary Contributions	26
Books and Materials	26
Library/Resource Centre	26
Religious Education	26
Special Visits	27
Instrumental Music Program	27
Physical Education and Sport	27
Smart Choices	27
Camps and Excursions	28
Voluntary Aides	28
Homework	28
Parent/Carer – Teacher Interviews	31
Student Report Cards	31
Student Recognition	31
Learning Intervention Process (LIP) Committee	31
Special Education Program	32
BEHAVIOUR MANAGEMENT	32
Responsible Behaviour Plan	32

DIRECTORY

Principal:	Ms Sharyn Brown
Head of Curriculum:	Ms Natalie Marhinin
Business Manager:	Mrs Sandra Coyne
Prep F Teacher:	Miss Kristy Farley
Prep/1G Teacher:	Miss Shannon Goudswaard
1H Teacher:	Ms Toni Hinton
2W Teacher:	Miss Nicole Weber
2/3W Teacher:	Miss Chelsea Wells
3R Teacher:	Miss Paige Raatz
4H Teacher:	Mrs Helena Hunt
4/5J Teacher:	Miss Jessica Horne
5/6A Teacher:	Mrs Emma Allwood
5/6M Teacher:	Mr Nathan Macklin
Head of Inclusion:	Mrs Michelle Skehan
Student Engagement Teacher:	Mrs Linda Forsyth
HOC / Technologies Teacher:	Miss Michaela Ward
Physical Education Teacher:	Mr Gavin McLeod
Music & Arts Teacher:	Mrs Helen Nicholson
Instrumental Music Teacher:	Miss Trish Allan
Guidance Officer:	Mr Todd Montgomery
Speech Pathologist:	Ms Kirsty Till

Ipswich North State School
Downs Street, North Ipswich Qld 4305
Phone: 07 3813 5888
Email: principal@ipswichnorthss.eq.edu.au

SCHOOL PROFILE

Ipswich North State School is situated in the Moreton shire and is located on the corner of Downs Street and Fitzgibbon Street in North Ipswich. Our school offers classes from Preparatory to Year 6 in a coeducational environment with a multi-age philosophy where inclusivity is a high priority. A Special Education Program is provided across the school and supports students with disabilities in the mainstream curriculum.

With an enrolment of approximately 240 students, Ipswich North State School, a Band 7 Primary school, has a long and cherished history dating back to its opening in 1867. The Ipswich North community comprises students from a diverse range of backgrounds. Parents view the school positively and perceive it to be an open and welcoming environment. Parent and community involvement are actively encouraged and parental volunteers are appreciated in many roles. An active Parents and Citizens Association provides support to the school, operationally as well as financially.

Ipswich North also receives the services of a Guidance Officer (GO), Advisory Visiting Teachers (AVT) and a Speech Pathologist. The school operates a Learning Intervention Process (LIP) which meets once a fortnight and responds to specific academic and/or behavioural and social needs of students.

Ipswich North State School Curriculum Framework focuses on improving student learning outcomes and supporting students to become lifelong learners. Literacy and Numeracy are a focus with specific time allocations for English and Mathematics. Key Learning Areas are used as a basis for planning with the National Curriculum and Queensland Curriculum, Assessment and Reporting Framework (QCARF) guiding the ongoing development of the school curriculum.

All teachers have access to Curriculum in the Classroom (C2C) units and detailed lesson plans in English, Mathematics and Science. Teachers plan in teams and individually to develop programs which are modified where necessary to meet the individual needs of students. A wide variety of teaching strategies are used in curriculum delivery to promote participation and engage students in learning.

A safe, supportive school environment is promoted to optimise learning. Behaviour management is based on firm, fair and consistent practices and a Responsible Behaviour Plan for students has been developed in line with the Department's Code of School Behaviour.

Physical features of the school include contemporary furnished teaching blocks as well as a Resource Centre, Science/Art Centre, School Hall, Staffroom, Covered Areas and Amenities Blocks. A large oval, Junior and Middle School Adventure Playgrounds and a bitumen area are extensively used by students. Significant improvement to facilities have occurred over the past years with projects undertaken including the building of a Resource Centre, School Hall, Science/Art Centre, refurbishment of all classrooms, internal and external painting, re-roofing, construction of additional concrete paths and front entrance upgrade. Considerable time and effort has gone into improvements to the school grounds to beautify and enhance the facilities and to provide a safe, functional learning environment.

Each year, the school receives funds from a variety of government and non-government sources. Upgrading a variety of resources at the school is ongoing with resource purchasing prioritised and linked to curriculum delivery aimed at achieving the best possible educational outcomes with available funds.

Our School Vision: Learn, Believe, Succeed

Mission: Every child, every day, exceptional learning.

The Ipswich North State School community strives to be a learning environment where students can achieve their potential and become valued members of the society.

The vision is a clear statement that articulates:

1. We will support all students to achieve their academic potential.
2. We are part of a culture that promotes improvement, innovation and creativity.
3. We provide a safe, supportive and inclusive learning environment for all students.

STATEMENT OF PURPOSE

Ipswich North State School exists to provide exceptional learning for every child every day at school. This will occur in a safe, caring, supportive environment. We are committed to achieving the best educational outcomes for every student in our school. We provide high quality education that assists Ipswich North State School students to love learning, develop judgement and a sense of responsibility, understand the past and prepare them to embrace the future. We equip young people for the future to enable them to contribute to a socially, economically and culturally vibrant society.

Exceptional Community Support

Ipswich North aspires to be the number one school of choice for families. In supporting families and children, the school works strongly with the community through highly effective communication, parent information sessions, interviews and other means to develop strong community support for student learning, enriched early childhood experiences, strong care and welfare for children, regular school attendance and a high valuing of the goals and culture of the school.

As a community facility supporting families, the school will broker services such as Kambu. We also work in conjunction with parent groups including our P&C to achieve enhanced school facilities to develop student opportunities to play, be active, undertake practical learning, performing arts and to enhance our digital learning resources.

VALUES

The key values are the foundations that drive the Ipswich North State School vision. They underpin the relationships between parents, students, staff and the community. The key values are beliefs or attitudes about which we are passionate. They are the foundation upon which our behaviour program is based. The recognition that we give to our values defines our sense of belonging and the respect that we have for one another and our learning community.

At Ipswich North State School, we value ROCKS:

- Respect
- Ownership
- Co-operation
- Kindness
- Safety.

GENERAL INFORMATION

School Hours

School operates from 8:45am until 2:45pm Monday to Friday. A bell rings at 8:40am for students to go to classrooms and prepare for the school day. The eating and play breaks are from 10:45am to 11:30pm and 1:00 – 1:30pm.

Bells and Session Times

8.00am	Students sit under Infant Wing supervised by staff Students should not be at school before 8.00am as they are unsupervised.
8.15am	Students play supervised on the Bitumen area, under the CPA and enjoy Breakfast Club.
8.40am	Bell: Students cease play and move to classrooms to prepare for the day.
8:45-10:45am	First Session (time to learn) <i>*If a student arrives after 8:45am, they must report to the office for a Late Slip before going to class.</i>
10:45-11:30am	Play Break/Lunch
11.30-1:00pm	Middle session (time to learn)
1:00-1:30pm	Play Break/Lunch
1:30-2:45pm	Last session (time to learn)

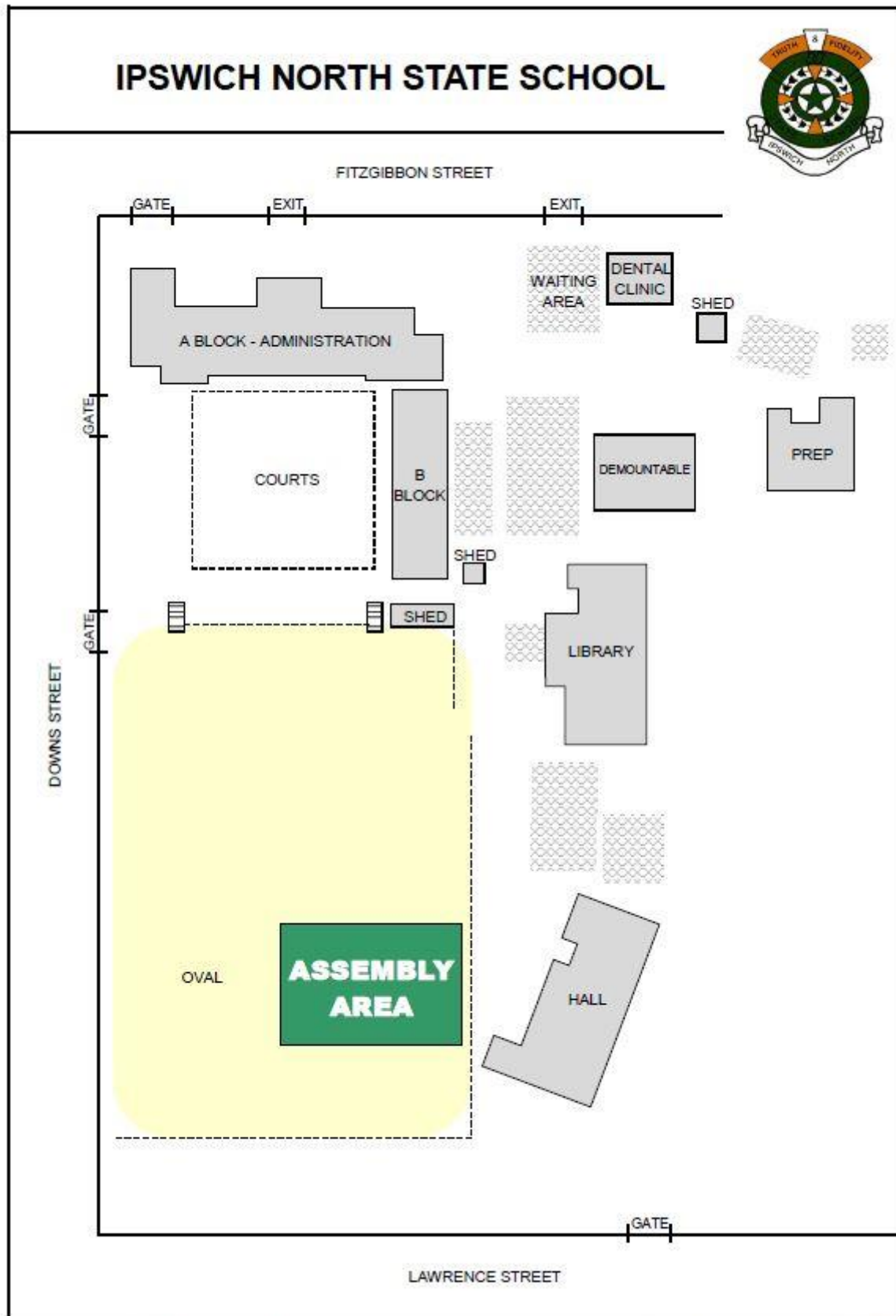
Parents are asked to wait under A Block or in the front garden space if they are here before 2:45pm. This will ensure all areas can be accessed and classes and activities remain uninterrupted. Parents must still report to the Office if they wish to collect their child/ren before 2:45pm and sign them out. Teachers will be contacted and the child/ren will be sent to the Office. Prep parents are welcome to wait at the classroom in Term 1 but join the rest of the community from Term 2 under A Block or the front garden space.

Students in Year 1—6 move to the Bitumen by the 2.45pm bell. Prep students are at their classroom for collection by parents until Week 8 of Term 2. Normal procedures occur when the 2.45pm bell sounds with students waiting on the bitumen with their teacher until a family member arrives to collect them or students move to the front of the school to catch a bus or be collected from the front gate. Students will still be supervised at the front of the school by staff until the final bus has departed.

Eating Time

When the bell is rung, the children eat their lunch in the Covered Play Area (CPA). Students are supervised by a member of Administration. Students follow the expectation that *we remain seated while eating* and students visit the toilets before moving to the CPA. Students are to have a drink bottle with them for lunch. Students are also responsible for keeping the eating area clean.

School Map



Arrival To and Departure From School

At Ipswich North there is limited rostered supervision of students before the commencement of the school day. Children should not arrive at school before 8.00am. However, where both parents are working or children are travelling on early buses, it may be difficult to comply with this request.

All students who are dropped off or arrive at school prior to 8.00am are expected to wait under the Infant Wing for supervised play at 8.15am. All students should be at school by 8.40am to enable them to prepare for the school day.

It is the parent's responsibility to ensure that children are collected promptly at the appropriate time. In the afternoon, staff supervision is provided for bus children and at the pedestrian gates on Fitzgibbon Street. Children must stay inside the school grounds if waiting for collection by parents/carers.

Early Departure From School

The school has a duty of care over all students. The collection of children before 2.45pm is not encouraged other than for illness or exceptional circumstances. The school will release a child into the care of the primary caregiver only, as listed on the school file. Should a child need to be collected by a person other than the primary caregiver, a phone call or signed note from the primary caregiver will be needed to give the school authority to release the child.

The following process must be followed by parents/caregivers:

- Prearrange for your child to come to the office at 10.45am, 11:30am, 1:00pm or 1.30pm (Beginning or end of a Lunch break). Children can be signed out through Administration.
- For children not prearranged to meet at these times, the parent will go to the Administration Office and the classroom teacher will be contacted and the child will be sent to the office. The parent must sign the child out in the Early Departures Book.
- For children who are sick and being collected by their parent, the above process will be followed.

Late Arrival To School

At the start of the school day, students who have not arrived at school on time are required to attend the office with a parent or guardian to collect a late slip from the Administration Office before proceeding to their classroom. Parents or carers of students will need to provide a reason as to why they have arrived late and all late arrivals will be recorded on the student's file for future reference. The school follow up process consists of notification letters issued by Administration.

Late Departure From School

Students not collected by the time the final bus has departed will be taken to the school's office and arrangements made for their collection. Students who aren't collected by this time each day will have their Emergency Contacts phoned and if no one is able to collect the student, the police will be contacted.

Student Enrolment

Prior to commencing at Ipswich North State School, students and their parents are requested to attend an enrolment interview. At enrolment, an Enrolment Agreement will be signed and families will receive an enrolment “Welcome Package”.

Enrolment Interviews are conducted by the Principal and the Special Education Program teacher. Interviews are held first and then the child begins schooling at Ipswich North the following day.

The enrolment “Welcome Package” contains:

- Enrolment Policy
- Enrolment Form
- Parent Handbook
- State School Consent Form
- Third Party Website Consent
- Behaviour Agreement Form
- Administering Medication in QLD State Schools form
- Chaplaincy Consent Form.

Attendance Policy



Ipswich North State School Attendance Policy

Rationale

All schools in Queensland are committed to providing safe and supportive learning environments for all students which address their educational needs.

Ipswich North State School expects that every student will attend school every day of the school year unless prevented by reasonable circumstances from doing so.

Ipswich North State School attendance policy aims to maximise participation in learning programs by all students.

School community beliefs about the importance of attending school

It is important that students, staff and parents/carers have a shared understanding of the importance of attending school. Ipswich North State School:

- Is committed to promoting the key messages of Every Day Counts.
- Believes all children should be enrolled at school and attend school all day, every school day.
- Monitors, communicates and implements strategies to improve regular school attendance.

- Believes truanting can place a student in unsafe situations and impact on their future employability and life choices.
- Believes attendance at school is the responsibility of everyone in the community.

Expectations of School Staff

At Ipswich North State School we expect:

- That all staff will mark rolls diligently and accurately every morning and afternoon or activity (e.g. sport, music lessons etc) that they are responsible for throughout a normal school day or during a camp/ excursion.
- That class absences are recorded and reported either through electronic or paper modes (depending on system established).
- That contact is made with parents/ guardians by class teachers within 3 days for unexplained absences if the student has returned with no explanation.
- That contact is made with parents/ guardians by staff if a pattern of absence is noted or a student is absent for two consecutive days with no contact made by parents/guardians.
- That students who are found to be truant for any part of a school day, are reported to parents/ guardians immediately by the school administration with appropriate consequences established.
- That pro-active & supportive strategies are employed with students who demonstrate an unwillingness to attend school.

Expectations of students

At Ipswich North State School we expect:

- That every student will attend every day of school throughout the year. Research clearly shows that students who attend very regularly achieve much better results across the long term.
- That if coming to school late, they sign in at the office. They should present a note from a parent/ guardian explaining lateness. Persistent lateness will lead to detentions and contact with home.
- That students remain at school the entire day and only depart prior to the end of the school day through the office with a parent/ guardian who sign them out and with approval by school administration.
- That students ensure their parents/ guardians provide them with a note or phone call explaining absences.
- That students will actively and promptly follow up with their teachers after all absences to ensure they have all the required work to continue successfully in their classes.

Expectations of Parents

At Ipswich North State School we expect:

- That parents/guardians actively support the school in ensuring their child(ren) attend school every day of the year.
- That parents/ guardians provide a note, email or phone the office if their child(ren) are late for school.

- That parents/ guardians provide notification prior to any planned early departure from school and remind their child(ren) that they still must report to the office where they will be signed out before their departure.
- That parents/ guardians inform the school of all absences via note, email, phone call or in person as soon as possible (preferably on the day of the absence).
- That parents/ guardians give forewarning of known future absences, in particular long term absences.
- That parents/ guardians will actively and promptly instruct their child(ren) to follow up with their teachers after all absences to ensure they have all the required work to continue successfully in their classes.
- That parents/ guardians make informed decisions about appropriate absences from school, remembering that every absence requires the student to organise catch-up work.
- That parents/ guardians support the school in applying detentions for students who truant during any school day.

Strategies

At Ipswich North State School we promote 100% attendance by:

- Promoting a positive and supportive school environment through the School Wide Positive Behaviour System (SWPBS) and ROCKS.
- Ensuring consistent follow up of absences with parents/caregivers.
- Working with students and families to reduce absenteeism.
- Publish class and term attendance percentage data in newsletters.
- 100% Rewards competition at end of each term.

Responses to absences

At Ipswich North State School, we are committed to achieving the following targets in improving attendance:

- Reduce the number of students not attending more than 85% of school days to zero in each year level.
- Improve the school's overall attendance to 95%.

When a student is absent without explanation for 2 days or a pattern of absences has been identified, Ipswich North will take the following actions:

- Class teachers will contact Parents.
- Class teachers will notify the Principal after the third day.
- Principal will contact parents, verify reason for absence and record in One School.
- Principal will monitor for ongoing student absences.

At Ipswich North State School the consequences or impacts of unexplained or unauthorised absences might include the following:

- Referral to Principal for further conversations/intervention.
- Referral to Guidance Officer and/or outside agencies.
- Meeting with parents/guardians.
- Developing an Individual Attendance Plan for students .
- Formal processes as per Education Queensland policy up to and including referral by the Director General for prosecution under the Education (General Provisions) Act.

Reporting and monitoring attendance

At Ipswich North reports of absence or truanting are taken seriously. Parents, members of community and school staff may report an absence in the following ways:

- Telephone the school office: **3813 5888**.
- Telephone the absentee line and leave a voicemail: **3813 5801**.
- Email: absent@ipswichnorthss.eq.edu.au.
- In person to the office or class teacher.
- Signed/dated note sent with the student.

If the school is not advised of a student's absence, SMS messages will be sent to parents the day of the unexplained absence.

Absence Note

Dear _____,

My child _____ was absent on ___ / ___ / ___ due to:-

Illness Holiday Family reasons Other _____

Parent Signature _____ Date _____

Please return to the classroom teacher or Office

*If a note is not submitted within three days of return to school, the absence is considered unexplained.



Some related resources

Every Day Counts

<http://education.qld.gov.au/everydaycounts/index.html>

Departmental Policies

SMS-PR-017: Enforcement of Compulsory Schooling and Compulsory Participation Phase

<http://education.qld.gov.au/strategic/eppr/students/smspr017/>

SMS-PR-029: Managing Student Absences

<http://education.qld.gov.au/strategic/eppr/students/smspr029/>

SMS-PR-036: Roll Marking in State Schools

<http://education.qld.gov.au/strategic/eppr/students/smspr036/>

Teacher – Parent Communication

Good communication greatly assists with the development of positive teacher-parent relationships. Staff are proactive in building relationships with parents/carers by regularly communicating with them about student success and achievements as well as addressing any issues as soon as they arise. Class teachers prepare an Introductory Letter to parents/carers to be issued during Week 1 of the school year. This letter briefly introduces the teacher, the school wide behaviour plan, homework organisation, class routines etc. A class newsletter is also issued at the beginning of each term outlining learning goals and areas of focus for the term.

Should parents/carers need to speak to their child's teacher they are required to make an appointment either by contacting the school office or speaking to the teacher before or after school.

Complaints



**Ipswich North State
School**

Complaints Management Procedure

Complaints come to principals and other school staff in many forms. Complaints can be from parents/ carers, community, staff or students.

Under no circumstances will complaints be received if the complainant is abusive, offensive or aggressive. In these circumstances the conversation will be terminated and the police will be called to offer support if necessary.

This document outlines the procedures undertaken at this school to manage complaints. Complaints management at this school is also underpinned by part 3, section 22 of the *Education (General-Provisions) Act 1989*, Education Queensland's Complaints Management Policy contained in the Department of Education Manual and Making a Complaint web text located on the department's website. <http://education.qld.gov.au/schools/about/complaint.html>

All complaints are handled in a positive and open way.

1. Documentation

The school documents all complaints. Complaints are recorded and reported to the principal as soon as practicable after receiving the complaint. Complaints can be made directly to the principal.

The record of the complaint:

- Uses objective language clearly stating the facts.
- Contains information in chronological order as practically possible.
- Uses quotation marks, where appropriate and necessary.
- Is neatly and legibly written in biro/pen or in print in clear unambiguous language.
- Includes, where necessary, initialled and dated corrections.
- Includes signature, designation of the author, and time and date of the incident/complaint.

If it is not resolved at the first point of contact, the complaint is acknowledged within five (5) working days by telephone, in person, by email, or in writing.

Documents related to the complaint are kept and stored in accordance with the relevant departmental policies and schedules. Please refer to the Department of Education Manual - *CM 10: Records Management Schools and Non-School Offices*. This includes schedules governing the archiving and disposal of records:

- General Disposal and Retention Schedule.
- Retention and Disposal Schedule for Records held in Central and District Offices.
- Retention and Disposal Schedule for Records held in Schools.

2. Complaints Management Phases

There are four key phases in handling a complaint, with the option of a fifth phase for review of a complaint outcome:

<i>Phase 1</i>	Receiving and clarifying the complaint
<i>Phase 2</i>	Deciding how to handle the complaint
<i>Phase 3</i>	Finding out about the complaint
<i>Phase 4</i>	Making a decision about the complaint
<i>Phase 5</i>	Review

Phase 1 – Receiving and Clarifying the Complaint

Any member of staff can receive a complaint. All complaints are received in the following manner:

- Being respectful and helpful.
- Giving the person your undivided attention.
- Not being defensive, apportioning blame.
- Remaining positive.
- Not perceiving anger as a personal attack.

When a staff member receives a verbal complaint they:

- Listen carefully to the issues being raised.
- Summarise the issues to clarify and check that they understand what the complainant is telling you.
- Empathise and acknowledge the complainant's feelings.
- Find out what the complainant wants to happen as a result of the complaint.
- Tell the complainant that they may use the support of a third party in progressing the complaint, if they feel this is needed.
- Resolve the complaint if possible, or assure the complainant that an appropriate staff member will address their complaint.
- Tell the complainant of what will happen with their complaint.
- Thank them for their complaint.

Complaints are sometimes made with the assistance of an advocate, interpreter or by a third party (as agreed between the complainant and the principal). In this case staff will receive and clarify a complaint from more than one person.

Many complaints are resolved at the first point of contact with information and/or an explanation, together with an apology and recognition of the effect the situation has had on the person. Some complainants may also want an undertaking that action will be taken to prevent the problem recurring.

When the complaint is not resolved immediately the complaint is referred to the principal as soon as is practicable.

A member of staff who receives a verbal complaint that is not resolved informs the complainant of the further options of:

- Putting their complaint in writing; or
- Assisting the member of staff to record, in writing, the particulars of their complaint.

In general, if the complainant agrees to put the complaint in writing, the member of staff takes no further action unless or until a written complaint is received.

However, if the complaint relates to a report about harm (whether physical/emotional/ sexual) of a student under 18 years attending a State educational institution, or the matter relates to possible criminal activity, the matter is immediately reported to the principal or the principal's supervisor advising them of all the particulars known (in relation to sexual abuse, as prescribed in regulation 76AA of the Education (General Provisions) Regulation 2000). Refer to the Department of Education Manual, *HS-17 Student Protection Policy*, for detailed obligations of all Education Queensland employees.

Once the complainant indicates that they would like to register a formal complaint verbally, the member of staff makes a written outline of the issues concerned. The record is read to the complainant, with opportunity for appropriate amendments and the complainant is asked to sign, where possible, the written version of the complaint. The staff member also signs (indicating their personal designation, for example, "Year 7 Teacher, XYZ State School") and dates the complaint.

No signature is required for verbal complaints taken over the phone, but the complainant is asked to provide verbal confirmation of the issues that have been recorded.

If a complainant refuses to sign or confirm a written recording of a verbal complaint, the staff member notes the refusal on the written complaint. The complainant is told that this refusal will be noted and that the process will be reliant on the staff member's interpretation and notes only. The complainant may not, at a later date, make another complaint based on a lack of satisfaction with this record of complaint.

Receiving a Written Complaint

When a written complaint is received it is date-stamped and forwarded to the principal.

Receiving an Anonymous Complaint

When an anonymous complaint is received the complainant is told of the possible limitations associated with the making of an anonymous complaint.

Phase 2 – Deciding how to handle the complaint

When a staff member receives a complaint they:

- Begin the process of making an assessment about a complaint from the moment the complaint is received.
- Make an assessment in the first instance about whether the issue can be dealt with as a concern or a complaint.
- If they are not the principal, refer the complainant or the complaint to the principal for addressing.

The principal decides whether to:

- Take no further action.
- Attempt to resolve the complaint through resolution strategies such as mediation.
- Refer the complaint to the relevant internal or external agency if required.
- Initiate an investigation of the complaint, within the school, if further information is required.

Co-ordination of complaints

The principal has final responsibility for the management of all complaints that relate to school management issues under his/her jurisdiction. The complaint can be referred to another staff member in the school for action (for example, the deputy principal, registrar or nominated staff member).

If the complaint relates to departmental policy, or a departmental policy position, the complainant is advised to take their complaint to the relevant district or regional office.

If the complaint is in relation to official misconduct, student protection, staff grievances or a perceived breach of privacy, the complaint is directed to the Workforce Standards and Performance Unit and the Legal Services Branch.

Record of Complaint

The principal ensures that records are kept of a complaint and any referral of a complaint for either internal or external review.

Phase 3 – Finding out about the complaint

The principal or delegate gathers all the necessary facts about the complaint while keeping in mind the principles of natural justice of all parties concerned.

The principal or delegate investigates complaints by:

- Collecting and analysing information relevant to the matter.
- Working collaboratively with all people involved.
- Finding the facts relating to the matter.
- Identifying any contributing factors to the matter.
- Consulting the relevant DOEM policy on issues that relate to the complaint.
- Documenting the investigation report or outcome.

Phase 4 – Making a decision about the complaint

Based on the facts about the complaint gathered in Phase 3, the principal, or delegate makes a decision on the complaint.

Notifying the complainant of the decision

Within 28 days of receipt of the complaint, the principal provides the complainant with either:

- A written response, including reasons for the decision; or
- A written notification that their complaint has been referred to an internal or external agency.

Phase 5 Review Phase

If the complainant is not satisfied with this response, they are encouraged to discuss it further with the school principal and/or advised to contact the principal's supervisor, the Executive Director, Schools at the district office.

Further review of the decision is available from the Office of Education Queensland and the Queensland Ombudsman as described in *Making a Complaint*.

Newsletter

Active communication between school and parents/carers is essential. The newsletter is sent home every second Friday with the youngest in the family. It contains information about school and community happenings, points of interest, future plans and educational comments. Parents/carers can access the newsletter at the Ipswich North State School website. The preferred option for receiving the school newsletter is organised at enrolment. Newsletters will also be updated on our schools' Facebook page.

Assemblies

Assemblies are held on a Friday between 8.50am – 9:15 am. During assembly, staff and students are involved in communicating information to members of the school community, awards and presentations are made, visitors are welcomed and classes are welcome to share their work and perform items. Assemblies are an important part of school life playing a key role in developing school identity and spirit. Parents are most welcome to attend assemblies.

Formal assemblies on a Friday also include the Ipswich North School Crede. Students are asked to say the School Crede led by the Arts Captain as an affirmation to being a proud representative of Ipswich North. The School Prayer has been said at Ipswich North since the school opened in 1867.

Help me make today
My very best in every way
The good I think, speak and do
Means happiness tomorrow too.

P&C Meetings

The P&C meets in Week 4 and Week 8 every term. Office bearers are elected at the Annual General Meeting which is advertised in the school's newsletter.

Tuckshop

The Tuckshop provides a variety of healthy lunch items that can be purchased for first break on Thursday and Friday only. The tuckshop menu and tuckshop policies and procedures are published regularly in the newsletter. Lunch orders are made by placing money in a paper bag with the child's name, class and teacher's name written on the outside.

Credit arrangements are not available for lunches. Students who forget or lose their lunch will be provided with a jam or vegemite sandwich only from the tuckshop. Tuckshop orders must be complete by 9am on Thursday and Friday. Students are **not permitted** to purchase items from the tuckshop.

This ensures students:

- Do not have money at school which can be lost or stolen.

- Can't purchase items they would not normally be permitted by their parent/guardian.
- Don't purchase items for other students.

HEALTH AND SAFETY

Casualty/Illness Procedures

A Health Room is located in the Administration Block and is staffed by personnel with First Aid qualifications. Wherever possible, parents/guardians will be notified so that they can determine what course of action is to be taken.

Please note:

- ***All head injuries will be directed to the school office and parents notified, regardless of how minor they appear to be.***
- ***Unless at risk of further injury, children with suspected injuries to the neck or spine will not be moved.***

Medication

School staff are only able to administer medication under certain conditions. All medication is generally issued at the school Office where relevant documentation/medications are located. Strict procedures have been developed by the Queensland Government regarding prescription and over-the-counter medication in schools.

All parents/caregivers *must*:

- Notify our school in writing of a health condition requiring medication at school.
- Request in writing if school staff are to administer medication or assist in the management of a health condition.
- Notify our school in writing of any requests and/or guidelines from medical practitioners including potential side effects or adverse reactions.
- **Provide the medication in the original labelled container to the nominated staff member.**
- Ensure the medication is not out of date and has an original pharmacy label with the student's name, dosage and time to be taken.
- Notify our school in writing when a change of dosage is required. This instruction must be accompanied by a letter from a medical practitioner.
- Advise our school in writing and collect medication when it is no longer required at school.

Serious Medical Conditions

If a student suffers from a serious medical condition e.g. an allergy, diabetes, etc. and requires medication such as an *Epipen* or *specific action* a **medical plan signed by a doctor must** be given to administration and the condition discussed with the appropriate or relevant staff member as soon as the condition has been diagnosed or upon enrolment.

Any parents with children who have been diagnosed with anaphylaxis should ensure that our school has been advised and given comprehensive information e.g. a medical plan signed by a doctor, about their child's condition, and provide any required medication, EpiPen etc.

Infectious Disease Exclusion Table

Period Of Exclusion:

Disease	Sufferers	Contacts
<i>Chicken Pox</i>	at least 5 days	Not to be excluded
<i>Measles</i>	4 days from appearance of rash	Not to be excluded If unimmunised – for 14 days
<i>Mumps</i>	Until fully recovered (> 9 days)	Not to be excluded
<i>Rubella</i>	Until fully recovered (> 4 days)	Not to be excluded
<i>Ringworm</i>	Exclude until day after approved treatment has commenced	Not to be excluded
<i>Scabies</i>	Exclude until day after approved treatment has commenced	Not to be excluded
<i>Head Lice</i>	Exclude until day after approved treatment has commenced	Not to be excluded
<i>Whooping Cough</i>	5 days after starting antibiotics	If unimmunised – for 14 days

Contact means a child of school age living in the same residence as the sufferer.

This short list of common illnesses and more details can be obtained from the school Health Room or at http://www.health.qld.gov.au/ph/documents/cdb/timeout_poster.pdf

Dental Service

Free dental treatment is offered to all children in the school through Queensland Health. This is provided by a dentist or dental therapist, depending on the nature of treatment required. Dental vans visit schools across the region and are based at Ipswich North from time to time. You will be advised when the van is based at our school and permission forms will be sent home at that time.

Head Lice

Education Queensland has a responsibility for minimising risk to all school community members of being affected by head lice while on school premises but parents have the responsibility for control, detection and treatment.

- If head lice is visually noticed by staff, Administration will be informed and parents notified.
- Where head lice has been confirmed by parent contact, note etc. an Alert Notice will be issued to all students in the specific class informing families that head lice is present in that class.

This complaint is common with school children and should not cause embarrassment. The frequency of the complaint can be reduced by parents making frequent checks of children's heads. When evidence of infestation is observed children should be treated immediately. Once treatment is complete children should return to school. A follow up treatment should be carried out 7-10 days later.

Children with long hair should have it contained in some way, as experience shows that these hairstyles are most prone to infestation. Refer to student dress code guidelines.

Further information is also available from the Queensland Health Website

<http://www.health.qld.gov.au/headlice/>

DRESS CODE



Ipswich North State School

Student Dress Code and School Uniform Code

Ipswich North State School community has collaboratively developed a ***Student Dress Code and Uniform Code*** that supports the wearing of a school uniform to provide a safe and supportive teaching and learning environment through:

- ✓ Ready identification of students and non-students at school;
- ✓ Eliminating distraction of competition in dress and fashion at school;
- ✓ Fostering a sense of belonging and school pride, and
- ✓ Enhancing mutual respect among students by minimising visible evidence of economic or social differences.

The ***Student Dress and School Uniform Code*** has been formally endorsed by the Ipswich North State School Parents & Citizen's

Association and complies with Education Queensland policy **SMS-PR-022**: "Student Dress Code".

The ***Student Dress and School Uniform Code*** applies to all Prep – Year 6 students when:

- ✓ Attending or representing their school;
- ✓ Travelling to and from school, and
- ✓ Engaging in school activities out of school.

Assistance for families

A Uniform Shop does not operate at Ipswich North State School however we make every effort to ensure all students who attend our school have access to a school uniform through a swap program. The swap program operates with staff swapping home clothing with the school uniform and then swapping the clothes back before the students leave at the end of the day. All uniform items will be washed before being re-borrowed and most items are new or less than two months old. Parents who do not wish their child to participate in the swap program should contact Administration.

Sanctions

The school can impose sanctions dependent on the severity and recentness of the non-compliance with the dress code. Sanctions can include:

- Detention.
- Preventing the student from attending or participating in any activity for which the student is representing the school.
- Preventing the student from attending or participating in any school activity that is not an essential school educational program.






Inappropriate dress

- Non-uniform items such as jeans, cargo pants, multi-coloured jackets and other 'street wear'.
- Hoods on jackets or jumpers and beanies not of the school colour.
- Baseball caps, singlet tops and sleeveless shirts are unacceptable as they do not conform to our "Sun Smart" policy.
- Bike pants are not considered suitable attire however girls may wear bottle green or black netball-style undergarments under a skirt.

Free dress/ non-uniform days

- Sun safe clothing - no singlet tops, sleeveless shirts, exposed midriffs or mini skirts.
- Suitable footwear – no thongs or open-toed sandals.
- No makeup, fingernail polish or jewellery (other than what is listed as allowed).
- Appropriate messages on T-shirts – no offensive language, drawings or messages are acceptable.

It is expected that the students of Ipswich North State School will wear their uniform and hat on a daily basis.

Skirt	Bottle green pleated skirt or skorts	
Short	Bottle green	
Top	Ipswich North green and gold polo shirt	
Shoes	Fully enclosed shoes (black) eg. sneakers with white socks	
Hat	Bottle green bucket or legionnaire hat (supplied by Parent & Citizens' Association)	
Tracksuit	Bottle green	

* Most uniform items are available from Lowes Menswear at Riverlink.

Scarves, gloves and beanies are allowed to be worn to school but are to be removed before entering the classroom.

The Dress Code also includes:

Jewellery: only a watch and studs or sleepers (maximum of two in each ear lobe) is permitted. Body piercing other than in the ears is not allowed! Religious or cultural icons are at the discretion of the Principal.

Hair & Make Up: hair is to be tied up if at or below shoulder length and fringes are to be off the face. Styles and colouring should be appropriate for the school and so a hat can be worn. Hair bands, clips, head bands and other accessories should be yellow, green or white.

No make-up or nail polish is allowed! Students will be asked to remove make-up or nail polish.

Review

The ***Student Dress Code and Uniform Code*** will be reviewed on an annual basis in consultation with staff and the Parents & Citizens' Association.

The enforcement of the uniform policy is **not** to make it difficult for families but to ensure all students are in the correct uniform.

Ipswich North is a school of great respect in the community and students are asked to dress with pride when being a representative of our school community.

Sun Smart Policy

As this school is a recognised Cancer Council Sun Smart School, it is school policy that *school broad-brimmed hats* are worn whenever children are outdoors. School hats may be purchased from the school's office. Ipswich North State School has a NO HAT NO PLAY policy.

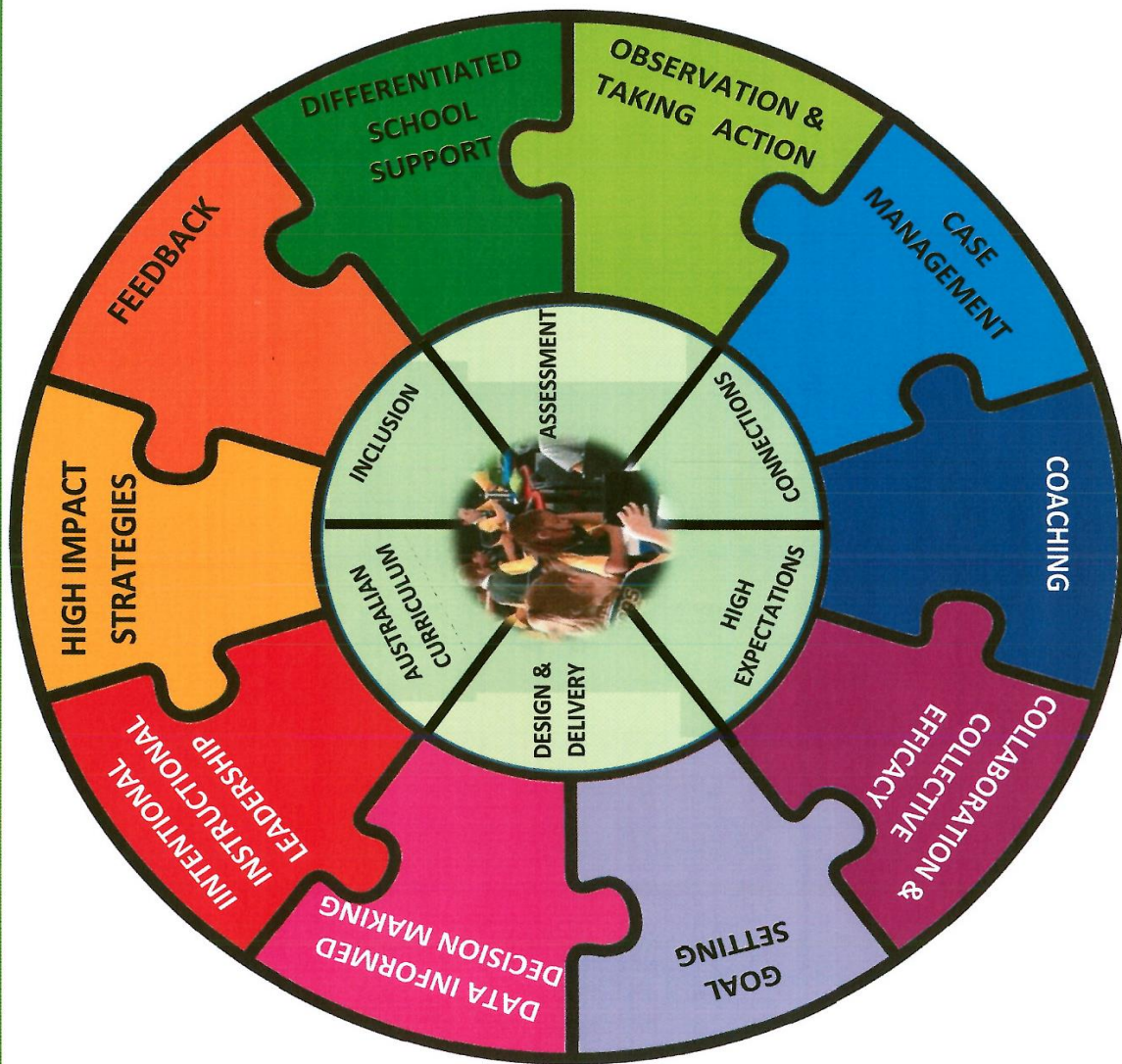
Parents are also encouraged to apply sunscreen to children before coming to school to ensure added protection from the sun. In line with departmental requirements, the school also provides sunscreen.

CURRICULUM

Pedagogical Framework



IPSWICH NORTH STATE SCHOOL PEDAGOGICAL FRAMEWORK



LEARN, BELIEVE, ACHIEVE - EVERY CHILD, EVERY DAY, EXCEPTIONAL LEARNING- ASSESSMENT CAPABLE LEARNERS

School Charges and Voluntary Contributions

The *Education (General Provisions) Act 2006* states that, for a student enrolled in a State school, the cost of providing instruction, administration and facilities must be met by the State. To ensure students are prepared for learning, parents are required to provide a range of resources for their children while they attend school.

Books and Materials

Our school has a Student Requisites Program that operates as follows:

(a) A Core List of items required for every class at a given year level. Year Level Book Lists are issued towards the end of the school year in preparation for the following year.

(b) A Supplementary List of items which may differ from class to class depending upon individual teacher policy and class needs. This is usually a small list of items and is normally sent out at the beginning of the school year once classes are finalized. This request must be presented to the Administration before being issued.

From time to time throughout the school year, it may be necessary for students to replace some consumable items such as pencils, glue etc. Any books issued to students during the year must be returned at the end of the year unless otherwise stated. In some instances children are permitted to take text and library books out of the school for home study purposes but they are responsible for their care and return. Losses will have to be replaced at parents' expense.

Library/Resource Centre

The school's Library/Resource Centre is open every day for borrowing. Children are encouraged to borrow regularly to help develop positive library habits. Children should have a waterproof library bag to help ensure that damage does not occur. This item is part of the year level book list.

Religious Education

Religious Education is offered at Ipswich North and this is communicated on enrolment. The Religious Instruction lessons are delivered by a cooperative agreement between various religious denominations in the Ipswich region. If your child's enrolment is completed with a tick 'Yes' and the Religion identified, your child automatically attends Religious Instruction lessons. If you tick 'No' or if the nominated religion is not represented within the school's religious program, your child will receive other instruction in a separate location during the period arranged for religious instruction. Parents/guardians may change these arrangements at any time by notifying the Principal in writing. Prep students do not attend Religious Instruction lessons in Queensland State Schools.

Special Visits

From time to time, the school will be visited by various groups, performers and guest speakers who will present a range of activities for students. These educational presentations may be free or have a small charge. Details will be provided as required.

Instrumental Music Program

The school currently operates an Instrumental Music Program involving Brass and Woodwind for children from Years 4 - 6. Interested students are selected for the program based on availability of instruments, keenness to learn, musical aptitude, physical characteristics pertinent to a particular instrument and commitment from both student and parent to ensure that daily practice occurs.

Physical Education and Sport

On enrolment, children are allocated to one of the school's three sporting houses. Children who have older siblings at the school will be placed in the same house. The sporting houses are:

French – Yellow

Lawson – Blue

Monash – Red

As part of the Smart Moves Program, students should be involved in moderate physical activity each day. Teachers are required to plan and implement accordingly. Further information about the Smart Moves strategy is provided to staff and is available from Education Queensland's Safe and Healthy website www.education.qld.gov.au/schools/healthy/physical-activity-programs.html.

Sport is an integral part of the Health and Physical Education Program. As with all other school subjects children are expected to participate. Exclusion is by note only and should be for medical reasons.

An Inter-house Athletics Carnival is conducted once a year and parents and friends are invited to attend. The aim of this day is maximum participation of all students. The school also participates in Athletic Carnivals as a member of the Ipswich District.

Senior students may participate in Interschool sport during the school year and costs associated with transport to and from sporting venues are usually involved. Details on interschool sport arrangements within the Region are provided as they become available.

Smart Choices

The Healthy Food and Drink Supply Strategy for Queensland Schools limits the types of food and drinks schools can sell and supply to students. Food and Drinks are categorised into three groups – Green, Amber and Red. Schools can provide items from the red group twice a term only and at this school usually one school activity and one P&C activity is identified each term for this purpose.

Birthday cakes can still be brought to school on a child's birthday. This is because these foods are brought from home and the strategy only applies to foods and drinks supplied by the school.

Further information about this strategy is provided to staff and is available from Education Queensland's Safe and Healthy website www.education.qld.gov.au/schools/healthy/food-drink-strategy.html.

Camps and Excursions

The purpose of a camp or excursion is to broaden a child's range of experiences, provide social interaction and to give meaning to educational activities undertaken within the framework of the school. Children therefore should be active participants in any camp or excursion undertaken. Teachers will prepare the children to gain maximum benefit from a camp or excursion.

Voluntary Aides

Parents are encouraged to volunteer some of their time to assist with various activities at school. Some activities might include helping children read, changing home readers, attending excursions, preparing charts and materials, providing expertise which they may possess or assisting with sports. While this provides great assistance to the staff it also provides an opportunity for parents to see and become involved in the education of their children. All volunteers helping in the school are required to sign in and out each day for both security and insurance purposes.

Note: If a volunteer helping in the classroom is **not** the primary carer, they are required to be a holder of a "suitability card" issued by the Commission for Children and Young People.

Homework



Ipswich North State School

Homework Policy

In July 2006 the Minister for Education and the Arts released the Guidelines for the Implementation of Homework (see appendix 1) in Education Queensland schools. The formulation of the attached guidelines followed an in depth study, commissioned by the Minister, of Homework in Queensland schools over the previous year.

The community of Ipswich North State School worked collaboratively to develop a Homework Policy in which the Homework Guidelines could be successfully implemented within the school meeting the needs of teachers, students and parents.

Rationale

The staff, parents and students of Ipswich North State School believe that Homework contributes to lifelong learning as it develops and encourages the notion that learning occurs not only in the traditional school setting but can, and should, occur in the broader community. It is also strongly noted that Homework can perform the following functions:-

- further develop the vital link between home and school helping parents to be involved in their child's education
- reinforce, consolidate and revise concepts taught within the classroom

At all times it is strongly noted within the Ipswich North State School community that set Homework should be functional, purposeful and sympathetic to student needs.

Overview of Possible Homework Activities

Each teacher at Ipswich North State School has the opportunity to either individually or collectively as a teaching team/year level make professional judgements on the type of Homework to be undertaken by their students and the format that will be used. A sample of activities that could be utilised are:

PRACTICE and/or ENRICHMENT:

- Spelling
- Spelling activities
- Vocabulary development
- Dictionary
- Handwriting
- Maths Facts
- Number facts
- Maths Rules
- Current Maths Examples
- Reading
- Music
- Health and Physical Education
- Set Homework sheet/contract
- Individual learning programs
- Household chores and practical tasks (verified students)

RESEARCH and PROJECTS:

- Note taking
- Preparing/finishing a first draft
- Publishing a final draft
- Proof reading
- Reading for information
- Morning talks
- Book reviews
- Speeches
- Contracts
- Research Projects

COMPLETING CLASSROOM TASKS:

- Stories
- Reports
- Illustrations
- Learning sight words, poems, songs
- Unfinished class work/worksheets

Expectations

The setting of homework by the teachers of Ipswich North State School is given careful consideration in order to cater for the student's academic, social, emotional and physical development and are consistent with the Education Queensland Homework Guidelines 2006. The work set for students should reflect the professional judgements of the teaching staff and take in considerations such as individual expectations and modifications (e.g. special needs students), special circumstances such as parental shift work, illness, holidays and sporting commitments.

It is a reasonable expectation that Homework set for students be completed by the due date and to a standard commensurate to the student's age/ability level. It is recognised that from time to time students

may experience difficulties in completing their set homework and is expected that student/parent inform the child's teacher in order for the most appropriate intervention strategy to be put in place.

Consequences

The completion/non-completion of set Homework will directly/indirectly have consequences on the individual students progress. The completion/non-completion of Homework is sanctioned by Ipswich North State Schools Responsible Behaviour Plan for Students. Sample consequences that could be utilised are:

Positive Consequences:

- Improved academic understanding/performance.
- Positive reflection recorded on child's academic report.
- Rewards for:
 - Completion on-time
 - Appropriate presentation
 - Quality
- Rewards can be in the form of:-
 - Homework Holiday
 - Stickers/stamps
 - Student of the Week Awards/Postcards to Parents
 - Classroom privileges
 - Visits to Administration

Negative Consequences:

- Homework completed with class teacher during lunch break (20 minutes).
- Continued non-completion of Homework communicated to parents by classroom teacher.
- Parent, Student, Teacher, Admin conference to discuss future options, responsibilities, Individual Homework Management Plan.
- Change in Behaviour Level for students unwilling to fulfil obligations.

Homework Guidelines – Appendix 1

Homework guidelines for Queensland state schools help children establish a balanced lifestyle that allows time for activities with family and friends. It is important to acknowledge that students may be engaging in many different activities outside of school. These include a range of physical activities and sports, recreational and cultural pursuits. Older students may also have part-time employment. Some students have responsibilities as caregivers.

The guidelines provide our school with the chance to develop our own homework policy in consultation with parents, to ensure a common-sense framework for students, teachers and parents.

The homework guidelines for different age groups are as follows:

In the **Early Phase of Learning** (Prep to Year 3) many activities at home or in play can assist children to develop literacy, numeracy and problem-solving skills.

Homework tasks may include:

- Daily reading to, with, and by parents/caregivers or other family members.
- Linking concepts with familiar activities such as shopping, preparation of food, local environment and family outings.
- Conversations about what is happening at school.
- Preparation for oral presentations.
- Opportunities to write for meaningful purposes.

In the Prep Year, generally students will not be set homework.

In Years 1, 2 and 3, set homework could be up to but generally not more than 1 hour per week.

In the **Middle Phase** (Year 4 to Year 9) some homework can be completed daily or over a weekly or fortnightly period and may:

- Include daily independent reading.
- Be coordinated across different subject areas.
- Include extension of class work, projects and research.

Homework in Year 4 and Year 5 could be up to but generally not more than 2-3 hours per week.

Homework in Year 6 and Year 7 could be up to but generally not more than 3-4 hours per week.

Good communication between teachers, students and parents is also very important to ensure students reach their full potential.

Parent/Carer – Teacher Interviews

Discussions between parents/carers and teachers with regard to student progress is encouraged. While some of these discussions take place informally, it is desirable that appointments be made with teachers to discuss specific matters.

Formal Parent – Teacher Interviews will be offered twice in the school year at the end of Terms 1 and 3. At Ipswich North State School we use Parent Teacher Online (PTO). PTO is which is a secure online interview booking system the enables parents, teachers and administration to easily book interviews.

Student Report Cards

Written Student Report Cards are issued twice a year, at the end of each semester (Terms 2 and 4).

Student Recognition

Weekly:

- ROCKS Certificates: Classroom teachers award students with ROCKS certificates aligned with the SWPBS focus and Academic.
- Principal Student of the Week.
- Star Class of the Week.

End of Year:

Awards are distributed according to set criteria as outlined in the Awards Document. Teaching staff discuss all awards and verify student achievement through an open and fair process.

Learning Intervention Process (LIP)

This committee meets fortnightly to discuss and acknowledge students that require additional support, and the identification of Gifted and Talented students. Children who are in need of learning assistance receive assistance from their class teacher, additional support from the teachers and speech therapist.

Special Education Program

A Special Education Program, for students from Prep to Year 7, operates at the school to support students with disabilities. Teaching and Non-Teaching staff provide a range of in and out of class support for identified students. Timetables for the support are prepared at the beginning of the school year and modified according to new enrolments, changes in support allocation etc.

BEHAVIOUR MANAGEMENT

Responsible Behaviour Plan (see school website)