A Message from the Principal

Our commitment is to create a learning environment in which each child can thrive and become an independent, creative and successful learner.

It is through these solid foundations that unlimited potentials will emerge and students will become high achievers.

Our School’s motto is “Each Striving for the Peak”. This captures the sentiment that at Whitfield State School there is a diverse curriculum consisting of academic, cultural, artistic, language and excellence programs which provide scope for each student to undertake an individualised learning program to develop their interests and talents.

The spine of our school’s learning program is based in English, Maths and Science with an expectation that every student who graduates from our school will do so with extremely high functionality in these areas.

International students are an important and celebrated group in the Whitfield State School community. Their involvement in our school provides local students with an opportunity to learn a deep respect for diversity and to develop a holistic view of the world – its cultures, peoples and places.

We look forward to working in partnership with you during these, the formative years, of your child’s life long education

Ken Maclean
Principal
Whitfield State School has a proud reputation in the community as one of the finest educational institutions in the Cairns region.

Our school is recognised for:

- An inclusive school culture where every child is supported to be a successful learner irrespective of his or her cultural heritage, socio-economic family background, disability etc. If the teaching is right, every student can be an achiever.
- A commitment to the development of the whole child.
- A strong sense of family and community based on an ethos of caring for each child's welfare and safety.
- Highly successful excellence programs in gifted education and sport and physical education to extend our students' natural talents.
- A positive environment for parents to participate in their children's education.

What our school has to offer;

Languages
- Chinese (Mandarin)
- Japanese

Specialised Programs
- Gifted and Talented Excellence Program
- Sports Excellence Program
- Instrumental Music

Extracurricular activities
(subject to calendar and availability)
- Student Leadership Program
- Cultural Performances
- Choral Music Program
- Junior Eisteddfod
- Islander Singing Group
- Students' Arts Festival
- School Musical Performance
- Science on the Oval Program
- Athletics/Sports Carnivals

Facilities
- Undercover Facilities
- Library/Technology Centre
- Large Sports Oval
- Students with Disabilities Centre
- Tuckshop
- Multi-level Senior Learning Centre

Statement Of Purpose

Our school is committed to facilitating high quality educational outcomes for all students, in a caring inclusive environment, preparing them through productive partnerships, for and to contribute positively to an ever changing world.
Values and Beliefs

Our school is committed to:

- Providing a responsive, respected curriculum that enhances growth and learning for students and staff;
- Maintaining a safe, supportive and equitable environment;
- Continuing productive partnerships through cooperative efforts within the school community and beyond;
- Empowering students, staff and the school community by fostering self-worth, responsibility and accountability;
- Encouraging the practice of shared values in our school community;
- Preparing learners to be active participants, locally and globally, in a changing world.

Values for Australian Schooling

Values for Australian Schooling underpin our school’s statement of purpose and values and beliefs. These include:

* Fair Go
* Care and Compassion
* Doing Your Best
* Freedom
* Integrity
* Respect
* Responsibility
* Resilience
* Understanding, Tolerance and Inclusion
* Honesty and Trustworthiness

These “values” have been translated into our ‘TRIPLE R’ Framework.
School times

8.50am   School start
9.00am-11.00am  First session of learning
11.00am-11.10am  Eating time
11.10am-11.30am  Morning play session
11.30am-1.10pm  Second session of learning
1.10pm-1.20pm  Eating time
1.20pm-2.00pm  Afternoon play session
2.00pm-3.00pm  Third session of learning
3.00pm  School finish

Term Dates for 2017

Term 1: Monday 23 January to Friday 31 March
Term 2: Tuesday 18 April to Friday 23 June
Term 3: Monday 10 July to Friday 15 September
Term 4: Tuesday 3 October to Friday 8 December

Additional Student Free Days:
Thursday 26 January
Tuesday 25 April
Monday 1 May
Monday 16 October
EQI Application
All International Student applications for Whitfield State School are managed through Education Queensland International (EQI)

- EQI recommends the services of its trained and registered education agents to assist with your application. Please contact EQI for agent contacts in your country or visit the EQI website: www.eqi.com.au
- Application forms can be downloaded from the EQI website.
- Complete the application form and attach the required documents as listed in the checklist.
- Forward the documents to EQI for processing: linda.forbes@det.qld.gov.au
- Successful applicants will receive a Confirmation of Enrolment (COE)

Agents
Whitfield State School staff do not work with education agents. All contact with agents should be directed to Education Queensland International.

International students are an important and celebrated group in the Whitfield State School community. Our International Student program aims to not only maximize the learning outcomes for all international students, but also to promote their involvement in our wider school. We believe this provides a valuable opportunity for all of our community to learn a deep respect for diversity and to develop a global view of the world.

Visa Requirements
All International students must meet the Australian Department of Immigration and Citizenship’s mandatory requirements for student visas, including:
- satisfactory course attendance;
- satisfactory academic progress
- compliance with the school’s behaviour policy.

Information regarding student visas can be found at: https://www.eqi.com.au/useful-information/visa-information.html

Student’s academic progress, attendance rates and behaviour records will be regularly monitored by our International Student Coordinator to ensure compliance with DIBP’s requirements.

Any issues will be raised in advanced with parents.
School Enrolment Process
International Students can be enrolled into Whitfield State School once EQI have issued a Confirmation of Enrolment (COE).
- On arrival in Queensland, make an appointment with our International Student Coordinator and a nominated school leader.

International Student Orientation Program
Whitfield State School offers a specialised orientation program for all international students and their families. This program includes:

Enrolment Interview:
(Parent, Student, International Student Coordinator and School Leader)
- Formal introduction of International Student Coordinator and a School Leader.
- Completion of enrolment paperwork
- Determination of appropriate enrolment – grade level and class.
- Discussion of individual student needs – including academic and pastoral care services
- Detailed discussion of International Student Handbook & general school routines and expectations
- During the Enrolment Interview, please provide the following paperwork:
  - Student’s COE
  - Dependant Student School Notification Form
  - Parent’s passport
  - Student’s passport
  - Visas (in passport or eVisa grant documentation from DIBP)
  - Proof of address
- Once all documentation is provided, the student will be enrolled.

School Induction:
(Parent, International Student Coordinator)
- Tour of school – including LRC, meeting areas, tuckshop and classrooms
- Overview of International Student Coordinator
- Provision of after hours contact details

Classroom Induction:
(Parent, Student, Classroom Teacher and International Student Coordinator)
- Formal introduction of Classroom teacher
- Tour of classroom
- Detailed discussion of classroom routines, expectations and learning programs
- Introduction to classroom buddy

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Payment of Fees
All international students pay their fees to Education Queensland International (EQI). The tuition fee that is charged for dependent children varies according to the level of schooling for which they will be enrolled.

These fees cover:
- Access to a Queensland Government school
- All teaching costs
- ESL support (if required)

These fees do not cover:
- Passport and visa application fees
- Travel expenses or personal items
- School Lunches
- School excursions, camps, special events
- School uniforms, textbooks and stationary items
- Musical instruments or costs associated with extra curricula activities

These fees must be paid prior to the beginning of the school year. A copy of your receipt should be brought to the International Student Coordinator.

Every Day Counts
It is a condition of International Student Visa Enrolment at Whitfield State School that a student attends a minimum of 93%.

- If the student is sick, the carers are required to contact the school on the day of the absence.
- If there are other extenuating circumstances that will impact on attendance, the carer must contact the International Student Coordinator at the school as a matter of urgency.
- Whitfield State School will contact and counsel students who have been absent for more than two (2) consecutive days without approval or where the student is at risk of not attending for at least 95% of the scheduled course contact hours.
- If a student is absent from school for a period of five (5) consecutive days without notification or justifiable excuse, the student must demonstrate why their enrolment should not be cancelled for failure to meet course requirements.
Shoes
Our uniform includes shoes, joggers or fully enclosed sandals. This decision is also endorsed by our P&C as part of occupational health and safety requirements.

Hats
Broad-brimmed hats are an essential component of the uniform. The school’s Sun Protection Policy, endorsed by the P&C, indicates that children must be wearing a hat during all outdoor lessons and playtimes.

If children are not wearing hats, the teacher on duty will require that they stay in the shade. Our school is a ‘Sun Smart’ school and the wearing of hats is also an occupational health and safety requirement.

Uniforms
All students are required to wear the Whitfield State School uniform. Our Dress Code has been developed in consultation with the Principal, Staff and P&C Association and is important in creating a sense of identity and pride for students and their families.

Our uniform caters for all students in the school community and is considerate of gender and cultural and social sensitivities. It meets occupational health and safety, anti-discrimination and equal opportunity legislation and provides girls and boys equal access to the full range of school activities.

Uniforms are available from the P&C Uniform Shop at very affordable prices.

Jewellery
To comply with safety guidelines only the following pieces of jewellery are permissible at school:
1) Sleeper type earrings
2) Watch

For your child’s safety, please ensure that extra pieces of jewellery are not worn at school.

No Hat, No Shoes, No Play
Should a student attend Whitfield State School without appropriate shoes, or hat, they are required to sit out of the playtime during our school lunch breaks in a supervised shaded area.
Infectious Diseases
Whitfield State School follows the exclusion guidelines provided by the National Health and Medical Research Council:

- **Chicken Pox**: Exclude until fully recovered or for at least five (5) days after the first eruption.
- **Conjunctivitis**: Exclude until discharge from eyes has ceased.
- **Head Lice/Scabies**: Re-admit the day after appropriate treatment has commenced.
- **Ring Worm/Hepatitis A**: Exclude until medical certificate of recovery is received.
- **Measles**: Exclude for at least four (4) days from the onset of rash.
- **Mumps**: Exclude for nine days or until swelling goes down (whichever is sooner).
- **Rubella/German Measles**: Exclude until fully recovered or for at least four days after the onset of rash.
- **Impetigo/School Sores**: Exclude until sores have fully healed.
- **Whooping Cough**: Exclude the child for five days after starting antibiotic treatment.

Health Insurance
The Department of Immigration and Border Protection (DIBP) requires that International Students must obtain Overseas Student Health Cover (OSHC) for the proposed duration of their student visa.

For further information see the DIBP website:

Overseas Student Health Cover (OSHC) is compulsory for all International Students in the International Student Program (ISP). Families can pay the approved medical insurer directly, or can request that Education Queensland International arranges the OSHC payment.

Please refer to the Department of Health and Ageing website for further information on Overseas Student Health Cover:
**Student Health**

International students must have full Overseas Health Cover (OSHC) coverage for the duration of their student visa. This cover enables students to seek basic medical advice and assistance. Parents give permission for EQI and School staff to obtain any medical assistance required in the event of an accident or illness and guarantee to meet all costs.

**First Aid**

Members of our school staff are permitted only to render basic First Aid. This is immediate, temporary treatment given by the staff in case of an accident. Should medical treatment beyond First Aid be required, parents are notified immediately whenever possible and/or the necessary treatment arranged.

In case of a serious accident, an ambulance will be called to transport the injured child to a doctor or hospital. It is understood that it is not always possible to notify parents immediately of action taken. However, every endeavour is made to contact parents as soon as possible.

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**Administration of Medications**

All medication to be taken by children at school should be brought to the School Administration Office to be administered under the supervision of the Administration team. Parents must bring medication to the office and complete the ‘Permission to Administer Medication’.

All medication must be labelled in the name of the child with a pharmacy prescribed label - This includes cough medicines, Ventolin and aspirin, disprin, eardrops etc. No medicines can be accepted without a completed ‘Permission to Administer Medication’ authorisation from the parents/guardian.

Parents of children who suffer from any health conditions are to advise the School Administration Office of details. Details of any children who self-administer approved medication is required (e.g. medications for Asthma, Diabetes and Epilepsy).
Critical Incidents

What is a “Critical Incident”?

A critical incident is defined as a traumatic event or threat of such which does, or is likely to cause, extreme fear, physical and/or emotional distress or injury to staff and/or students and may be regarded as outside the normal range of experience of the people affected.

Whitfield State School has:
- A Critical Incident Management Plan that includes additional steps applicable to international students.
- A Critical Incident Management Team to respond to incidents involving international students participating in EQi courses of study.
- A Critical Incident Register that documents the nature of all critical incidents and the follow up actions taken.
- Processes for communicating information about a critical incident to the international student families, homestay and EQi.

Evacuation

Whitfield State School has an emergency evacuation and lockdown procedure. This procedure is displayed in all locations in the school.

In the event of an emergency evacuation or lockdown please follow the directions of school staff for your personal safety.

Safety First:
- Talk to the International Student Coordinator or Homestay coordinator any time by using your 24 hour phone contact numbers
- Ask any teacher for help.

Safety in procedures:
- Be aware of general school safety rules.
- Be aware of safety procedures with regard to learning environments.

Safety through groups:
- Walk with friends.
- Belong to a group.
- Stay where there are lots of people.

Safety with possessions:
- Never leave personal possessions unattended.
- Report any lost or stolen items immediately to the International Student Coordinator.

Safety in the school grounds:
- Tell the International Student Coordinator about any people or incidents that may have made you uncomfortable or have hurt you.
- Report broken or dangerous equipment.
- Report strangers or people acting suspiciously immediately
The Code of School Behaviour outlines a consistent standard of behaviour for all state school communities in Queensland, inclusive of students, staff and parents. The Code of School Behaviour recognises the close relationship between learning, achievement and behaviour and has been developed to deliver the best possible outcomes for students.

A copy of this document can be found online at the Department of Education and Training (DET) website:

International students enrolled at Whitfield State School will have their academic performance monitored, recorded and assessed at the end of each term as per EQI’s policies.

Guide to academic scores –

- A = Very High Achievement
- B = High Achievement
- C = Sound Achievement (Pass)
- D = Limited Achievement
- E = Very Limited Achievement

EQI requires students to maintain a satisfactory rate of progress and satisfactory academic results each term.

Whitfield State School has an intervention strategy to support international students at risk of failing multiple subjects.

Failure to meet mandatory course requirements constitutes a default and requires mandatory reporting by EQI.

Schools provide a safe, supportive and disciplined environment through:

- Quality practices in the areas of curriculum, interpersonal relationships and school organisation.
- Fair, just and safe practices that comply with relevant legislation.
- Modelling and practising fair, equitable, non-discriminatory language and behaviours
- Maximising the educational and social outcomes of all students through identification and reduction of barriers to learning.
- The use of suspension and cancellation procedures only when all other options have been considered.

Whitfield State School has a Responsible Behaviour Plan for Students, which outlines expectations of behaviour and procedures utilised by this school. This plan is available on the school website at www.whitfieldss.eq.edu.au

With regard to International Students enrolled in Queensland Government schools, Principals have authority pursuant to the Education (General Provisions) Act 2006 (EGPA) to impose an in-school supervised withdrawal, detentions and suspension; or recommend the cancellation of enrolment to the Director, Onshore Programs, EQI, DET International.
International Students can be withdrawn from studies through Deferral (delaying the commencement of the enrolment), Suspension (temporarily delaying enrolment during a school term) or Cancellation (stopping the enrolment).

School initiated deferral, suspension or cancellation

In very rare circumstances, Whitfield State School must consider suspending or cancelling the enrolment of an International Student.

Should this occur, families will receive a letter of notification from our principal. The family will be given 20 working days to submit an appeal.

No changes to the student’s enrolment will be made until the internal appeals process is complete.

Family initiated deferral, suspension or cancellation

Families wishing to defer, suspend or cancel their child’s enrolment must meet one of the following conditions:
- Unavailability of enrolment at school;
- Visa delay;
- Compassionate and compelling circumstances – these are generally beyond the control of the student or family, and have an impact on the student’s progress or wellbeing. (e.g. Serious illness or injury, death of a close family or major political upheaval or natural disaster in the home country requiring)

Supporting documents must be provided upon application e.g. Medical certificates; police reports etc. and kept on the student’s file.

Please contact our International Student Coordinator or EQI for more information.
Flowchart - EQI Complaints and Appeals Policy. For more information go to: https://www.eqi.com.au/useful-information/complaints-process.html

Parent has a concern or complaint

Informal Discussion with School Principal

Problem Resolved

Problem not Resolved

Complaint in Writing to School Principal

Within 20 working days

Principal investigates and responds in writing

Within 10 working days

Parent Happy

Parent not Happy

Parent writes to Director EQI

Within 5 working days

Director EQI investigates and responds in writing

Within 10 working days

Problem Resolved

Problem not Resolved

Parent writes to Director General, Dept of Education & Employment

Within 5 working days

Parent remains unsatisfied

Parent writes to Queensland Ombudsman requesting Independent Review

Within 5 working days

Director- General Department of Education, Training and Employment PO Box 15050 City East Qld 4002

By email: ombudsman@ombudsman.qld.gov.au
By letter: GPO Box 3314, Brisbane QLD 4001
In person: Level 17, 53 Albert Street, Brisbane QLD 4001
Emergency Services
Police / Fire / Ambulance: 000
In the event of life-threatening or time sensitive emergency
Cairns Police: 4030 7000
Crime Stoppers Hotline: 1800 333 000

Medical Services
Cairns Base Hospital: 4226 0000
The 24 Hour Medical Centre: 4052 1119
Cnr Florence & Grafton Street CAIRNS
Dial-A-Doctor: 1300 030 030
After Hours Home Visit Service CAIRNS
Omega Health Medical Centre: 4053 7900
Shop 24, 161 Pease Street MANUNDA

Interpreting Services
Translating & Interpreting Service: 131 450
On-site Interpreter Booking Line: 1300 655 082-Phone
1300 654 151-Fax
tis@immi.gov.au

Transport
Black & White Taxis: 131 008
Sun Bus Services: 4057 7411
www.sunbus.com.au
John’s Bus Service:
Cairns - Kuranda

Utilities
Telstra
Home Phone Enquiries: 132 200
Faults: 132 203
Ergon Energy (Electricity): 131 046
Elgas (LPG): 131 161

*This is not a comprehensive listing of all available services in the area. A larger directory is available at:
www.whitepages.com.au

The website of the Cairns Regional Council is also a valuable source of information:
Multicultural Groups

- African Community: 0417 552 054
- Alliance Francaise: 4057 9140
- Cook Island Community: 4051 0929
- Cairns & District Chinese Association: 4032 3364
- Croatian Club: 4033 1710
- East Timorese Association: 0419 964 342
- Germania Club: 4045 2525
- Hmong Community: 4036 0027
- Indonesian Australian Association: 4032 5245
- Irish Community: 0419 785 817
- Italian Social Club: 4054 4158
- Japanese Community: 0438 710 954
- PNG Community: 0418 765 293
- Polish Community: 4053 2208
- Samoan Community: 4041 7699
- Serbian Cultural Centre: 4053 2383
- Wontok Association: 4051 5544

Sport & Recreation

- AFL—North’s: 4053 4019
- Backstreet Dance: 4052 1384
- Barron Valley Gymnastics Club: 4055 1711
- Cairns Arts Society: cas@cairnsartsociety.com
- Cairns FM 89.1 Community & Ethnic Radio: 4053 6891
- Cairns & District Soccer Association: 4032 1005
- Cairns Spinners, Weavers and Fibre Crafters: 4057 6408
- Cairns Rollersports Association: 4053 3606
- Cricket—North’s: 0418 877 545
- FNQ Dance Academy: 4051 4888
- Freshwater Pony Club: 0435 085 137
- Girl Guides Queensland: 3252 3061
- Rugby League—Brothers: 4053 2263
- Rugby Union—Brothers: 0415 224 586
- Scout Association of Australia: 4051 3205