



Whitfield State School Parent Handbook

Resilience, Responsibility, Respect





Contents

- 2 Our Vision
Our Values and Beliefs
- 3 Welcome from the Principal
School times
- 4 Teaching and Learning
- 5 Specialist Programs
Specialist Services
and Facilities
- 6 School Expectations
- 7 How we communicate
- 8 Student Involvement
Student Health
- 9 Our School Community
- 10 School Uniform
Enrolments
- 11 Need to know
- 12 Contact Information

Our Vision

To provide high quality education for all students, in a caring inclusive environment, preparing them through productive partnerships, to contribute positively to an ever changing world.

We have a proud reputation in the community as one of the finest educational institutions in the Cairns region.

We are recognised for:

- ✓ A strong sense of family and community based on an ethos of caring for each child's welfare and safety.
- ✓ An inclusive school culture where every child is supported to be a successful learner.
- ✓ Providing great teachers, ensuring that every student can be an achiever.
- ✓ A commitment to the development of the whole child.
- ✓ Our STEM (Science, Technology, Engineering and Maths) Program.
- ✓ A comprehensive Music and Arts program with Arts and Music performances
- ✓ Highly successful excellence programs in Gifted Education and Sport and Physical Education to extend our students' natural talents.

Our Values and Beliefs

We will continue to value and encourage:

- ✓ Integrity, Honesty and Trustworthiness
- ✓ Respect for oneself and for others
- ✓ Responsibility
- ✓ Resilience
- ✓ Doing Your Best
- ✓ Understanding, Tolerance and Inclusion
- ✓ Lifelong commitment to learning

These "values" have been translated into our 'TRIPLE R' Framework of :
Respect, Resilience, Responsibility.

Welcome from the Principal

Our School motto “Each Striving for the Peak” captures our commitment to create a learning environment in which each child can thrive and become an independent, creative and successful learner.

We believe in engaging children in learning experiences that foster their independence, creativity and the connectedness needed in today’s world and our global future.

We recognise the individuality and varied abilities of our students and provide every opportunity for them to find their passion, take risks, strive to improve, succeed and learn from any set-backs.

Our large multicultural student population coming from 38 different countries, international student enrolments and visits by school study groups add to a rich learning environment.



I invite you to become involved as much as possible with our school. Education is a shared responsibility which is most effective if parents and teachers work together for the benefit of your child.

Whitfield School is your school and I welcome you to our learning community.

Matt Thompson

School times

8.50am	School starts
9.00am-11.00am	First session of learning
11.00am-11.10am	Supervised Eating time
11.10am-11.50am	Morning play session
11.50am-1.30pm	Second session of learning
1.30pm-1.40pm	Supervised Eating time
1.40pm-2.00pm	Afternoon play session
2.00pm-3.00pm	Third session of learning
3.00pm	School finishes

Office Hours:

8:00am to 4:00pm Monday to Friday during school terms.

An answering machine operates outside these hours.
Families are invited to leave a message to which staff will respond at the earliest opportunity.

Each striving for the peak



Teaching and Learning Programs

Whitfield State School has high expectations, both inside and outside the classroom, enabling students to achieve high academic results and reach their individual potential.

Curriculum

The Australian Curriculum sets expectations for what all Australian students should be taught. In Literacy and Numeracy, Whitfield State School teachers use the explicit teaching framework and consolidations. When teachers teach this way, student results improve and student success fosters self-confidence and enjoyment of schooling.

In the first part of each lesson, the teacher explains what to do in a clear, step-by-step fashion and demonstrates how to do it. Then the teacher and students follow these steps together, with lots of practice in between, and with the teacher continually checking for student understanding. Finally, students independently complete carefully chosen practice activities.

Prior to all explicit lessons, students are engaged with consolidations to practise and apply knowledge and skills. Knowledge is moved from short term to long term memory.

Literacy and Numeracy Blocks

Our day is divided into a timetable that reflects the importance of literacy and numeracy (see example below).

The morning session focusses on the literacy components of the curriculum, while the middle session covers numeracy.

The afternoon sessions focus on all other learning areas such as The Arts, Science, Technologies, History and Geography.

In addition to classroom-based learning, specialist teachers deliver Health and Physical Education, Music, Chinese and Japanese Languages (Languages Other Than English - LOTE).

9:00am - 11:00am	Literacy knowledge and skills <ul style="list-style-type: none">• Consolidations• Reading and Comprehension• Writing• Vocabulary development• Spelling• Speaking and Listening Morning Tea
11:50am - 1:30pm	Numeracy knowledge and skills <ul style="list-style-type: none">• Consolidations• Number Facts• Problem Solving• Mathematical Concepts• Fluency and Reasoning Lunch
2:00pm - 3:00pm	<ul style="list-style-type: none">• The Arts• Science• Technologies• History and Geography



English as an Additional Language or Dialect (EAL/D)

EAL/D learners speak a language or dialect other than English and need support with the English language in order to access their age-appropriate curriculum.

Not all learners who speak other languages or dialects are EAL/D learners, because they may have sufficient English proficiency to participate effectively in the school curriculum.

EAL/D learners can include those born in Australia and raised in families in which languages or dialects other than English are spoken such as Aboriginal and Torres Strait Islander students or children of migrants. Those born outside of Australia include humanitarian entrants, international students and migrants.

At Whitfield State School we identify EAL/D learners either through the enrolment process or through ongoing classroom processes. Class teachers identify EAL/D learners through a combination of observation and analysis of work samples including test results, writing responses and interviews/conferences with students.

ICT/STEM

Every student, in every classroom, is explicitly taught using an Interactive Whiteboard. This allows quick and easy access to a vast range of resources that motivates, consolidates and enhances the learning of all students. All students have access to computers in their classroom as well as in the LRC (Learning Resource Centre).

Students are also given the opportunity to engage in STEM (Science, Technology, Engineering, Mathematics) initiatives, which will be both challenging and rewarding.

Assessment

Student progress is monitored throughout the year with assessment items collected as evidence of student improvement. Teachers use this data to continuously provide feedback to students and to set learning goals and targets. This improves student learning and builds on current student capability. At Whitfield, students are encouraged to become active participants in the learning process and to strive to achieve individual goals.

Homework

We promote homework as an opportunity for students to develop independent study habits.

Parents are encouraged to listen to their children read each night but the responsibility for completing homework is your child's.

A guide for the amount given is:

Prep – Year 1: *up to 15 minutes per school day, 4 days per week*

Year 2 – Year 3: *up to 30 minutes per school day, 4 days per week*

Year 4 – Year 5: *up to 45 minutes per school day, 4 days per week*

Year 6: *up to 1 hour per school day, 4 days per week*

Homework is not given on weekends or during holiday periods.

Specialist Programs

Instrumental Music

Specialist teachers offer lessons in Strings for Years 3-6 and Percussion, Woodwind and Brass for Years 4 – 6.

A small yearly fee is charged.



Choir

Our school choirs welcome students from Years 1-6.

They practise weekly during lunchtime and perform at assemblies, school functions and local community events.



Dance, Drama and Technology

Specialist teachers provide lessons in Dance, Drama and Technology to students in all year levels. Extension classes are also available.

Gifted Education Program

Our Gifted Education Program (G.E.P.) addresses the needs of identified students with potential for higher learning and achievement. These students have their learning differentiated and at times rigorous in its level of demand but balanced against the social and emotional needs of the child.

Sporting Excellence Program

For those identified students demonstrating sporting potential or prowess, Whitfield's Sporting Excellence Programs offer specialised coaching and individualised programmes enabling them to have the optimum opportunity to reach goals in their chosen sport or pathway.



Religious Instruction

Religious Instruction classes are taught by accredited representatives from a range of denominations. In accordance with the Education (General Provisions) Act 2006, religion classes are provided within the weekly timetable.

Please click on the following link for information regarding Religious Instruction at this school:

<https://whitfieldss.eq.edu.au/ExtraCurricular/Pages/Religious-Instruction.aspx>

Specialist Services

and Facilities

Speech Language Pathologist

The school has the services of a visiting Speech Language Pathologist who reviews children referred by the class teacher.

Inclusive Education Centre

Students with disabilities are supported by our Inclusive Education Centre based at the school. The centre delivers individual, specialised education programs by providing quality assistance and services to students, teachers and parents.

This support enhances the learning and teaching experienced by all students, regardless of circumstance.

Guidance Officer

We have a full time Guidance Officer (GO) who provides professional expertise and support to our school community. Our GO leads the school case management team in the development and implementation of individual support plans, programs and procedures to assist students in achieving positive educational, developmental and lifelong learning outcomes.

Learning Resource Centre (LRC)

The LRC is a modern, custom-built facility designed to provide access to quality educational resources for students, Staff, parents and the wider school community.

Reading is a foundational skill for 21st-century learners and our LRC is well-resourced to provide opportunities for students to read for enjoyment as well as for information.

The LRC has a number of flexible learning spaces including Cyberzone, a Media Room, multiple meeting rooms and a dedicated Teachers' Reference Lounge.

Our Partnerships

We are proud of the partnerships we have with other educational institutions, namely James Cook University (JCU), Trinity Bay State High School and Holloways Beach Environmental Education Centre (HBEEC). These partnerships allow us to provide the following programs within our school and community.

- ✓ Science on the Oval (SOTO)
- ✓ Gifted Global Green
- ✓ 'Surfing Scientist' at Trinity Bay SHS
- ✓ Science Laboratory Excursion to Trinity Bay SHS
- ✓ HBEEC Leadership Program
- ✓ Connection to Trinity Bay SHS Excellence Programs

School Expectations

Every Day Counts

We need your child at school all day, every day to enable them to achieve their best. Research shows that higher school attendance is associated with higher student achievement.

Did you know...

EVERY DAY COUNTS.....				
A day here or there doesn't seem like much, but....				
When your child misses just....	that equals....	which is....	and therefore, from Kindy to Year 12, that is....	This means that the best your child can achieve is....
1 day each fortnight	20 days per year	4 weeks per year`	Nearly 1½ years of school	Equal to finishing Year 11
1 day a week	40 days per year	8 weeks per year`	Over 2½ years of school	Equal to finishing Year 10
2 days a week	80 days per year	16 weeks per year	Over 5 years of learning	Equal to finishing Year 7
3 days a week	120 days per year	24 weeks per year	Nearly 8 years of learning	Equal to finishing Year 4

Bullying

We do not tolerate bullying in any form, and use a range of proactive strategies to deal with bullying behaviour.

We encourage any incidents of bullying be reported by the student or parent immediately so that action can be taken to address the problem.



Behaviour Management

We believe that education is a shared responsibility and recognise the close relationship between learning, achievement and behaviour. We strive to provide an environment where every day in every classroom every student is learning and achieving.

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: <http://education.qld.gov.au/behaviour/docs/code-school-behaviour-a4.pdf>

Whitfield State School has a Responsible Behaviour Plan for Students (based on *The Code of School Behaviour*), which can be found on our website: <https://whitfieldss.eq.edu.au/>

How we communicate

Open communication between home and school underpins a great school experience for our children.

School visits are a great way to communicate. These can be:

Visiting your child's teacher

We encourage you to speak directly with your child's teacher to negotiate the best way of staying in regular contact. Please feel free to discuss any problems or queries in regards to your child's progress, the school or the class program. Teachers will be happy to make appointments for longer discussions.

School Assembly

Held on Friday at 11.50am in the CAWMPEF. We encourage parents / carers to attend.

Parent Teacher Conference

At times throughout the year, we will host both formal and informal parent evenings. The focus of these events may vary – from introducing curriculum changes, sharing helpful tips about helping your child's learning at home to open discussions about an important, emergent topic.

Principal Tours

Principal Tours are an informal opportunity for small groups of parents/carers to walk through a number of specialist and general classrooms from Prep to Year 6.

It provides you with the ability to see the types of teaching that occur in our school and to talk to a member of our Leadership Team about what you have seen.

This is an excellent opportunity to see how Whitfield State School Teachers sequence the learning of a child as they move through the year levels in our school.

Keeping you informed electronically by:

School Newsletter

Our monthly newsletter is emailed to parents, hard copy requests can be made by contacting the office.

Facebook

<https://www.facebook.com/WhitfieldStateSchool>

Like and follow our Whitfield State School Facebook page and keep up-to-date with all that is happening in your school.

Website

<https://whitfieldss.eq.edu.au/>

This is an excellent resource for parents to access all school information, including forms and documents.

Electronic Notice Board

Our notice board is located on the corner of McManus and Marino Streets.

SMS to Parents

Used for newsflashes and unexplained absence notifications.

Email

All school notifications and invoices are emailed. We encourage parents to communicate by email if you have any concerns or requests.

Student Reporting (Term 2 & 4)

Formal Student Reports Cards are emailed home on the last day of Terms 2 and 4.

HELLO!





Student Involvement

Student Leadership

Our students are encouraged to develop their leadership skills by aspiring to positions of responsibility.

Opportunities for leadership within the School include: Student Leaders, Student Council, Class leaders and House Leaders. Many of these positions are filled through formal selection processes, providing students with a rich experience of nominations, public speaking, interviews, peer and staff voting.

Our Students have the opportunity to be involved in many extra-curricular activities, which include:

- ✓ Computational and Algorithmic Thinking (CAT)
- ✓ Mt Sheridan Plaza Spelling Bee
- ✓ FNQ Readers' Cup
- ✓ Australian Geography Competition
- ✓ ICAS (International Competitions and Assessments for Schools), which consist of Digital Technologies, Science, Spelling, Writing, English, Mathematics
- ✓ Calanna Rotary Junior Speaking
- ✓ Biennial Arts Festival
- ✓ Australian Mathematics Competition (AMC)
- ✓ 'We Will Remember' Speaking Forum
- ✓ Annual Awards Presentation Ceremony
- ✓ Islander Singing Troupe
- ✓ Japanese Language Speaking Competitions
- ✓ SPARK—8:15—8:45 Before school energiser
- ✓ School Musical
- ✓ School Choir
- ✓ School Band
- ✓ Interschool Sport
- ✓ Indigenous Leaders Forum
- ✓ NAIDOC Week
- ✓ Peak Academy and Clubs Programs

International Student Program

We are proud to be recognised as a school of choice for international students who may attend as full fee paying students on either long or short term visas. We are also visited by international study tour groups, who provide our students with the opportunity to "buddy up" with a foreign student and learn about their country and culture.

Student Health

Administration of Medication

Should your child require medication to be administered at school, a form will need to be completed and the medication must have a pharmacy prescribed label.

Parents of children who suffer from any health conditions are to advise the School Administration Office. This enables us to ensure staff are aware of your child's condition and can take any necessary action.

First Aid

Members of our school staff are permitted only to render basic First Aid.

Should medical treatment beyond First Aid be required, parents are notified immediately and in the case of a serious accident, an ambulance will be called.



Infectious Diseases

We follow the exclusion guidelines provided by the National Health and Medical Research Council. See the 'Our Communities' tab on our website for exclusion guidelines and timeframes of contagious conditions.

Head lice

From time to time, we are notified of students having head lice. Should an incidence be reported in your child's class, an alert letter will be sent home advising of the outbreak and requesting parents check their child's hair.

Hygiene

To prevent the spread of infections, students are encouraged to follow good hygiene practices such as washing hands and using tissues.

Dental Service

The Cairns and Hinterland Oral Health Service provides high quality free dental services for children of school age. Appointments can be made throughout the year by telephoning 1300 300 850.

We are fortunate to have the service of the dental van at our school on an annual basis.

Accident Insurance cover for Students

Parents are advised that the department does not have Accident Insurance cover for students. For more information, visit: education.qld.gov.au/parents/school-life/health-wellbeing/accident-insurance-cover.html



Our School Community

Tuckshop

Our tuckshop is a “Healthy Choices” tuckshop. It opens daily providing morning tea and lunches. These can be ordered at the counter, or by ordering online through the Qkr! app.

Our tuckshop’s convenors coordinate a roster of voluntary helpers who assist with the operation of the tuckshop. All parents are encouraged to offer their services.

PCYC Out of School Hours Care

Outside school hours care and vacation care are provided by PCYC on the school grounds. For further information please call 4053 1532.

Adopt-a-Cop

This is an important partnership which creates opportunities for students to see Police in a different light and gain an understanding of the essential work they do in our community.

Neighborhood Watch

We work closely with our local Neighborhood Watch to help keep our students and school safe.

Visitors and Volunteers

Our school welcomes the active support of our parents and community members. Whether it is volunteering in our tuckshop, supporting a reading program in class, supervising a school camp or offering a hand at a working bee – all help is greatly appreciated.

If you are visiting our school, please remember to sign in at the School Administration Office.

Parents and Citizens Association (P&C)

A P&C Association is a school based organisation consisting of parents, school staff and citizens residing within the local area.

They are established to:

- ✓ Promote the interest of the school by bringing school community representatives together in close co-operation with the school leadership team.
- ✓ Provide input for decisions on facilities, equipment, curriculum and other education issues in the school to support the education and welfare of the students at the school.
- ✓ Assist and co-operate with teaching staff at public functions associated with the school
- ✓ Be responsible for the election of parent representatives to any school council constituted at the school in consultation with the principal of the school.

Our P&C is responsible for the following committees:

- ✓ Uniform Shop
- ✓ SafEST Committee
- ✓ Fundraising

P&C Enquiries:

To contact the P&C President / Secretary leave a message at the school office or email: pandc@whitfieldss.eq.edu.au

School Uniform

Our School Community believes a school uniform is important in developing a sense of identity, pride and belonging as well as building school spirit and promoting a sense of inclusiveness.

Our school colours are Green, White and Maroon, which are incorporated into our uniform.

The expectation is that our uniform is worn **every day** to school.

Uniform Purchase

School uniforms are sold by the P & C. They are available by:

- ✓ Visiting the Uniform Shop at school.
Opening days vary, please ask the office.
- ✓ Ordering online through the Qkr! app
- ✓ Completing an order form and returning it to the office.

Footwear

Fully enclosed shoes must be worn for health and safety purposes. These can be school shoes or joggers.

Hats

We are a sun-safe school and require our students to wear a sun-safe hat (no caps), with the Prep Students wearing a red hat to be easily identifiable by staff.

No Hat, No Shoes, No Play

Should a student attend 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.

Jewellery

The only jewellery permissible at school are sleeper type earrings and a watch.

Make-Up

Make-up is not appropriate to be worn at school. Sun screens or protectors are actively encouraged; however, colourful zinc creams are not permitted.

Lost property and naming items

All items of clothing and belongings, must be marked with your child's name. Any found items are placed in the box outside the office windows.

N.B. Children are encouraged not to bring valuable items or expensive toys to school. We are unable to take responsibility for lost items.

Enrolments



Thank you for expressing an interest in enrolling your child at our school. We look forward to receiving your completed Enrolment Application Form and all required documents.

Required Documents

When enrolling your child the following documents need to be sighted by the school:

- ☐ Student's birth certificate
- ☐ Proof of address due to school catchment area
- ☐ Details of any illness, allergies or prescribed medications
- ☐ Passports / visas for children who were born overseas
- ☐ Any court orders that are in place
- ☐ Prep only—Prep enrolment Questionnaire

Parents or caregivers who reside within the Whitfield State School catchment area (see www.qgso.qld.gov.au/maps/edmap for catchment area) may enrol children at any time during the school year. Children residing outside of the catchment may submit an Enrolment Application as an expression of interest to enrol, however, enrolment conditions apply.

Once all documentation is in order, an enrolment interview will be arranged.

Student Resources

Parents are directly responsible for providing students with stationery, text books and other resources required while attending school.

A 'Book List' of school requisites is provided on enrolment and at the end of each year. These items can be purchased through the Student Resource Scheme or through any local supplier.

Our school offers a Student Resource Scheme for Years Prep to 6. If you choose to use this scheme, all resource requirements will be provided to your child, direct to the classroom throughout the year. Please complete the Student Resource Scheme form and an invoice will be emailed to you.

Custody of Children

Please ensure that the teacher and school administration are familiar with any situation that may affect your child's learning, or involve a risk to personal safety.

Copies of custody orders will be noted on file.

All arrangements on the custody orders need to be explained in detail. Please keep legal documents current.

Need to know

Absences

If your child is absent from school for any reason, we ask that you advise us as soon as possible by:

Emailing WSSstudents@whitfieldss.eq.edu.au or calling the school absence line on 4034 7366 and follow the prompts.

We operate a same day text message notification system to inform parents of student absences. To avoid receiving this text, please advise us before 9.00am if your child is absent for that day.

A medical certificate is required for absences due to illness after 3 consecutive days.

Any extended absences need to be notified in writing (ie holidays etc) if more than 10 days an exemption application needs to be completed.

Arriving at School

Children should arrive no later than 8:45, to allow them to prepare for an 8:50 start.

Early Arrival: Please do not deliver students before 8:00am as no supervision is available.

Late Arrival: Late arrivals are disruptive to the classroom and impact the student's individual routine and their learning program.

We understand that at times this is unavoidable and advise that students arriving late are required to report to the office student window to obtain a late slip for their teacher. Regular late attendance will be investigated by the School attendance officer.

Students Leaving Early

Leaving the school grounds

Students are not permitted to leave the school grounds during school hours.

Parents are requested to try and make appointments after 3.00pm and avoid taking children early from school.

If you need to collect your child before 3.00pm, please report to the school administration office for a leaving early slip, to be given to your child's teacher.

Procedures after 3.00pm

Supervision is in place at all school gates and the bus stop to ensure that all students are safe while they are waiting for their transport options. If you are delayed collecting your child, please ensure you contact the school.

When students are not picked up by 3:20pm, they are escorted to the school office and parents/carers are called. The students are then required to be signed out by whoever collects them.

Keeping Us Up-to-date

It is important that you inform the school as soon as possible if there are any changes to:

- contact details
- your address
- medical information
- family circumstances

Mobile phones and electronic devices

Student mobile phones and other electronic devices are encouraged to be kept at home.

If brought to school, they **must** be handed to the school office each morning for safe keeping and can be collected after school.

Bike security

Many of our students ride a bike to school. Students are strongly encouraged to padlock their bikes in the bike racks provided. Students are expected to walk their bikes while in the school grounds.

Car Parking

The car park located within our school grounds is for staff use only. It is out-of-bounds to all students.

Stop Drop Go Area

Please co-operate with the Crossing Supervisors and obey all signs and time limits. Please make use of our stop, drop, go area. Some guidelines for its use are:-

- Parents **must** stay in vehicles before 9.00am and after 2.30pm.
- Parents can park vehicles and leave them between 9.00am and 2.30pm **only**.
- Parents are encouraged not to "jump the queue" in the stop, drop, go area. The idea is to keep the flow of traffic moving, so please move forward when a space becomes available.

Collection of money

All money sent to school should be placed in a sealed envelope and marked clearly with the student's name, class, event and amount enclosed. All money is to be handed in to the office or teacher before school begins.

Payment is accepted by cash, EFT and credit card. For ease of convenience, credit card payments are accepted by phone or in person. Centrelink direct debits for large payments can be arranged by the School Office.

Making a complaint at school

From time to time you may have a concern regarding your child's education at Whitfield.

If this occurs please arrange a time to meet the teacher and discuss the issue. In most cases the teacher will be able to work with you to solve the problem.

If you and your child's teacher are unable to resolve the matter, then contact the Executive Services Officer to make an appointment to discuss the issue further with a school administrator.

Our school has a four-step procedure to assist parents/carers and school staff to reach an outcome that is in the best interests of the student. For more details, see the Complaints Procedure on our web site.



Whitfield State School

Contact Information

Phone Numbers

School Administration Office:

(07) 4034 7333

Absence Line:

(07) 4034 7366

PCYC Out of School Hours Care:

(07) 4053 1532

Email Addresses

General Enquiries:

admin@whitfieldss.eq.edu.au

Student Enquiries or Absences:

WSSstudents@whitfieldss.eq.edu.au

Enrolment Enquiries:

enrolments@whitfieldss.eq.edu.au

Newsletters:

newsletter@whitfieldss.eq.edu.au

School Principal:

Mr Matt Thompson

the.principal@whitfieldss.eq.edu.au

Website

<https://whitfieldss.eq.edu.au>

Facebook

<https://www.facebook.com/WhitfieldStateSchool>

Physical address

42-74 McManus Street
Whitfield Qld 4870

Postal address

PO Box 680
Edge Hill Qld 4870



The Queensland Department of Education trading as: Education
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