



*Petrie*  
State School

# *Parent Handbook*

We are working together to ensure that every day, in every classroom, every student is learning and achieving



<b><u>CONTACT DETAILS</u></b>	<b><u>4</u></b>	<b><u>SCHOOL ADMINISTRATION</u></b>	<b><u>14</u></b>
		<i>SRS – Curriculum</i>	
<b><u>PERSONNEL</u></b>	<b><u>4</u></b>	<i>SRS – iPad</i>	
		<i>SRS- Instrumental Music</i>	
<b><u>WELCOME</u></b>	<b><u>5</u></b>	<i>Payments</i>	
		<i>Transfers</i>	
<b><u>STUDENT CODE OF CONDUCT</u></b>	<b><u>6</u></b>	<i>Transition to High School</i>	
		<i>Official School Records</i>	
<b><u>DRESS CODE</u></b>	<b><u>7</u></b>	<i>Parental Custody/Access</i>	
<i>School Uniform Information</i>		<i>Personal Property</i>	
<i>Uniform Shop</i>		<i>Lost Property</i>	
<i>Uniform Pieces</i>		<i>Mobile Phone</i>	
<i>Music Uniform</i>			
<i>Sport Houses Uniforms</i>		<b><u>CURRICULUM</u></b>	<b><u>17</u></b>
<i>Representative Uniforms</i>		<i>Key Learning Areas (KLA)</i>	
<i>Free dress day policy</i>		<i>Planning</i>	
		<i>Assessment</i>	
<b><u>SCHOOL OPERATIONS AND ATTENDANCE</u></b>	<b><u>10</u></b>	<i>Parent/Teacher Interviews</i>	
<i>Student Arrival at School</i>		<i>Written Reports</i>	
<i>Collection Time for Students</i>		<i>Individual Student Records</i>	
<i>Daily Routine</i>		<i>Classroom Volunteers</i>	
<i>Prep and Year 1 Morning Routine</i>		<i>Individual Support for Students</i>	
<i>Prep Afternoon Routine</i>		<i>Supportive School Environment</i>	
<i>Year 2 -6 Afternoon Routine</i>		<i>iPad Program – Year 3 to Year 6</i>	
<i>Year 2 - 6 Afternoon Routine</i>		<i>ICT (the role of digital technologies)</i>	
<i>Tandoor Drive Loading Zone</i>		<i>Extra-curricular Activities</i>	
<i>Attendance/Absence</i>		<i>Library</i>	
<i>Exemptions from Compulsory</i>		<i>Choir</i>	
<i>Accidents and Sickness</i>		<i>Instrumental Music</i>	
<i>Leaving School Grounds</i>		<i>Physical Education</i>	
		<i>Sports Programs</i>	
		<i>Excursion/Camps</i>	



## **SCHOOL SERVICES / PROGRAMS**

*Inclusion Support Services (ISS)*

*Guidance*

*Chaplain*

## **SCHOOL HEALTH**

*Emergency Information*

*Emergency Procedures*

*Medication – Administered to Students*

*Medication – Self Administration by  
Students Suffering from Asthma*

*Disease Prevention in Education and Care  
Services*

*Exclusion Times for Contagious Conditions*

*Contagious Conditions*

*Headlice*

*School Dental Clinic*

## **SCHOOL AND COMMUNITY**

*Assemblies*

*Classroom Volunteers*

*Snack Shack*

*Parents and Citizens' Association*

**24**

## **SCHOOL SAFETY AND SECURITY**

*Emergency Drills*

*Lock Down Drills*

*Identity Badges*

*Visitor / Volunteer Register*

*Student Sign In / Out Register*

*Use of School Grounds and Facilities*

*Recording Performances at School*

*Class Photographs or Video*

*No Smoking Regulations*

*Outside School Hours Care (OSHC)*

*Dogs on School Grounds*

*Vehicles*

*Pedestrian Crossings*

*Buses*

*Bicycles and Scooters*

*Insurance*

**29**

**25**

**28**

## **COMMUNICATIONS**

*Newsletter*

*Facebook*

*School Website*

*Complaints Management*

**31**

## **CONCLUSION**

**32**



## **CONTACT DETAILS**

Address:	42 Dayboro Road, Petrie QLD 4502
Telephone:	07 3285 0333
Student absence line:	07 3285 0360 – 24 hour message service available
Student absence email:	<a href="mailto:absences@petriess.eq.edu.au">absences@petriess.eq.edu.au</a>
School website:	<a href="http://www.petriess.eq.edu.au">www.petriess.eq.edu.au</a>
School email:	<a href="mailto:office@petriess.eq.edu.au">office@petriess.eq.edu.au</a>
Office hours:	8:00 am to 3.30 pm
School Facebook page:	<a href="https://www.facebook.com/PetrieStateSchool">https://www.facebook.com/PetrieStateSchool</a>
QKR Application:	Add Petrie State School and your student's profile

## **PERSONNEL**

Principal:	Mr Troy Barath
Deputy Principal:	Mrs Toni Kele
Deputy Principal:	Ms Rebecca Boreham
Head of Inclusion:	Mrs Aiden Jarvis
Head of Curriculum:	Mrs Anitta Holmes
Business Manager:	Ms Maryanne Wells







## **WELCOME**

It is my pleasure to welcome you to our school and to commend this Parent Handbook to you as a useful reference.

Petrie State School is an 'old' school, but it continues to deliver a rich, vibrant and high-quality education to the children of Petrie and its surrounding suburbs. Our original schoolhouse still stands and is utilized daily. Our grounds are leafy and sprawling with shade and space abundant – we love the diversity with rolling hill sides and rainforest corners. Our students enjoy big old trees, playgrounds in several different areas of the school, shady under-cover areas, multi-purpose court, a hall, an outdoor classroom and a large amphitheatre style oval.

Every day, our school community works together as part of our school vision – We are working together to ensure that every day, in every classroom, every student is learning and achieving.

Our teaching staff focus on meeting the needs of each individual student within a safe, supportive and inclusive environment. Everything we do is based around building positive relationships with our students, and productive partnerships with our families.

Petrie State School is a great school. We have high expectations of and for our students, and of and for our whole school community. We are passionate about quality education for all students.

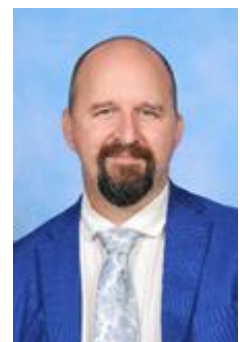
Our programs and pedagogy emphasize opportunity for everyone. This can be seen from the classroom to the Music, Sporting, Cultural and other extracurricular programs at the school. All programs are designed to complement and enhance the core business of the learning and teaching of the Australian curriculum.

This Handbook should assist you in many of the routine and organizational features of the school. It is not meant to be exhaustive, however your feedback will be well received and greatly appreciated.

We look forward to partnering with you as we create a distinct, inclusive teaching and learning culture which will promote a strong and successful, learning environment.

I am looking forward to working alongside you to support every student in achieving their personal best learning outcomes at Petrie State School.

Troy Barath  
Principal





## **STUDENT CODE OF CONDUCT**

Petrie State School is committed to providing a safe, respectful and disciplined learning environment for all students., Staff, Parents and visitors.

The Petrie State School Student Code of Conduct sets out the responsibilities and processes we use in our school to promote a productive, effective whole school approach to discipline. They also support the shared values and beliefs of the whole school community and support our statement of purpose.

*We are working together to ensure that every day, in every classroom, every student is learning and achieving.*

Its purpose is to facilitate a positive support for high standards of achievements and behaviour combined with a clear responses and consequences to inappropriate behaviour so that the learning and teaching in our school can be most effective and students can participate positively within our school community.

Petrie State School uses Positive Behaviour for Learning (PBL) as the multi-tiered system of support for discipline in the school. This is a whole school approach, used in all classrooms and programs offered through the school, including sporting activities and excursions.

PBL is an evidence-based framework used to:

- analyse and improve student behaviour and learning outcomes
- ensure that only evidence-based practices are used correctly by teachers to support students
- continually support staff members to maintain consistent school and classroom improvement practices



At Petrie State School we believe discipline to be an opportunity for valuable social learning as well as a means of maximising the success of academic education programs. It is a word that reflects our belief that student behaviour is a part of the overall teaching and learning approach in our school. Our staff take responsibility for making their expectations clear, for providing supportive instruction about how to meet these expectations and strive to use behavioural incidents as opportunities to re-teach.

The development of the Petrie State School Student Code of Conduct is an opportunity to explain the PBL framework with parents and students, and gain their support to implement a consistent approach to teaching behaviour. The language and expectations of PBL can be used in any environment, including the home setting for students. Through our school plan, shared expectations for student behaviour are plain to everyone, assisting Petrie State School to create and maintain a positive and productive learning and teaching environment, where ALL school community members have clear and consistent expectations and understandings of their role in the educational process.

Any students or parents who have questions or would like to discuss the Student Code of Conduct or PBL are encouraged to speak with the class teacher or make an appointment to meet with the Principal or Deputy Principal.



## **DRESS CODE**

### *School Uniform Information*

It is an expectation that children attending this school wear the uniform which has been endorsed by our Parents and Citizens' Association.

The wearing of a school uniform allows our children to exhibit both a sense of identity and a sense of unity.

Uniforms enhance the public's perception of our school and of our students. The manner in which our uniform is worn to present a neat and tidy appearance is an indication of individual pride in our school.

The Petrie State School Student Dress Code must be followed when students are;

- Attending or representing Petrie State School;
- Travelling to and from school; and
- Engaging in school activities out of school hours

The Student Dress Code aims to contribute to a safe and supportive teaching and learning environment through:

- Ready identification of students and non-students at school;
- Fostering a sense of belonging; and developing mutual respect among students by minimising visible evidence of economic or social difference;
- Providing functional clothing that enables students to participate actively in the programs of the school, and that is inclusive in nature.

It is expected that all students will wear the school uniform and that they present themselves in a neat and tidy fashion that reflects pride in self, family and school.

### *Uniform Shop*

Parents and carers of enrolled students can purchase uniforms using the QKR app.

EFT payments can be made at the uniform shop.

Store Attendant: Keisha Henry and Jessie Rix

Store Telephone Number: **07 3285 0339**

Email: [petriessuniformshop@petriess.eq.edu.au](mailto:petriessuniformshop@petriess.eq.edu.au)

Regular Store Trading Hours:

- 2.15pm - 3.00pm Tuesday
- 2.15pm - 3.00pm Wednesday
- The uniform shop is closed on public holidays and during the school holidays

Please follow us on Facebook for up to date operating hours. These details are current at the time of printing. As we approach the beginning of each school year, more days or extended times may be available.



## *Uniform Pieces*

The following items are available for purchase at the uniform shop

- Polo shirt (unisex)
- Rugby knit shorts (unisex)
- Formal check shirt (unisex)
- Dress (check)
- Skorts
- Hat - legionnaire or wide brim floppy surf
- Sport House Polo Shirt
- Senior's Shirt (unisex)
- Track suit (fleecy lined)
- Pullover (with school emblem)
- Fleecy lined zip jacket
- Library Bag
- School Bag



## *Music Uniform*

The school operates a Music Student Resource Scheme which includes uniform use for instrumental music and choir students.

## *Inter-house Athletics Day, Cross Country and Swimming Carnival*

Students are encouraged to wear a plain polo shirt in their House Colours (these are sold in the Uniform Shop) on these days. KENDALL - Green LAWSON - Red PATERSON – Yellow

## *Special Day Wednesday*

Students may wear their school sport representative shirts, music performance shirts and approved school club shirts on Wednesdays.

## *Representative Sports Uniform*

Sports shirts are provided by the school for students representing the school for athletics, cross country and other sports.

## *Free Dress Day Policy*

Throughout the year students will be allowed to participate in various free dress activities. Dress for these days will include

- Sensible play clothes
- School Hat
- Closed-in shoes and socks – No heels
- No singlet tops – Boys' and girls' tops to have sleeves (Sun Smart School)
- No midribs showing
- No extra jewellery
- No inappropriate writing on clothes



Footwear to be worn with School Uniform on a daily basis:		
<ul style="list-style-type: none"> <li>• Lace up or Velcro</li> <li>• Shoes must be fully enclosed – Slip on and ballet-type shoes do not provide sufficient protection when students are participating in learning experiences or in the playground</li> <li>• Shoes must be worn at all times unless at the direction of a teacher they are asked to remove them for a particular activity e.g. gymnastics, aerobics etc</li> <li>• Footwear should be durable, comfortable and long wearing</li> </ul>	   	   
Hats:		
<ul style="list-style-type: none"> <li>• Our Sunsafe Rule is: “No Sunsafe Hat, No Play”</li> <li>• Students can wear the double sided broad brimmed school hat available from our uniform shop but any broad brimmed hat is acceptable</li> <li>• Students must NOT wear caps. This is to ensure the protection of the students from exposure to the sun.</li> </ul>	 	 
Winter Uniform		
<ul style="list-style-type: none"> <li>• School uniform jackets are available at the uniform shop</li> <li>• School uniform navy track pants are available at the uniform shop</li> <li>• Plain navy jumpers (without hoods or prominent logos) and navy track pants can be worn</li> <li>• No undershirts/singlets should show through the uniform</li> </ul>	 	 
Jewellery:		
<ul style="list-style-type: none"> <li>• Small studs and sleepers are permitted (only one per ear)</li> <li>• Watches are permitted</li> <li>• All other piercings are discouraged. Similarly, no bracelets, anklets, necklaces or rings are to be worn</li> <li>• Upon written request outlining significance, the principal will give consideration for religious, cultural and medical needs</li> </ul>	 	   
Hair, body and make up:		
<ul style="list-style-type: none"> <li>• Hair should be neatly trimmed and brushed back off the face</li> <li>• All hair that is shoulder length or longer is required to be worn pulled back and secured away from the face. Tying back of hair will help reduce the spread of headlice</li> <li>• Artificial nails and nail polish is not permitted</li> <li>• No fake tattoos to be on any visible part of the body</li> </ul>	 	 



## **SCHOOL OPERATIONS AND ATTENDANCE**

### *Student Arrival at School*

In the interest of student safety, reminder to families that students should arrive at school at 8.30am at the earliest. Families will be contacted if students regularly arrive before 8.30am and will be advised to make arrangements for before school care. Students will have two options available to them from 8.30am to 8.50am.

1. Prep and Year 1 students are to go to the Adventure Playground
2. Year 2 to Year 6 are to be on the oval.

### *Collection Time for Students*

Students waiting to be picked up are to wait inside the gates. They are to be collected from school no later than 3.15pm. Students not collected by 3.15pm will be escorted to the office where parents/carers will be contacted.

### *Late Arrival/Early Departure*

- Children who arrive after the commencement of lessons must report to the office with their parent/guardian for a late slip.
- An early departure slip must be obtained by the parent/guardian via the office and presented to the teacher.
- Parent/guardians must report to the office during the school day via Gate 1 on Tandoor Drive.
- Students must be signed out by a mature emergency contact as prescribed on the student enrolment, or other personnel as communicated/nominated to administration by the primary care giver.
- In emergency/exceptional situations only, a note from a parent or guardian or a telephone call will be acceptable.

### *Daily Routine*

The School Day begins at 8.50 am and ends at 3:00 pm	
Times are scheduled as follows:	
8.30 am	Supervision provided from 8.30. Students go to the toilet, move to classrooms and get ready for school
8.50 am	Classrooms Open – Roll marking and before school organisation
9:00 am	Learning begins
11.00 am	First break play time
11.30 am	First break eating time
11.50 am	Learning begins
1.30 pm	Second break play time
1.45 pm	Second break eating time
2:00 pm	Learning begins
3.00 pm	End of school day



### *Prep and Year 1 Morning Routine*

The school gates will be open from 8:30am. Students and parents are asked to wait or play sensibly and quietly at the adventure playground until 8:45am. Students will be collected by their Teacher or Teacher Aides and walked to their classroom. At 8:50am, all students should be in classrooms ready to mark rolls and get organised for the school day. Learning will begin promptly from 9:00am.

### *Prep Afternoon Routine*

Parents/Carers are asked to gather and wait outside their child's classroom. Students will be dismissed from class at 3:00pm.

### *Year 2 - 6 Morning Routine*

The school gates will be open from 8:30am. Students are asked to wait or play sensibly and quietly on the oval. Supervising staff will instruct students to make their way to their classrooms to put their bags away and get organised for school. Bag racks are located at each classroom.

At 8:50am, all students should be in classrooms ready to mark rolls and get organised for the school day. Learning will begin promptly from 9:00am

### *Year 1 - 6 Afternoon Routine*

The school gates will be opened from 2:45pm. Students will be dismissed from class at 3:00pm. Parents are able to wait outside their child's classroom, if they are picking the student up from the classroom. When dismissed, students can then gather their bags and meet parents or go to other location arranged by the parent.

### *Tandoor Drive Loading Zone*

Petrie State School has a passenger loading zone which allows for a quick pick up of children in the afternoons. Vehicles are to move slowly along the loading zone towards the front of the queue. Staff organise students at the gate and have them ready to get into the car. Cars should only be stationary for a maximum of two minutes to ensure the flow of traffic continues.

Things to remember to ensure the safety of all children.

- Do not stop for more than two (2) minutes.
- Do not park in the zone and walk away from the car.
- Plan your arrival time. - Does it have to be before students are released from class?
- Do you have older children? Could you ask them to be ready and waiting 10 minutes after school gets out?
- Your children will get into the car with their school bags.
- If your child is not waiting please drive away and return to the queue or park legally and walk to collect them.

**Never double park to pick up children.  
It is illegal and dangerous.**

**LOADING  
ZONE**

**8.00 - 9.00 AM**

**2.30 - 3.30 PM**

**SCHOOL DAYS**

**DRIVERS STAY <sup>WITH</sup> CAR  
LEAVE WITHIN 2 Min.**



### *Attendance/Absence*

Children are required by law to attend school regularly and it is essential that they do so to succeed. Every school day is important therefore children should not be absent without a valid excuse.

To improve our attendance procedures, we will inform parents/caregivers about any unexplained absences for their child. The school expects parents/caregivers to contact the school in advance if they know their child is to be absent. The preferred contact methods are

- Phoning 07 3285 0360 and leaving a message
- Student absentee email [absences@petriess.eq.edu.au](mailto:absences@petriess.eq.edu.au)



*Reporting  
an absence!*

Petrie State School will send an SMS message to the parent/guardian's mobile phone if a student is recorded as absent without an explanation.

If you are not receiving text messages and believe you should be, please contact the school as soon as possible to confirm your contact details. The message will arrive on your telephone displaying the school number.

Simply reply to the message from the school and add your son or daughter's roll class, name, reason for absence or late arrival and date of absence. If you are receiving SMS messages, it is important that you reply to the school within seven days (as per Government Legislation). The easiest way to respond to text messages is by reply SMS.

## **Remember – “EVERY DAY COUNTS”!**

### *Exemptions from Schooling*

What is an exemption and why do I need it?

Every parent of a child of compulsory school age or a young person in the compulsory participation phase has a legal obligation to ensure their child is enrolled and attending school or participating in an eligible education option.

Parents can apply for an exemption from this obligation when their child cannot attend or it would be unreasonable for their child to attend school for a period of more than 10 consecutive school days.

Situations where an application for an exemption may be made include:

1. Illness
2. Family reasons
3. Family holidays
4. Cultural or religious reasons

If your child is exempt from compulsory schooling, you are excused from your obligation in relation to compulsory school participation for that set period of time. The school principal is not responsible for providing an educational program to your child, however they may provide advice on other educational options available.





#### Who decides to grant or not grant an exemption?

For state school students: Decision about exemptions for up to one school year are made by the Principal of the school the student attends. Decisions about exemptions for more than one school year are made by the relevant Regional Director of the Department of Education, responsible for the supervision of the school your child attends.

#### Applying for an exemption

You are encouraged to discuss with the school whether an application for exemption is a suitable option. The school can provide you with an application form for an exemption. It is important that supporting documentation and evidence are attached to the application.

When a decision about the exemption has been made, you will be informed in writing whether or not the exemption has been granted and if any conditions have been imposed. If you are not satisfied with the decision made, you can make a submission for the decision to be reviewed.

#### Accidents and Sickness

Whilst the care and protection of your child at school is a priority, accidents may still occur. In the case of an accident or illness, only basic first aid can be administered. Parents will be contacted as soon as possible and in the event of a serious injury or illness, usually with the recommendation that the child be collected and taken home. If there is a serious accident, the ambulance will be called to transport the child to the hospital.

Schools are not equipped to care for sick children and it is requested that any child who is sick before departing for school be kept at home. Should a child become sick during the day and be unable to continue with lessons, parents or nominated care providers will be contacted to collect the child.

***It is essential that parent contact details, including emergency contacts, are up to date to enable quick communicate in the event of an emergency.***

#### Leaving School Grounds

Once children have arrived at school, they must NOT leave the school grounds, until normal dismissal, without the permission of the Principal. Such permission is conditional upon the receipt of a specific written request, signed and dated by a parent or guardian, except in special circumstances or emergency situations, where permission may be granted at the discretion of the Principal.

A parent or guardian may make telephone contact to the Administration in cases of urgency where the need for their child to leave the school grounds was unanticipated. Under these circumstances a child may also be collected at school by a parent or guardian upon advising the school office. Where contact is by telephone, arrangements should be made to collect the child from the office, NOT from outside the school grounds.



## **SCHOOL ADMINISTRATION**

### *Student Resource Scheme - Curriculum*

Petrie State School operates a Student Resource Scheme for all curriculum and stationery resources required across the school year. The purpose of the scheme is to provide a cost effective, value for money alternative to purchasing textbooks, resources, consumables and materials through reduced prices gained from the school's bulk purchasing processes. Full details about the Student Resource is located on our school website.



### *Student Resource Scheme - iPad*

It is encouraged that all students in Year 3, 2023 participate in the schools iPad SRS program. This program will roll out to Years 4-6 when the current Year 3 students age. This program is undertaken to ensure that all students from Prep to Year 6 have the opportunity to use a school owned iPad within the classroom as a supportive tool to enhance the curriculum provided by Petrie State School. All information and forms in line with the iPad SRS can be obtained from our school office and our school website.

### *Student Resource Scheme - Instrumental Music*

Petrie State School offers the opportunity to learn an instrument with our qualified Instrumental Music Teachers. Further information regarding this process will be advised by the instrumental music teachers.

### *Payments*

The preferred method of payment for all school invoices is via QKR, Centrepay or BPoint. No money should be left with the class teacher. All monies are to be presented to the office for processing before school.

The Cashier is open during office hours for all EFT, Credit Card and Cash transactions. All cheques must be made payable to Petrie State School.

When sending money to school with your student, please enclose it in a SEALED envelope marked with NAME, CLASS, and AMOUNT AND PURPOSE on the nominated closing date. Please double seal the envelope with tape to ensure no monies are lost.



### *Transition to High School*

To assist with the transition to High School, Orientation Days and Parent Information Sessions are held by all local state high schools, towards the end of each school year. Details will be advised in advance. For further information, it is requested that you contact the high school of your choice.

### *Transfers*

Children intending to transfer from our school are expected to return all school property including class materials, library resources and school instruments provided, on or before their last day at this school. Final payment of all monies owing must be completed. Children should also arrange to collect all their personal property, including any project books and art materials held by class teachers.



### *Official School Records*

Records are maintained on every child attending the School. Current data on each child enrolled is required for the School Register and for official records.

Should you have a change of family circumstance, address, telephone number, etc. it would be appreciated if you would advise the office immediately so that our records are kept up to date.

### *Parental Custody/Access*

It is of particular importance that the school be advised of the implementation of parental custody and access orders, or of any changes to existing orders.

The School must comply with existing Court Orders relevant to the rights of the both parents. Such orders affect access to records and reports pertaining to the child. If no orders are in place, then both parents will be considered equal partners in their child's education, safety and wellbeing.







## *Personal Property*

All personal items and clothing should be clearly marked with your child's name to ensure that if lost, the owner can be readily identified. Such marking may need to be done several times a year to be effective.

Expensive and non-education related items, including jewellery, games and toys, are not allowed to be brought to school. No responsibility can be taken if such items, brought to school by a child, are lost, damaged or stolen. Children should take responsible care for any monies brought to school. The following items must not be brought to school:

- Chewing/bubble gum;
- Matches, lighters;
- Explosive caps;
- Toy weapons;
- Yo-yos;
- Skateboards, roller skates, roller blades;
- Trading cards;
- Toys.

## *Lost Property*

Lost property is collected and stored outside the Snack Shack. All items should be labelled with your student's name. Children and parents are requested to check the lost property regularly. Unclaimed lost property will be displayed outside the snack shack for students to view and reclaim. Lost property is cleared at the end of each term and donated to a suitable charity.

## *Mobile Phone*

Students are not to have mobile phones and other electronic equipment during school time. These are to be handed in to the school Administration Office for safe keeping at the beginning of the day and collected at the end of the day (***we recommend these devices NOT be brought to school***).

Mobile phones and other electronic equipment are brought to school at the owners' risk. No liability will be accepted by the school in the event of loss, theft or damage to any devices.

Students may only wear 'Smart Watches' to school if they are in school mode from 9am to 3pm. These items may not be worn to school if they have camera capability.

Students should only use their mobile phone before or after school. No photo, video or voice should be recorded on such devices while on school grounds and careful consideration should be made by students when recording other students in uniform outside of school grounds.

Breach of this may result in relevant consequences in accordance with the school's Code of Student Conduct.







## **CURRICULUM**

### *Learning Areas*

The Australian Curriculum stipulates eight Learning Areas

- English
- Mathematics
- Science
- Humanities and Social Sciences
- The Arts
- Technologies
- Health and Physical Education
- Languages

An agreed research-validated school wide Pedagogical Approach is issued to support

- Implementation the Australian Curriculum
- Quality teaching and learning experiences
- Digitally rich and connected learning environments
- Strong e-learning agenda
- Personalised learning: respond to the individual needs of the child



See the school website for further information.

### *Planning*

Teachers plan in specific subject areas for the full implementation of the Australian Curriculum.

Opportunities for all students to display their talents in various forms will be a key component catering for varied learning styles and levels of development. The basics of Literacy and Numeracy are a critical component of the school day.

### *Assessment*

Assessment will be moderated across classes to ensure consistency and continuity of programs. Assessment is conducted continuously and progressively by class teachers throughout each semester, culminating in a Semester Report. A variety of strategies, including observations, work samples and formal tests are used, with emphasis given to the most recent achievement thereby reflecting student growth and development and allowing for student improvement by independent study.

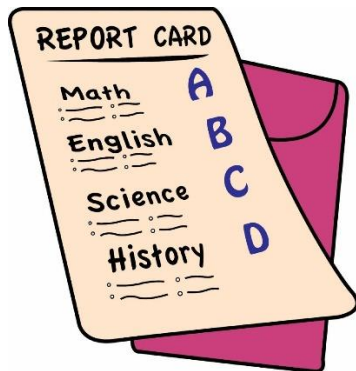
### *Parent/Teacher Interviews*

Opportunities exist for the arrangement of parent-teacher interviews. Interviews at an early stage of the year are intended to be based on information sharing by teachers and parents rather than information giving by the teacher. Special conferences will be arranged where it is deemed that a student may require intervention or support. Scheduled Parent-teacher interviews will be offered at least twice a year. These will be held in at the commencement of Term Two and Term four.



## *Written Reports*

A written report will be issued twice a year at the end of each Semester i.e. Term 2 and Term 4. These reports provide the opportunity for either the class teacher or the parent to request an interview to discuss student performance, attitudes, effort or behaviours.



## *Individual student records*

A student record file is maintained for each child attending the school. Within this file are accrued copies of Semester reports, assessments by learning support personnel and other relevant data including details from enrolment/information forms.

## *Classroom Volunteers*

Volunteer involvement will be most welcome and will play an integral role in working with professionals to support classroom learning. An induction process for volunteering in the school is in place. Please contact the office for details around becoming a school volunteer.

## *Individual support for students*

All students receive individual attention so they can be nurtured to achieve their potential. Intervention programs will also be incorporated as needs arise. These will include academically talented, learning support and specialised programs designed to meet individual need.

## *Supportive school environment*

Quality learning outcomes depend on schools being orderly, safe and nurturing environments. A comprehensive Student Code of Conduct is in place. A consistent approach to managing behaviours and helping students reach their potential is paramount. Social skills programs are taught. Petrie State School is a Positive Behavior for Learning (PBL) school. PBL is a whole school, proactive approach that enables schools to effectively support student behaviour.

## *iPad Program – Year 3 to Year 6*

Our school will be using the iPad as a tool to support personalised learning. We will provide opportunities for our students to engage with creation apps to create content, as well as other educational apps and also utilise the general functions of the iPad, including the camera, to capture photo, audio and video to reinforce, consolidate and master their learning. Our unique program involves consultation with all key stakeholders including staff, students and community to own and action, a common vision and consistent approach to futures orientated learning.



Our SRS has a specific iPad component to achieve this personalised learning for students. Information surrounding the iPad SRS can be found in this booklet under SRS or on our school website.



### *ICT (the role of digital technologies)*

Technology is an integrated feature of classroom programs. All classrooms are fitted with Interactive Whiteboards or TV's. Each classroom has access to a number of iPads linked to the school network. Students in Years 3 to 6 have their own hired SRS iPad or the option to BYOD. Students also have access to robotics and coding devices. iPads will be locked in classrooms during breaks, unless access is authorized by teachers.

### *Extra-curricular activities*

We are able to provide a range of activities at differing times during the year. Activities may include choir, science club, board games/chess club, Lego club, book club, art club, dance, and more. Students will also participate in a variety of incursions and excursions relating to curriculum units.

### *Library*

Our school Library is a facility for children with a wide selection of both printed and non-printed materials.

Each class is allocated one borrowing session per week, where students visit the library with their teacher and are able to borrow. Prep to Year 2 are able to borrow one book at a time. Year 3 to Year 6 are allowed up to two books at a time.

Library bags: All students must have a named, waterproof library bag to be able to borrow. Petrie State School library bags are available for purchase from our Uniform Shop.

Overdue loans: Books become overdue after two weeks, however if a student has not finished reading their book, they may be renewed. It is recommended that Prep and Year 1 children return their books every week and change them. When books are overdue for an extended period, parents/caregivers will receive a message or email, asking them to remind their students to return the overdue books. Students will also be reminded during allocated borrowing sessions. Students cannot borrow if they have an overdue loan.

Lost and Damaged Books: At Petrie, all lost or damaged books must be paid for by the parent/caregiver. This helps us achieve a well-maintained and complete collection for everyone to enjoy.





Scholastic Book Club/ Scholastic Book Fair: Through sales from Scholastic Book Club and Scholastic Book Fair we receive a percentage from all books sold. This helps us to add to our collection with current and popular titles, and purchase resources of high- interest to our students. Throughout the year, eight issues (two per term) of Book Club will be sent home with students.

Scholastic use LOOP which is an online ordering and payment system. Details on how to register for LOOP are clearly printed on the back of the Book club order forms which the students will bring home with each issue. Scholastic Book Fair is held once a year and goes for four days. Students, parents and caregivers may buy directly from the Fair, which is open before school, lunch breaks and after school.

Lunchtime activities: Our library is open at both breaks for invited students in Years 1 to 6 to enjoy supervised structured play.

### *Choir*

Petrie State School has both a junior and senior choir's that perform at school and community functions. Please see Miss Rose for further information.

### *Instrumental Music*

Instruction is available to students in Years 3-6 by Instrumental Music Teachers. This is available in woodwind, brass, percussion and strings instruments for children, provided they possess the necessary attitudes and aptitudes. Based on observation and assessment, our music teacher recommends participation for suitable applicants. Parents of recommended applicants will be advised, in detail, of the program and its requirements via the instrumental music teachers.

Placement in the program is available to children transferring from another school having participated in a program with similar instruments. It is recommended that an early decision to purchase an instrument not be made without referral to the Instrumental Music Teacher. A limited supply of school instruments are available for use by beginners. Details surrounding the cost of the program are available from our office or on our website.







## *Health and Physical Education*

Our Health and Physical Education teacher conducts and co-ordinates programs for all children. These programs include athletics, game skills and dance.

Physical Education is considered an integral part of the Australian curriculum and all children are expected to participate regularly. No child will be exempted from regular participation unless a medical certificate and explanatory parental note is forwarded to the school.

## *Sports Programs*

Interschool sport – several sports are played on an inter school basis. Children involved in inter school teams must recognise that their selection is based on conditions. As representatives of our school, they are expected to act as ambassadors and behave accordingly. Representatives are further expected to dress according to the appropriate requirements of the sport and are required to co-operate with coaches with regard to practices and other commitments. Students have the opportunity to trial for selection in District Teams in their chosen field of expertise. Further selection opportunities may then arise for Regional and State teams.

Interhouse sports – Interhouse Athletics Carnivals and Interhouse Cross Country is conducted during the year. Our school will advise the dates of these events in advance.

## *Excursion/Camps*

Our students may participate in a variety of educational excursions or camps which are designed to supplement and complement academic, cultural, social and sporting experiences initiated within the school. Specific information, consent forms and medical information forms will be forwarded home, to be completed by a parent or guardian, on each occasion of an excursion or of a series of excursions.

No child will be permitted to participate in an excursion or camp without parental consent. However, where it is apparent that a specific consent form has been forgotten, administrators will make discretionary decisions about a child's participation based on information available.

Information sheets will advise the nature of the excursion or a camp, the method of travel (which is normally by bus, supervised by teachers, occasionally assisted by parent volunteers) as well as any costs involved. It should be noted that every attempt will be made to keep costs to a minimum.

**It is important that payments for excursions and school activities are paid by the due date** — usually one week before the actual event. The school needs this time to prepare for the excursion e.g. preparation of rolls, confirmation of buses, confirmation of numbers of students attending, medical requirements. Unfortunately, we will be unable to accept late payments for excursions/activities. If you are unable to make payment by the due date please contact the Business Manager to discuss payment plan options. This policy will be enforced to ensure the safety of our students going on, or participating in, an activity.

## **Refund Guidelines for Excursions and Camps**

School fees for excursions and camps are calculated on a cost recovery only basis, according to the number of students who have indicated their attendance. Participation of students in an excursion or camp is indicated through payment of the excursion or camp fee and provision of a permission form completed by the parent/caregiver.



As the school budget cannot meet any shortfalls in funding for an excursion or camp due to the subsequent non-participation of a student who had previously indicated attendance of the activity, fees already paid for an excursion or school camp may be refunded in full or in part or not at all, having regard to the associated expenses incurred and the circumstances of the non-participation.

If a parent/caregiver wishes to apply for a refund due to their child's non-participation in an excursion or camp activity, they may complete the Request for Refund form. Where possible, the request should include the receipt relating to the payment for which a refund is being sought. It is preferred that refunds be made as a credit against the student's account at the school, and used for any cost in the future.





## Homework Statement

Petrie State School's homework statement has been developed in consultation with the school community, taking into account the Parent and community engagement framework and shared with parents and caregivers during Term 1 Parent Information evenings, as well as through our newsletter and via the school website.

### Homework is

- Clearly related to class work – consolidating, revising and/or extending students' classroom learning
- Supportive of upcoming class work – collecting relevant materials and/or information
- Individual students' learning needs are taken into account
- Equitable, ensuring all students are able to access resources required to successfully complete
- Allows for families to balance busy lives, taking into account family, recreational, community and cultural activities

To ensure a consistent approach to homework is set across the whole school, each year level will

- have an agreed structure for homework that is standard across the year level
- set weekly homework that provides flexibility for families
- design homework tasks that align with the expected time allocation for the year level

Prep	10 minutes/day; max. 40 minutes/week	Reading and associated activities (from Term 3)
Years 1 and 2	15 minutes/day; max. 1 hour/week	Reading and associated activities
Years 3 and 4	20 minutes/day; max. 80 minutes/week	Year level discretion
Years 5 and 6	30 minute/day; max. 2 hours/week	Year level discretion

Students take responsibility for their own learning by accepting responsibility for the completion of homework tasks within set timeframes. They are to seek assistance when difficulties arise.

If a child's homework is consistently taking longer than the recommended time, parents and/or caregivers need to discuss this with the classroom teacher.

Similarly, classroom teachers will discuss with students and their parents and/or caregivers any developing problems and suggest strategies to assist with their homework.





## **SCHOOL SERVICES / PROGRAMS**

### *Inclusion Support Services*

Petrie State School welcomes all students and values the diversity everyone brings. We provide inclusive support to ensure all students' needs are met. All students receive the support they need to belong within the school community and engage purposefully to achieve academic success.

At Petrie we have an Inclusion Support Services Team who meets weekly to decide how to best meet the needs of students across the learning community. This team includes members of our leadership team, Guidance Officer and the school Chaplain. The Inclusion Team are focused on developing strong partnerships between school and home to provide and implement support provisions and adjustments to assist students. Both Parents and Teachers can seek support for students via the Inclusion Support referral process.

The Inclusion Team can provide support to all children in many areas including - academic, social, emotional and behavioural. Support can vary and may include in-class support, focused small group support, intensive instruction support, observations, assessments and recommendations for additional outside school support.

### *Guidance*

A Guidance Officer assists teachers and parents should a child have a determined learning or associated behavioural problem. Following assessment, the Guidance Officer may recommend to teachers and/or parents, a program to assist the child. If necessary, the Guidance Officer may recommend appropriate placement in our school Support Programs, suggest referrals to other agencies (e.g. Developmental Assistance Team, Speech Therapy, Special School) or implement a Guidance program.

### *Chaplain*

A school chaplain is a supportive person for children to connect with at school, providing a listening ear, caring presence, and message of hope. They care for students, staff and families.

Chaplains run positive, fun activities for children, both in and out of school, and foster a supportive, caring school community. This includes support for at-risk students, support for staff and families from the wider school community, and optimal spiritual support and direction for the school community.





## **SCHOOL HEALTH**

### *Emergency Information*

Accidents and other emergency situations do unfortunately occur at school. All parents are requested to advise the office of any changes to emergency information, especially in regard to emergency contacts. It is also essential that the school be advised of any disability, illness or allergic reaction which could affect a child, so that staff can be advised to allow preventative action or appropriate treatment.

### *Emergency Procedures*

Minor accidents and medical incidents for which prescribed medication is held, will be treated at school by a qualified staff member, nominated as First Aid Officer.

Where further treatment is deemed necessary or where records indicate that parental notification of treatment is required, parents will be so advised.

For more serious accidents or medical incidents, the following procedures will be adopted:

- Care and comfort of the injured / ill child;
- Advice to the parent or emergency contact person;
- Contact of professional medical personnel, if required.

Where contact cannot be made with a parent or responsible contact person or where it is deemed essential that medical treatment be urgently obtained, action in the best interest of the child will be taken at the discretion of the Principal. In most situations, this will be catered for by calling the ambulance to attend the child.

### *Medication – Administered to Students*

Where the administration of medication during school hours is essential for the wellbeing of a student, a nominated First Aid Officer authorised by the Principal will undertake the responsibility of administering that medication under the following conditions:

- That a parent/guardian request be provided in writing to the Principal that the medication be administered at the School; **NB: A Department of Education (DOE) request form is available at the First Aid Office for your use.**
- That instructions provided must be written by the student's Doctor or Pharmacist at the Doctor's direction eg. Pharmacist's directions on medication container; **INSTRUCTIONS SOLELY OF A PARENT WILL NOT BE ACCEPTED**
- That the medication container must be clearly named and indicate specific times at which the medication is to be administered as well as the specific dosage to be administered.



No medication will be administered should the medication be forwarded to school in a substitute container, particularly a container purporting to hold medication for another person.

Notify the school in writing when a change of dosage is required. This instruction is to be accompanied by a letter from a Medical Practitioner.



Non-prescribed oral medications e.g. analgesics – aspirin, paracetamol etc. and over the-counter medications, cannot be given at school unless it is provided with a pharmacy label and parents will be contacted to gain permission before administration of the medication.

All medication will be secured in the First Aid Room. A Register will be maintained of all medication administered at this school. While checks will be made of all students on the current medication file and every attempt will be made to ensure medication is administered, the school will bear no responsibility if students forget or refuse to attend the First Aid Office at the nominated time.

It is appreciated that special circumstances may require special arrangements. Please contact the Principal if you consider that such arrangements may be required. Every effort will be made to minimise difficulties.

**PLEASE NOTE:**

- Any request for the administration of medication is current for a maximum of one school year. For continuation, a new DOE request is required at the commencement of each school year.
- All medication should be collected either at the expiry of a treatment or at the end of the school year where treatment is continual. Any uncollected medication will be disposed of, as appropriate.

*Medication – Self Administration by Students Suffering from Asthma*

Asthmatic students who are responsible for self-administering their own medication at home are permitted to assume this responsibility at school, provided that written permission from a parent or legal guardian is presented to the school initially.

Where appropriate, asthmatic students may be responsible for their own inhalers at all times without the requirement for the medication to be stored in a central location, supervised by a First Aid Officer. The need for students to use medication as a preventative measure prior to physical activity should be addressed within these guidelines.

**PLEASE NOTE:** Where permission is granted for asthmatic students to self-administer medication without supervision, the students are totally responsible for correct dosage and times of administration as no school record or check can be maintained. Security of inhalers must be considered.

*Disease Prevention in Education and Care Services*

Disease outbreaks in schools are more common due to groups of children playing closely together. Services and schools play an important role in limiting the spread of infectious diseases by:

- excluding unwell children from the service while they are infectious
- upholding hygiene standards
- educating parents.

*Exclusion Times for Contagious Conditions*

Some medical conditions require children to be excluded from school or child care to prevent the spread of infectious diseases among other children and staff, as well as the community.



### *Contagious Conditions*

Contagious conditions are infectious diseases that can spread from person to person through:

- the air by breathing in infectious droplets
- contact with germs from faeces passed via the hand to the mouth
- germs on hands transferred to broken skin, eyes, nose or mouth
- contact with germs in blood or other body secretions (such as urine, saliva, nasal secretions) onto broken skin, eyes, nose or mouth.

Some conditions may require a child to receive a medical clearance from a local doctor or local public health physician before returning to school or child care. If any infectious disease is suspected or confirmed in your service, [contact your public health unit](#) for advice

### *Headlice*

If it is believed a child has headlice, the parent will be contacted and made aware of the issue. When an infestation is evident within a class group, a general memo is distributed to all parents of children in that class group requesting concerted co-operation.

### *School Dental Clinic*

Dental care and supervision is offered free to those students whose parents have given consent for treatment. The Dental Van is staffed by a dental therapist and a dental assistant who are also responsible for other schools in the area and spend part of the year working at each. Consent forms for new students are issued at the commencement of each period of operation at our school.



## **SCHOOL AND COMMUNITY**

### *Assemblies*

Parents are extended an open invitation to attend assemblies in the Hall each Friday at 9.15am. Certificates are awarded, announcements made and classes or groups present learning experiences. Special event assemblies will be held as required.

### *Classroom Volunteers*

On arrival and departure, all volunteers must sign the Volunteers' Register at the main office. All volunteers must be approved by the Principal and undergo any required training.

Parents of students who are working within their student's classroom at this school do not require a Working with Children Suitability Check (Blue Card) if volunteering less than 7 times per year. However, it is preferred at Petrie State School and we will assist you to obtain one. All regular volunteers will require a Blue Card which includes a suitability check. Please request an Application for Suitability Check form online.

### *Snack Shack*

Our school canteen is managed by our school P&C. Orders are to be placed online using the QKR app by 9.00am each day.

The Snack Shack is open Tuesday to Friday for breakfast and during both breaks.

### *Parents and Citizens' Association*

All parents of children attending Petrie State School and all citizens with an interest in Petrie State School are welcome to join the P&C Association. Membership, once registered by the Association, affords the member cover under P & C insured Voluntary Worker and Public Risk schemes.

The role of the P & C Association is to support the management of the school for the benefit of the students. This involves determining needs, establishing and maintaining resources and facilities. As such, the P & C Association is involved in a wide range of activities which have extended beyond traditional activities. The P & C Association may establish various sub-committees and action groups which assume responsibility for particular areas.

You are welcome to contact the P&C on [PandC@petriess.eq.edu.au](mailto:PandC@petriess.eq.edu.au)

Ways  
to be  
involved





## **SCHOOL SAFETY AND SECURITY**

Our school must be seen as a sanctuary for our children. It is a purposeful place with a focus on the growth and development of our children both as students and as citizens of our society.

To make school even safer, new legislation gives Principals, departmental officers and the governing bodies of non-state schools legal powers to deal with parents and visitors who do not conduct themselves appropriately while on the school premises.

These powers assist the Principal, or the person in charge of the school, to ensure the safety and wellbeing of people at the premises, the security of the premises and the good order and management of the school. The powers allow Principals to direct a person to –

- Leave the school premises and not return for 24 hours;
- Cease certain conduct and desist in that conduct for up to 30 days; and
- Only access the school according to the Principal's instructions for up to 30 days.

The Principal will give these "directions" in writing, which apply from that time onwards. They only relate to school premises, including sporting fields etc, under the school's full-time control. When exercising these powers, the Principal may require a person to provide their name and residential address. It is an offence not to provide these details.

### *Emergency Drills*

Procedures have been adopted which promote speedy evacuations of the buildings in cases of emergency (eg fire). Regular practice is given in these procedures. All members of the school community on the school grounds at the time of an evacuation drill are requested to participate.

### *Lock Down Drills*

A lockdown is initiated when there is a perceived danger on campus, and for the safety of all on-site, the Principal will signal that students, staff and visitors will 'lock down' in their rooms (or nearest safe building) until the all clear is given. All members of the school community on the school grounds at the time of a lock down drill are requested to participate.

### *Identity Badges*

Identity badges will be provided for all school staff, including relief staff, for school/community office bearers and for community volunteers.

### *Visitor Register*

All visitors to our school site must report to the office and sign in our register. On departure, visitors are required to sign-off the register. Please note: the term 'Visitor' does not apply to parents/care givers bringing or collecting children at normally accepted times

### *Student Sign In / Out Register*

Any student leaving the school site, prior to normal dismissal time, must be signed out at the office by a responsible adult who has parental/guardian authority to do so. Should the student return to school on the same day, they must be signed in by a responsible adult.



### *Use of school grounds and facilities*

Use of school grounds and facilities requires prior approval from the Principal. Such approval to community associations, groups or individuals is subject to specified conditions; with the provision that any children are under responsible adult supervision at all times. Any fees and/or security deposits will be advised upon notification of approval.

No responsibility will be taken by the School or its staff for the supervision or welfare of such associations, groups or individuals who bear the onus of arranging any required indemnities.

### *Recording performances at school*

Parents/guardians may photograph their own child but no one else. This also includes videotaping of a performance. Please note that it is not our role to enforce this, but that people who ignore this request may compromise themselves legally due to copyright and privacy legislation.

### *Class photographs or video*

Parents are requested to advise the school if they do not want their child to be photographed with the class.

### *No smoking regulations*

Smoking is not permitted on the school grounds. We actively promote a non-smoking environment. Breaching this 2002 legislation could attract a \$1500 fine.

### *Outside School Hours Care (OSHC)*

Our school has an operating OSHC that is being run by Jabiru and is available for care of students from 6.00am to 6.00pm. Contact details – ph: 3269 0044 / email: [office@jabiru.org.au](mailto:office@jabiru.org.au)



### *Dogs on school grounds*

Dogs are not permitted on school grounds. Any concerns regarding this can be directed to the office.

### *Vehicles*

Parents who arrive in vehicles to deliver, or collect students are requested to observe road safety rules with regard to parking. There is no onsite parking on collection.

### *Pedestrian crossings*

Children who cross pedestrian crossings must exercise extreme care. It is recommended that children select the safest route to and from school and minimise crossing main roads. Bicycles and scooters are to be wheeled across crossings.

The Young Street crossing is supervised by a Pedestrian Supervisor before and after school. There is a NO PARKING ZONE on either side of the crossing.

Tandoor Drive can only be crossed at the lights at the intersection with Dayboro Road. Crossing at other places is unsafe during drop-off and pick-up times.

Dayboro Road can be crossed at the lights at the top of Tandoor Drive. Dayboro Road is a very busy road used by a large number of heavy vehicles.



## *Buses*

Thompson's Bus Service (07 3882 1200)

Dayboro Road Bus stop - to Murrumba Downs / Kallangur/ Anzac Ave

Tandoor Drive Bus stop - to Joyner / Lawnton / Bray Park

Brisbane Bus Lines (07 3354 3633)

Dayboro Road Bus stop - to Dayboro/Rush Creek.



## *Bicycles and scooters*

Bicycles and scooters must not be ridden in the school grounds at any time as this would constitute a risk of injury to persons on the school site. Bicycles and scooters must be walked to and from the bike racks on arrival and upon departure from school. Students are required to secure bikes and scooters using their own personal lock. The bike racks located near Gate 7 are out of bounds to all children during the day. Where a child is unable to ride a bicycle or scooter home, for whatever reason, arrangements may be made at the office to store it for later collection.

### **REMEMBER: SAFETY HELMETS SAVE LIVES.**

Please ensure that your child is properly capable of riding a bicycle/scooter and is aware of safety rules before allowing your child to ride to school. Please consider that the riding of a bicycle/scooter requires complex skills and heightened awareness particularly in heavy traffic. Road Safety authorities advise that children may not be developmentally ready to ride safely on the road until the age of nine or ten. Bicycle riders, as road users, must comply with all regulations of the Traffic Act.

Schools are not designed to accommodate skateboards. As such, skateboards must not be brought to school.

## *Insurance*

The school does not carry insurance policies against accident or injury to students or loss or damage of property. This is a parental responsibility.

## **COMMUNICATIONS**

### *Newsletter*

A fortnightly newsletter will be emailed to all parents. Please make sure to update your email address or contact details if they change.

### *Facebook*

Please like our Facebook page for regular updates on school information.

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

### *School Website*

Our school website is updated regularly with school information, policy and procedures. Visit

[www.petriess.eq.edu.au](http://www.petriess.eq.edu.au)



## Complaints Management

If you have any issues/concerns regarding your child then the classroom/specialist teacher is usually the first point of contact. Please make an appointment to ensure sufficient time can be allocated to satisfactorily discuss your concerns.

If your issue/concern is unable to be dealt with, or discussed with the classroom/specialist teacher, then make an appointment to speak with an Administrator. All efforts will be made to resolve all issues/concerns as quickly as possible so your child can engage fully in school life. Further information regarding relevant procedures are available at [http://education.qld.gov.au/schools/about/pdfs/making\\_a\\_complaint.pdf](http://education.qld.gov.au/schools/about/pdfs/making_a_complaint.pdf)

## Making a Parent/Carer Complaint Flowchart

### Early Resolution

- Phone or email the teacher
- Name what the concern/s are respectfully and confidentially
- Concerns are noted on the School database by the teacher
- Teacher will follow up with the student concerned if appropriate
- If necessary ask for a face to face meeting with the teacher
- General notes of the meeting will be entered on the school database by teacher
- Other staff members may be present at the meeting where appropriate

### Examples of when to contact the teacher regarding your child

Academic progress  
Participation and attendance  
Physical/social development and wellbeing  
Specialised learning programs  
Learning environment  
General student behaviour  
Playground incidents



**If your concern was not resolved**

Contact the school office and to make an appointment with the Deputy Principal.



**If your concern was not resolved**

Contact the school office and to make an appointment with the Principal.



**If your unsatisfied with the outcome or how the complaint/concern was managed**

Contact the North Coast Regional Office.  
Email [northcoastregion@qed.qld.gov.au](mailto:northcoastregion@qed.qld.gov.au)  
Level 3, 10 The Corso, Northlakes  
Phone : 07 3203 9000

**The North Coast Regional Office Complaints Team will conduct an internal review.**

If you are dissatisfied after the internal review, you may wish to contact the Queensland Ombudsman or the Queensland Human Rights Commission and ask for an independent external review.





## *Your responsibilities when making a complaint*

You have a right to make a complaint to the Department; however, you also have responsibilities as a complainant to:

- Be respectful and understand that unreasonable conduct will not be tolerated by school, regional or departmental staff.
- Clearly outline what the problem is, what you are unhappy about and your desired outcome.

## **CONCLUSION**

Our school is committed to providing your child with the best possible education that will serve as a foundation for their lifelong learning needs. Simply a place where students and community want to be. We look forward to partnering with you in this process.



*Petrie State School - 1974*