

WYNNUM WEST STATE SCHOOL

Empowering our community through Equity, Excellence and Engagement



EST. 1922

PROSPECTUS

Parent/Carer Information Handbook



2036 Wynnum Road, Wynnum West QLD 4178

Phone: 07 3893 6888

admin@wynnumwestss.eq.edu.au

www.wynnumwestss.eq.edu.au

TABLE OF CONTENTS

INTRODUCTION	3
Principal's Welcome	3
General School Information	4
General Guidelines	5
SCHOOL CALENDAR	5
2025	5
2026	6
2027	6
ENROLMENT	7
Enrolment Age Check	7
Enrolment Forms	7
Enrolment Agreement	8
COMMUNICATIONS.....	9
Contact Us.....	9
Change of Address, Phone Number and Emergency Contacts	10
Last Minute Messages	10
QParents App.....	10
School Newsletters	10
Facebook.....	10
Transfers to Another School.....	10
PAYMENTS.....	11
Issue of Invoices.....	11
Payment Methods	11
Voluntary Contribution	11
CONCERNS, ISSUES AND WORRIES	11
Complaints Management	12
Inappropriate Conduct	12
Family Law Court Orders.....	12
SCHOOL PROCEDURES	13
Daily Timetable	13
Parade	13
Absences.....	13
Late Arrival and Early Leaving	14
Mobile Phones/iPads and Other Digital Devices	14
Animals	15
Bicycles	15
Money, Toys and Valuables	15
Lost Property.....	15
Parking and Two Minute Zone.....	15
BEHAVIOUR MANAGEMENT.....	15
Our School Expectations.....	16
Wynnum West Hive Five.....	16
School Mascot (WALT)	16
HEALTH	17
Illness	17
First Aid	17
Infectious Disease	17
Medications	17
Head Lice	17

WYNNUM WEST STATE SCHOOL PROSPECTUS

LEARNING	18
Why Wynnum West is the Best	18
Curriculum	18
Digital Technology	19
Language Other Than English (LOTE) – French	19
Classroom Music	19
Homework Policy	20
Reporting To Parents	21
Excursions and Camps	21
School Library/Resource Centre	21
Classroom Volunteers	22
HEALTH & PHYSICAL EDUCATION	22
Sports Houses Shirts	22
Interschool Sports	22
Travel and Accident Insurance Cover for Students	22
SPECIAL SERVICES FOR STUDENTS	23
Learning Support	23
Guidance Officer	23
HUB Room	23
Advisory Visiting Teachers	24
Speech Language Pathology	24
Aboriginal & Torres Strait Islander Student Support	24
SCHOOL UNIFORM	25
Uniform Expectations	25
P&C Uniform Shop	25
Year 6 Senior Shirts	27
Jewellery	27
Accessories	27
Hair	27
Sports	27
Swimming	27
Choir	27
PARENTS AND CITIZENS ASSOCIATION (P&C)	28
Tuckshop & Uniform Shop Operating hours:	28
OUT OF SCHOOL HOURS CARE/VACATION CARE	28
KEEP UP TO DATE	29

INTRODUCTION

Principal's Welcome

Welcome to Wynnum West State School – Empowering our community through Equity, Excellence and Engagement. We acknowledge that this land has been in the care of the Yuggera, Turrubul and Yugambeh peoples, the traditional landowners.

Wynnum West is a school with a proud history of achievements, values and friendships. The values of Faith, Honesty and Truth in our school motto underpin all areas of the school and reflect the care and understanding of our school community.

Wynnum West is unique in that it has extensive grounds and facilities that support a wide range of programs for all students. Our students participate in many innovative programs that are run by experts in their particular area of interest and skill.

Our school has a strong physical education program that provides numerous sporting activities for all year levels. As a member of the local inter-school sporting program, Wynnum West has distinguished itself in many sporting activities. Non-sporting students have the option of attending alternative activities during inter-school sports afternoons.

Support for our students is varied and highly personalised to meet individual needs. We provide programs that range from individualised intervention programs to pastoral care. Trained educators support all programs offered on campus.

An area of particular pride for our school is the strong relationships that are evident within our school community. As a school community we both value and respect the rights of others and support a Zero Tolerance policy towards bullying. Our students work within a program of High Five strategies to deal with conflict, and all students acknowledge the rights of others to learn within a safe school environment.

We introduce WALT - our Water Dragon mascot of our Positive Behaviour Program. WALT reminds us of our four school expectations – We are Responsible, Respectful, Safe, Learners.

I welcome you to a school that will both support and extend your child within a safe and secure environment and look forward to sharing with you your child's learning journey.

Ben Turner
Principal

General School Information

Wynnum West State School is situated on 6.34 hectares of land on Wynnum Road in the Bayside suburb of Brisbane. The suburbs of Wynnum and Manly are experiencing rapid growth, both in the number of new homes being built and the movement of families to popular and exciting suburbs so close to the sea. These changes in the community have been reflected in the growth of our school population.

Wynnum West State School was opened on 15 May 1922 and the school's assets and facilities reflect the benefits of such a long history. In our 100 plus years the school has acquired numerous facilities and assets.

Wynnum West provides a wide range of innovative and exciting programs for all students. These include:

- LOTE classes for students in Years 5 and 6
- Music lessons (including musical appreciation and singing) for all students
- Instrumental music, using a wide range of school owned instruments (Years 4 - 6)
- Choir
- Physical Education program that maximises use of our excellent grounds and facilities
- Swimming program (Students in Years Prep - 6 have access to an intense program during Terms 1 and 4)
- Partnership with Tangalooma EcoMarines
- Gardening Club
- Pastoral Care Programs - Chaplaincy
- Transition programs for new Prep students and their families prior to commencing school
- Transition Programs for Year Six students going to high school
- Interschool Sport – E.g. Rugby League, Soccer, Netball, Yoga and Outdoor Activities
- Playgroup for under 5's: Monday, Wednesday and Fridays 9:00am – 10:30am
- On-site before and after school programs & Vacation Care
- STEM Program (Science, Technology, Engineering, Mathematics) supported with two computer labs, iPads, robotics and more
- Effective Prep programs to maximise children's engagement in learning and to enhance student outcomes
- Sustainability & Environmental Program
- Classrooms that acknowledge and encourage an understanding of culture

Our school has access to a wide range of specialist support programs, some of which include:

- Guidance Officer
- Learning Support teacher (who manages an extensive range of intervention and support programs across all year levels)
- Special Education Teachers (supporting students with disabilities)
- Advisory Visiting Teachers (supporting students with Autistic Spectrum Disorder, Visual Impairment, Hearing Impairment and or Physical Impairment)
- Visiting Behavioural Consultants who specialise in supporting students and families
- Music Teacher
- LOTE Teacher
- Instrumental Music teacher
- Speech Language Pathologist

WYNNUM WEST STATE SCHOOL PROSPECTUS

- Shared programming with outside agencies – including other government departments and private agencies.

General Guidelines

These guidelines aim to acquaint parents with the operation of Wynnum West State School. Being general guidelines, they cannot possibly cover every situation that could arise. However, they do give a general outline of procedures.

These guidelines, our school rules and various policies have been devised to ensure safety and equity for all students. If you have any queries that are not answered in this booklet, please contact the school. We have an “open door” policy, and your involvement is encouraged.

Wynnum West State School values and supports open and accountable relationships for every member of our school community.

OUR SCHOOL RESPECTS AND ACKNOWLEDGES INDIVIDUAL AND CULTURAL DIFFERENCES AND THE RIGHT OF EVERY PERSON TO EXPRESS AN OPINION IN A SENSITIVE AND APPROPRIATE MANNER.

SCHOOL CALENDAR

2025

School commences on Tuesday 28th January 2025.

Queensland Term Dates – 2025		
Term	Dates	Length
Term 1	Tuesday 28th January to Friday 4th April	10 weeks
Term 2	Tuesday 22nd April to Friday 27th June	10 weeks
Term 3	Monday 14th July to Friday 19th September	10 weeks
Term 4	Tuesday 7th October to Friday 12th December	10 weeks

Public Holidays	Date
New Year's Day	Wednesday 1st January
Australia Day Public Holiday	Sunday 26th January Monday 27th January (Additional Day)
Good Friday	Friday 18th April
Easter Monday	Monday 21st April 2025
ANZAC Day	Friday 25th April
Labour Day	Monday 5th May
Royal Queensland Show Day (EKKA)	Wednesday 13th August
Kings Birthday	Monday 6th October
Christmas Day	Thursday 25th December
Boxing Day	Friday 26th December

WYNNUM WEST STATE SCHOOL PROSPECTUS

2026

School commences on Tuesday 27th January 2026.

Queensland Term Dates – 2026		
Term	Dates	Length
Term 1	Tuesday 27th January to Thursday 2nd April	10 weeks
Term 2	Monday 20th April to Friday 26th June	10 weeks
Term 3	Monday 13th July to Friday 18th September	10 weeks
Term 4	Tuesday 6th October to Friday 11th December	10 weeks

Public Holidays	Date
New Year's Day	Thursday 1st January
Australia Day Public Holiday	Monday 26th January
Good Friday	Friday 3rd April
Easter Monday	Monday 6th April
ANZAC Day Holiday	Saturday 25th April
Labour Day	Monday 4th May
EKKA Show Day	Wednesday 12th August
King's Birthday	Monday 5th October
Christmas Day	Friday 25th December
Boxing Day	Saturday 26th December Monday 28th December (Additional Day)

2027

School commences on Wednesday 27 January 2027.

Queensland Term Dates – 2026		
Term	Dates	Length
Term 1	Wednesday 27 January to Thursday 25 March	9 weeks
Term 2	Monday 12 April to Friday 25 June	11 weeks
Term 3	Monday 12 July to Friday 17 September	10 weeks
Term 4	Tuesday 5 October to Friday 10 December	10 weeks

Public Holidays	Date
New Year's Day	Friday 1st January
Australia Day Public Holiday	Tuesday 26th January
Good Friday	Friday 26th March
Easter Monday	Monday 29th March
ANZAC Day Holiday	Monday 26th April
Labour Day	Monday 3rd May
EKKA Show Day	Wednesday 11th August
King's Birthday	Monday 4th October
Christmas Day	Saturday 25th December Monday 27th December (Additional Day)
Boxing Day	Sunday 26th December Tuesday 28th December (Additional Day)

ENROLMENT

Enrolment Age Check

Parents who wish to enrol their child at Wynnum West State School can contact the school administration team to arrange an enrolment interview. We encourage parents to use this opportunity to clarify any information they require and to inspect our school.

Please bring any additional information to this interview that may be of assistance in planning your child's educational program. This includes information on medical conditions, particular strengths or weaknesses in learning activities and special areas of interest for your child.

Born 1 July	To 30 June	2025	2026	2027	2028
2017	2018	Year 2	Year 3	Year 4	Year 5
2018	2019	Year 1	Year 2	Year 3	Year 4
2019	2020	Prep	Year 1	Year 2	Year 3
2020	2021		Prep	Year 1	Year 2
2021	2022			Prep	Year 1
2022	2023				Prep

Enrolment Forms

Parent and Caregivers,

Please complete and sign all enrolment forms (please check pages) and return to school so your child's enrolment can be processed.

You should be returning to school:

1. Application for Student Enrolment Form
2. Introduction to the State School Consent Form (Media Consent)
3. WWSS Permissions Booklet
 - a. Enrolment Agreement
 - b. Behaviour Agreement
 - c. Uniform Policy Agreement
 - d. Sunscreen Permission Form
 - e. Swimming Permission Form
 - f. Religious Instruction Permission Form
 - g. Internet Use Permission Form
4. Cyber-Safety User Agreement for Students
5. Privacy Notice (Third Party Website Consent)

When you arrive for your interview, please ensure that you bring the following, along with your completed enrolment forms:

1. Birth Certificate/Passport
2. Proof of Residential Address

WYNNUM WEST STATE SCHOOL PROSPECTUS

These documents are important. We ask that you read and complete these forms and return them to the school office before or on the day of your child's interview.

Thank you for your assistance.



Enrolment Agreement

This enrolment agreement sets out the responsibilities of the student, parents or carers and the school staff about the education of students enrolled at Wynnum West State School.

Responsibility of Student is to:

- Attend school regularly, on time, ready to learn and take part in school activities
- Act at all times with respect and show tolerance towards other students and staff
- Work hard and comply with requests or directions from all staff
- Abide by school rules, meet homework requirements and wear our school's uniform with pride
- Respect the school environment.

Responsibility of Parents is to:

- Ensure their students wear the full school uniform every day
- Attend open evenings for parents
- Let the school know if there are any problems that may affect your child's ability to learn
- Inform the school of any absence with a reason either by note, phoning the absence line on 3893 6866 or email admin@wynnumwestss.eq.edu.au
- Treat school staff with respect and tolerance
- Support the authority and discipline of the school enabling your child to achieve maturity, self-discipline and self-control
- Abide by the school's policy regarding access to school grounds before, during and after school hours.

WYNNUM WEST STATE SCHOOL PROSPECTUS

Responsibility of School is to:

- Develop each individual student's talent as fully as possible
- Inform parents and carers regularly about how their children are progressing
- Inform students, parents and carers about what the teachers aim to teach students each term
- Teach effectively and to set the highest standards in work and behaviour
- Take reasonable steps to ensure the safety, happiness and self-confidence of all students
- Be open and welcoming at all reasonable times and offer opportunities for parents and carers to become involved in the school community
- Clearly articulate the school's expectations regarding the responsible behaviour plan for student's and the school's dress code policy
- Set, mark and monitor homework regularly in keeping with the school's homework policy
- Contact parents and carers as soon as is possible if the school is concerned about the child's schoolwork, behaviour, attendance or punctuality
- Deal with complaints in an open, fair and transparent manner
- Consult parents and carers on any major issues affecting students
- Treat students, parents and carers with respect and tolerance.

COMMUNICATIONS

Contact Us

Address: 2036 Wynnum Road
WYNNUM WEST, Qld 4178

Postal Address: PO Box 9035
Wynnum Plaza,
WYNNUM WEST, QLD 4178

Phone: General Office: 8:00am – 3:30pm
07 3893 6888

E-mail: admin@wynnumwestss.eq.edu.au

Student Absence Line: 07 3893 6866

Website: www.wynnumwestss.eq.edu.au

Administration:

Principal	Mr Ben Turner
Deputy Principal	Mr David Brand
Head of Curriculum	Ms Kobee Little
Head of Student Performance	Ms Debbie Davis
Business Manager	Ms Gail Sobrielo

Change of Address, Phone Number and Emergency Contacts

Please ensure that addresses, email addresses, phone numbers and emergency contacts are kept up to date in case we need to contact you in a hurry. It is critically important that we can contact you in an emergency. Please advise the office of any changes to your contact details, including emergency and address details in writing.

Last Minute Messages

Please organise your child's pick-up arrangements before the school day commences. The office will pass on messages in an emergency but cannot handle the volume of calls relating to your children after school events and arrangements.

QParents App

WWSS will send parents/caregivers an invitation and code to register for QParents. You can then register via the secure QParents website <https://qparents.qld.edu.au/#/login> using the unique invitation code contained in the invitation document. If you have lost your school invitation code - please email bsm@wynnumwestss.eq.edu.au to request another one.

QParents App can be downloaded for Apple and Android phones and is a valuable tool for staying up to date with information from the school. QParents offers a convenient, safe and private app to help parents and caregivers to manage important details of their children's journey through school.

School Newsletters

We are proud of our electronic school newsletter that is distributed each fortnight, on Fridays (odd weeks) which are also available on our website - www.wynnumwestss.eq.edu.au.

Newsflashes are distributed every alternate week or as required.

Regular features include:

- Upcoming events and date claimers
- Information from our P&C committees
- Information from school committees
- Important news – local and departmental

Please keep us informed of any changes to your email address.

Facebook

'Wynnum West State School'- Please like our page on Facebook to stay up to date with current events and information. We remind our families that Facebook is for children 12 years and over. We encourage all of our students and community to be Cyber safe.

Transfers to Another School

It is highly recommended that parents advise the school as early as possible of when your child is leaving our school so that the child's class teacher can arrange for the collection of all the child's possessions prior to leaving and the office can alter records accordingly.

PAYMENTS

Issue of Invoices

Invoices for payment are issued via email to the parent/carer who has been selected as the contact responsible for fees. Invoices for student Excursions, Camps, Sports etc. will only be generated upon return of signed consent forms.

Payment Methods

Wynnum West State School is a CASHLESS office. The school office is able to process EFTPOS payments only on Thursdays. The preferred method of payment is online using BPOINT. BPOINT links are available on all invoices issued.

Voluntary Contribution

As is the case in many schools a fee structure exists to supplement existing resources at our school. The P&C Association support the school's Voluntary Contribution Scheme (VCS) and the nominated amount of \$60.00 per student per annum. A letter will be sent home once the classes are organised at the beginning of the year, requesting payment of this contribution. You will not receive an invoice for this.

CONCERNS, ISSUES AND WORRIES

Throughout your child's school life, you may find yourself in a position where you require some additional information on some facet of school life. This may include information on learning, social or extracurricular areas of the school. Occasionally you may need to provide the school with information that is highly significant to your child's actions/learning at school.

Communication between home and school is an important part of the success of each child's learning. It is important to contact the school in any situation where information needs to be shared. Please contact the office to arrange an appointment with your child's teacher, specialist teacher or a member of the administration staff.

It is often difficult to arrange an appointment at the "door of the classroom" as the teacher has an obligation to supervise all the students in his/her care during the school day. Appointments before/after school ensure that our student's learning programs are not disrupted.

If the situation is serious, or requires urgent attention, the school administration staff will provide immediate attention. Working in partnership ensures that Wynnum West will continue to be a thriving, safe and supportive place for all members of our school community.

Education Queensland expects all members of the school community to work in a supportive, safe and respectful manner and has recently introduced two policies that clearly identify behaviours expected at school. These are:

Student Protection Policy – This policy identifies the requirements of all members of the school community to ensure that the school is providing a safe and supportive learning environment for all students.

Code of Conduct – This policy documents the department’s requirement for all schools to foster ethical, accountable and responsive work practices for all staff.

Complaints Management

If a member of the school community has a concern or complaint it is important for them to contact the school. Parents are encouraged to follow a simple process for their concerns:

1. Record your concern to clarify the issue.
2. Make an appointment to meet with the person concerned or the school administration.
3. At the meeting seek any information that may relate to the situation. Often information from others will clarify a situation for all concerned.

Both the school Principal and Deputy Principal will follow up any issues related to staff or students. Sometimes an investigation into the situation may take a little while as the information is gathered and shared with everyone involved. At all times the school values the concerns of our school community and we attempt to include every person’s perspective of a situation in our analysis of any issue.

Inappropriate Conduct

The Education (General Provisions) Act 2006 provides Principals with the authority to manage inappropriate behaviours from people who are not employed by the department.

Although these circumstances are very rare, occasionally Principals may have to request people to stay away from the school grounds if their behaviour goes against the safety or good order of the school. If this situation should occur, the principal will notify the person involved as well as departmental district and central office staff.

Occasionally a person may make a complaint in a public situation. This is non-productive and can lead to issues related to confidentiality and possible slander/defamation. It is critical that complaints are made to persons who have the ability to resolve the issue or who can direct the concerned person to the appropriate person to manage the issue.

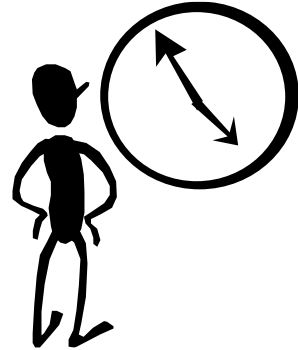
Family Law Court Orders

Some families are bound by Family Law Court Orders. To assist in the operation of these Orders the school requires documentary evidence of the current Court Order. Due to the sensitive nature of Orders, all information will be held in confidence by the Administration staff at school.

SCHOOL PROCEDURES

Daily Timetable

8:15am – 8:45am	Students supervised in Undercover Area
8:50am	School commences
11:05am – 11:50am	First Break
1:20am – 1:50pm	Second Break
2:50pm	School concludes



Parade

Friday mornings 8:40am in the Undercover Area.

Absences

The Department of Education and Training's highest priority is student's safety and wellbeing. From the beginning of 2017, state schools are required to notify parents of any unexplained absence on the morning that it occurs. We have been following this procedure since the beginning of 2016.

It is the parent's responsibility to ensure their child/ren attend school every day, unless they are unwell. It is also the parent's responsibility to advise when a student will be absent from school and for what reason.

At Wynnum West State School parents/caregivers may advise of an absence by:

- Phoning the Student Absence Line on **(07) 3893 6866** and leaving a message
- Emailing admin@wynnumwestss.eq.edu.au
- Sending through an Absentee Form via QParents App
- Advising Administration staff of students' absence in person or in writing

Teachers are required to mark class rolls prior to 9:15am, therefore any student arriving after the bell at 8:50am are required to obtain a late slip from administration staff at the office. As soon as possible after 9:30am admin staff will produce a report of any 'unexplained absences' for that day and send a text message to parents.

Explained Absence means Parents/Caregivers have notified the school as to why their child is away.

Unexplained Absence means Parents/Caregivers haven't notified the school of why their child is away and will receive a text message.

The school sends a daily text message to one nominated Parent notifying you of your child's unexplained absence. Please respond to the SMS with your child's name & reason for absence. Multiple 'Unexplained Absences' will continue to be followed up with phone calls and letters home.

WYNNUM WEST STATE SCHOOL PROSPECTUS

If your child leaves early due to illness they must be collected by a Parent/Caregiver over 18 years of age from the school office. You must still advise the school the following day if your child will continue to be absent and the reason.

Students who are going to be away for more than 10 school days - Parents must complete an 'Application for Exemption from Compulsory Schooling'. This document is to be completed for any reason including medical i.e. operations, holidays, family reasons. The school Principal must approve this leave and it will be recorded on the students' file. Please see the office staff for a form, alternatively one can be emailed to you.

Late Arrival and Early Leaving

Students who arrive late to school (after 8.50am) must report immediately to the office. The student's name will be entered into the computer as being late and given a slip, which they will take to their class teacher. This process is a legal requirement.

All students who have to leave school, for any reason during the school day **MUST BE SIGNED OUT** in the main office by their parent or a nominated Emergency Contact who is 18 years or older. These procedures are essential for the safety of all students on campus. If there were a fire/evacuation during the school day the office and class teacher require a list of **EVERY** child on the campus. These records ensure that we can account for your child if such an emergency arises. Thank you for your assistance with this.

What sort of start is your child getting? Just a little bit late doesn't seem like much but....

He/ She is only missing just....	That equals....	Which is.....	and over 13 years of schooling that's...
10 minutes per day	50 minutes per week	Nearly 1.5 weeks per year	Nearly <u>Half a year</u>
20 minutes per day	1 hour 40 mins per week	Over 2.5 weeks per year	Nearly <u>1 year</u>
Half an hour per day	Half a day per week	4 weeks per year	Nearly 1 and a <u>Half years</u>
1 hour per day	1 day per week	8 weeks per year	Over <u>2 and a Half years</u>

Did you know that your child's best learning time is at the start of the school day? That's when every minute counts the most! Ask us about help with getting your children to school every day.

Mobile Phones/iPads and Other Digital Devices

The school is well aware that numerous students have access to a personal mobile phone. To ensure the safety of the phone and all electronic devices, we require all students to hand in their phone or device in at the office on their arrival at school.

The phone will be stored in a safe place during the day and will need to be collected at the end of the school day.

Animals

Education Queensland regulations prohibit the presence of animals, leashed or unleashed, on the school premises.

Bicycles

Bicycles, scooters and skateboards are to be walked inside the school grounds. They are to be pushed to and from the designated area set aside for housing the bicycles during the day. We encourage students to bring their own lock.

Money, Toys and Valuables

We ask that all toys and valuables be kept at home. It is not possible for staff to take responsibility for the care/safety of these items.

If items are brought to school for a special occasion, (e.g. birthdays, Show and Tell) it is very important that the items be given directly to the class teacher. Concerning money, we strongly suggest that students bring only a small number of coins to purchase items from the tuckshop. Unfortunately, it is not possible for us to accept responsibility for the loss or replacement of any money, toy or item of value.

Lost Property

Lost property boxes are located in the undercover area. Students and parents/carers are encouraged to look through these boxes on a regular basis. At the end of each term all remaining unnamed items are distributed to charities. Please write your child's name on every item of clothing and property (including lunch boxes). This will save time, effort and money. We will always endeavour to return named items.

Parking and Two Minute Zone

Our school has a Two Minute Zone immediately in front of the school on Wynnum Road. This is a drop off/collection point for students. In the afternoons a teacher supervises the students exiting the school. This is a 2-minute zone – **PLEASE DO NOT LEAVE YOUR CAR OR DOUBLE PARK** – you may incur a large fine from Brisbane City Council.

BEHAVIOUR MANAGEMENT

We are very proud of the behaviour of students at our school. Our school community is firmly committed to providing a Safe and Supportive Learning Environment for every member of our school community.

Our Behaviour Management Program is one based on Positive Reward for appropriate choices and behaviours of all students. Children work towards earning WALT/Dojo points for great behaviour. These points are collected over a term with a celebration at various increments.

We publicly recognise and celebrate positive and productive behaviours, through the school Gold Class Rewards Day. We also encourage all students to take ownership of their actions and to work with the consequences of poor choices.

WYNNUM WEST STATE SCHOOL PROSPECTUS

The school has implemented a process for students who receive a Behaviour Slip. During lunch times students who have received a Behaviour Slip are to report to the teacher on duty in the Undercover area, who will then supervise them as they do community service (cleaning up eating areas, delivering items to classrooms, assisting in the library etc.), or participating in restorative practice activities.

Our School Expectations

We are

- Respectful
- Responsible
- Safe
- Learners

Wynnum West Hive Five

The High Five is a system of strategies that students are encouraged to use in situations of conflict or confusion. The High Five is:

1. Ignore
2. Walk away
3. Talk Friendly
4. Talk Firmly
5. Tell a teacher

Occasionally students may encounter difficulties with their behaviours and during these times our school staff work very closely with the student and his/her family. In some instances, school staff will work with other specialists to ensure that the student accesses every option available to him/her.

The school actively promotes shared responsibility between home and school.

School Mascot (WALT)



HEALTH

Illness

If your child is away from school due to illness, please either phone the **Student Absence Line on 07 3893 6866**, or email the office. On the occasion your child becomes ill at school we will contact you.

Please ensure that we have your current contact phone number and that you update your emergency contacts regularly.

First Aid

Basic first aid is available at the office or in the First Aid room. In the event of an accident or illness, every effort will be made to contact you. If this is not possible the principal will take whatever action is deemed necessary. We will then attempt to contact you as soon as possible.

Infectious Disease

Children with infectious diseases must, and will, be excluded from school for specified times, according to Qld Health guidelines. Consult your family doctor or ask the office for the Time Out guidelines. In cases of minor ailments, parents are asked to use their own judgement about whether the child is fit enough to attend school but we ask that parents please consider the health of other children.

Medications

The use of medication in Queensland schools is strictly controlled. For safety, medication should be given during school hours only when this is absolutely unavoidable.

Please note for medication to be administered at school or during school-related activities, there must be medical authorisation for the student to have that medication, and the medication must be in its original container with intact packaging.

Examples of medical authorisation include:

- a pharmacy label with both the student's and doctor's name on it
- a signed letter from a doctor
- a medication order from a dentist
- an Action Plan signed by a doctor or nurse practitioner

Medication will be kept in a locked cabinet. If you have any questions about giving medications to students at school or while on school activities, please see the administration staff.

Head Lice

Head lice are a common problem in schools. It is important to remember that we can all catch head lice and that they are spread mainly through head-to-head contact. Various methods can be used to control head lice. Current information on recommended treatment is available from Queensland Health, the local pharmacy or your family doctor.

LEARNING

Why Wynnum West is the Best

At Wynnum West, we provide all students with:

- A caring, supportive learning environment
- Learning programs that are innovative, exciting and support all students in reaching their personal best in learning
- A positive behaviour management program
- A whole school focus on social skill development including:
 - respect for self and others
 - valuing all students
 - self esteem
 - responsibility/independence
 - strategies for conflict resolution
 - how to develop and maintain friendships
 - sharing/turn taking/team skills
 - manners
 - personal hygiene
- Strong technology programs with a computer lab and a bank of computers in every classroom
- Strong community involvement
- Student leadership program
- Programs for students with a wide range of support needs
- Inclusive Education Program
- Extracurricular programs that include – choir and band
- Large grounds and facilities that support our physical education programs
- Swimming lessons in our pool.

Curriculum

The focus of the Wynnum West State School curriculum is on connecting and engaging every student to assist them in reaching their personal best in learning. All students at Wynnum West are identified as Lifelong Learners who are encouraged to prepare for their post school learning/work requirements early in their school life. We believe that Wynnum West State School supports students in their ability to identify and work towards personal life goals that are meaningful, challenging and realistic.

The school curriculum is the result of extensive planning that aligns to the Australian Curriculum by all members of our school professional staff, to ensure that each student has the opportunity to build on their prior knowledge and demonstrate what they know and can do. Teachers work closely with parents and specialists to ensure that all learning programs are academically rigorous and with embedded flexibility to ensure individual students interests/skills/support needs are included in all units of teaching.

Teachers at Wynnum West State School are committed, experienced, enthusiastic and skilled in the programs that they teach. Professional development and currency of information in all areas of educational research are an important part of our school planning.

WYNNUM WEST STATE SCHOOL PROSPECTUS

Teachers work collaboratively with our Head of Curriculum and Administration staff in the preparation of units of work for each year level. The school curriculum is planned to ensure that it moves seamlessly across all year levels.

Digital Technology

At Wynnum West State School, we value the role of technology in the twenty-first century. We are aware that all of our students will learn and live in an age that is underpinned by many forms of technology.

Classrooms have an interactive whiteboard and up to five computers which are linked to the Internet for students to use. Computers are an integral part of all our students' learning programs. All students are provided with the opportunity to work in an interactive way with many forms of technology. Our students are all very comfortable with using a computer as part of their learning program.

Students produce presentations which demonstrate their skill and competency with technology. Digital cameras, Robots (Beebots & Ozobots), iPads, digital video cameras, scanners and class web pages are part of our school ICT curriculum.

We have a STEM Teacher who engages with all year levels. Students learn through robotics and coding.

Language Other Than English (LOTE) – French

A visiting LOTE Teacher provides one 45 minute lesson for Years 5 and 6 classes per week. These lessons are exciting and provide the students with an opportunity to develop a deep understanding of a different language and culture. The LOTE program provides students with the opportunity to develop reading, listening and speaking skills. Students with demonstrated strengths are offered opportunities to demonstrate and extend their skills in a range of situations.

Classroom Music

At Wynnum West State School students from Prep to Year Six participate in a 30-minute music lesson each week in Semester One by our music specialist. Our music teacher provides interesting and innovative programs that engage the students in an understanding and appreciation of numerous aspects of music. The enjoyment of music is the aim of this program.

Our music program develops knowledge and skills in singing, playing, inventing and listening to all types of music. The recorder is the chosen instrument for all students between Years Three & Four.

Students have the opportunity to be involved in a School Choir and the School Band. These are both extracurricular activities. Our school choir has achieved much success in district Eisteddfods and the students all demonstrate a significant commitment to this dynamic program.

An Instrumental Music instructor visits the school once a week to provide instruction to students in Year's Four, Five and Six who have chosen to participate in the program. All students in Year Three and Four are screened at the end of the year and students are selected for inclusion in the Instrumental Music program on the basis of their general school performance and musical ability. An Instrumental Music Fee is to be paid at the beginning of the year for participation in the Instrumental Music program. Choir shirts are loaned to students for performances during the year.

Homework Policy

Wynnum West State School has developed the homework policy in consultation with the school community and the P&C Association. Homework is given on a Monday and is to be returned on a Friday.

RATIONALE

Homework provides students with opportunities to consolidate their classroom learning, pattern behaviour for lifelong learning beyond the classroom and involve family members in their learning. The setting of homework considers the need for students to have a balanced lifestyle. This includes sufficient time for family, recreation, culture or cultural activities and employment where appropriate.

Homework is given out on a Monday and is returned on a Friday. It is at student level and has been previously taught.

TEACHERS CAN HELP STUDENTS ESTABLISH A ROUTINE OF REGULAR, INDEPENDENT STUDY BY:

- Ensuring their school's homework policy is implemented
- Setting homework on a regular basis
- Clearly communicating the purpose, benefits and expectations of all homework
- Checking homework regularly and providing timely and useful feedback
- Using homework that is varied, challenging and directly related to class work and appropriate to students learning needs
- Explicitly teaching strategies to develop organisational and time management skills and providing opportunities to practice these strategies through homework
- Giving consideration when setting homework to other academic and personal development activities (school based or other) in which students could be engaged
- Discussing with parents and caregivers any developing problems concerning their child's homework and suggesting strategies to assist with this homework.

STUDENTS CAN TAKE RESPONSIBILITY FOR THEIR OWN LEARNING BY:

- Being aware of the school's homework policy
- Discussing with their parents or caregivers' homework expectations
- Accepting responsibility for the completion of homework tasks within set time frames
- Following up on comments made by teachers
- Seeking assistance when difficulties arise
- Organising their time to manage home obligations, participation in physical activity and sports, recreational and cultural activities and part-time employment.

At Wynnum West State School our policy is to set homework on a weekly cycle and this will be determined by each class early in Term 1. Homework is marked and feedback is given to students.

Incomplete homework without a valid excuse may require the student to complete the work during a playtime (no longer than 20 minutes in accordance with EQ policy. EGPA section 283).

We encourage parents/carers to assist with homework where necessary, encourage good home study habits, take an interest in the homework and communicate with teachers if concerns arise. If

family activities prevent homework from being completed, we ask that this be communicated to the class teacher via a note or phone call.

A positive approach to study can only enhance students' success and prepare them for high school and further study. We are all lifelong learners and good study skills and attitudes are essential to reaching full potential.

Reporting To Parents

At Wynnum West State School, we value communication between home and school, and see the formal reporting process as an integral part of this communication:

- At the end of Term 1, a three-way oral reporting process, including the student, is held
- Parent / Teacher interviews are offered at the end of Term 3
- At the end of each semester a formal written report is completed
- Interviews may be held at any time during the year and appointments can be made with individual teachers or with the administration staff

At the beginning of each year Parent Information Evenings are held at night for all classes. This provides all parents with an opportunity to meet their child's new teacher as well as other parents in the class and ask any questions they may have about the new class.

Excursions and Camps

Throughout the year our students are offered the opportunity to attend a variety of excursions and cultural activities. Some of these programs are offered at school and others at sites around Brisbane. To assist in planning for these events class teachers will provide parents with information in advance on each event and the costs involved. Each excursion has the approval of the principal and the school P&C committee. A Year 6 Camp is held every year at varying locations.

School Library/Resource Centre

Wynnum West State School values the learning opportunities available through the school library program. All students are encouraged to borrow books with a regular class borrowing program. Students in Prep, Year One and Year Two must have a library bag to protect their borrowed book. Students can access library resources through their classroom or library computers and identify items that meet their research or interest needs. The library is open at first break and second break for student use or borrowing.

Book Fair - A Book Fair is run each year in the Resource Centre (Library). It offers quality books for purchase with the Resource Centre receiving a commission on sales. The Book Fair runs for one week and parents are encouraged to come and browse between the hours of 8am and 3.30pm. Parents are notified of the Book Fair through the school newsletter.



Book Club - Scholastic Book Club is operated from the Resource Centre approximately twice per term. It offers a variety of levels of quality books and computer software at low prices. The school gains bonus books for purchases and items brought with these bonus points are placed in the Resource Centre for all students to access. Order forms are sent home with a 'return by' date. All orders are to be returned, to the library, in an envelope accompanied by the correct payment. All cheques are to be made out to SCHOLASTIC AUSTRALIA. Alternatively, you can pay with credit card directly with SCHOLASTIC.

Classroom Volunteers

Volunteers are essential and highly valued members of our school community. They provide support for a large number of students in areas as diverse as swimming programs to literacy intervention. We encourage all parents to take an active role in their child's learning journey. This can vary from regular support, (i.e. reading in class during the morning Literacy Block of learning), to support at swimming lessons or participation in "special" craft activities. Please ensure that you sign both in and out using our Passtab iPad located in the office whenever you are working in the school. A sticky label will be printed when you sign in for you to wear.

HEALTH & PHYSICAL EDUCATION

Students at Wynnum West State School are involved in Health & Physical Education programs that include winter and summer sports and health and hygiene. Students develop skills and talents across a wide range of interest areas.

Students access our wide range of modern sporting facilities on a regular basis – both in class and under supervision during meal breaks. Wynnum West participates in the local Inter-school Sports Program and we are proud of our achievements in all sports.

Wynnum West are fortunate to be able to access 'Sporting School' Grants, which gives the students the opportunity to engage in a wide variety of other sports by visiting specialists in their chosen field. Our facilities include 3 large ovals, Indoor sports hall, outdoor basketball court and 25 metre swimming pool.

Sports Houses Shirts

Our Sports Houses are listed below and are allocated to each student upon enrolment.

HOUSE	COLOUR
Moreton	Blue
Peel	Yellow
Stradbroke	Green

Interschool Sports

Friday afternoons (Years 4, 5 and 6) – Term 2 only. Communications will be send home towards end of Term 1, each year.

Travel and Accident Insurance Cover for Students

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

SPECIAL SERVICES FOR STUDENTS

Learning Support

Wynnum West State School is committed to offering all students the opportunity to reach their personal best at school.

All teachers monitor and assess individual student's skills and abilities throughout the school year. On some occasions teachers will identify areas of concern in student learning. When this situation arises, the teacher will advise the parents and explore the areas of concern.

On some occasions the class teacher may seek additional support and advice from our skilled Learning Support Teacher.

The Learning Support Teacher manages many programs and support services on campus. These include:

- Assessment in all areas of literacy
- Programs of support for individual students and class teachers.
- Co-ordination of intervention and support programs. This includes programs run by both paid teacher aides and our excellent team of volunteers.

The success of our Learning Support Program is based on open communication between parents and all learning support staff at school.

Guidance Officer

Wynnum West State School has the support services of a visiting Guidance Officer. The Guidance Officer provides support and guidance for students who may be experiencing social, emotional or learning difficulties. Parents are always consulted before any support is offered and written formal permission is required for student interviews, formal assessment, counselling or referrals to other support services.

The Guidance Officer is a key person in decisions about students who may have a specific disability. This includes identification and diagnosis of intellectual impairment, identification of appropriate educational support programs, assistance for families and teachers and in seeking formal support for the child from the Education Department. Education Queensland has implemented a process of Education Adjustment to identify the specific needs for all students with disabilities in Queensland state schools. This process involves everyone associated with the students learning. Our school Special Needs Committee processes all referrals to the Guidance Officer.

HUB Room

Wynnum West has a Helping, Understanding, Belonging (HUB) which provides support for students who have been ascertained as: Speech Language Impaired, Intellectually Impaired, Physically Impaired, or ASD.

Specialised teachers and teacher-aides staff the HUB. The students are integrated into their classes and are supported by HUB staff in the classroom and withdrawn for some individual programs. The students are provided with a diverse range of programs and support.

Advisory Visiting Teachers

Advisory Visiting Teachers (AVT) are specialist teachers in specific areas of disability. At Wynnum West we have access to AVT support for any child ascertained in the areas of Physical Impairment, Hearing Impairment and Vision Impairment. These specialist teachers work with the individual student, their class teacher and family to provide an individualised program of support.

Speech Language Pathology

Good listening, speaking and communication skills help students in all aspects of classroom learning, especially reading, writing and spelling. Students who experience difficulties in these language areas are supported within their class program but occasionally require additional specialised support.

Wynnum West State School is fortunate in having the services of a visiting Speech Language Pathologist (Speech Therapist). The Speech Therapist provides individual programs to class teachers/ teacher aides/ or to parents for home use.

The Speech Therapist works with the school's Special Needs Committee in the monitoring of students referred to this program. At all times parents, are actively involved in the assessment, monitoring and review of individual students' programs.

Aboriginal & Torres Strait Islander Student Support

Wynnum West State School offers Aboriginal and Torres Strait Islander Students support, such as:

- Educational Support
- Access to Indigenous Tutorial Assistance Scheme (ITAS)
- Liaising with Teachers
- Home & Community Liaison - we have an ATSI Liaison Officer
- Access to Indigenous services

SCHOOL UNIFORM

The Wynnum West State School community supports the wearing of school uniforms.

As a school community we actively encourage our students to take pride in themselves and their school. One way in which this may be achieved is through adherence to the school's dress standards. As the parent/carer of your child, we seek your support in this matter.

Uniform Expectations

Students at Wynnum West State School are expected to wear the school uniform when:

- attending or representing the school
- travelling to and from school
- engaging in school activities out of school hours.

The uniform 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 differences.

The school uniform and sports shirts reflect our school community standards and are consistent with Occupational Health and Safety and Anti-Discrimination legislation.

If a student is unable for some reason to wear the uniform, this should be discussed with the principal.

In support of the Sun Smart policy students are permitted outside (meal breaks or Physical Education lessons) only if they have a wide brimmed hat or bucket hat. The wearing of baseball caps is not allowed, as they do not provide sufficient neck and shoulder protection from the sun. Those without shady hats are to remain under cover or in the library.

Students should not wear clothing or apparel that could be considered:

- offensive
- likely to disrupt, or negatively influence normal school operations
- unsafe for student or others, and
- likely to result in a risk to health and safety of student or others.

P&C Uniform Shop

Our Uniform Shop is operated by the Wynnum West State School P&C Association who keep a stock of all uniform items available.

Opening hours are **Tuesday to Fridays** from **8.15am to 1:30pm**.



WYNNUM WEST STATE SCHOOL

UNIFORM

Our School Uniform is endorsed by the School's Parents and Citizens Association.

BOYS



- School Polo Shirt
- Maroon or Grey Shorts
- School Maroon Jumper (*winter*)
- Maroon Trackpants (*winter*)

GIRLS



- School Polo Shirt
- Maroon Shorts, Skirt or Skorts
- School Maroon Jumper (*winter*)
- Maroon Trackpants (*winter*)
- Maroon, Black or Grey Tights

FOOTWEAR

- White or Black Shoes
- White or Grey Socks



HATS

- School Bucket Hat or Wide Brim Hat only



ACCESSORIES

Watches (non-smart), plain stud earrings or sleepers and Medi-Alerts only.

Parents are asked to ensure that all articles of clothing whether part of a school uniform or not, are clearly marked with the student's name.

Year 6 Senior Shirts

Students in Year 6 will have the opportunity to purchase a Year 6 shirt. These will be sold through the Uniform shop and communications will come out towards the end of Year 5.

Jewellery

The wearing of jewellery is not encouraged at school. If your child wears items of jewellery for religious or cultural reasons, please advise the school in writing. We will at all times acknowledge the wearing of jewellery in these circumstances.

We recommend that only sleepers or studs in the ears (no stretcher earrings) and a watch be worn. Unfortunately, we are unable to accept liability for any loss or damage to items worn at school. This is in line with Workplace Health & Safety regulations.

Accessories

Studs or sleepers for pierced ears, watches and Medi-Alert items are the only jewellery permitted. In limited cases students are permitted to wear cultural or religiously appropriate items with the permission of the principal.

Hair

Girls should wear long hair tied back.

Sports

Netball, Rugby League and Soccer uniforms for our Interschool Sports program will be supplied by the school. Coaches will inform their teams about the appropriate uniform.

Swimming

All students are expected to wear appropriate swim wear, including:

- Sun Smart shirt or t-shirt
- Swimming cap
- Goggles are encouraged
- Sunscreen (to be put on at home or by the student)
- Please name all items and send them in a fabric swimming bag.

Choir

Choir uniform shirts are loaned to choir students. Students are required to wear their choir shirt, black footwear and black trousers for all performances.

PARENTS AND CITIZENS ASSOCIATION (P&C)

Wynnum West State School P&C Association

The Parents & Citizens Association (P&C) works in partnership with the school to provide resources, run services like the Tuckshop and Uniform Shop, fundraising events and support programs that enrich every student's learning. Our P&C Committee is made up of volunteer parents, carers, and community members, with key executive roles (President, Vice President, Treasurer, Secretary).

Meetings are held on the **second Wednesday of each month** (during school terms) from 6:00am – 7:00pm in the Administration Building.

The P&C plays a vital role in shaping our school environment through fundraising, running events, and supporting extracurricular activities. Past contributions include iPads, library books, playgrounds, shaded areas, music programs, and more.

Getting involved is easy – you can attend meetings, volunteer for an hour at events/stalls, or simply share ideas. Your involvement shows children you value their education and strengthens our school community. For more information or to connect, email pandcwynwestss@gmail.com or follow us on Facebook at 'Wynnum West SS - P&C Association'.

Tuckshop & Uniform Shop Operating hours:

Monday	CLOSED
Tuesday	8:15 am to 1:40 pm
Wednesday	8:15 am to 1:40 pm
Thursday	8:15 am to 1:40 pm
Friday	8:15 am to 1:40 pm

For more detailed information about all things P&C, please grab a copy of:

- P&C Welcome & Info Brochure
- P&C Tuckshop (Water Dragons Café) Menu

OUT OF SCHOOL HOURS CARE/VACATION CARE

Before and after school care is available on school grounds daily in the school hall.

This service is provided by Camp Australia. For further information please visit the Camp Australia website on campaustralia.com.au. Camp Australia also provide Vacation Care.



Monday to Friday:
Before School Care
After School Care
School Holidays Care

Visit campaustralia.com.au or
scan QR code below for more info:



KEEP UP TO DATE

E-Newsletter...

Sent via email every second Friday (odd weeks).

E-Newsflashes...

Sent via email as needed

QParents App ...

qparents.qld.edu.au

Secure online access to information about your child's school.

Like us on Facebook...

Wynnum West State School

Communication

School Website...

wynnumwestss.eq.edu.au

School information and upcoming events

Electronic Sign...

Keep your eye out for current news & events as you drive

Letters home to parents...

Please check your child's school bag daily for important information!

Like our P&C Association on Facebook...

'Wynnum West SS - P&C Association'.

For all things Tuckshop, Uniform Shop, Fundraising and Events.