TABLE OF CONTENTS

MESSAGE FROM THE PRINCIPAL .................................................. 3
SCHOOL DETAILS ..................................................................... 4
SCHOOL MOTTO AND EMBLEM ............................................. 5
GENERAL INFORMATION ....................................................... 6
COMMUNICATION .................................................................. 10
PARENT INVOLVEMENT IN THE SCHOOL .............................. 13
TRANSPORT ........................................................................... 14
HEALTH AND SAFETY ............................................................. 15
CURRICULUM .......................................................................... 18
BEHAVIOUR ........................................................................... 25
SCHOOL UNIFORMS ............................................................... 26

SCHOOL MAP
Welcome to Vienna Woods State School. We are pleased you have chosen to join our wonderful school community.

Schools play a significant role in the lives of children as they grow and develop. Students, parents and staff at Vienna Woods State School are actively involved in the life of the school and share a commitment to its future development and growth. Our school aims to provide students with a high quality education that equips them with the knowledge, skills and attributes needed to be successful in the future; an education which enables students to participate in and contribute to an economically, culturally, and socially vibrant society.

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

Programs in Music, Physical Education, Library, LOTE (Italian), and Instrumental Music are delivered by specialist teachers. Our school also offers literacy and numeracy support, Special Education Program support, speech therapy, support for English as a Second Language, a Guidance Officer and a Chaplain.

Our programs are supported by the effective management of student behaviour in the classroom and in the playground. We are a “Positive Behaviour for Learning” School. To this end, the school community has developed a code of behaviour from which our school and classroom rules have been generated. We have set very high standards at Vienna Woods.

This handbook outlines many of the procedures and policies of the school. We hope that it answers some of the questions you may have about your new school. If you require further information at any time, please do not hesitate to contact a member of the administration team or your child’s teacher.

Our vision is for every child, in every lesson, every day to achieve their full potential.

Jacqueline Fiedler
Principal
Vienna Woods State School

SCHOOL DETAILS

OFFICIAL NAME: Vienna Woods State School
ADDRESS: 12 Heffernan Road
ALEXANDRA HILLS 4161

POSTAL ADDRESS: As above

TELEPHONE: 07 3820 0777
ABSENTEE LINE: 07 3820 0766
FAX: 07 3824 4143

WEB ADDRESS www.vienwoodss.eq.edu.au
EMAIL ADDRESS info@vienwoodss.eq.edu.au

PRINCIPAL: Mrs Jacqueline Fiedler
HEAD OF CURRICULUM: Mrs Wendy Wakefield
ADMINISTRATION OFFICERS: Mrs Carolyn Gordon, Mrs Linda Worthington
GUIDANCE OFFICER: Mrs Doirin O'Sullivan
SUPPORT TEACHERS: Mrs Gillian Dooley-Tan, Ms Sharon Ashcroft
TEACHING STAFF: Miss Caitlin Renn, Miss Chantelle Elbadaoui, Mrs Laura Powell,
Mrs Amanda Wright, Ms Leanne Wilcox, Ms Lisa Curtis,
Miss Felicity Norton, Mrs Clare Plecas, Mrs Julie McGuire,
Mrs Lisa Lynch

MUSIC SPECIALIST: Ms Samara Day
INSTRUMENTAL MUSIC SPECIALIST: Mr Richard Cipollone
PE SPECIALIST: Mr Marcus Stilianos
LOTE SPECIALIST: Mrs Felicity Russell
BEHAVIOUR SPECIALIST: Mrs Sue Dahl
TEACHER AIDES: Mrs Linda Worthington, Mrs Olwen Rackemann, Mrs Merrilyn Ritson,
Mrs Michelle Bunt, Mrs Janeen Eadie, Mrs Cate Hill

SCHOOLS OFFICER:
CLEANERS: Mrs Elaine Bishop, Mrs Sharyn Robison, Ms Dianne Cooper
TUCKSHOP CONVENOR: Mrs Angela Arnold
CHAPLAIN: Ms Carol Cock
Vienna Woods State School

SCHOOL MOTTO AND EMBLEM

“GROWING THROUGH KNOWLEDGE”

Our school emblem is the Poinciana tree and its distinctive flower.

SCHOOL COLOURS

Dark green/black

SPORTS HOUSES

Flinders - (Yellow)
Moreton- (Blue)
Norfolk - (Red)

SCHOOL MISSION STATEMENT

VISION

That Vienna Woods State School is the school of choice: Learning Together – Creating Futures.

‘Every child in every lesson every day to achieve their full potential’

MISSION STATEMENT

To provide Vienna Woods State School students with excellent teaching and learning opportunities preparing each one for living in our global community.

To achieve this purpose we emphasise caring, sharing and learning together.

At Vienna Woods State School we strive to achieve our vision by:

• Creating a safe, tolerant and disciplined environment for students;
• Preparing young people to be active and reflective Australian citizens;
• Developing the skills and desire for life-long learning in our students;
• Supporting students to become active citizens in community, economic and political life;
• Building students’ confidence in their relationships with other cultures within Australia and abroad.

Our Vision and Mission Statement are designed to implement Education Queensland’s goal of improving the quality of the educational experience in State Schools for all students and increasing the number of young Queenslanders who complete 12 years of schooling.
GENERAL INFORMATION

1. TERM DATES - 2017

1st Term: Monday, 23 January – Friday 31 March
Easter Vacation: Monday, 3 April – Monday, 17 April
2nd Term: Tuesday, 18 April - Friday, 23 June
Winter Vacation: Monday, 26 June – Friday, 7 July
3rd Term: Monday, 10 July - Friday, 15 September
Spring Vacation: Monday, 18 September – Monday, 2 October
4th Term: Tuesday, 3 October - Friday, 8 December
Pupil Free Day Monday, 16 October
Summer Vacation: Monday, 11 December, 2017 – Friday, 19 January, 2018
School resumes Monday 22 January, 2018

2. SCHOOL DAY

All children arriving at school prior to 8.20 am will be required to wait in the Tuckshop undercover area. ENTRY TO SCHOOL GROUNDS SHOULD NOT OCCUR BEFORE 8.00 AM. Supervision is provided from 8.10 – 8.20am in the morning in the undercover area.

Daily bell times:

8.20 am - Students to move from the covered area to their classrooms
8.30 am - Morning session commences
10.30 am - Morning Break - play
11.00 am - Eating Break
11.10 am - End Eating Break
11.15 am - Middle Session begins
12.45 pm - Second Break - play
1.00 pm - Eating Break
1.10 pm - Afternoon Session begin
2.30 pm - End of School
3. ARRIVAL TIME AT SCHOOL

It is appreciated that for many families, early departures for work are necessary. Parents please note, however, that children should not be in the school grounds before 8.00am, unless they are part of an approved before-school program. It needs to be remembered that, before 8.00am, it is unlikely that teachers are present to render first aid in the case of accidents. Therefore, all students arriving at school before 8.20am are to remain in the Tuckshop Covered Games Area where they will be supervised from 8.00am. They are allowed in their classroom only at the invitation of their teacher. At 8.20am, a bell will ring after which the children may take their bags to the port racks and then prepare themselves for their day’s activities. No play is permitted before school. Parents are welcome to wait with their child in the Tuckshop Covered Games Area. Students and parents are not permitted to sit and splay outside classrooms.

4. SCHOOL ASSEMBLY

Assembly is held each Friday afternoon from 2.00 – 2.30pm. Children receive awards and recognition for effort and special achievements. Student leaders run these parades. Parents are welcome and encouraged to attend.
5. **VISITORS TO THE SCHOOL**

All visitors to the school are expected to call in at the office, sign in the “Visitor’s Book” and collect a badge. This will allow for the easy identification of all adults visiting the school for whatever reason. Although it may create some inconvenience for visiting adults, it will enhance the security of our children and assist the school in identifying visitors in the event of a fire evacuation or lockdown emergency.

6. **SCHOOL TUCKSHOP**

The school tuckshop operates two days a week (Thursday & Fridays). This is run with a paid convenor and volunteer parent helpers. The system of ordering is by the use of paper bags with lunch order written clearly stating which break the order is required. Tuckshop orders must be handed in to the tuckshop before 8.45am.

Parents can sign up to the Tuckshop Facebook page to receive notification of specials.

7. **CHANGE OF DETAILS**

If, at any time, you change your address, phone number (be it work or home) or emergency contacts, please advise the office immediately. In the case of emergencies, it is essential that all such information is accurate and up-to-date.

8. **LOST PROPERTY**

All personal property should be marked clearly with the owner’s name. All lost property is stored in the lost property box located outside the Administration Office until the end of each term. After that, all unclaimed property is donated to a charity.

9. **VALUABLES AT SCHOOL**

The school will not accept responsibility for the loss of any valuables brought to school. Children are not to bring games or toys to school for use during the breaks. The school is a place of learning and not an extension of the child’s home play activities. Jewellery at school is also another area where valuable items can go missing. Studs or sleepers are required for pierced ears (studs are preferred due to safety concerns) with a signet ring and watch also allowed at school. Necklaces are permitted only if they have personal or religious significance and must be accompanied by a letter from a parent or guardian.

10. **AFTER SCHOOL CARE PROGRAM**

The Redlands PCYC School Age Care runs a fully supervised before school and after school care program at Vienna Woods. It is located next to the Middle Covered Play Area and all enquiries should be directed to the Redlands PCYC School Age Care on 3245 4639 or mobile phone contact on 0408 521 808 or email – redlands@pcyc.org.au
11. **COLLECTION OF CHILDREN**

Parents are asked to wait for their children either in the Tuckshop Undercover Area or at the school gates. Waiting at the classroom door or in the courtyards immediately outside the classrooms creates an unnecessary distraction for the children at this important time of the day. Parents are asked to ensure that their children are not left to wait unsupervised after school. If you are running late, please advise the school as early as possible. The use of the after school facility provided at the school is encouraged in these circumstances.

Any parents collecting children from school during school hours are asked to come to the office. The class teacher will then be informed by the office. For the safety of our children, all parents and caregivers are required to follow this procedure.

12. **CROSSING SUPERVISORS**

Crossing Supervisors patrol the school crossings on Heffernan Road from 7.50-8.35 am & 2.20-2.50pm and Sallows Street from 7.50 – 8.35am & 2.20-2.50pm each school day. Children are encouraged to use the crossings at all times and are required to abide by the instructions of the Crossing Supervisors.

13. **MOBILE PHONE POLICY**

The school would prefer that mobile phones were not brought by students to school under any circumstance. However, if on occasion a mobile telephone is required to ensure student safety, it must be handed into the school office.

The telephone will be kept at the office (the telephone must be clearly labelled)

School resources will not be used to locate lost or stolen phones.

14. **SCHOOL BANKING**

Each Friday, if your child has a Commonwealth Bank Youth Saver Account, they can bring in their deposit book and deposit their pocket money or birthday money etc. Volunteers (parents) at the school come and process these deposits. This is a great fundraiser also for the school, as for each new Bank Account opened the school receives $5.00, and for each deposit made by each child the school receives 50 cents.

The Bank also runs competitions where the students who do banking go in a draw for various prizes and also the school has a chance to win marquees and even an excursion for the class of the winning student.

This is a great fundraiser for our school. We receive $5 for every Activated Account via the School Banking program and 5% of every deposit made at school (up to a maximum of $10 commission per individual deposit).
COMMUNICATION

1. NEWSLETTERS

Newsletters are sent home fortnightly. They are distributed on the second **Wednesday** to the **youngest** member of each family. Our school is emphasising the use of emails for newsletter delivery. This ensures parents receive the newsletter. Our newsletter also appears on the Vienna Woods State School website.

2. NOTES TO SCHOOL

Teachers are concerned for the welfare of the children in their care at school and are pleased to receive notes from parents. Notes from parents are the most adequate method of ensuring that teachers know what you want to tell them. Children cannot be relied upon to convey messages by word of mouth. Parents are welcome to email the school office or teachers.

3. ABSENCE FROM SCHOOL

**ABSENTEE LINE: 07 3820 0766**

Attendance at school is compulsory. **Every Day Counts.** Hence, all absences on any day must be explained by leaving a message on the Absentee Line or in writing by the parent/guardian of the child. Alternatively, the child is to bring a note to his/her teacher on the first day back at school. It is also school policy for a member of administration to contact parents if a prolonged absence occurs. Our Attendance Policy is available on the School Website or a copy from the School Office can be requested.

4. PARTIAL ABSENCE FROM SCHOOL

If your child has an appointment during the day that requires an early departure from school, a written note must be sent to the school. That note should be brought, in the first instance, to the office for initialling and recording in the Partial Absence Book. The note will then be sent to the classroom teacher with your child. If the note is sent to the teacher, the child will be sent to the office where details will be recorded. Parents are required to sign their child in or out at the office. If your child is late to school, please direct them to the office for a late slip.

5. COLLECTION OF MONEY

Teachers are in general, not involved in the collection of money for any of the activities organised by the school or the P. & C. Association. These include excursions, camps, Arts Council visits, sport, etc. In general, unless otherwise indicated, all money is to be paid at the office. Parents are asked to cooperate by following these guidelines:

(a) Enclose the correct money and permission form in an envelope.
(b) On the envelope, write the child’s name, class, the activity and the amount enclosed.
(c) Collection Days are **Wednesdays** and **Fridays**. Please only send money on those days.
(d) Alternatively payments can be made via an internet transfer as per the note home

6. PARENT-TEACHER EVENINGS
A parent-teacher evening held early in Term 1 will introduce all parents to the classroom and their child’s teacher. Curriculum, classroom management, and the role of parents in education will be some of the topics discussed.

These meetings are held at night to allow as full representation as possible of parents. Evenings in previous years have been most successful. You are urged to attend such meetings and to ask questions, put forward suggestions and engage in an information sharing session, which can only be of benefit to your child.

7. REPORTING TO PARENTS

Student reports will be issued to parents throughout the year, at the end of each semester. Parent-Teacher interviews are scheduled for the end of Term 1 and Term 3 however parents are welcome to meet with teachers at any time should they wish to discuss their child’s progress or have any concerns.

8. APPOINTMENTS TO SEE YOUR CHILD’S TEACHER

The thirty minutes before school begins every morning is one of the busiest and most hectic periods of the day for the classroom teachers. Student lessons are prepared, activities organised and worksheets checked. It is also the time when parents want access to the teacher. However, if you are seeking detailed information about your child, a formal appointment time, mutually convenient for both, will need to be arranged. Discussions after 8.20am in the classroom are not appropriate. When dealing with children their self-esteem and self-worth must never be put at risk by discussing confidential, highly sensitive information in a public place.

9. COMPLAINTS MANAGEMENT
All students and staff have the right to operate within a socially acceptable environment. Any form of shouting, threats or abuse will not be tolerated. Should parents have any concerns regarding their child or the school in general, they should make an appointment to speak to the relevant person and then discuss the situation in a balanced and non-threatening manner. Many potential issues can be overcome through early communication where the issue is discussed and personal issues do not become part of the discussions. The main stages of complaint resolution should include:

1. Teacher discussion
2. Principal discussion
3. District discussion

The Principal has the right to protect both students and staff from violent or unruly members of the community and may recommend the temporary banning of people from the school premises should they abuse or threaten students or staff in the school grounds.

10. **WEBSITE**

   https://vienwoodss.eq.edu.au

   Our website provides all information and forms relevant to the school and also links to classroom information and activities.

   Our Chaplaincy Program is also available on the Website, so please visit to obtain information.
PARENT INVOLVEMENT IN SCHOOL

Parents are actively encouraged to become involved in the day-to-day educational process by involving themselves in the numerous areas of support required in the school. Your child’s teacher will advise you of where support is needed in your child’s classroom. On a broader basis, parental involvement is required in the school’s Reading Program and Parent Tutor programs. These are coordinated by the HOC and provide a rewarding and worthwhile experience for the child, the parent and the school.

1. **P. & C. ASSOCIATION**

The Parents and Citizens’ Association is actively involved in the development of educational policies and programs in the school, as well it is involved in the promotion of the welfare of the children through regular fundraising activities across the year. Meetings are held on the first Tuesday of every month in the Staff Room. All parents are encouraged to come along and become active members.

2. **PARENT GROUP**

Parent Group is a sub-committee of our P. & C. Association and meets on a monthly basis in consultation with a member of school administration. Parent Group’s main focus is the organisation and running of major fund-raising events for the school. Participation is voluntary, however, the successful implementation of school initiatives and social events is extremely rewarding and all parents are invited to join Parent Group for a cup of tea and a chat.

3. **TUCKSHOP**

As mentioned earlier, the tuckshop/canteen operates two days per week (Thursday and Friday) under the direction of the convenor. Volunteers staff the canteen and your support is urgently required to maintain the service provided for the children. The convenor will contact all families early in the school year seeking your support. A Tuckshop Facebook pages has been set up for weekly specials and change of menu and for you to offer your help as a volunteer.

4. **PARENTAL INVOLVEMENT**

The school actively promotes and encourages the involvement of parents in the everyday learning that their children are involved in. If you have any concerns, please contact a member of the Administration or your child’s teacher to discuss the problem. Your concerns, no matter how small, will be dealt with confidentially and compassionately.
TRANSPORT

1. BUS TRANSPORT

For students wishing to travel to school by Public Transport please contact the Redlands Bus Company, Transdev on 3248 6100 for suitable route information.

2. BEHAVIOUR ON BUSES

Students are expected to maintain the highest behavioural standards on buses. Students must obey the lawful instructions given by drivers in charge of buses. Unsatisfactory behaviour on public transport will be dealt with by the school.

3. BICYCLES

All bicycles ridden to school must be left in the secure bike rack cage. The cage is locked from 9.00am-2.00pm. To observe the safety of all concerned, students must not ride their bicycles on the footpaths or in the school grounds at any time. Cyclists are required by law to wear a bike helmet. Scooters and skateboards are not to be ridden in the school grounds.

4. CAR ACCESS TO GROUNDS

Only approved vehicles have parking rights in the school grounds. No parent vehicles should enter the grounds without prior authority from the school office. A space is reserved for handicapped drivers with parking permits in the administration car park.
HEALTH AND SAFETY CONSIDERATIONS

1. **ACCIDENTS, SICKNESS**

   No matter how close teacher supervision is maintained, accidents do happen. Minor accidents are attended to by staff trained in first aid. If the accident is considered serious, the Ambulance will be called and parent/guardian contacted. The Ambulance service will be the responsibility of the parents which is covered under their Electric Light Account.

   If a child falls ill at school, parents/guardians are notified so that adequate parental (or medical, if necessary) attention can be provided.

   It is school policy to notify parents of a head injury of any kind or a serious injury or accident. *It is imperative that the school has your current telephone number/s.*

2. **SUN SAFETY**

   This is a sun safe school. Students are expected to wear a green sun safe hat at break times, for physical education and when playing sport outside. Students are encouraged to apply 30+ sunscreen to all uncovered areas of the skin during outdoor activities. The school has a “No hat, No play” policy.

3. **SCHOOL DENTAL SERVICE**

   The State Health Department in cooperation with the Education Department, operates a highly efficient and professional school dental service throughout the State.

   The service to the children is free. The clinic is prepared to provide emergency dental service during vacation periods also. There are two requirements for participation in the service. Firstly the child must be a pupil of this school. Secondly, parents or guardians must have completed and forwarded the necessary registration and permission forms. The service is not provided automatically.

   If you wish to use this service - please enquire at the school office concerning the procedure to follow.

   The Dental Therapists can be contacted on 1300 300 850.

4. **HEAD LICE**
Over the past decade the incidence of head lice in Queensland has reached epidemic proportions. Cross-infection is easy in school where large numbers of children mix freely.

The matter is a parent responsibility and the incidence of head lice can be reasonably contained provided each parent accepts the responsibility.

It is no disgrace to contract head lice but it is unwise to neglect proper treatment. Most parents appreciate that, and are vigilant in ensuring the cleanliness of the children's heads. A strong appeal is made for the cooperation of all parents so that such action will not be necessary should a case of head lice be detected, parents of all children in the class will be advised and asked to examine their child.

The school, your local chemist or the Royal Children's Hospital can give effective advice on the treatment.

5. MEDICATION - ADMINISTRATION TO PUPILS

Through the requirements of the Workplace Health and Safety Regulations, changes have been made to the procedures of administering prescribed medication to children. Please note carefully the requirements before sending any medication to the office.

(a) The parent or guardian must, in the first instance, make a written request to the Principal.

(b) The child's medication, with the pharmacist's written instruction on the container, must be handed in at the office for security reasons. N.B. Tablets etc. forwarded to the school in envelopes will not be administered.

(c) Administration of the medication will be carried out by the Principal, Administration Officer or Teacher Aides.

(d) Non-prescribed medications such as analgesics, cough mixtures and the like, will not be administered unless absolutely necessary.

In summary, before medication is administered:

(1) A written request from the parent is forwarded.

(2) The label on the medication clearly states -

   (i) name of the child.

   (ii) dosage and times for medication to be administrated.

PLEASE ASK YOUR PHARMACIST FOR THIS INFORMATION WHEN HE/SHE ISSUES THE MEDICATION.
In view of the regulations, parents are requested to, wherever possible, administer medication before and after school rather than during school hours. Please carefully consider that possibility when discussing your child's medication with the doctor or pharmacist.

For children with asthma, the procedure is:

(a) Parents/Guardians must advise the Principal in writing that the child will be administering their own medication as deemed necessary by the child. This letter must include permission for the school to administer asthma medication if deemed necessary in the event of an emergency.

(b) The children are responsible for their inhalers at all times. They need not be stored in the office as required for other medications.
1. **CORE CURRICULUM**

The core of learning at all year levels is grouped around the major key learning areas of -

- English
- Maths
- Science
- History
- Geography
- The Arts
- Technology
- Health & Physical Education
- Italian

The school implements the Australian Curriculum. Parents will also be advised of details for their children at the Information Evenings held early in Term One.

**POSITIVE BEHAVIOUR FOR LEARNING**

Vienna Woods State School is focused on developing and promoting Positive Behaviour For Learning.

We have four rules:

- Be a Learner
- Be Responsible
- Be Safe
- Be your Best

The skills required to achieve these actions are explicitly taught each week in the classroom. Students following the rules are rewarded with super student awards as well as gotcha’s. Gotcha’s can be accumulated to achieve a Super Gotcha and then a Bronze, Silver and Gold Award.

Achievements are celebrated on assemblies each week.

Our full School Responsible Behaviour Plan can be viewed on our school website or a copy can be provided by our school office.

2. **STUDENT CONTRIBUTION SCHEME**
The school operates a student voluntary contribution scheme for all students to cover art requisites, student awards, photocopying and computer resources for all classrooms. A fee of $25 is payable for each student (Year 1 – 6) per year, $50 for families of 3 students or more per year and $60 for Prep students per year. If parents require assistance with these payments, they are invited to contact the Principal to discuss the matter. A discount of $5.00 for each student ($20.00), $10.00 for families ($50.00) and $10 for Prep students ($50.00) is provided if payment is made prior to the end of February.

3. **HOMEWORK**

Homework, at Vienna Woods, is set for the following reasons:

- to consolidate classroom learning
- to reinforce work covered in class
- for practice of skills learned in class
- for purposes of research to extend some students
- to research and prepare projects

When setting it, teachers consider the following points:

- clarity of instructions
- weekly homework contracts which
  - provide structure
  - promote independence
  - allow a flexible time frame for completion
  - provide parents with guidelines for helping the child
- individualised homework
- development of study skills (for the upper school)
- Students are expected to read every night.

The average time allocation for a class at a particular year level each night for four nights per week is:

- Prep: Sight words
- Year 1: 5 - 10 minutes, reading only
- Year 2: 10 - 15 minutes, reading and spelling
- Year 3: 10 - 15 minutes
- Year 4: 20 - 30 minutes
- Year 5: 20 - 30 minutes
- Year 6: 20 - 30 minutes
- Year 7: 30 - 45 minutes

Usually, no homework is set over weekends. Homework, when set, will be checked by the teacher and appropriate measures will be taken by the teacher when a child fails to complete homework tasks. Parents will be advised of the situation and arrangements made for a discussion with the teacher.

4. **ITALIAN**
Italian is the Language Other Than English taught in Years 5 & 6. All students in Year 6 will receive 90 minutes of LOTE per week.

5. **INSTRUMENTAL MUSIC PROGRAM**

A Departmental instrumental music program is offered to children in Years 4 - 6. Participating students will be selected on merit, potential and willingness to contribute to our school bands (senior and junior). The program is taken by a trained instrumental music teacher. Special instrumental music evenings are held throughout the year for parents interested in the program. Children are also offered the opportunity of attending music camps operated in the Bayside School District Band. Students are expected to attend band performances. Levy for Instrumental Music is $55.00 per year and hire of instrument is $66.00 per year.

6. **DISCOVERY CENTRE**

The Discovery Centre is an integral part of the education process at Vienna Woods State School. It offers a support system to teachers and is a place of learning and activity for children.

Reading for enjoyment is emphasised and every encouragement is given by the teachers and Library staff. Borrowing is encouraged but all due care and attention must be given to preserve and protect these books. Parents will be required to either replace or pay the equivalent value of same if a book is lost or damaged beyond repair.

For borrowing:

**Prep - 4:** Children with a library bag may borrow. Children will be given one period per week during school time to change their book. Only one book at a time may be borrowed.

**Years 5 - 6:** Children are expected to handle and care for books without a library bag. Books can be borrowed at lunchtime/class set time. One book may be borrowed at any one time.
Lessons in Religious Instruction are provided on a fortnightly basis for most children. Religious Instruction offered at this school is Ecumenical and is fully supervised by the classroom teacher. Participation in lessons is at parental discretion. Students are allocated to Religious Instruction classes based on information provided in the school enrolment form. If parents do not wish their child to attend Religious Instruction a signed note from parents / caregivers must be sent to the school office.

8. **SWIMMING**

As part of the school's Physical Education program, swimming is offered in Term 4. Transport costs and instruction fees are kept to a minimum to ensure maximum participation of all students.

The school house swimming carnival is held for Years 4 – 6 in Term 4.

9. **LEARNING TECHNOLOGY**

Computer technology is an essential part of learning today. It is, however, at our school used as a resource, which complements and supplements the curriculum. All our classrooms are equipped with interactive white boards, computers, laptops and ipads.

All classes have an EdStudio which children can access from home as well as school. Students can also access Mathletics and The Learning Place from home through our website.

The school offers a progressive learning technology program which will provide computer access for all students. Students must agree to the following guidelines before accessing the school computers:

* Gain permission from the class teachers before accessing the internet
* Only use computers and the internet for school purposes
* Immediately seek to exit from any inadvertently accessed inappropriate sites
* Not to reveal any home addresses or phone numbers
* Not to download material or join mailing lists without teacher permission
* Not to copy or claim other people’s work as your own
* Respect equipment

10. **VISITING PERFORMERS**

To broaden children's experiences in the Arts, the Queensland Arts Council and various other Department approved productions and performers, are invited to visit the school during the year. Each year level will be invited to attend these performances throughout the year on a user pays basis.

11. **OUTDOOR EDUCATION**
As part of the child's total development, the school has promoted a comprehensive outdoor education program. Camps are arranged so that all children participate in a camp every 2 years. Camps are organised for year 5 & 6 students in Term 3. These camps will be held every odd year. Camps require 80% participation if they are to proceed.

Children who have been unable to abide by the school's Code of Conduct and Behaviour Plan will not be permitted to participate in outdoor camps. This policy is necessary to ensure the safety and protection of all participants and is endorsed by the school P. & C. Association.

12. REPORTING STUDENT PROGRESS

Detailed academic school reports are issued at the end of each semester (June and December).

Parent-Teacher interviews will be conducted at the end of Term 1 and Term 3. Parents with students in Years 3 and 5 will also receive Literacy and Numeracy Skills Test results. (NAPLAN)

Parents may request interviews with the classroom teacher or a member of the Administration at any time that is mutually convenient to both parties.

13. SUPPORT TEACHERS

The support teachers operate within the school to assist with and develop provisions for children with special educational needs. Sometimes, these needs are not easily met within the extremely busy confines of the classroom.

Much of the educational support given to these children will occur in the classroom but, occasionally, the children may be withdrawn from the classroom to ascertain the learning difficulty and the level and type of support to be given. From time to time, other specialist support persons (e.g. Speech Therapists) may be engaged to provide assistance to students.

If referred by the classroom teacher, parental permission will be required. Parents may directly request a referral for their child to the support teacher. In addition to this role, the support teacher coordinates the Parent Support program in the school.

The role of the support teacher is pivotal to the overall education of all children at Vienna Woods.

14. SPECIAL EDUCATION PROGRAM
Special Education programs provide support for students who have been verified with one or more of the following disabilities:

- Hearing Impairment
- Intellectual Impairment
- Speech Language Impairment
- Autistic Spectrum Disorder

All students are mainstreamed.

15. **SPEECH LANGUAGE PATHOLOGIST:**

SLP visits the school once a week to provide support for small groups of students identified with high level speech and language needs.

16. **GUIDANCE OFFICER**

A Guidance Officer visits the school one day per fortnight. Referrals are made through the classroom teacher or support teacher. The Guidance Officer aims to provide assistance with behavioural management, personal and educational concerns.

17. **BEHAVIOUR ADVISORY TEACHER**

A Behaviour Advisory Teacher assists students referred for behaviour support 2 days a week. Programs such as MYCP (Managing Young Children Program) and 123 Magic are also provided as needed.

17. **EDUCATIONAL EXCURSIONS**

Educational excursions are organised throughout the year. A list of destinations is provided to parents each term to assist with planning. Children who have demonstrated an inability to accept the school’s code of behaviour may not be permitted to participate in these excursions. It is expected that full school uniform is worn on excursions.

18. **SPORT**

Sport is essential to the development of every child. Therefore, the children of Vienna Woods participate in both Intra School and Inter School sport activities. Children in Prep to Year 3 participate in a motor skills program. The school is a member of the Redland Bay District Sports Association and participates in the inter school carnival competitions held in swimming, athletics, cross-country and in both summer and winter sports.

All children in Years 4 to 6 are eligible to play. The school endorses the Department of Education’s Gender Equity in Sport policy and supports the selection, on the basis of merit, of girls in traditionally boy’s sports.
Children compete in “Carnival Days” of competition for Interschool Sport each term where they compete against other district schools in their chosen sport for an entire day rather than the traditional one afternoon per week format.

SCHOOL UNIFORMS

1. DRESS CODE AND UNIFORM
The P. & C. Association strongly supports the wearing of the school uniform by all children and supports the enforcing of a uniform policy. By doing so, it develops a sense of belonging and is an important factor in developing both a healthy school tone and school pride.

The school requires children to participate in many activities and, at all times, dress must be to acceptable school standards. The school also discourages the wearing of extreme hairstyles, hair and nail colouring and body piercing. The following code of dress must be adhered to:

- Closed shoes must be worn at all times. Thongs and similar slip-ons are not permitted.
- All shirts must adhere to school colours and design and have a sleeve and a collar. Tank tops, singlets, halter-tops, muscle shirts are unacceptable. **T-shirts of any kind are not to be worn under school T-Shirt.** If children are cold a singlet may be worn.
- Shirts are to be free of advertising for smoking, alcohol as well as free of inappropriate decoration. Jumper/jackets with hoods are unacceptable.
- Bare mid-riffs are unacceptable.
- Students who are representing the school in outside school activities are expected to present in full school uniform. Students who do not present in full school uniform may not be permitted to undertake external activities eg. sporting teams and excursions.

2. **NO HAT, NO PLAY**

The school endorses the Department's sun care policy and enforces the rule that a child will not play if not wearing an appropriate hat. The rule applies in all areas of the school, both covered and non-covered. Students are to wear a full brim hat. Caps and visors are unacceptable. Students without a hat will be required to sit in the undercover/Tuckshop area or Discovery Centre for the play period.

3. **JEWELLERY**

Jewellery can be dangerous to students at certain times (sport, physical activity) and should not be worn with the exception of watches and sleeper or stud earrings. Failure to comply will be dealt with under the school’s Responsible Behaviour Plan for Students.

**UNIFORMS**

**AVAILABLE FROM SCHOOL OFFICE**  
**Payment by Cash or Bank Transfer** (October 2016)

**Prep:**  
Boys and Girls: Jade Green Prep Shirt.  
$20.00
Shorts/Skorts - Black

**Girls:**
- T-shirt: Bottle Green with Black stripe/White piping and school emblem. **$28.50**
- Skirt: Black
- Skorts: Black **$20.00**
- Shorts: Black **$15.00**

**Boys:**
- T-shirt: Bottle Green with Black stripe/White piping and school emblem **$28.50**
- Shorts: Black shorts **$15.00**

**Unisex:**
- Hats: -Bucket style in bottle green **$12.00**
- Shoes: Dark colour closed in shoe
- Socks: White
- Homework Bag: **$10.00**
- School Bags **$35.00**

Winter Uniform: Bottle green tracksuit/jumper/jacket. Black tracksuit pants/leggings

House Sports Day: Plain t-shirt in House colours – Red, Blue and Yellow.

**Year 6 Senior Shirts:** Senior shirts are offered to Year 6 students and available in April.

**Uniform List 2016/17**

Payment by Cash or Bank Transfer
<table>
<thead>
<tr>
<th>Item</th>
<th>Sizes available</th>
<th>Size required</th>
<th>Quantity Required</th>
<th>Price Each</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Polo Shirts</td>
<td>4 – 16</td>
<td></td>
<td></td>
<td>$28.50</td>
<td></td>
</tr>
<tr>
<td>Prep Shirts</td>
<td>4 - 10</td>
<td></td>
<td></td>
<td>$20.00</td>
<td></td>
</tr>
<tr>
<td>Black Skorts</td>
<td>4 – 16 Limited Stock Available</td>
<td></td>
<td></td>
<td>$20.00</td>
<td></td>
</tr>
<tr>
<td>Black Shorts</td>
<td>4 – 16 &amp; Small Limited Stock Available</td>
<td></td>
<td></td>
<td>$15.00</td>
<td></td>
</tr>
<tr>
<td>Hat</td>
<td></td>
<td></td>
<td></td>
<td>$12.00</td>
<td></td>
</tr>
<tr>
<td>Homework Bag</td>
<td></td>
<td></td>
<td></td>
<td>$10.00</td>
<td></td>
</tr>
<tr>
<td>School Bag</td>
<td></td>
<td></td>
<td></td>
<td>$35.00</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL OF ORDER</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

**Prices are subject to change**

Parents Name: ..........................................................................................................................

Home/ Mobile Number: ............................................. Email: ..........................................................

Child’s Name: .............................................................Child’s Class (if known): .......................  

Chosen date of Collection (please circle) 8 December, 2016 (from Tuckshop 8:30 – 9:30am)  
or 16 – 20 January, 2017 (from Office 8:30am – 3:00pm)

This form is to be returned to: Vienna Woods State School Office

Payment is to be made in **CASH** or by internet bank transfer. Sorry, **NO** EFTPOS available.

Account details:

Account Name Vienna Woods State School P & C General  
B/S/B 064-172  
Account Number 00901313

Amount Payable: $ ___________________