



WEIR STATE SCHOOL STUDENT HANDBOOK

STRONG - SMART - CONNECTED

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Contacts

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admin@weirss.eq.edu.au

www.weirss.eq.edu.au

2025 Queensland Term Dates

Term 1	Tuesday 28 January – Friday 4 April	10 weeks
Term 2	Tuesday 22 April – Friday 27 June	10 weeks
Term 3	Monday 14 July – Friday 19 September	10 weeks
Term 4	Tuesday 7 October – Friday 12 December	10 weeks

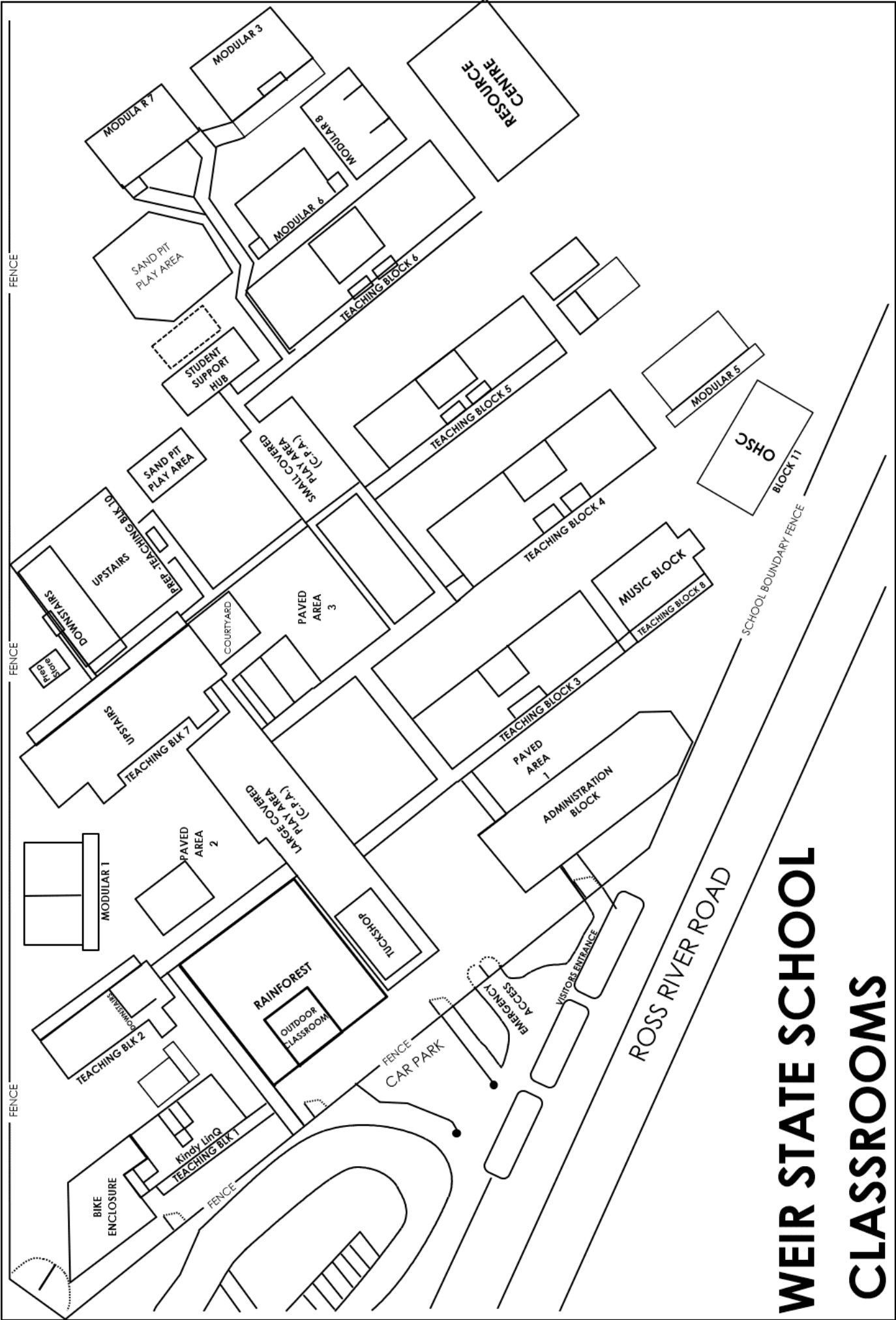
[School Calendar](#)

School Times

Student supervision is not provided until 8:00am. Prior to this time students can attend Outside School Hours Care.

8:00am	Gates open
8:40am	Teachers pick up students from CPA
8:45am	Start of Instruction
10:45am	Break One – Eating Time
11:00am	Break One – Play Time
11:25am	Break One – Play Time Finishes
11:30am	Session Two
1:00pm	Break Two – Eating Time
1:10pm	Break Two – Play Time
1:25pm	Break Two – Play Time Finishes
1:30pm	Session Three
2:40pm	Bus Bell
2:45pm	School Ends
3:15pm	Students not collected report to office

Map



WEIR STATE SCHOOL
CLASSROOMS

Routines

Students Leaving School During the Day

Students are not permitted to leave the school grounds during school hours unless written authority from parents is received and is approved by the Principal.

Parents wishing to collect a student during school hours must do so from the Administration Office for safety reasons. Parents/Carers are required to "sign out" students through the front office.

Please avoid calling for unplanned early collection of your student unless it is an emergency to minimise disruption to the classroom routine. Early departures are not encouraged.

Accidents/Illness at School

In the case of an accident or illness, the school will try to contact parents/carers to collect the student. If contact with parents/carers or other emergency numbers cannot be made, an ambulance will be called.

It is essential that you keep us fully informed of current phone numbers and address at home and work, as well as another number which can be contacted in case of an emergency.

Students should not attend school if symptoms of illness are present. If students arrive at school with a contagious illness, parents/carers will be contacted immediately in order for students to go home. Contagious illnesses include school sores and ring worms. Treatment must have been applied for at least 24 hours and in the case of school sores appropriate antibiotics for at least 24 hours. School sores on exposed areas must be covered with a watertight dressing. If you are unsure with regards to illness time out, please contact the administration office on 4726 1333. [Please see Queensland Health for more information.](#)

In the case of a head injury parents will be notified immediately.

Medication

Medication will be administered at school only with **medical authorisation** eg. the original container is labelled 'Prescription medication' or 'Controlled drug' or the pharmacy label attached to the original container has the prescribing health practitioner's name. This includes pain relief medication (Aspirin, Panadol etc.).

An authority form is to be completed by parents before medication may be administered at school. These forms are available from the school office.

All medication must be delivered to the school office by an adult, in the original packaging and be clearly labelled with a pharmacy label showing the date, student's name, dosage and doctor. If dosage has changed the pharmacist label must reflect the new dosage. Medication is dispensed from the Student Services room.

The school is not authorised to 'top up' previous containers/packets of medication. This is an auditable practice.

All medication (except for asthma inhaler, insulin and EpiPen) must be kept in the Student Services Room. Students are responsible for their own inhalers at all times. Spare inhalers can be left at the office.

Custody

In the event of a Court Order being issued in respect to the custody of a student, a copy of this must be sighted by the school to manage unauthorised access to students. It is the parent's responsibility to ensure that the school has access to the latest information. Only custodial guardian may have contact with students during the school day. The custodial guardian is responsible for providing information to the non-custodial guardian. A copy of report cards may be requested for non-custodial parents.

Parade

Full school parade is held in the Hall every Friday starting at 9.00am. During parade students are recognised through the presentation of Student of the Week, Attendance and Gotcha awards.

Parents and community members are welcome to attend.

Tuckshop

The school Tuckshop provides a daily service to students and staff. It is organised and conducted by the P&C. Orders close at 9:15am. Late orders will not be accepted.

How to order:

Online ordering through Flexischools www.flexischools.com.au

Cash orders at school. A paper bag should be labelled with student's name, class and lunch order. Correct money, if possible, should be enclosed. Orders are dropped into the Tuckshop in the morning.

Teachers are to send a Tuckshop monitor to collect their class orders.

Breakfast Club

Breakfast Club is run out of the Chill Out Room every morning from 8:00am- 8:25am. Students have access to toast with a variety of spreads.

- Prep and Year 1 students can stop and collect breakfast when transitioning from the front of the school to their line up area with a Teacher's Aide.
- Year 2 – Year 6 students can collect breakfast from the Chill Out Room and sit in the Chill Out Courtyard to eat before returning to their line up area.

Audiri

At Weir State School we use Audiri to communicate with our community. [Click here](#) to find out more or search for Audiri on your smartphone app store.

QParents

QParents has been created by the Department of Education to provide parents of Queensland state school students with secure online access to their child's information.

The portal allows you to securely access information about your child and to communicate directly with your child's school.

Visit qparents.qld.edu.au

Library Borrowing

Students are able to borrow books during their class borrowing time, lunch time, before or after school.

Students can:

- Borrow 1 book during class borrowing time
- Prep – Year 2: 1 book at a time
- Year 3 – Year 6: 3 books at a time but only one per series/author
- Students may have the loan for a week

Students with any overdue books will not be able to borrow until the books are returned. Students who lose their books will be given an account to take home requesting the replacement cost of the book. It is recommended that students use a waterproof Library bag.

Book Club

Book Club is run through the Weir State School P&C (co-ordinated through the Library). Book Club catalogues are issued several times a year and are also available on the internet.

Orders can be placed via their website or by returning the order sheet and money to the school. Cash orders are always due back on a Thursday and are to be handed to the class teacher to place in the Book Club folder then returned to the Library. Orders are returned to the class teacher for distribution.

Instrumental Music Program

- At the end of Year 2 (Strings) and Year 3 (Brass, Woodwind and Percussion) students are invited to fill out an Expression of Interest Form.
- In consideration with their classroom teacher's comments, the student's music ability is tested.
- Parents/Carers are then informed via a letter sent home as to whether or not their student has been selected to participate in the following year's Instrumental Music Program or if they have been put on a waiting list.
- An information session for the new Instrumental students and their Parents/Carers is held.

Religious Instruction

Queensland state schools embrace a multitude of cultural, religious and non-religious beliefs. Under the *Education (General Provisions) Act 2006*, schools are to provide Religious Instruction (RI) if approached by a faith group seeking to provide RI and students of that faith attend the school. RI informs students about the beliefs and values of a particular religion. It is delivered by volunteers of a faith group using instructional materials approved by that faith group. RI is required to be consistent with legislation and Department of Education policies and procedures.

All RI instructors must hold a blue card and participate in compulsory Student Protection and Code of Conduct training. RI instructors are only entitled to deliver the RI program outlined below. A school staff member will be present during the delivery of RI.

Participation in RI is not compulsory. Any student (except Prep students) may participate in RI if a parent has provided written instructions to the school.

Students are allocated to RI based on information provided by parents on the completed [Application for student enrolment](#) unless other written instructions have been provided to the school.

Note: *This consent remains in effect unless the parent informs the school otherwise in writing.*

Christian Religious Instruction

Authorised program: CEP Connect

Aims and goals:

- to facilitate the students' exploration of the Bible, and Christian life and values
- to present through learning experiences, the beliefs and practices of Christianity

- to help the students to understand these beliefs and practices, in terms of their daily lives
- to encourage the students to reflect on how Gospel beliefs and values, e.g. love of God and neighbour, can be expressed in their daily lives

Lesson structure: Christian Religious Instruction runs for 30 mins. These lessons aim to be fun and engaging, involving songs, Bible stories, games, craft and activities.

For further information, including module and/or lesson descriptor visit:

<https://cepconnect.com.au/curriculum>

Parents of students participating in these programs will be advised if a faith group requires funds to cover the expense of materials used in RI.

Other Instruction

Students who are not participating in RI will be provided with other instruction in a separate supervised location. Other instruction must relate to part of a subject area already covered in class and may include:

- personal research and/or assignment
- revision of class work such as creative writing or literacy and/or numeracy activities which could include online programs currently accessed by the students of that school
- wider reading such as independent reading appropriate to the student

Parents will be advised of any changes to the RI and other instruction programs to ensure they are able to make an informed decision on their child's participation.

Volunteers

Weir State School acknowledges and values the role parents/caregivers and the broader community play in the education of our students. We welcome and encourage parents/carers and other community members to become a part of Weir's school life by volunteering to support school activities, resourcing, in the Tuckshop, administration and student learning experiences.

All volunteers who seek to be involved in providing a range of services must initially complete a mandatory induction process and hold a Queensland's Working with Children Check Blue Card. The Blue Card application is free to volunteers. The induction process is managed by the Office and must be completed prior to volunteering within our school. Weir State School is committed to maintaining a safe environment for everyone.

Areas where volunteer support would be appreciated are:

- Classroom Support
- Resource Centre (Library) and Scholastic Book Club
- Tuckshop Support

Lost Property

This is stored outside the student disability toilet adjacent to the large CPA and is accessible to parents/carers and students. Items clearly marked with the student's name can easily be identified and returned to the owner.

Visitors

All visitors to the school during the school day are required to sign in at the office. This includes parents and carers. In the afternoon, all persons waiting to collect children **MUST** wait at the front of the school until 2:45pm.

Bus Transport

Primary school students living in excess of 3.2 kms from the nearest school are entitled to receive free bus passes.

[Kinetic School Travel](#)

[School service finder](#)

[Code of Conduct for Students Travelling on Buses](#)

Bicycles/Scooters

A bicycle enclosure is located inside the school grounds. Students are to place their bikes and scooters inside this enclosure and provide an additional personal security lock/chain. Whilst every effort is made to provide a secure location for day storage, bikes are left in the school grounds at the owner's risk. The student is responsible for removing their bike from the enclosure before leaving the school grounds.

Bicycle/Scooter Enclosure Rules:

- The enclosure will be opened at 8:00am and locked at 8:40am each school day.
- The gate will be opened at 2:45pm.
- Students should lock their bikes or scooters inside the enclosure.
- All bikes must be walked in and out of the school grounds to the bikeway or the crossing.

For the safety of students, and as a legal responsibility, students must wear a safety helmet while riding bicycles.

Weir State School Parents & Citizens' Association

Dear New Parents and Caregivers

On behalf of the Weir State School Parents and Citizens' Association Community (Weir P&C Assoc), welcome to the Weir School Community. I would like to thank you for choosing Weir State School as the preferred school for your child/children's education. We hope you and your child/children grow to enjoy being part of our strong, smart, connected community.

Weir P&C President

What is the P&C Association?

The P&C Association was formed for interested parents, caregivers, family, and community members, including our school staff and members of our administration team. The Weir P&C Association works under the framework approved by the Department of Education and constitution that is updated and supported by P&Cs Qld in Brisbane which provides ongoing training and support.

Its members have three main roles:

1. Provide information and advice to the Principal and administration team with regards to the future direction of the school.
2. Promote the school generally within the community.
3. To enrich the general conditions and amenities so as to supplement the resources provided by the State Government.

Members of the Weir P&C Association work within the School Based Management and there is every opportunity for members of the school community to voice an opinion through the P&C Association. Members also work within the framework of the Department of Education.

How is the Weir P&C elected?

- The P&C Executive is elected each year in the first term of school at the P&C Association's Annual General Meeting (AGM).
- The P&C Association currently meets twice a term on Tuesday night. Dates are sent to the school community 1 week prior to the meeting. We meet in the 'Breaky Club/Gotcha' room at school, which is located immediately behind the main administration building. Our meeting commences at 6.30 pm unless advertised differently.
- The Association is made up with has an Executive and in some year's various sub-committees, (depending on the needs of the P&C and school). Some of the committees that have run in past include fundraising, fete, Outside School Hours Care and Tuckshop. These committees are an integral part of our Association and perform business specific functions within our Weir P&C Association. All Sub-committees report back to our P&C executive and committee at various times throughout the year.

What has the P&C Association achieved?

Weir P&C Association, as part of the school community, have achieved much over our school's rich history of more than 135 years. Over the last year we have:

- We have continued to ensure that Weir State School has a quality Outside Hours School Care.
- We have continued to ensure that Weir State School has a quality Tuckshop and this year we were successful in receiving a \$35000 grant to help purchase a new cold room.
- We have provided \$4000 to support Chaplaincy.
- We have provided close to \$65000 to assist the school in continuing to upgrade its facilities.

How can you be a part of your Weir P&C Association and the School Community?

There are many ways and areas throughout the school where your support and active involvement would be invaluable.

- Volunteer in our Tuckshop, either for ½ hour or the whole day – we would love to see you!
- Help organize and run fundraising events
- Attend meetings and have a say in the future direction of our school.



Tuckshop

Our tuckshop is open 5 days a week 8:00am to 2pm and provides a variety of lunch options to our students and staff, lunch is available for both first and second breaks.

We also sell a selected range of treats which the students can either order or purchase during playtime.

(*Menu items may vary throughout the year)

How can you help:

- Create a supportive school environment by becoming a volunteer. Our Weir State School has a wonderful volunteer team supporting and assisting many of the student support services throughout the school
- Come along to a meeting and find out what different opportunities to volunteer are available
- Ask the school office to put you in touch with our P&C executive, they would love to hear from you.

Join a great team of people who care and whose primary focus is on student support and educational outcomes.



Weir P&C Association Outside School Hours Care

Weir OSHC was assessed as **"Meeting the National Quality Standards" in 2022**, with 14 Elements assessed as **"Exceeding National Quality Standards"**. Now approved for 130 places, Weir OSHC provides care for the school aged children of working parents as part of the **Weir State School Community**. The rights and agency of each child are held at the heart of everything we do. We believe children are confident and capable learners as reflected in the approved learning framework **My Time, Our Place**, we use, which is a part of the National Quality Standards.

Our Educators

Our service is committed to facilitating child-centred activities using child suggestions and ideas as a basis for our Educator's collaborative program design. Our team is now led by two Coordinators, Glenda who holds an Advanced Diploma of Children's Services and Shannon, who holds a Bachelor of Education. Our Assistant Coordinators Brendan, Adam and Jemma all hold a Diploma in School Age Education and Care. Most other Educators either hold approved qualifications or are currently studying at a tertiary level with specialties in Education, School Aged Care, Medicine, Sport & Exercise Science, and Speech Therapy.

Our Program

We draw upon the strengths, interests and culture of all children, families and Educators, along with our school and wider community, as inspiration for our program's direction. Our aim is to provide quality child-centred recreational experiences that afford children freedom to choose and opportunities to extend on their life and other skills. We believe in building and maintaining strong relationships with all stakeholders.

Community Partnerships

We work towards being active members of our school and wider community and believe that this will enhance our program and the quality of the children's experiences. We value families input in relation to our program. We see our Vacation Care Program in particular as a way to get the children out into the community through excursions or incursions.

Inclusion

We support equity through the implementation of inclusive and anti-bias practices with the aim of achieving opportunities for all children regardless of nationality, race, religion, gender, or ability. We work with the Inclusion Support Agency, in developing our inclusive practices and have been acknowledged with an "Our Service Values Inclusion" Award. We value and acknowledge all cultural backgrounds including Australia's Aboriginal and Torres Strait Islander Cultures.

Weir Outside School Hours Care Fees (2025 estimate)

- Before School Care (6.30am – 8.45am) - \$25 (Includes breakfast)
- After School Care (2.45pm – 6.00pm) - \$35 (Includes afternoon tea)
- Vacation Care & Student Free Days (7.00am – 6.00pm) - TBA (Includes excursions & all meals)

Contact Information

592 Ross River Road
KIRWAN Q 4817

Phone: (07) 4726 1342

Mobile: 0417 609 682

Email: weiroshc@outlook.com



Find us on Facebook

Please ensure you apply for **Child Care Subsidy** fee reductions –
available to eligible families through Centrelink

Phone or email for a link to our enrolment form and waiting list for 2025

Providing quality child centred experiences through which children direct their own play and learning in a safe, happy, engaging and inclusive environment for school aged children.

C&K Weir Community Kindergarten

Full day kindy available in 2025 - Hours will be 8:00am to 6:00pm

We are an 88 place purpose-built kindergarten situated on the beautiful grounds of Weir State School. Established in 2012, we cater to children between the ages of 3.5 and 5 years. Being on a school site allows us many opportunities to experience what school life is about through our transitions program. We also benefit from regular library visits and inclusion in school events such as sports day, NAIDOC celebrations and concerts.

Each of our two rooms are staffed with degree qualified Early Childhood Teachers and Diploma trained assistants.

Queensland Government Approved Program

We offer a unique kindergarten program based on C&K's own curriculum approach - "Listening and Learning Together" which encompasses both the Early Years Learning Framework as well as the Queensland Kindergarten Learning Guidelines. Our government approved program is centred around a living and learning community that values children as competent and capable individuals. This play-based curriculum helps children to socialise, build confidence, develop communication and early literacy and numeracy skills to ensure your child is school ready.

Child-Led Learning

No two days are the same at C&K Weir Kindy. Our teaching team tailor each day's learning taking into account the interests of the children in the group. The spacious environment at our kindy is thoughtfully planned and well resourced. There is a focus on music, drama, literature and visual arts and time spent discovering the natural environment outdoors.

Community Spirit

Community spirit is important to us at C&K Weir Community Kindergarten. We foster our strong ties to the local community by encouraging parent involvement in the daily operations of the kindergarten. We often hold and partake in community events and love connecting with local businesses and groups around us.

Excursions

Throughout the year, incursions or excursions may be held so that children can engage with their local community. Occasionally we will arrange for visitors to attend the service such as Bunnings, Ambulance and Puppet Shows. We regularly undertake excursions to the school, visiting the library weekly and attending special school events such as Book Week, NAIDOC etc. C&K Weir is very proud to be able to offer Nature Play excursions to the Riverway area. These "Beyond the fence" excursions enable the children to take ownership of their surrounding area and learn the importance of caring for our environment.

Award Winning

In 2017, C&K Weir won the C&K Award for Inclusive Practice and our overall award for excellence, the Professor Mary Mahoney Award/or Excellence.

Enrol today and kickstart your child's education:

- 5 day fortnight
(Core Kindy Program: Mon/Tues/alternate Wed or Thurs/Fri/alternate Wed 8.00am-2.08pm)
(Extended Hours Program: 2:00pm-6:00pm)
(School Holiday Program: 8:00am-6:00pm)
- Health Care Card subsidy
- Subsidy for Aboriginal and Torres Strait Islander children
- Qualified Early Childhood staff
- QKFS and/or CCS subsidies apply
- Free Kindergarten (Core hours) 2025

Contact us today to enrol your child or for more information

C&K Weir Community Kindergarten
592 Ross River Road KIRWAN – Situated at Weir State School
Phone: 4723 4120
Email: weir@candk.asn.au Website: www.candk.asn.au



Policies and Procedures

Curriculum

Weir State School's curriculum is aligned to the Australian Curriculum. Our Teaching Teams collaborate to develop Year Level plans and Unit Plans that ensure continuity and alignment across classrooms from P-6. Our Year Level Teaching Teams engage in planning meetings to review the curriculum to be taught, plan pre assessments, analyse class data, design teaching and learning experiences and assessments, and moderate to ensure alignment of teacher judgement.

There are eight Learning Areas in the Australian Curriculum English, Mathematics, Science, HASS (incorporating History and Geography), Technologies (incorporating Design Technology and Digital Technology), The Arts (incorporating Visual Arts, Music, Dance, Drama and Media Arts), Health and Physical Education and Languages Other Than English Japanese (Years 5 and 6).

Visit australiancurriculum.edu.au for more information.



Student Dress Code

Weir State School is a uniform school. Parents are advised of the dress code requirements when committing to the school's Enrolment Agreement. Students are expected to wear correct school uniform at all times. A child in uniform readily identifies with his/her school and establishes a school identity in the local community.

The dress code involves maintaining appropriate dress standards and wearing the school uniform with pride. This includes when:

- Attending or representing the school
- Travelling to and from school
- Engaging in school activities out of school hours

Uniform requirements

- Navy blue polo knit shirt with school logo.
- Navy blue skirt/shorts or skorts.
- Enclosed footwear with white socks.
- Weir State School and/or Weir Strong Bucket Hat.
- Navy blue jumper.

Accepted **additional polos** can be worn on the following days:

- Wakakirri (Tuesday)
- Weir Strong (Wednesday)
- Little Deadlies (Wednesday)
- WIDDA (Friday)



Weir State School has a "NO HAT, NO PLAY IN THE SUN" policy. A bucket hat or wide brim hat is required if children are going to be outside playing or working. **Caps and visors are not permitted at school.**

All items should be clearly marked with the student's name for ease of identification.

Jewellery, Make up & Nails

The only jewellery permitted to be worn with the uniform is a watch and simple sleeper/stud type earrings. Make up is not permitted. This includes eye makeup, blusher, foundation, mascara, eyeliner and temporary tattoos. Nails must be natural (no fake nails) and free from polish.

Free Dress Days/Sports Day

Students are required to wear school appropriate and sun safe clothing on free dress days. Thongs, T-shirts or hats with inappropriate slogans or images, singlets and tank tops are not appropriate clothing for school.

Sports House Colours

Students may wear school appropriate and sun safe clothing in their house colours on sports days. School hats will also display the colour of each house.



Infringement of School Dress Code

Parents are responsible for ensuring that their children comply with the dress code before they leave for school each day. Parents who send their children to school wearing clothes contrary to the dress code may be contacted and requested to collect their child or bring a change of clothes. Students may be given the opportunity to change into the appropriate items from a bank of clothing held at school. Students not complying with other aspects of the dress code will be asked to rectify this by removing inappropriate items. Students will not be permitted to represent the school in any official capacity if they are not in the appropriate school uniform.

Sun Safe Policy

RATIONALE

Year-round sun protection is important for all children and young people in Queensland as research demonstrates that high ultraviolet radiation (UVR) exposure in childhood and adolescence significantly increases the risk of developing skin cancer.

Our school aims to educate our students about being sun safe in order to develop important, life-long, healthy habits, and acknowledges the important role adults play during and outside school hours to reinforce sun safety with children and young people.

In implementing this policy, our school and community recognise that:

- the policy applies to all school and school-related activities and events;
- the strategies are to be implemented during the whole school day and year-round; and
- a combination of sun safe strategies is more effective than a single approach.

APPROPRIATE UNIFORMS

Students are required to wear protective clothing, including appropriate hats, when outdoors during the school day and during school-related activities (for example, excursions/camps) to reduce students' exposure to the sun, including the following strategies:

Hats

- Students are required to wear appropriate hats when outdoors. The only exceptions when playing sport are when a hat reduces visibility or interferes with activity skills and therefore poses a risk to students' safety; or when wearing a hat is not possible because other headwear is required to be worn for religious or safety reasons. Under these circumstances, students may remove their hats for the duration of the activity, ensuring they have applied sunscreen to uncovered skin (ideally 20 minutes) prior to participating.
- Our school uniform hats are either broad-brimmed, bucket and/or legionnaire hats.
- Staff remind students to wear hats before and during lunch breaks, and to and from outdoor activities.
- Students who do not have hats will play in the shade or an area protected from the sun.
- Spare clean school hats are available for students to borrow if they forget their hat.

Swim shirts

- Students are required to wear swim shirts/rash vests during all water-based activities occurring at outdoor venues, except during their race/s at competitions and carnivals.

Sunscreen Provision

Our school recognises the importance of sunscreen use as a sun safe measure and implements the following strategies:

- The school supplies SPF 30 or higher broad-spectrum, water-resistant sunscreen for student use.

Attendance Procedures

Attendance at school is compulsory by law if students are under 16 years of age. If students are absent from school, you will be required to provide an explanation, if not beforehand then within 2 days of the student's return to school.

This may take the form of:

- a medical certificate (required if more than two days)
- SMS response to an unexplained absence
- a written explanation note containing the student's name, dates absent and reason for absence (note to be sent to the classroom teacher or the office)
- a verbal explanation to the office through either a phone call or a visit to the school
- through QParents absences
- Audiri absences eform

Parents are responsible for:

- Ensuring their student follows the school's processes and procedures for **late arrival** and **early departure**.
- Notifying the school if their student will be late using the school's recommended communication processes.

This may take the form of:

- accompanying the student to school
 - phoning the school
 - sending a note with the student explaining the reason for being late
- Initiating or attending meetings to discuss your student's attendance or participation in their educational program. Negotiate with the school, where appropriate, alterations to their student's educational program or flexible arrangements to best meet the needs of the student.
- Applying for an exemption for your student for non-attendance at school for a stated or indefinite period where your student's attendance at school is impossible.

All absences are recorded on the students' school report. Electronic rolls will be marked twice a day, every morning at 9.00am and afternoon at 1.45pm. **A SMS message will be sent out daily notifying parents/carers of an unexplained full day absence. You are requested to reply to this text or contact the school immediately to explain your student's absence.**

Homework Policy

Rationale

At Weir State School, we believe homework provides students with opportunities to consolidate and practice their classroom learning. We encourage the active involvement of family members and caregivers in student learning. As a school we recognise homework allows students opportunities to pattern behaviour for lifelong learning beyond the classroom. We acknowledge and consider the need for students to have a balanced lifestyle. This includes sufficient time for family, recreational and cultural pursuits.

Purpose

Homework that enhances student learning:

- is purposeful and relevant to student needs
- appropriate to their phase of learning
- is appropriate to the **capability** of the student
- develops independence as a learner
- is varied, challenging and **clearly** relates to **current** class work
- allows for student commitment to recreational, cultural and family activities.

Scope

The following is a guide to determine the types of tasks appropriate for students to complete for homework:-

Prep to Year 2 homework tasks may include:

- Daily reading
- Sight Words
- Spelling
- Number facts
- Preparation for oral presentations
- Activities from other appropriate key learning areas

Year 3 to 6 homework tasks may include:

- Daily reading
- Writing
- Spelling
- Number facts/revision and practice of mathematical concepts
- Preparation for oral presentations
- Activities from other appropriate key learning areas
- Extension of class work, projects and research

It is strongly recommended **daily reading** is a requirement for all year levels.

Following is a guide to the amount of set homework students maybe expected to undertake:

Prep, Year 1 & Year 2	Up to but no more than 1 hour per week
Year 3, Year 4 & Year 5	Up to but no more than 2 hours per week
Year 6	Up to but no more than 3 hours per week

In determining homework, it is also important to acknowledge students who engage in physical, sporting, recreational and cultural pursuits and extra-curricular activities outside of school. Consequences are not to be applied when the above activities take priority. Homework is to be set no more than four nights per week, encompassing Monday - Thursday nights.

Roles and Responsibilities

Administration

- In consultation with school community, specifically the P&C develop school homework policy.
- Distribute school homework policy to staff, students, parents and carers at time of staff induction and student enrolment.
- Ensure the policy is effectively implemented throughout the school.
- Include up-to-date policy as part of the annual school reporting.

Teachers

- At the beginning of each school year, send a letter home for parents and carers outlining the purpose, benefits and expectations of all homework.
- Organise distribution and marking of weekly homework.
- Check homework weekly and provide timely and useful feedback.
- Ensure homework is varied, challenging and directly relates to class work and is appropriate to students' learning needs.
- Explicitly teach strategies which develop organisational and time management skills and provide opportunities to practice these strategies through homework.
- Give consideration to other activities (school based or other) that students could be engaged in when setting homework.
- Discuss with parents and carers any developing problems or issues concerning student's homework and suggest strategies to assist with their homework.

Students

- At the beginning of each school year, information provided to students outlining the purpose, benefits and expectations of all homework.
- Discuss with their parents or carers homework expectations.
- Accept responsibility for completion of homework tasks weekly.
- Follow-up on comments made by teachers.
- Seek assistance when difficulties arise.
- Manage home obligations, participation in physical activity and sports, recreational and cultural activities.

Parents and Carers

- At the beginning of each school year, information provided to Parents and Carers outlining the purpose, benefits and expectations of all homework.
- Assist by reading to their student, talking with them and involving them in tasks at home including shopping, playing games and physical activities.
- Helping students to complete tasks by discussing and directing them to resources.
- Encourage students to organise their time and take responsibility for their learning.
- Helping students balance the amount of time spent completing homework, watching TV, playing computer games, playing sport and engaging in recreational activities.
- Contacting the class teacher to discuss any concerns about the nature of homework and their student's approach to homework.

Internet Access Agreement

Student responsibilities:

I understand that the school's information and communication technology (ICT) services, facilities and devices provide me with access to a range of essential learning tools, including access to the internet. I understand that the internet can connect me to useful information around the world.

While I have access to the school's ICT services, facilities and devices: I will use it only for educational purposes; I will not undertake or look for anything that is illegal, dangerous or offensive; and I will not reveal my password or allow anyone else to use my school account.

Specifically in relation to internet usage, should any offensive information appear on my screen I will close the window and immediately inform my teacher quietly, or tell my parents/guardians if I am at home.

If I receive any inappropriate emails at school I will tell my teacher. If I receive any at home I will tell my parents/carers.

When using email or the internet I will not:

reveal names, home addresses or phone numbers – mine or that of any other person

use the school's ICT service, facilities and devices (including the internet) to annoy or offend anyone else.

I understand that my online behaviours are capable of impacting on the good order and management of the school whether I am using the school's ICT services, facilities and devices inside or outside of school hours. I understand that if the school decides I have broken the rules for using its ICT services, facilities and devices, appropriate action may be taken as per the school's Student Code of Conduct, which may include loss of access to the network (including the internet) for a period of time. I agree to abide by the above rules.

Parent/Carer responsibilities:

I understand that the school provides my child with access to the school's information and communication technology (ICT) services, facilities and devices (including the internet) for valuable learning experiences. In regards to internet access, I understand that this will give my child access to information from around the world; that the school cannot control what is available online; and that a small part of that information can be illegal, dangerous or offensive.

I accept that, while teachers will always exercise their duty of care, protection against exposure to harmful information should depend upon responsible use by my child. Additionally, I will ensure that my child understands and adheres to the school's appropriate behaviour requirements and will not engage in inappropriate use of the school's ICT services, facilities and devices. Furthermore I will advise the school if any inappropriate material is received by my child that may have come from the school or from other students.

I understand that the school does not accept liability for any loss or damage suffered to personal mobile devices as a result of using the department's services, facilities and devices. Further, no liability will be accepted by the school in the event of loss, theft or damage to any mobile device unless it can be established that the loss, theft or damage resulted from the school's/department's negligence.

I believe my student understands this responsibility, and I hereby give my permission for him/her to access and use the school's ICT services, facilities and devices (including the internet) under the school rules. I understand where inappropriate online behaviours negatively affect the good order and management of the school, the school may commence disciplinary actions in line with this user agreement or the Student Code of Conduct. This may include loss of access and usage of the school's ICT services, facilities and devices for some time. I agree to abide by the above rules.

Student Mobile Electronic Devices Policy

Mobile phones (with cameras, internet connection and recording mechanisms) and other electronic devices are an integral part of modern living. They have become a convenient and useful mode of communication and entertainment. They serve an important role in enhancing contact with the world, providing immediate access to information, giving families a sense of security and providing individuals with hours of entertainment. Acknowledging the above, the number of mobile phones and other electronic devices in society has increased in recent years. If students bring a mobile phone or electronic device to school then they **must** comply with the school policy.

These rules exist because:

- Undisciplined mobile phone and electronic device use during lessons disturbs the process of teaching, learning and assessment;
- Visibility of new mobile phone technology and electronic devices encourages theft from school bags, causing stress, conflict and financial hardship when items go missing.

Mobile phones are not necessary for school as students have access to a telephone in the Administration Office and in classrooms in case of an emergency. If family members need to contact their student, they must ring the Administration and staff will ensure that the message is received by the individual in question.

Policy statement

1. Any mobile phone or electronic device brought to the school must be handed into the office for safe keeping. At no time are students permitted to have mobile devices on their person or in their school bags. No liability will be accepted by the school in the event of loss, theft or damage to any device that is not handed into the office as required.
2. Devices with built-in cameras are not to be used anywhere, unless instructed by teachers for learning activities. It would be considered inappropriate to use any device in change rooms or toilets.
3. Students must not take photographs or images of teachers, ancillary staff, other students or visitors to the school without their consent and knowledge.
4. Students must not make/send harassing or threatening calls/messages.
5. The playing of music, through any device e.g. iPad, phone etc. or via external speakers is not permitted on school grounds.
6. Devices such as Fit Bits and devices that track movement and hearts rates are allowed.
7. Devices such as Smart watches that have multi-functions that include the phone component are permitted as long as they are not used as a phone device. Students who use their smart watches as phones during school hours will be in breach of this mobile phone and device policy. We encourage students with smart watches to disable the phone component during school hours to prevent any misuse of the device.

Consequences for breaching the school's mobile and electronic device policy

Inappropriate use of mobile phone or electronic device during breaks (e.g. viewing inappropriate imaging, playing violent games, filming other students, cyber bullying or nuisance calling/texting, etc.) will result in consequences outlined in the school's Student Code of Conduct. Victims of abusive, threatening, bullying messaging, or inappropriate video/photo imaging will be advised to make a complaint to the Queensland Police. Any student who places an image/words on the internet which have a negative impact on the good standing of the school, its staff or students will be dealt with according to the school's Student Code of Conduct.

CCTV Policy and Agreement

Rationale

The purpose of the CCTV system at Weir State School is to provide staff, students and visitors with a safe environment in which they can work and learn.

The visual presence of CCTV cameras provides a strong deterrence against inappropriate behaviour and vandalism and will often serve to reassure students, parents, staff and visitors that they are protected whilst within the Weir State School boundaries

The presence of CCTV provides an added layer of security for students and staff and is also plays a vital role in Weir State Schools overall risk minimisation strategy.

This policy details the delivery mechanisms the CCTV system will operate within providing real time security, whilst ensuring that the privacy of individuals is protected in accordance with Education Queensland's - Privacy Policy (available online) and applicable legislation.

Goals for CCTV Use

This policy aims to:

- ensure an appropriate level of surveillance of staff, students and visitors at Weir State School
- provide a high level of surveillance to maximize a safe learning and supportive learning environment for the Weir State School Community
- provide enhanced capability to protect school assets against vandalism and theft
- provide an added layer of security for student-owned devices
- provide a 'real time' capture of student movement to ensure student safety is paramount (eg. student leaving grounds)
- provide 'real time' capture for individuals not permitted on school grounds or entering school grounds

CCTV will in many circumstances be a legitimate tool that can be used in a school to support the provision of a safe and secure learning environment. Ways that CCTV might achieve this purpose include:

- Acting as a deterrent and to provide evidence to support a safe , secure and supportive learning environment
- Acting as a deterrent to the commission of personal and property crime;
- Capturing footage to assist investigation of criminal offences that are alleged to have occurred at a school; and
- Ensuring the safety and wellbeing of students by monitoring students and staff who are unwell.

Implementation

School Approach and Use

CCTV operates through the use of dedicated cameras to record and store video (not audio) image to a specific location. Access to the images shown on these monitors is available to authorized persons from Weir State School staff who may use the material for one of the following security purposes. Education Queensland policy states the following in relation to the monitoring and safe management of the school:

Personal information can only be collected and used in a school when:

- There is a legitimate purpose which directly relates to the function of the school (i.e. the provision of safe and secure learning environments that support the provision of high quality education for teaching and learning); and
- The personal information is necessary to fulfil that purpose or is directly related to fulfilling that purpose.

Where can CCTV be used?

The location and positioning of CCTV cameras must be carefully considered so as to ensure cameras only collect necessary and relevant personal information in a way that does not give rise to a breach of privacy.

Weir State School has considered the following whilst installing our system:

- Will the location of the camera only view areas that are relevant to the intended purpose?
- Will the proposed location unreasonably intrude on someone's personal affairs? (For example, capturing a neighbour's backyard)
- What camera position or angle is necessary to capture relevant images?
- What image size, resolution and capture rate is necessary to enable identification of individuals?
- Will the proposed location be viewing an area where a reasonable adult would expect privacy?

Where should CCTV not be installed?

CCTV must not be installed within the following areas:

- toilets
- change rooms
- classrooms
- staff rooms and offices

CCTV must not be used to covertly monitor staff under any circumstances. Staff need to be made aware of any areas that are captured by CCTV, through the use of approved signage. This includes areas such as sheds, storage rooms, and safes.

CCTV to monitor sick rooms

The use of CCTV cameras to monitor 'sick rooms' in schools is potentially sensitive and requires careful management to ensure privacy is not breached.

A CCTV camera used in this setting can result in the collection of health information if a staff or student's health condition, injury or treatment is recorded. In addition to the collection of sensitive personal information, students who are sick or unwell may need to undress or have their bodies more exposed than usual, in order to be examined or treated for a medical condition.

Because of the higher risk of privacy invasion and the nature of the personal information that is likely to be collected, specific guidelines must be observed where CCTV is used in a 'sick room'. These are found in the CCTV use in school's procedure.

1. To prevent, deter and detect contravention of the Responsible Behaviour Plan for Students or Anti-Bullying Policy.
2. To collect information on any incident that breaches the Responsible Behaviour Plan for Students or Anti-Bullying Policy.
3. To provide visual coverage for the management of emergencies.
4. To identify, track and respond to students leaving school grounds without permission.
5. To identify, track and respond to individuals on school grounds without permission.

Access to the CCTV recorded footage is limited to staff authorised by the Principal and to members of the Queensland Police Service with a legitimate reason to view and/or otherwise use the captured footage, including the provision of evidence in support of prosecution of criminal or illegal behaviour

Authorisation to review any footage may be given to relevant parties (in the case of unauthorised staff) on a case-by-case basis to be determined at the discretion of the Principal. No recording of footage will be dispersed unless to the Queensland Police or other identified relevant authority.

Any use of this system or material produced which is frivolous, or for private purposes, or is otherwise inconsistent with the purpose and procedures outlined within this Policy will be considered gross misconduct, and disciplinary action will be taken against anyone in breach of this policy.

Appropriate signage will be in place to notify all persons entering Weir State School that CCTV cameras are in use, and accordingly that they may be recorded during their visit within school grounds and / or its boundaries.

In general, installation of CCTV cameras at Weir State School will be limited to places such as the entrances to the school, corridors and locker areas. In accordance with applicable legislation, cameras will not be used to capture or view private activities unless clear and obvious signage is placed within the area in which the activities take place. Cameras will not be installed in private areas such as toilets, change rooms, staffrooms or to monitor student or staff performance. Hidden or covert cameras are also prohibited.

The planning and design has endeavoured to ensure that the scheme will give maximum effectiveness and efficiency, but it is not possible to guarantee that the system will cover or detect every single incident or movement taking place in the areas of coverage.

Management Responsibility

Weir State School administration has the responsibility for the ongoing management of the CCTV system. The assigned administrator is charged with:

- controlling the operation of the CCTV system to ensure that it is within the requirements of Government legislation and Weir State School Policies;
- providing advice on the location of and utility of cameras and storage mediums;
- supporting the maintenance and upgrade of the cameras where necessary
- notifying the school and wider community of the use and purpose of the CCTV system

A regular review program will also be undertaken to ensure that existing cameras are situated in the most appropriate locations and are correctly installed so as to ensure the most effective coverage. This review will also assess the effectiveness of the coverage provided by the network and make recommendations targeted toward appropriate and responsive camera location.

Operating Staff Rules

All persons involved in the operation of the CCTV system are expected to exercise care to ensure appropriate viewing of cameras and to prevent improper disclosure of the recorded material. All administration members are authorised by this Policy to access footage via a request to the Principal. In the case of Pastoral Coordinators, the request must be made via the Deputy Principal – Student Services. All viewing of footage will be sought from the Principal and logged as a request. The request must contain the following information:

- Date of the incident;
- Time of the incident;
- Location of the incident;
- Reason why the viewing has been requested; and
- Possible names of the people involved (if possible).

Access to and disclosure of images to third parties

All employees should be aware of the restrictions set out in this policy in relation to access to, and disclosure of, recorded images.

Access to recorded images will be restricted to those persons who need to have access in order to achieve the purpose(s) of using the CCTV equipment. All access to the medium on which the images are recorded should be documented according to Appendix A. A copy of this document must be retained by the Administrator.

Disclosure of the recorded images to third parties should be limited to the following classes of persons/agencies: law enforcement agencies, where the images recorded would assist in a specific enquiry; law enforcement agencies where the images would assist a specific criminal enquiry; relevant legal representatives.

Recorded images will not be made available to anyone but the authorities or those that have right under a criminal investigation. The CCTV system of Weir State School is based within an Intranet system only and NO internet access from outside sources are able to access.

No recordings will be made available to any parent/carer of Weir State School community that involves children other than their own, unless summoned/subpoenaed.

Related Documents

- Invasion of Privacy Act 1971 (Qld)

Cash Collection

Cash collection is conducted daily between the hours of **8.00am and 11.30am** EFTPOS and credit cards only are accepted after 11.30am daily. Place cash collection envelop in the locked box in the Student Services Room.

Refund Policy

At Weir State School we are committed to providing a safe and supportive learning environment for students, staff and volunteers. This commitment includes the health and safety of staff and students when conducting curriculum activities in the school or in other locations.

School excursions and camps enhance a student's learning by providing opportunities for the student to participate in activities, both curriculum-related and recreational, outside the normal school routine. All planned school excursions are approved by the Principal and endorsed by the Parents and Citizens Association.

State schools are able to charge a fee for:

- an educational service including materials and consumables not defined as instruction, administration and facilities for the education of the student
- an education service purchased from a provider other than the school where the provider charges the school; and
- a specialised educational program

A school fee is directed to the purpose for which it is charged.

School fees for extra-curricular activities are calculated on a cost recovery only basis, according to the number of students who have indicated their attendance.

Participation of students in an extra-curricular activity is indicated through payment of the fee and provision of a permission form completed by the parent/carer.

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

If a parent/carer wishes to apply for a refund due to their child's non-participation in an extra-curricular activity, they may do so by completing a **Request for Refund Funds form** available from the school office. Where possible, the request should include the receipt relating to the payment for which a refund is being sought.

It is preferred that refunds be made as a credit against the student's account at the school, and used to offset any future charges.

Department of Education and Training policy references:

- Education (General Provisions) Act 2006
- SCM-PR-002: School Excursions
- FNM-PR-019: State Education Fees

BPoint Payments

Individual Invoice Payment

Make a BPOINT Payment

Offer Code: 000000 (Department of Education)

CRN:

Vendor Number:

Student Name:

Amount (\$USD):

Select your payment method:

TAX INVOICE

David Boral
75 HAWTHORNE AVENUE
MCKENZIE VICTORIA 3178

INVOICE NUMBER: 00000
INVOICE DATE: 7 Aug 2018
INVOICE REF: 0000
ORDER NUMBER: 000000

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Invoice Item Details:

Item Description	Quantity	Unit Price	Net Amount
Camp	1.00	200.00	200.00
INVOICE TOTAL			200.00

Full payment of Student Resource Scheme fees are required to participate in this program.

Online Card Payment

CRN: 000000000000

Invoice No: 00000

This invoice can be paid by card via BPoint
<http://www.bpoint.com.au/payments/dete>

PAYMENT METHODS

Online Card Payment

CRN: 000000000000

Refer to Invoice No. above

CRN: Customer Reference Number

ALL 4 fields **MUST** be filled in for payment to be processed successfully.

Statement Payment

Make a BPOINT Payment

Offer Code: 000000 (Department of Education)

CRN:

Vendor Number:

Student Name:

Amount (\$USD):

Select your payment method:

DEBTOR STATEMENT

David Boral
75 HAWTHORNE AVENUE
MCKENZIE VICTORIA 3178

STATEMENT DATE: 24-Aug-2018
DEBTOR ID: 000000
EMAIL:

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Invoice Date	Invoice No	Invoice Description	Net Amt	Payment	Balance
21-Jul-2018	00000	2018/2019 BORO'S	2.00	0.00	2.00
21-Jul-2018	00000	2018/2019 BORO'S	2.00	0.00	2.00
21-Jul-2018	00000	2018/2019 BORO'S	10.00	0.00	10.00
			12.00	0.00	12.00
TOTAL			16.00	0.00	16.00

Online Card Payment

CRN: 000000000000

refer invoice No. above

This invoice can be paid by card via BPoint
<http://www.bpoint.com.au/payments/dete>

PAYMENT METHODS

Online Card Payment

CRN: 000000000000

refer invoice No. above

CRN: Customer Reference Number

ALL 4 fields **MUST** be filled in for payment to be processed successfully.