Welcome to
Springwood Central State School
Providing quality education since 1977

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Welcome from the Principal

Everyone at Springwood Central State School would like to extend a warm welcome to you and your family to our school. Our school has a long and proud tradition of providing educational opportunities to students in our local area.

At SCSS we make a difference to children’s lives by ensuring all students learn at high levels.

The values of our school are:  The school rules are:
• Tolerance and understanding
• Respect for self and others
• Responsibility
• Honesty
• Excellence
• Be Safe and Healthy
• Be a Learner and an Achiever
• Be Co-operative

These extend to all of the various pursuits undertaken in the school – academic, sporting, cultural and social achievement.

We are a school which has the capacity to meet the diverse needs of individuals whilst pursuing the goals of State Schooling.

Our school is able to equip our students with the foundations that necessary for competent participation in our society. We also provide students with access to skills and abilities in the areas of technology, problem solving and team work.

Our school offers an inclusive curriculum to meet the needs of our diverse school population. A variety of activities is held through the year, which enhance the motivating activities offered in classrooms and extend the experiences of all students. These experiences are educationally stimulating and offer a challenge on different levels to all students.

Staff, parents and members of the school community work together to initiate, maintain and enhance the partnerships to ensure all our students learn at high levels.

At Springwood Central we are pleased to join you, as parents, in providing the quality education which will equip our students not only for today but with one that will prepare them for the future.

We aim to:
  ➢ create a safe, tolerant and disciplined environment for students
  ➢ develop the skills and desires for life-long learning in our students, especially in reading
  ➢ build students' confidence to be active Australian citizens.

The school teaches the skills of resilience, persistence, confidence, organisation and social skills. These lead to the development of a positive self-image and pride in achieving individual goals. Such self-assurance will enable our students to live in a complex, changing society and be able to overcome challenges.

This information booklet sets out to answer some of the queries you may have regarding school procedures and activities. Paramount amongst our goals is the belief that in a strong partnership between home and school is vital for student success.

Thank you for asking our school to join you on the educational journey for the primary school years of your child’s life.

Mrs Sarah Fraser
Principal
ADMINISTRATION

PRINCIPAL: Sarah Fraser
BA (Communication)
Dip Teach (Primary)
Justice of the Peace (Qualified)

DEPUTY PRINCIPAL: Rochelle Dawson
B. Ed (Primary)

HEAD OF CURRICULUM: Robyn Adair
B. Teach (P-12)
B. Ed

MASTER TEACHER: Glenda Jimmieson
Dip Teach (Support)

HEAD OF SPECIAL EDUCATION SERVICES: Selena Wilson
Dip Teach
B. Ed

CONTACT DETAILS

ADDRESS: 26-34 Dennis Road
SPRINGWOOD QLD 4127

POSTAL ADDRESS: P O Box 21
SPRINGWOOD QLD 4127

TELEPHONE: School (07) 3290 9333
ALC (07) 3290 9324
FAX: School (07) 3290 9300

EMAIL: admin@spricentss.eq.edu.au
WEBSITE: www.spricentss.eq.edu.au

GENERAL INFORMATION

SCHOOL COLOURS: Green and Gold

SCHOOL MOTTO: Through Effort Success

HOUSE GROUPS:
- Dennis - Red
- Paxton - White
- Wallace - Blue

SCHOOL HOURS:
- 8.25am First bell
- 8.30am Second bell
- 8.30am – 10.30am First session of instruction
- 10.30am – 11.10am Break – 10 minute eating time
- 11.10am – 1.10pm Second session of instruction
- 1.10pm – 1.40pm Break – 10 minute eating time
- 1.40pm – 2.30pm Third session of instruction
## 2016 TERMS and VACATIONS

<table>
<thead>
<tr>
<th>Term 1</th>
<th>Commences: Monday 25 January</th>
<th>Concludes: Thursday 24 March</th>
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<tbody>
<tr>
<td>Easter Vacation</td>
<td>Commences: Tuesday 29 March</td>
<td>Concludes: Friday 8 April</td>
</tr>
<tr>
<td>TERM 2</td>
<td>Commences: Monday 11 April</td>
<td>Concludes: Friday 24 June</td>
</tr>
<tr>
<td>Winter Vacation</td>
<td>Commences: Monday 27 June</td>
<td>Concludes: Friday 8 July</td>
</tr>
<tr>
<td>TERM 3</td>
<td>Commences: Monday 11 July</td>
<td>Concludes: Friday 16 September</td>
</tr>
<tr>
<td>Spring Vacation</td>
<td>Commences: Monday 19 September</td>
<td>Concludes: Monday 3 October</td>
</tr>
<tr>
<td>TERM 4</td>
<td>Commences: Tuesday 4 October</td>
<td>Concludes: Friday 9 December</td>
</tr>
<tr>
<td>Summer Vacation</td>
<td>Commences: Monday 12 December</td>
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### Proposed Public Holidays

- **Australia Day:** Monday 26 January
- **Good Friday:** Friday 25 March
- **Easter Monday:** Monday 28 March
- **ANZAC Day:** Saturday 25 April
- **Labour Day:** Monday 02 May
- **Ekka Show Holiday:** Monday 15 August
- **Queen’s Birthday:** Monday 05 October
- **Christmas Day:** Friday 25 December
- **Boxing Day:** Saturday 26 December

### Staff Professional Development Days

<table>
<thead>
<tr>
<th>TERM 1</th>
<th>Thursday 21 January</th>
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<tr>
<td></td>
<td>Friday 22 January</td>
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<tr>
<td>TERM 3</td>
<td>Monday 17 October</td>
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### 2017 TERMS and VACATIONS

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<tr>
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<tr>
<td>Term 1</td>
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<td>Friday 31 March</td>
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<tr>
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<td>Monday 17 April</td>
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<td>Winter Vacation</td>
<td>Monday 26 June</td>
<td>Friday 7 July</td>
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<td>TERM 3</td>
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**Proposed Public Holidays**

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Day</th>
<th>Date</th>
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<tbody>
<tr>
<td>Australia Day</td>
<td>Thursday</td>
<td>26 January</td>
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<tr>
<td>Good Friday</td>
<td>Friday</td>
<td>14 April</td>
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<tr>
<td>Easter Monday</td>
<td>Monday</td>
<td>17 April</td>
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<tr>
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<td>25 April</td>
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<td>Labour Day</td>
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<td>02 October</td>
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<td>TERM 3</td>
<td>Monday 16 October</td>
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</tbody>
</table>
**Location Map**

**GENERAL INFORMATION**

**Active Learning Centre**
The delivery of special education services at Springwood Central State School is supported by the Active Learning Centre

An Early Childhood Development Program (ECDP) serves the needs of Prep and Pre-Prep children with special needs.

The staff of the unit includes a Head of Special Education Services, teachers and teacher aides.

Teachers and teacher aides with special education experience assist in implementing programs, along with therapy support such as occupational therapy, physiotherapy, speech language pathology and guidance.

The unit supports students who are ascertained within the categories of Intellectual Impairment, Autistic Spectrum Disorder and Speech Language Impairment. The Educational Adjustment Profile procedures identify a student’s specialist educational support needs.

The students are supported through an integrated curriculum where each student is based in a primary class and special education is delivered through an Individual Curriculum Plan (ICP) or an Individual School Program (ISP). Students with a disability study a core curriculum in line with other students and which is adapted and/or modified to match individual learning styles and needs.

ICPs and ISPs are negotiated and developed by a team, which includes the student (where possible), parents/caregivers, teachers and other significant personnel. The plan documents the agreed learning outcomes for the next six months and the responsibilities of each of the service providers. Individual Education Plans are derived and reviewed regularly.
Staff at Springwood Central State School support the QSE 2010 definition of inclusiveness through providing the opportunity for students, irrespective of their personal circumstances, background and starting point, to participate fully in the education and social experiences offered by schools and achieve outcomes according to their potential.

**Appointments**

Parents are welcome to consult with teachers or the Principal at any time regarding a student’s progress or well-being at school. It is suggested that parents make contact first so that a mutually convenient time can be arranged. Teachers are usually unable to make appointments during school hours. It is also advisable to indicate the topic to be discussed so that necessary information is available at the time of the meeting.

**Assembly**

Assembly is held every Monday to keep students and parents informed of school events.
- Whole School Assembly 1.45pm

Awards are presented to students who have demonstrated qualities and performances which we, as a school, seek to promote. Certificates for success in academic, athletic, artistic, musical performance and competitions are presented.

Parents are welcome to attend assembly.

**Assessment**

Assessment is the collection and analysis of information about student's learning. In the delivery of Springwood Central’s curriculum, data is collected about student’s learning within a meaningful context, throughout all phases of curriculum implementation.

<table>
<thead>
<tr>
<th><strong>ASSESSMENT TYPE</strong></th>
<th><strong>SAMPLES OF DATA GATHERING ACTIVITIES WITHIN THE LEARNING EXPERIENCES</strong></th>
</tr>
</thead>
</table>
| Self-assessment     | - Diary  
                        - Learning Logs  
                        - Personal reflection sheets  
                        - Audio/videotaping  
                        - Goal setting  
                        - Narrative |
| Peer Assessment     | - Direct questioning  
                        - Criteria sheets  
                        - Role play  
                        - Simulation  
                        - Focused observations  
                        - Incidental observations  
                        - Listening  
                        - Audio/videotaping |
| Observation         | - Checklist  
                        - Anecdotal records  
                        - Rating scales  
                        - Data grids  
                        - Focused observations  
                        - Incidental observations  
                        - Listening  
                        - Audio/videotaping |
| Focused analysis    | - Direct questioning  
                        - Error analysis  
                        - Tests  
                        - Exhibition  
                        - Performance  
                        - Projects  
                        - Role-play  
                        - Simulation  
                        - Miscue analysis  
                        - Work samples  
                        - Cloze  
                        - True/false quizzes  
                        - Rating scale |
| Consultation        | - Conferences  
                        - Group discussion  
                        - Interviews  
                        - Conferences  
                        - Group discussion  
                        - Interviews  |

Springwood Central students in year 3 and 5 participate in the National Assessment Program: Literacy and Numeracy (NAPLAN.) These tests provide information about student performance in aspects of literacy and numeracy through externally designed and marked tests that are consistent across the nation. These tests
- Provide independent information to supplement other assessment information and support teacher judgement about students’ learning outcomes
- Assist teachers to provide additional information to parents/carers about students’ achievements and areas identified in the test for further development
- Provide school and system level information to guide decisions about learning, teaching and resource management;
A written report for parents/carers about their child's performance on the test. These reports will be forwarded to you by our school.

**Behaviour Management**
The school's Responsible Behaviour Plan covers the areas of Classroom Behaviour Management and Playground Behaviour Management and is issued to parents as part of the enrolment documentation. Consequence Ladder below:

### SPRINGWOOD CENTRAL STATE SCHOOL

#### REWARDS AND CONSEQUENCES

<table>
<thead>
<tr>
<th>REWARDS</th>
<th>Consequence</th>
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<tbody>
<tr>
<td>Reward Day for A, B &amp; C level behaviour each semester</td>
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<tr>
<td>Whole Class rewards for achieving honey bee target (negotiated in each class)</td>
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<tr>
<td>Certificates presented at Parade; participation in Buzzy Bee Bingo game at Parade</td>
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<tr>
<td>Rewards Room – trading in rewards tickets; Mega-gotcha for each completed rewards ticket (25 gotchas)</td>
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<tr>
<td>Success postcards sent home</td>
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<tr>
<td>Praise, gotchas and class rewards</td>
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<table>
<thead>
<tr>
<th>SCHOOL RULES</th>
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<tbody>
<tr>
<td>safe and healthy</td>
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<tr>
<td>a learner and an achiever</td>
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<tr>
<td>co-operative</td>
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<table>
<thead>
<tr>
<th>CONSEQUENCES</th>
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<tbody>
<tr>
<td>Verbal warnings</td>
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<tr>
<td>Time out in classroom</td>
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<tr>
<td>Litter duty</td>
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<tr>
<td>Orange card – child sent to buddy room for persistent non-compliance and low level inappropriate behaviour</td>
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<tr>
<td>Pink card – child sent to office for serious inappropriate behaviour and parent/carer is notified by Admin</td>
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<tr>
<td>Detention – in school time (first break – no play)</td>
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<tr>
<td>Behaviour Referral to SST - Support Provided - academic assistance and/or social skills</td>
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<tr>
<td>Buzz Program/Individual Behaviour Plan</td>
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<tr>
<td>Suspension</td>
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<tr>
<td>Exclusion</td>
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“Gotcha” Cards
A system of awards has been introduced for children exhibiting our three school rules “Be safe and healthy”, “Be cooperative” and “Be a learner and achiever”. Our aim is to recognise and reinforce positive behaviours in both the playground and learning environments. This is how the Gotcha system works:-
- Teachers write the name and class of student and tick the rule that was being displayed and give it to the student.
- Students take the Gotcha Cards to the office and place it in the Gotcha box.
- On parade, a random selection of students who have received Gotchas during the week are recognised and are given an ice block voucher.
- One Gotcha winner’s ticket is randomly selected from this group. The student comes to the front and receives recognition and participates in the reward game.

Success Postcards
Postcards are mailed to parents in recognition of their child’s achievements.

Springwood Central’s Responsible Behaviour Plan identifies student behaviour and the resultant action to be taken. Such actions range from praise/rewards for good behaviour to redirections by the teacher, picking up papers for minor playground infringements, to “time-out” and reflection in buddy classrooms, then to Pink Cards (lunch time detention). The child is required to complete a lunch-time “time-out of play” the following day. This time-out is supervised by a teacher rostered for that duty. After school detentions may instituted after three pink cards have been issued in a term, or a child may be referred to become a part of the BUZZ program, where they have more focussed support to improve behaviour at school. Parents and School Staff work with the student to personalise these behaviour management strategies. As a final measure the school may issue a suspension or expulsion from school for the most severe and persistently unacceptable behaviour.

The office keeps a record the child's misbehaviour.

For those children who display improved behaviour, a letter will be sent home, informing parents that the child's effort has been noticed.

On student report cards, students are rated in the area of behaviour once a semester. This forms the basis of the access given to different levels of student activity. Acceptable ratings for behaviour allow access to student excursions outside the school, representation at sporting, cultural and community events, and consideration for levels of school leadership.

Code of Conduct
Just as every family and community has rules for the benefit and protection of its members, so this school has rules based on common sense, concern for self and others and the need to protect property and the environment.

Bike and Scooter Access
Students may ride their bikes/scooters to school. Students must wear a helmet if riding a bike or scooter to or from school. Bikes/scooters should be fitted with a safety chain and lock to ensure that once stored at school, the bikes/scooters are safe. There is a bike rack next to G2, which all students may use. Students are not to ride bikes or scooters anywhere in the school grounds as a safety precaution for all students. Bikes and scooters should be walked to the perimeter exits before being mounted and ridden.

Book Club and Book Fair
The library holds a book fair each year. The library receives a commission for all books sold and this commission is used to restock shelves with current titles. The library and class teachers manage a book club in each of the remaining terms. The library/classes receive reward points for each purchase made which are then used to purchase new stock.

Booklists
Booklists are developed annually in readiness for the coming year. These lists outline all the requisites required by students to satisfactorily undertake the educational program. An ordering system is arranged for parents in the final months of the preceding school year. At all other times the necessary requisites can be obtained from many local
stationery stores. The booklists and textbooks used at Springwood Central SS can be ordered from the local newsagent, Springwood Mall News, Shop 9 Springwood Mall (near Target) in Fitzgerald Avenue.

Cash Collection

- Cash, cheque, EFTPOS, and Credit Card payments of school accounts can be made at the office. We encourage the use of internet banking. Banking details and activity reference codes can be located in the weekly newsletter, or enquire with the office staff.
- If paying by cheque, please make the cheque payable to Springwood Central State School.
- All cash and EFT payments can only be made at the cash window on Wednesday and Friday only between the hours of 8am and 9am.
- Correct change is appreciated.
- Arrangements can be made with the Business Services Manager to pay off any accounts.
- Please ask your child to present any cash payments to the payment window immediately upon arrival at school.
- Credit card payments over the phone can be made at any time.

Competitions

Springwood Central teachers involve students in many competitions and activities – some curricular and some extra-curricular. Involvement is contingent upon student interest, staff availability and expertise and the number of events in the school calendar. Our students have enjoyed participating in:

- Maths Team Challenge / Storm Cup / Rochedale Challenge
- Eisteddfods
- Interschool, Regional & National sporting competitions
- Competitions – local and national in curriculum areas
- Gala Sports Days

Complaints Management

At times, certain issues may cause concern to members of our school community. The school is very keen to discuss all issues to clarify the points and seek solutions.

Parents should first consult their child’s class teacher in dealing with any emergent issues. If the issue remains unresolved or has a wider application than the classroom, please consult the Principal.

The P&C Association is also a forum for the resolution of issues and we welcome your involvement to seek solutions.

Core Curriculum

Springwood Central currently implements

- The Australian Curriculum for English, Mathematics, Science, History, Geography and Technology
- The Queensland Curriculum for the remaining areas of the curriculum

At Springwood Central applies proven teaching and assessment practices and focuses on improving student achievement. This is guided by the Every Student Succeeding – State Schools Strategy 2014 – 2018.

For further information on the Australian Curriculum standards visit the online curriculum at http://www.australiancurriculum.edu.au/.

The Australian Curriculum will gradually replace the Queensland Curriculum. At present areas including Studies of Society and the Environment, The Arts, Health and Physical Education and Language Other than English (LOTE) use the Queensland Curriculum.

The Language studied at Springwood Central is Japanese.
Our curriculum framework ensures consistency for the teaching and learning that takes place in our school. It established common standards area and sets high expectations for each student. Achievement are reported each semester.

Delivery of some specific key learning area outcomes is achieved by specialist personnel including Japanese, Music, Physical Education and Technology. We also offer special interest extra-curricular activities throughout the year and these will be communicated to parents via the school newsletter.

Reading
Students in the lower school will focus on building their reading skills through oral language, phonological skills, phonics, vocabulary development, fluency and comprehension. In the middle and upper school, high levels of reading achievement is attained through the study of quality literature such as award and medal winning books.

Dress Code
The P&C of Springwood Central SS supports a student dress code because it believes that it promotes the objectives of the Education (General Provisions) Bill 2006. In particular the P&C of our school supports the intention of a student dress code in providing a safe and supportive teaching and learning environment by:

- Ready identification of students and non-students at school
- Eliminating distractions of competition in dress and fashion at school
- Fostering a sense of belonging
- Developing mutual respect among students through minimising visible evidence of economic and social differences

This policy has been endorsed by our P&C Association and all students are expected to wear the correct school uniform. Sanctions such as detentions and restricted access to activities involving school representation may be imposed for not wearing the correct school uniform. Children are expected to wear the correct school uniform on all school excursions/ sporting events as it assists to promote our school’s image in the community while making it easier to locate them in a crowd.

Adherence to the school dress code opens up access to outside school excursions, representation by the school at sporting, cultural and community events and consideration for school leadership positions.

A price list is available from the school administration office. The Uniform Shop is open on Tuesday afternoons from 2:00pm to 3:00pm during term time.

Baseball caps are banned at Springwood Central State School. During winter season there is a school jacket that can be purchased in our school colours. Any other form of clothing for winter must be green. No other colours will be permitted. Your support of the dress code and vigilance in sending students to school in clothing items that meet all uniform requirements is highly valued.

The Principal will give consideration for religious, cultural, and medical needs. Short term exemption cards will be issued to newly enrolled students as deemed necessary.

Boys Uniform
Bottle Green and gold polo shirt or school approved single colour gold polo shirt
Bottle Green shorts with elasticized waistband in school approved style.
White/Grey/Green short socks. Colour trim permitted only.
Shoes- black shoes with leather or vinyl uppers. Joggers. Boots are not to be worn
Thongs, wheelie shoes or open shoes are not permitted
Hats- School approved wide brimmed “unsafe” hat/ bucket hat. Preferred colour green.

With effect from 2009, baseball caps are banned.
**Winter Uniform**

Bottle Green baseball jacket or school approved tracksuit top  
Bottle Green tracksuit pants or bottle green long pants  
Bottle Green and gold school approved polo shirt or school approved single colour gold polo shirt

**Sports Uniform**

Students are invited to wear their school sports house shirts each Friday of the school year. They may also wear these shirts on annual sports days, cross country and swimming carnival.

**Jewellery**

In the interests of safety the only items of jewellery to be worn are:  
One watch, one stud or sleeper in each ear. No necklaces, bracelets or anklets. No other piercings will be permitted.  
This is in adherence to Workplace Health and Safety regulations governing schools.

**Hair**

Hair should be neatly groomed and tied back if longer than shoulder length. It should **not** be cut or styled in an extreme manner, eg: track patterns and Mohawk hairstyles. Hair should not be dyed in flamboyant colours.

**Tattoos**

Permanent or temporary will not be permitted

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**Girls Uniform**

Bottle Green and Gold school approved polo shirt or school approved single colour gold polo shirt /or  
Bottle Green and Gold school approved check shirt  
Bottle Green shorts with elasticised waistband in school approved style or  
School approved Bottle Green Culottes or skorts  
Or  
Bottle Green and Gold check school approved dress

Length of shorts. Skorts, culottes and dress to be no shorter than just above knee.  
White/Grey/ Green short socks. Colour trim permitted only. No other sock types or colours are permitted.

Shoes- black shoes with leather or vinyl uppers. Joggers. Boots are not to be worn. Thongs, skate shoes or open shoes are not permitted

Hats- School approved wide brimmed "sunsafe" hat/ bucket hat. Colour green preferred

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**Winter Uniform**

School approved green pullover or school approved track suit top  
Bottle Green track suit pants or bottle green long pants  
Bottle Green and Gold school approved polo shirt or school approved single colour gold polo shirt  
Bottle Green stockings/tights. Leggings are not to be worn.

**Sports Uniform**

Students are invited to wear their school sports house shirts each Friday of the school year. They may also wear these shirts on annual sports days, cross country and swimming carnival.

**Jewellery**

In the interests of safety the only items of jewellery to be worn are:  
One watch, on stud or sleeper in each ear. No necklaces, bracelets or anklets. No other piercings will be permitted.  
This is in adherence to Workplace Health and Safety regulations governing schools.

**Hair**

Hair should be neatly groomed and tied back if longer than shoulder length. **It should not be cut or styled in an extreme manner, eg track patterns and Mohawk hairstyles**

Hair should not be dyed in flamboyant colours. Hair ribbons and scrunchies must be the school colours of bottle green/gold, black or neutral in colour.

**Tattoos**

Permanent or temporary tattoos will not be permitted.

**No nail polish or makeup will be worn.**
Year six students are permitted to wear the school approved year six graduation polo shirt to school. District sports polo shirts will not be worn at school.

Parents should seek advice about any aspect of the school dress code from the school administration if in doubt.

**Enrolments**

Enrolments are taken throughout the school year for Prep to Year 6 students. If your child has not been previously enrolled in a Queensland state school, you will need to provide a birth certificate before enrolment can be accepted. If your child was born overseas, you will also need to provide their passport and visa documentation. All documentation from previous schools should be made available to the school upon enrolment. Enrolment forms are also accessible from our school website.

**Excursions & Camps**

During the school year, excursions are arranged for various year levels by the teachers. All excursions have educational aims and relate to topics the children are working on in class. Costs will be kept to a minimum and you will be advised well in advance.

At Springwood Central, we believe that students should be given the opportunity to attend camps during their primary school years. Our camping program has an emphasis on environmental education and progressively increases in scope through each year.

The school camping program has a very important role in developing your child socially, physically and emotionally. It focuses on developing children’s positive self-concept, co-operation with others, responsibility and leadership. Valuable lessons cover a range of skills that cannot be taught in a school setting. Prior notice is given to enable part

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**Refund Policy**

At Springwood Central 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.

School fees for excursions and camps are calculated on a cost recovery only basis, according to the number of students who have indicated their attendance.

Participation of students in an excursion or camp is indicated through payment of the excursion or camp fee and provision of a permission form completed by the parent/carer.

As the school budget cannot meet any shortfalls in funding for an excursion or camp due to the subsequent non-participation of a student who had previously indicated attendance of the activity, fees already paid for an excursion or school camp may be refunded in full or in part or not at all, having regard to the associated expenses incurred and the circumstances of the non-participation.
If a parent/carer wishes to apply for a refund due to their child’s non-participation in an excursion or camp activity, they may do so by completing a Request for Refund 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 for any cost in the future.

**Grounds**

Our grounds have a school oval with cricket pitch, tennis court, adventure play areas, sealed ball games area, junior and senior playground equipment.

Our school is identified as a part of a Koala Corridor and we continue to plant more koala friendly trees.

**Health Issues**

Due to nature of schools as group environments, contagious diseases and head lice are issues that we are constantly vigilant. Parents are encouraged to notify the school about any illness students have and the school will alert the community re any concerns about spread of the disease. Ill students should be kept at home.

The following contagious diseases require particular action and or absence from school for specified periods. Please consult the school or your health professional.

- Chicken pox, Mumps, Rubella (German measles) Measles, Impetigo, Ringworms, Scabies, Lice, Trachoma, Parvo virus, Diphtheria, Viral Hepatitis and Whooping Cough.

**Head Lice**

The incidence of head lice in Queensland schools has, at times, reached epidemic proportions. Cross infection is easy in schools where large numbers of children mix freely. Letters to the whole class are sent home when a report is received. Should the school suspect your child has head lice, you will be advised personally and discreetly. If you discover your child has head lice, please advise the school so others may be made aware of the problem.

It is no disgrace or embarrassment in contracting head lice. It is essential that parents treat any case of head lice immediately to limit spreading to others. Students may return to school once treatment has been administered. Excellent products are available from the local pharmacy.

**Health Services**

Springwood Central State School student can access free services from Logan Central Community Health Centre. It is located on the corner of Wembley and Ewing Roads, Logan Central, Tel: 32908900. Please call to make an appointment.

Students from our school may also be able to access Occupational Therapy, Physiotherapy, Speech Pathology, Nutrition and Social Work from Allied Health Paediatric Therapy Stream (Logan Beaudesert) of the Metro South Health Service. Referral and Enquiries can be made by phoning 3412 3253 or faxing 3412 3155, or writing to GPO Box 4096 Loganholme DC 4129.

The school is serviced by a mobile Dental Clinic, which operates at the school from time to time. The clinic is staffed by a dentist, dental therapists and a dental nurse. Treatment is free, but requires written permission from parents. A great deal of a therapist’s work is preventative. Parents are encouraged to visit the clinic with their children, particularly on the first visit. Notification of contact details will be made available when the Dental Van is at the school.

Your whole family could be eligible for free dental care. Simply call 1300 300 850. Eligibility criteria:

- All children aged 4 through to grade 10
- 2-17 year olds who are eligible for the Child Dental Benefits Schedule
- Adults and children who hold a current Centre link card, health care card, pension concession card

Services Branch of Logan City Council provides an immunisation service. For particulars please refer to www.logan.qld.gov.au

Homework Policy
All teachers at Springwood Central State School provide homework for students. Individual teachers will vary their methods for setting, collecting and marking homework. Please check with your child’s teacher each year to determine the way in which they intend to manage homework requirements. All homework tasks meet the Education Queensland guidelines for homework. If your child has any difficulties in completion of homework or your family require some adjustments to the homework schedule, please consult the class teacher. We aim to be a family friendly school in respect of this.

Hours of Operation
Springwood Central State School holds classes from 8:30am to 2:30pm Monday to Friday, except for public and school holidays and staff professional development days. Please see Terms and Vacations for more details.

To ensure that our students are safe, we expect that student arrive just before classes begin, and are collected promptly when classes conclude. There is no staff supervision of students before or after school. If parents are unable to drop off or collect students when school starts or finishes, we encourage the use of the excellent Outside School Hours Care program that is run at our school. The Out of School Hours Care service caters for children who need to be at school prior to 8:15am or after 2.30pm. Please contact that service on 0422 458 426 / 3290 9318 to make bookings.

The school cannot guarantee supervision of children who arrive early or are picked up late. Students are to wait quietly in their year level covered area before school, to await their teachers. Students under the care of their parents must be supervised while in the school grounds. Students should come to the office if their parent has not collected them by 2.45pm.

If parents are unable to collect their child at 2:30pm, they are to contact the school office to negotiate alternative arrangements.

Information Technology (ICT)
Over several years there has been a significant increase in the human and financial resources allocated to ICT infrastructure and devices at Springwood Central State School. Through this investment, ICT benchmarks have been attained and, in some cases, surpassed. Springwood Central is committed to integrate an innovative ICT infrastructure into teaching and learning.

Students use information technology and the internet at school as part of their class instruction. We are committed to ensure that student safety be at the forefront of any ICT use, this includes appropriate use of passwords, chatrooms, blogs, email and internet sites. We are also concerned about the care and respect of ICT equipment and network, to maintain a quality product for students and staff to use. We expect that all students follow the school’s guidelines:

- All students will respect the school ICT equipment and network
- Students are to notify their teacher immediately of any disturbing material they may encounter
- Students are not to use search engines to search for inappropriate content or images
- Students are not to give out personal information, such as full name or telephone numbers to anyone on the internet
- Students are never to give their passwords to their account or allow another student to use their account
- Students must seek permission before downloading anything from the internet
- All data storage devices (eg USBs) need to be approved by the teacher prior to use

Violation of any of these rules will result in forfeiture of computer usage and/or other disciplinary action.
**International Visitor Program**

During the school year, the school community welcomes different groups of international students. These students enjoy homestays with local families and are accommodated at Springwood Central SS for English lessons and then are integrated with class groups for a session each day. Play and eating breaks are enjoyed with the students at our school. The program fosters a broad understanding of different cultural groups, enhances the purpose of language instruction at the school and builds lasting links between international students and our school community.

**Cheerleading and Sports**

**Instrumental Music Program**

Each year, all Year 2 and 3 children are assessed by our Music Teacher during Term 4 for possible inclusion in the School Instrumental Program for the following year.

The Year 3s have a choice of Brass, Woodwind or Percussion, while the Year 2s are looking towards the Strings.

Selection into the program is influenced by other factors as well. These include behaviour, perseverance, home support and commitment. There are a limited number of school instruments available for loan for twelve months.

These are offered to students in rank order as indicated by the selection process. It is expected that at the end of 12 months, instruments will be purchased thus freeing the school ones for re-allocation to beginners.

Students who are invited to join may wish to purchase or hire their own instrument to assure a position in the Program.

Within the school music program, a number of groups are formed. These include a string ensemble, school band and school choirs. These groups are involved in school performances, involvement in community performances in shopping centres and local nursing homes and retirement villages. Annual entry into eisteddfod competitions is part of the exciting opportunities available to students involved in the music program.
A Springwood Central State School music shirt is a purchase that must be made for any child wishing to participate in the whole school music program. These are available to purchase from the Uniform Shop located in the tuckshop.

Springwood Central also coordinates a private company to provide weekly keyboard tuition. Please contact the school office for more details.

Languages Other Than English (LOTE)
The Language Other than English subject area gives students the opportunity to learn about other cultures and to develop language skills. Japanese is taught.

Library
The Library is open from 8.15am – 3.00pm each day. Parents are most welcome to visit and use the facilities in our school library if a time is negotiated with the relevant personnel.

Our Resource Centre is more than books; it is a hot spot for all the readers, game players, computer whizzes, internet access and a general meeting place for the students. The Library Building is a display area for children's work, a place for Book Fairs and a link to the entire school. Along with all these services regular Library lessons provide the students with:

- book browsing time
- computer skills to locate and use information
- skills to publish work in a variety of electronic and traditional formats

The library aide is always ready to answer all questions and provide help for students or parents.

Looking After the Environment
Springwood Central is surrounded by beautiful gardens, but these were not designed merely for their aesthetic appeal. The gardens are used as valuable teaching tools and were planted by the children of the school and their parents. We are working hard to maintain and improve our gardens annually.
Lost Property
Lost property is kept in a box outside the tuckshop. Children or parents may inspect the collection at any time to recover lost items. Items remaining at school at the end of each term are given to a suitable charity. Please put a name on each item of property brought to school.

Medication
School staff exercise extreme care in administering medications and will only do so when:

- the medication is prescribed by a doctor; and is provided in the dispensary packaging clearly showing Doctor’s instructions,
- an Administration of Medication Form (available from the office) has been completed and signed by the parent/guardian.

The medication must be brought to the Office immediately the child arrives at school and will remain there until it is administered by staff. A detailed record of medication administered will be kept at school.

Please note that we cannot administer non-prescription medication such as Panadol, Nurofen, cough lollies, vitamins etc. If your child requires these medications to be taken at school, you must provide a doctor’s letter and the medication must be labelled with a chemist’s label showing your child’s name and the dosage required.

Students who require Ventolin are permitted to keep an inhaler with them at all times.

If your child has a severe medical condition such as anaphylaxis, diabetes etc, a health action plan must be developed in association with the school administration. Medical alert posters will be displayed with your child’s details at various locations around the school.

It is essential that you advise the office of any change to your child’s medical status. Medical forms must be completed for each camp or excursion.

Mobile Phones and other Electronic Equipment
At times it may be necessary for students to bring mobile phones to and from school. In an effort to ensure the safety of these devices and limit unnecessary use during school time, mobile phones will be deposited by students at the office each morning and collected each afternoon.

Phones must be switched off when they are deposited at the office. Calls will not be answered by the office staff during the school day. Contact that is deemed necessary with a student can be made via the landline at the school. Contact number 3290 9333.

No other electronic equipment is to be brought to school.

Newsletter
A school newsletter is published each Thursday. This Newsletter features a variety of school news items, and students’ weekly awards. Items of community news are also published, space permitting.

In an effort to be environmentally conscious, the newsletter is available on our school website www.spricentss.eq.edu.au. It is also available on hard copy from the school foyer, or upon request. Alternatively, e-mail the school at admin@spricentss.eq.edu.au to have the newsletter e-mailed to you, or leave details with the office. Parents are expected to read announcements made in the Newsletter to keep informed of routines and schedules affecting their child.

Notification of Change of Details
If you change your address, phone number, change your emergency contact numbers, medical or custody details, it is important for the well-being of your child that this information is given to the school so that we are able to contact and best support your children. Each child’s personal record will be sent home in a sealed envelope at the beginning of each school year for verification.
Outside School Hours Care and Vacation Care
Children who attend our school have access to Out of School Hours Care. The Logan City Police & Citizens Youth Club co-ordinate this service.

Before school care is available at the OHSC Block (next to music room) 6.30am - 8.30am, Monday to Friday. After school care is available for children from 2.30pm to 6.00pm.

Particulars of the Vacation Care Program are available by ringing 0422 458426 or 3290 9318 or by emailing enquiries to springwoodac@pcyc.org.au.

P & C Association
The Parents and Citizens Association is an important group within the school community. Consisting of parents, guardians, carers, friends and staff, the P&C work closely with the school to provide resources and improve the school ground for our students. The P&C Association run the school tuckshop and uniform shop. To keep families informed of activities within the school, the P&C Association hold monthly meetings and have a regular section in the newsletter. The P&C meets every second MONDAY of the month in the Library at 6.30pm. All parents are most welcome and are invited to volunteer.

Parent Information Sessions
At the beginning of each year, parent –teacher information sessions are held. These are designed to provide all parents with the opportunity to meet with teachers of their child’s year level. Information provided in these sessions will provide an overview of the curriculum for the year level, classroom organisation and procedures and behaviour management strategies. Your attendance at these sessions is highly recommended.

Parking
Parents and visitors to the school have access to a public carpark located next to the school off Dennis Road.

Parking by parents in the grounds is not permitted unless authority has been obtained from the Principal.

Parents are NOT permitted to drive into the grounds to drop off children in the morning or collect them in the afternoon. This practice is a serious risk to the safety of children at the school.

Parents may find Murrajong Street a quiet access to the school. The parking in the grounds off Murrajong Street is a ‘STAFF ONLY’ Car Park. Parent parking is on the street.

Prep
Prep is a non-compulsory year of education for students who have turned 5 by the 30 June of their starting year. Prep runs five days per week from 8.30am to 2.30pm. Children wear full school uniform and are included as part of the whole school community. Parents are expected to drop off and pick up their children. Clear notification must be made to the teacher if routine is varied. Outside School Hours Care is available to prep students and enquiries can be made at the school office. Prep students are monitored and assessed within a specified curriculum outlined by Education Queensland. Springwood Central State School supports the notion of a play-based curriculum as an integral part of a student’s early years education.

Personal Care
Springwood Central SS provides personal care support for students with special needs. Children may require toileting and dressing assistance as a result of a disability, accident or injury. Under the direction of the Head of
Special Education Services, a toilet programme, if required, can be implemented. The adult assisting the student will depend on staff rosters at the allocated toilet time. Generally a teacher aide is allocated to support the student. At times one adult will be completing the toilet or changing routine. At other times two adults will be involved in the process.

Reporting

Reporting draws on all forms of data collected in the assessment processes. Each student has a folio that is a continuous record of their learning outcomes. Teachers utilise collected data and work samples from folios for the reporting process at Springwood Central State School.

Reporting occurs at a variety of times and in a variety of contexts. An annual time-line for reporting is:

<table>
<thead>
<tr>
<th>YEAR LEVEL</th>
<th>SEMESTER ONE</th>
<th>SEMESTER TWO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prep</td>
<td>Face to face parent/carer reporting Written report</td>
<td>Face to face parent/carer reporting upon request Transition process with year 1 class teachers</td>
</tr>
<tr>
<td>Year 1</td>
<td>Face to face parent/carer reporting Written report</td>
<td>Face to face parent/carer reporting upon request</td>
</tr>
<tr>
<td>Year 2</td>
<td>Face to face parent/carer reporting Written report</td>
<td>Face to face parent/carer reporting upon request Written report</td>
</tr>
<tr>
<td>Year 3</td>
<td>Face to face parent/carer reporting Written report</td>
<td>Face to face parent/carer reporting upon request NAPLAN results</td>
</tr>
<tr>
<td>Year 4</td>
<td>Face to face parent/carer reporting Written report</td>
<td>Face to face parent/carer reporting upon request Written report</td>
</tr>
<tr>
<td>Year 5</td>
<td>Face to face parent/carer reporting Written report</td>
<td>Face to face parent/carer reporting upon request Written report NAPLAN results</td>
</tr>
<tr>
<td>Year 6</td>
<td>Face to face parent/carer reporting Written report</td>
<td>Face to face parent/carer reporting upon request Written report</td>
</tr>
</tbody>
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Safety

This is shown when pupils:

- Walk on concrete areas.
- Throw balls only.
- Interact quietly and gently.
- Play major games under teacher supervision.
- Come to school after 8:15am and leave at 2:30pm.
- Enter buildings in the presence of a teacher.
- Lock bicycles & scooters in the racks provided and ride single file on the roadway.
- Walk beside bicycles while in school grounds.
- Cross Dennis Road at the lights only.
- Wear helmets when cycling / using a scooter.
- Observe hat regulation for outside activities/play.

All children should be familiar with the roads to be used between home and school. They should be made aware of any special road hazards and know road crossings and elementary rules of safety. Children should be warned
against loitering on the way home, hanging around commercial areas, visiting friends without your express approval, or talking to strangers.

**School Chaplain**

The school has the services of a Chaplain two days per week. To access the chaplain’s services, parents must sign a permission form.

**School Charges and Voluntary Contributions**

Springwood Central State School operates a Voluntary Contribution Scheme to help fund projects of direct benefit to students. The school supplies art materials at no or a minimum cost to parents. The suggested amount for the SCSS Voluntary Contribution Scheme, as ratified by the P&C Association, is $30 per student or $50 per family. Of course, you are welcome to donate as much as you wish.

Other school fees are directed to the purpose for which it is charged.

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.

Instrumental Music Program Students pay a fee to hire an instrument for a year, and a fee to participate in this valuable program. Instruments cannot be issued until the hire fee is paid in full.

**School Photographs**

Annually the students in the school are photographed in their class groups and these photographs are made available through the supplier in a photographic package. Notification will be sent to parents via the newsletter. These are a wonderful memento for future years. Photographs of sports teams and musical groups in addition to student leaders are also available for purchase.

Students should wear correct school uniform for all photographs.

**Security**

All members of staff and workers in the school are required to wear identification badges.

Classroom voluntary helpers are required to sign in at the school office and wear identification badges.

All school visitors are required to report to the Office to identify themselves and obtain the appropriate identification badges.

Parents are advised not to send children to school with large sums of money - especially children in lower grades. Should it be necessary to do so, the money should be placed inside a sealed envelope with the child’s name on the outside and lodged with the office upon arrival at school. We encourage you to take advantage of internet banking to pay any excursions, camps etc. which negates the need to bring any cash to school.

Once at school, a child is not allowed to leave the grounds until 2.30pm unless the child has written authority from parents and permission from the Principal. Any child who needs to leave the school during the school day must be collected by a caregiver from the office.

The caregiver will then request an Early Dismissal Slip. If anyone other than the parent/guardian is collecting the child, a signed authority from the parent/guardian will be required.
**Sickness & Accidents**

Sick children should be kept at home. If a child becomes sick at school, the limited school facilities will be used until parents are contacted and requested to take the child home.

Parents are notified immediately a child has a serious accident at school. When the parent is not available immediately, an ambulance will be called if necessary and the child transported to a public hospital for treatment.

Parents who become aware of children suffering from infectious diseases such as chicken pox, measles or mumps, should advise the school. Quarantine periods must be followed strictly. Information about quarantine is displayed on a Queensland Health poster in the school’s Health Room or can be accessed through the Qld Health website.

**Special Events**

During each school year a number of special events will be scheduled in the school calendar. These events will vary in form and function and may involve individual classes or the whole school. Parents are invited to these events and they play a very important part in fostering community spirit and cohesiveness within the student body.

**Specialist Staff**

The school has the services of a number of skilled professionals to support student welfare and achievement:

- The Chaplain offers support to students and families which has a focus on wellbeing.
- The Guidance Officer supports student welfare and assists in the identification and support for children with learning needs.
- The Support Teacher for Literacy and Numeracy supports students and staff in the provision of an educational program that meets the needs of all students.
- Students with second language needs, who are immigrants, are supported in their acquisition of English language skills, by an English as a Second Language (ESL) teacher.
- The Literacy Coach supports staff and students to fully engage with the literacy demands at each year level.

**Sport & House System**

Students are involved in regular Physical Education classes and daily fitness.

Swimming lessons for children from Prep to Year 6 are delivered in a course of eight half-hour lessons. Costs include transport to and from the Aqua Logan Centre.

Three sport houses are in operation and children are allocated to houses upon enrolment according to a numbers basis. Siblings will be allocated to the same house. House names and colours are:

- Dennis - Red
- Paxton - White
- Wallace - Blue

There is a house shirt available for purchase from the Tuckshop. These shirts may be worn each **Friday** and on special sporting event days listed on the school calendar.

**Staff**

The school’s professional staff is made up of a Principal, Head of Curriculum, Head Of Special Education Services, Primary Teachers, Active Learning Teachers and Prep Teachers. LOTE, Music, Technology, Physical Education and Literacy and Numeracy Support are delivered by professional teachers allocated on a fractional basis. An extensive Instrumental Music Program is provided by visiting Music Specialists.

Support Staff consists of the Business Services Manager, Administrative Staff, Teacher Aides, Chaplain, Schools Officer and Cleaners.

The school is also a base for many District and Regional Advisory Visiting Teachers and Health Therapists.
Volunteers also work in the school. Parents are most welcome to volunteer their time in the classroom, library or tuckshop.

**Student Absences**

It must be stressed that regular punctual attendance is essential if children are to succeed at school. Children should be absent only because of illness and medical or dental appointments.

After each absence, parents should inform the school in writing, email or telephone of the reason for the child’s absence. Unless the school is notified of the reason for a child’s absence from school, the absence is coded as “unexplained” and recorded on your child’s report.

Absences over ten consecutive school days require special permission. Please contact the office for the appropriate form.

**Student Late Arrivals**

The bell for the beginning of the school day is rung at 8.25am and instruction in classes begins at 8.30am. Students arriving any time after 8.30am should report to the school office to collect a late slip. This late arrival is recorded in the school database. Parents are informed and invited to discuss any pattern of late arrival that may develop.

Late students who arrive before 9.00am or students who leave early after 2.00pm will be recorded with an absence, however, this absence is for record keeping purposes only and will not be counted in your child’s absences. Late arrivals and early departures should be kept to an absolute minimum. These disrupt your child’s learning and the learning of their classmates.

**Student Leadership**

There are a number of leadership opportunities offered to willing students in the senior years to Springwood Central State School. Each of the student leadership roles brings with it certain responsibilities in relation to ambassadorship of the school, leadership of student activities and involvement in the many promotional activities in the school.

A number of positions are available and these include, but are not restricted to:

- **School Captains**
- Sports House Leaders
- Green Key Club Members
- Student Councillors
- Music Captains
- Playground Rangers

A new Student Council is selected each year, consisting of approximately 20 students who are drawn from Years 4-6. The students meet regularly with a member of staff and are trained to recognise and develop leadership qualities and are encouraged to adopt these qualities in their daily lives. Opportunities to demonstrate these skills occur throughout the year. One of their goals is to fundraise for the school and various fundraising initiatives are undertaken to raise money for worthy causes within the school and for charities.

The students also donate their time and skills to provide worthwhile lunchtime activities for children in the junior school, the goal being to promote caring for and a sense of responsibility towards them. The high rate of involvement in these activities by the students’ highlights the success of this program.

Other responsibilities include the assisting of students and teachers on a daily basis, with routine tasks.

The children involved in all spheres of leadership are cheerful, responsible and enthusiastically try to make a difference – certainly the qualities of tomorrow’s leaders.
Sun Safe Policy

The school is a partner of the Sun Safe policy and encourages all children to wear a sun safe hat to school and use it for all outdoor activities. In an effort to support the skin safety of all students, the school has a not hat - no play policy. Students without hats are restricted in their play areas to undercover areas only. Your support with the supply and vigilance in ensuring the wearing of suitable hats is very much appreciated. According to uniform policy, baseball caps are not permitted.

Teaching Strategies

All learning experiences are articulated in the terms of indicative processes linked to the characteristics of the Life-Long Learner.

A comprehensive professional development program has been undertaken to ensure that all teachers receive quality in-service in Productive Pedagogies.

Access to share planning opportunities is provided for all staff. A school developed planner is viewed as one tool that can be utilised by staff to enhance their planning and delivery of the Intellectual Quality dimension of Productive Pedagogies.

In-service opportunities provided for staff encompass an inquiry-based approach to teaching. This approach to curriculum planning and delivery underpins the characteristics of a life-long learner and the 4 dimensions from Productive Pedagogies.

Transfers

Children transferring to another school should advise Administration in order that transfers can be arranged. All items belonging to the school including library books and musical instruments must be returned prior to departure.

Transition Program to High School

Many students from our school transfer to Springwood High State School and Rochedale State High School. Both schools provide open days and information session for Year 6 students and their parents. The goal of these open days is to give students a small sample of how a High School operates and to familiarise students with the High School environment. Many parents and students provide excellent feedback on its value.

Springwood Central will support families with transition of our students to any high school.

Tuckshop

The school is serviced by a well-run tuckshop. The tuckshop is open every Tuesday, Wednesday, Thursday and Friday. The menu complies with the current Education Queensland “Smart Choices Policy”, meaning that foods sold are healthy options. Please find a current menu on our Tuckshop page of our school website  
https://spricentss.eq.edu.au/Facilities/Tuckshop/Pages/Tuckshop.aspx

Responsibility of our tuckshop with the school’s P&C Association, which provides the facility as a service to parents and children and as a means of raising funds for the school. Volunteering parents are encouraged to contact the convenor.

The tuckshop provides a wide range of food both hot and cold. A “bag system” is in operation. Your child’s requirements are written on paper bags and the money placed inside. These are handed in to the tuckshop each morning from Wednesday to Friday. The orders are then made up and are distributed to the children at recess breaks. Separate bags are required for each lunch. An Express Lane operates for those students who have pre-ordered ice blocks on the bag system. The recent addition of an “Apple Slinky” machine which cores and spirals apples is very popular with the students and encourages healthy eating. Students can purchase apples from the tuckshop or bring in their own from home.

Please do not give your child more than $10 cash to spend at tuckshop.
Use of School Facilities
After hours use of school premises and facilities can only be used if written authorisation is obtained from the Principal. We do hire school facilities to community organisations. If you are interested in hiring our facilities, please contact Administration.

Play grounds are supervised by school staff during designated playtimes. On arrival to school, students are to move directly to the eating areas to wait for their teachers. Students are not to play unsupervised before or after school. Springwood Central is committed to the safety of students and expect prompt collection of students at 2:30. If this is not possible, we encourage the use of the Outside School Hours Care program.

Uniform Shop
The Uniform Shop is run by volunteers and located in the Tuckshop. Price lists and order forms are available from the office, or alternatively from the Tuckshop from Wednesday to Friday. The Uniform Shop is open on Tuesday afternoons from 2:00pm to 3:00pm during term time. Special opening times are advertised in the school newsletter.

Orders can be placed at the tuckshop or the school office from Wednesday to Friday, and can be collected directly from the Uniform Shop on Tuesday afternoon only. **Eftpos facilities are available.** Cheques must be made out to Springwood Central State School P&C Association.

Valuables at School
Springwood Central discourages the bringing of valuables or personal belongings, such as toys, to school. The school will take no responsibility for personal belongings being lost, broken or stolen.

If items are brought for class display, they should be given to the teacher to mind until the end of the school day. At no time should valuables be left in students’ bags.

Wet Weather Procedures
Students will be accommodated as per the normal school hours during wet weather. Outdoor play and access to certain waterlogged areas may be restricted and break times may be spent in classrooms if the weather conditions require. Supervision by staff at all times will continue. Responses to adverse weather conditions will always reflect our utmost concern for children’s safety.