

# HERCULES ROAD STATE SCHOOL

Prep – Year 6

Hercules Road  
Kippa-Ring QLD 4021  
Ph: (07) 3897 4333

School Absence Line: (07) 3897 4360

E-mail: [principal@herculesroadss.eq.edu.au](mailto:principal@herculesroadss.eq.edu.au)  
Web Site: [www.herculesroadss.eq.edu.au](http://www.herculesroadss.eq.edu.au)  
Absence: [absences@herculesroadss.eq.edu.au](mailto:absences@herculesroadss.eq.edu.au)

**OFFICE HOURS: 8:00AM – 3:00PM**

Metropolitan North Region Ph: 3203 9000

**EDUCATION QLD WEBSITE:** <http://education.qld.gov.au>

**PRINCIPAL:** Trudi Ivins

**DEPUTY PRINCIPALS:** Bronwyn Wainwright  
Michelle Best

**HEAD OF SPECIAL EDUCATION:** Dana Patterson

**HEAD OF CURRICULUM:** Kellie Judd

**GUIDANCE OFFICER:** Heidi Phillips

**BUSINESS MANAGERS:** Debbie Myler/Sally Hogan

**ADMINISTRATION OFFICERS:** Christina Turner  
Anne Cusworth  
Cassandra Switzer  
Lorraine Stuckey  
Angela Kerr

## **Principal's Welcome**

Dear Parent/Caregiver,

Welcome to Hercules Road State School. We are very proud of our school, and are confident that once you get to know us, you too will share this pride. This booklet is intended to inform you about various aspects of our school, and if you have any questions not answered here, please call or drop in and we will be only too happy to talk with you.

Hercules Road State School was opened in 1976. Since then our school has grown to be one of the largest schools in the area. Our nearly 740 students celebrate a proud history of academic and sporting achievements.

### **Our Moral Purpose is:**

*"We provide a community of support to educate our students to reach their full potential and become more responsible, resilient and respectful citizens of the future."*

### **Our values are:**

**HARMONY, EXCELLENCE, RESILIENCE, COMMUNITY and SAFETY. (HERCS)**

We acknowledge that parents are a child's first teacher, and that together we can lay the foundations for academic, social and emotional success that facilitate life-long learning. Supporting our well planned curriculum across all eight key learning areas, our drama, music, sporting and leadership programs are designed to educate the 'whole' person. This ensures students are offered a rounded and comprehensive education and are fully equipped to deal with the rigours and opportunities that abound in the real world.

Parents are a very important part of our school. We welcome and value your involvement and input. We view education as a partnership with parents, and will endeavor to keep you fully informed on all that occurs. On occasion, parents feel that a concern that they have is too minor to raise. No concern is ever too minor, and we can only act if we are informed, so please don't hesitate to contact either your child's class teacher or myself.

Parents enroll students at Hercules Road State School on the understanding that school policies and procedures will be adhered to.

There are significant aspects to our school including a philosophical base grounded in our values and beliefs.

A strong philosophical base is essential for quality teaching and interaction with our community. Our values, beliefs and convictions drive every decision and action within the school.

### **Our School Values and Beliefs:**

- **Trust** - We endeavor to build two-way trust with our students and school community.
- **Open Honest Communication** - We are accountable for all that we do. We are a 'no excuse' school – there are no secrets, everyone can question, be involved and be respected.
- **Pride** - Our school is worthy of our pride, and we must act together to build this.
- **To Stimulate and Motivate** - A child will only learn when stimulated and motivated. Children should *want* to come to school. It is our role to achieve this.
- **All Children Can Learn Well** - By identifying a child's needs and establishing quality programs and support, all children are **capable of achieving to their full potential**

Values we enact in explicit instruction and deeply evident, described in the images which follow, include:

**Harmony      Excellence      Respect      Community      Safety**

Welcome to our school.

Trudi Ivins  
Principal



## Harmony



- I can let others learn
- I can follow instructions
- I can use kind words
- I can be responsible for my behaviour
- I can show respect to others



## Excellence



- I can try my hardest
- I can let myself learn
- I can ask for help
- I can begin and finish my work on time



## Resilience



- I can learn
- I can keep trying
- I can keep calm when I am disappointed



## Community



- I can work and play with others
- I can show kindness
- I can share
- I can include others
- I can participate in school activities



## Safety



- I can look after myself
- I can look after others
- I can look after our school

## Rules

The general rules and expectations of behavior in classrooms and in different locations around our school have been collated as a behaviour matrix (see the HRSS Student Code of Conduct). Classroom teachers and students develop class rules for their classes aligned to school expectations. Students at Hercules Road State School are encouraged to take responsibility for and ownership of their behaviour. Teachers help students by explicitly teaching the expected behaviours, found in our matrix. Each Wednesday fortnight on parade and in the school newsletter, our mascot “Hercules” the Koala, focuses on an area of the matrix, reminding students and the community of our rules and values. Compliance with school rules and good behavior choices are recognized by Hercules Road State School with praise, Hercs Champ ticket process, Hercs Passport and Koala-Rific coins. Students who consistently display good behavior are awarded HERC Award certificates that can be posted in our big green hand that lives outside the office. A lucky draw is undertaken once a fortnight at parade, one student per year level is presented with a Tuckshop voucher by “Hercules” the Koala.

## Inclusion

At Hercules Road State School, we are committed to providing students from all backgrounds, of all identities, and all abilities, a high-quality education. We are also committed to providing all students with a safe and supportive learning environment in which they can experience academic and social success.

## Our school at a glance:

- 690 children from Prep – Year 6
- Constructed in 1975, facilities are composed of a mixture of open area and single classroom designs within an attractive 9 hectare site.
- A wide range of sporting, cultural and extra-curricular programs are offered throughout the year
- A language is taught in Years 3 – 6.
- Information technology includes a computerised library (multi-media and internet access). We have a range of digital devices which students access including iPads, Laptops and Stand-alone Computers.
- High levels of parental involvement are encouraged and welcomed within all facets of our school.
- Our school is supported by over 100 staff, all of whom have the safety, care and education of your child as their goal. This includes Business Manager, Office Support Team, Cleaning Staff, School Facilities Officers, Crossing Supervisors and Chaplain
- A team of specialist support staff address student learning needs including: Head of Special Education Services, Guidance Officer (full time), Support Teachers, Teacher Aides, Engagement Officer and Student Wellbeing Officer.
- Other teaching staff is composed of 30 Classroom Teachers, Teacher Librarian, Physical Education Teacher, LOTE Teacher, Music Teacher, two Instrumental Music Instructors, Head of Department – Curriculum, Instructional Coach, Deputy Principals and the Principal

## 1.0 SCHOOL ADMINISTRATIVE PROCEDURES

### 1.1 After School Care

An Outside School Hours Care (OSHC) program operates from Hercules Road State School. A commercial OSHC provider runs the program and must meet Departmental expectations in its' service delivery. The OSHC provider makes use of our facilities i.e. Gym & Hall as well as our extensive playing fields. Hours of operation are from 6:30am – 8:25am and 2:30pm – 6:30pm, as well as Vacation Care. Parents are encouraged to enroll their children even if they do not regularly require after school care. In the event that a parent is going to be delayed in picking up their child after school, the child would then be entitled to attend the After School Care program. To learn more please contact the school or the OSHC provider.

### 1.2 Animals on School Grounds – Not Permitted

Some children are allergic to or have chronic fear of various animals. As such animals are **not permitted** on school grounds without prior arrangements with the school principal. This includes all animals whether carried, on or off leash, large or small.

### 1.3 Age of Enrolment

A child may start **Prep** if they turn five (5) years of age in the twelve months prior to 30 June in the year of attendance.

### 1.4 Books / Student Resource Scheme

**Students from Prep – Year 6** are issued with a booklist for their class needs. (Book-packs are organised through the P & C Association – Bookshop). Each year the P & C approve the charging of a Student Resource Scheme fee for additional learning materials not funded by School Grants. In 2025 this is: Prep \$45.00; Years 1 to 6 \$40.00. This fee is charged for curriculum resourcing, including photocopying of class work sheets, art & craft materials, computer consumables and other student resource materials used by class teachers for different activities.

Families are asked to assist the resourcing of the curriculum by ensuring their children have the necessary requisites as per the year level booklist for classwork and by payment of the Student Resource Scheme.

Payments are to be made by BPoint (as the preferred option) refer to 1.16 payments or at the school office between 8:00am & 8:45am by Eftpos, Credit Card or Cash.

### 1.5 Children Leaving Grounds

Students are not permitted to leave school grounds during the school day at any time between 8:25am and 2:30pm, unless a parent or authorised person presents at the school office to sign them out. Children will then be called to come to the office.

**Parents should not collect nor visit students directly from class during the school day.**

### 1.6 Compulsory Attendance – Student Absence

For every absence of your child, notification to the school is necessary.

If your child is absent or likely to be absent, please advise his/her teacher or the school office by notification in advance or by calling the absence line (3897 4360) stating your child's name, the reason for, and the duration of their absence.

Absence from school without a valid excuse requires compulsory attendance action – frequent unexplained absences require police intervention.

If a student will be absent for more than 10 days an "Application for Exemption form" must be completed. These are available at the school office.

Parents will be advised by SMS on the day if their child is absent from school if we haven't been notified of their absence.

### 1.7 Crossing Supervisors

Both the crossing on Hercules Road and the Service Road beside Anzac Avenue are patrolled/controlled by Crossing Supervisors to ensure the safety of our students. Please follow crossing supervisors directions politely. All students crossing the road to access the school must cross at the designated crossings. Parents are asked to model safe practices in car parks and around our school.

### 1.8 Custody Orders and Parent Access

In cases where there could be legal directions in regard to custody of children, it is important that the parent advises the school as to these directions and provide the school a copy of relevant documents, as soon as they are available. If we need more information re clarification, we will contact you. It is policy that the school day should not be used for parents to attend school nor seek to speak to students on the phone for the purpose of access.

Minutes to start missing	Time lost	Years of schooling lost
10 minutes per day	50 minutes per week	Nearly 1 1/2 years
20 minutes per day	1 hr 40 minutes per week	Nearly 2 1/2 years
30 minutes per day	1 1/2 days per week	Nearly 4 years
60 minutes per day	1 Day per week	Nearly 8 years

Your child's best learning time is the start of the school day. That's when every minute counts the most!

**SCHOOL STARTS AT 8:25am**

Let's work together to ensure your child attends school on time every day.

## 1.9 Emergency Procedures

In an emergency situation we must be able to account for all persons on site (hence the need for the Visitor Registers and sign in procedures). Two Emergency Procedures are in place, namely

1. Evacuations – (fire, bomb threat etc.) continual sounding of an alarm through the school PA system  
All persons on site must comply with evacuation procedures.
2. Lock Downs (intrusions, dangers from external sources) – Continual sounding of the school chimes through the school PA system. All persons on site must comply with the lock down procedure, taking precautions appropriate to the situation. Where a Lock Down situation such as an impending storm occurs just prior to school dismissal time, Lock Down procedures will be implemented until all danger has passed.

These events will be practiced throughout the year (each at least twice a year) so that students are familiar with the procedures in the event of a fire or emergency.

## 1.10 Enrolment Management Plan

This school has an Enrolment Management Plan. Basically the plan ensures that families who live close to our school are assured of positions. Families who live outside the catchment area may enroll if positions exist after the local families have received a position. For further information and a map of the catchment area, please go to [www.education.qld.gov.au/schools/catchment](http://www.education.qld.gov.au/schools/catchment) and select North Coast Schools.

## 1.11 Financial Assistance

Various forms of assistance for school-age students are available from the Commonwealth Government through Centrelink. Please contact your local Centrelink office for details.

## 1.12 First Day Procedure

Children who have been enrolled before the opening day of the school year should be brought to the school just prior to 8:15am on the first day of term. Children in Prep & Year One should be taken to their classrooms where they'll be met by the teachers. You are asked not to remain in the room once your child has been placed in the charge of a teacher, as this will enable your child to settle in more quickly.

Children in other year levels who are starting at Hercules Road for the first time should come to the Administration Block if they are unsure of their classroom. From there they will be taken to their room to meet their teacher.

## 1.13 Lost Property

All lost property is placed in a box which is located outside the Tuckshop. Please mark your child's clothing and belongings clearly, and check this box, should items go missing. 'Iron on' tags are the most effective. In accordance with 'Protective Behaviours', it is advisable to mark bags, hats etc. in such a manner that strangers can't read the student's name.

## 1.14 Lunch Time Supervision

A teacher supervises children while eating in an endeavor to ensure hygienic practices and that food is eaten and not thrown out. Should you be concerned about your child's eating habits, please contact the Class Teacher.

## 1.15 Parking in Grounds

The school has a 'drop & go' area on the southern entrance in Hercules Road. This allows parents to safely pull in to this area for a minimal time to drop off or pick up their children. Parent parking in the school grounds is **not permitted** for safety reasons. All parking around our school roads is managed by the regional council. Any concerns should be addressed to the council.

Parking is very problematic around our school. Please be aware at times the local police do visit to check on safe practices and some parents have been fined for unsafe and illegal actions.

## 1.16 Payments of Fees

Payments for resource fees, excursions and all other activities are payable via BPoint (as preferred option) or at the office cash window between 8:00am & 8:45am Monday to Thursday or 8:00am and 12pm on Fridays. EFTPOS is available for all payments made to the school.

BPoint is an online secure system to pay all school invoices. Details are printed on Invoices. This is the preferred method of payment for all invoices.

### 1.17 BPoint – payment of School Invoices

BPoint is a secured payment facility and is the preferred method of payment for all invoices. It can be accessed via any computer or Smart Phone at [www.bpoint.com.au/payments/dete](http://www.bpoint.com.au/payments/dete), and all details required to make payment are on the invoice provided by the school, including the invoice number, CRN number and amount payable. Please note these details need to be accurately transcribed for payment to be correctly processed.

### 1.18 Prep - Prep is compulsory in Queensland

The Queensland Parliament made important changes to the *Education (General Provisions) Act 2006*. It is now compulsory for all Queensland children to undertake the Preparatory (Prep) Year, prior to entering Year 1. The legislation identifies specific exceptions that can be determined by principals on a case-by-case basis. We have seen such positive learning outcomes since the introduction of Prep and I am pleased all children will now enjoy this important start to their learning. Read more on the [Education website](https://education.qld.gov.au/parents-and-carers/enrolment/choosing-a-school/enrolling-your-child). <https://education.qld.gov.au/parents-and-carers/enrolment/choosing-a-school/enrolling-your-child>

To be eligible in 2025, a child must turn 5 years of age between 1 July 2024 and 30 June 2025.

**Evidence of date of birth is required with the enrolment application.**

### 1.19 School Calendar

#### School Calendar for 2025

		<u>Term Dates</u>
TERM	1	28/01/25 – 04/04/25
TERM	2	22/04/25 – 27/06/25
TERM	3	14/07/25 – 19/09/25
TERM	4	07/10/25 – 12/12/25

**Pupil Free Day:** TBA

**Public Holidays:** 26/01/25 (Australia Day), 18/04/25 (Good Friday),  
21/04/25 (Easter Monday), 25/04/25 – Friday (Anzac Day),  
05/05/25 (Labour Day), 11/08/25 (Show Day),  
06/10/25 (King's B'day)

**School Holidays:** 05/04/25 – 21/04/25 (Easter)  
28/06/25 – 13/07/25 (Winter)  
20/09/25 – 06/10/25 (Spring)  
13/12/25 – 26/01/26 (Summer)

### 1.20 School Hours

Before School Bell	8:15am	Children transitioning to class
Morning Session Classes	8:25am – 10:30am	Morning Learning Session
First Break	10.30am – 10.45am 10:45am – 11:15am	15 mins Supervised eating time Play
Middle Session Classes	11:15am - 1:15pm	Middle Learning Session
Second Break	1:15pm – 1:25 pm 1:25pm – 1:45pm	10 mins Supervised Eating Time Play
Afternoon Session	1:45pm – 2:30pm	Afternoon Learning Session
After School Bell	2:50pm	All children who have not been collected by this time must proceed to Office

### **1.21 School Uniform (Dress Policy) – Ratified by the HRSS P&C**

Our school has a policy where, by all students must wear uniforms. This is because:

- A uniform builds school spirit and identification
- It keeps our students safe as they are easily recognized as ours
- The clothing is chosen considering our climate and skin protection needs
- The design is suitable for sport and all school activities for both boys and girls
- It eradicates the 'status' problems and peer pressures often associated with non-uniform student clothing
- Careful consideration is given to cost
  - All shirts, shorts, skirts, dresses, hats and jumpers are available from the Uniform Shop.
  - If uniform clothing is purchased from alternate sources, items must be the same style, fabric and colour as those sold at the uniform shop. If unsure, please check with the school prior to purchase.
  - Inter-house Sports colours (Blue, Red, Yellow) can be worn on Athletics Carnival Days only.
- Children may not represent the school **or participate in excursions** unless they wear full correct uniform .

### **Jewellery and Presentation Expectations (extracted from Policy)**

Establishing and expecting accepted jewellery and presentation standards ensures the school maintains pride in all students appearance, limits items which may be lost / stolen, removes distractions in class and ensures workplace safety.

Guidelines include:

- Only small, plain sleepers or studs in ears are permitted.
  - Spacers are not permitted. A maximum of 2 sets of earrings can be worn if plain studs or sleepers.
  - 'Dangly' earrings or piercings visible in any other part of the body must be covered with tape.
  - One signet ring (must not be sharp or raised)
  - Necklaces are not to be visible
  - One watch
  - Medical bracelets only
  - No face adornments e.g. piercing, stickers, temporary tattoos
  - Hair Accessories – Hair control items to be minimal and green, white or black.
  - No hoodies, beanies, bandanas or scarves
  - Shoulder length or longer hair is to be tied back and hair is to be kept out of eyes
  - Hair to be student's natural colour.
  - Fluro or brightly coloured hair colours are not permitted apart from wash out spray on colours for designated house sport carnivals/ events.
  - No make-up except for medical reasons which require a doctor's letter
  - Clear fingernail polish only
  - Fake nails not permitted
  - No anklets
- # Hair ties or rubber bands are not to be worn on wrists

Any exceptions e.g. religious, medical or cultural factors, need to be discussed with the Principal. Students may be directed to remove inappropriate items e.g. bandana, or be given one day in which to comply unless otherwise arranged with the Principal e.g. removal of nail polish

### **1.22 Time of Arrival / Departure**

Children should arrive at school by 8:15am. Children must wait in the covered play area until the 8:15am bell. Children arriving prior to 7:45am are not supervised and should be enrolled in the Before and After School Care facility. All school rules must be observed from the time children enter the grounds. Supervision in the playground is not provided before the commencement of classes or after school. Consequently children may not use playground equipment at this time.

### **Late Slips:**

Children arriving after 8:30am are required to obtain a late slip from the Office before going to their classroom. If your child is frequently late, you will be contacted by the Principal and asked to provide a written explanation. All children are required to proceed directly home once dismissed by their teacher after the 2:30pm bell. No supervision is provided after 2:30pm other than bus supervision unless teachers have organised a particular student activity. Parents/Caregivers are required to ensure that suitable

arrangements are made for children to leave school immediately after being dismissed from classes at 2:30pm. Students who are not collected from school by 2:50pm are required to come to the office to wait when a further bell rings at that time. Before/After School Care facility is available on site in the Gym.

### 1.23 Transfers

Should you be moving and your child will be attending another school, please notify the office and fill in a Student Exit Form.

### 1.24 Transport to and from School

Assistance is provided by Queensland Transport to students who live more than 3.2km by the shortest trafficable route from the nearest state primary school or preschool. For more details, phone 3862 9841 or go to [www.tmr.qld.gov.au](http://www.tmr.qld.gov.au) Kangaroo Bus Lines 1300 287 525, Hornibrook Bus Lines 3284 1622 are local bus companies which provide school services. These bus companies, in conjunction with schools, have developed a code of conduct. Poor behaviour on buses may result in a child being denied bus transport.

### 1.25 Updating of Records

It is important that we have comprehensive and current information about your child. Should circumstances, i.e. family situation, address, email address, telephone number, contacts etc. change, please inform the school as soon as possible so that the correct information can be entered on our records.

### 1.26 Valuables, Jewellery, Toys, Mobile phones, Scooters, Skateboards and Bikes

Any valuables including toys or unnecessary jewellery should not be brought to school. We have a policy (attached) that allows only minimal jewellery to be worn. In summary: a watch, stud earrings and sleeper earrings are permitted but they must not be 'dangly'; necklaces are not to be visible; one signet ring is permissible but must not be raised; no makeup (except for medical reasons – a doctor/s letter is required); no face adornment eg. stickers, tattoos; minimal hair accessories. If there is a special reason why your child must wear jewellery other than that detailed above eg. medical tag or medical bracelet, please indicate this in writing. This policy exists for workplace health and safety considerations, to avoid injuries to either the wearer or other person, to avoid loss or damage and is in line with our uniform policy.

In the interest of safety transport items such as scooters, skateboards and bicycles must not be bought or ridden on school grounds. A secure bike rack area is provided for storage during the school day. While the school locks this area during the school day parents should provide additional security measures.

Mobile Phones and Digital Devices – Please read the Electronics Policy in the Appendices

Mobile phones, including phone watches, should not be brought to school. In the event that parents perceive there may be a situation requiring their child's use of a mobile phone after school, parents are required to complete & return a "Permission for Electronic Device" form stating the reason. Students are required to hand in the mobile phone, placed in a numbered bag, at the office each morning before school and it may be collected at 2:30pm.



### 1.27 Visitors/Volunteers

All visitors/volunteers are required to report to the office before going to classrooms and must sign the register. A visitor's label must be worn while on school grounds during school hours. This ensures that we are aware of who is in the school at any time and particularly during Emergency Evacuations. Volunteers who are not parents must obtain a 'Working with Children – Blue Card' before volunteering in our school. This application can be obtained online. All volunteers must have read the Student Protection Fact Sheet and completed the Key Message Guide which is available at the office, and the School's Emergency Procedures located beside the sign-in iPad. **An induction, including mandatory training, must also be completed by all volunteers who wish to help at the school.** Contact the office for details.

### 1.28 Weather Conditions (Severe)

There will be occasions during the year when the weather conditions deteriorate rapidly, in particular electrical storms and hailstorms. These often occur before or close to student dismissal time. Our first responsibility is to ensure the safety of the children. The following procedures will be adopted:

#### **If severe storm warnings are received**

All children will remain with their classroom teacher. Children will only be released into their parents' care if parent/guardian collects the child themselves.



### **If severe storms occur on 2:30pm dismissal**

Teachers are instructed to keep all children in the classroom under supervision. Teachers will be advised to release/dismiss the children when the danger has diminished. As above, parents may access students from the classroom. Bus companies will be contacted to advise of a change in routine.

## **2.0 CURRICULUM**

### **2.1 Academic**

Our school offers a broad curriculum in accordance with the requirements of ACARA and Education Queensland. Key Learning Areas (KLA's) include – Maths, English, Science, HASS, Technology, Health, Music, Physical Education, Art and LOTE (French). All eight key learning areas are compulsory. In addition we offer a comprehensive Instrumental Music program, a wide range of cultural activities, learning support and extensive cross-curricular application of technology.

### **2.2 Athletics / Sport**

Our school is one of the most active and successful sports schools on the Redcliffe Peninsula. A wide range of sports is available to those students in Years 5 – 6 who wish to participate in inter-school sport. These can include sports such as netball, touch, rugby league, soccer, basketball, tennis, softball, cricket, AFL and volleyball. Students also have the opportunity to participate in District Athletics and Swimming Carnivals. Many of our students have represented Regional teams in State carnivals and some have been selected for State teams.

All students from Prep – Yr 6 are involved in a developmental skills program, organized by our full-time physical education specialist teacher. Each year the whole school is involved in inter-house carnivals i.e. cross-country, athletics. The houses are:

Malbooma	-	<b>Blue</b>	-	Wind
Doongara	-	<b>Yellow</b>	-	Lightning
Waroo	-	<b>Red</b>	-	Fire

### **2.3 Computers / Technology**

To enhance learning, there are a large number of computers, laptops and iPads on site. Students' access computers through the use of Internet linked and networked computers in their classroom and computer lab. Student internet use is managed through a secure Department site, which ensures safety and reports any attempts at inappropriate use by students directly to the Principal. Children gain experience in a wide range of computer assisted learning activities, multimedia simulation programs, drill and practice, data base retrieval, use of spreadsheets, word processing skills and the Internet. The whole school is WiFi enabled with a bank of iPads and laptops for the whole class.

### **2.4 Third party Website**

Our school uses tools and resources to support student learning, including third party (non-departmental) online services hosted and managed outside of the Department of Education network.

Online services, including websites, web applications, and mobile applications, are delivered over the internet or require internet connectivity. Examples may include interactive learning sites and games eg. Storyboard, online collaboration and communication tools, web-based publishing and design tools, learning management systems, and file storage and collaboration services.

More information & the consent form is included in your enrolment pack

### **2.5 Excursions and Camps**

A range of educational trips are undertaken to broaden the learning experiences of pupils. The school has a Camps and Excursions Policy. The events and trips are closely related to regular classroom instruction and utilize the community and regional resources as part of the curriculum. Trips are thoroughly planned and supervised. An approval process involving the P & C is required prior to excursions being undertaken. Attendance of all students in the class is expected at excursions, and full school uniform is necessary. Students whose behaviour does not meet acceptable standards may have permission to attend such out of school events withdrawn.

## 2.6 Homework

Unless they advise otherwise, teachers at Hercules Road State School will generally set homework, every week of the school year. All students are expected to make reasonable attempts to complete set tasks. Special considerations may be negotiated with the school's administration team or the child's class teacher.

### Purpose

Teachers may assign homework for the following purposes:

- To consolidate work currently being studied in class and to allow students to practise skills taught and apply acquired knowledge.
- So that research on a particular topic may be undertaken.
- As an opportunity for students to complete unfinished work.
- To encourage discipline/positive habits in relation to completing tasks on a nightly basis.

For the parent, the monitoring of homework provides the opportunity to discuss schoolwork with their child and develop and maintain contact with their child's teacher.

### General Guidelines

- Homework must relate closely to work being taught in class.
- Homework must consist of activities that are within the student's abilities. Children should be able to complete the tasks unaided. No new work is to be set.
- Homework expectations need to consider the individual needs and abilities of students.
- Nightly homework may include written tasks, reading tasks and/or learning tasks-
- Approximate time per day:
  - Prep – 10 / 15 minutes
  - Yrs 1 – 4 approximately 20 minutes
  - Yrs 5 – 6 approximately 30 minutes

### Teacher Responsibilities:

- Set suitable homework.
- Ensure that homework is closely related to in-class work.
- Correct completed homework.
- Provide effective feedback to the learner and home regarding progress or concerns.
- Communicate homework expectations to students and parents.
- Monitor homework completion and apply logical consequences for students who frequently fail to meet homework expectations. Short term consequences may include:
  - An informal note or phone call to parents
  - Creating opportunities for homework to be completed in school time
  - Removal of class privileges until homework is completed.

### Student Responsibilities:

- Organising themselves to ensure that homework tasks and associated materials are taken to and from home.
- Work diligently at completing tasks up to the designated time and/or the completion of set tasks.
- Seek assistance from teachers and/or parents when experiencing difficulty.

### Parent/Carer Responsibilities:

- Monitor student's homework.
- Set an agreed time for homework to take place.
- Provide an appropriate location for the student to complete homework.
- Provide support and encouragement as required.
- Contact the teacher if the student is experiencing difficulty with homework or it becomes a source of conflict within the family.
- If there are homework concerns or it is resulting in significant distress, please contact the class Teacher.

## 2.7 Instrumental Music Program

Our instrumental music program includes brass, woodwind, percussion and stringed instruments for children from Years 3 – 6. Children are assessed to ascertain their ability, and places in the program are offered accordingly. A limited number of school

instruments are available. Children who miss out on an instrument may still enter the program if they buy or hire the required instrument. Free instruction is available from a departmentally employed instructor although a fee is charged for the hire of instruments, the cost of consumables, music books and folders. As the player becomes more proficient he/she progresses to the concert band/string ensemble. A school band is currently developing well and these children provide music at school assemblies as well as providing service to the local community by playing at various functions. The school's Junior and Senior choirs participate in the regular visits to Nursing homes or special events. Practices are held at lunchtime with the Music Specialist.

## **2.8 LOTE – Languages Other Than English**

Our LOTE teacher provides tuition to Year 3 - 6 students. LOTE is a mandatory subject (one of eight Key Learning Areas). Research indicates that students who do well in the study of a second language gain significant advantage in the area of brain development and in other curriculum areas.

## **2.9 Student Progress Reports – Report Cards**

Report cards are issued twice per year, at the end of each semester. Reports are sent home via email, unless parents request an alternate method. Parent / Teacher interviews are offered in Terms 1 and 3. These can be booked online. We welcome parents inquiring about their child's progress at any time.

## **2.10 Religious Instruction**

Religious instruction (RI) is offered at the school in some year levels, dependent upon the availability of instructors. The Redcliffe Church Leaders Network, which represents all Christian churches on the Redcliffe Peninsula has entered into a non-denominational Christian Co-Operative agreement for the provision for RI in Redcliffe schools. It is a general Christian Education program that uses material from Christian Education Publications, "Connect". RI Instructors have undergone specific training and have a Blue Card that enables them to deliver the program.

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

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. You may also wish to access the Department's RI policy statement available at <http://education.qld.gov.au/schools/school-operations/ri-policy-statement.html>

**Note:** *This information remains operational unless the parent informs the school otherwise in writing.*

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, but is not restricted to:

- personal research and/or assignments
- 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.

## **2.11 School Senior Camp**

A school camp is conducted for Year 6 students and is part of the curriculum with a clear expectation that all children attend. If students are unable to attend camp for any reason, they will need to attend school.

## **2.12 Support Services**

We are fortunate to have staff to comprehensively cater for the diverse learning needs of all students. This includes our Head of Special Education, Support Teachers (Year Level and Behaviour), and a Guidance Officer, Speech Language Pathologist, Teacher Aides, Chaplain, Student Wellbeing Officer, Engagement Officer and Indigenous support. Our staff support both teachers and students in providing the best possible education to meet the individual needs of students. Should you have any concerns regarding your child's educational progress or social and emotional development, please contact your child's teacher.

## **2.13 Sporting Facilities**

We have a wide range of sporting equipment and facilities, which we are continually upgrading. Facilities include:

Two netball courts, two cricket pitches, two practice cricket wickets, two volley-ball courts, adventure playgrounds catering for students from Prep to Year 6, sporting oval, hall, gym and a multi-purpose court.

### 2.14 Swimming Lessons

Children from Year 2 to Year 4 utilise off-site aquatic centres for learn-to-swim lessons in Semester 2. While this is subsidised by Education Queensland, parents are required to pay to help off-set bus transport, pool costs and any coaching costs. Details are yet to be finalised for the 2025 programs.

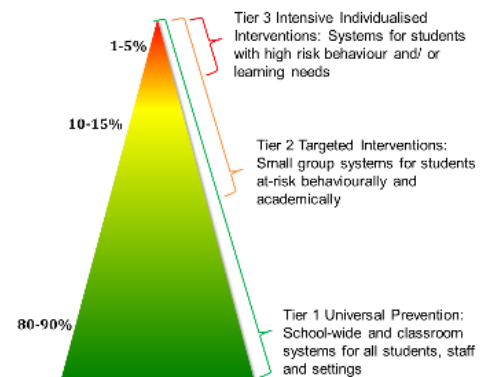
Year 5 students participate in a day of life saving skills delivered by Queensland Surf Life Saving.

## 3.0 STUDENT MANAGEMENT

### 3.1 Positive Behaviour for Learning - PBL

Our school is deeply committed to delivering a behaviour management process called PBL. There are three specific aspects to PBL:

- **universal focus** – to create a preventative, positive learning environment for all students
- **targeted interventions** – to improve social-emotional skills for students who need additional support
- **individualised intensive supports** - for students who have experienced academic and behavioural difficulties over an extended period of time.



Together, this three-step process is known as developing a continuum of support. PBL uses a tiered intervention framework which uses varied levels of support for students based on their needs. The tiered approach addresses these needs through:

- investing in prevention for all students and explicit instruction of expectations
- identifying and providing targeted supports for individual students who need more support
- providing individualised and intensive interventions for students with significant support needs.

Our school has developed a continuum of support across the tiers that promotes student wellbeing within a school culture strongly focused on learning. Through this framework, student assessment and instruction are linked to inform data-based decision-making. All students receive universal support and instruction. If students need more support, their instructional program becomes more intensive and individualised to target their specific learning and behavioural needs.

#### Tier One Universal Support

Universal support is the foundation for PBL. The focus is on establishing a whole-school planned approach to wellbeing and strengthening the school learning culture. Key features of universal support include:

- clear, shared expectations for behaviour that are explicitly taught for different school settings
- consistent positive feedback
- a range of strategies to respond to students who are not following the school's expectations
- continuous collection and use of data for decision making.

Crucially all school staff provide universal supports for all students across all settings including classrooms and non-classroom areas such as walkways, canteen, covered areas, oval, school gates and buses.

#### Tier Two Targeted Interventions

Some students may need additional support and instruction for their learning. Targeted interventions, support and instruction build upon what has been taught to students at the universal level. The focus of Tier 2 is on staff intervening early to support their students. Tier 2 provides additional support, instruction and feedback that will help students to effectively engage in learning. To achieve this the school establishes a process so that targeted supports are available to quickly respond to student need. Key features include:

- increasing structure and predictability
- increasing opportunities for feedback
- monitoring the progress of students

- linking academic and behavioural performance
- increasing communication between home and school
- collecting and using of data for decision making
- simple function-based support for all teachers to use.

### **Tier Three Extensive Interventions**

A few students may need more intensive support and instruction. These supports are founded in the continued use of universal and targeted support systems. The focus of Tier 3 is on staff as early as possible to support their students. Tier 3 interventions are built upon the foundations of strong universal support. Key features include:

- team based functional behavioural assessment
- linking academic and behavioural performance
- personalised interventions that focus on prevention
- intensive instruction and support to reduce the frequency of behaviour
- strategies for enhancing specific feedback
- the effective use of consequences
- use of data for decision making.

### Data Informed Problem Solving and Decision Making

PBL involves our school using an evidenced-based problem-solving framework. This framework supports the development of a planned whole school approach to wellbeing and a school culture strongly focused on learning. Student assessment data is regularly used across the school to inform teaching effectiveness and future directions at the school and individual student level. Data is used to make important decisions to inform the actions of staff to address student needs. It is used to monitor student outcomes following implementation.

Using data that is shared with staff, parents and students allows the school community to focus on developing a safe and supportive learning environment.

The problem-solving process involves a school team implementing four critical and connected features across each tier of the **Outcomes** include social, emotional, behavioural and academic areas.

**Data** includes information that is used to identify the current status, the need for change and the effects of interventions. Data on student behaviour, academic performance, attendance and other key indicators is considered by the team. Data on how well the practices are being implemented is essential. By reviewing data frequently, the school team can make decisions to select, differentiate or discontinue practices based on need.

- **Systems** are staff focused. They include procedures that support all staff to enable the accurate and sustainable implementation of practices to support students.
- **Practices** are student focused. They are the evidence-based interventions and strategies that support students. Practices are selected and adjusted to ensure they are culturally and contextually relevant.

The school team:

- uses data to inform decision making
- establishes systems, plans and procedures that help staff to meet the learning needs of all students
- implements evidenced based practices to support students.

Regular evaluation of the school's systems and practices to support student behaviour is important throughout the implementation of PBL. This involves regular analysis of behaviour and learning data and surveys of school staff, students and the school community.

## **3.2 Student Behaviour Support**

We believe that all students have the right to learn and be safe and that teachers have the right to teach. Behaviours that disrupt students or teachers, are addressed using the school's behavior management process. A copy of our school's Student Code of Conduct is available. If you would like further information, please contact the Principal, Deputy Principals, or our Positive Behaviour For Learning (PBL) Team.

## **3.3 Student Disciplinary Absences**

Disciplinary absences include suspension and exclusion and may be applied on the following grounds:

- disobedience;
- misconduct;
- other conduct of the student that is prejudicial to the good order and management of the school or State Schools.

Please refer to the HRSS Student Code of Conduct.

### **3.4 Student Leadership Program**

All students in Years 5 can apply for a 'School Leader' badge. Students complete a leadership program then apply for a position as a student leader. Students must have been presented with a school leader badge during Year 5 to be considered for a position as school captain or house captain in Year 6.

## **4.0 SCHOOL HEALTH**

### **4.1 Dental Clinic**

If your child requires dental work treatment can be organised by calling the Oral Health Call Centre on 1300 300 850.

### **4.2 Head Lice**

Head lice appear in the school community from time to time. Headlice can infest any student, irrespective of personal cleanliness. Headlice are transmitted when there is close head contact. It is important that you check your child's hair regularly so that any infestation will be detected early. Particular areas to inspect are the nape of the neck, under a fringe and behind the ears. Treatment preparations are available from chemists. Headlice notes are regularly sent home to remind parents to check and treat their child's hair. Parents may be contacted when headlice is detected. Students should be taken home and treatment commenced before returning to school.

### **4.3 Illness/Serious Injury**

Children who become ill at school rest in our sick bay. If it appears that the child will not recover in a short time, every effort will be made to contact parents. In the event of a serious injury an ambulance will be called. If the parent or parent nominee cannot be contacted, a staff member will accompany the child to hospital and wait until the parent arrives.

## **It is extremely important for parents/caregivers to keep contact details current.**

### Injuries to students & Accident Insurance

Physical activities, including sports, have inherent risks. The school makes extensive effort to manage all risks. Parents should be aware that the school does not have 'accident insurance' to cover medical or other costs in the event of accidental injury. The school recommends that parents should consider private insurance to ease concerns in this regard.

Parents wishing to make a claim for expenses resulting from injuries at school should make a written request to the Director, Legal and Administrative Law Branch (PO Box 15033, City East, QLD 4022). The request must outline the circumstances of the injury, the amount claimed and the reasons the parent believes the school caused the injury. Any such claims will be considered on their merits.

### **4.4 Infectious Diseases**

The table on the following pages details common infectious diseases and Education Queensland requirements. Please contact the school should any of the following occur.

A pupil will be temporarily excluded if suffering from an infectious or contagious disease according to the table listed under infectious diseases. (See table listed under School Health, Infectious Diseases (4.4))

## TIME OUT

Some medical conditions require exclusion from school to prevent the spread of infectious diseases among staff and children. The information below provides detail on the recommended minimum exclusion periods for infectious conditions and will assist medical practitioners, schools, pre-schools and child care centres to meet the requirements of the *Public Health Act 2005*.

Condition	Exclusion of case (person with infection)	Exclusion of contacts (person exposed to the case with the infection)
Chickenpox (varicella)	Exclude until all blisters have dried. This is usually at least five days after the rash first appeared in non-immunised children, and less in immunised children.	Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise, not excluded. Exclude any pregnant woman who is, or is presumed to be susceptible.
Cold sores (herpes simplex)	Not excluded if the person can maintain hygiene practices to minimise the risk of transmission. If the person cannot comply with these practices (eg because they are too young), they should be excluded until the sores are dry. Sores should be covered with a dressing, where possible.	Not excluded
Conjunctivitis	Exclude until discharge from eyes has ceased unless non-infectious conjunctivitis.	Not excluded
Cytomegalovirus (CMV)	Exclusion not necessary	Not excluded
Diarrhoea and/or vomiting (including <ul style="list-style-type: none"> <li>• Amoebiasis</li> <li>• Campylobacter</li> <li>• Cryptosporidium</li> <li>• Giardia</li> <li>• Rotavirus</li> <li>• Salmonella</li> <li>• Viral gastroenteritis</li> </ul> But not norovirus or shingella – see separate section)	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded
Diphtheria	Exclude according to public health unit requirements	Exclude according to public health unit requirements
Enterovirus 71 (EV71) Neurological disease	Written medical clearance is required confirming the virus is no longer present in the child's bowel motions	Not excluded
Glandular fever (Epstein Barr virus (EBV), mononucleosis)	Exclusion not necessary	Not excluded
Haemophilus influenzae type b (Hib)	Exclude until the person has received appropriate antibiotic treatment for at least four days	Not excluded. Contact a public health unit for specialist advice.
Hand, foot and mouth disease	Exclude until all blisters have dried	Not excluded
Head lice	Exclusion is not necessary if effective treatment is commenced prior to the next attendance day (i.e. the child does not need to be sent home immediately if head lice are detected).	Not excluded
Hepatitis A	Exclude until a medical certificate of recovery is received and until at least seven days after the onset of jaundice.	Not excluded. Contact a public health unit for specialist advice about vaccinating or treating children in the same room or group
Hepatitis B	Exclusion not necessary	Not excluded
Hepatitis C	Exclusion not necessary	Not excluded
Human immunodeficiency virus (HIV/AIDS)	Exclusion not necessary	Not excluded
Influenza and influenza-like illness	Exclude until well	Not excluded

Measles	Exclude for four days after the onset of the rash	Immune contacts are not excluded. Susceptible contact should be excluded until 14 days after the onset of the rash in the last case occurring in the facility. Immunosuppressed children or staff should be excluded (regardless of their vaccination status) until 14 days after the onset of the rash in the last case occurring in the facility.
Meningitis (bacterial)	Exclude until well and has received appropriate antibiotics	Not excluded
Meningitis (viral)	Exclude until well	Not excluded
Meningococcal infection	Exclude until appropriate treatment has been completed	Not excluded. Contact a public health unit for specialist advice about antibiotics and/or vaccination for people who were in the same room as the case.
Molluscum contagiosum	Exclusion not necessary	Not excluded
Mumps	Exclude for nine days after onset of swelling	Not excluded
Norovirus	Exclude until they have not had any diarrhoea or vomiting for 48 hours	Not excluded
Parvovirus (erythema infectiosum, fifth disease, slapped cheek syndrome)	Exclusion not necessary	Not excluded
Pertussis (whooping cough)	Exclude until five days after starting appropriate antibiotic treatment, or for 21 days from onset of coughing.	Contact a public health unit for specialist advice about excluding unvaccinated and incompletely vaccinated contacts.
Poliomyelitis	Exclude for at least 14 days from onset of symptoms and case has recovered. Written medical clearance from doctor or public health unit is required to return to school, confirming child is not infectious.	Not excluded unless considered necessary by public health unit
Ringworm, tinea, scabies	Exclude until the day after appropriate treatment has commenced.	Not excluded
Roseola	Exclusion not necessary	Not excluded
Rubella (German measles)	Exclude until fully recovered or for at least four days after the onset of rash	Not excluded
Schools sores (Impetigo)	Exclude case until has received appropriate antibiotics for at least 24 hours. Sores are not contagious if covered, or after the child has taken antibiotics for 24 hours. Weeping or crusted sores on exposed areas should always be covered with a watertight dressing until at least 24 hours post antibiotics commenced and for as long as practical.	Not excluded
Shigellosis	Exclude until diarrhoea has stopped and two samples, taken at least 24 hours apart, have tested negative	Not excluded
Streptococcal sore throat (including scarlet fever)	Exclude until well and has received antibiotic treatment for at least 24 hours	Not excluded
Thrush (candidiasis)	Exclusion not necessary	Not excluded
Tuberculosis (TB)	Written medical clearance is required from Queensland Tuberculosis Control Program to return to school, confirming child is not infectious.	Not excluded
Typhoid, paratyphoid	Exclude until diarrhoea has stopped and two consecutive samples, taken at least one week apart, have tested negative	Not excluded unless considered necessary by public health unit
Whooping cough – see pertussis		
Worms	Exclude if loose bowel motions present	Not excluded



#### **4.5 Medical or Health needs**

This school is committed to supporting students' safety, health and wellbeing. Parents should provide the school with any relevant health information that is required to support the student at school. This information is collected at enrolment but needs to be updated regularly, or if a new health condition develops.

Information about medically diagnosed conditions such as allergies, asthma, diabetes and epilepsy and other health conditions that may require school staff to provide support to students, including administering medication and performing health procedures, should be provided to the school. Additionally, any health need that may impact on school activities such as sports, outings (including camp) should also be discussed with the school.

Information should be provided in writing and any specific health plans (only to be completed and signed by the medical practitioner) should be included. Please contact the school to discuss any specific requirements.

If medication is to be provided by school staff, the parent needs to complete a Consent to Administer Medication at School form – available from the school office.

#### **The school can only administer prescribed medication, and then only when a request is received from the parent detailing the medication, dosage and administration times.**

In addition, the medication must be brought to the school by an adult and come in the original container (with pharmaceutical label attached), which must state the Dr's name, students name, dosage and administration times. This also applies when replenishing this medication, if long term.

It is essential that the school office staff is informed of any changes to contact details or the contact details of the people nominated as emergency contacts.

#### **4.6 Sun Protection – Sun Safety in our School**

The wearing of a wide brimmed hat is compulsory when not undercover. Due to the need to encourage safe practices to avoid skin cancer, the school has a policy of 'no hat – no play'. We encourage parents to provide sun lotion, particularly on sports days and when swimming. Sun safety is important for our school because our students are here during peak times for ultraviolet radiation (UVR), which is 10 am to 2.30pm.

Cancer Council Queensland says childhood sun exposure contributes significantly to a person's risk of developing skin cancer in their lifetime, so our school encourages sun safe behaviours. Wearing wide brim hats, sun protective clothing, sunscreen and keeping in the shade as much as possible are good habits to get into and we encourage parents and staff to set a good example for our students.

### **5.0 PARENTS, COMMUNITY AND THE SCHOOL**

#### **5.1 Communication**

Open communication is essential for the wellbeing of this school and your child. Communication channels include:

- Newsletters and newflashes sent home via email.
- Fortnightly parade on Wednesday at 1.45pm in the Hall on even weeks
- Celebration Parade Week 10 each term on Fridays 8:30am
- School App/ website - [www.herculesroadss.eq.edu.au](http://www.herculesroadss.eq.edu.au)
- Facebook Groups
- Teacher newsletters, where class teachers send home information on what is being learnt, homework expectations and general information about their particular class
- Committee meetings, including Tuckshop and Fundraising
- Each class holds a 'Parent Night' early in the year to advise parents of the work the children will cover throughout the year, and give parents the opportunity to meet with the teacher
- P & C meetings are held in Weeks 3 & 7 each term.
- Parent reporting with a report card issued twice a year
- In addition, teachers will advise parents if they have concerns regarding their child's learning or behaviour as it occurs.

#### **5.2 Multi-Purpose Hall**

Our Multi-Purpose Hall is used for a variety of school and community activities. It is also available for hire to the general public. Contact school office for more details.

### **5.3 Parent Concerns**

Should you have a concern or a query, please bring it to our attention as soon as possible so that you can receive satisfaction. It is important that we know about your problem so that –

- (1) action can be taken
- (2) you can be given a clear perspective of the situation.

Please make an appointment with the class teacher so that the teacher can give you undivided attention. Concerns may also be raised with the Principal or Deputy, but the classroom teacher should be the first point of call.

### **5.4 Parent/Community Involvement**

We welcome the involvement of parents at their level of comfort, in all aspects of our school. This involvement can take many forms, and includes:

- Attending special events – Learning Celebrations, Fancy Dress, Cultural & Fun days, Sports days.
- Letting us know things that need improvement and suggesting how to improve them
- Responding to opinion surveys
- Involvement in committees: P & C, Tuckshop, Fundraising,
- Helping out in classes: eg. Reading and Writing
- Assisting on excursions
- Attending Parent Forums

### **5.5 Parents and Citizens Association**

This group of parents contributes in many ways to make our school a better place for all. Often the P & C is viewed only as a fund-raising group to provide additional school resources. While this is an important role, there are other roles. These include:

- Bringing the relationship between the home and school closer
- Enabling parents to be better informed regarding education and enhancing communication
- Helping to develop school policies and assisting with their implementation
- Improving the services of the school

The P & C meets in Weeks 3 & 7 each term in A Block at 6.00pm. All parents are welcome to attend and become members.

### **5.6 PARENT AND COMMUNITY CODE OF CONDUCT**

Our school has an established Parent and Community Code of Conduct, endorsed by the Parents and Citizens Association. The code aims to support the learning, wellbeing and safety of everyone in our community. It describes elements of communication, collaboration and school culture that are expected and to be demonstrated. A copy is available on our Web Page.

### **5.7 PLAYGROUP - Child Health Nurse/Parenting Support/Playgroup**

On Tuesdays each week, between 8.30-10am, our school runs a playgroup for parents and carers of babies, toddlers and children who are too young to be at school yet. This is a great opportunity to meet and interact with other families, to give your little ones some new and interesting play opportunities, planned and set up by an experienced early years teacher. Morning tea is provided and the playgroup is open to all families, not just those who have children attending HRSS.

We also have a Child Health Nurse who attends playgroup each fortnight, with whom you can chat or ask questions, and you can also make a time to meet with her after playgroup for health checks or to discuss other questions and concerns.

In the alternate fortnights, we are joined by an Early Intervention Clinician, who is available to support with parenting questions and concerns and she is also available to meet with parents individually after playgroup.

These medical professionals can also link you in with or suggest other services that may be appropriate for your child, if needed.

### **5.9 Tuckshop**

Our Tuckshop, run by the P&C, has a Convenor and is staffed by volunteer parents. It operates each day for first and second break lunches. It is essential to have voluntary parent assistance to maintain our Tuckshop service and keep prices to a minimum, so your help for even a few hours on any day would be appreciated.

Eftpos is now available at the Tuckshop.

#### Online ordering

The Tuckshop and uniform shop are now both online with Flexischools. Orders can be placed online and are delivered to students' classrooms. Please see brochure – in our enrolment pack for more details.

### Our Tuckshop Aims

- to provide healthy, nutritious food at affordable prices
- to reinforce home and classroom teaching of the importance of healthy eating
- to offer a balanced diet

### How you can help

- attend tuckshop weekly, fortnightly or once a month up till 1:30pm to prepare and serve first and second break lunches
- help out part of the time when you can (just ring Angela, our convenor and school and let her know when)
- assist with menu ideas. Our tuckshop committee meets once a term. (Contact the tuckshop for times and days when this meeting will take place)
- be on standby to assist when there is an illness or special events such as Sports days, Discos, Concerts,

### What is in it for you?

- you can meet people with similar interests to exchange information and form friendships
- your children will enjoy seeing you at school
- you get satisfaction from helping children learn about nutrition
- you assist to keep prices down

*Why not drop in for a 'cuppa' and find out? \** If you can assist in any way, please fill in the volunteer form and return it to the office.

## APPENDICES

### HERCULES ROAD STATE SCHOOL DRESS CODE - Uniform Policy & Jewellery / Presentation Policy

#### Uniform Policy

Our school Parents and Citizens Association endorse that we wear an approved uniform at Hercules Road as it:

- Creates a sense of identity with and for our school
- Promotes pride within our students and school community
- Establishes a standard of dress which includes gender neutral options and addresses sun protection
- Is cost effective and affordable
- Allows easy identification of enrolled students in our school and when out of school
- Addresses the issues of peer pressure due to appearance and/or state of wealth

All of the following items must be the same style, fabric and colour as those sold from the school uniform shop.  
IF UNSURE, PLEASE CHECK WITH THE SCHOOL PRIOR TO PURCHASE.

***Special circumstances need to be discussed with the Principal.***

#### **The Hercules Road State School uniform consists of:**

- Light green and dark green panel HRSS polo shirt or Seniors Shirt worn out, with collar worn down.
- Bottle green shorts (ruggers or unisex style)/ skirt/ skorts – should not be excessively longer or shorter than the school uniform version and must be at least mid-thigh in length. Baggy/ long style shorts that extend beyond the knee, shiny soccer style, basketball style with holes in the fabric, army or cargo shorts are unacceptable.
- Plain wide-brimmed bottle green hat or bucket hat with or without logo – no caps, legionnaires or beanies are permitted  
The hat is an essential items for students to participate in P.E. and sport, which are generally in the sun.
- Shoes must be predominantly black, lace-up (black laces), velcro or buckled footwear (joggers/ sandshoes or black leather shoes), with minimal colour on visible surfaces. Exceptions must be approved by the Principal prior to purchase.
- Footwear is not to have excessively thick soles, raised heels or be high cut (unless medically prescribed).
- Slip on shoes, sandals and thongs are not permitted without doctor or Principal's permission.
- Socks should be totally white on visible surface, or with the approved school logo, short socks/ anklets worn down.
- Plain bottle green tracksuit or bottle green jumper with/without school emblem – no stripes or hoods. White, dark green or black long sleeve shirts or tights maybe worn under the school uniform in winter.
- Check green dress, as per the standard available in the school uniform shop.
- Hair accessories are to be minimal
  - ✓ Any adornments are to be green, black and/ or white
  - ✓ No bandanas or scarves
  - ✓ Shoulder length or longer hair to be tied back and hair kept out of eyes
  - ✓ Hair tones are to be of students natural colour - not dyed
  - ✓ Fluorescent or brightly coloured hair colours are not permitted apart from wash out spray-on colours for approved designated sport carnivals/ events.

#### **The Wearing of The Uniform:**

It is expected that while children are in uniform, they will wear the complete uniform, including when coming to or going from school.

- Uniform shirts are to be worn out, not tucked in
- No non-uniform clothing should be visible e.g. t-shirts, different coloured clothing
- Hats are to be worn when away from covered areas.
- Shoes are required to be worn at all times.
- Uniform is to be worn for the entire school year

## **Free Dress Days:**

On free dress days, approved by the school, students may wear non-uniform items, provided:

1. The clothing is sun-safe.
2. No inappropriate printing is visible on the clothing.
3. Shoulders and upper arms are covered by clothing to the same extent as the usual school uniform.
4. The length of shorts/ skirt/ dress is at least the equivalent of the regular uniform.
5. Wide-brimmed hats or bucket hats are worn – no caps.

## **Jewellery / Presentation Policy**

Establishing and expecting accepted jewellery and presentation standards ensures the school maintains pride in all students' appearance, limits items which may be lost / stolen, removes distractions in class and ensures workplace safety for students and staff. Guidelines include:

- A maximum of 2 sets of small, plain sleepers or studs earrings are permitted.
- Spacers are not permitted.
- 'Dangly' earrings or visible piercings must be removed during the school day or covered with tape.
- One signet ring permitted (must not be sharp or raised).
- Necklaces are not to be visible.
- One watch (smart watches not permitted).
- Medical bracelets permitted.
- No face adornments e.g. stickers, temporary tattoos
- Hair accessory items to be minimal and green, white or black. N.B. Hair ties or bands are not to be worn on wrists.
- No hoodies, beanies, bandanas or scarves
- Shoulder length or longer hair is to be tied back and hair is to be kept out of eyes
- Hair to be student's natural colour.
- Fluorescent or brightly coloured hair colours are not permitted apart from wash out spray on colours for approved designated carnivals/ events.
- No make-up except for medical reasons which require a doctor's letter
- Clear fingernail polish only.
- Fake nails and anklets are not permitted.

Any exceptions e.g. religious, medical or cultural factors, need to be discussed with the Principal. Students may be directed to remove inappropriate items e.g. bandana, piercing, nail polish or be given one day in which to comply, unless otherwise arranged with the Principal.

## **Non-Compliance:**

Parents agree to meeting the school uniform code on enrolment and should a parent have bona fide reason for their child not be in the approved uniform they must advise the school prior to sending their child to school or by providing their child a note to take to school advising of the reason.

Students, who are non-compliant without appropriate parent approval, may be subject to the following:

- Student may be provided an orange 'Incorrect Uniform Card' to remind them and ask parents to rectify the concern.
- Class teacher will monitor frequency of non-compliance and will contact the parent/carer if prolonged non-compliance occurs. School may send home a noncompliance to uniform letter highlighting concern.
- Student may be prevented from attending, or participating in, any activity for which the student would have been representing the school.
- Student may be prevented from attending, or participating in events like: school excursions, interschool sport and extra-curricular activities where wearing the incorrect uniform is a safety concern.

## **BICYCLE / SCOOTER / SKATEBOARD / ROLLER BLADES POLICY**

The safety of students and the public is of paramount concern regarding the riding of bicycles and scooters to and from school. Consequently any student who rides a bicycle or scooter is expected to:

- Observe road rules
- Cross at designated crossings
- Wear a helmet which is done up and fastened firmly
- Walk their vehicle in school grounds
- Walk their vehicle from/ to Hercules Road gate to the corner of Hercules Road and Anzac Avenue on the school side of Hercules Road
- Walk their vehicle from/ to the Hercules Road bicycle access gate to the southern school boundary on Hercules Road on the school side of Hercules Road
- All 'vehicles' are to be stored in the bicycle compound only
- No motorized vehicles used by students are allowed in school grounds.

**In the event of a student not complying with this policy, the following process will apply:**

**Step 1 First offence** – warning to the student advising that the vehicle may not be permitted in school grounds in the event of further offences.

**Step 2 Second offence** – Parents advised that the vehicle is not permitted in school grounds

**Step 3** After at least one term has elapsed, the student may request to be permitted to recommence bringing their vehicle onto school grounds.

## **ELECTRONICS POLICY/ MOBILE PHONES AND DIGITAL DEVICES**

INVASION OF PRIVACY ACT:

It is important that all members of the school community understand that under the *Invasion of Privacy Act 1971*, 'a person is guilty of an offence against this Act if the person uses a listening device to overhear, record, monitor or listen to a private conversation'.

It is also an offence under the Act for a person who has overheard, recorded, monitored or listened to a conversation to which s/he is not a party to publish or communicate the substance or meaning of the conversation to others.

**KEY POINTS FOR STUDENTS:**

- 1) Devices may not be brought to school unless an **explanatory Permission note is received** from the student's parent/carer.
- 2) Devices must be stored and used in the **school office only**.
- 3) Devices will be **confiscated after one warning**, if they are discovered in a student's possession without appropriate permission
- 4) Confiscated items will be available for **collection by the student's parent/carer** at the school office.
- 5) Devices are stored and used at the owner's risk. No liability will be accepted by the school in the event of the loss, theft or damage of any device unless it can be established that the loss, theft or damage resulted from the department's negligence
- 6) No visual or verbal recording is permitted by students, parents or community members in school grounds or events (apart from functions such as parades, sporting or graduation ceremonies) without specific approval from admin.

Even where consent is obtained for such recording, the school will not tolerate images or sound captured by personal technology devices on the school premises or elsewhere being disseminated to others, if it is done for the purpose of causing embarrassment to individuals or the school, for the purpose of bullying or harassment, including racial and sexual harassment, or where without such intent a reasonable person would conclude that such outcomes may have or are likely to occur.

The dissemination of visual or verbal communication among the student body or outside the school, by any means (including distribution by phone or internet posting) are in breach of this policy and may be subject to discipline, including suspension and exclusion.

\* *Personal Technology Devices include, but are not limited to, games devices (such as Portable gaming devices, Tamagotchis®, laptop computers, PDAs, Blackberrys®, cameras and/or voice recording devices (whether or not integrated with a mobile phone or MP3 player), mobile telephones, iPods®, Digital phone watches and devices of a similar nature.*

## **ELECTRONICS POLICY**

### **Recording voice and Images**

Every member of the school community should feel confident about participating fully and frankly in all aspects of school life without concern that their personal privacy is being invaded by them being recorded without their knowledge or consent.

We uphold the value of trust and the right to privacy at Hercules Road State School. Students or parents using personal technology devices to record inappropriate behaviours or incidents (such as vandalism, fighting, bullying, staged fighting or pranks etc) for the purpose of dissemination among the student body or outside the school, by any means (including distribution by phone or internet posting) builds a culture of distrust and disharmony.

Students must not record images anywhere that recording would not reasonably be considered appropriate (e.g. in change rooms, toilets or any other place where a reasonable person would expect to be afforded privacy).

Recording of events in class is not permitted unless express consent is provided by the class teacher.

A student or parent at school who uses a personal technology device to record private conversations, ordinary school activities (apart from social functions like graduation ceremonies) or violent, illegal or embarrassing matter capable of bringing the school into public disrepute is considered to be in breach of this policy.

Even where consent is obtained for such recording, the school will not tolerate images or sound captured by personal technology devices on the school premises or elsewhere being disseminated to others, if it is done for the purpose of causing embarrassment to individuals or the school, for the purpose of bullying or harassment, including racial and sexual harassment, or where without such intent a reasonable person would conclude that such outcomes may or will occur.

Students involved in:

- recording; and/or
- disseminating material (through text messaging, display, internet uploading etc); and/or, knowingly being a subject of a recording are in breach of this policy and may be subject to discipline (including suspension and exclusion).

Students should note that the recording or dissemination of images that are considered indecent (such as nudity or sexual acts involving children), is against the law and if detected by the school will result in a referral to the Police.

### **Text communication**

The sending of text messages that contain obscene language and/or threats of violence may amount to bullying and/ or harassment or even stalking, and will subject the sender to discipline and possible referral to the Police. Students receiving such text messages at school, should ensure they keep the message as evidence and bring the matter to the attention of the school office.

### **Assumption of cheating**

Personal technology devices may not be taken into or used by students at exams or during class assessment unless expressly permitted by staff. Staff will assume students in possession of such devices during exams or assessments are cheating. Disciplinary action will be taken against any student who is caught using a personal technology device to cheat during exams or assessments.

### **Recording Private Conversations and the *Invasion of Privacy Act 1971***

It is important that all members of the school community understand that under the *Invasion of Privacy Act 1971*, 'a person is guilty of an offence against this Act if the person uses a listening device to overhear, record, monitor or listen to a private conversation'. It is also an offence under the Act for a person who has overheard, recorded, monitored or listened to a conversation to which s/he is not a party to publish or communicate the substance or meaning of the conversation to others.

Students need to understand that some conversations are private and therefore to overhear, record, monitor or listen to such private conversations may be in breach of this Act, unless consent to the recording is appropriately obtained.

### **Special Circumstances Arrangement**

Students who require the use of a personal technology device in circumstances that would contravene this policy (for example to assist with a medical condition or other disability or for a special project) should negotiate a special circumstances arrangement with the Deputy Principal or Principal.

*\* Personal Technology Devices include, but are not limited to, games devices (such as portable gaming devices, Tamagotchis®, laptop computers, PDAs, Blackberrys®, cameras and/or voice recording devices (whether or not integrated with a mobile phone or MP3 player), mobile telephones, iPods® and devices of a similar nature.*

### **Social Media -**

Here are five things you should know about social media defamation:

1. In general terms, defamation occurs when a person intentionally spreads information about another person, group of people, or small company that damages their reputation, or can make others think less of them.
2. Defamation is actionable regardless of the medium. A person can be defamed, for example, in print, through photos and on the internet.
3. Defamation cases involving the internet and social media are relatively new, but the same principles apply.
4. A person who did not create the defamatory material, but only shares it (for instance, by “retweeting” a tweet), can also be found liable and held guilty of defamation.
5. There are several defences to defamation, including that the statement was true, or that it was an expression of an honest opinion. Consequently, you may be liable for defamation if you spread information which constitutes a hurtful and untrue statement of fact about another person.

Source: <https://www.slatergordon.com.au/blog/5-things-know-about-social-media-defamation>