Hercules Road State School

Where people make the difference

Parent Handbook



Principal's Welcome

Welcome to Hercules Road State School.

We invite you to become an active member of our school community, working in partnership with us to provide the best education for your child. We can achieve this through open, honest and respectful communication and by working together.

The most important relationship that exists in the school setting is that between student and teacher. This relationship is strongly supported by our school's leaders, the parents and the school community. In this way, a team is formed to support each child in the pursuit of meaningful student outcomes.

I encourage all parents and carers to develop a close relationship with teachers at our school early in each school year. The partnership formed will serve to optimise the opportunities for children to enjoy school and learn.

We believe learning is a life-long journey which occurs best in a safe, supportive and stimulating environment. Our team recognises and supports students' individual needs and abilities whilst maintaining high expectations for all. We have built a reputation as a caring, high achieving school, with excellent educational and enrichment opportunities, including quality curriculum, high behaviour standards and a commitment to continuing improvement. We aim to provide our students with rich and engaging learning experiences that will support their development as they grow.

Central to the daily life of our school are our values of ***Harmony, Excellence, Resilience, Community*** and ***Safety.*** It is through living these values, that we all contribute to making our school the thriving place for all.

As Principal, I am committed to the development and achievement of high standards in academic and social learning. Please take up our genuine invitation to be involved in the classrooms and in all other aspects of our school. I look forward to our partnership and hope that your association with our school is a long and happy one.

Trudi Ivins

Principal



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

General Enquiries Email: admin@herculesroadss.eq.edu.au

Website: www.herculesroadss.eq.edu.au

Office Hours: 8:00am – 3:00pm

Our School Day		
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
End of School Day Bell	2:30pm	All children are to move to *Drop and Go* Zone, Bus wait area or depart for home

Arrival at School

All students should be at school by 8:20 am each day.

Bicycles and scooters are to be stored and secured with personal locks in the bicycle compound. Class work begins at 8:25 am.

There are risks associated with students arriving at school too early. Parents are to ensure that children are safely supervised. Students in Years 1 - 6 must wait quietly in designated areas until released by the ringing of a bell at 8:15 am. **Staff accepts no responsibility to supervise children before 8:00 am**. Prep students are to sit with parents, carers or older siblings in the Prep covered area located near the prep classrooms. Prep students are to be dropped off and picked up by a parent, carer or older sibling.

There is no play before or after school.

Home Time

Students and parents should leave the grounds promptly after dismissal from class at 2:30 pm. Staff are rostered to supervise the students who are catching buses and being collected from the *Drop and Go* Zone.

Parents who are unable to collect their children at dismissal are to use OSHC (Outside School Hours Care). Staff accepts no responsibility for supervision of children after dismissal.

Parents collecting children from the *Drop and Go* zone should do so before 2:50 pm.

Parking in the school grounds is restricted to staff, maintenance vehicles and delivery vehicles only.

Late Arrivals and Early Departures

While it is important that students are at school on time, we understand that on rare occasions, students may arrive at school late.

Students should be in classrooms from 8:25 am, with the roll being marked at 8:30 am. If a child arrives at school after the second bell at 8:30 am, parents are to take them to the office where the child will be marked on the roll by office staff and presented with a late slip to provide to their class teacher.

If students are late but not brought to the office for a late slip, they will be marked absent (unexplained) and the parent/carer will be notified via SMS.

Leaving the School Grounds

Students are not allowed to leave the school grounds during the day unless written permission has been received or under special circumstances. In either case, parents/carers must notify the office staff before leaving the school grounds and when returning to school. Parents are to collect their children from the office.

School Procedures

Attendance and Absenteeism from School

Absenteeism can impact significantly on students' learning and wellbeing. Higher student attendance is associated, on average, with higher student achievement. Additionally, attending school every day helps children to build social and emotional skills such as communication, teamwork and resilience. Under the law, you must make sure your child is enrolled and attends school on all school days unless there is a reasonable excuse.

The school is required to record reasons for non-attendance and therefore monitors student attendance and reasons for absences. If your child is absent from school for any reason, please send a message via email or telephone the absence line. It is important to indicate your child's name, class, reason for absence and anticipated duration of absence. Please notify the school as soon as possible and before 8:40 am. Parents will be notified by text if their child is absent from school, if the school has not been notified by the parent.

If you are planning for your child to be away for 10 days or more, please complete an *Application for Exemption from Compulsory Schooling*. This form is available from our office team.

Access to Students

Parents and caregivers are not permitted to directly access classrooms during lesson times. If you do need to speak to your child during school hours, please forward all messages through our office staff (3897 4333). Parents are not to communicate with students via email or smart devices during school hours. Messages and phone calls received after 2:15 pm may not always be able to be delivered to students before 2:30 pm. Teachers do not routinely check emails during the school day.

Assemblies

School assemblies are held in our hall fortnightly, on Wednesdays from 1:45 – 2:30pm. Assemblies are student led and they provide our community with an opportunity to hear important messages and celebrate students' achievements. All parents and carers are welcome to attend.

Behaviour of Students

It is important to encourage increasing responsibility in all students. To this end, appropriate behaviour is encouraged, acknowledged and rewarded. Unacceptable behaviour is addressed according to our Student Code of Conduct. This is available in our document library on the school website.

A major focus at Hercules Road State School is promoting positive behaviour. Encouragement through certificates, awards and praise are utilised as well as teaching specific social/behavioural skills as part of the curriculum. Special awards are presented at student assemblies to acknowledge outstanding progress, following school expectations, and other achievements. Hercs Champs tickets are given to students to acknowledge when they are following school expectations in the playground.

Communication

Our school uses several methods of communication:

- Class newsletters are sent home to parents by the end of Week 1, each term – contains information about key learning concepts for the term ahead, upcoming events and class/year level reminders.
- School newsletters are emailed to parents and carers on Tuesday in Weeks 2 and 9 of each term.
- Newsflash emails – usually contain reminders or important information for parents/carers to know.
- Hercules Road SS Facebook page – Good news stories, general information and reminders about our school community is shared regularly.
- Hercules Road State School website – contains general information related to our school.
- Parent/Teacher Interviews are held in Terms 1 & 3. Parents are invited to book a meeting through our online booking system. The link is emailed to parents approximately midway through Terms 1 & 3.

Concerns and Complaints

Effective partnerships between parents, students and our school are important to educational success. One part of that partnership is trust and openness. We need to be able to talk to each other when we have concerns, so that these issues can be worked out. From time to time, you may have concerns about your child or complaints relating to our school. It is important that you share these with us. We are committed to dealing positively with your concern. Please arrange an interview with the class teacher to discuss any concerns. If the situation is unable to be resolved, please contact the office to make an appointment with the Deputy Principal. If you need further assistance, please make an appointment with our principal.

Lost Property

Please ensure that all your child's clothes, lunchbox, etc. are clearly named. The lost property box is in front of the Tuckshop. Please note that lost property is completely cleared once per term and unclaimed, un- named items are recycled through the school or donated to local charities.

Mobile Phones and Electronic Devices

Students who travel to school with a mobile phone must immediately switch their mobile phone off and proceed to the office to check their mobile phone in for the day. Mobile phones must not be kept in school bags, desks or on their person. In the afternoon when the student has been released for the day, the student must immediately proceed to the office to collect their mobile phone. Students may switch their phone on

Students are permitted to wear Smart Watches. Once at school, any function of a smart watch other than telling time must be switched off. Students must not be connected to any 4G network or messaging Apps whilst on the school grounds. If students misuse devices at school, parents will be contacted to reinforce the school and department's expectations regarding devices with their child.

Personal Property

All personal items and clothing should be clearly marked with your child's name to ensure that if lost, the owner can be readily identified. Such marking may need to be done several times a year to be effective.

Expensive items, including jewellery, games and toys, are not allowed to be brought to school. No responsibility can be taken if such items, brought to school by a child, are lost, damaged or stolen. Children should take responsible care for any monies brought to school.

School Uniform Policy

The Hercules Road State School uniform consists of:



Light green and dark green panel HRSS polo shirt or Seniors Shirt.

- Bottle green shorts or skorts.
- Plain wide-brimmed bottle green hat or bucket hat with or without logo. The hat is an essential item for students to participate in P.E. and sport, which are generally in the sun.
- Shoes must be predominantly black.



- Socks should be totally white, or with the approved school logo.
- Plain bottle green tracksuit or bottle green jumper with/without school emblem.
- White, dark green or black long sleeve shirts or tights maybe worn under the school uniform in winter.
- Hair accessories are to be minimal.

Sports Houses

To foster team spirit and to promote healthy competition, the school population is divided into three houses. The house competitions are mainly for sporting events, recognition for positive behaviour, attendance and uniform. Siblings are usually kept together –**Malbooma** (blue), **Doongara** (yellow) and **Waroo** (red).







Curriculum & Extracurricular Opportunities

Australian Curriculum

Hercules Road State School's curriculum, assessment and reporting plan is aligned to the Australian Curriculum in English, Math's, Science & Technology, Humanities and Social Science (HASS) the Arts, Language (French), Health and Physical Education.

All units of work will have a strong literacy and numeracy focus, as these areas are the foundation building blocks that enable children to engage in meaningful and purposeful learning experiences in all learning areas.

Programs are further enhanced by the purposeful structuring of classroom support through carefully timetabled inclusion teachers and teacher aides, in order to enhance student learning and support the specific needs of diverse learners.

Assessment and Reporting

We encourage close partnerships between teachers and parents, especially when it comes to understanding how your child is learning and progressing. Should you wish to speak at length with your child's teacher at any time, please request an interview. Our reporting timeline is as follows:



- Parent-teacher interviews (during Term 1)
- Written school reports (end Term 2)
- Parent-teacher interviews (during Term 3)
- Written school reports (end Term 4)

Homework Policy

Refer to our school website for full details. Class teachers will also provide parents with expectations for their class at the commencement of each school year.

Instrumental Music

Students may begin learning a string musical instrument from Year 3. In Year 4 they can learn a woodwind, percussion or brass instrument (include trumpet, clarinet, flute, percussion, saxophone, trombone and euphonium.) Instruments may be borrowed from the school for the first year. The cost of instrumental music is outlined for parents which includes a weekly lesson, music and if needed, the hire of instrument.

Sport

Hercules Road State School values sport and physical activity and the role this can play in developing happy, healthy students who carry good habits into adulthood. Sport and active play encourage the modelling of teamwork, decision making and essential social skills, that are helpful in all areas of life. Our focus on school sport is to encourage maximum participation, physical development and safe play.

Swimming & Water Safety Programs

Swimming lessons are part of the Hercules Road SS Health program for students in Prep, Year 2 and 4 and all students are required to participate. Students in Year 5 participate in a Beach Water Safety Day delivered by Queensland Surf Life Saving. All Swimming activities take place in Term 3 at a local swim school with qualified instructors. Students will be transported by bus to the pool.

Religious Instruction

Queensland state schools embrace a multitude of cultural, religious and non-religious beliefs. Under the Education (General Provisions) Act 2006, schools are to provide Religious Instruction (RI) if approached by a faith group seeking to provide RI and students of that faith attend the school.

RI informs students about the beliefs and values of a particular religion. It is delivered by volunteers of a faith group using instructional materials approved by that faith group. RI is required to be consistent with legislation and Department of Education policies and procedures.

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

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

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

Student Services

Student Support & Wellbeing Services Team

The Student Support and Wellbeing Services Team works collaboratively with classroom teachers to provide support for all students, including students with disabilities to participate and achieve success in all curriculum offerings. The Head of Special Education and our Guidance Officer consult with members of the school's leadership team, classroom teachers, support staff and parents. This is to target resources strategically for students to access reasonable education adjustments to support their learning.

The Student Support Services Team members include:

- Principal
- Deputy Principals
- Guidance Officer
- Head of Special Education
- Support Teachers
- School Psychologist
- Speech Language Pathologist
- Family Support Coordinator
- School Chaplain/Social Worker

Medical Procedures

Accidents/Sickness

For minor injuries and illness, staff will administer first aid and contact parents when necessary. The Queensland Ambulance Service will be called to administer urgent treatment or provide transport in more serious circumstances. Every effort will be made to contact parents or the nominated emergency contact. Parents are requested to ensure that our school records of phone numbers, email addresses and home addresses are up to date, in case of an emergency.

Accident Insurance: The Department of Education does not have personal accident insurance cover for students. If a student is injured as a result of an accident or incident, all costs associated with the injury, including medical costs are the responsibility of the parent/carer. Some incidental medical costs may be covered by Medicare. Any other costs must be covered by the parent/carer.

Medication

If it is necessary for your child to receive medication while at school, the following guidelines must be followed:

- All medication, including over-the-counter medications must be given to the first aid room, in the original box with a clearly marked label stating the child's name, dosage and the Doctor's name. To obtain the Doctor's name on the label, you may require a script from the Doctor.
- Medication can only be administered when accompanied by all relevant documentation required through the First Aid Room.

- Students are not permitted to keep medication on their person or in their bag when at school.

For medication inquiries please contact the First Aid Room through the Office.

Medical Conditions

If your child has a medical condition the school must be notified immediately. For all medical conditions, our First Aid Officer will liaise with the State Schools Registered Nurse (SSRN) to determine if an Individual Health Plan is required. To access this service parents/caregivers are required to complete a State Schools Nursing Service student referral form and the Consent to Share student personal information for State Schools Nursing Service.

Exclusions from School Due to Medical Conditions

Children suffering infectious diseases, as defined by the Health Department Qld, may be excluded from school for varying lengths of time. Below is the link to the Qld Health table outlining the minimum exclusion periods for infectious conditions.

https://www.health.qld.gov.au/ data/assets/pdf_file/0022/426820/timeout_poster.pdf

Dental Clinic

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

Head Lice

Head lice can appear from time to time and may be worse in some seasons more than others. Head lice can quickly spread throughout a class and to anyone whom it comes in contact.

Please check your child's hair at regular intervals and if lice are detected treated immediately. While there is no disgrace in having head lice, it is most annoying to students, teachers and other parents/caregivers if the matter is not dealt with. When there is an outbreak in the classroom an information sheet will be sent home to students in that class.

Sun Safety

A sun safe policy is observed at our school. Hercules Road State School requires children to have a school hat at school every day for play and outdoor learning, including PE lessons. Children are to ensure their hat is always with them when they are not in the classroom. Adults should encourage children to wear their hats to and from school. Refer to the school's Student Dress Code for the endorsed hat as part of our school uniform.

Sunscreen is made available for student use on excursion and at events such as the annual Athletics Carnival. It is recommended however, that students apply sunscreen prior to arriving to school each day.

Financial Procedures

Money Collection (Payments)

Payments for resource fees, excursions and all other activities are payable via BPoint (preferred option) or at the office cash window between 8:00am & 8:45am Monday to Thursday and 8:00am to 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.

Back to School Boost

The Back-to-School boost provides a $100 credit for each primary school student to assist families with school costs. Families choose which cost they will use their $100 for throughout the year. A letter will be emailed to parents each year providing you with an opportunity to decide how you would like us to distribute your funds. Please return your paperwork before February of each new year to help us assign the funds accordingly.

Student Resource Scheme

The Student Resource Scheme enables a significant improvement in consistent student access to learning materials and resources. This innovative, no-profit scheme is designed to benefit students and parents, by lessening the financial burden on families, saving money and time through our capacity to bulk buy and coordinate resourcing. Resources are provided to students who are participating in the Student Resource Scheme throughout the school year.

The annual cost to families of the Student Resource Scheme is reviewed and endorsed by the P&C in the year prior.

Parent and Community Initiatives

Parents and Citizens' Association (P&C)

The dedicated members of our P&C meet on the Tuesday evenings at 6:00-7:00pm in Weeks 4 & 9 (Terms 1 & 3) and Week 5 (Terms 2 & 4). The Annual General Meeting will be held each February to elect executive positions. Everyone is welcome to attend, and we would be delighted if more parents joined us at these meetings either in person or via Teams.

Hercules Road State School values P&C meetings as an opportunity to share key messages about the school and collaborate with parent to update school policies and guidelines. Please check the newsletter and Facebook page for meeting dates.

Tuckshop

Our Tuckshop and Uniform shop are owned and operated by the Hercules Road State School P&C.

The Tuckshop operates Monday to Friday during both first and second break.

🛒 **Order Tuckshop via Flexischools**

New to Flexischool? Simply create an account and follow the prompts to add your child and select our school.

- Online orders via Flexischools close at **8:30am**
- The front counter closes at **9:00am**

All lunches must be **pre-ordered before school**.
Orders are delivered to year level eating areas.

The latest Tuckshop menu is available on our school website.

Uniform Shop

The Uniform Shop provides convenient access to school uniforms, books and stationery. All students at Hercules Road State School are expected to wear the school uniform every day. The uniform promotes a sense of pride and helps with easy identification both within and outside the school.

Opening Hours

Term 1 & 4

- Monday, Wednesday & Friday — 8:00am – 9:00am

Term 2 & 3

- Monday & Wednesday — 8:00am – 9:00am
- The uniform shop is also open on the **first day of each term**
- Additional opening times will be available **prior to the start of the school year (dates to be advised)**

Out of Hours School Care

Before and after school care is available daily for P-6 students. Our school provider is PCYC Fun Squad and is in our school Gym. A fully supervised program is offered for students from the hours of 6:30 am – 8:30 am and 2:30 pm – 6:00 pm. Vacation care is also available from 6:30 am – 6:00 pm. Enrolment forms are available from the OSHC office outlining information and costs involved.

Parent and Community Code of Conduct

All members of our school community are expected to adhere to the Department of Education's Parent and Community Code of Conduct. It is important we maintain a positive and welcoming school community which is reflected in our interactions and modelled by all adults for our students at school and at school events.

For full details of the Parent and Community Code of Conduct, follow the link below.
https://education.qld.gov.au/parents-and-carers/community-engagement/parent-and-community-code-of-conduct

Parent and Community Volunteers

Visitors and volunteers are welcome at Hercules Road SS. The school embraces a range of volunteers participating in diverse roles within the school including individual student mentoring, library resource support, fundraising, P&C events and at school events. Volunteers are integral to our school community and enrich the life of our community. Volunteers must follow Blue Card requirements.

To easily identify visitors, the following procedures must be followed as part of our Health, Safety and Wellbeing requirements:

- All visitors/volunteers to the schools must sign in on the designated iPad in the office. Visitors or volunteers who are not parents/caregivers must present their current blue card for validation prior to commencing as a volunteer or visitor this includes grandparents.
- Volunteer must complete mandatory training which is provided by the school throughout the year. Please see our friendly office staff for more details