



# Parent Handbook



Updated March 2021

## Providing Opportunities for All Students to Reach Their Potential

Dear Parents and Caregivers

Welcome to Isabella State School.

We are very proud that you will be sharing the unique experience of being part of our new state school knowing this will be an experience your children and family will never forget. We trust that this booklet will give you information and advice about the policies and procedures followed at our school and will assist you and your child become confident members of our learning community.

You are a significant part of your child's education and your support will make a positive difference to your child's education. You can assist in this role by:

- ✚ Ensuring that your child attends school punctually each day
- ✚ Ensuring your child is organised for school with equipment and lunch
- ✚ Setting aside quality time each day to talk to your child about school, friends, activities etc.
- ✚ Encouraging, praising and supporting your child's learning
- ✚ Demonstrating your genuine interest in his/her school work and learning
- ✚ Keeping in contact with your child's teacher and the school

Isabella State School follows a Positive Behaviour for Learning Support program which sees our three school rules of Learning, Safety and Respect unpacked for students in different school contexts. At Isabella School, we also practice the 'Pause Program'. This program teaches students about key areas of their brain and mindfulness strategies so that they are able to emotionally self-regulate. The Pause Program allows students to create a space between the stimulus and an automatic reaction. Once they "Practise Pause", they can respond to a situation instead of reacting to it.

At Isabella State School, we consider the five foundations as integral to our students' success and a feature of our school culture.

We encourage you to be involved in our school. We believe that education is a partnership between the home and the school, and we greatly value parent involvement as fully as time and commitments allow. Your support will assist us to provide the very best education possible for our children, in a safe and happy environment. Do not hesitate to contact the school for further information.

Once again, a very warm welcome to Isabella State School. You are an important member of this learning community.

Karryn Brunetto  
Principal

## Our School Facilities

Isabella State School is located on Walker Road in Edmonton, just south of Cairns. The school opened on 29 January 2007 and currently has an enrolment of approximately 550 students. Our facilities are outstanding with many outdoor flexible learning areas for students from Prep to Year 6.



Our well established oval includes a 100 metre running track for athletics and is set back behind the school close to the creek which provides a wonderful backdrop



There are ample shaded play areas and multi-purpose sports courts for all students to access during breaks. A multi-purpose hall further enhances our outstanding facilities.

## General Information

Isabella State School is located 12 km south of Cairns at the foot of Isley Hills in the township of Edmonton. The name was approved after a process of community consultation. Isabella was the wife of Thomas Swallow who established the Hambledon Sugar Mill in the local area and crushed its first cane in 1883. Thomas and Isabella resided at Hambledon House and became renowned for their hospitality. It is the warmth and welcoming spirit of Isabella (and her husband) that will feature and be nurtured at our new school. A waterfall in the local area is named Isabella Falls. Isabella is also the name given to a road in the local area and a housing estate. One of the other local state primary schools close by is Hambledon State School.

### School Contact Information

	Address:	Walker Road, Edmonton Q 4869
	Telephone:	(07) 4040 8777
	Facsimile:	(07) 4040 8700
	Student Absences:	(07) 4040 8760
	SMS:	0429 827 484
	Email:	<a href="mailto:principal@isabellass.eq.edu.au">principal@isabellass.eq.edu.au</a>
	Facebook:	<a href="https://www.facebook.com/IsabellaStateSchool/">https://www.facebook.com/IsabellaStateSchool/</a>
	Office Hours:	Monday – Friday 8.00am – 3.45 pm during school terms
	Uniform Shop:	Monday – Thursday mornings 8:15 - 9:15am

## School Day

### School hours: 8:45 am – 3:00 pm

08:00	Gates are opened
08:45	Bell rings, students head to class
08:50 - 11:00	First Session
11:00 - 11:10	Supervised eating time
11:10 - 11:36	Lunch Play
11:36 - 11:40	Song plays to return to class
11:40 - 1:20	Middle Session
1:20 - 1:56	Afternoon tea & play
1:56 - 2:00	Song plays to return to class
2:00 - 3:00	Final Session



## School Information

THE INFORMATION IN THIS BOOKLET IS ORGANISED IN ALPHABETICAL ORDER TO ASSIST IN LOCATING INFORMATION EASILY.

### ACCIDENTS:

In case of serious illness or accident, parents' wishes, as indicated on the enrolment form will be carried out. Children who have an accident at school will be given basic first aid. Because we have no qualification beyond the basic first aid certificate we will err on the side of caution in the treatment of accidents. Whenever the slightest doubt exists, we will contact the parent and/or refer the cases to the appropriate medical personnel. In some cases it may be necessary to call an ambulance. The Queensland Government has implemented an ambulance scheme whereby all persons living in Queensland have ambulance cover.



**It is vital that emergency contact details are kept up to date.** Please notify the office of any changes.

### APPOINTMENTS:

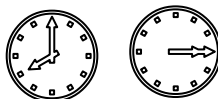
Teachers welcome regular parent contact and we realise that there will always be times in the mornings and afternoons when parents wish to pass information onto teachers and vice versa. This usually takes a minute or two and is a necessary part of school life. **Parents need to be mindful however that if they wish to discuss an issue at length (more than one or two minutes) then they should make an appointment with the teacher.**

Making an appointment avoids inconvenience to either parent or teacher. The school does not permit parent-teacher interviews while the teacher is in charge of the class, as they interrupt teaching and learning and inhibit the supervision of students.

By making an appointment you are assured that the interview will be conducted in a quiet area free from class distractions where your child's teacher can give the issue at hand their undivided attention.

### ARRIVALS AND DEPARTURES:

School gates will not be unlocked until 8am. Students are asked not to arrive at school before 8:00am. The school is not able to guarantee adequate supervision of children who arrive before this time. When children arrive after 8:00am they are expected to sit in the junior (P-3) covered area and central (4-6) covered areas until the bell rings at 8.45am. At this time they may move to classroom areas. It is expected that all children will depart the school grounds by 3:15 pm.



Parents are requested to park in the designated parent car park, or, if picking up or dropping off children, to use the drop off zone and remain in their car. Please do not park in the bus zone. Parents are also not allowed to park in the staff car parks for safety reasons.

All visitors are required to sign into the Visitor's Register in the school office. A yellow visitor's badge will be issued which is to be visibly displayed while on the campus and is to be returned to the office on sign out.

## ATTENDANCE AND ABSENCES:

With schooling, every day counts so it is essential that children attend each day. If a child is absent from school it is essential that the school be notified as to the reason for the absence. This can be done through either a phone call to the **student absence line 40408760** or **text message to 0429827484**. Please send a note to the teacher on the child's return to school. Multiple unexplained absences will be investigated by the school's administration team. An SMS message is sent to all parents if your child is away on an unexplained absence as our school goal for unexplained absences is 0%

## BANKING:

Our school offers school banking with the Commonwealth Bank. For more information, please email the P&C [isabellasspandc@outlook.com](mailto:isabellasspandc@outlook.com)

## BEHAVIOUR:

**Our three school rules:**  
**WE LEARN ❖ WE SHOW RESPECT ❖ WE ARE SAFE.**

Our purpose is to provide all students the opportunity to reach their potential. To achieve this we must have a clear set of guidelines that inform behaviour expectations at our school. We offer **Positive Behaviour for Learning (PBL)** and our school's Student Code of Conduct clearly details our school's behaviour expectations and consequences. We have provided a summary of this document for families and this is included in this enrolment pack. This document is discussed at all student enrolment interviews and accepting the document forms part of an enrolment agreement that families and a school representative sign upon enrolment.

## BOOKLISTS AND STATIONERY:

A list of required stationery and workbooks is prepared for each year level. These lists are available in November for the following school year.

## CURRICULUM:

Isabella State School offers a comprehensive curriculum covering eight major areas of study:

- English
- Mathematics
- Science
- History
- Geography
- Technology
- The Arts (including Art, Music, Dance, Drama)
- Health and Physical Education
- Language Program



Our school programs are continually refined to ensure we meet the needs of students. Our teachers work as a team to plan learning experiences that respond to children's needs and interests. Teachers monitor, assess and report children's learning and progress.

Staff attends professional development and training throughout the year to keep abreast of contemporary and best practice techniques.

In addition to this, students will have opportunities to participate in a variety of extra

curricular activities such as sporting competitions, choir, instrumental music, writing competitions and public speaking competitions etc.

### **Learning Technology:**

Isabella State School is equipped with modern technology to motivate and engage students with interactive whiteboards, ceiling mounted data projectors and wall speakers in all classrooms as well as in the Resource Centre. The school is fully networked and all classrooms have access to the Internet and E-mail. Laptop computers are available for students to allow ICTs to be accessible as required in classrooms. The school has an IT presentation room as part of The Arts Learning Centre. iPads are also in use throughout the school.

### **Music:**

We are very fortunate to have a dedicated Arts Learning Centre where all music and instrumental music lessons, including band, are held.

The aim of Music Education at Isabella State School is to make music fun and enjoyable for all children. The classroom music program is offered 4 days a week while the instrumental program is offered for one and a half days a week.



A developmental music program is offered from Prep through to Year 6 encompassing a broad range of musical experiences. Singing, playing, listening, moving and creating music are important elements of the classroom music program. The school offers instrumental music lessons for interested students. Brass, woodwind, percussion and strings programs are offered by our specialist instrumental teachers.

### **Physical Education:**

In addition to the compulsory curriculum component of physical education, athletics, swimming and interschool sports are part of our program. Our early childhood students participate in a regular sensory motor program. Interschool sport is offered to our Year 4-6 students. We encourage daily physical activity and a positive sporting attitude at all times.

### **ENROLMENT:**

Isabella State School caters for students from Prep to Year 6. Enrolment forms and information are available from the school office. An interview with the Principal or Deputy Principal forms part of the enrolment process.

#### **Prep enrolment:**

Children born in the time frames indicated will be eligible for the "Prep" year listed on the right of the table.

<b>Birthday</b>	<b>Prep Year</b>
1/7/2016 – 30/6/2017	2022
1/7/2017 – 30/6/2018	2023

An **Enrolment Management Plan\*\*** has been implemented at Isabella State School to ensure:

- the growth of the school is managed so that facilities and resources are not over extended, and
- students have the opportunity to attend their closest State School

*\*\*The Enrolment Management Plan only comes into effect when school numbers reach capacity.*

Please contact the school for more detailed information. Documentation of proof of residency in the catchment area will be requested on enrolment if required and could consist of lease agreement, rates notice, utility bill, etc.

The catchment area for Isabella State School is outlined on the Education Queensland Website on <http://education.qld.gov.au/schools/catchment/plan-i/isabella-ss.html>

## EXCURSIONS / CAMPS:

School excursions and camps are offered as part of our educational program. They are designed to support curriculum programs and subsequently your child will be participating in relevant classroom activities before and after the activity.

Every effort is made to keep excursion and camp expenses to a minimum. Advanced payment schemes will be available from the office to assist families to meet the costs involved so that as many students as possible may participate.

## HEAD LICE:

The problem of head lice is continuously with us particularly in the summer months. Regular checking (weekly) of children's hair may help to prevent an outbreak. If you should detect evidence of head lice two steps are necessary.

1. Immediate treatment of the entire family.
2. Notification of the outbreak to the school.

Teachers who suspect a child has head lice will contact parents. Should an incidence of head lice be reported in your child's class, a letter will be sent home advising of the outbreak and requesting parents check their child's hair.

## HEALTH:

If your child is sick it is best to keep him/her at home. If your child becomes sick at school the parent or emergency contact, as detailed on the enrolment form, may be contacted or a note will be given to your child to take home advising of any action taken.



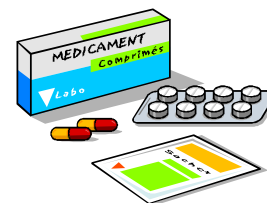
If the parent or guardian is contacted they will need to sign the student out before taking the student home.

The school is governed by Department of Education and Training regulations. Under these regulations children may be excluded from school if they contract a number of illnesses. A list of infectious diseases and exclusion periods is available for your information from the school office.



**Medication:**

It is occasionally necessary for a child to have **prescribed medication** while at school.



The following procedures must be followed:

1. Notify the school in writing of a health condition requiring medication at school.
2. Request the school in writing to administer prescribed medication or to assist in the management of a health condition.
3. Notify the school in writing of any requests and/or guidelines from medical practitioners including potential side effects or adverse reactions.
4. Provide the medication in the original labelled container to the nominated staff member.
5. Ensure the medication is not out of date and has an original pharmacy label with the Doctor and students name, dosage and time to be taken.
6. Notify the school in writing when a change of dosage is required. This instruction must be accompanied by a letter from a medical practitioner.
7. Advise the school in writing and collect the medication when it is no longer required at school.

**Non-prescribed medication**, such as analgesics and over the counter medication, **cannot be administered** to children by school staff. However, parents may visit the school to administer this type of medication themselves. Parents of students who require long term medication are required to complete a form at the school office.

**Medication Management Plans**

Students with complex medical requirements (such as anaphylactic reactions or asthma), or more than one condition may require individual management plans. These plans should be reviewed annually, signed by a parent/caregiver and revised when medication and/or health status change. The following information may be included in the plan:

- Telephone numbers for parent/caregiver, medical practitioner and ambulance
- Requirements - medication, dosage, when and how medication is administered
- Triggers, reactions, warning signs and symptoms of a possible emergency
- Instructions from a medical practitioner regarding emergency first aid treatment
- Limitations or guidelines for specific activities such as swimming, sport, outdoor education, camps and physical education.

**HOMEWORK:**

Homework provides students with opportunities to consolidate their classroom learning, pattern behaviour for lifelong learning beyond the classroom and involve family members in their learning. The setting of homework takes into account the need for students to have a balanced lifestyle. This includes sufficient time for family, recreation, cultural pursuits and employment where appropriate.

A moderate amount of written homework may be set regularly by the class teacher. This may consist of written work, which reinforces topics covered in class, spelling or research for classroom or unit tasks. For guidelines on how to best assist your child with homework please see the class teacher.

## Kindy LinQ:

KindyLinQ is a FREE play-based learning program for 3 year old children who will attend kindergarten the following year. KindyLinQ is an intergenerational program led by an Early Years teacher and Support Coordinator. An intergenerational program includes the teacher facilitating the progression of a parent's role as the child's first teacher. KindyLinQ emphasises learning opportunities that can be replicated by parents and carers at home including: singing, dancing, reading, crafting, story-telling, and fine and gross motor development. KindyLinQ follows children's interests and aims to develop skills and understanding to further their development and ease the transition to Kindergarten. The program includes teacher-led group time, which introduces children to soft routines they will find at Kindergarten.

## LIBRARY / RESOURCE CENTRE:

Our Resource Centre is open at lunchtimes and offers students a range of activities and access to a range of equipment. Classes also regularly visit the resource centre.



Children are encouraged to borrow books from the Resource Centre and are responsible for returning them in good condition. Parents will be asked to reimburse the school for the cost of the book if it is lost or damaged beyond repair. Please ensure that damaged books are returned to the Resource Centre staff as quickly as possible.

## LOST PROPERTY:

Our lost property collection is kept at the office. All 'named' lost property will be returned to a child's class. All unmarked lost property will be held in the Lost Property box until collected. Unclaimed items at the end of each school term will not be retained.

## MOBILE PHONES:

We strongly discourage students from bringing mobile phones to school. If a parent requires their child to have a mobile phone at school, the parent needs to notify the Principal or class teacher of this request. The student is then required to hand the phone into the office on arrival at school for safe keeping and can collect it each afternoon once dismissed from class.

We can not accept responsibility for the loss or damage of any mobile phone or other electronic devices that are not stored at the office.

## NEWSLETTERS:

Our school newsletter is issued by email (e-news) every fortnight. The newsletters contain news and information which will keep parents informed about school activities.

Copies of our newsletters are also located on our school website. ([www.isabellass.eq.edu.au](http://www.isabellass.eq.edu.au)) or you can **subscribe to receive the newsletter by email**. E-Newsletter subscriptions forms can be located on our website or you can collect one from the office.

**PARADE:**

We conduct our school parades each Thursday afternoon in the hall from 12:50pm. All students attend our parade and parents and the school community are very welcome to come along.

**PARENT / SCHOOL COMMUNITY PARTNERSHIP:****Isabella State School P&C**

We have an active and innovative P&C who meet on the first Tuesday of each month. All parents are entitled to membership and are encouraged to come along to meetings and school community activities.

**Classroom volunteers**

Many of the classes require volunteers to assist the teachers in reading, art or other curriculum areas. Parents are encouraged to assist if possible. Contact your child's class teacher for more information.

**Parent education programs**

Throughout the year the school runs a number of parent information and education programs. All parents are welcome to attend these. Keep a close watch on the newsletter for details. These programs cover a range of topics.

**Tuckshop**

The tuckshop generates ongoing income throughout the year and is run by the P&C. The tuckshop is always looking for volunteers to assist. Contact the school for more information.

The tuckshop is currently open every day and an online ordering system as well as a bag ordering system is in place. The menu consists of nutritious foods in accordance with the Federal Government initiative 'Smart Choices' program. A menu and price list is available on our school website [isabellass.eq.edu.au](http://isabellass.eq.edu.au). Online ordering can be done by downloading the flexischools app. Both lunches and uniforms can be ordered through this app, cut off times apply.

**Uniform Shop**

The uniform shop is run by the P&C. This shop is open every Monday - Thursday morning from 8:15 - 9:15am.

**POSITIVE BEHAVIOUR FOR LEARNING:**

Isabella State School is a School Wide Positive Behaviour for Learning school. All of our school expectations sit under our three school rules of Learning, Safety and Respect. Each fortnight teachers will explicitly teach a new focus like "Caring for our school Environment."



At Isabella School, we also practice the 'Pause Program'. This program teaches students about key areas of their brain and mindfulness strategies so that they are able to emotionally self-regulate. The Pause Program allows students to create a space between the stimulus and an automatic reaction. Once they "Practise Pause", they can respond to a situation instead of reacting to it.

At Isabella all students start the beginning of the year on a C behaviour level. The C level is our expected school benchmark. Over the course of the term most students will end up on a C, B or A behaviour level through the consistently great choices they make each day. Students who are allocated a D or E behaviour level through poor behaviour choices are not allowed to attend school celebratory events like discos or represent the school in sport.

## PREPARATORY YEAR:

Prep is offered in all state schools. Prep is a specially designed educational program for schools offered on a full-time basis. Prep students attend school five days per week 8:45am – 3:00pm.

The Prep curriculum is based on active learning, which includes explicit teaching, consolidation of important information and skills and investigation. Teachers plan for children's learning using five National Key Learning Areas and three Early Learning Areas.

These are:

- Social and personal learning
- Health and physical learning
- Active learning processes
- English, Maths, Science, History and Geography



There is a strong focus on Literacy and Numeracy in Prep and Isabella has Year level benchmarks for Prep in curriculum areas like reading, writing and maths.

For more information about the Prep Year talk to us at the office or visit:

[www.education.qld.gov.au/etrp/prep.html](http://www.education.qld.gov.au/etrp/prep.html)

## QSSCHOOLS App:

Keep up to date with what's happening at school by downloading the QSchools app on your mobile device. The QSchools app is a convenient way to receive up-to-the-minute information from Queensland state schools and can be downloaded free.

- find and favourite your school by searching for the school by name, searching a map or by searching for schools near your current location
- receive real-time notifications about state-wide emergency alerts as well as school push notifications and important updates through the app
- access the latest news, events and newsletters from your school
- easily access your schools tuckshop and uniform shop information
- view information about your school including class times and contact details

## RELIGION:

The Religious Instruction needs of children are catered for by visiting volunteer instructors. Parent permission must be obtained before students attend Religious Instruction lessons. This is done by indicating in the appropriate section of the *Application for student enrolment*





form. Thereafter, if a parent wishes to change this decision he or she can submit a written request to the school.

The following groups visit the school:

COMBINED – (catering for Catholic, ANG, COE, AOG, COC, UNITING, BAP, BRE, CHN, GLO, PEN, PRS, REV).

Teachers are present in classrooms during religious instruction lessons. Students who do not attend religious instruction classes work with teachers and teacher aides on regular classwork.

## REPORTING TO PARENTS:

Formal reporting to students and parents will occur at four stages throughout the year:

- Halfway through Term 1 Interview (including goal setting for the individual student)
- End of Term 2 – Written report sent home by email.
- Halfway through Term 3 Interview (including goal setting for the individual student)
- End of Term 4 – Written report sent home by email.

### Systemic Testing Reports:

Year 3 and 5 NAPLAN Reports: during Term 2.

Parents are always welcome to make an appointment to meet with the class teacher at any time throughout the year to discuss their child's progress.

## SPORTS HOUSES:

On enrolment at the school all children are allocated to one of the four sporting houses:

**Thomatis (Green)**

**Morris (Yellow)**

**Nolan (Red)**

**Clifford (Blue)**



House membership is for inter-house competitions in cross country and athletics as well as School Wide Positive Behaviour programs like Gotcha Awards. These allocations remain the same throughout your child's time at our school and siblings will be allocated to the same house.

## STUDENT LEADERSHIP:

### Indigenous Leaders

Isabella State School has been a part of the Indigenous Leaders for the Future program since 2019. Since the program was implemented, Indigenous students have been given the chance to participate in a program that promotes cultural awareness; developing understanding of self and providing each student the opportunity to learn more about their indigenous heritage; working with teacher mentors to develop self confidence and participate in events of Indigenous significance such as Reconciliation Week and NAIDOC Week. There are limited spaces in the program and students are invited to apply to be a part of the program at the end of each year, (year 5 students automatically continue in the program in year 6). The program to date has had a positive effect on participating students who have developed a sense of pride in representing their culture and demonstrating positive role model behaviour to their peers and younger students. The students' self confidence

improves as they work through the program and is evident in the way they are able to speak in front of an audience and begin to demonstrate the qualities of school leaders.

### **Student Leaders and Student Council**

Students are integral members of our learning community and each year senior students will have the opportunity to nominate for student leadership positions. The Student Council is comprised of our school leaders and representatives from Years 4 – 6. Representatives are nominated by their peers. Together they participate in the decision-making processes of the school through their Council.

#### **The purpose of a Student Council is to:**

- promote life within a democratic society
- develop confidence and leadership skills
- enhance communication between students, staff and school management
- provide an avenue for students to participate in the school's decision making process
- establish a fund raising body to finance student initiated programs and facilities.

The operations of the Council are supported by staff who model and teach the principles and processes of leadership, active and informed citizenship and democracy.

### **STUDENT RECORDS:**

It is important that family and student information is kept as up to date as possible. Therefore, we ask that if there is any change of circumstances, such as change of address or phone number, that the school be notified as soon as possible.

### **STUDENT RESOURCE SCHEME:**

A Student Resource Scheme operates at the school. Details of items included in the Student Resource Scheme are itemised can be obtained by contacting the office.

#### **What are the advantages of the Student Resource Scheme?**

All parents are required to pay for their child's SRS as these are the resources that the school purchased in bulk for students. Participation in the school's Student Resource Scheme and book pack option allows us to reproduce a large range of classroom activities for your child. It allows us to keep the number of text and activity books in our student booklist to a minimum. It is a cheaper and far more effective alternative than having parents purchase student activity books for various subjects. It also ensures that we can maintain a wide range of consumables for various hands-on activities. Parents are able to access a number of payment options when utilising this scheme.

### **SUN SMART:**

It is Education Queensland policy and our Duty of Care that children wear a hat at all times when in the sun. Our school hat is a bucket hat style which has a brim of the width recommended by the Queensland Cancer Society and must be worn at all times when students are in the playground. Students without a bucket hat or broad brim hat at school will not be allowed to play outside.



## **SUPPORT SERVICES:**

### **Teacher of Students with Disabilities:**

Isabella State School provides inclusive programs and services for primary students with disabilities (in settings including classrooms) in the following disability areas:

- Intellectual Impairment (II);
- Autism Spectrum Disorder (ASD);
- Speech/Language Impairment (SL/I);
- Hearing Impairment (HI)
- Physical Impairment (PI).

The role of our teacher of students with disabilities is:

- to manage programs and services for students with disabilities
- provide support to teachers to enable students with disabilities access to the curriculum in the regular classroom setting where this will assist students attain individual goals.

Teacher Aides also assist support our students in various settings.

### **Support Teacher Literacy and Numeracy:**

Our Support Teacher Literacy and Numeracy (STLaN) provides teaching assistance to children with learning difficulties throughout the school. A key role is to support classroom teachers to develop and effectively implement education programs for children who have been identified as experiencing learning difficulties.

Our STLaN can also offer referrals to services within and outside the school to meet an individual's specific needs.

Funds are allocated to provide intervention to students identified as needing support from the school's year level benchmarks and the National Testing program. Our STLaN co-ordinates these intervention programs which are offered by trained personnel.

### **Speech/Language Pathologists:**

Within the Education department, Speech-Language Pathologists have a role in the identification and management of students with communication difficulties.

Difficulties in language and other areas of communication can significantly affect a student's ability to learn. Speech-Language Pathologists therefore play an important role in the educational process.

Speech-Language Pathologists work closely with teachers as valuable members of the educational team and their services extend the educational options for all children.

If you think your child requires speech-language assessment please see your child's teacher. They will then complete the referral process if necessary.

### **Guidance Officer:**

A Guidance Officer visits the school six days a fortnight. The role of the Guidance Officer is to provide counselling and assessment support to students and families. This staff member is an important member of our Student Services team.

## **TUCKSHOP:**

As well as regular bag ordering, tuckshop can be ordered online at [flexischools.com.au](http://flexischools.com.au) or by downloading the Flexischools app on your mobile device. A tuckshop menu can be found on

our website [isabellass.eq.edu.au](http://isabellass.eq.edu.au) or is available on request.

## TRANSFERS:

If your child is to transfer to another school please advise the school in time for the preparation of Student Records. Academic records will remain at Isabella State School until requested by your child's new school.

## UNIFORMS:

Isabella State School seeks parents support in **ensuring all students are wearing full school uniform including appropriate footwear at all times**. The wearing of full school uniform conveys a sense of self pride in students and in their school. It also fosters a sense of belonging and promotes the safety of our students.

**BOYS:** School navy & jade polo shirt with collar and school logo  
School navy blue shorts  
School broad-brimmed hat, navy with white trim  
Suitable footwear – joggers

**GIRLS:** School navy & jade polo shirt with collar and school logo  
School navy blue shorts  
School broad brimmed hat, navy with white trim  
Suitable footwear – joggers  
*and/or*  
Princess line style dress in school material



**Stockists:** School Uniform Shop (managed by Isabella State School P&C)

Inappropriate dress is defined as clothing or apparel that is, or could be deemed to be:

- offensive
- likely to disrupt, or negatively influence, the normal operation of the school
- unsafe for student or others; and
- likely to result in a risk to the health of the student or others

The following are **NOT approved nor acceptable** as part of the Isabella SS dress code.

- Tight and / or shoe-string strap tops
- Brightly coloured hair that does not reflect the range of natural hair colour.
- Male haircuts that feature “tracks” or “rat’s tails”
- Patterned shorts and shorts that are not in school colours (e.g. board shorts—unless plain blue)
- Thongs, strapless sandals and/or bare feet, sandals with an ankle strap
- Wearing of any make-up or nail polish by students.
- Hooded jackets worn over the head.

If a student comes dressed for school in non-approved clothing items they may be required to wear a school-provided alternative for the school day. Alternatively, a parent / caregiver may be contacted and asked to bring clothing that conforms with the school's dress code.



This dress code has been endorsed by our P&C and is readily available upon request.

**Hair:**

Students (girls and boys) must ensure that their hair does not create a health or safety risk. We recommend that long hair be 'tied back' as a preventative measure in avoiding / containing the spread of head lice and to prevent accidents occurring e.g. during physical education.

**Jewellery:**

In the interests of their own safety students are to limit the wearing of jewellery. Students may wear a watch, simple sleepers or stud earrings and a signet ring. All other jewellery is considered a potential safety risk at school and may limit a student's ability to participate in the diverse learning activities including sporting activities at school in safety.

**Hats:**

Isabella SS follows a **No Hat, No Shoes = No Play** policy. This policy is operative throughout the year. We encourage students to wear 'bucket' or broad brim hats.

Please ensure you **name your child's school hat** with either fabric marker pen or similar. Lost hats are a regular issue at school and having a name on a hat makes the job of finding owners much easier. Thank you for your assistance with this.

**USE OF SCHOOL GROUNDS AFTER HOURS:****Access to the school campus after school hours:**

Students are discouraged from remaining in the school grounds once school has finished. Students attending after hours enrichment activities held within the school are advised not to remain in the grounds after their class or function.

Please discourage your children from playing in the school grounds after school and on weekends. Permission must be obtained from the Principal to use the grounds or facilities.

Unauthorised persons on the school premises will be regarded as trespassers, unless accompanied by a member of staff or by a person who has authorisation from the Principal.

**VALUABLE ITEMS:**

We encourage our students to keep valuable and 'special' items at home including toys, games and mobile phones. In the event these items do make it to school they remain the responsibility of the student. Teachers may request items be kept safely in the classroom or office.

**VOLUNTARY CONTRIBUTIONS:**

A voluntary contribution can be provided to the school especially if you are unable to support P&C activities and take an active role in fund raising.

**What will the Voluntary Contribution be used for and how will my child benefit?**

The Voluntary contribution allows the school to purchase additional learning materials such as Reading books; Mathematics and Science equipment; computers and software etc. It also allows the school to purchase extra teacher aide time for students requiring support.