



Wellers Hill State School

Everyone connected, Everyday striving to succeed, Everywhere learning



2024 - 2027
EQUITY AND EXCELLENCE

2025

Parent Handbook



Wellers Hill State School

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Contents

<i>SECTION 1: SCHOOL PROFILE AND INFORMATION</i>	3
<i>SECTION 2: STUDENT CODE OF CONDUCT AND SCHOOL EXPECTATIONS</i>	5
<i>SECTION 3: AUSTRALIAN CURRICULUM LEARNING AREAS</i>	6
<i>SECTION 4: STUDENT WELLBEING</i>	10
<i>SECTION 5: INCLUSIVE LEARNING COMMUNITY (ILC)</i>	11
<i>SECTION 6: PRODUCTIVE PARTNERSHIPS</i>	14
<i>SECTION 7: CULTURAL CONNECTIONS</i>	17
<i>SECTION 8: SCHOOL PROCEDURES</i>	18
<i>SECTION 9: DRESS CODE</i>	24
<i>SECTION 10: ENROLMENT INFORMATION</i>	24



Wellers Hill State School

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SECTION 1: SCHOOL PROFILE AND INFORMATION

School Motto: Strive to Succeed

Vision:

Everyone connected
Everyday striving to succeed
Everywhere learning

Values:

At Wellers Hill, we strive for:

Independent, resilient students who are empowered to take risks.

Highly skilled teachers who transform, inspire and nurture personal and academic development.

Inspiring, empathic leaders who instil a culture of high expectations, collaboration and professional growth.

A connected community fostering a sense of belonging

At Wellers Hill State School, we offer a wide and varied curriculum including:

- Comprehensive high yield Australian Curriculum programs
(Australian Curriculum- English Prep to Year 6, ACE and Australian Curriculum – Japanese Year 1 to Year 6 ACJ)
- A school wide focus on Reading and Writing within the Australian Curriculum and an emphasis on the acquisition of literacy and numeracy skills Prep – Year 6
- A focus on Social and Personal Capabilities within our daily teaching, complimented with a dedicated comprehensive Social Emotional Learning program 'You Can Do It!' within our Positive Behaviour for Learning Framework (PBL).
- ICT capabilities woven through learning areas and the Wellers Hill Bring Your Own Device (BYOD) program from Year 4 to Year 6
- A focus on Physical Education which incorporates a swimming program for all year levels in our own school pool and Gala Sports Days for Years 4, 5 and 6
- Languages program with our target language being Japanese
- Classroom music program
- Specialist Arts program (Visual Art, Dance, Drama and Media Art)
- Choral program
- Instrumental Music program including Strings, Brass, Woodwind and Percussion
- Camp in Years 5 and 6
- Japan Study Tour for any students who in Year 6 who wish to attend
- Excursions/incursions which are aligned to curriculum and support classroom curriculum programs, in all year levee





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Period	Start	Finish	Length
Term 1	Tuesday, 28 January	Friday, 4 April March	10 weeks
School Holidays	Saturday, 5 April	Monday, 21 April	
Term 2	Tuesday, 28 April	Friday, 27 June	10 weeks
School Holidays	Saturday, 28 June	Sunday, 13 July	
Term 3	Monday, 14 July	Friday, 19 September	10 weeks
School Holidays	Saturday, 20 September	Monday, 6 October	
Term 4	Tuesday, 7 October	Friday, 12 December	10 weeks
2025 Summer School Holidays	Saturday, 13 December	Sunday, 26 January 2026	

Bell Times for the School Day

Prep	
8:40 a.m.	Learning Commences
10:50 a.m.	First Break
11:30 a.m.	Middle Learning Session
1:30 p.m.	Second Break
2:10 p.m.	Final Learning Session
2:50 p.m.	School Finishes

Years 1 - 6	
8:50 a.m.	Learning Commences
10:50 a.m.	First Break
11:30 a.m.	Middle Learning Session
1:30 p.m.	Second Break
2:10 p.m.	Final Learning Session
3:00 p.m.	School Finishes

SECTION 2: STUDENT CODE OF CONDUCT AND SCHOOL EXPECTATIONS

At Wellers Hill State School, we are committed to working together to provide a safe, respectful and disciplined learning environment for all students, staff, parents/carers and visitors. We do this by fostering and acknowledging appropriate student behaviour to create a positive learning environment for ALL students.

Wellers Hill State School's *Student Code of Conduct* sets out the responsibilities and processes we use in our school to promote a productive, effective whole school approach to discipline. Its purpose is to facilitate high standards of behaviour from all in the school community, ensuring learning and teaching in our school is prioritised, where all students can experience success and where staff enjoy a safe workplace. A hard copy has been provided to you (upon enrolment). The [Student Code of Conduct](#) is also available on the [school website](#).

Wellers Hill State School is a Positive Behaviour for Learning school. Positive Behaviour for Learning (PBL) is a research based educational process that brings together the whole-school community to contribute to developing a positive, safe and supportive learning culture. The PBL framework assists schools to improve social, emotional, behavioural and academic outcomes for children and young people. PBL is a process, not a program. When PBL is implemented well and embedded in practice, teachers and students have more time to focus on relationships and classroom instruction.

The PBL framework helps schools identify and successfully implement evidenced-based whole-school practices that enhance learning outcomes for children and young people.

The PBL framework is used to strengthen the existing systems, structures and processes within the school, which underpin the school's ongoing improvement and effectiveness. For example, the PBL framework encourages the use of school-wide data to identify patterns of problem behaviour, monitor student progress, reflect on teaching effectiveness and inform decisions that strengthen the learning environment.

Our school community has identified the following school expectations to teach and promote our high standards of expected behaviour:

- Safe
- Thinker
- Attitude
- Respectful



Staff recognise high standards of behaviour displayed by students in a variety of ways:

- ✓ Awarding 'ticks' that students collect toward an end of term rewards event
- ✓ Awarding 'class stars' to the whole class for them to work toward a class party
- ✓ Awarding 'STAR certificates' to individual students each week for exemplary behaviour in one of the 4 expectation areas

Parent Code of Conduct

We welcome parents and carers into our school to help engage in their child's education.

All our school staff support the learning and wellbeing of every student, and are entitled to a safe work environment. Parents and other visitors to schools support safety by ensuring their communications and conduct at the school and school activities is respectful. The Department of Education Parent Code of Conduct outlines respectful communications between school staff, parents and the community.

SECTION 3: AUSTRALIAN CURRICULUM LEARNING AREAS

The Australian Curriculum sets out the core knowledge, understanding, skills and general capabilities that are required for all Australian students. It makes clear what all students should learn as they progress through schooling.

The Australian Curriculum has 8 learning areas;

<https://www.australiancurriculum.edu.au/>

- English
- Mathematics
- Science
- Humanities and Social Sciences (HASS)
- Health and Physical Education
- The Arts (Music, Media Arts, Visual Arts, Dance and Drama)
- Technologies (Digital & Design)
- Languages



At Wellers Hill State School the learning areas of English, Mathematics, HASS, Technologies, and Health are taught by classroom teachers. Specialist teachers are employed to deliver the learning areas of Physical Education and The Arts. Languages is taught by a specialist teacher to Australian Curriculum English (ACE) students and by the classroom teacher to Australian Curriculum Japanese (ACJ) students. Science is taught by a specialist teacher to all students from Prep to Year 2 and all ACJ students from Years 3-6. In ACE classes in Years 3-6, Science is taught by the specialist teacher for 1 hour per week and the classroom teacher for 1 hour per week.

Wellers Hill strives to provide a balanced education and a broad range of relevant and engaging learning experiences, challenging our students to discover their unique potential and individual strengths; as per our school vision 'Everyone connected, Everyday striving to succeed and Everywhere learning'. Teachers are given time to plan and moderate work together to promote successful learning outcomes for the students in their classes. At the beginning of the year, teachers will discuss the curriculum to be delivered at the Parent Information Night.

Learning Pathways

Wellers Hill State School provides a unique opportunity for students to learn through two separate pathways. From Year 1 there is an opportunity for students to undertake the study of the Australian Curriculum through Australian Curriculum English (ACE) or through the Australian Curriculum Japanese (ACJ) pathways. Wellers Hill State School has a [Transition Policy](#) that clearly outlines the process. Students who choose the Australian Curriculum – English (ACE) pathway follow a weekly timetable. Students who choose the Australian Curriculum – Japanese (ACJ) pathway follow a fortnightly timetable where the children spend 50% of their learning time learning the Australian Curriculum through the language of Japanese.



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Celebrations of Learning

Celebration of Stars Assemblies occur every week. The Lower school (P-3) will present in odd weeks and upper school (4-6) will present in even weeks. Parents are welcome to attend our Celebration of Stars. Each fortnight different year levels will showcase the learning that has been happening in their classrooms. This is also a time for us to recognise the incredible 'STARS' at Wellers Hill who have been following our Positive Behaviour for Learning Expectations.

Other Celebrations of Learning Include;

Curriculum Expo Days (each Term)
Japanese Cultural Events (each Term)
Book Fair
NAIDOC Week

Reconciliation Week
Under 8s Day
100 Days of Prep
Year 6 Market Day



Australian Curriculum Overviews

Each term an overview of the curriculum that the children will be learning in Australian Curriculum English (ACE) and Australian Curriculum Japanese (ACJ) classes can be found on the school's website and on each teacher's classroom door. The class timetables will not be displayed on the website as these are flexible and may change when necessary.

Assessment

Assessment and monitoring occurs in all areas of the Australian Curriculum (AC). Teachers will use the Achievement Standards set out in the AC, ensuring alignment with the Curriculum Assessment and Reporting Framework (CARF) to determine and report on student progress. Teachers in all year levels use the Assessment and Data Schedule to monitor student achievement and growth.

Assessment tasks are moderated across the year level in order to ensure consistency. Students are given opportunities to complete assessments in various ways to demonstrate understanding and progress.

Reporting to Parents

Parents will be provided with two written reports per year, outlining their child's academic progress, effort and behaviour. These reports will be emailed at the end of each semester. Parents will be offered Student Progress Meetings in Terms One and Three to discuss individual progress. Parents are welcome to discuss their child's progress with the class teacher/s or a member of the Leadership Team by making an appointment.

Year 3 and 5 students participate in the National Assessment Program – Literacy and Numeracy Testing Program (NAPLAN) in May each year. Students in Year 3 and 5 will complete the NAPLAN tests online. Year 3 students will continue to complete the writing test on paper. (<https://www.nap.edu.au/>)

BOYD Bring Your Own Device (Years 4-6)

Students in Years 4-6 are invited to participate in the iPad [Bring Your Own Device \(BOYD\)](#) program. BYOD is a term used to describe a digital device ownership model where students use their privately owned devices to access the departmental network and information systems in an educational setting. Prior to entering Year 4 the school will provide parents with the opportunities to understand how the program is implemented at Wellers Hill, a BYOD handbook has been put together for parents to learn more about the program. Both students and parents are required to sign a school contract to participate in the BYOD program.

We realise that there may be some families who may find it difficult to purchase iPads for the program. While the school has limited ability to assist, we will provide support to parents who find themselves in this position.



Wellers Hill State School

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Languages Program

There is a strong languages focus at Wellers Hill State School. The language studied at Wellers Hill State School is Japanese. Students in Prep will engage in one hour of Japanese lessons each week. These lessons will be conducted by our Languages teacher. Students in Years 1 to 6 who are learning through the ACE pathway will receive 1 hour a week in languages as part of the curriculum program from the language specialist.

Students in the ACJ pathway learn the language of Japanese through their Japanese Literacy sessions which are conducted four hours a week by their Japanese teacher. Japanese Literacy is aligned to the Languages curriculum.

Library

Wellers Hill State School has an extensive and well stocked library. The library incorporates texts in both English and Japanese.

The library is open during both lunch breaks. It is imperative that library resources are returned each week. If a student hasn't finished reading their book, they can re-borrow the same book for another week. Students are encouraged to borrow from the library each week and the use their homework/library satchel.



The library offers a pleasant and engaging environment for relaxation for all students. For their part, students are expected to maintain the atmosphere by showing consideration for fellow students through quiet behaviour, politeness, and responsible use of the resources provided.

Our school has a Technologies room which is situated at the back of the library. The Technologies room has a range of laptops, desktops, iPads and digital technology for students to showcase their understanding of Digital Technologies. The room is available for the teachers to use with their classes.

Music Program

The school boasts a strong music program, which has grown and developed over numerous years. Our classroom music program ensures that all students are provided with a strong base in music skills and concepts aligned to the Australian Curriculum. Students will be taught music for 1 hour per week in either Semester 1 or Semester 2.

Music Program – Extra -Curricular

Our [Music Program](#) also offers, Junior and Senior Strings, Camerata Strings, Junior (starting in Year 4) and Senior Concert Band, Jazz Band, Junior (starting in Year 3) and Senior Choir. These programs are implemented by specialist music teachers. These groups have been very successful in many district and regional competitions.



The Arts

Our Arts teacher conducts lessons for 1 hour each week from Prep to Year 6 in either Semester 1 or Semester 2. The subjects taught within The Arts will alternate over a band of years. Students will complete Dance and Drama units and then the following year will complete Visual Arts and Media Arts units. This ensures that students are receiving the allocated instruction in each Learning Area.



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Health and Physical Education Program

Every class attends Physical Education lessons each week with a specialist teacher. The Health aspect of this learning area is conducted by classroom teachers. Lessons in Physical Education include swimming, athletics and games skills.

Sporting Events

Students have the opportunity to participate in a variety of sporting events including;

- Swimming Carnivals (School Years 1-6, District Years4-6)
- Athletics Carnivals (School Years 1-6, District Years4-6)
- Cross Country (School Years 1-6, District Years4-6)



SECTION 4: STUDENT WELLBEING

As part of our [Wellbeing Framework](#) and strategic plan at Wellers Hill State School we are focused on continuing to develop strong systems for early intervention to proactively **notice, inquire and plan** effective support around each of our student's mental health and wellbeing. This approach called '**NIP it in the Bud**' is an early intervention approach that has been developed by Headspace and delivered through Safe Minds training. This training and relevant resources have been provided to school staff and the parent community and continues to be embedded for all teachers at our school in order to ensure a consistent and whole school approach. Every effective plan to support student wellbeing requires a community response involving students, teachers, parents, and our external partnerships, to be effective and long lasting. Some of the school initiatives and ideas to support wellbeing at our school include:

- You Can Do It (YCDI) Education delivered to students by their respective teacher's fortnightly. Link <https://edu.youcandoiteducation.com.au/my/>
- Targeted Social Emotional Learning for students (e.g. the Brave program, Brave at home for parents) Link <https://brave4you.psy.uq.edu.au/child-program>
- Safe Minds training at school and home. Link <https://safeminds.org.au/parents-and-carers/>
- Parenting information evenings (e.g. Triple P safety, YCDI parent portal, Safe Minds at Home online learning and CyberSafety).
- Early identification and response through our GLOW team referral process (see below) to support student learning and engagement.
- Wellbeing team.
- Targeted teacher Professional Development to increase Trauma awareness and early identification and response to mental health concerns and wellbeing for our students.
- School participation in the Queensland Engagement and Wellbeing Survey to inform future decision making and strategic planning.
- PBL – explicit teaching, clear expectations, data, and encouraging a growth mindset. High expectations and High-quality teaching.
- Community and interagency engagement support working in collaboration with schools.
- The NIP framework that our school uses from the Safeminds training and headspace assist us in ensuring an early intervention approach for all students (see below).



'© headspace National Youth Mental Health Foundation Ltd'.

Please do not hesitate to contact your child's teacher, a member of the Leadership team or the Guidance Officer if you have any further questions regarding these initiatives or if you require any additional information to best support your child at this school.

SECTION 5: INCLUSIVE LEARNING COMMUNITY (ILC)

At Wellers Hill State School we believe every student has the ability to learn and should be able to demonstrate progress in their learning.

At Wellers Hill State School we are committed to meeting the needs of all our students through providing an inclusive education, one where students fully participate in learning, alongside their similar-aged peers and be supported by reasonable adjustments that are tailored to meet individual's needs. Inclusion is embedded in all aspects of our school's life and is supported by policies and every day practices.

At Wellers Hill State School our Inclusive Education Framework is guided by the Every student with a disability succeeding plan 2021-2025 as outlined in the Department of Education's policy statement (2021)

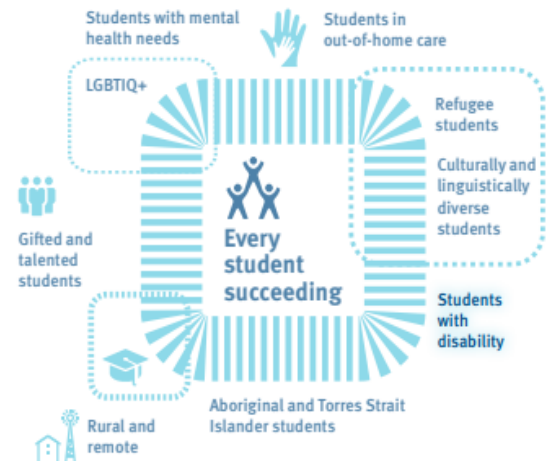
“ Wellbeing is a state in which every individual realises his or her potential, can cope with the normal stresses of life, can work productively and fruitfully and is able to make a contribution to his or her community.

– World Health Organisation, 2014 ”

<https://education.qld.gov.au/student/inclusive-education/Documents/policy-statement-booklet.pdf>

Every member of our school community, including teachers, support staff, volunteers, families and students, work collaboratively to ensure students can access and participate in all aspects of school life. Curriculum is provided to all students in ways that are age appropriate and responsive to diverse learning needs.

At Wellers Hill State School we have high expectations of all students and we recognise that with the right support, all students can succeed. Our whole-school approach to supporting student learning recognises diversity and promotes a shared commitment to quality teaching and ongoing student improvement. A whole school approach ensures a cohesive response to diverse learning needs and consistent practice in a culture of ongoing improvement, which sets high expectations, monitors student progress with school-wide analysis and discussion of student achievement data, and supports student learning with quality teaching focused on improving the achievement of every student in our school.



Head of Special Education Services (HOSES)

Lead inclusive practice to develop, articulate and commit to a shared educational vision focussed on providing quality learning outcomes for all students.

Set high standards for student and staff performance & embed socially just practices in daily school life.

Manage the human, financial, facilities and curriculum resources of Inclusive education to achieve goals.

Form partnerships with parents, other government agencies, and community groups.

Understand the legislation and policies that impact on schooling especially in relation to students with diverse learning needs.



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Inclusion Teachers case-manage individual students with a disability, to ensure that the support provided is matched to their needs. They work closely with the classroom teacher, parents and carers, specialist staff, outside agencies, teacher aides and other stakeholders as required to support the progress of students who are receiving focused and intensive teaching. Support Teachers provide regular feedback about a student’s progress to classroom teachers and parents.

Differentiation Teacher acts as teacher, leader, collaborator, and manager to ensure that high quality differentiated instruction is provided, and learning is maximized for target students.

Guidance Officers (GO) are teachers with specialist training and qualifications in guidance, counselling and psycho-educational assessment. Guidance officers identify factors that can be barriers to learning and development, and plan or assist in planning interventions or programs that can help students achieve positive outcomes.

Speech Language Pathologist (SLP)

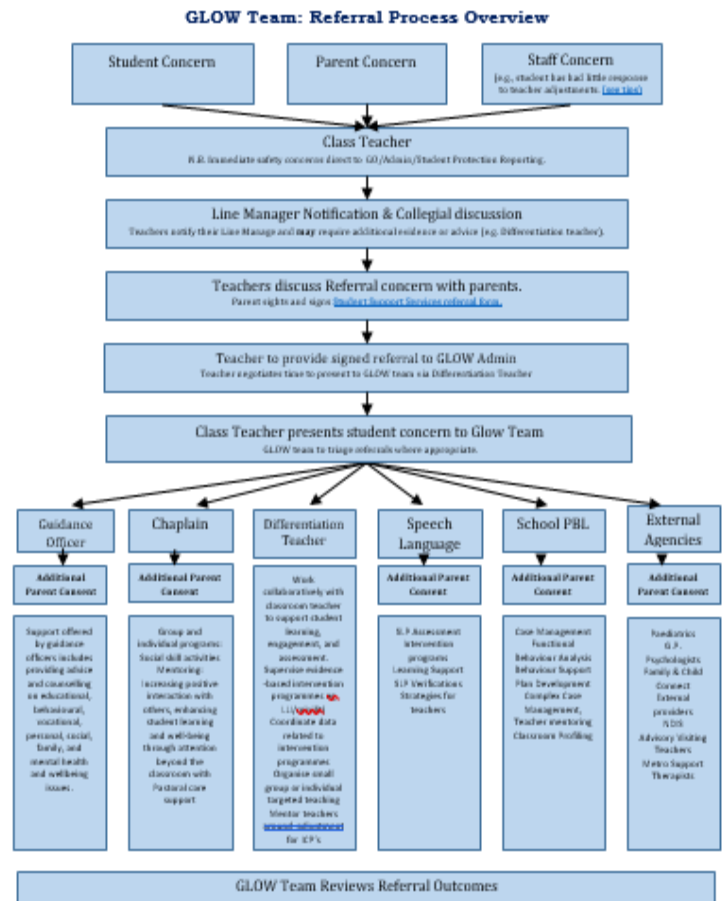
The Speech Language Pathologist supports Wellers Hill State School on a part-time basis and access to the SLP is through the GLOW team. The SLP can support students in a variety of ways; whole class programs, small group intervention, individual therapy, assessments, goal and program setting.

Chaplaincy

The Chaplain at Wellers Hill State School supports students and the wider school community, (including staff and parents), in a range of ways such as assisting school staff in offering welfare services or support for crisis or loss. Please refer through the class teacher or contact via the school office.

Guided Learning Outcomes and Wellbeing (GLOW) Team

The GLOW Team assist students facing barriers to learning to achieve their educational and developmental potential by providing a range of strategies and specialised support at the individual, group, school and regional levels. The flow chart below outlines the [process for referring a student to the GLOW](#) team for support.





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Student Leadership Program Year 6 Students

The model

- Promotes the needs and interests of students
- Enhances the role of students
- Recognises the positive role students play in the development of a supportive school environment
- Provides opportunities for students to be involved in school decision making (where appropriate)

Our student leaders are our role models. As role models, our student leaders are expected to:

- act with care and courtesy and reliability
- be positive and enthusiastic
- show empathy towards others and act as good friends would
- treat others fairly and keep their dignity in tact
- exercise self-discipline
- work well with others



SECTION 6: PRODUCTIVE PARTNERSHIPS

Parent [Communication Plan](#)

At Wellers Hill State School, we believe close links between the classroom and the home are vital in ensuring all students achieve to their maximum potential. The school vision, *Everyone Connected, Everyday Striving to Succeed, Everywhere Learning*, underpins the way in which the school develops and implements strategies to ensure it is working towards Every Student Succeeding State Schools Strategy 2019-2023.

<https://education.qld.gov.au/curriculum/Documents/state-schools-strategy.pdf>

This communication plan shows how effective communications can:

- create effective engagement with parents and the broader community
- contribute to strong relationships between staff, students and parents
- demonstrate the success of our work and that of our students
- ensure that the school is open and transparent in its communication
- build trust and confidence and improve perceptions

Parent and Community Code of Conduct

The [Parent and Community Code of Conduct](#) describes the ways in which parents, carers and visitors should conduct themselves while on Queensland state school grounds, at school activities, and when interacting with others in the school community.

Class Parent Representative

Each class in our school has a class parent representative. If you would like to represent the parents in your child's class, please contact the classroom teacher.

Parent Information Night

Within the first few weeks of school, teachers will offer an invitation to you to attend a meeting in the classroom. At this meeting, plans and goals for the year will be outlined and discussion welcomed. It is not intended that at this meeting, there will be discussion about individual students. However, parents are welcome to make appointments to discuss concerns etc. with teachers at mutually agreed times.

School Council

Wellers Hill State School has a [School Council](#) as part of being an Independent Public School and meets once per term.

The School Council's responsibilities include:

- Governance and advice
- Accountability and responsibility for informing and monitoring the school's strategic direction.
- The School Council meets once per term.

Parents and Citizens Association (P&C)

The [Parents and Citizens Association](#) convenes meetings on the fourth Wednesday of each month. All parents and interested citizens are eligible to attend and are welcome. Only endorsed members of the P&C may vote.

Download and view the following forms in related links from our school Website:

- Membership Application Form
- P&C Constitution
- P&C Handbook

Parents and Citizens Association (P&C) continued

The P&C oversees the following operations

- Services committee
 - Tuckshop
 - Uniform Shop
- School age child care service (SACCS)
- Amateur Swimming Club

Swim School

Catering for all skill levels, our learn to swim and squad training sessions allow children to be placed into small sized classes aligned with their swimming ability. Whether they are getting their first exposure to swimming; learning all four strokes; or mastering their racing techniques our classes will help them to continue to grow and develop their skills.

Due to the popularity of our lessons, registration is on a first-come, first-served basis. If you are unsure what level your child is, our qualified instructors are available to assist you. We recommend, for your child to achieve the best results, attending two lessons per week. For more information and bookings - <http://www.wellersratz.com>.

Amateur Swimming Club

The Wellers Hill State School Amateur Swimming Club is a community-based club that has been operating for over 50 years. This swimming club aims to bring students together to socialise and swim in a friendly and supportive environment to develop social and competitive swimming skills. Friday night swim club provides the perfect opportunity to socialise with friends and then swim against them in the pool!

The running of a successful Friday night season depends heavily upon the involvement and enthusiasm of the parents. We are always in need of parents to time-keep, help in the canteen and with the BBQ. Please consider volunteering on a Friday night to support your children and meet other parents.

For more information visit <http://www.wellersratz.com> or email wellersratzswimclub@wellershillpandc.com.au.

Tuckshop & Uniform Shop

The P&C is committed to having an interesting tuckshop menu and providing all school uniform requirements. These services are run by employed conveners and rely heavily on volunteers. The tuckshop is open every day for first lunch at 10:50am. Ordering/payment is completed online at www.flexischools.com. Cut-off for daily orders is 8.40am.

The Uniform Shop is open on Tuesdays from 7.30am to 10.00am and Wednesdays from 1.30pm to 3.30pm. Purchases can be made using www.flexischools.com.au or in person at the shop. FlexiSchools orders can be left at the Tuckshop or SACCS on request for collection. Both new and second hand items are available for purchase. The uniform price list is available on the school website and Flexischools.





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School Age Child Care Service (SACCS)

The [School Age Child Care Service \(SACCS\)](#) offers Before School, After School and Vacation Care Programs for primary-aged school children up to 14 years of age. The Service is located within the school campus, adjacent to the Tuckshop and facing the Administration building.

Hours of Operation: Before School: 6.50am – 8.50am (daily during term time) After School: 3.00pm - 6.00pm (daily during term time) Vacation Care: 7.00am - 6.00pm (school holidays and student free days).

QParents

<https://qparents.qld.edu.au>

Wellers Hill utilises in the QParents Online Parent Portal to communicate with parents, when enrolled you will receive an email inviting you to sign up with QParents. Once registered and approved you will be able to view and update the follow details:



- Attendance details
- Behaviour
- Report cards
- Invoices
- Payment history

Download the free QParents app from the iTunes or Google Play.

Qschools

Interact with Wellers Hill through the QSchools app and receive up-to-the-minute updates. The app integrates with the department's preferred school website platform to allow users to see when news, events and newsletters are posted to their favourite school website.

The app will enable our school community to receive real-time notifications about state-wide emergency alerts as well as school push notifications through the app.





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SECTION 7: CULTURAL CONNECTIONS

Japan Study Tour

Wellers Hill State School has developed strong ties with Japan through various connections. Shiwasuda Elementary School in Saitama is the school's current friendship school. The school engages in various activities with Shiwasuda Elementary including writing postcards (year 3) and TEAMS meetings (Yr 6). We are fortunate to be able to visit the school in September when our school travels to Japan on the Japan Study Tour.

All students in Years 6 are invited to participate in a study tour to Japan. The study tour consists of attending school in Japan and visiting cultural sites and participating in cultural activities.

Throughout the year we also host a number of Japanese schools; Kudan Junior High School and Nichidai Fujisawa Primary School. These schools attend Wellers Hill and participate in activities in class and through explicit English lessons. Advertisements will be sent to all families if they wish to host a Japanese student from schools that visit Wellers Hill.

Each year our school also participates in the Modern Language Teachers Association of Queensland's (MLTAQ) speech language competition. This competition is a way for our students in ACE and ACJ to demonstrate their skills in speaking Japanese.

For each of these connections, parents will be notified when they occur and permission is required. Currently all overseas School Tours have been placed on hold by the Department of Education.

Queensland Virtual Academies

Wellers Hill has also partnered with the Queensland Virtual Academies. This relationship allows our Japanese teachers to teach languages to schools around Queensland that would otherwise not be able to offer languages to their students. This serves both remote schools and Wellers Hill as it allows us to share our staff and expertise in teaching languages across the state. Currently we are one of three delivery schools offering Japanese languages to other schools.



SECTION 8: SCHOOL PROCEDURES

Absences

If a child is [absent from school](#), parents/caregivers are requested to inform the Administration Office on 3249 1333 and choose the student absent option, leaving the student's name, class and reason for absence or to send a note giving the reason for the absence when the child returns to school. If it is known that a child will be absent at a future date, parents are required to notify the teacher and the office. Absences can also be logged through the QParents app.

If a child is collected from school prior to 2:50 p.m., the parent/caregiver collecting the child must sign the register in the office before taking the child from the school. This requirement is a safety precaution.

Students are not permitted to leave the school grounds at any time during the school day without permission from their parent/caregiver and the Principal. Permission will not be given to students who wish to use the shops during morning tea or lunch, as the school cannot ensure their safety.

Absences - SMS Notifications

If your child/children are absent from school without an explained reason, a nominated parent will receive an SMS notifying them of the absence. Parents are required to either reply to the SMS with a reason for the absence (do not include any emojis or pictures as these cannot be read), contact the office on 3249 1333.

Accident insurance cover for students

Some school activities and lessons in physical education, particularly contact sports, carry inherent risks of injury. Parents are advised that the Department of Education and Training does not have Student Accident Insurance Cover for students. Therefore, if your child is injured at school as a result of an accident or incident, all costs associated with the injury, including medical costs, are the responsibility of the child, parent or caregiver. Some incidental medical costs may be covered by Medicare. If parents have private health insurance, some costs may also be covered through private health insurance.

Arrival at School

Children in Years 1 to Year 6 are **not to be dropped off at school before 8:30am**. Any child arriving at school prior to 8:30am without musical or sport commitments **MUST** sit in the undercover area in front of the office until 8:30am, as **students are not supervised before school, school starts at 8:50am for Years 1-6 students and 8:40am for Prep students**.

Prep students are to arrive by 8:30am and dropped off at the **Kiss and Go** at the back of the Prep building with their parent. Signs with class names will be displayed for the children to line up in front of initially until students are familiar with where to sit.

If a child arrives after 8:50am (Preps) or 9:00am (Years 1-6) they will need to go to the office to receive a late slip before proceeding to their classroom.

School concludes at 2:50pm for Prep students and 3:00pm for Years 1-6 students. Children are not allowed to remain unsupervised in the school grounds after 3:15 p.m.

Punctuality is important in arriving and departing to ensure the classroom program operates effectively and your child's learning is optimised. Please ensure that care providers are aware of these times and let us know if you are going to be unavoidably late.



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Student Resource Scheme

At Wellers Hill our families have the option to purchase books from their choice of providers or participate in our [Student Resource Scheme \(SRS\)](#).

The [Student Resource Scheme](#) is a user-charging scheme operated by schools to provide families with a convenient and cost-effective alternative to individually supplying their children's book and resources. Participation in the [SRS is optional](#), and no obligation is placed on families to participate.

Camps and Excursions

The school provides students with the opportunity to experience various [incursions/excursions and camps \(Year 5 and 6\)](#) throughout the year to enrich the teaching and learning programs, students' social and emotional learning and wellbeing.

Where major expense is involved, parents are asked to make a genuine effort to subsidise cost, although we endeavour to ensure that no child is excluded for financial reasons. Contact should be made with the Business Manager, on admin@wellhillss.eq.edu.au to negotiate payment plans.

Changes of Address, Email and Telephone Number

The school office should be promptly notified in writing of any changes so that efficient service can be given in emergencies.

Complaints Management

From time to time parents and/or students will have concerns about: what or how the curriculum is offered; how it is taught; assessment; school operations; student behaviour.

If it is a curriculum matter it should first be discussed with your child's teacher. If there is still a concern, then an appointment should be made with the Principal or Deputy Principal.

If there is a concern about school operations or student behaviour, contact in the first instance should be made with the class teacher and if you have further concerns contact the administrator in charge of the year level of the student. Please contact the office for further details of the administrator if uncertain.

Emergency Record

We keep an up-to-date emergency record for your child in case of accident or illness. If you have a change of address, place of employment, telephone contact number, etc. please advise us promptly in writing.

Exemption from compulsory schooling

Parents need to apply for an Exemption from Compulsory Schooling if their child is going to be absent from school for more than 10 consecutive school days. Application must be made to the Principal through the school office before the absence.

Homework Policy

Wellers Hill State School has a [Homework Policy](#), developed in consultation with the school community. Homework is intended to provide opportunities for students to practise tasks done in class, help improve important skills, and encourage confidence and independence.

We also recognise that it is important to maintain a healthy balance between homework expectations and the varied and numerous recreational, cultural and personal commitments involved in family life. Please contact your child's teacher if you have questions or concerns about homework.



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Illness and Accident

Children who are sick should not attend school. Symptoms which may alert you or the staff to the fact a child is unwell or requires a visit to the doctor include:

- Unusual spots or rashes
- Vomiting (within the last 24 hours)
- Severe, persistent or prolonged coughing
- Feverish appearance
- Loss of appetite
- Infected patches of skin
- Headache or stiff neck
- Diarrhoea (within the last 24 hours)
- Trouble breathing
- Mucous discharge from the nose (thick, green or bloody)

In accordance with Public Health orders if your child is unwell please keep them home until they are well enough to return to school. By observing and acting appropriately with the above conditions, staff and parents can work together to foster the health and wellbeing of all children.

Should your child become unwell during the school day you will be contacted and advised of the situation. If we are unable to contact you, another person from the emergency list will be contacted.

Wellers Hill state School staff will operate in the best interests of the health and wellbeing of the children in our care.

Please ensure the school has up-to-date information regarding emergency contacts so that an adult can be reached if illness or an accident should occur.

In case of an accident in the school grounds, first aid will be administered. Where possible, the parents or emergency contacts will be notified by phone and their instructions followed, however, some situations will require the immediate action of the principal. The principal will take whatever action is required to ensure the safety and wellbeing of your child and an ambulance will be called should it be required.

Responsible Use Procedure

As part of the school curriculum, students use computers, emails and the internet. This agreement sets out the student's responsibilities and consequences for misusing or breaching the agreement. Computers are used for educational purposes and if used correctly are valuable educational tools.

On-line Services Consent Form

The purpose of the *On-line Services Consent Form* is to inform parents and care providers about the third-party on-line services used in our school and how student information, including personal information and works, maybe recorded, used, disclosed and published to the services (If you provide your consent to occur). The *On-line Services Consent Form* is completed at the start of Prep and Year 4.



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Medication

All medications you provide for the school to administer to your child must be prescribed by a qualified health professional who is authorised to prescribe medications under the [Health \(Drugs and Poisons\) Regulation 1996](#) (Qld) e.g. doctor, dentist, optometrist. State schools refer to these professionals as 'prescribing health practitioners' (practitioners).

For medication to be administered during school hours and/or during school-related events, provide the school with:

- a completed [Consent to administer](#) medication form.
- the medication with an attached pharmacy label, in its original container, with intact packaging.

As well as using the pharmacy label instructions, the [school will need additional written information](#) from the prescribing health practitioner if your child:

- A.** requires medication as an emergency response. Depending on your child's health condition, your doctor will need to complete:
 - an Asthma Action Plan and/or
 - an Anaphylaxis Action Plan and/or
 - written instructions if your child has more complex health needs.
- B.** requires insulin. Your doctor will need to complete a medication order for insulin.
- C.** requires medication 'as-needed' (but not as an emergency response). Your health practitioner will need to complete a Medication order to administer 'as-needed' medication at school (see page 3).
- D.** has their dosage changed from that on the pharmacy label. Your health practitioner will need to write a letter for the school explaining the changes. To assist the school in safely administering the medication to your child, you are encouraged to have your pharmacist update the pharmacy label attached to the medication with the new dosage as soon as possible.

All medication must be brought to and stored at the school office, not the classroom. A teacher or Office staff member can give medication strictly in accordance with instructions written on the label **from the pharmacist as per the doctor's prescription**. Request to administer medication forms are available at the office and must be completed and signed by a parent/carer before medication is able to be given to the student.

Non-prescription medication (such as Analgesics, Panadol, Aspirin or Cough Mixture) also requires a request to administer medication form.

If your child requires asthma medication, it is the parent's responsibility to supply the asthma plan and medication. A request to administer medication form is also required to be completed.

If your child has an ongoing medical condition, such as severe allergies, severe asthma or diabetes, they will need an Individual Health Care Plan which will be required to be updated yearly. Please provide the office with a copy of the Action Plan from your GP and speak to school staff regarding the details.

Mobile Phones and Electronic Device

All student mobile phones and electronic devices other than those deemed necessary for learning, must be switched off and signed into the office on arrival and departure for safe keeping during the day.

Newsletter

The school newsletter is produced in weeks 5 and 10 of each term and is available through the [school website](#) or directly on QSchools. The newsletter gives details of forthcoming events and other important information of which parents should be aware. Parents should make it a priority to read the newsletter every fortnight.

The newsletter will be emailed to all families. Please make sure your email is updated with the office to receive correspondence from us.

Payments

At times the school requires payment for various activities, e.g. class excursions, camps, transport to sport etc. Payments can be accepted Monday – Friday from 8:30am- 3:00pm at the school office.

Payments for school related activities can be made by:

- Cash
- EFTPOS
- Credit Card – Visa or Mastercard
- BPOINT – details found on your invoice and/or statement

Payment plans can be arranged through contact with the Business Manager

Details of payments appear on the QParents app. Payments can also be made via the app.

Religious Instruction Years 2 -6

[Religious Instruction](#) classes are conducted by visiting instructors from Christian denominations including Catholic, Uniting, Baptist and Anglican churches. Parents will need to complete a consent form prior to participating in RI classes. Children not attending the classes will participate in a supervised class activity with a class teacher. Religious Education is one session per fortnight for 30 minutes.

Sport House System

Children are allocated to one of four sport houses.

Emu - Blue

Kangaroo - Red

Koala - Green

Platypus - Yellow



Sun Safety – Hats

This school maintains a [Sun Safety Policy](#). Students must wear a school sun-safe hat.

This is for the protection of all children at the school. Please ensure that your child has a Wellers Hill school hat every day. These are available for purchase at the Uniform Shop.

Please **name** your child's hat clearly.





Wellers Hill State School



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Teacher Absence

Teachers are absent from school for a variety of legitimate reasons – professional development, personal illness, an ill family member, long service leave, leave without pay, maternity leave, etc. Wellers Hill State School uses the Teacher Relief and Contract Employment Register (TRACER) system to replace teachers.

Where a Japanese teacher is absent we also attempt, where possible, to replace a teacher with another Japanese speaking teacher. However, at times this may not be possible.

Pick-up Zones, Transport and Safety

We take road safety seriously at Wellers Hill State School. Please read through our [Road Safety Flyer](#) which outlines tips for pick-up, drop-off and parking around Wellers Hill.

All children should be thoroughly familiar with the route to be used between home and school. Children should be made aware of road hazards and safety rules.

Children who ride a bicycle to school must wear a helmet and lock their bike in the bike cage during school hours. Bikes must not be ridden by students or adults in the school grounds. Students bring bikes to school at their own risk.

Rollerblades, scooters, skates, skateboards, or any other form of student transport is not permitted to be used in the school grounds.

Afternoon supervision is provided at Toohey Road and the Weller Road car park until 3:20pm. Any child not collected by that time is escorted to the school office to wait to be collected by their parent.

The bus stop on Toohey Road is also supervised until students have safely boarded their bus.

Unclaimed Property

Lost property is collected and can be found under B Block. If you mark items with a student's name, we shall do all we can to ensure that they are returned. At the end of each term, unclaimed property is donated to a charity or sold at the uniform shop. ALL ITEMS NEED TO BE LABELLED for easy return.

Visitors and Volunteers

Wellers Hill State School welcomes the support of families into our school. Administration staff have a register of class visitors and [volunteers](#). All visitors and volunteers must report to the office, sign in and be issued with a visitor's sticker which is to be worn at all times.

Parents are not required to have a Blue-card to volunteer in the school. Anyone who is not a parent must provide training program for contractors, volunteers and visitors. Please contact the school for more information.





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SECTION 9: DRESS CODE

Dress Code

Parents are requested to ensure that their child has the appropriate uniform as per the [Dress Code Policy](#). The [school uniform](#) shop is available to purchase these items. Visit our website to find more information about uniform shop prices and opening house. Please ensure all items of clothing are clearly marked with the child's name.

The Wellers Hill State School Dress Code is endorsed by the P&C Association.

SECTION 10: ENROLMENT INFORMATION

Enrolments

Wellers Hill State School is [enrolment managed](#) and priority placement is given to students who live within the catchment area or are siblings of students currently enrolled. [Enrolment](#) Applications can be located on the school website.

Preparatory Year

Children will need to be five by June 30 in the year they start in the preparatory class.

Birthdate:	Eligible for Prep year in:	Eligible for Year 1 in:
Child Born 1 July 2019 – 30 June 2020	2025	2026
Child Born 1 July 2020 – 30 June 2021	2026	2027
Child Born 1 July 2021 – 30 June 2022	2027	2028
Child Born 1 July 2022 – 30 June 2023	2028	2029
Child Born 1 July 2023 – 30 June 2024	2029	2030

Successful Transition to School Program

At Wellers Hill State School we believe that a successful transition to school begins with developing relationships between parents and the school community. In order to provide our Pre-Prep students and their parents with this opportunity we various sessions in our Successful Transition to School Program each year in Terms 3 and 4.