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Message from the Principal...

Dear Parents,

A warm welcome to the Sunnybank Hills State School community. Congratulations on your choice of school. This is a great school, harmonising high quality education with a sense of true school community spirit. We are confident that we can, with your support, provide the best possible education for your child. This is embodied in our school motto “Strive for Knowledge”.

At Sunnybank Hills we have built a reputation as a caring school with excellent educational opportunities, including a quality curriculum, high behaviour standards and promoting life long learning challenges.

Our children learn in a supportive and positive environment always being encouraged to strive to do their best both individually and as part of a team.

We believe the LAW of every classroom in our school has every child experiencing:

Love and Laughter
Achievement and a real sense of Worth

We have prepared this package to help you explore the opportunities and the organisation of Sunnybank Hills. In this Prospectus you will find information that pertains to our Curriculum, extra-curricular opportunities and details of our daily organisation and procedures. You will also find details on a variety of our school policies. If you are enrolling as a new member of our community, you will be required as parents and students to sign an Enrolment Agreement. This is due to the 2006 Education Act requiring parents enrolling at any state school to be informed of a number of mandatory school policies relating to enrolment.

Policies that you will need to peruse include:
* Code of Behaviour
* Student Dress Code
* Homework Policy
* Religions Instruction in State Schools
* Student Use of Mobile Phones & Electronic Equipment
* Student Usage of Intranet & Internet
* Consent to use Material, Image, Recording or Name
* Making a Complaint

Please feel free to discuss any questions in relation to these policies with our Administration Team.

At Sunnybank Hills State School we welcome parents to be actively involved in their child's education and school life. So please feel free to become involved during your child's primary school years, this is the foundation to their educational future. I look forward to personally meeting and working with you and your children as they begin their journey through our school.
SEMESTER 1

Term 1 – Monday 23 January to Friday 31 March (10 weeks)
Easter Vacation – Saturday 1 April to Monday 17 April

Term 2 – Tuesday 18 April to Friday 23 June (10 weeks)
June / July Vacation – Saturday 24 June to Sunday 9 July

SEMESTER 2

Term 3 – Monday 10 July to Friday 15 September (10 weeks)
September / October Vacation – Saturday 16 September to Monday 2 October

Term 4 – Tuesday 3 October to Friday 8 December (10 weeks)
Christmas Holidays – Saturday 9 December to Sunday 21 January

Pupil Free Days 2017
Thursday 19, Friday 20 and Monday 16 October

Public Holidays
Thursday 26 January – Australia Day
Friday 14 March – Good Friday
Monday 17 March – Easter Monday
Tuesday 25 April – Anzac Day
Monday 1 May – Labour Day
Wednesday 16 August – RNA Show Day
Monday 2 October – Queen’s Birthday

Return to School – 2018
Monday January 22
Our Statement of Purpose…

At Sunnybank Hills State School we strive to provide a responsive curriculum to assist every child to maximise their full potential.

This is achieved through a close and open partnership between parents and staff, in collaboration with a supportive and caring school community.

Our Vision Statement…

It is our vision for Sunnybank Hills to incorporate the following:

- **Excellence** - the development of literacy and numeracy is a priority for interaction in a global community
- **Inclusiveness** - the inclusiveness of diverse cultures to develop cross cultural awareness
- **Participation** – productive partnerships between parents and teachers maximise opportunities for students
- **Accountability** – a high quality learning agenda provides system-supported learning and development for staff
- **Safety** - social skills development supports children’s ability to become active and reflective citizens
Sunnybank Hills was opened in 1979 with several hundred students. We cater for students from Prep to Year 6 and teach in a year level format. We have a strict enrolment management policy to try and manage the numbers in our school and being able to accommodate families who live in our catchment area. Our current enrolments sit at around 1150. Our enrolment numbers for 2017 are just over 1200 students and we continue to assess the best use of our facilities and resources.

Class numbers are kept at or below the recommended 25 students in Prep to Year 3, and 28 for Years 4 to 6. At Sunnybank Hills, teachers work in year level teams to ensure continuity of experiences, curriculum and assessment. Sometimes we do need to form a composite class of two year levels. In this case, parents are consulted. Children selected for composite classes are usually higher achieving and often independent students capable of completing extension activities.

We are extremely proud of the multi-cultural nature of our school community. Our student population consists of about 54 cultures that all work and play together very well. Students who have English as an alternative dialect are given support by our EALD staff.

As a school, our academic results are of a very high standard. Our students are constantly encouraged to enter national and state wide academic competitions with many obtaining High Distinctions, Distinctions and Credits. More information regarding these results can be found on our website.

Extra-curricular options are offered to students in Music, Sport, Chess, Robotics, Dance and Drama. For all extra-curricular activities we believe that participation and commitment are important factors.

Sunnybank Hills State School is an Independent Public School that offers a very high standard of educational, technological, musical and sporting programs. This coincides with a very supportive teaching and administrative staff and a friendly community spirit that values and supports the work of day to day school life.
## Administration & Teaching Staff for 2017...

### Principal:
Mr Geoff Mill

### Deputy Principals:
- Mrs Yvette Cawley
- Mrs Kaye Dalus
- Mr Michael Lobb
- Ms Shelley Robertson
- Mrs Karen Stoyko

### B S M:
Mrs Carol Swee

### Administration:
- Mrs Sue Butler
- Mrs Liz Geake
- Mrs Denise Leech
- Mrs Monica Keogh
- Mrs Jo Psaros
- Mrs Tracey Nicol

### IT Support:
Mr Jones/Mr Fernandes

### Prep Teachers:
- Ms Chicco, Ms Comino, Miss Connole, Ms Snee, Mrs Weir, Mrs Woodforth

### Year 1 Teachers:
- Mrs Bain, Mrs Goon Chew, Ms Lampe, Mrs Lynch, Ms Morgan, Ms Slattery, Mrs Warren

### Year 2 Teachers:
- Mrs Behm, Mrs Flint, Mrs Freeman, Mrs Hobson, Mrs Jensen, Mrs Mullins, Ms Muscat, Mrs Nagel, Mrs Smith, Mrs Toms

### Year 3 Teachers:
- Mrs Creevey, Mr Johnson, Mrs Lay, Mrs Lynch, Mrs Maharaj, Ms Reeves, Mrs Slusarczyk, Ms Stokoe, Mrs Underhill

### Year 4 Teachers:
- Mrs Alexander, Mr Beveridge, Ms Champagne, Mrs Drake, Mrs Foote, Mrs Lawson, Mrs Lobb, Mrs Moore, Ms Young

### Year 5 Teachers:
- Mr Abell, Mrs Draper, Mr Harker, Mrs Hosie, Ms Lancaster, Mr Robertson, Ms Quinn, Mrs Whelan

### Year 6 Teachers:
- Mrs Barker, Ms Bell, Mr Beveridge, Mrs Kojrowicz, Mrs Lamb, Mrs Olsen, Mrs Sluggett

### E.S.L.Staff:
- ESL Teachers: Mrs Kwan, Mrs Martin, Mrs Neill
- ESL Aides: Mrs Cutting, Mrs Hsing, Mrs Jung

### Special Education Program:
- **Teacher-in-Charge:** Mrs Seib
- **Teacher:** Mrs Blake

### Music Staff:
- **Teachers:** Mrs Carter, Mrs Rowe, Mrs Simmons

### Instrumental Teachers:
- Woodwind & Percussion: Ms Lowe
- Brass: Mrs Forshaw
- Strings: Ms Williams

### LOTE:
- Teacher: Mrs Hsu

### Physical Education:
- Teachers: Mr Jessop, Mr Teakle, Ms Theron

### Learning Support Teachers:
- Mrs Jorgensen, Mrs Taylor

### NCT:
- Mrs Anderson, Mr Beveridge, Miss Connole, Mrs Lynch, Miss Nutt, Ms Quinn, Mrs Robertson, Mr Smith

### Guidance Officer:
- Ms Yates

### Teacher Aides:
- Mrs Alexander, Mrs Boggs, Mrs Bourke, Mrs Bridge, Mrs Charlton, Ms Churches, Mrs Cunningham, Mrs Cutting, Mrs Friend, Ms Gibbons, Mrs Hamilton, Mrs Hsing, Mrs Jung, Mrs Lee, Mrs McDonald, Mrs McGahan, Mrs Millar, Mrs Millington, Mrs Newman, Mrs Patel, Mrs Payne, Mr Pobjoy, Mrs Russell, Mrs Shea, Mrs Skein, Mrs Smale, Mrs Sonego, Ms Vaitasas, Mrs Walsh, Mrs Wilson, Mrs Wright, Mrs Xu

### Janitor/Groundsmen:
- Mr Lynch, Mr Morris, Mr Ratz

### Cleaners:
- Mrs Aneiros, Mr Fichera, Mrs McCarthy, Mr Rowley, Mr Rojas, Mrs Veselinovic, Mrs Yates

### P & C Staff:
- **Liaison Officer:** Mrs Psaros
- **Tuckshop Convenors:** Mrs Burns
- **Uniform Shop Convenor:** Ms Keogh
- **Coffee Shop Convenor:** Mrs McGahan

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Please check the school website for current staff list - [www.sunnhillss.eq.edu.au](http://www.sunnhillss.eq.edu.au)
School Hours / Routine

Monday to Friday

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:50am</td>
<td>First Bell</td>
</tr>
<tr>
<td>9:00am</td>
<td>Morning Session</td>
</tr>
<tr>
<td>11:00am</td>
<td>Lunch</td>
</tr>
<tr>
<td>11:45am</td>
<td>Middle Session</td>
</tr>
<tr>
<td>1:15pm</td>
<td>Afternoon Tea</td>
</tr>
<tr>
<td>1:45pm</td>
<td>Afternoon Session</td>
</tr>
<tr>
<td>3:00pm</td>
<td>Dismissal</td>
</tr>
</tbody>
</table>

Arrival at School
School commences each day at 9:00am. The first bell rings at 8:50am. Students must be at school by this time to allow them to settle down and prepare for the day’s lessons. Prep students are required to be escorted by a responsible adult to and from their class each day.

We ask that parents do not deliver any children to school before 8:00am unless attending prearranged rehearsals or practices. Students arriving before 8:15am must assemble in the Tuckshop undercover area and wait for the 8:15am bell when students proceed to their classroom area. This is for your child’s own safety.

Students arriving late for school (after 8:50am) must report to the school office to collect a late slip before proceeding to class.

For safety reasons, the adventure play areas and ovals are out of bounds before and after school. Any child still on school premises after 3.30 pm must wait in the Administration Office. If you are running late for any unexpected reason, we ask that you contact the school office before 2:45pm so we can get a message to your child/children.

Leaving School Grounds
Children are not permitted to leave the school grounds during school hours without permission of the Principal or Class Teacher. Parents/caregivers collecting children from school must collect and sign their child out at the school office. On return, your child must be signed in again by a parent or guardian at the school office. Please understand we must follow this procedure for your child’s safety so that we can account for all students at all times.

Visitors & Volunteers to our School
Our school is very grateful for all its volunteer helpers. All visitors to the school are asked to sign the register in the administration office. A badge is available for you to wear, indicating that you are either visiting or volunteering at our school. This is for student safety and insurance purposes. We ask for classroom, tuckshop and uniform shop volunteers to sign registers located in the rooms where they are assisting.
Exemption from Class Activities
On rare occasions a parent may request that a child be exempt from school activities such as Physical Education sport activities that may seriously affect the child’s health. A note must be provided to the child’s teacher stating the length of time that this exception is to be effective. Often this may be accompanied with a medical certificate. Any parent wishing for their child/ren not to participate in Religious Instruction lessons needs to fill in the withdrawal from Religious Instruction section on RIS form on page 49.

Monies / Notes to School
All notes, permission slips and money (cheque, cash, eftpos) are to be given to your classroom teacher on arrival to school. Eftpos payments can also be made in person at the school office Monday to Friday between 8.30am – 9.30am. For most school activities you will be emailed an invoice and it is highly recommended that you pay via BPoint (online payment system).

Lost Property
Each week all articles of lost property found in the grounds and covered play areas are forwarded to the school office. Any unclaimed belongings are sorted. Identifiable articles are returned to the relevant student via their class teacher, whilst unnamed articles are stored until the end of the term for possible claiming. After that, all unclaimed school items will be given to the Uniform Shop as second hand clothes. Parents are expected to mark the child’s name clearly on all belongings.

Emergency Evacuation
Procedures have been adopted which promote speedy evacuations of the buildings in cases of emergency. Regular practice is given in these procedures. A siren is used as a warning. If in attendance at school during a drill or emergency procedure, all members of the school community must comply with directions provided by staff.
Our Curriculum…

At Sunnybank Hills we are committed to providing a curriculum that has intellectual quality and encourages children to make links from the tangible to the abstract through real-life and life-like learning experiences.

Our children need to be challenged to be:
- Effective communicators across a wide variety of contexts now and into the future
- Moral and ethical global citizens who display a deep understanding of self and society
- Enthusiastic lifelong learners who are responsible when working independently and with others
- Confident and successful individuals with the ability to self-improve and be self-disciplined
- Efficient information seekers able to gain, organise and utilise information from a variety of contexts
- Critical thinkers who use appropriate strategies to extend, create and adapt.

Learning Areas (LAs)
Our Curriculum is divided into 8 Learning Areas (LAs). English, Maths, History, Geography, Science, Civic & Citizenship, Business & Economics, and Health & Physical Education programs are based on the Australian Curriculum. The other Learning Area (LA) programs are developed from the Queensland Curriculum, Assessment and Reporting Framework (QCARF), and where appropriate are integrated in an inquiry approach. These are:
- Languages Other Than English
- Technology
- The Arts

Literacy and Numeracy have great emphasis in our curriculum. We believe they are the basis for all future learning and are the priorities considered across all of the Learning Areas. Information and Communication Technologies (ICTs) are used extensively in our curriculum program delivery, communication and assessments. Ipads will play an increasing role in the way children access programs, produce artefacts and demonstrate capability.

Specialist Lessons

Music, Languages Other Than English (LOTE) and Physical Education
These lessons are taught by our individual Specialist Teachers. Each year level receives at least 1 x 30 minute PE and Music lesson per week.

Year 5 & 6 students receive at least 60 minutes tuition per week in Chinese, our Language other than English Program (LOTE).

Swimming
Years 2 and 3 students are provided with swimming instruction and bused to Runcorn pool. Professional swimming coaches are employed to work with groups of 7-10 students offering ‘Learn to Swim’ and extension activities. Lessons are done in 8 day blocks in Term 4.

Parents are invoiced for the cost of this program which is at a very reasonable price.
Library / Resource Centre
The resource centre is open 5 days a week.
Monday   8.30 - 3.15
Tuesday   8.30 - 3.00
Wednesday 8.30 - 3.15
Thursday  8.30 - 3.15
Friday    8.30 - 3.00
(These times may change due to meetings or other commitments)

Homework
Homework is an important aspect of the curriculum, but it should always be a positive support to classroom learning. If homework is causing problems then please discuss this with the teacher. The school’s homework policy is attached as Appendix 4 on page 47.

Online Enrichment Programs
To complement our school curriculum, several online programs are utilised in our school. This allows children the opportunity to extend learning and work at an individual pace through various online enrichment activities. As the activities are set at individual levels this may also support class homework programs. As these are commercial programs purchased through the school the fees are nominal.

Mathletics
This is an online mathematics program utilized from years 1 to 6. It allows children accessibility both at school and in the home setting. The mathematical concepts that are taught at school are reinforced through interactive games and challenges. This program can be individualised for optimal success.

BYOD
BYOD stands for “Bring Your Own Device.” BYOD is an initiative that will allow students who have personal technology devices to bring them to school to use them for educational purposes to meet their learning needs under the direction of a teacher. For the purposes of BYOD, “Device” means a privately owned iPad.

Is the BYOD program mandatory for all year levels?
We encourage all children to take part, but the program is not mandatory. For the current grade 4, 5 and 6 students we understand that there is an expectation to take part in a laptop buy in program in most high schools and that this financial outlay may be too much at this time. Students who choose not to bring in a device will have access to school owned iPads for some lessons during the week. Lessons are not reliant on iPads and can be completed in other ways.
Assessment
At Sunnybank Hills State School teachers plan their assessment at the time they plan the teaching and learning.

Teachers ensure that each semester’s assessment:
- includes a range and balance of assessment instruments that are engaging and motivating
- provides evidence of student learning of the assessable elements for each Key Learning Area (KLA) taught within a semester e.g. reporting period
- provides a balanced coverage of the assessable elements
- allows for the collection of evidence of student learning over time
- includes assessment items that have Guides to Making Judgements for year level moderation
- is used to provide feedback to students and teachers about learning.

Teachers plan for assessment (front end assessment) when they plan their units and use the following processes to develop their assessment:
- identify curriculum intent
- identify assessable elements within the KLA that are to be the focus of assessment
- select the type of assessment instrument that will best collect the required evidence
- develop the assessment task ensuring that it provides evidence of the intended learning
- consider the standards that may be evident in the student work
- develop or adapt a C2C Guide to Making Judgements identifying the criteria and standards statements using the assessable elements and knowledge and understanding descriptors for the KLA.
- differentiate the assessment tasks to accommodate a range of learning needs

Our goal is to ensure that there is a range and balance of assessment instruments used across the semester and that all assessable elements across all KLA are covered over the reporting period.

When planning, teachers are encouraged to carefully select the most appropriate assessment strategies.

Suggestions include:

| Anecdotal records/observations | Exhibitions | True – False Tests |
| Checklists | Matching items tests | Oral presentations |
| Cloze tests | Multiple-choice tests | Portfolios |
| Concept Maps | Pre and Post tests | Projects |
| Essays/extended writing | Open-ended tasks | Self and peer assessment |
| Performances | (Constructed Response) | etc |
Reporting
Report cards are sent home electronically in the last week of Term 2 and 4. It is essential the school has a current email address to ensure the electronic reports can be sent. Parent/Teacher interviews are conducted twice a year in Terms 1 and 3. This is a vital time for parents and teachers to discuss student’s progress and to establish goals and support for working together to ensure optimal learning.

Systemic Testing
National Assessment Program Literacy and Numeracy (NAPLAN)
Students in Years 3 and 5 sit the NAPLAN Tests in May.

Data from the tests is used extensively to inform curriculum review, planning process and monitoring of student progress.

In response to the improvement targets Action Plans are developed with priorities for Professional Development and curriculum review identified.

Curriculum Enhancement…

Student Services Committee
The Student Services Committee operates to ensure Sunnybank Hills State School provides inclusive curriculum offerings for all students. It is the overarching committee responsible for coordinating services and deploying resources for students with a variety of learning needs. The committee meets on a weekly basis to discuss student referrals and whole school services for students with different learning requirements.

This section describes the students and services that are encompassed by the committee.

Support Programs
Gifted Education
In every class at Sunnybank Hills State School there are gifted or high potential students. Students can be gifted and/or have potential in a range of areas including academic, arts and sports.

In the academic areas class teachers make adjustments to the curriculum in order to challenge and engage students. If students are showing exceptional academic achievement the school, in conjunction with parents, can engage processes that explore a range of creative options to best meet the individual needs of the child.

The school offers extra curricular activities including chess, robotics, and competitions (International Competitions and Assessments for Schools (ICAS)), that provide students with a breadth of intellectually challenging activities.

In the Arts, students may access the extensive Music Program. This provides students with the opportunities to express their musical talents through two programs;

*Choral Program*—includes 4 Choirs (Senior Choir, Junior Choir, Choirboys and Junior Choral)
Instrumental Program- includes the Concert Band, Wind Ensemble, Senior Strings, Symphonic Winds and String Orchestra.

Extra curricular activities in the Arts also include Wakakirri and the School Musical providing performance opportunities in dance, drama and singing.

Sunnybank Hills has a program that provides students with the opportunity to excel in a range of sports. Students who are gifted or have high potential in the sporting realm have the opportunity to compete at a range of levels from intra-school to national competition. We consistently have a number of students represent at district, regional and state level in a range of sports. At interschool competitions our teams have won premierships in Track and Field, Football (Soccer), Netball, and Rugby League.

Guidance Officer (GO)
The Guidance Officer works with the Administration Team as a team member to respond to special needs in the school. Parents, students and teachers can initiate referrals to the Guidance Officer via the Student Welfare Team.

The Guidance Officer will work with persons to:
   a. identify concerns;
   b. discover ways to solve the problem;
   c. determine responsibilities;
   d. monitor change;
   e. develop a picture of how things may change when the problem is solved.

Concerns raised are usually of a behavioural and/or learning nature. Ways to solve issues cover collaborative consultation, problem-solving, counselling and contracting, teaching, referral to out-of-school agencies and assessment.

Learning Support
There are two learning support teachers based at Sunnybank Hills State School. These teachers support class teachers in the provision of programs to assist students who may experience difficulties in learning particularly in the areas of literacy and numeracy.

Speech Language Pathologist
A Speech Language Pathologist provides speech language assessments and developing programs for children experiencing difficulties in speech language development.

EAL/D Students
An EAL/D learner describes students who are learning English as an alternate language and / or dialect. Our rationale at Sunnybank Hills State School is that all children should be provided with the best opportunity. The EAL/D program assists to recognise, identify and meet the language and learning needs of EAL/D students.

The program fosters self-esteem and helps students develop English literacy and language proficiency. We have 3 specialist teachers and 7 teacher aides (4 of who are bilingual - Cantonese, Korean and Mandarin) are currently employed at Sunnybank Hills State School to support the EAL/D program. Specialist staff work with students who have recently arrived from overseas as well as more advanced EAL/D students to cope with the demands of the mainstream curriculum. Bilingual support and home liaison is also available to many EAL/D students.

For further information please contact a Deputy Principal.
Special Education Program

Students diagnosed as having an Intellectual, Visual, Hearing, Speech & Language or Physical Impairment or have an Autism Spectrum Disorder are verified under the Education Adjustment Program. [http://education.qld.gov.au/students/disabilities/adjustment/verification/steps/](http://education.qld.gov.au/students/disabilities/adjustment/verification/steps/)

To support the uniqueness of each child with a disability effectively, the special education program at Sunnybank Hills State School is designed to cater for students' successes. Students that are diagnosed with a disability and verified under the Education Adjustment Program are able to access this facility.

**Special Education Program Goals:**
1. To ensure the development of a school culture which supports school policy as it relates to inclusive curriculum and issues of social justice.
2. To work under the direction of the Principal of the school to make the most effective use of resources to support programming and implementation for students with disabilities.
3. To ensure that parents receive information and have equal opportunity to contribute to outcomes.
4. To develop appropriate responses to work towards optimal outcomes for students.

**Advisory Visiting Teachers**
Advisory Visiting Teachers visit on a needs or request basis. These teachers support children who are hearing, visually, physically or language impaired. These teachers work in conjunction with class teachers or other specialists to assist children.
**Student Council**
At Sunnybank Hills we believe in developing leadership in our students. Extra-curricular and in-class opportunities to develop leadership skills are offered to all students. Year 6 Student Councillors are elected on a yearly basis.

The Student Council is run by a senior teacher. This Student Council acts as a leadership team in the school by:
- Representing the students
- Communicating to classes
- Raising whole school issues for discussion and action
- Fundraising for Charities and the school facilities
- Assisting with the vision and management of the school
- Meeting regularly
- Supporting the management of recycling (paper) and the greenhouse

**Student Leaders**
School Captains and Sport House Captains are elected by their school peers. All students in Years 5 and 6 are involved in the election of the School and House Captains, however only Year 6 students are eligible to campaign and contest these positions.

Student leaders are also appointed as Music (band, strings & choir) Captains, along with the Wakakirri Captains.

Student leaders are expected to consistently demonstrate outstanding behaviour, show a positive attitude towards school and learning and a willingness to support other students and help teaching staff wherever necessary.

Student leaders are also trained as playground buddies to support all children during break times.
Religious Instruction
Sunnybank Hills State School offers a 30 minute non denominational religious instruction lesson to all students. Accredited volunteers from our local religious communities visit the school per week each Tuesday. Students of other religions are withdrawn from classrooms to participate in their chosen faith. Parents who do not want their children to participate in the religious instruction program should fill in the withdrawal from Religious Instruction section on RIS form on page 49.

Excursions & Incursions
Each year level plans excursions and incursions which enhance the learning and teaching of the school curriculum. Specific information on year level events can be obtained from your child’s teacher or via the school website.

Outdoor Education
At Sunnybank Hills we are committed to providing a program of Outdoor Education, from year 4. School camps provide developmental sequence for increasing independence, improving social skills, enhancing teamwork skills, developing leadership and followship skills and engaging in physical and psychological outdoor challenges.

School Banking
Children are encouraged to save through the Commonwealth Bank’s Schools Saving Account. Parents of Prep children will be advised (early in the year) when banking will start for their children. Banking is done each Thursday; however, there is no compulsion for children to bank this way. The school receives a commission for deposits made through this system which is used as a fundraiser for the school.

After School & Break Time Extra Curricular & Sports Programs
From time to time opportunities arise for children to participate in extra programs on site. These are usually run by outside organisations that hire our facilities.

During 2016 these included: Ballet lessons, Basketball Clinics, Badminton, AFL, Tennis, Taekwondo, Keyboard, Soccer, Cricket and Netball.

Information is usually advertised via the school eNews or leaflet handouts.
Music Program

Overview
For most people, music is an integral part of life. We believe all students can derive considerable fulfilment and enjoyment from music education – not only those who show a particular talent. The skills and concepts students acquire, as a result of their music education, should be of benefit to them not only in their schooling but also in the years beyond formal education.

Sunnybank Hills has one of the best programs in the state. All year levels receive a music lesson every week. This classroom music program aims to equip each child with skills and understandings which will help him/her to appreciate music and to participate in music making. Children are involved in a wide variety of activities from singing games and the playing of instruments, to composing and performing. Students in Years 4 to 6 are expected to have recorders and books at every lesson.

Choral Program
At Sunnybank Hills we are very proud of our achievements in the Choral Program. Currently we have four choir groups:

- Senior Choir (Years 5 & 6)
- Junior Choir (Years 3 & 4)
- Choirboys (Years 4 to 6)
- Junior Choral (Year 1 & 2)

Children are able to join these groups when rehearsals begin. They are required to attend rehearsals in their own time. Each year each group performs for school functions, music evenings, eisteddfods, festivals and special events.

The school music uniform is required for the Senior Choir only. All other choral groups are required to wear their school formal uniform.

Instrumental Program - Recruitment
Recruitment for the Strings Program occurs during Year 2 to start in Year 3. For all other instruments, recruitment takes place during Year 3 to begin in Year 4.

Students are assessed according to:
- A standard musicality test
- General class attitude, performance and responsibility
- Music class achievement
- Audition with instrumental teachers

Instruments offered in Year 3 include Violin, Viola, Cello and Double Bass.
Our loan instruments for the Strings program are double bass and 5 cellos. Parents provide all other instruments.

Instruments offered in Year 4 include Flute, Clarinet, Alto Saxophone, Tenor Saxophone, Bass Clarinet, Trumpet, French Horn, Trombone, Euphonium, Tuba and Percussion.
We are able to loan some instruments in the first year. The larger expensive instruments (Tenor Saxophone, Bass Clarinet, Euphonium French Horn, Tuba) are on loan for the duration of the student’s learning. These expensive instruments are lent for the duration of the child’s primary education. In all other cases children are expected to purchase or hire their own instrument after one year.
Music Information Evening
During fourth term music staff invite parents of children who are entering our program to an Information Evening. At this evening we outline the expectations, the running of the program and the costs of the program.

Instrumental Contribution
Each year parents contribute the following money to assist with the expense of running the program. Children who have school instruments on loan are asked to contribute $150 and those with their own are asked to contribute $50. This money covers the purchase of music, entry to competitions as well as instrumental repairs. In addition the P&C also contributes funds towards the purchase of additional instruments or resources to assist and complement the running of our program and resources.

Music Uniform – Ensembles & Bands
As well as the Senior Choir, the three bands and the string ensemble students wear a uniform. These music uniforms are available at the Uniform Shop. Order forms are sent home early in March. Sashes are provided by the school.

Instrumental Lessons & Rehearsals
Students attend one lesson per week. Music lessons are either in the music block or hall extension. Students come from class to their instrumental lesson which is usually in a group of 4-7 students. Rehearsals are usually before school (7.30am) and are compulsory for those in the program.

Instrumental Practice
Students in this program are expected to practice 5 x 30 minutes every week. This is vital to a successful experience in learning a given instrument. Practice is monitored by teachers with a Practice Sheet which we ask parents to monitor and sign. As students are taught in a group of approximately five, it is important that they work together as a team and are up-to-date with the practise set by the teacher.

Instrumental Attendance & Performance
It is compulsory for each student to attend timetabled lessons, instrumental group rehearsals and all performances. Students who are absent must present a note or email from their parents as soon as possible after that time. If a student continues to be absent without explanation, parents will be contacted and that student may be withdrawn from the program. Every year our ensembles perform both at school and at music competitions and festivals. Dates are set for the year in our Calendar of Events which is continually updated in our enews.
Performing Arts Program

Musical
Every two years students from years 4, 5 & 6 are offered the opportunity to audition for our school musical. This is an exciting time for the children who take part to learn lines, rehearse songs, understand stagecraft and ultimately perform to a packed auditorium for two evenings and a matinee. Students who participate, take on the commitment to lunch time and weekend rehearsals for 6 months ensuring a top quality performance in our Performing Arts Centre. This is a highlight of our Performing Arts calendar.

Talent Quest
With the abundance of talent we have here at Sunnybank Hills State School, we thought the natural progression of this would be, to share it! Every alternate year to the musical, students who can sing, dance, act, deliver poetry, play an instrument or have some other special talent, are offered the opportunity to audition of Sunnybank Hills State School’s “You’ve Got Talent”. This culminates in a grand final evening where students are excited to perform in our Performing Arts Centre in front of a full audience of friends and relatives. This event gives the students the chance to channel their creative energy and allows them the experience of performing in front of a supportive audience.

Wakakirri
Wakakirri is a performing arts challenge for Australian schools. It is a not-for-profit organisation, committed to providing an affordable and accessible arts programme to all schools in Australia, with a focus on learning through the creation and sharing of stories. By taking part in the Wakakirri Story Dance category, children become part of a story performed on a stage in front of a live audience, in a professional theatre.

Sunnybank Hills State School has been participating in Wakakirri since 2002. Boys and girls from years 3 to 6 are invited to join with no audition process necessary. The only requirement is a high level of commitment. Rehearsals begin in late February, with performances usually held in early August. Many students participate year after year, with some returning even after leaving school, to assist with the programme. Wakakirri is an enjoyable experience for students-not only do they gain arts experience, but Wakakirri also fosters teamwork and an awareness of sustainable practices.
Music Program

Sports Houses
At Sunnybank Hills we have four houses named after Australian animals using Aboriginal words:

- Banjora (Blue) Koala
- Nurranja (Yellow) Kangaroo
- Biaga (Red) Eagle
- Pinyali (Green) Emu

Upon enrolment children are allocated a sports house with siblings kept in the same house.

Sports Competitions
Swimming: School swimming trials are conducted to select the fastest swimmers to represent the school in a District competition. Successful swimmers may qualify to participate in Regional, State and National titles.

Cross Country: Prep, Year 1 and 2 students incorporate the Cross Country into their Sports Day for Athletics. Years 3 to 6 have a Cross Country Competition in Term 2.

Athletics: Due to the size of the school, there are two Sports Days for Sunnybank Hills students:

Junior: for students in Years Prep, 1, 2 and 3. Junior sport days have an emphasis on participation. Junior Sports is a fun day with novelty events, games and sprint events and sometimes, parent involvement ensuring a great day for all.

Senior: for students in Years 4, 5 and 6. Senior Sports Day is usually preceded by a field events day where the children compete in High Jump, Long Jump and Shot-Put. On Track Sports Day the competition focuses on sprints (100/200m), 800m, as well as relays, (shuttle and circular) and ball games. In addition to the House Shield, awards in the form of medals are presented to the Age Champion Athletes. Children who are the best athletes in each event then go on to represent the school in the District Championships. Sunnybank Hills is very proud of winning this event in previous years.

Inter & Intra School Sports
In addition to the athletics program and advanced games skills, Years 5 and 6 classes are offered numerous choices for Intra School Sport (conducted on school grounds) and Inter-School Sport (representing school and usually conducted at other venues).

Sunnybank Hills State School is a member of the Sunnybank District School Sport organisation and in Semester 1 offers an inter-school competition in the sports of football (soccer boys & girls), rugby league, softball/tee ball for girls and basketball. Semester 2 sports offered include cricket, netball, touch football, A.F.L and boys softball. This competition is conducted in the form of 3 Gala Days per semester. These Gala Days are held on Fridays from 9am – 3pm. The cost of participating in an Inter School sport team covers transport, equipment, venue hire and in some sports First Aid. Children not in inter-school teams participate in a range of activities offered at school.
Teacher / Parent Liaison
Sunnybank Hills regards a close parent teacher/child relationship as essential to effective learning. Parents are encouraged to communicate regularly with classroom teachers at appropriate times. In this way a child’s progress can be carefully monitored and any problems that may arise can be attended to promptly and rectified before major difficulties can develop. A child who is actively and happily at ease in his/her environment will learn readily and progress effectively.

Teachers and parents are encouraged to communicate by email as a matter of convenience. This is a more informal and supportive forum for keeping in touch about class events, activities and celebrations. Teachers will notify you of their email address as well as establishing a class email contact list for parents wishing to be included. Whilst we encourage parents to regularly communicate with classroom teachers, we expect that parents will extend the courtesy of making an appointment in advance for detailed discussions.

eNews – Electronic Newsletter
Sunnybank Hills State School offer you interactive, graphically rich, full colour electronic newsletters emailed direct to your email address. This service has now been operating successfully for a number of years and we have over 1500 subscribers from our school.

How do you sign up?
To sign up for our eNews simply fill out an eNews form in the school office or hit the email link info@sunnhillss@eq.edu.au with your name, child’s name and email address and we will sign you up.

School Assemblies
On the last Wednesday of the month a Whole School Assembly is held at 2:00pm for Years 1 to Year 6. This is always a wonderful school event where students are recognised for the academic, sporting and other extra curricular achievement. Often presentations are performed by recognised members of the community. Our school music program provides entertainment and the Principal and staff members often conduct special information reviews. Parents and members of the school community are always welcome and are encouraged to attend.

Prep & Year 1 hold their own small assemblies every Friday at 2.30pm in the Performing Arts Centre. Of course, we love to have parents attend these assemblies.
Record Keeping...

Student Personal Record
The school keeps a computer and card record of students’ names, addresses, telephone numbers etc ensuring the Administration is able to contact parents in the event of illness/accidents.

To ensure that these records are accurate, parents are asked to advise the school immediately in writing if any of these details change:-
1. Mailing and home address
2. Telephone numbers (home, work, mobile)
3. Family situation
4. Emergency contacts (other than parents)
5. Email address.

Q Parents
Parents can register for Q Parents – an online portal that provides parents with secure access to their child’s student details. Parent can use this portal to update attendance, student details, view and download report cards and invoices and make payments online. Contact the office for more information.

Custody – Parental Access
If there are custody or parental access situations, copies of the legal documents should be given to the Principal. All such documents are kept in a confidential file. Please note, without these legal documents we have no authorisation in granting or refusing access to child/ren during school hours.

Recording Absences
Parents are requested to phone the Absentee Phone Number on 3323 8303 before 9.30am, email the school office (info@sunnihllss.eq.edu.au) to report/advise children’s absences. Parents who have not advised why their child is absent will receive a text message. Please reply to the message or phone the absentee phone. This information is kept on school record. Unexplained absences will appear on student’s report cards.

Please remember the Education Act requires all children between the ages of 6 and 15 to attend school each day unless there is a valid reason for absence. Days off for birthdays, visiting family, outings etc are not acceptable reasons for absence. EVERY DAY COUNTS.

Parents are requested to complete an Application for Exemption From Compulsory Schooling Form when absence will be longer than 10 consecutive days. Forms are available from the school office and documentary evidence must be provided.
Health and Safety…

Sickness
Parents are requested to keep a child who is unwell at home. Notification of communicable diseases is advised so we can act accordingly to ensure the safest and healthiest environment for all. Please contact your child’s teacher/school if your child is going to be absent from school. A medical certificate is required if your child is absent for more than three consecutive days. Refer to compulsory exclusion document following.

Accidents/Illness at School
Whilst the care and protection of your child at school receives appropriate attention, accidents may still occur.

In the case of an accident or illness, only basic first aid can be administered. Parents will be contacted as soon as possible and advised of the circumstances, usually with the recommendation from the Principal, that the child be collected and taken home. If there is a serious accident, an ambulance will be called to transport the child to hospital. Ensure your contact and emergency contact details are always correct.

Administration of Medication
Administration staff accept responsibility to give medication to students during school hours only when it is absolutely necessary.

Guidelines set by Education Queensland are as follows:-
1. Oral medication will be given strictly in accordance with instructions supplied by the student’s medical practitioner and must be in writing. Non-prescribed oral medications eg analgesics/cough syrups will not be given.
2. Where a staff member is to administer long-term medication, the instructions provided should be typed by a pharmacist at the doctor’s direction. The staff member will not accept the instructions solely of a parent. The medication container needs to indicate specific times at which medication is to be administered as well as the quantity of dosage.
3. At no time will any medication provided for one student be administered to another student.
4. At all times medication will be kept in a secure place.
5. All unused medication will be returned to the parents.
6. Staff members will not give intravenous injections. Other injections may only be given by staff members who have experience in the procedure and are willing to do so. Such injections should be given only when full written instructions as to administration and possible complications are received from the doctor.

Should your child/ren require prolonged medication, advise the Principal in writing stating details of the illness, the medication (as above) and giving permission for the staff member designated by the Principal to administer the medication. If regular medication is required, please complete a “Medical Details” form available from the school office.
COMPULSORY EXCLUSION FROM SCHOOL  
(Infection Control, Policy and Procedures for Education Queensland)  
For your information the table of recommended minimum periods of exclusion from school for cases of and contact with infectious diseases. A contact means a child of school age living in the same residence as the patient.

<table>
<thead>
<tr>
<th></th>
<th>Period of Exclusion for Sufferers</th>
<th>Contacts</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Chickenpox</strong></td>
<td>Exclude until fully recovered or for at least five days after the eruption first appears. Note that some remaining scabs are not a reason for continued exclusion.</td>
<td>Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded.</td>
</tr>
<tr>
<td><strong>Conjunctivitis</strong></td>
<td>Exclude until discharge from eyes has ceased.</td>
<td>Not excluded</td>
</tr>
<tr>
<td><strong>Diarrhoea</strong></td>
<td>Exclude until diarrhoea has ceased.</td>
<td>Not excluded</td>
</tr>
<tr>
<td><strong>Glandular Fever</strong></td>
<td>Exclusion is not necessary.</td>
<td>Not excluded</td>
</tr>
<tr>
<td><strong>Hand, Foot and Mouth disease</strong></td>
<td>Until all blisters have dried.</td>
<td>Not excluded</td>
</tr>
<tr>
<td><strong>Head Lice</strong></td>
<td>Should be excluded until the day after proper treatment has started.</td>
<td>Not excluded</td>
</tr>
<tr>
<td><strong>Impetigo (School Sores)</strong></td>
<td>Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing.</td>
<td>Not excluded</td>
</tr>
<tr>
<td><strong>Influenza, Influenza-like illnesses</strong></td>
<td>Exclude until well.</td>
<td>Not excluded</td>
</tr>
<tr>
<td><strong>Measles</strong></td>
<td>Exclude for at least four days after onset of rash.</td>
<td>Not excluded</td>
</tr>
<tr>
<td><strong>Meningitis (bacterial)</strong></td>
<td>Exclude until well.</td>
<td>Not excluded if receiving rifampicin.</td>
</tr>
<tr>
<td><strong>Meningococcal Infection</strong></td>
<td>Exclude until adequate carrier eradication therapy has been completed.</td>
<td>Not excluded</td>
</tr>
<tr>
<td><strong>Mumps</strong></td>
<td>Exclude for nine days or until swelling goes down (whichever is sooner).</td>
<td>Not excluded</td>
</tr>
<tr>
<td><strong>Ringworm, scabies, pediculosis, trachoma</strong></td>
<td>Re-admit the day after appropriate treatment has commenced.</td>
<td>Not excluded</td>
</tr>
<tr>
<td><strong>Rubella (German Measles)</strong></td>
<td>Exclude until fully recovered or for at least four days after the onset of rash.</td>
<td>Exclude unimmunised household contacts aged less than 7 yrs for 14 days after the last exposure to infection or until they have taken five days of a 14-day course of antibiotics.</td>
</tr>
<tr>
<td><strong>Whooping Cough</strong></td>
<td>Exclude the child for five days after starting antibiotic treatment.</td>
<td></td>
</tr>
</tbody>
</table>
School Dental Health Service
Free dental care is available to all students in Prep through to year 10. To arrange an appointment or for more information, please contact the Metro South Oral Health Hub on 1300 300 850. Under the Child Dental Benefits Schedule, a parent or guardian is required to attend every dental appointment.

Smoking on School Grounds
Smoking is not permitted in any building or on any part of the school grounds.

Sun Smart
Sunnybank Hills State School is committed to providing a safe and healthy environment for all our students. We are fortunate to have plenty of natural shade from surrounding trees and have also provided shade cloth protection to many outside class areas. The children must follow “No Hat No Play” school policy. Our dress code enforces broad brimmed hats as part of our school uniform. All students must wear hats in the playground. This P & C policy has arisen out of concern for the damage caused by the sun to the skin and also to ensure compliance with Education Queensland’s Sun Safe Policy.
Excursions and Camps
From time to time educational excursions are organised to reinforce and enhance learning undertaken at school. For these excursions etc, students are expected to meet the cost of transport and admission fees. No student is permitted to participate without the written consent of parents. Detailed information is forwarded home at appropriate times throughout the year.

When forwarding cash payment for these activities please ensure that relevant permission slip and money is enclosed in an envelope clearly marked with:
- name of student
- class
- activity/excursion
- amount enclosed

Each class teacher collects the envelopes and forwards them on to the office for receipting. An official printed receipt is attached to the envelope and returned home via the student. Various payment options are available including eftpos facilities. Details of options are at the school office.

Student Resource Scheme
Each year parents are asked to participate in the Student Resource Scheme. This resource fee provides students with printing of classroom activities, additional worksheets to supplement lessons other than textbooks, art supplies and Mathletics registration. An invoice will be sent home early in Term 1. If parents choose not to be part of the Student Resource Scheme a booklist detailing necessary resources and equipment will be sent home to be supplied to the class.

Prep & Year One Student Resource Scheme
Our Prep and Year 1 students do not have a book pack. At Sunnybank Hills we therefore charge $130 per Prep student and $150 per Year 1 per year for all requisites. An invoice will be emailed and a note explaining the above is sent home early in term 1 via the class teacher. Payment can be made direct to the office or via your class teacher early in Term 1.

Music Resource Scheme
As part of The Sunnybank Hills State School Music Program the following levies apply for students selected:
- Students with a loan instrument pay $150
- Students who own an instrument pay $50

Book & Stationery Requirements
Back to school booklists for Years 2 - 6 are forwarded home with each student towards the end of each year. A prepaid system with home delivery is offered.
Bicycle Safety
Riding a bicycle on the roadway in conjunction with larger, much faster conveyances such as cars and trucks requires a high degree of skill, knowledge and maturity. Before allowing a child to ride his/her bicycle to school please consider the following carefully:
1. The wearing of an approved safety helmet.
2. The child’s ability to manoeuvre and control his/her bicycle in traffic.
3. The safest route to take.

Bicycles are not to be ridden in the school grounds. Inside the grounds bikes are to be walked to and from the bicycle racks provided for them. For security reasons, children are advised to have bike locks.

Bus Services
Brisbane City Council provides transport to and from the school. For bus routes and timetable please contact TransLink on 13 12 30 or visit their website www.translink.com.au.

School Crossings
Persons trained by the Department of Transport supervise the pedestrian crossings in Symons Road and Borella Road. These Lollipop supervisors are on duty from 8:00am to 9:00am and 3:00pm to 3:30pm.

Cars are not to be parked in the NO STANDING zones, as this obstructs the view of the supervisor.

Full co-operation of both parents and children is requested for the safety of all.

Parking
Parents are NOT to park inside the school grounds. The car parks and circular drive are for staff and childcare buses only. In the event of an emergency, we have to be able to get vehicles in and out of this area quickly. The driveway is also used for delivery vehicles to the school Tuckshop and Administration. Parents who park in the grounds are endangering the lives of our children. For safety reasons, we also ask that children do not use the staff car park gate for entering or leaving the school grounds.
**Drop Off Zone**

The 2 Minute Passenger Loading Zone (Drop Off Zone) on Symons Road is for set down or pick up. For those in a hurry who wish to ‘stop drop & go’ or ‘stop pick-up & go’, the 2 minute zone is for your convenience. Here are a few notes to consider for proper use of the zone.

- Use the zone like a quick moving taxi rank.
- Drive slowly to the head of the line.
- Move forward as space becomes available.
- Load/Unload only at the head of the line.
- Driver is to stay in the car unless assisting loading of baggage and passengers.
- Do not park for more than 2 minutes during signed hours of operation. If others abuse the zone, don’t follow their lead.
- **Do not leave the vehicle.** This is an offence during hours of operation.

**In the afternoon:**

- Delay your arrival until after release time. **If you arrive early – do not park in the zone.**
- Talk to your children about waiting in the designated shelter near the head of the zone.
- Do not stay in the zone if your child has not arrived in the designated waiting area.
- Ensure your child is watching out for your arrival (ie not playing handball).
- Ensure passengers have secured seatbelts before driving off.
- **Never call children across the road.**

If children cannot be collected by 3.30pm parents are asked to make alternative after school care arrangements.

Please note Parking and Drop Off Zone are constantly monitored by our local Police. Students are reminded to remain behind the school fence until your vehicle has stopped.

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**Bus Zone**

7-9am & 2-4pm

**No Standing**

Staff Parking

Staff Parking

**Circular Drive**

**Passenger zone** for pickup & set down 7am – 9am & 2pm – 4 pm

2 minutes maximum

**Queuing Zone** for pick-up. Two minute standing

No parking 7-9am & 2-4pm.

PARING RESTRICTIONS

Unless otherwise signed

No Restrictions apply
Use of Facilities
No person is permitted on school property without the permission of the Principal. We acknowledge that our school grounds ARE a community resource and like to see local people making use of our grounds for recreational and genuine purposes. If you would like to use one or our many school facilities out of school hours, please contact the school office to request permission from the Principal.

Sporting Facilities
At Sunnybank Hills State School we are very fortunate to have many great sporting facilities including:

- Fully equipped School Hall – used for all indoor sporting activities – basketball, volleyball, tennis, badminton, martial arts etc.
- 2 large sports ovals used for AFL, soccer, rugby league, rugby union, hockey, cross country and athletics.
- 2 x grassed netball courts.
- 2 x tennis courts
- 3 x adventure playgrounds with some shade areas

The students are very fortunate to have large grassed areas with plenty of natural and fully equipped shade areas to play at break times.
eLearning
Sunnybank Hills State School recognises the need for students access the 21st century digital world as an integral part of their learning. The school is equipped with 4 dedicated eLearning places that provide one to one access to computers for digital learning activities. In addition to this, every classroom is equipped with an interactive whiteboard, computers and internet access to complement everyday learning activities.

All classrooms have wireless access to the internet. Ipads are used to provide differentiated learning activities to students.

Library / I Centre
Sunnybank Hills State School Resource Centre is a modern facility that boasts an extensive range of media for students to access to enhance their learning.

The Resource Centre aims to inspire our students to engage in the wide range of rich literature and information resources available to them in the 21st century.

Students and staff access the resources through the state of the art ‘E-library’ system which enables them to have information at their fingertips throughout the school campus.

The Resource Centre has a number of dedicated learning areas which classes can access when they require, for example, a science and technology focus, one-one computer access or research facilities.

Rainforest
The rainforest is a very special environmental area of Sunnybank Hills State School. It is a beautiful and serene place of natural trees and wildlife where many children love to go as either an adventure area or a quiet place to “hang out”. This area is also used as an integral part of the curriculum program for natural and wildlife habitat projects.

Music Room
We have three specialised Music Rooms at our school. These rooms are fully equipped with a variety of musical instruments which are lent to students on a per annum or longer period.

The music program at Sunnybank Hills also takes advantage of the wonderful facilities for events such as concerts, Eisteddfods and outdoor activities.
School Hall/Activities Centre
Our P&C Association has worked hard at Sunnybank Hills to build one of the best School Halls and Indoor Sports Stadiums in the area. It is fully equipped with a “state-of-the-art” removable stage and is utilised for a variety of school and sports programs. The school hall is widely used by the school and the local community. In 2006 the P&C added a large room extension to the school hall which is utilised for smaller groups. This area is fully air conditioned and equipped with the latest in computer and audio technology.

Performing Arts Centre
In 2011 a Performing Arts Centre (PAC) was completed as part of the Building Education Revolution Project. This is a facility of high quality. It provides a state of the art venue to showcase our students’ talents in music, dance and drama.
Our School Rules…

How We Live, Work, Play & Learn Together:

Our Code of Behaviour
All workplaces have rules or a code of behaviour. Schools are no different and at Sunnybank Hills we have developed a Code of Behaviour that underlies the way we work, play and learn together.

Our School beliefs about behaviour and learning
We believe that our Code of behaviour applies to all members of our school community. We believe that all students need to be taught about the behaviour code and the underlying habits of minds.

The basis of our Behaviour Code is SEAL.
Our four school rules are:

✓ Safe
✓ Empathetic
✓ Active
✓ Learners

Our school creed is: At Sunnybank Hills we strive for knowledge by being safe and empathetic, active learners.

There are 16 Habits of Mind. These Habits promote strategic reasoning, insightfulness, perseverance, creativity and craftsmanship.

Habits of Minds are:
• Persisting
• Managing impulsivity
• Listening with understanding and empathy
• Thinking flexibly
• Thinking about thinking
• Striving for accuracy
• Questioning and posing problems
• Applying past knowledge to new situations
• Thinking and communicating with clarity and precision
• Gathering data through all senses
• Creating, imagining, innovating
• Responding with wonderment and awe
• Taking responsible risks
• Finding humour
• Thinking interdependently
• Remaining open to continuous learning
At Sunnybank Hills State School all students unpack the rules and Habits of Mind through a series of targeted lessons. Our students of the Month certificates recognise students demonstrating the habits/rules.

**Reporting Incidents and Bullying**

Bullying is not tolerated at Sunnybank Hills State School. Students are encouraged to report incidents that impact on respect, rights and responsibilities.

Reporting enables us to identify a problem so that we can then work towards a solution.

Reporting is the responsibility of our entire school community including students, parents and staff.

Reporting is a vital cog in the prevention of bullying and is vital in breaking the cycle of bullying if it does occur.

**Cyber-Bullying**

Sunnybank Hills State School is aware of the need to educate students about the risk associated with accessing internet including social networks.

The school actively engages students in Cybersmart programs in order to prevent incidents of cyber-bullying and has internet access policies to address issues of inappropriate internet usage including cyber-bullying.
Before & After School Hour Care...

Sunnybank Hills State School opened an onsite before and after school care centre at the beginning of 2016 – Sunnybank Hills After-School Care (SHAC)

The service is operated by the P&C Association and caters for children from Prep to Grade Six who are enrolled and attending school.

**OPERATIONAL DETAILS**

<table>
<thead>
<tr>
<th>Session Type</th>
<th>Operation Hours</th>
<th>Fees per session (less any relevant CCB/CCR)</th>
<th>Inclusions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before School Care</td>
<td>6.30am to 8.50am</td>
<td>$15.00</td>
<td>Breakfast</td>
</tr>
<tr>
<td>After School Care</td>
<td>3.00pm to 6.00pm</td>
<td>$18.00</td>
<td>Afternoon Tea</td>
</tr>
<tr>
<td>Vacation Care</td>
<td>6.30am to 6.00pm</td>
<td>$45.00</td>
<td>Breakfast and Afternoon Tea</td>
</tr>
</tbody>
</table>

**FURTHER QUESTIONS**

For further information please do not hesitate to contact the OSHC Director, Fiona Scott, or staff
Ph: 33238388, Mob: 0448 574 893, email: admin@sunnhillssoshc.org

These are the external providers of before and after school hours care:

- **Avenues Early Learning Centre**
  Phone: 3276 1222
  488 Jackson Road, Sunnybank Hills
  - Before and After School Care – 6.30am to 6.00pm
  - Children are transported by bus to and from school
  - Vacation Care
  - Closed Public Holidays

- **Coopers Plains Childcare Centre**
  Phone: 3344 6270 – Nicki Touzel
  56 Orange Grove Road, Coopers Plains.
  - Before and After School Care – 7.00am to 6.00pm.
  - Vacation Care
  - Closed Public holidays

- **Jacaranda Early Learning Centre**
  Phone: 3216 9899
  78 Ardargie Street, Sunnybank
  - Before and After School Care 6.45am - 8.30am & 3pm - 6.15pm
  - Children are transported by bus to and from school
  - No Vacation Care

- **Sunnybank Childcare & Early Education Centre**
  Phone: 3345 1824 - Fei
  88 Lister Street, Sunnybank
  - Before and After School Care – 7.00am to 6.30pm.
  - Children are transported by bus to and from school.
  - Vacation Care
  - Closed Public Holidays

- **Sunnybank Uniting Church**
  Phone: 3273 4495  Wayne Meyers
  Cnr Hellawell Rd & Hillcrest St, Sunnybank Hills Qld 4109
  - Before & After School Care - 6.30am to 8.30am & 3pm to 6pm
  - Children are transported by bus to and from school.
  - Vacation Care (6.30am to 6.00pm)
  - Closed Christmas to New Year (2weeks).
  - Closed Public holidays
Overview
Parental involvement in your child’s education is greatly encouraged at Sunnybank Hills State School. During these early educational years it is so important to be informed and involved in order to provide the best support for your child.

One way to stay in touch with your school is to be involved with the Parents & Citizens Association (i.e. P&C). All parents, guardians, carers and friends are most welcome to participate in the Association’s endeavours which in return will have a major input in the life of your child and the workings of Sunnybank Hills State School.

Why is it important to have a P&C Committee?
The State Government provides schools with grounds, buildings, wages and basic resources and as such an amount is calculated on the basis of student numbers. Your Parents & Citizens Association supplements these resources and provides items for students which are not normally supplied by the State Government. These include the building of the School Hall and extensions, extra shade areas around the school, additional resources such as technology (computers, electronic whiteboards and associated equipment), library resources, reading room books, playground and sporting equipment … the list goes on. Money is raised through voluntary Family Contributions, the Uniform Shop, Tuckshop and the many fundraising ventures held throughout the year.

Projects over the last four years included:
In 2012 we air-conditioned all the school classrooms & resource rooms. In 2013 we provided BIG FANS for the school hall. In 2014 we built a huge shade structure over the Performing Arts Courtyard and Wi-Fi Networked the whole school. In 2015 we continued to upgrade/install air conditioners throughout the school. In 2016 we continued to install air conditioners into new classrooms and started the Black Fence Project. Total of these projects alone was approximately $500,000.

The Retail Operations of SHSS are run by employed convenors and assisted by a team of volunteer parents whose services are essential for their successful operation.
All staff and parents of children attending this school are entitled to be members of the P&C. If you would like to become a member, you can collect a membership form from the office or simply attend the next P&C meeting.

P&C Monthly Meetings
We at Sunnybank Hills State School are very fortunate to have a strong and friendly P&C Committee. We are all Mums & Dads of the school (just like you) who love to be involved with our children’s early childhood years and do it because we care about the school.

It’s easy to be involved! All you need to do is join us at our friendly and relaxed P&C Meetings. The P&C meet on the second Tuesday of each month in the Staffroom at 6.30pm. General school improvement and matters of educational interest are discussed at these meetings. Members of the P&C are all parents who have a strong commitment to work together to help make this a wonderful school for all the children. New parents are warmly welcomed to the meetings and we are always ready to listen to fresh ideas, which can only benefit and enhance this fantastic school. Monthly meetings are always advertised in our eNews.
P&C Liaison Officer
The P&C Committee employs its own P&C Liaison Officer, Mrs Jo Psaros. Jo plays an active role in the school and the day to day general running of the P&C operations.

Jo is also heavily involved in organising all activities & issues related to creating “spirit” within the school as well as working with the Parents. Jo supports our generous volunteers, parent groups, fundraising, public relations, newsletters and various events that happen within the school.

If you want to know something about Sunnybank Hills State School or perhaps how you can become involved, you are always welcome to see our friendly Parent Liaison Officer. Jo can be found in the School Administration Office between the hours of 8.30am to 3.30pm, Monday to Friday. All communications are confidential if so required.

Uniform Shop
This is operated by Mrs Monica Keogh and supported by volunteer help from parents. The shop stocks new and second hand uniforms. The shop is open from 8.15am to 9.15am on Monday, Wednesday and Fridays and is located at the entrance to the School Hall. In addition, the Uniform Shop is open on the last Wednesday of each month from 2.00pm to 3.15pm and extra hours at the beginning of the new school year i.e. week prior to Term 1 commencing and during the first 2 weeks of school.

Tuckshop
Our tuckshop is operated by Mrs Debbie Burns and supported by parents who work on a roster either weekly, fortnightly or monthly. The Tuckshop operates five days a week and is proud to be a strong member of the “Smart Choices – Healthy Food Act” introduced by the Queensland Government to help provide healthy breakfast, lunch & afternoon tea to our students at a reasonable cost.

SHSS Tuckshop has an “On-Line Tuckshop Ordering” system. This enables parents to order their child’s lunches from home or from their mobile phone right up to 9am each morning. On-line ordering eliminates cash orders and ensures an easy and efficient way to order Tuckshop lunches. The orders are then collected by Tuckshop Monitors and delivered to the classrooms. Please note Prep Students are not allowed to order through the Tuckshop until Term 2. To register for the On-Line Tuckshop Ordering, please contact the office or Tuckshop for information.

Tuckshop volunteers are required from 8.45am to 12 noon. Even an hour of your time is greatly appreciated. As an incentive we offer you morning tea, lunch and a car park in the school grounds. To involve yourself in the Tuckshop is rewarding to both you and your child and all money raised goes back into the school community. If you can help, please contact Debbie in the Tuckshop or the School Office.

Courtyard Café ... SHSS Coffee Shop!
How lucky we are at SHSS to have our very own Coffee Shop serving Merlo Coffee and other assorted hot drinks, as well as delicious homemade cakes and sweets. The Coffee Shop is operated by Tracy McGahan and her amazing volunteers. So please come on down to the Courtyard Café, located in the Performing Arts Courtyard. It’s always open for business every Wednesday & Friday from 7.45am to 9.15am – it’s a great place to socialise and meet other parents and staff members.
Getting Involved – We always need Volunteers!
At Sunnybank Hills State School we are fortunate to have a large body of helpful and wonderful supporters who assist the school in many ways, but like most schools, we can never have enough volunteers.

You can volunteer in a number of ways at Sunnybank Hills; Tuckshop, Uniform Shop, Support a Reader, Art & Craft, Computing, Science, Maths, Library, Fundraising activities and Working Bees just to name a few. Working within these groups provides an easy, fun and comfortable way for parents to assist with support of their child’s interests and to meet other fabulous parents and staff of the school.

If you want to know how you can get involved in the school on a volunteer basis, please contact either the office or Jo Psaros our P&C Liaison Officer.

Fundraising
Fundraising is a very important part of school life, without it, many things which are taken for granted at state schools would simply not be there. At Sunnybank Hills we are fortunate to have very dedicated families who constantly support our fundraising programs. Each term the P&C begins its fundraising challenge. We always welcome new ideas and volunteers to help in this much needed school cause. Some of our fundraising events include:

- Easter Raffle
- Movie Nights
- Lap-a-thon
- Chocolate Drives
- School Discos
- Talent Quest / Musical
- Picture Plates
- Mothers Day Stalls
- Fathers Day Stalls
- Sausage Sizzles
- Multifest – school fete

Multifest – Our School Fete
This is our biggest and best fundraiser of the year. Our annual Multifest is held in October and provides wonderful spirit to our school and local community. We have rides, displays, food stalls from all around the world, art stalls and wonderful entertainment. This truly is an event not to be missed; it's our own little “School EKKA” only better! All the children, Mum's & Dad's look forward to it every year and every year it just gets bigger and better. Of course it doesn't happen overnight, there is lots of planning and volunteers needed to make this a night to remember. During third term we have monthly meetings leading up to the event. So get involved with Multifest, it’s so much fun!

Voluntary Family Contribution Scheme
Each year the P&C asks for donations via its Voluntary Family Contributions scheme. This is in the form of a tax deductible voluntary family donation to the P&C Building Fund. All monies contributed are used primarily on all items pertaining to school buildings and its accessories. In recent years the P&C has used contributions to build the School Activities Hall, Extension Rooms, Air conditioning, Walkways, upgrades to the Uniform and Tuckshops and general school building maintenance. The Family Contributions scheme is a major contribution to the P&C’s annual fundraising activities. Family Contribution letters are sent to each family at the beginning of the school year.
Overview of School Policies of Sunnybank Hills

At our school we have a number of policies. Some are unique to our school and others comply with the Education Act which outlines policies for all Queensland Schools.

When parents enrol they are required to sign agreements to a number of policies including an Enrolment Agreement.

For new and current families, a synopsis of these policies is included in the following Appendices:

Appendix 1: School Enrolment Management Plan
Appendix 2: Enrolment Agreement
Appendix 3: Student Dress Code
Appendix 4: Homework Policy
Appendix 5: Religious Instruction Policy
Appendix 6: Students’ Use of Mobile Phones and Electronic Equipment
Appendix 7: Student usage of the Internet and Intranet
Appendix 8: Consent to use Material, Image and recording of Name and media release consent form.
Appendix 9: Procedures for making a complaint
Appendix 1:
SCHOOL ENROLMENT MANAGEMENT PLAN

Overview
Sunnybank Hills State School recognises as its prime obligation, the provision of access to an appropriate educational service for students whose principal place of residence is within the school’s catchment area. Because of enrolment capacity and growth Sunnybank Hills State School may be unable to meet this obligation in the future, unless action is taken now to manage enrolments. The Principal must restrict enrolment of out-of-catchment students to ensure in-catchment students can enrol at their local state school, without requiring additional facilities.

This School Enrolment Management Plan (School EMP) sets out the conditions under which students may be enrolled into Sunnybank Hills State School, subject to any other requirements or limitations in:
- the Education (General Provisions) Act 2006

This School EMP is supported by:
- Enrolment in State Primary, Secondary and Special Schools procedure
- School Enrolment Management Plans (School EMP) procedure

Student Enrolment Capacity of School
Sunnybank Hills State School has a maximum Student Enrolment Capacity of 1185 students.
The number of students entering Prep in any given year is not to exceed 200 in eight classrooms, unless there are more than 200 students enrolling from within the catchment area.

Local Catchment Area
A school’s local catchment area is the geographical area from which the school is to have its core intake of students. A catchment map defines the catchment area for Sunnybank Hills State School. This school operates under an equidistant catchment area. This school operates under a negotiated catchment area.
The school’s catchment map is available to be viewed at either the school’s administration building or online at http://www.qgso.qld.gov.au/maps/edmap/.

Enrolment Policy

Students within catchment:
Any student, whose principal place of residence is within the school’s catchment area/s, is (subject to the Education (General Provisions) Act 2006) entitled to enrol at the school. The school Principal will reserve places for students who move into the catchment area throughout the school year.
Parents or legal guardians who wish to enrol their child at the school will need to demonstrate that the student’s principal place of residence is within the catchment area. Current proof of residency at the address indicated can be provided by way of one of each of the following:
- One primary source – a current lease agreement, or rates notice, or unconditional sale agreement, and
- One secondary source – a utility bill (e.g. electricity, gas) showing this same address and parent’s/legal guardian’s name

If the Principal is not satisfied that the documentation provided by an applicant demonstrates adequately that the address stated is the student’s principal place of residence, then the Principal may request further sources of proof of residence, such as an additional utility bill (e.g. water) showing the same address.

The Principal may also request a properly sworn Statutory Declaration from the enrolling parent or legal guardian attesting that the student’s principal place of residence is the place nominated in the enrolment application.

Applicants should note that a false statement / assertion about the student’s principal place of residence may amount to an offence and may be reported to police. The school Principal may repeal a decision to enrol a student in such circumstance.

Other students who are entitled to enrol as if in-catchment:
The following groups of students will be entitled to enrol, even though they may reside outside the school’s catchment area:
• Children and young people who are subject to child protection orders that grant guardianship or custody to the Chief Executive Officer of the Department of Communities, Child Safety and Disability Services (Child Safety Services)

• Siblings of current students at the school (excluding siblings of Program of Excellence students). Where a school has both a primary and secondary campus, siblings are only entitled to enrol in the same campus as the currently enrolled student

• Students whose parent or legal guardian is employed by the school

• Students who live outside the catchment area and are verified with a disability can enrol in the school to attend the specialised disability program if it is the closest program to their home and meets their individualised needs

• Students who have been excluded from another school, dependent upon the conditions related to the exclusion, subject to agreement of the Regional Director.

Out-of-Catchment application
Applications from any other person, not meeting the criteria outlined above, is an out-of-catchment application. Enrolment of students from outside the local catchment area is restricted to ensure that the total current and forecast enrolments do not exceed the Student Enrolment Capacity. This school can only enrol out-of-catchment students:

I. if there is sufficient spare capacity after reserving places for students who move into the catchment during the year; and

II. after taking into account the school's projected future enrolment growth.

Out-of-catchment students applying for enrolment at this school are placed on a waiting list, assessed in order of receipt.

The waiting list opens at 9.00am on the Monday of the third week of the school year. In 2015 this will be 9 February.

Fees
Under the Department’s State Education Fees procedure, a principal of a state school with an approved School EMP is able to charge a fee for recouping costs of enrolment processing (subject to consultation with the Parents and Citizens’ Association) where:

• the enrolment management plan permits the enrolment of a student living outside the catchment area based on cultural, sporting or academic merit, and

• the significant number of prospective students living outside the catchment area and applying to enrol results in abnormal administrative costs to the school, for example, enrolment examination supervision and marking.

Acceptance and Assessment Process
Out of catchment completed enrolment applications will be recorded in order of receipt, by date and time. These applications will remain current only for the school year in which they are applying to enrol.

Decisions on Enrolment
The Principal is responsible for all decisions on enrolments.

Where a Principal forms a preliminary view that an application will not succeed, applicants will be notified in writing. Applicants may respond to the Principal’s preliminary view by making a submission to the Principal, no later than seven school days after receiving the preliminary view letter.

If no submission is received, the Principal’s preliminary view will be treated as the final decision and no further notice will be provided.

If a submission is received, the Principal will consider the submission and make a final decision. A final decision notice will be provided to the applicant as soon as is practicable. There is no internal review of the Principal’s decision.

Gazettal Date
This updated version of the School Enrolment Management Plan of Sunnybank Hills State School was gazetted on 26 September 2014.

The School EMP is internally reviewed each year, and if required, updated to reflect any changes to Student Enrolment Capacity and/or Programs of Excellence.
Appendix 2: Enrolment Agreement

Currently the process of enrolment entails an Enrolment Agreement. This Agreement sets out the responsibilities of the student, parents or carers and the school staff about the education of students enrolled at Sunnybank Hills State School.

In this Agreement it is stated that it is the:

Responsibility of students to:
- attend school regularly, on time, ready to learn and take part in school activities
- act at all times with respect and show tolerance towards other students and staff
- work hard and comply with requests or directions from teachers, principal and other staff
- abide by school rules, meet homework requirements and wear school’s uniform
- respect the school environment

Responsibility of parents to:
- attend open evenings for parents
- let the school know if there are any problems that may affect my child’s ability to learn
- inform school of reason for any absence
- treat school staff with respect and tolerance
- support the authority and discipline of the school enabling my child to achieve maturity, self discipline and self control
- abide by school’s policy regarding access to school grounds before, during and after school hours

Responsibility of school to:
- develop each individual student’s talent as fully as possible
- inform parents and carers regularly about how their children are progressing
- inform students, parents and carers about what the teachers aim to teach the students each term
- teach effectively and to set the highest standards in work and behaviour
- take reasonable steps to ensure the safety, happiness and self-confidence of all students
- be open and welcoming at all reasonable times and offer opportunities for parents and carers to become involved in the school community
- clearly articulate the school’s expectations regarding the responsible behaviour plan for students and the school’s dress code policy
- ensure that the parent is aware of the school’s record-keeping policy including the creation of a transfer note should the student enrol at another school
- set, mark and monitor homework regularly in keeping with the school’s homework policy
- contact parents and carers as soon as is possible if the school is concerned about the child’s school work, behaviour, attendance or punctuality
- deal with complaints in an open, fair and transparent manner
- consult parents on any major issues affecting students
- treat students and parents with respect and tolerance
Finally it is asked that parents and students accept the rules and regulations of the Sunnybank Hills State School as stated in the following school policies:

- Responsible Behaviour Plan for Students
- Student Dress Code
- Homework Policy
- School Charges and voluntary contributions
- Student usage of internet, intranet and extranet
- Absences
- School Excursions
- Complaints management
- Parent Notice for Religious Instruction in School Hours
- Consent to use Copyright Material, Image, Recording or Name
- Appropriate Use of Mobile Telephones and other Electronic Equipment by Students
Appendix 3:
Student Dress Code

Our school values the highest standard of student behaviour and appearance. The accurate wearing of school uniform conveys a significant message to our community about the expectations we have of our students and helps to create a positive perception of our community.

Our community believes that the wearing of school uniform:
- Promotes a safe environment for learning by enabling ready identification of students and non-students of the school;
- Promotes an effective teaching and learning environment by eliminating the distraction of competition in dress and fashion at the school;
- Fosters mutual respect among individuals at the school by minimising visible evidence of economic, class or social differences; and
- Promotes a supportive environment at the school by fostering a sense of belonging.

Sunnybank Hills State School uniform comprises of the following items:

<table>
<thead>
<tr>
<th>HATS</th>
<th>OTHER OPTIONS - GIRLS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students from Year 1 must wear a bottle green broad brimmed hat at all times when outside.</td>
<td>Tops: Two tone bottle green polo shirts, Sports House Polo shirts</td>
</tr>
<tr>
<td>FORMAL UNIFORMS</td>
<td>Shorts: Bottle green unisex shorts</td>
</tr>
<tr>
<td>Boys: Checked shirt, bottle green shorts Enclosed black shoes</td>
<td>Skirts/culottes: Bottle green culottes</td>
</tr>
<tr>
<td>Girls: Checked blouse with culottes Enclosed black shoes</td>
<td>Socks: Bottle green or white</td>
</tr>
<tr>
<td>OTHER OPTIONS - BOYS</td>
<td>Footwear: Must be closed in.</td>
</tr>
<tr>
<td>Shirts: Two tone bottle green polo shirt, Sports House polo shirts</td>
<td>PREP – Girls and Boys</td>
</tr>
<tr>
<td>Shorts: Bottle green cargo or unisex</td>
<td>Emerald green polo shirt, bottle green shorts or cargos, skirt or culottes</td>
</tr>
<tr>
<td>Socks: Bottle green or white</td>
<td>Socks: Bottle green or white</td>
</tr>
<tr>
<td>Footwear: Enclosed black shoes</td>
<td>Footwear: Enclosed black shoes</td>
</tr>
<tr>
<td>Hat: Legionnaires cap / bottle green broad brimmed hat</td>
<td>WINTER UNIFORM OPTIONS</td>
</tr>
<tr>
<td>Tracksuits – Bottle green fleecy tops and/or pants.</td>
<td>SHSS Microfibre jackets and /or pants.</td>
</tr>
<tr>
<td>Tights – bottle green.</td>
<td>Bottle green jumper or jacket.</td>
</tr>
</tbody>
</table>

Please remember to name all items of clothing.
School Uniform Standards

- Students are free to choose which uniform they wear, however we encourage the school’s **formal uniform** to be worn on **Wednesdays, excursions, photo days & some musical performances**. Sports House shirts are encouraged to be worn on Thursdays (Team Thursday) and house sports days.
- We are a sun safe school and the wearing of a bottle green **broad brimmed hat** is compulsory at all times when engaged in outside activities. Prep students are able to wear the prep legionnaires cap.
- **Hair** should be neat and with natural colours.
- **Headwear** must be bottle green in colour.
- **Jewellery** is not permitted except for:
  - Watches
  - Plain sleepers or studs in ears
  - Necklaces or bracelets for medical reasons
  - Items of religious belief with notification to Administration.
- **Footwear** should be black closed in style.
- **Nail polish** and makeup is not permitted.
- **Helmets** are legally required if students ride bicycles.

Inappropriate Dress

Inappropriate dress refers to clothing or apparel worn by students that is deemed to be:

- Offensive;
- Likely to disrupt, or negatively influence normal school operations;
- Unsafe for student or others;
- Non sun-safe clothing and;
- Likely to result in a risk to health and safety of student or others.

In circumstances where inappropriate or unreasonable dress is worn, appropriate action will be taken.

Please Note:

At the P&C November Meeting in 2006 the Parents and Citizens Association of the Sunnybank Hills State School resolved that it supports the current student dress code policy for Sunnybank Hills State School because it believes that a school student dress code policy at Sunnybank Hills State School promotes the objectives of the Education (General Provisions) Act 1989, and in particular recommends:

1. **As the implementation of the above policy resolution is a matter under the control of the school principal it should be requested by the Sunnybank Hills State School Parents and Citizens Association that the requirement of students to comply with the school dress code be written into the school’s behaviour management plan.**

2. **The Sunnybank Hills State School Parents and Citizens Association should provide a bank of school uniform items (in reasonable condition) to be provided to children whose parents experience poverty or for some other reason cannot provide them. Also, this association should meet the cost of any second hand items the principal or deputy principals should purchase from the school uniform shop for such children.**
Appendix 4: Homework Policy

Homework guidelines for Queensland state schools were released in July 2006 and aimed to assist children establish a balanced lifestyle that allows time for activities with family and friends. In line with the guidelines, our school has reviewed our existing homework policy.

Purposes of Homework
- To encourage students to develop appropriate work and study habits.
- To provide an extension, revision or completion of classroom work.
- To assist with communication to parents.

Time Allocations for Homework

Prep to Year 3
For our younger students, it is important that parents become involved by reading books to them and encouraging them in a range of activities.
- Prep Year- generally students will not be set formal homework
- Homework in Years 1, 2, 3 could be up to - but generally not more than - an hour each week

Year 4 – Year 6
For the older students, parents can help them balance the amount of time spent completing homework, watching television, playing sport and doing part-time work.
- Homework in Years 4 and 5 could be up to - but generally not more than - 2-3 hours each week
- Homework in Years 6 could be up to - but generally not more than - 3-4 hours each week

At Sunnybank Hills State School we also believe that:
- Homework should not be a source of tension and conflict within the family.
- Clear and honest communication between teachers, students and parents is very important to ensure students reach their full potential. If a student has difficulty with the content of any homework parents are encouraged to inform the teacher of the concern.
Appendix 5: Religious Instruction Programs

Dear Parents

All students (except Prep students) of Sunnybank Hills State School are placed in either religious instruction or other instruction in accordance with written information provided on their Application for Student Enrolment unless parents have provided other instructions. The local religious community has offered a 30 minute Religious Instruction lesson to our students.

The majority of our students opt for the classes that are provided by the Anglican, Uniting, Baptist and Catholic Churches. These churches provide a broad based non-denominational ecumenical program based on Christian teachings and beliefs. During these Ecumenical Religious Instruction lessons the children remain in their class and the instructor comes to instruct the whole class. The instructions revolve around the program “Religion in Life” which is written by the Council for Christian Education in Schools.

Students of the Buddhist faith undertake separate Religious Instruction lessons taken by members of their faith. Students are withdrawn from their classes for these lessons.

Please be aware that all instructors of Religious Instruction are approved by their churches. They also must have Blue Cards.

The Education Act (2006) requires schools to gain permission for students to attend Religious Instruction lessons.

Students who are not participating in Religious Instruction as supervised in a separate location and provided with other instruction which relates to work which has already been covered in class and may include, but is not limited to, wider reading, personal research or revision of work.

Please complete the following form to enable your child to attend Religious Instruction lessons.

Many thanks

Geoff Mill
Principal
Religious Instruction Permission Slip

RIS FORM C - Parent Notice for Religious Instruction at Sunnybank Hills in School Hours

PART A
Family Name: ____________________________ Religion __________________
(optional)

Student Name/s: ___________________________________

PART B - Parent to select and complete relevant option.

Permission to attend religious instruction
I have been informed and understand that my child will be allocated to the 30 minute Non-denominational religious instruction classes being provided at this school. These lessons will be based on the “Religion in Life”.
Signature: ____________________________ Date: ____________

Member of faith group/s providing religious instruction
I am a member of the Buddhist ………………………and I wish my child/children to attend the lessons offered by members of the Buddhist Faith.
Signature: ____________________________ Date: ____________

Withdrawal from religious instruction
I do not wish my child to attend any of the Religious Instruction programs provided at the school.
Signature: ____________________________ Date: ____________
Appendix 6:
Student use of Mobile Phones & Electronic Equipment

It is an expectation of the Sunnybank Hills State School Community (P&C, Principal & Staff) – that all students use mobile telephones & other electronic equipment appropriately as set out in this policy.

The use of mobile telephones, MP3 players, Personal Digital Assistants and similar electronic devices in class is disruptive to the learning environment of all students. They should not be used in class. Students wishing to use these devices will bring them to the school office each morning and sign a register and leave them there for the day. At 3pm each day these items will be collected by the students and signed out.

It is acknowledged that there are times when it is beneficial for students to have access to a mobile telephone eg. for parent contact in emergencies or to confirm pick ups. It is for this reason they are not banned, but it must be clearly understood they are brought into school at the family’s risk.

Cameras in mobile telephones are not to be used anywhere a normal camera would be considered inappropriate. Remember that one of our four school rules is Respect for Others.

This policy also applies to students during school excursions, camps and extra-curricular activities.

Responsibilities
- Mobile telephones and other electronic equipment are used at their owners’ risk.
- No liability will be accepted by Sunnybank Hills State School in the event of loss, theft or damage to any device unless it can be established that the loss, theft or damage resulted from the school’s negligence.
- Teachers are not to look after them or take responsibility for their safe keeping.
- Students must hand it in at the office to be stored securely.

Non-Compliance
Appropriate disciplinary action will be taken against any student who:
- Photographs or films other individuals without their consent
- Uses a telephone to harass or bully another student or staff member.
Appendix 7:
Student Usage of the Internet & Intranet

It is an expectation of Sunnybank Hills State School Community – P&C, the Principal and Staff, that all students use the internet and intranet appropriately as set out in this policy.

Our school acknowledges that new technologies are integral to our students learning and are embedded into the school curriculum. Our students and teachers are surrounded by and using information and communication technologies on a daily basis. Using these tools within the school helps to create new learning pathways, broadens learning opportunities and promotes lifelong learning skills to our students.

The internet and intranet are essential tools for students at Sunnybank Hills School. Student utilise online services for teaching and learning purposes including research and communication. Education Queensland provides safe and secure online information services to enhance teaching and learning at our school.

Responsibilities

Students and parents are aware of the risks and benefits associated with the usage of these services, and the measures we have in place to minimise risks. Students accept the conditions identified in the Internet Access Agreement for accessing school internet services including:-

• I will use it only for educational purposes.
• I will not look for anything that is illegal, dangerous or offensive.
• If I accidentally come across something that is illegal, dangerous or offensive, I will:
  - Clear any offensive pictures or information from my screen; and
  - Immediately, quietly, inform my teacher.
• I will not reveal home addresses or phone numbers – mine or anyone else’s.
• I will not use the Internet to annoy or offend anyone else.

Parents accept the conditions identified in the Internet Access Agreement including:-

• I understand that the Internet can provide students with valuable learning experiences.
• I also understand that it gives access to information on computers around the world, and that the school cannot control what is on those computers; and that a very small part of that information can be illegal, dangerous or offensive.
• I accept that, while teachers will always exercise their duty of care, protection against exposure to harmful information should depend finally upon responsible use of students.
• I understand that students breaking these rules will be subject to appropriate action by the school. This may include loss of Internet access for some time.

Non Compliance:- Appropriate action will be taken against any student who does not abide by the conditions identified by the Internet Agreement. This may include loss of internet privileges for the student and disciplinary action. Please refer to information detailed in the Responsible Behaviour Plan.
# Internet Access Agreement

<table>
<thead>
<tr>
<th>STUDENT:</th>
<th>PARENT OR GUARDIAN:</th>
</tr>
</thead>
<tbody>
<tr>
<td>I understand that the Internet can connect me to much useful information stored on computers around the world.</td>
<td>I understand that the Internet can provide students with valuable learning experiences.</td>
</tr>
<tr>
<td>While I have access to the Internet:</td>
<td>I also understand that it gives access to information on computers around the world and that the school cannot control what is on those computers; and that a very small part of that information can be illegal, dangerous or offensive.</td>
</tr>
<tr>
<td>I will use it only for educational purposes.</td>
<td>I accept that, while teachers will always exercise their duty of care, protection against exposure to harmful information should depend finally upon responsible use of students.</td>
</tr>
<tr>
<td>I will not look for anything that is illegal, dangerous or offensive.</td>
<td>I believe __________________________ (Name of student) understands this responsibility, and I hereby give my permission for him/ her to access the Internet under school rules.</td>
</tr>
<tr>
<td>If I accidentally come across something that is illegal, dangerous or offensive, I will:</td>
<td>I understand that students breaking these rules will be subject to appropriate action by the school. This may include loss of Internet access for some time.</td>
</tr>
<tr>
<td>a) Clear any offensive pictures or information from my screen; and</td>
<td></td>
</tr>
<tr>
<td>b) Immediately, quietly, inform my teacher.</td>
<td></td>
</tr>
<tr>
<td>I will not reveal home addresses or phone numbers – mine or anyone else’s.</td>
<td></td>
</tr>
<tr>
<td>I will not use the Internet to annoy or offend anyone else.</td>
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<tr>
<td>I understand that if the school decides I have broken these rules appropriate action will be taken. This may include loss of my Internet access for some time.</td>
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<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>(Name)</td>
<td>Parents/ guardian name:</td>
</tr>
<tr>
<td>(Class)</td>
<td></td>
</tr>
<tr>
<td>(Signature)</td>
<td>Parents/ guardian signature:</td>
</tr>
<tr>
<td>(Date)</td>
<td>Date ___________________</td>
</tr>
</tbody>
</table>
## Appendix 8: Consent to Use Material, Image, Recording and Name

### 1. PARTICULAR S – PARENT / CARER TO COMPLETE

Name to be used in association with the individual's personal information, image, recording or copyright material: (to be completed by parents/carer)

- [ ] Full name
- [ ] First name only
- [ ] No name
- [ ] Other: [Print]

### 2. PARTICULAR S – SCHOOLS TO COMPLETE

Description of what is to be created, used, retained or reproduced:
- (Image or recording includes photographs, videos, film or sound recordings of the individual)
- [ ] Individual's image
- [ ] Individual's recording
- [ ] Individual's copyright material
- [ ] Sound recording
- [ ] Artistic work
- [ ] Written work
- [ ] Film
- [ ] Name
- [ ] Photograph / Image
- [ ] Other: [Print]

Where will this information be used (e.g. on the website, newsletter or brochure etc.):
- [ ] Newsletter (uploaded to the web)
- [ ] Printed promotional material
- [ ] Advertising
- [ ] Website
- [ ] Displays
- [ ] Competitions
- [ ] Year books / Annals
- [ ] Local media
- [ ] Other: [Print]

What is the timeframe for the individual's consent (e.g. is it for duration of enrolment? What date or dates?):

- [ ] For the term of enrolment at Sunnybank Hills State School

Which of the websites below will the individual's personal information or individual work be published on (i.e. permanently published to the public):

- [ ] School websites: www.sunnhillss.eq.edu.au
  - The school websites are publicly accessible by all Internet users. The school may share information, photographs and videos related to the school's programs, activities and initiatives with users through its websites.
- [ ] School Facebook page: not applicable
  - The school Facebook page is publicly accessible by all Internet users. The school may share information, photographs and videos related to the school's programs, activities and initiatives with users through its Facebook page.
- [ ] School YouTube Channel: not applicable
  - The school YouTube channel is publicly accessible by all Internet users. The school may share videos related to the school's programs, activities and initiatives with users through its YouTube channel. The school does not permit users to download its videos uploaded to its YouTube channel. However third party applications may be used to overcome the school's settings.
- [ ] School Twitter Profile: not applicable
  - The school Twitter profile is publicly accessible by all Internet users. The school may share information, photographs and videos related to the school's programs, activities and initiatives with users through its Twitter profile.
- [ ] Other: [ ]

Provide a short description, and the website address, of the other websites: School electronic newsletter

### 3. LIMITATIONS ON CONSENT – PARENT/CARER TO COMPLETE

The Individual or Signatory wishes to limit the consent in the following way:

[ ]

**It is not compulsory for you to provide this consent.**

If you decide not to provide consent, this will not adversely affect academic achievement, or any relationships with teachers or the school.
### 4. DETAILS

<table>
<thead>
<tr>
<th>Name of Individual</th>
<th>Address of Individual</th>
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</table>

<table>
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<tr>
<th>Name of School (at which the Individual is enrolled, employed or volunteers)</th>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Signature of the Individual (if over 18 years of age, or if under 18 years of age and capable of understanding and giving this consent)</th>
<th>Date</th>
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</table>

<table>
<thead>
<tr>
<th>Signature of the parent or guardian (required if the Individual is under 18 years)</th>
<th>Date</th>
</tr>
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<tbody>
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<td></td>
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</table>

<table>
<thead>
<tr>
<th>Name of signing parent or guardian</th>
<th>Address of signing parent or guardian</th>
</tr>
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### 5. CONSENT GIVEN

On behalf of the Individual identified in Section 4 of this Consent Form (the Individual), the person or persons signing this Consent Form (the Signatory) grant consent to the Department of Education, Training and Employment (the Department), to a State School and to any other Department or Agency of the State of Queensland (the State) to use, record and disclose the Individual's:

- name, image, recording and any other identifying information specified in the Particulars section of this Consent Form (personal information); and
- copyright material, including their written, artistic or musical works or video or sound recordings specified in the Particulars section of this Consent Form (individual work).

*Note: If the Individual is under 18 years of age, the Signatory must be a parent or guardian of the Individual. The Individual must also sign if he or she is under 18 and able to give and understand the consent. If the Individual is 18 or older, the Signatory and the Individual will be the same person.*

### 6. PURPOSE

This consent only applies to any use, recording or disclosure of the Individual's personal information or individual work, in connection with the Department or the State, for the following purposes:

- any activities engaged in during the ordinary course of the provision of education and training (including assessment) or other purposes associated with the operation and management of the Department or the Individual's school;
- public relations, promotion, advertising, media and commercial activities. This only includes via the Internet and Social Media Websites if the relevant website is identified as a permitted website for the purposes of this consent in the Particulars section of this Consent Form;
- where the material is uploaded to a Social Media website or other website:
  - any purpose, commercial or otherwise, required by the operators of the website as a condition of uploading the personal information or individual work; and
  - transfer of the personal information outside of Australia in the course of the operation of the website.
- use by the media in relation to the Individual's participation in school activities or community events, including, for example, dramatic or musical performances, sporting activities and award ceremonies; and
- any other activities identified in the Particulars section of this Consent Form.

### 7. DURATION

If the Department, the State or another person permitted by them is using the Individual's personal information or individual work, or has entered into contractual obligations in relation to the Department's material that incorporates the Individual's personal information or individual work, the consent will continue in relation to that material until the use is complete or until the contractual obligations come to an end. It is not possible for the Signatory or the Individual to withdraw the Individual's personal information or individual work or revoke this consent in relation to such existing uses of that material.

If you do wish to revoke or modify this consent in relation to any further new uses of the Individual's personal information or individual work, the Individual or the Signatory should send a notice in writing to the person nominated in Section 9 of this Consent Form. After that notice is received, the Department and the State will still be able to continue the existing uses, but will not be able to make any further new use of the Individual's personal information or individual work.

The Signatory acknowledges that where material is uploaded to a Social Media website or other website:

- the use and contractual obligations may be perpetual and irrevocable, and
- it may not be possible to ensure that all copies of the material are deleted or ceased to be used, and the Department and the State will not be responsible for doing so.
8. DEFINITIONS

- Use includes:
  - to create, make copies of, reproduce, modify, adapt or retain in any form, including by camera, video, digital recorder, webcam, mobile phone or any other device, and
  - to distribute, publish or communicate in any form, including in newsletters and other print media, television and the internet and Social Media websites,
    in whole or in part, and to permit other persons to do so.
- The Department or the State will not pay the Signatory or the individual for giving this consent or for the use of the individual's personal information or individual work.
- This Consent Form revokes and replaces all previous consent forms in relation to the use of the individual's personal information or individual work.
- Nothing in this Consent Form limits the rights that the Department or the State reserve in relation to the use of the individual’s personal information, individual work or other intellectual property under any other law.
- The ‘Department’ and the ‘State’ include the officers and employees of the Department and the State engaged in performing services for the Department and the State.
- Social Media Website includes any website operated by a third party which facilitates the uploading and sharing of user generated content, including social and professional networking websites, web forums, blogs and wikis.
- This consent extends to the Department and the State:
  - disclosing the individual’s personal information and individual work to the Department's agents, contractors and volunteers for the purpose of performing services for the Department and the State;
  - permitting those persons to use, record and disclose such material to the same extent as the Department and the State are entitled to deal with the individual's personal information and individual work.

9. NOTE

The Department will use its best endeavours to ensure the person signing this Consent Form is authorised to do so, but takes no responsibility for circumstances in which it is misled as to the identity or authority of ability of a person to provide consent.

If you require a copy of this signed Consent Form, or if you wish to revoke this consent, please contact the Principal of the school at which the individual is enrolled or works or send a request in writing to the District Office.

10. INFORMATION

What is this consent for?

This Consent Form authorises the Department and the State to use the individual’s personal information and copyright material, together with information about the individual’s participation in Departmental and State initiatives, for any use by the Department and the State associated with the purposes identified in Section 6 of this Consent Form. The consent covers the entire or partial use of the individual’s personal information and copyright material in conjunction with other words and images.

For example, the individual’s personal information and copyright material may appear in school newsletters, magazines, websites (including Social Media Websites) and other school, departmental or State publications, as well as in television advertising, videos, brochures, forms, public relations displays, annual reports, press advertising, internal documents such as manuals, websites, certificates and strategic plans, and posters and other promotional material. There may also be occasions on which the Department may approve the media, such as local newspapers and television stations, using information and copyright material in relation to the individual (for example, where the individual is involved in dramatic or musical performances, sporting activities or award ceremonies).

Websites

Individuals and Signatories should be aware that publication of an individual’s personal information and individual work on Social Media Websites is similar to publication in newsletters, magazines, brochures, etc; however publication on Social Media Websites is publication of that material to the world at large.

Individuals and Signatories should be aware that the publication of an individual’s personal information and individual work, by the Department or the State, on a Social Media Website typically constitutes a permanent and publicly available record of that material. This means that anyone may be able to copy and use an individual’s personal information and individual work that has been published on a Social Media Website for any purpose and without the consent or knowledge of the Department, the State or the individual. Individuals or Signatories should not grant their consent to the Department or the State to use an individual’s personal information or individual work in connection with a Social Media Website if the individual or Signatory does not agree to the material being permanently available to the public.

If an individual’s personal information or individual work is published on a Social Media Website, that material will be governed by the privacy policy and terms of use of the relevant Social Media Website. The Department or State cannot reasonably control how an individual’s personal information or individual work is used by third parties once the material has been published on a Social Media Website.
What is copyright material?

An individual’s copyright material may include written work (e.g. stories and poems), paintings, pictures, drawings, designs, photographs, videos, films, music, performances, recordings, computer programs, websites, sculptures, fashion, floral or wood-works made by them or to which they contributed. In the case of students, it includes, but is not limited to, work that they create in the course of their studies during the time they are enrolled at a State school. These materials may form part of their academic assessment or be part of their studies generally and may attract copyright.

The Department understands that students and volunteers generally own the intellectual property rights in the material they create and that this Consent Form is not meant to transfer the individual's ownership of the intellectual property in their copyright material.

This Consent Form does not provide for copyright consent in relation to copyright works an Individual creates in the course of employment (whether or not the material is created in normal work hours or using departmental facilities or equipment). Where copyright material is created by a State employee while performing their duties under the terms of their employment, the copyright is owned by the State as the employer (section 35 Copyright Act 1968). There are limited exceptions to this, including, for example, where the copyright material is created by an employee pursuant to a prior agreement with the employer.

Generally, the deciding factor is whether the employee is performing their official duties. In addition, section 176 of the Copyright Act 1968 applies where the work was created by or under the direction or control of the State. However, moral rights may still apply to copyright material created by an employee. The Queensland Public Sector Intellectual Property Principles provide further information on intellectual property. If as an employee you have any further queries about the ownership of the intellectual property in respect of the works you create you should contact the Legal and Administrative Law Branch.

What is personal information?

Personal information includes information or opinions, whether true or not, about an individual whose identity is apparent or can reasonably be ascertained from the information or opinion. This includes the individual’s name, image or video or sound recording. It also includes the individual's educational information such as the individual's assessment and results, and health information and court orders provided to the Department, where such information may enable the individual to be identified.

What happens to the Consent Form once it is completed and signed?

The Consent Form is retained by the Department and it will be placed on the individual's file and/or the project file. The individual or Signatory may request a copy of the signed form by contacting the Principal of the school.

What if I give my consent and later change my mind?

This consent will be in effect from the date the Consent Form is signed. The Department and the State will then start using the individual’s personal information and individual work to create material incorporating the individual’s personal information and individual work and entering into contractual obligations in relation to that material.

If you wish to later modify or revoke this consent, the individual or the Signatory should send a notice in writing to the person nominated in Section 2 of this Consent Form. After that notice is received, the Department and the State will not make any additional use of the individual work, but any existing uses will continue.

Where the Department or another person uploads material to a Social Media Website or other website, it may need to accept contractual obligations that are perpetual and irrevocable. It may not be possible to ensure that all copies of the material are deleted or cease to be used, and the Department and the State cannot take responsibility for doing so.

Privacy

The consent to the recording, use and disclosure of the individual’s personal information and individual work is required in accordance with the Copyright Act 1968 (Cth), the Education (General Provisions) Act 2006 and the Information Privacy Act 2000. Personal information will be stored securely. The Department will only disclose the individual’s personal information in accordance with your consent, except where authorised or required by law. If you wish to access or correct any of the personal information on this form or discuss how it has been dealt with, or if you have a concern or complaint about the way the individual’s personal information has been collected, used, stored or disclosed, please contact the school.
Appendix 9: Complaints Policy

During the course of your children’s school years, you may have a problem that needs to be solved or cause to make a complaint about an issue with your child’s education.

At Sunnybank Hills we are committed to trying to resolve issues or solve complaints. Education Queensland is also committed to ensuring that all complaints are dealt with in a fair and equitable manner and ensures there are processes and support structures in place to enable parents/carers and students to work through any issues they may have with Education Queensland provisions.

Making a Complaint
When making a complaint, it is in the best interest of complaint resolution to ensure that you:
• provide complete and factual information in a timely manner,
• deliver your complaint in a non-threatening and non-abusive manner, and
• not make frivolous or vexatious complaints or include deliberately false or misleading information.

You should be aware that if you are making a complaint about a staff member, that in most instances the staff member will be told of the complaint and offered the right of reply. You also have the right to have a support person participate throughout the process.

If your complaint relates to suspected official misconduct or criminal activity then you should make your complaint directly to the Crime and Misconduct Commission (www.cmc.qld.gov.au/) or the Queensland Police Service (www.police.qld.gov.au/).

Below is a summary of possible steps that may assist parents/carers, and school staff to reach an outcome that is in the best interests of the student.

1. Discuss your complaint with the class teacher
Make an appointment with the teacher and discuss your concerns. The teacher will help take steps to solve the problem.

2. Discuss your complaint with the Principal or Deputy Principal.
When the issue is not resolved, or if it is a matter that you wish to discuss with the Principal eg regarding policies or complex issues, make an appointment. The Principal will then try and resolve the problem with you.

3. If you have discussed the issue with the Principal and still feel that your complaint has not been addressed, you have the right to contact the Executive Director (Schools) who is the supervisor of the Principal and oversees activities of schools in that particular education district of Queensland.
• Complaints may be lodged by telephone or in writing.
• The telephone number for Metropolitan Regional Office is 3422 8655.

A role for Parents and Citizens’ Associations (P&C)
The P&C can in turn seek assistance from QCPCA to provide guidance in resolving the complaint. Complaints about services that are run or managed by the P&C at your school, for example, tuckshop or uniform shop, should be directed to the P&C in the first instance either via letter to the Executive Committee or attending a P&C meeting.