

Parent Information Guide

2023 - 2024



Helidon State School

Darling Downs South West Region, Qld

Celebrating 150 Years

in 2024

WELCOME



Helidon State School: We're a small school in Queensland's Lockyer Valley that punches well above its weight in delivering an outstanding educational experience for your children.

Helidon State School's greatest assets are

- ✓ Dedicated, committed and professional staff.
- ✓ An unrelenting commitment to improving student learning and quality teaching.
- ✓ An inclusive and supportive school community.
- ✓ Great facilities in a beautiful semi-rural setting.
- ✓ A focus on the academic, social, emotional and physical development of our students.

Principal's welcome

On behalf of our school community, I would like to extend a warm welcome to you and your family. We pride ourselves on being a warm, welcoming and inclusive school.

We believe that public education is the cornerstone of our education system in Queensland, and we fit proudly into that tradition.

Whether you are reading this as a new family to our community or whether you've been here for a while, the contents of this guide will give you the basic rundown of our key programs, policies, procedures and values. We can't fit everything in here, so please ask if there's anything else you need to know.

We look forward to working with you in supporting your child in their education.

While every year is a great year at our school, 2024 is shaping to be uniquely special as we celebrate our **150th Anniversary – our sesquicentennial**. Plans for how we celebrate are still underway, and during term 3 in 2023, detailed information will begin coming out. In the meantime, keep Saturday May 11th 2024 free as we will be holding our special 150th Celebration Fete.

This document outlines some of the important pieces of information that parents need to know about our school, as well as some of the key policies and procedures that we ask our families to comply with. I thank you for your cooperation in this.

Please don't hesitate to contact me at school if you have any questions.

Mark Robertson
Principal



School Information

Phone: 07 4612 9222
Address: 16 School St, Helidon, Qld 4344
Email: admin@helidonss.eq.edu.au
Website: www.helidonss.eq.edu.au/
Facebook: www.facebook.com/HelidonSS
P&C: pandc@helidonss.eq.edu.au
Absences: 07 4612 9222 or 0436 932 399

Principal

Mark Robertson principal@helidonss.eq.edu.au

Business Manager

Terri Kugel BSM@helidonss.eq.edu.au

Term dates for 2023

Term 1 23 January – 31 March (10 weeks)
Term 2 17 April – 23 June (10 weeks)
Term 3 10 July – 15 September (10 weeks)
Term 4 3 October – 8 December (10 weeks)

Term dates for 2024

Term 1 22 January – 28 March (10 weeks)
Term 2 15 April – 21 June (10 weeks)
Term 3 8 July – 13 September (10 weeks)
Term 4 30 September – 13 December (11 weeks)

For more information go to <https://education.qld.gov.au/about-us/calendar/term-dates>

ALL IMPORTANT DATES & INFORMATION throughout the year are communicated via our fortnightly newsletter, via additional printed notes that go home with students, through our 'E-Flash' email system, and via our Facebook page.



OUR FOCUS

EDUCATIONAL ACHIEVEMENT

Knowing our students and setting clear expectations is essential to making sure that they are on track for positive education outcomes. We achieve this by:

- setting a common goal that every student will achieve at least one year of learning growth each year. For some students this will involve establishing individualised learning goals according to their current level of capability.
- Establishing whole-school expectations that our students will receive differentiated support to assist them achieve their goals and realise their potential.

WELLBEING & ENGAGEMENT

Our goal is to have happy, healthy and engaged learners, staff and parents. Creating a sense of belonging in a safe and supportive environment is one of our highest priorities. We achieve this by:

- Prioritising staff wellbeing which directly impacts students' safety and wellbeing at school.
- Knowing students and their families and finding out what works best for them.
- Establishing meaningful partnerships with parents and primary care-givers, and community stakeholders and support service providers.

CULTURE & INCLUSION

Embracing diversity and celebrating culture is key to our strength as a school. Inclusive practices in all areas of our school means that everyone is valued and welcome. We achieve this by:

- Embracing diversity by creating a welcoming, inclusive and accessible educational setting, and addressing areas requiring improvement when identified.
- Embedding inclusion and diversity in all areas of the curriculum delivered by our teachers.
- Valuing student and community voices in our approach to teaching and learning and in the day-to-day running of our school.

STARTING STRONG – Prep to Year 2

A good start to your child's schooling has a significant impact on setting the foundations for lifelong learning development, engagement and achievement. In these early years of schooling, early development of literacy and numeracy skills set the foundations for extended learning in the middle primary school years. Students who attend school regularly and who are engaged in the classroom are more likely to have better outcomes across their schooling journey. Our school priorities from Prep to Year 2 are:

- knowing each student's needs to support positive and confident transitions into and through school.
- achievement in English and Mathematics.
- maximising learning days.

ON TRACK FOR SUCESS – Years 3 to 6

Throughout the middle years of schooling we continue to develop students' literacy and numeracy skills and broaden these out across all learning areas. Our middle school program supports the intellectual, social, emotional, moral, spiritual and physical development of our students. We recognise the changing needs of students and support them to stay on track to positively transition from upper primary through junior secondary.

Our school priorities as students transition from primary through junior secondary are:

- knowing each student's needs to support positive transitions into and through secondary school.
- achievement in English and Mathematics.
- maximising learning days.



Enrolment at Helidon State School

Parents can enrol their child at any time of the year. An enrolment pack is available at the school office or on our school website (See Appendix A for a link to our website). Contact our Business Manager for an enrolment pack. This can be emailed or posted to you, or you can visit the school to pick it up yourself.

You are more than welcome to visit us for a 'meet-and-greet' and a tour prior to enrolling.

Complete the forms and then call to make an appointment with our principal for an enrolment meeting. At this meeting we get to meet you and your children (yes please bring them along!) in a relaxed environment and start to discuss the needs of your child/children. We will use this information to start planning for how we can best address the needs of your child/children at school.

If you require assistance during the enrolment process then please let us know.

- We provide support for parents to complete all forms required for enrolling your child.
- For first nations families we have staff with lived cultural knowledge and experience to support you through the enrolment and settling in process.
- We have access to translation services and support for parents from non-English speaking backgrounds.

What we need you to bring when enrolling your child:

- Birth certificate if enrolling your child in Prep
- Any documents relating to medical diagnoses or learning disabilities, and any professional medical or allied health support that your child is receiving – this will help to inform our ability to specifically target appropriate support provisions for your child.
- Recent report cards if you are moving from interstate or from the private or Catholic education systems. This is not necessary if you are transferring from another Qld state school.
- Documents relating to any court orders such as parenting consent orders/plans, custody orders, protection orders, etc.

With the exception of birth certificates, which we are only required to sight, we will ask to take copies of all other documents for our secure records.

Prep enrolments for 2024

Parents wishing to enrol their child into Prep for the following year are to complete the enrolment forms and make an appointment with the Principal and the Prep teacher. At this meeting it is essential for your child to attend as this will give us an opportunity to meet your child and gather initial information to allow us to ensure they make a smooth transition to Prep. You will need to bring a birth certificate that we need to sight (we don't keep a copy). Children entering Prep should turn 5 years of age by June 30th in the year they commence.

The decision about when a child enrolls in Prep is extremely important and should be made in the child's best educational interests to enable a positive and successful start to school.

Approval for an early or late entry to Prep is not automatic and is made at the principal's discretion after discussions with parents and considering all available information. For more information contact the school or see Appendix A for a link to our website.

Prep Information and Transition Sessions are held in Term 3 and 4 each year. For the end of 2023 there are five (5) transition afternoons on Wednesdays from 2:00pm – 2:45pm. These are October 18th and 25th, November 1st, 8th and 15th. Parents can drop their children at the Prep classroom and then meet up with other parents and staff members for a light afternoon tea and some information and discussion about various aspects of school life.

One Wednesday November 15th at 3:15pm to 4:15pm there will be an information session where our Prep teacher and Principal will discuss in more depth what to expect at Prep and to answer any questions that parents may have.



School Days at Helidon State School

EVERY DAY COUNTS

Regular attendance at school matters. For your child to have the best chance of success at school, attendance every day is important. Of course, there will be the occasional day when they are unwell or needing to attend an important family engagement. The document *'Every Day Counts'* (Appendix E) contains more useful information about parents' rights and responsibilities. Our school's attendance policy aligns with this.

CLASSES

In 2023 we operate five classes. It is anticipated that this will continue into 2024. Our current classes are Prep, Grades 1/2, Grades 2/3, Grade 4 and Grades 5/6. Each of our classes is supported by a team of professional and highly capable Teacher Aides (full-time in Prep), who provide individualised and targeted support to students and support to our teachers.

DAILY ROUTINE

8:30 – 8:50	Morning run on the oval. Breaky Club every Tuesday.
8:50 – 9:00	Bell goes & line up for class
9:00 – 11:00	Morning Session
11:00 – 11:30	Morning tea and play break
11:30 – 1:00	Middle Session
1:00 – 1:45	Lunch and play break
1:45 – 3:00	Afternoon session
3:00	End of the school day

BEFORE 8:30am & AFTER 3:00pm

Students can be dropped off after 8:30am and are to be picked up by 3:15pm.

Staff are not on duty before 8:30am and after 3:15pm and your child should not be at school at these times under usual circumstances.

The playgrounds and equipment at school cannot be used by students, even under parental supervision, prior to 8:30am or after 3:00pm for workplace health and safety reasons.

We understand that from time-to-time parents need to drop their child off early or are running late in the afternoon. This is ok! All we ask is that you contact the Principal so that adequate supervision arrangements can be made for your child.

If you are at school before 8:30am or after 3:15pm for an authorised reason (EG. P&C meeting, parent-teacher meeting, etc) then please make arrangements for your child to be supervised and/or suitably occupied. As stated, the playground is out-of-bounds outside of school hours.

ATTENDANCE AND ABSENCES

There is clear evidence that a high level of regular attendance at school increases the chances of your child achieving well at school. At Helidon we aim for each student to have an average attendance of at least 95%.

Parents of school-aged children are required to comply with their compulsory schooling or compulsory participation obligation by providing a reasonable excuse for these absences. Parents are required to provide a reason for a child's absence before or on the day of the absence, or as soon as practicable afterwards. To report your child's absence please call our office on 4612 9222 or 0436 932 399.



When your child is absent, it is your responsibility to provide a reasonable excuse for their absence. Student absences are officially recorded in our One School data base and reported to you each Semester on your child's report card. The following are considered reasonable and unreasonable reasons for a child to be absent from school.

REASONABLE EXCUSES include: illness and medical appointments; approved off-site school activity such as excursions and school sport; 'sorry business', authentic cultural and religion observances, family bereavement or funeral attendance; family reasons that may include moving house, transport problems or a seriously ill family member; legal or family court matters; approved sport representation; suspensions or other formal disciplinary actions; natural disasters. Family holidays are considered a reasonable excuse, but parents are encouraged where possible to use approved school holiday times.

UNREASONABLE EXCUSES include: leisure activities (Eg. a day at the beach or an amusement park); shopping trips; visiting friends or relatives; celebrating birthdays; participating in hobbies; truancy; no excuse provided; or any other reason deemed not to be reasonable by the principal.

FAMILY HOLIDAYS or EXTENDED ABSENCES

If your child will experience an extended absence from school due to circumstances such as a family holiday outside of gazetted school holidays or an extended medical absence, then please contact the principal and your child's teacher. We can arrange some school work to ensure that continuation of learning occurs in relation to the requirements of the Australian Curriculum.

UNIFORMS

Our P&C maintains a well-stocked uniform shop. An up-to-date price list can be obtained at the office or via the P&C page of our school website. The uniform shop is open regularly in the morning and afternoon around arrival and home times. Email our P&C at pandc@helidonss.eq.edu.au to make a time outside of these times.

School 24 is a website that the P&C has recently set up for parents to purchase school uniforms on-line. Parents can order on-line and collect your purchases at school at an agreed time with a member of the P&C. Appendix D at the back of this guide contains more information about School 24, plus information about how to register to use the platform. The ID code to register is **25466963**.

STUDENT BOOKS AND PAID RESOURCES

BOOK LISTS: Each year around mid-November we send home a *resource list* that your child will need for the following year. Under normal circumstance parents will be asked to supply items from this list on the first day of the school year. The school will supply items such as pads, pencils and erasers. **Novelty stationery items** are often expensive and are frequently of a poor quality and should not be supplied for use at school. Likewise, items purchased from so-called 'cheap-shops' are almost always of a poor quality and often break long before they should. Parents are encouraged to source supplies required from reputable suppliers as early as possible to avoid the 'back to school rush' in late January.

TEXT BOOKS: Some year levels will require a text book for some subjects (Typically Maths and Spelling). The cost of these will be invoiced to parents.

EXCURSIONS: From time-to-time we will ask parents to contribute to the cost of an excursion, camp or other activity. These will always come with a letter outlining the activity and an official invoice with a due date for payment.

ONLINE LEARNING RESOURCES: The school subscribes to several online resources to support our students' learning at school and at home. In 2024 there may be a modest levy that families will be invited to pay to help offset this cost.

SPECIALIST SUPPORT STAFF

To support the teachers, our school has access to a range of specialist teachers and allied health professionals to support and extend the learning of our students. These include learning support specialists, a guidance officer, visiting specialist support teachers and therapists (including speech pathology, physiotherapy, physical impairment, autism, and behaviour), and access to state school nursing services. In certain circumstances parents can request NDIS and SSDS support at school by private allied health professionals.



HOMEWORK

Homework is exactly what the word says – HOME WORK. Homework is often set by a teacher for children to engage in some revision or extra practice relating to concepts that are currently being taught in the classroom.

If homework causes tears and tantrums then stop! Let your child have a break and circle back to it when they are in a better mood. If you have trouble getting your child to do their homework then contact their teacher for some ideas.

At a minimum we ask that parents have their children do some reading every day at home. Teachers will typically send home ability level readers to students in young grades. The school and local council libraries are a great source of books and other age-appropriate and high-interest reading materials. ***Never substitute a website for a real book.***

CURRICULUM

Helidon State School provides a dynamic educational experience for students that enables them to become independent, creative and connected lifelong learners.

Literacy and numeracy skills are taught explicitly as well as embedded in Helidon State School's extended curriculum offerings. The core areas of study for all year levels are based on The Australian Curriculum.

- English
- Mathematics
- Science
- HASS (Humanities and Social Sciences)
- Health & Physical Education
- Design and Technologies
- The Arts (music, visual arts, media, dance, drama)
- Languages (German for years 5 & 6 in 2023)

In addition, we engage our students with a range of extra-curricular activities that includes:

- Athletics and Cross Country (Terms 2 & 3)
- Barn Dance (around Easter)
- Chaplaincy (weekly)
- End of Year Christmas Concert and BBQ (Term 4)
- Excursions linked to curriculum priorities
- Instrumental Music (weekly for years 4-6)
- Model building club (year 4 students)
- Mural painting (at school and the community for year 5 & 6 students)
- Periodic excursions related to the curriculum.
- Readers Cup and Book Week celebrations
- Religious Instruction (weekly for year 1-6)
- School Camp (annually for Years 5-6)
- Student leadership pathways and participation on a Student Council
- Swimming (Term 4)
- Weekly sport – at school and interschool sports competitions
- Year 6 Graduation and high school transition program (Term 4)

REPORTING TO PARENTS

Academic report cards are prepared and distributed to parents at the end of each semester.

Unless a specific request is made otherwise, report cards are emailed to the current email address we have for parents and carers.

Teachers make professional judgements of each student's performance based on a range of assessments conducted throughout a semester to determine an overall level of achievement for each learning area. Teachers use the appropriate scale for the year level they teach to report on the following:



- Overall achievement for each learning area or subject at least once per year.
- Overall effort and behaviour.
- General comments are written for each learning area or subject to describe the content coverage.
- Brief individualised comments are provided for each student highlighting key areas of success and where improvement may be achieved in the future.
- Students with endorsed Individual Curriculum Plans (ICP) or Highly Individualised Curriculum Plans (HIC) are provided reports specific to their current learning goals.

Parents are offered the opportunity to discuss their child’s achievement, effort and behaviour at the school with their child’s teachers twice a year. However, parents are welcome to make a time to meet with their child’s teacher at other times to discuss questions or concerns.

The following table summarises the *Level of Achievement* (LOA) reporting scale used by teachers for the different year levels to report on academic achievement in all learning area and subjects, for effort and behaviour.

Definition of Levels of Achievement	Prep	Years 1 & 2	Year 3 – 6
Students have typically demonstrated a depth of sophistication and understanding of the required skills and knowledge to meet the standard for their year level and apply them in new and unfamiliar situations.	Applying	Very High	A
Students have typically demonstrated a developing sophistication and understanding of the required skills and knowledge to meet the standard for their year level and apply them in new situations.	Making Connections	High	B
<i>Students have typically demonstrated that they have developed the required skills and knowledge to meet the standard for their year level and apply them in familiar situations.</i>	<i>Working With</i>	<i>Sound</i>	<i>C</i>
Students have typically demonstrated that they are still developing the required skills and knowledge to meet the standard for their year level and beginning to apply them in familiar situations.	Exploring	Developing	D
Students have typically demonstrated that they are yet to develop the required skills and knowledge to meet the standard for their year level and can only apply them with support.	Becoming Aware	Support Required	E

It is important to note that a grade of *Working With, Sound, and C* all demonstrate that your child is achieving at a level that is expected of students in that particular year level.

If your child’s report card shows consistent achievement at this level, then as parents you should be well pleased that your child is achieving at the level expected of them. It is important to know that the design of our curriculum gives each student the opportunity to reach this level in each learning area or subject by the **end** of the school year.

When discussing with your child and their teacher about what your child needs to do to demonstrate improved results during the next semester, it is important to understand what they can currently do well and build on these by establishing realistic and achievable goals. Our teachers are always looking at ways to help your child improve their results, regardless of what their current LOA is.

Our teachers monitor the results of students who achieve below the expected level standard and consult with school leadership and relevant support staff to provide differentiated support and intervention when necessary. Parents are kept up to date of this work.

Likewise, teachers work to provide opportunities for students to be extended in their learning if they consistently perform at levels above the expected year level standard.



Student Code of Conduct

PRODUCTIVE LEARNING AND POSITIVE BEHAVIOURS ARE INEXTRICABLY LINKED.

We believe that effective learning takes place when all members of the school community – students, staff, parents and visitors - acknowledge and abide by a set of fundamental expectations.

Our Student Code of Conduct (SCOC) is designed to encourage high standards of behaviour so that the learning and teaching in our school can be effective and students can participate positively within our school community.

Our school values drive our culture and behavioural expectations and positive behaviours related to these are taught explicitly every week at school. At Helidon State School everyone (staff, students, parents and visitors) are:

RESPONSIBLE | RESPECTFUL | SAFE | LEARNERS

Through our Positive Behaviours for Learning (PBL) approach to behaviour, we believe that EVERY STUDENT:

- makes choices about their behaviour
- owns their behaviour
- will be supported to accept the consequences of their behaviour
- can choose to change their behaviour

Helidon State School offers interventions to support the teaching and reinforcing of appropriate behaviour at different levels. These include:

- Universal – for all students,
- Targeted – for students requiring extra support, and
- Intensive – for a small number of students displaying challenging and/or persistent inappropriate behaviour.

CELEBRATING POSITIVE BEHAVIOUR

At Helidon State School communication of our key messages about behaviour is supported through reinforcement, which provides students with feedback for engaging in expected school behaviour. Positive behaviour expectations at Helidon State School are celebrated in a variety of ways that include:

- Student of the Week Award for each class based on the previous week's PBL focus behaviour expectation.
- Individual students earn *PBL dollars* to spend at the school *PBL Shop* in the Library.
- Awards for various achievements such as home reading, sight-word, spelling and reading milestones reached.
- Positive Principal phone calls to parents.
- A *Rewards Day* each term to reward consistent positive behaviour over a term.
- Recognition of achievement on parades, in the school newsletter and Facebook.

Our current SCOC is being updated and a revised version will be available to the community by the end of Term 3, 2023. This document contains school policies and procedures for the following:

- Whole School Approach to Discipline
- PBL Expectations
- Consideration of Individual Circumstances
- Differentiated and Explicit Teaching
- Focussed Teaching
- Intensive Teaching
- Disciplinary Rewards and Consequences
- School Policies that include:
 - Temporary removal of student property
 - Use of personal electronic devices by students (Eg phones and smart watches)
 - Preventing and responding to bullying
 - Appropriate use of social media

A copy of the current Student Code of Conduct can be found at our website (See **Appendix A** for a link to our website)



Family and Community Engagement

Helidon State School is well regarded in the local community and we pride ourselves on being community and family orientated. Many of our students and staff have family and ancestors who were one-time students.

See Appendix A for links to each item mentioned in this section.

PARENT-TEACHER COLLABORATION

A positive and constructive relationship between parents and teachers is essential to maximise the educational opportunities for our children.

Parents are a child's *first and most important educator*, and this influence starts long before and long after a child attends compulsory schooling.

Apart from bi-annual parent-teacher meetings outlined above, parents may request to meet with their child's teacher at other times throughout the year. When school and home work together in a coordinated and consistent manner, the outcomes for a child's academic development may increase.

From a school perspective we expect the following from parents:

- Keep us up-to-date with your contact details (address, phone number, email address).
- Reply to emails when asked to and return phone calls if we leave a message.
- Call or email to make an appointment to meet with a staff member – staff are unlikely to have the time to talk if you 'drop in' unannounced.
- Provide us with the information we request as this will help us to better plan differentiated learning opportunities for your child when necessary.
- Help your child to complete a basic level of homework – even if it's *supporting them to read every single day!*
- Provide the school with reasonable explanations when your child is away as soon as possible.
- Listen to staff when they are explaining the circumstances of issues relating to your child such as necessary provisions for learning support and intervention, and any behavioural concerns that we bring to your attention.

From a school perspective parents can expect that we will:

- Listen to your concerns and explain why we take a particular course of action to support your child's learning.
- Treat all conversations and information in confidence and only share these with authorised departmental staff.
- Make time to meet with you when we can to discuss your child's progress.
- Provide you with some resources to help you support your child's learning at home.
- Contact you when necessary for a variety of reasons that may include discussing various ways to better support your child's learning, discuss any behaviour concerns, or follow up on unexplained absences.

CONTACTING YOUR CHILD'S TEACHER

We value regular and meaningful contact between teachers and parents to support positive learning outcomes for students.

Twice a year, our school invites parents to a formal parent-teacher meetings to discuss your child's progress at school. This is an important opportunity to understand in a deeper way how your child is progressing and to discuss ways for you and the school to collaborate in helping your child achieve greater success.

Of course, you can make a time to meet your child's teacher at any time, but we ask that you make an appointment by calling the office or emailing your child's teacher directly. If you happen to 'drop by' immediately before or after school, then you may be asked to call back later to make an appointment. These times are busy times for teachers as they are likely doing preparation work or attending pre-arranged meetings.

Please be mindful, that a staff member's social media platforms are private. If families have a concern or question that pertains to their child or a school matter, please contact your teacher via the school office or at their classroom. Please do not message staff members about your child via their private social media platforms, or on their personal phone number or email.



SCHOOL NEWSLETTER

Our school newsletter is issued weekly, usually on the Friday, during the school term. Newsletters are emailed to parents via our E-Flash email system, are posted to our school website, and linked to our school's Facebook page.

SCHOOL WEBSITE

Our school website is updated regularly with information and archives for newsletters and school documents.

SOCIAL MEDIA

Our Facebook page is used regularly so make sure you 'Like' our page to ensure our content reaches you. Please feel free to comment on our posts and contribute to the 'conversation' in a positive way.

ELECTRONIC SIGNS

Our school has two electronic signs that are regularly updated to show important information about events and dates.

PARENTS AND CITIZENS ASSOCIATION (P&C)

We have an active and enthusiastic P&C that make a wonderful contribution to our school. Meetings are usually held monthly at 3:30pm in our school Library. Dates and times of meetings are communicated through the school newsletter and Facebook page. The main activities of the P&C currently include:

- Breakfast Club before school each Tuesday.
- Management of the school *Uniform Shop*.
- Various fundraising events such as BBQs at the annual Barn Dance and Christmas Concert.
- Mother's Day and Father's Day stalls and raffles.

In addition, the P&C provides an important forum for the parents to discuss important issues of concern with the principal. The school takes seriously the views of parents and seeks at all times to incorporate the views of parents into the policy and procedural framework of the school whenever possible.

Parents and members of our community are welcome to join the P&C. You can do this by attending a meeting or by requesting a membership form via email. All members are obliged to adhere to a Code of Conduct and members and volunteers who are not parents of students at Helidon State School are required to hold a current volunteer Blue Card.

The current executive members of our P&C are:

Sandra Freiberg-Connelly PRESIDENT
Jamie Jensen VICE-PRESIDENT
Rachel Woodbridge TREASURER
Vivienne Brennan MINUTES SECRETARY

To join click on the link to the school website [HERE](#) or complete the P&C Membership Form in Appendix C.

Sign up with **School 24** (Appendix D) to register for volunteering opportunities with our P&C.

Please contact the P&C by emailing them at pandc@helidonss.eq.edu.au .

The school website has a page for the P&C which can be found at <https://helidonss.eq.edu.au/our-community/pandc> .

SCHOOL PARADE

Each Monday at 2:30pm our school community gathers together for our weekly parade. The PBL weekly focus, student awards, birthdays and important messages are shared. Parents and carers are very welcome to attend our parades on any day. An acknowledgement to country is made, the National Anthem is sung, the Australian flag is raised, and the school creed is recited. Parents and family members are most welcome to attend our parade each week.



VOLUNTEERING

From time-to-time we welcome volunteers into our classrooms and school. The P&C regularly require 'all hands-on-deck' for various projects or activities, so please let them know if you're interested in helping.

If you would like to volunteer in your child's classroom then please contact their teacher and arrange it that way. All volunteers are to sign in and out at the reception desk upstairs, and may be required to undergo some basic orientation activities with the principal.

A current Blue Card is required to be a volunteer, HOWEVER, parents of current students are exempt.

COMMUNITY EVENTS

Our school is once again emerging as an active and vital member of the local Helidon community and surrounds. As part of a balanced education, students are taught and encouraged to be responsible community citizens both at school and when out in the community. Our school continually aspires to represent the very best of our community and to have the community look upon **their** school with pride and respect. Currently our school engages activity with the community in the following ways, with more avenues of engagement being sought:

- ANZAC Day March and Remembrance Day commemorations in Helidon organised by the local RSL.
- School based Anzac Day and Remembrance Day commemorations.
- Various sporting arts and cultural events.
- Upgrading the community murals in Railway Street.

PLAYGROUP

Our Helidon State School Playgroup meet every Thursday morning 9am - 11am in the Prep playground and shed. All pre-school aged children are welcome. This is a great morning for your child to enjoy some fun activities and for parents/grandparents to make new friends and chat with other parents.

Playgroup is a great way for young children to become familiar with the school environment, get to know some of the teachers and other staff, and to start feeling comfortable about attending 'Big School' when they start in Prep.



General Information

No list of *General Information* in a guide like this is ever exhaustive. However, what follows are some important messages and information that we would like our parents to know about our school. Please contact the school if there is something else you need to know about.

CHAPLAIN

Our 'Chappy', Don Truss, is an integral member of our team and will perform a range of duties such as supporting student learning in classrooms, lunchtime activities, art and craft clubs, developing skills around social interaction and making friends, and being a 'listening ear' to students needing to talk. School chaplains are not allowed to proselytise or indoctrinate students to a particular religious belief system at school. Chappy Don is typically at school on Monday and Tuesday each week. Contact the school office if you would like your child to meet with Chappy.

RELIGION INSTRUCTION

Religion Instruction (RI) is provided by volunteers from local churches. Parents have the right to withdraw their children from RI. This can be done at the time of enrolment or at any other time in writing to the principal. Currently we have instructors from the Catholic and several protestant churches attending school on a weekly basis.

CONCERNS and COMPLAINTS

Parents, staff, students and community members are entitled to raise concerns or make complaints. All parent concerns and complaints should be handled by the class or specialist teacher in the first instance. If the concern or complaint cannot be resolved it may be referred to the principal. To make a complaint, refer to the [Customer Complaints Policy 2022-2023](#) which is available on our website (See Appendix A).

EMERGENCY PLANS AND PROCEDURES

Emergency evacuation plans are located in each room at school. A copy of our Emergency Plan is available for you on request at the office. Each term we conduct evacuation and lockdown drills covering a range of scenarios. Visitors to our school and volunteers are required to follow the directions of staff members if present when a drill takes place.

PLAYGROUND SUPERVISION

Staff members are allocated playground supervision and eating time duties at the following times:

8:30 – 8:50	<i>Before school</i>
11:00 – 11:30	<i>Morning tea break</i>
1:00 – 1:45	<i>Lunch break</i>
3:00 – 3:15	<i>After school</i>

Students are expected to adhere to established routines and expectations, and the directions of the staff member on duty.

Students can only play in designated areas during playtimes. ALL playground areas are out of bounds to students before 8:30am and after 3:00pm. Children at school outside of these times are to remain seated underneath A Block, even if their parents are on-site at school for a meeting.

JEWELLERY and VALUABLES

Students are to leave jewellery and valuables at home in case there are damaged, lost or stolen. This includes toys. Students may bring items to school after prior arrangement between the class teacher and parents. The school is not responsible for safety, loss of or damage to personal property. The school takes no responsibility if items of value are lost or damaged at school.

MONEY

Students are only required to bring money to school when directed to for a specific purpose such as Pie Day, the occasional tuckshop day, or a free dress day. Like jewellery and valuable items, the school takes no responsibility if students lose money at school.



SCHOOL PHOTOS

Class photos are arranged each year. Parents have the sole discretion to purchase class and individual photos of their child.

LIBRARY BORROWING

Helidon State School is fortunate to have a well-resourced *library and resource centre* which is open to students and parents. All children are encouraged to borrow regularly and are taught how to use the library effectively and to care for the books in a responsible manner. To assist with maintaining books, it would be appreciated if you would provide your child with a library bag. Parents will be asked to make restitution for books that are not returned or that are damaged beyond repair.

Borrowing limits apply to students. Books are to be returned within 2 weeks of borrowing after which a late notice will be issued. Students with overdue books will not be allowed to borrow until outstanding books are returned or paid for.

- Prep – Year 2: 2 books
- Year 3 – 6: 3 books

BOOKCLUB

The Ashton Scholastic Bookclub operates in our school. Each Book Club Issue (catalogue and order form) will be given to students. It is extremely important to return orders with the correct money by the given return date. We recommend this service to you as books are reasonably priced and of good quality. Book Club is a great source of books for all levels of readers, including reluctant readers.

SPORT

Our school collaborates with other school in the Lockyer Valley to conduct a range of interschool sports events and carnivals throughout the year. *Annual athletics and cross-country carnivals* are held in accordance with the Lockyer District's sports calendar. *Interschool sport competitions* are also held, the details of which are communicated from time to time.

Our school has two sporting Houses under which students compete at our school cross-county, athletics and swimming carnivals. There are *JACARANDA* and *WATTLE* with each house led by elected House Captains.

SWIMMING INSTRUCTION

The school participates in a Learn to Swim Program in Term 4. This program and the implementation of such are designed by the principal and qualified learn to swim teachers and coaches. Proper swimming costume, a rashie and swim cap are required. Swimming goggles are optional. Girls are to wear one-piece costumes. Children with sores, other than scratches, and head lice will not be allowed to swim on any occasion. Notes from parents are required if children are not swimming on any occasion.

EXCURSION and CAMPS

From time-to-time excursions are organised to allow students to engage in enrichment activities related to their learning at school. Notes are always sent with parental consent forms needing to be completed and returned. Some excursions carry a cost to parents.

Each year the Year 5 and 6 students usually attend a camp. Costs are communicated as early as possible to allow families to plan for the expense.

STUDENT RECORDS and PRIVACY

Individual student records are kept on file at our school in hard copy and digital formats. Copies of student's report cards, absence details, record of behaviour issues and contact information are available to parents/guardians upon written request, addressed to the Principal. Our records are kept in strict adherence to departmental privacy obligations.



When enrolling their children, parents are asked to request a variety of privacy settings that cover things such as publication of names and images in official school publications such as the newsletter, in photographic displays, on social media, or in community newspapers. Please contact the school office to check on the status of your child's privacy settings and provide updates to these if you wish.

PARENTS' CONTACT DETAILS

It is important that parents inform the school as soon as possible if there are any changes to:

- contact details (including email addresses)
- medical information
- family circumstances

CUSTODY/PARENTING ARRANGEMENTS

Information regarding your family circumstances is essential to help us to understand and support your child while at school. A copy of a court order or custody order is necessary so that school staff can help to ensure the legally designated parent or guardian collects children.

While we will support parents engaged in legal processes, we will not be drawn into 'taking sides'. The welfare and wellbeing of your children is our primary concern. We are not equipped or able to enforce the requirements of any legal order nor facilitate dispute resolution. If in doubt, the Principal will endeavour to call/speak to both parties, and if necessary call the police to help resolve disputes.

UNEXPLAINED & EXTENDED ABSENCES

If your child is to be absent from school for any time, it is the responsibility of parents to provide a reasonable excuse in a timely manner (IE. On the same or next day).

If there are unexplained absences, the principal has a responsibility to follow these up with a phone call and/or an email to seek an explanation.

If parents plan for their child to be away from school for 10 consecutive days or more, they are required to submit an *Application for Exemption from Compulsory Schooling* (available from the School Office).

INTERNET ACCESS

The Internet provides our students with valuable learning experiences by offering access to information from around the world.

All websites accessed through school computers are filtered through Education Queensland's Managed Internet Services. Together with the supervision of our teachers and teacher aides, we aim to minimise the risk of students being exposed to harmful information.

Student access to the internet is monitored through individual logins and passwords.

In accordance with Education Queensland policy, we require parents to sign our *Online Consent Form* at the point of enrolment before such access is given.

HEALTHY LUNCHES

Please support our healthy eating philosophy by sending appropriate food for both lunch breaks. Healthy food choices are essential. All food can be sent in one lunchbox, and the children can choose what they wish to eat depending on their appetite at the time. Refrigeration is available if needed, or ice packs may be included in lunch boxes. Our weekly newsletter contains easy to prepare lunchbox ideas for parents and children to create. Some classes have a *healthy food break* each morning at around 10:00am. Please send along a piece of fruit or vege.

STUDENT TRANSFERS

A school transfer certificate is required when a child transfers from one State School to another within the State. Parents should inform the school by letter or telephone if moving and request a transfer, stating if possible, the name of the school the child is to attend.



PERSONAL ELECTRONIC DEVICES

These include but are not limited to mobile phones, smart watches and portable gaming devices.

Personal electronic devices such as phones and smart watches are not required items for students and therefore, should be left at home. If students bring any personal electronic device to school these are to be left at the office for safe-keeping during the day and can be collected when leaving for the day. Refer to the Student Code of Conduct for more information regarding this.

CAR PARKING and CROSSING THE STREET

Please be mindful about parking in our school while picking up and dropping off students.

- Use the marked car parking spaces on School Street when visiting the school or picking up or dropping off your children. Consideration is expected towards residents in our School Street neighbourhood by parents not parking over driveways or double-parking.
- The Staff Car Park near the main gate and electronic sign is intended for school and departmental staff and is not a public car park.
- Children and adults are to use the designated street crossing area when crossing to and from the school on School Street.
- In the afternoons while waiting to be collected, students are to **wait** in the designated seating area near the front gate under supervision of school staff. Students are to proceed to their vehicle only when it stops to collect them.
- If a parent of a member of the community visiting our school requires disability style parking, please contact the office to arrange this.

MONEY COLLECTION and PAYMENTS

The school prefers payments to be made using the QKR online payment system. Parents will only be expected to pay for something when sent an official school invoice. Parents are to ensure that all invoices are paid on time to ensure that their child receives the benefit of the resource or activity. (See Appendix B for QKR information or click [HERE](#) to go to the school website).

Students are requested to deposit all money into the money collection 'letter box' located in the office foyer. Permission forms which often accompany money are to be given to the classroom teacher or our Business Manager in the office.

All cash payments are to be made at the office, and ARE NOT TO BE GIVEN TO TEACHERS OR OTHER STAFF

MEMBERS. Cash payments may be handed directly to the Business Manager, or places in the stainless-steel letterbox at the office counter. Cash payments should be in an envelope clearly marked with the student's name, class and provide details of what the money is for.

HEALTH AND SAFETY

Adhering to common sense health and safety protocols is important at our school so as to maintain continuity of learning. If Covid restrictions over the past few years taught us anything, it is vitally important that students, staff and visitors adhere to the following:

- If you are sick with symptoms then it is best to stay at home and seek medical advice if symptoms persist.
- Water is available to children at all times, and we request that children bring a clearly named bottle to school.
- We have a **Sun-Safe Policy** and therefore, have a **NO HAT, NO PLAY** school rule. Your child will need their own school hat to wear for all outdoor activities (including lunch play). We also recommend that you apply sunscreen prior to your child's arrival at school.
- Tissues are available to children at all times.
- Children are encouraged to wash their hands as part of a daily routine and to use hand sanitizer which is located throughout the school.
- Equipment is cleaned and checked regularly.

First Aid

Members of our school staff are permitted only to render basic first aid. This is immediate, temporary treatment given by the staff in case of an accident. Should medical treatment beyond first aid be required, parents are notified immediately whenever possible and/or the necessary treatment arranged.



In case of a serious accident, an ambulance will be called to transport the injured child to a doctor or hospital. It is understood that it is not always possible to notify parents immediately of action taken. However, every endeavour is made to contact parents as soon as possible.

Administration of medications at school

At times it is necessary for children under doctor's instructions to take medication during school hours. We are aware of this need and are willing to assist you in this situation. However, for the safety of the child, it is of utmost importance that the following procedures are adhered to. Parents are very welcome to attend school to administer medications to their children.

Queensland Department of Education procedures requires following:

1. Parents need to provide the required forms as per the *Guidelines for administration of medications in schools* which is available upon request from the office.
2. Medication will **only** be administered if it is medically authorised by a suitably authorised prescriber, in the original container, in intact packaging, and has clear instructions for administration e.g. the full name of the student, time/s to be administered, dosage amount.
3. So-called over the counter medications such as paracetamol, cough suppressants, analgesics, and other remedies can only be administered by staff according to these procedures.
4. Some medications and conditions require additional documentation from a prescribing practitioner. Please speak to the principal if you are unsure.
5. Conditions such as asthma, anaphylaxis and diabetes require a detailed management plan from your physician.
6. Parents are to notify the school in circumstances such as cessation of medications, change of medication and change of doses (amount and frequency).
7. Unused or expired medications will be returned to parents.

Parents are to speak to the principal or business manager with any questions or concerns.

Infectious and Communicable Diseases

Helidon State School follows the exclusion guidelines provided by the **Queensland Health Communicable disease control guidance**. This can be found at <http://disease-control.health.qld.gov.au/> .

In addition the National Health and medical Research Council has a poster that *recommends minimum exclusion periods*: <https://www.nhmrc.gov.au/about-us/publications/staying-healthy-preventing-infectious-diseases-early-childhood-education-and-care-services>

These links provide a data base of common infectious and communicable medical conditions and relevant information and guidelines to follow. Parents and carers are required to abide by these guidelines by keeping their child away from school and by seeking qualified medical advice and treatment. Please speak to the Principal if there are any questions or concerns.



Appendix A – resource links

Links to resources cited can be found here.

Communicable disease control guidance	https://www.health.qld.gov.au/disease-control https://www.nhmrc.gov.au/about-us/publications/staying-healthy-preventing-infectious-diseases-early-childhood-education-and-care-services
Customer Complaints Policy	https://helidonss.eq.edu.au/support-and-resources/forms-and-documents/documents
Early and delayed entry to Prep	https://education.qld.gov.au/parents-and-carers/school-information/school-operations/early-and-delayed-entry-to-prep
Enrolment pack	https://helidonss.eq.edu.au/enrolments
Excellence and Equity Strategy	https://education.qld.gov.au/initiatives-and-strategies/strategies-and-programs/equity-and-excellence
Facebook	https://www.facebook.com/HelidonSS
Healthy eating at school	https://education.qld.gov.au/student/Pages/aHealthyStartToSchoolToolKit.aspx
Newsletters	https://helidonss.eq.edu.au/calendar-and-news/newsletters
Qld state school term calendars	https://education.qld.gov.au/about-us/calendar/term-dates
Student Code of Conduct	https://helidonss.eq.edu.au/support-and-resources/forms-and-documents/documents
Uniform policy	https://helidonss.eq.edu.au/support-and-resources/forms-and-documents/documents
Website	https://helidonss.eq.edu.au/



Appendix B – QKR payment system



For quicker, hassle-free school payments, try Qkr! today

Introducing Qkr! (pronounced 'quicker') by Mastercard, the secure and easy way to order and pay for school items from your phone at a time and place that suits you.

- With Qkr you can:
- Pay for a variety of school items;
 - See your receipts on the app and get them sent by email if required.



Getting started is easy - try it yourself today

Step 1 Download Qkr!
on your Android phone or iPhone. iPad users can download iPhone app



Step 2 Register
Select your Country of Residence as 'Australia' and follow the steps to register

Step 3 Find our school
Our school will appear in 'Nearby/Locations' if you're within 10kms of the school, or search for our school by name.

Step 4 Register your children
When first accessing our school, you will be prompted to add a student profile for your child. This allows you to make orders and payments for them.

If you have made a purchase you can select our school from 'Favourites Location'

If you're within 10 kms of the school, you can select our school from 'Nearby Locations'



Add your children's details in Student Profiles



Select 'Add student profile'

Add each child's details

Manage each child's details in Student Profiles

Purchase school items



Select a menu from our school

Select child you are ordering for

Select your items Tap "Checkout" then confirm and pay

Making payments



Add up to 5 cards to your wallet

At checkout select which card to pay with.

Pay with any cards accepted by the school.

Once your payment is approved you can continue to the home page, or view your receipt.



Appendix C

Application for P&C Membership for 2023 Helidon P&C Association

Please complete and return to the P&C Secretary

Name:

Address:

Email address:

Home phone:

Mobile phone:

I am:

- a parent of a student attending the school
- a staff member of the school
- an adult interested in the school's welfare.

If you are an adult interested in the school's welfare, please provide:

- Current Blue Card number: _____

If applicable, please provide details of your children who are students at Helidon State School:

Name: _____ Class: _____

I am:

- applying for new membership
- a returning member.

I apply for membership of the Helidon State School Parents and Citizens' Association and I undertake to:

- a) promote the interests of and facilitate the development and further improvement of the School and the good order and management of the School; and
- b) comply with the constitution of the P&C Association, including the P&C Association Code of Conduct as specified in Schedule 2 of the constitution, and any valid resolutions passed by the Association.

Signature:.....

Date:.....

P&C Secretary Use

Date received:/...../..... Date accepted:/...../.....

Secretary's signature: Entered in P&C Register.



Appendix D

SCHOOL24

Getting Started Guide:

Getting Started

Welcome to School24! We look forward to providing you with an easy-to-use online ordering platform. Getting started is easy. Simply follow the steps below and you'll be ready to make your first order in minutes:

1. Register a Parent/Main Account

- Go to: <https://www.school24.net.au/canteenorder/register>
- Enter your unique School Registration ID number
- Enter the remaining details
- Click **'Submit'**
- Verify your email via the verification email sent to your email address

2. Log In

- Go to: <https://www.school24.net.au/canteenorder/login>
- Enter your username (email address)
- Enter your password
- Click **'Login'**

3. Add Students to your Parent/Main Account

- Click the **'Students'** tab on your account dashboard
- Click **'Add New Student'**
- Enter the student's details, including their class and any allergies
- Click **'Save Student'**

4. Top Up Your Account (Optional)

You can use pre-loaded funds or a credit card at checkout. To pre-load funds:

- Click **'Top Up/Recharge'** on your account dashboard
- Select your top-up amount from the drop-down menu
- Click **'Pay using Card'**

5. Place an Order

You are now ready to make your first order!

Please see our 'Parent - Canteen Ordering Guide' for further instructions or visit: <https://school24.tawk.help/article/how-to-add-items-to-your-order-and-checko>



Appendix E – Every Day Counts

Department of Education



Did you know? Research shows that in Queensland, higher student attendance at school is associated, on average, with higher student achievement.

Why is regular attendance at school important?

Regular school attendance will mean that your child gets a better chance at life. Your child will achieve better when they go to school all day, every school day:

- they learn better
- they make friends
- they are happier
- they have a brighter future.

Why must I send my child to school?

Under Queensland law, you must make sure your child of school age is enrolled and attends school all day, every school day unless they have a reasonable excuse. Illness, doing work experience, competing in a school sporting event or going on a school excursion are reasonable excuses for being absent from school.

Principals decide if the excuse given for your child's absence is reasonable.

Avoid keeping your child away from school for birthdays, shopping, visiting family and friends, if they sleep in, looking after other children, minor check ups or care such as hair cuts.

Routine medical or other health appointments should be made either before or after school or during the school holidays.

While it is a last resort, it is important to understand that you may be prosecuted if your child is not attending school regularly.

What should I do if our family is going on a holiday in school time?

You are encouraged not to schedule holidays during school time. If your family holiday is during school time, let the school know in advance and talk about what arrangements can be made for your child. Depending on the circumstances the school may be able to provide tasks for your child to complete while they are absent or assist you to organise an exemption from schooling.

Do I need to let the school know if my child has been away from school?

Yes. You must let the school know the reason why your child is absent from school – either beforehand, on the day of the absence, or as soon as practicable after your child's return to school.

Having problems getting your child to school for some of these reasons?

- won't get out of bed in the morning
- won't go to bed at night
- can't find their uniform, books, school bag...

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Every day counts – is your child at school today?

<https://education.qld.gov.au/initiatives-and-strategies/initiatives/every-day-counts>



- slow to eat breakfast
- haven't done their homework
- watching TV
- have a test or presentation to do, have an assignment to hand in
- it's their birthday.

A set routine can help

- have a set time to go to bed
- have a set time to get out of bed
- have uniform and school bag ready the night before
- have a set time for starting and finishing breakfast
- set a time for daily homework activities
- speak about school positively
- be firm, send your child to school every school day including their birthday and the last day of term!

What should I do if my child won't go to school?

You should contact the school as soon as possible for advice and support.

