Aspley East Independent Public School: the local hidden gem for your child's education.

.....with every building block they’ll need to enable a great future.

The perfect learning environment for your children........

Priding ourselves on our sense of community and cultural diversity.

Aspley East State School
31 Helena Street,
Aspley, QLD 4034
📞 (07) 3867 2777
Absence line: 3867 2766
📧 info@aspleastss.eq.edu.au
🌐 www.aspleastss.eq.edu.au

2017 Handbook
School Address: 31 Helena Street, Aspley Qld 4034
Contact Details: School (07) 3867 2777 Absence Line (07) 3867 2766
info@aspleastss.eq.edu.au aspleastss.eq.edu.au
President: Parents & Citizens Association
Mr Scott Richards
Principal: Mr Andrew Duncan
Deputy Principals: Mrs Helen Butler Mr Gerard Donovan
Head of Student Services: Mrs Leanne Smith
Master Teacher Miss Susan Powell
Head of Curriculum Mrs Fiona Phillips Mr Jaime Perkins
Business Services Manager: Mrs Kylie Randall
Administration Officer: Mrs Jillian Hermann
Administration Assistants: Miss Erin Bliesner Mrs Bev Renton
Office Hours: 8.00am – 3.30pm Monday to Friday
WELCOME TO OUR SCHOOL

From the Principal

Welcome to Aspley East State School. I have the privilege of being the Principal at this beautiful and hidden gem in Brisbane.

A little about me:

I have a beautiful wife (who also happens to be the Principal of Grovely State School) and two wonderful sons who make me proud every day.

Teaching has been a lifelong passion for me. As far back as I can remember I have always wanted to teach – must have been the influence of the many wonderful teachers I had during my schooling years, many of which I still have contact with today.

I started teaching in 1995 at the primary school I went to as a young child. I then went on to become the Physical Education Specialist at that same school before entering the Principalship in 1999.

I have also had the privilege of leading the school communities of Ubobo State School, Mt Tarampa State School, Esk State School, Northgate State School and Aspley State School. Each school a little larger than then next which has provided me with a unique insight into the workings of every area of a school environment and an enormous amount of experience. I am very grateful to each community for the learnings they provided and the journey we embarked on.

I am completely devoted to each school I lead as they too become an important part of my family. I am very excited about working with the wonderful staff and community of Aspley East to ensure every child achieves their full potential and obtains “Reward for Effort”.

A little about our school

Currently over 800 students call Aspley East their home away from home. Although a large school, Aspley East has uniquely been able to maintain a strong community atmosphere and individual supportiveness, something that I am sure is high on your priority list when selecting a school for your child.

We pride ourselves on an inclusive and supportive environment and our staff are dedicated to teaching, motivated and supported through strong professional teams.

Aspley East State School will be a school to watch over the coming years and I have no doubt we will achieve some amazing results in every area of academic and personal growth.

It is a real privilege to share in the primary school career of children, one I certainly don’t take for granted. I encourage you and welcome you to attend our open days or contact us for further information about enrolment so you too can be a part of the Aspley East Family.

Meet you in the playground!
Andrew Duncan
JP Qual BEd, BTeach
Our Mission Statement is: to be committed to implementing exemplary inclusive practices, valuing diversity and focusing on social development and academic growth.

Our School Values Are:

![Values Image]

My Expectation of the Staff is:

GUIDING PRINCIPLES

1. It is an honour and a privilege to educate a child for a year.
2. We have high expectations for every student.
3. Success for all in a caring environment.

PROFESSIONAL IMPERATIVES – THE GIVENS

Effective relationships
Teacher accountability
Explicit teaching
Persistence
Pride in ourselves and our work

SCHOOL WEBSITE  http://www.aspleastss.eq.edu.au

I invite you to visit our school website.

This site has been developed to give an accurate, informative and up to date snapshot of Aspley East’s priorities, newsletters, routines, school and P & C reports, forms and policies, letters to parents and caregivers and much more.

You can download enrolment forms and keep abreast of all important school events.
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ABSENCES AND ATTENDENCE OF STUDENTS

Every Day Counts – it is the responsibility of students to attend school on every school day, be on time and take part in school activities. It is the responsibility of parents to ensure your child attends school on every school day. Our school follows up absences rigorously.

If your child is absent, it is important to advise the school. This can be done by:

- Telephoning the school on the absentee line 07 3867 2766 or
- Entering the reason for the absence in QParents
- Emailing info@aspleastss.eq.edu.au

It is a requirement of Education Queensland that all absences from school be explained and be recorded on the school database. A member of the Administration team follows up unexplained absences.

ACCIDENTS

Children are under supervision from 8.45am until 2:55pm. Every effort is made to minimise risks to the students.

Where possible, parents are notified immediately of their child’s medical condition. However, if parents cannot be contacted, the child will still receive treatment. Any treatment provided is at parental expense. When necessary an ambulance is called.

It is essential that parents inform the school when their emergency contact numbers change.

ADMISSION

Children will need to be aged five by 30 June in the year they enrol in the Preparatory Year.

The Preparatory Year is full time. Children born between 1 July 2011 and 30 June 2012 are eligible to attend Prep in 2017. Children need to be six by 30 June in the year they enrol in Year 1.

EVIDENCE OF YOUR CHILD’S DATE OF BIRTH and RESIDENTIAL ADDRESS IS REQUIRED BEFORE THE ENROLMENT WILL BE COMPLETED.

<table>
<thead>
<tr>
<th>Birthdate</th>
<th>Prep</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
<th>Year 6</th>
</tr>
</thead>
</table>
ASSEMBLIES

School assemblies are held every week on Monday morning commencing at 8.45am sharp.

Members of our School Community are most welcome to attend these assemblies.

Assemblies provide us with an excellent forum for celebrating students’ achievements and to promote responsible student behaviour.

BANKING

Wednesday is banking day. Children are required to hand banking money and books to their teachers before school. All books are then placed in the class bank folder and delivered to our volunteer bankers.

Members of our School Community process all transactions via an electronic data link with the Commonwealth Bank. The bank pays a commission per transaction to the school as well as generous interest rate to the account holder. Please consider supporting the school through this avenue.

BICYCLES

All students are encouraged to use a bicycle lock and chain to ensure the safety of their bicycles. Children are required to wear a helmet whenever they ride their bicycles. Children are required to dismount from their bicycles upon entering the school grounds. Children are to walk their bicycles out of the school grounds.

Scooters and skateboards are difficult to secure during school hours therefore we strongly prefer students not bring these to school.

BOOKS / BOOKLIST and STATIONERY

A list of essential stationery, workbooks and textbooks is prepared for each year level. Each list is available from the office or on the school website. Prep and Year One classes are invoiced and resources are provided by the school.

Supplies of all stationery and workbooks are available from Nextra Aspley Village Newsagency at the Coles Shopping Centre on Robinson Road.

Some students (where required) have an individualized booklist.

BUS SERVICES

For further information please contact Brisbane City Council, Buses & Ferries (Timetable Information) ☎️131230 or on the web

CHAPLAINCY PROGRAM

Aspley East’s chaplain is Sharon Hocking, who works two days a week on Monday and Tuesday. The school chaplain is a safe person for children to connect with at school, providing a listening ear, caring presence and a message of hope. She cares for students, struggling with a wide range of issues, including family issues, friendship issues, peer pressures and bullying. There is a school referral process for students to see the chaplain. Referrals can be made by teachers or parents and permission paperwork must be signed by parents or caregivers.

The Chaplain runs positive, fun activities for children, both in and out of school and fosters a supportive, caring school community.

CHILDREN UNDER CUSTODY ORDERS

Parents and carers should be aware that you may be asked to provide ID when collecting your children from the sick bay or signing them out. We need to ensure we are dealing with the correct people and with such a large parent community this is a necessary precaution.

When custody orders are in place, both custodial parents should be in communication with each other so that each is informed of issues and movements regarding the child, and not relying on the school to pass on information. With any changes to custody arrangements, documentation should be passed on to the school as soon as possible. This is necessary so that the school is familiar with family arrangements and so that we know who to talk to in emergency situations. School staff will make a reasonable effort in good faith to be aware of custody orders and draw this to the attention of the parent/carer present at the time; however school staff are not responsible for ensuring the enforcement of a custody order. It should also be pointed out that school staff are not in a position to interpret legal documents. If a parent or carer breaches custody orders, they are responsible and the matter should be referred by aggrieved persons to law enforcement officers or back to the Family Court of Australia.

Sometimes there is disagreement or misunderstanding regarding the school’s role in regard to custody orders. The following advice was received from the Minister’s office last year – “The school’s primary responsibility is the education of the child. Schools do not administer orders of the Family Court of Australia, and this means that the school will not referee disputes concerning the same. This is a matter for both parents to resolve privately or with the assistance of the Court.” Further information is available on the Department’s website. Please contact the Deputy Principal responsible for your child’s year level if there are any matters specific to the custody arrangements you would like to drawn to our attention.

COMPLAINTS

From time to time you may have concerns about your child at school or the operations of the school. These concerns may grow into bigger issues if you don’t talk to the school staff about them.

Education Queensland is committed to ensuring that all parents have their concerns dealt with in a fair and equitable manner and there are processes and support structures in place to enable parents to work through any issues they may have.

Concerns should initially be directly to the teacher involved, who will then refer any matters directly to one of the administrators if required.

If the problem cannot be resolved within the school, you should contact the School Liaison Officers on 07 3028 8166

Parents or caregivers may also wish to contact the Queensland Council of Parents and Citizens’ Associations (QCPCA) on 3352 3900 or visit their website www.pandcsqld.com.au for help and support.
**CROSSING SUPERVISORS**

The Queensland Government has officially appointed our crossing supervisors. They supervise the pedestrian crossings each school day between 7.50am and 8.50am, and 2.50pm and 3.20pm.

The periods when supervisors are on duty should ensure maximum safety for pupils attending our school.

Parents and teachers are asked to strongly encourage the children to use these supervised crossings and to set a good example themselves by obeying the supervisor's directions whenever they use the crossings.

The Supervisor will ask all pedestrians, both children and adults, to wait on the footpath. When a suitable gap appears in the traffic from both directions, the supervisor will extend the stop sign to face traffic, proceed to centre of crossing, with STOP sign displayed. The supervisor will blow TWO blasts of the whistle to indicate that pedestrians may then cross. Pedestrians should keep left and walk straight across. When all pedestrians have cleared the crossing, the Supervisor then returns to the footpath.

All cyclists are required to dismount and walk their bicycles over the crossing.

The 'No Standing Anytime' signs or ‘No Standing 8.00am - 4.00pm’ signs serve to protect an area on either side of the crossing.

**IT IS IMPORTANT THAT THIS AREA IS KEPT FREE OF ALL VEHICLES** so that Supervisors have a clear view of approaching traffic.

All drivers must stop their vehicles clear of the crossing when the supervisor holds up the stop sign.

**VEHICLES MUST REMAIN STATIONARY UNTIL THE SUPERVISOR RETURNS TO THE KERB.** Failure to comply is regarded as a serious offence. Offenders can expect to be breached under Regulation 39 of the Traffic Regulations. Supervisors are required to report the registration number and details of offenders’ vehicles. Appropriate action will follow. Parents delivering or waiting for children have no exemption.

**PLEASE ASSIST SUPERVISORS TO PROTECT YOUR CHILDREN AND THEIR FRIENDS.** School Crossing Supervisors operate the two main pedestrian crossings used by children. These crossings are located in Robinson Road near Mapellan Street and Kirby Road near the shops.

**CULTURAL EVENTS AND ACTIVITIES**

Throughout the year a number of cultural events are organised for the students. These events include performances by visiting artists. Our Music Support Group promotes the Performing Arts and cultural activities. We celebrate our cultural diversity with our Harmony Day each year.
CURRICULUM AREAS

Our curriculum programs are organised to demonstrate a strong commitment to the eight key learning areas as specified by the Australian Curriculum and the Department of Education and Training. All year level teachers plan and work collaboratively in teams with the Head of Curriculum to teach engaging units of work and assessment. Assessment tasks are moderated to ensure accurate and valid reporting to parents. The key learning areas include:

**English**

The school program reflects the full intentions of the Australian Curriculum. This is organised into three interrelated strands that support students’ growing understanding and use of Standard Australian English. Together the strands focus on developing students’ knowledge, understanding and skills in listening, reading, viewing, speaking and writing. The three strands are: Language, Literature and Literacy.

**Mathematics**

There is a detailed school program that clearly defines the expectations for each year level. Students make extensive use of a wide variety of resources to assist them to develop mathematical understanding outlined in the Australian Curriculum. Strands include: Number and Algebra, Measurement and Geometry, Statistics and Probability. A focus on daily problem solving and mental arithmetic is also a focus across the school.

**Science**

Our Science program adheres to the requirements of the Australian Curriculum. Our teachers follow a detailed school program which incorporates the four interrelated strands of Science Understanding (Biological Sciences, Chemical Sciences, Physical Sciences and finally, Earth and Space Sciences), Science Inquiry Skills and Processes will also be developed in students.

**Technology**

This Key Learning Area incorporates students planning, designing and constructing given tasks with the use of technologies (which is more than just computers). Students will look at design technologies in three key contexts: Materials and Technologies, Food and Fibre Production, and Engineering Principles and Systems. Students from Years Three to Six participate in the Australasian Schools Computer Studies Competition and have achieved outstanding results.

**LOTE**

The Language Other Than English at Aspley East is Mandarin Chinese. Year level Five and Six participate in LOTE lessons. Classes are involved in learning the language and understanding the Chinese culture.

**The Arts**

Both the visual and performing arts are very well supported. The school supports a Marching Band, Concert Band, Strings Orchestra, Junior Choir, and Senior Choir. The Instrumental Music program incorporates strings, brass, wood wind and percussion instruction. Students in all year levels have weekly music lessons. The Arts curriculum includes the strands of Dance, Drama, Media, Music and the Visual Arts.

**Humanities & Social Sciences**

The Humanities and Social Sciences learning area includes the study of History and Geography. In these areas, students will look at the study of human behaviour and interactions in social, cultural, environmental, economic and political contexts. Humanities and Social Sciences have a historical and contemporary focus, with students moving from personal to global knowledge and history whilst considering challenges for the future.

**HPE**

All students participate in weekly (HPE) health and physical education lessons. Our current program is structured over four terms and includes swimming, ball skills, co-ordination activities, dance and athletics. The annual sports days are very well supported and enjoyed by all members of our School Community. Students in Years Five to Six are encouraged to participate in either the inter-school or intra-school sporting program.

DENTAL SERVICE

The School Dental Service operates a mobile clinic at Aspley East State School and free routine dental care and treatments are available to all Primary children 5 years of age and older. Dental treatment cannot be provided if parents have not completed a consent form. A Dentist visits the clinic regularly and can give more professional treatment when needed. Emergency treatment can be administered (consent form is necessary). All children have their teeth checked by a Dental Therapist. The number for the area Dental Clinic is - ☎ 1300 300 850.
Information regarding infectious diseases and times for which children must be excluded are available from the Principal or Business Services Manager at the school. Please advise the school if your child has an infectious disease as we have some students here with severe medical conditions that are at significant risk from contagions.

RECOMMENDED MINIMUM PERIODS OF EXCLUSION FROM SCHOOL

<table>
<thead>
<tr>
<th>CONDITION</th>
<th>PERIOD OF EXCLUSION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chicken Pox</td>
<td>Child to be excluded until fully recovered.</td>
</tr>
<tr>
<td>Conjunctivitis</td>
<td>Until discharge from eyes has ceased.</td>
</tr>
<tr>
<td>Head Lice</td>
<td>Child will be readmitted when appropriate treatment has commenced.</td>
</tr>
<tr>
<td>Measles</td>
<td>Child to be excluded for at least four days from the appearance of rash or until a medical certificate of recovery is provided.</td>
</tr>
<tr>
<td>Mumps</td>
<td>Child to be excluded for nine days or until swelling goes down.</td>
</tr>
<tr>
<td>Ringworm</td>
<td>Child will be readmitted when appropriate treatment has commenced supported by a medical certificate. Lesions (sores) must be covered. Except in the case of the scalp, a lesion under treatment with paint is accepted as being covered. If an ointment is being used, a dressing must be applied.</td>
</tr>
<tr>
<td>Rubella (German Measles)Scabies</td>
<td>Child to be excluded until fully recovered.</td>
</tr>
<tr>
<td>Scarlet Fever</td>
<td>Child to be excluded until appropriate medical treatment and a medical certificate of recovery is provided.</td>
</tr>
<tr>
<td>School Sores</td>
<td>Until sores have fully healed. The child may return to school, provided that appropriate treatment is being applied and that sores on exposed surfaces such as scalp, face, hands or legs are properly covered with suitable dressings.</td>
</tr>
<tr>
<td>Viral Hepatitis</td>
<td>Child will be readmitted on receipt of a medical certificate of recovery or on subsidence of symptoms, but not before seven days after onset of jaundice.</td>
</tr>
<tr>
<td>Whooping Cough</td>
<td>Child to be excluded for four weeks from onset of illness and until a medical certificate of recovery is provided. NOTE: If the sick child has a brother or sister attending another Centre and that brother or sister has not had Whooping Cough, he or she is to be excluded for 21 days after the last exposure to infection.</td>
</tr>
</tbody>
</table>

EXCURSIONS

Each class is likely to participate in a number of excursions throughout their schooling. Parents and caregivers are always given notice of impending excursions. Please refer to the Payment and Refund section in this handbook for further information. Please be aware of our Late Payment Policy that can be found on our website under Support and resources> Forms and documents.

When parental assistance is required, teachers will approach members of the school community for assistance. The cost of each excursion will be detailed in a letter to parents and caregivers. Monies are collected at the Student Accounts window in A Block. All applications for excursions are presented to the Parents and Citizens’ Association for prior approval.
GUIDELINES FOR EMAIL COMMUNICATION WITH THE SCHOOL/STAFF

How schools and parents communicate has changed significantly in recent years and schools have responded to advances in technology and communication. Eg. Email, Facebook, twitter etc. There is now a far greater recognition that the important enterprise of educating children is, by necessity, a task shared jointly between the parents and the school. This important change has brought with it a corresponding need to strengthen and enhance communication between school and home.

Our aim is to improve school – home communication through the use of email. However, as with all electronic forms of communication, it will be important to establish a set of guidelines for communication using emails as emails leave a lot of room for misunderstanding.

1. Emails should not be used to communicate urgent or critical matters. It is always best to speak with the member of staff concerned by telephone or in person. Please contact the school to arrange an interview to discuss urgent or critical matters with the appropriate person. If the teacher is unavailable due to them teaching their class, a delegated officer will be allocated to your call or a message will be taken and followed up promptly.

2. When sending emails to multiple email address the author should always place the email addresses in the BCC box. This will not share other people's email address as they may not have given permission for their email address to be shared with a group. In our school this applies to parents and school staff.

3. Never use e-mail for matters of controversy or real distress. When you have a really serious matter, it is always best to meet with the teacher directly.

4. Email may be useful for parents who have difficulty getting in to see the teacher. It can be used as a means to make an appointment to see the teacher.

5. Because of the nature of their work, teachers spend almost all of their time in the classroom. When they are not in the classroom teachers may be in staff meetings, on excursions, planning, marking or duty. Because teachers have a range of duties to fulfil, it may take longer than a parent might wish for them to respond to an email or telephone call. Generally speaking, teachers will endeavour to respond to an email or telephone call within three working days. If a parent sends an e-mail at 8.30 a.m., a teacher may not see it until after their classes are over for the day. Teachers may or may not respond to an e-mail before 8am, after 4pm or on weekends as that's when they are focusing on being a parent to their own children or dealing with other personal responsibilities. If you have not received an expected response, follow up with a written note or telephone call.

6. It is important to reflect upon the tone, timing and content of an email message before it is sent. Emails written in haste or in anger rarely help to sort out issues or problems; in fact, a poorly written or emotionally charged email will almost always have the opposite effect. Too often, harshly written and ‘angry’ emails result in later regret. The rules for civility in e-mail are the same as in face-to-face meetings. Convey a positive tone in your e-mails which can set the stage for a cordial working relationship with teachers and other school personnel. Never say anything by e-mail that you wouldn’t want published. Any inappropriate or offensive language or comments deemed to be defamatory will be sent on to the appropriate authorities. This will not be tolerated.

7. Some members of staff have many different responsibilities. It is therefore important to ensure that you have made contact with the correct member of staff to be able to address your particular question or issue.

9. Emails are a quick and convenient way of communicating “good news”. You are encouraged to use emails to send messages of encouragement and support to the staff of the school.

10. Please Keep in Mind: Each of our teachers has at least 25 students. Think about the volume of emails this many parents could generate. Teachers are committed to communicating with parents. Teachers want to know if a student is experiencing difficulty at home or at school. Responding to e-mails takes time and thought.
HOMEWORK

Homework has been hotly debated in recent years and is a source of many and varied expectations, opinions and research-based conclusions that often contradict each other.

Homework is a valued part of all students achieving to their potential at Aspley East State School. Our school uses the Department of Education’s Homework Guidelines as a framework which will help our students establish a balanced lifestyle allowing time for study and sufficient time for family, recreation and cultural pursuits. These guidelines can be found at http://education.qld.gov.au/parents/information

Well planned homework activities allows for consolidation of classroom learning, the development of pattern behaviours around learning beyond the classroom and the enrichment of knowledge and understanding of classroom learning. We believe homework should aim to be:

- Family friendly
- Used to inform and guide parents about class work and year level expectations
- Flexible in meeting the needs of children, teachers and parents
- Open to providing opportunities for parent involvement

Parents and caregivers can help their children by:

- Reading to them, talking with them and involving them in tasks at home including shopping, playing games, household chores and physical activity
- Giving them assistance where required to complete tasks
- Encouraging them to organise their time
- Encouraging them to take responsibility for their own learning
- Helping them to balance the amount to time completing home learning tasks, watching televisions, playing computer games, playing sport and engaging in other recreational activities
- Communication with their child’s teacher to discuss any concerns about the nature of home learning tasks or their child’s approach to the learning
- Providing a suitable time and a quiet place for homework
- Communication any concerns or issues regarding homework to the classroom teacher

The school’s homework policy and procedures may be viewed on the school web site.

HOURS OF OPERATION

<table>
<thead>
<tr>
<th>Time</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Opens</td>
<td>8:00 am</td>
</tr>
<tr>
<td>Lessons Start</td>
<td>8:45 am</td>
</tr>
<tr>
<td>Morning Recess</td>
<td>10:55 am - 11:35 am</td>
</tr>
<tr>
<td>Lessons Resume</td>
<td>11:35 am</td>
</tr>
<tr>
<td>Afternoon Recess</td>
<td>1:15 pm – 1:45 pm</td>
</tr>
<tr>
<td>Lessons Resume</td>
<td>1:45 pm</td>
</tr>
<tr>
<td>School Finishes</td>
<td>2:55 pm</td>
</tr>
<tr>
<td>Office Closes</td>
<td>3:30 pm</td>
</tr>
</tbody>
</table>

All children arriving at school before 8:30 am are required to wait under the Goal Ball Covered Area unless a parent accompanies them. Students accompanied by parents are welcome to sit in the large Tuckshop Covered Eating Area until 8:30 am.

Members of the administrative team are available after 3.30pm. Parents and caregivers are encouraged to contact the school during the designated office hours. After 3.30pm members of the professional staff are often involved in meetings and planning activities.

Outside office hours, please leave a message on our answering machine.

Parents and caregivers are asked to refrain from contacting teachers during times set down for instruction.

Please be aware that messages to students may be phoned through to the office before second break. After this time, they will not be delivered to classrooms as all messages are left in teachers’ pigeon holes which are emptied during breaks. Messages will not be phoned through to classrooms, interrupting lessons.
**JEWELLERY and VALUABLES**

Jewellery is not part of our school uniform. Sleepers and studs in the earlobes are acceptable, as is a watch. A fine chain with a religious symbol is also acceptable.

Visible body piercing is not appropriate and presents a workplace health and safety risk. Therefore the wearing of jewellery in body piercing is not permitted Aspley East State School.

Any loss of jewellery is not the school’s responsibility. Similarly, students should not bring valuables to school. The loss of such items is both distressing for the student and his or her family, as well as being an unnecessary disruption to the good order of the school. The wearing of jewellery is an infringement of the safety codes that cover the operation of school sporting events. Please refer to the uniform guide on our Webpage.

**LEAVING GROUNDS**

Children are not permitted to leave the grounds during the school day unless under supervision of a parent or teacher, or unless parental permission to leave the grounds has been received in writing by the teacher.

Children arriving late for school are required to report to the school office and sign in and collect a late slip for the class teacher.

Students who are leaving early must be signed out at the office by a parent or a listed emergency contact (Photo ID will be required). A leaving slip will be printed and will be required by the classroom teacher before the student can be released.

**LIBRARY / RESOURCE CENTRE**

Our Resource Centre is fully automated with the latest technology and is staffed by a Teacher-librarian and an Education Assistant.

A bank of computers linked to the Internet and a CD server are based in the library. Children can access the library resources from their classrooms. Students are able to visit the library to access the Internet.

The School Resource Centre has an extensive collection of books and significant collection of other materials such as tapes, magazines, filmstrips, videos and CD-ROMs for the computers.

On the shelves are many resources that parents may like to borrow. Parents are very welcome to avail themselves of this facility.

Books can be borrowed for a two-week period. Children are strongly encouraged to use this valuable resource.

Borrowing Times: Before school, lunch time, immediately after school. (Monday, Tuesday and Wednesday)
All classes have borrowing times timetabled during the school week.

**LOST PROPERTY**

School uniforms are expensive. As such, children are encouraged to care for personal property. Misplaced clothing is placed in the “Lost Property Basket” situated at the southern end on Block C.

Parents are requested to ensure that all of the children’s clothing is named as this allows lost property to be returned as soon as possible.
MEDICATION

Education Queensland has issued strict guidelines for the administering of medication in all State Schools. The procedures for our school are as follows: - Teacher Aides, trained as First Aid Officers are responsible for administering first aid. These staff members administer medication to students. Education Queensland guidelines state that written instructions from a pharmacist at a doctor’s direction must be received before medication may be administered.

The medication container needs to be provided to first aid staff and indicate specific times at which medication is to be administered as well as the quantity to be taken.

Short-term oral medication may be administered provided it is given strictly in accordance with instructions by the student’s medical practitioner and is requested by the parents in writing. Medication forms are available from the office and are required to be completed before any medication can be administered.

Education Queensland staff at school will not administer non-prescribed oral medication.

(The school is required by the Education Queensland to keep a record of all occasions when medication is administered at the school or on school excursions. This record must include copies of the necessary letters from parents and medical practitioners.)

NO CHILD IS TO BRING MEDICINE, PILLS OR SPRAY TO SCHOOL
NO MEDICATION IS TO BE SELF ADMINISTERED.

An exception is made for asthma sufferers. Children may keep their asthma medication with them at all times if their parents wish. Should this happen please ensure that your class teacher is aware:
(Take note that the teacher is unable to assist or record medication in the classroom).

Students with serious chronic or emergency medical conditions such as anaphylaxis, epilepsy and diabetes or who require specialized health procedures should provide the school with a management plan or information about the health procedure, signed by a medical professional. School staff will liaise with these families to ensure guidelines for the management of these conditions are met.

MOBILE PHONES and OTHER ELECTRONIC DEVICES

Students who need to bring mobile phones to school must turn them off and hand them in to the office each morning. Keeping the phones at the office ensures their safety. There should be no need for students to use phones during school hours.

It is suggested that other electronic devices such as I-pods, MPD players and gaming consoles be left at home unless they are needed for a school talk or other school activities. The reason for this is that items can be stolen or broken or used inappropriately. Theft and inappropriate use will be the responsibility of the student and not the school.
MUSIC

Choir

The school actively supports the activities of our Senior Choir (Years 4, 5, & 6) Junior Choir (Years 2 & 3) and Pee Wee Choir (Prep and Year 1). Students are required to attend practice in school time and occasionally at lunchtimes.

Members are selected by audition and are expected to remain in the choir until the end of the school year. Throughout the year the students in the choir are provided with opportunities to sing at various functions.

Instrumental Music

Instrumental music teachers visit our school weekly to teach instruments of the orchestra. Children are withdrawn from normal classes for music lessons and receive group tuition. String lessons are available from Year 3. Brass, percussion and woodwind lessons are available from Year 5. Some string, woodwind and brass instruments may be borrowed from the school for the first year of instruction.

Information about this program is available from the Deputy Principal or Music Specialist.

A school Concert Band was formed in 1989. Children are encouraged to join the Concert Band and Strings Orchestra when they have developed sufficient skills.

A full dress uniform is required for students who are members of either the Concert Band or Strings Orchestra. This uniform is worn whenever either group performs. Details about the uniform are available from the office staff, members of the Music Support Group or the Deputy Principal. Please note there is a cost involved with participation in the instrumental program.

The Music Support Group is an active and very diligent group of parents and caregivers who devote countless hours to promote music as a performing art.

NEWSLETTERS

Our newsletter is published fortnightly as an online service. The newsletter can be viewed directly on our website following the link. Parents and caregivers need to register to receive the newsletter directly to personal email addresses.


Our newsletter includes details and information about school events and is an important medium for highlighting the achievements of our students. Special class features often appear in the newsletter.

The students assist with the provision of copy for the newsletter. Students make extensive use of the school’s many digital cameras to record important school events. These digital images often appear in the school newsletter. Alternatively, we offer the link on our school website to register.

OPEN DAYS

Each year the school will host several open days for the parents and caregivers of students entering school for the first time.

These days are a wonderful opportunity to showcase the school and all that we offer.

Open days in 2017 are: 3 May, 19 May, 15 June and 18 July.

Please contact the office for further information.
OUTSIDE SCHOOL HOURS CARE

Professional Outside School Hours Care services are provided each day by qualified staff employed by an external agency appointed by the P&C. Our OSHC is provided by the PCYC.

Hours of Operation:

Before School Care: 6:30 to 8:45am
After School Care: 2:30 to 6:00pm
Vacation Care and Pupil Free Days: 6:30am to 6:00pm

The service provides care for all enrolled children. Afternoon tea and a quality program with a wide variety of sport and craft activities are provided every day. Childcare assistance is available to eligible families.

The Coordinator can be contacted on ☎️ 3867 2734 or by visiting the centre during opening hours. A comprehensive information pack is available from our webpage.

PARENTS AND CITIZENS’ ASSOCIATION

The Parents and Citizens’ Association is an active organisation dedicated to enhancing the learning environment for all students. The staff and students benefit significantly from the support and generosity of the Parents and Citizens’ Association.

All parents are strongly urged to become active members of this association. An invitation is extended to attend our monthly meetings that are held on the second Wednesday of each month, at 6:30pm. (A membership application form is at the back of this booklet.)

PARENT CODE OF CONDUCT

The community’s appropriate conduct on school grounds and respectful interactions with school staff is central to ensuring we provide an orderly and safe learning environment. Our staff and students work to a Code of Conduct and we have developed a document that is intended to provide similar guidelines for parents and carers. Specifically, this Code of Conduct is intended to:

1. Provide a set of general principles to guide parents/carers in their interaction with staff, students and other parents of Aspley East State School;

2. Communicate the School’s expectation as to how parents and carers conduct themselves when on school grounds; and

3. Explain how parents and carers can direct their concerns, whether by verbal or written means.

The Code of Conduct has been endorsed by our P & C and is available on our website.

PARENT-TEACHER INTERVIEWS

Formal parent-teacher interviews will be offered twice a year, in Semester One (either side of the Easter break) and during Semester Two. Parents are very welcome to make an appointment to speak with their child’s teacher at other times throughout the year.

In addition, at the beginning of each year Parent Information evenings are arranged for parents and caregivers to become familiar with classroom procedures and the expectations of each teacher. We value partnerships with our parents and caregivers and encourage genuine and meaningful dialogue. If our students are to experience success, it is vital that parents, caregivers and teachers work together to develop attainable high expectations for each student.
PARENT WAITING AREAS

These areas are located under the Tuckshop Covered Eating Area and the Goal Ball Covered Eating Area.

Parents wishing to collect their children within the school grounds are asked to meet them at one of these locations or near one of the many garden settings situated in the school grounds. This allows the children an unimpeded passage from their classrooms. Parents and caregivers are reminded to refrain from meeting directly outside of classrooms. The presence of people outside of the rooms can be a major distraction to the students. The teachers appreciate the understanding shown by parents and caregivers.

Our parent information board is located under the large covered area. Important notices and information about school events are posted on this board.

PARKING AND ROAD ACCESS – Drop off and Pick up

Aspley East has a number of school entrances. These are located at Hopgood Street, Helena Street, Clorane Street, Ellerdale Street, Mapellan Street and off Kirby Road near the Aspley Leagues Club.

Limited parking is available at Helena Street, Hopgood Street, the Clorane Street shopping centre car park and the Aspley Leagues Club car park accessed from Kirby Road.

There is a supervised pick up zone in the Helena Street car park, for 20 minutes after school each day. A roundabout is available at the Hopgood Street entrance for the dropping off and collecting of children. This is also supervised by a teacher for 20 minutes after school each day with vehicles lining up around the roundabout and out the gate, gradually moving to the actual pick up point at the tuckshop.

Please be patient and courteous to other drivers when using these areas as they become very congested in the minutes immediately after school finishes. If the vehicle lines extend out on to the road, please be aware that you can be held liable for any infringement of road rules and no standing regulations. In all areas, be sure to comply with the directions and restrictions indicated on road signs. The police and city council traffic officers regularly conduct patrols of the streets surrounding the school.

The Helena Street car park includes a designated set down area for students with disabilities. Taxis, buses and authorized private cars make extensive use of this facility. Some parents arrive 5 or 10 minutes after the end of the school day, in order to avoid this busy period. All families are advised to consider alternative options and other entrances in order to help reduce the congestion. More families could make use of the Aspley Leagues Club car park off Kirby road and wait for their children there.

The PCYC outside school hours care service is best accessed by the car park on Kirby Road next to the Aspley Leagues Club, as there is limited parking available near the Hopgood Street entrance.

Please note that school staff will not act as traffic supervisors or managers, nor will we intervene regarding disputes between drivers. If you encounter any problems with traffic please contact city council traffic officers or the police. The Helena Street car park is owned and managed by Brisbane City Council. The car park off Clorane Street near the Prep classrooms is for staff only and should not be used by parents at any time.

Please take care, reduce speed and be alert at all times when driving vehicles in the streets around our school. Safety is the priority for all.
PAYMENTS & REFUND POLICY

Payment of school accounts can be made at the Student Account window in A Block between 8am and 9.30am. Payment options are cash, EFTPOS and credit card. Payments can also be made by direct deposit into the school’s bank account at any time. A “Payment Options” form is available on the school website under Forms and Policies for manual credit card payments.

The school has a late payment policy in place to ensure that payments are received by specified due dates. The full policy can be viewed on the school website (under Forms and Policies). Please be aware if you are suffering genuine financial hardship and cannot meet a payment deadline, approval for late payment can be sought from the Business Services Manager on 3867 2710, prior to the payment deadline.

School Refund Policy:

School fees for activities, excursions and camps are calculated on a cost recovery only basis, according to the number of students who have indicated their attendance. Participation of students in an excursion or camp is indicated through payment of the excursion or camp fee and provision of a permission form completed by the parent/carer.

As the school budget cannot meet any shortfalls in funding for an activity, excursion or camp due to the subsequent non-participation of a student who had previously indicated attendance of the activity, fees already paid for an excursion or school camp may be refunded in full or in part or not at all, having regard to the associated expenses incurred and the circumstances of the non-participation. If payment in advance is made by the school to the venue, no refund will be available. Transport costs may also be deducted from refunds due to our costing schedule.

Refunds are not granted automatically if students do not attend an activity. Written requests must be submitted on a Request for Refund form (available on our school website under Forms and Policies). All requests for refunds must be made within 30 days of the activity using this form. Refunds won’t be paid immediately but will be paid after reconciliation of the activity. Refunds under $25 will be processed as credits against the student’s account and used to offset any future charges.

If there is any outstanding debt for the student or his/her siblings, the school reserves the right to apply any approved refunds to this debt.

PHOTOGRAPHS

Student photographs are taken each year. Children are required to wear their full formal uniform on the day of the photos. Photos in 2017 will be taken in Term 3.

Class, individual and family group photographs are taken as well as our student leadership team.

PRIVACY

To enable Education Queensland to provide education services to students, the Department collects personal information from students, parents and guardians and other third parties.

Education Queensland recognises that an essential part of the school/family relationship is the responsibility to protect the personal information entrusted to it and to ensure that its use and disclosure is carried out in an ethical and lawful way.

For a more detailed explanation of Information please visit the website at:

RELIGIOUS INSTRUCTION

Aspley East School offers a half hour religion lesson per week. It is a non-denominational program, run by volunteer instructors with consultation with some of the Christian churches in the area. Parents are required to purchase a resource for students to use in RI lessons. (See information about the programme)

RI is not compulsory, nor is it provided to students in the Preparatory Year (Prep). Consistent with legislation, any parent of a student enrolled at a state school may withdraw the student from RI by notifying the Principal in writing.

Students who are not participating in religious instruction must be provided with other instruction in a separate location during the period arranged for religious instruction (s.31 Education (General Provisions) Regulations 2006). The other instruction (previously referred to as ‘alternative activity’) must relate to part of a subject area that has already been covered in the student's class and may include, but is not limited to, personal research and/or assignments, revision of class work such as creative writing or literacy and/or numeracy activities which could include online programs currently accessed by the students of that school, and wider reading such as independent reading appropriate for the student.

Information about the Program: The Religious Instruction Book the program uses is entitled God Space produced by Burst Christian Resources. It is a Baptist publication for general use in schools and Sunday Schools in NSW and Queensland. The program is non-denominational, based on general Christian principles. The book is available for parents and caregivers to peruse by request through the office. Students are encouraged to take the book home for that purpose.

A permission form is required to be signed by parents prior to students attending Religious Instruction classes. Forms are available from the school website. Accordingly, any child without a signed permission will be placed in another classroom, during the religious instruction lesson. Further information is available from www.aspleastss.eq.edu.au and http://education.qld.gov.au/schools/school-operations/ri-policy-statement.html.

Classes in the upper school also use “The Big Rescue Bible” (contemporary English version), published by the Bible Society. These bibles are kept in the classrooms and are not issued to students to keep. A copy is available for preview in the Principal’s office.

RESPONSIBLE BEHAVIOUR PLAN FOR STUDENTS

Education Queensland is committed to provisions that ensure all young Queenslanders have a right to and receive a quality education.

A warm and friendly school environment where children feel secure and valued is paramount to effective teaching and learning. This, along with an engaging curriculum, dedicated, highly organised teachers and a supportive school community, creates a powerful influence on the development of children. The aim of our Code of Responsible Student Behaviour is to create a school and classroom environment conducive to high student outcomes, academically and socially and the development of physical fitness. As part of life education, each student needs to work towards responsible self-discipline, high self-esteem and a quality work ethic.

Our approach to the development of responsible self-management is proactive; focusing on encouragement and affirmative responses to appropriate behaviours, modelling of moral social practices and is both reflective and self-evaluative. We believe that the establishment of disciplined, caring relationships between students and teachers is essential to effective classroom management and the development of each student’s self-esteem and positive attitude towards peers, work and school. Our motto is ‘Reward for Effort’ and this is evidenced in our school philosophy. Effort, hard work and striving for excellence are highly valued and acknowledged in our school community.

Good school management begins with clearly defined standards, rules and expectations. Aspley East State School expects high standards of behaviour and work ethic from its students. Certain expectations are placed upon the students, ensuring a positive atmosphere, safe environment and a sense of belonging for all. Aspley East’s Whole School Discipline Plan governs behaviour of all students and provides a systematic, consistent method to deal with discipline problems throughout the school. It creates a positive and orderly environment in which effective teaching and learning takes place.

A copy of our Responsible Behaviour Plan for Students will be available upon request, and is also available on the school website.
The School Community has adopted the E02 School Based Management option that includes the continuation of our School Council. This is a representative body responsible for approving and monitoring the strategic direction of the school. The School Council has six members. Both the Principal and President of the Parents and Citizens' Association are automatically elected to the Council. A further four members of the School Community make up the Council. Two of the additional four are parents / caregivers who are members of the Parents and Citizens' Association while the remaining two members are elected from the staff of the school.

The School Council approves and reviews many of the development plans for the school.

Members of the School Community worked very hard to produce a School Strategic Plan, an Annual Operational Plan that includes the School Budget and a School Partnership Agreement. The aim of each document is to provide a framework for the continued development of Aspley East State School.

Every four years the school undertakes a Quadrennial School Review that involves the collaboration and involvement of the school community to inform the next four-year cycle of planning and review through the School Strategic Plan.

Parents and staff work together to monitor, review and reshape our vision for the school to ensure we provide a supportive and challenging learning environment for all students.
SCHOOL QUOTES

Believe you can and you’re halfway there.
—Theodore Roosevelt

Differences were meant not to divide, but to enrich.
—J. H. Oldham

It’s nice to be important but it’s more important to be nice.

Goals help you channel your energy into action.
—Isaac Asimov

Kind hands, kind feet, kind words.

Never, never, never give up.
—Winston Churchill

No act of kindness, no matter how small is ever wasted.
—Aesop

Someone is sitting in the shade today because someone planted a tree a long time ago.
—Warren Buffet

Strength lies in differences, not in similarities.
—Stephen Covey

The only way to have a friend is to be one.
—Helen Wills Moody

SECURITY

A 'state of the art' electronic security system monitored by State Government Security provides protection of the buildings and contents. Members of the School Community who witness suspicious behaviour are urged to contact Government Security immediately on 3224 6666.

The School has procedures in place for emergencies during school time. These include emergency evacuations and lock down procedures.

All visitors are requested to report to the office. A sign-in and out system with distinctive nametags distinguish non-staff members in the school precinct.

The resources that are available for use by the students and staff have taken time and considerable expense to amass. The assistance of the School Community is sought to ensure that these resources are protected and are always available to provide a supportive and challenging learning environment.

The security lights are controlled by a sophisticated timer and are set on a variable sequence. For members of the School Community wishing to use the facilities at night, the timers can be reprogrammed to ensure all necessary security lights are operating.

You can also contact School Watch on ☎ 131 788
SPECIAL REQUESTS

Please advise the office staff via e-mail or written correspondence:

- If you change your address.
- If there is a change in your emergency contact number.
- If any significant changes occur with regards to your child’s health.
- If you have any concerns about your child at this school.
- If you are pleased with what is being done for your child at this school.
- If custody orders and arrangements change.
- Any other changes that concern your child please contact the Deputy Principal.

SPORT

Participation in school sport is strongly encouraged. The students participate in a variety of sports. As part of the Health and Physical Education Programs, a variety of skills are taught as children move through the years.

Students are able to participate in interschool sports or extra-curriculum activities.

Sports Houses:  Cunningham – Red   Hinkler – Yellow   Oxley - Blue

House teams for sports and general competitions are organised. Once enrolled, your child is placed in one of three houses. Every effort is made to keep younger siblings in the same house as their elder brothers and sisters.

Class teachers are allocated a house to offer guidance, assistance and encouragement. Students remain in the same house while enrolled.

SPECIALIST STAFF

The students receive support from many highly qualified professional support staff. Several of our specialists are based at the school including our Music Teacher, Instrumental Music Teachers, Teacher Librarian, LOTE Teacher (Chinese), Physical Education Teacher, Guidance Officer and Special Education Teachers (Visual Impairment, Autistic Spectrum Disorder, Speech Language Impairment and Intellectual Impairment). Advisory Visiting Teachers in the areas of Hearing and Physical Impairment are also accessible to our students. We receive regular support from Advisory Visiting Teachers, Orientation and Mobility Specialists, Physiotherapists, Occupational Therapists and Speech Therapists.

STUDENTS - EDUCATION QUEENSLAND INTERNATIONAL (EQI)

Our school is accredited as a provider for short and long-term international students. Enrolment applications must be made via Education Queensland International and are subject to visa classifications.

STUDENTS - ENGLISH AS AN ADDITIONAL LANGUAGE OR DIALECT (EAL/D)

Students enrolled in state schools who are learning Standard Australian English (SAE), as a new language, while simultaneously learning the curriculum through SAE, are referred to as EAL/D learners. EAL/D learners are most proficient in a language or dialect other than SAE and require additional support to develop proficiency in SAE. At Aspley East State School these students come from diverse backgrounds. It should be noted that not all students from these a different cultural background will require additional support to meet the curriculum expectations of their age cohort.

Although all these children come from diverse backgrounds, there is one thing they all have in common: English is not their first language. Current research indicates that these children are more likely to become truly bilingual (or trilingual) if their mother tongue (their first language) is actively spoken at home with family. In contrast, at school, the language of instruction is Standard Australian English. It has been found that children are able to transfer the concepts they learn in their first language over to learning English. If alternative ways of speaking English are spoken at home, the children are given poor models to copy and this negatively influences and impedes their
learning of SAE at school. It is strongly suggested that parents speak their mother tongue to their children at home so that they have the best chance of becoming bilingual citizens of the world.

Education Assistants and Support Teachers will assist with the delivery of effective learning and teaching programs for EAL/D learners. Some children with high needs may be withdrawn in small groups to improve learning outcomes.

At Aspley East State School we celebrate the diversity of our school population. One way this is acknowledged is with our Harmony Day celebration. On this special day, the students are encouraged to dress in their national costume and EAL/D students with expertise in a specific area are invited to sing and dance for the rest of the school and parent/teacher audience.

**STUDENTS - GIFTED AND TALENTED**

Aspley East State School is committed to high quality educational outcomes for all students. Additionally, we acknowledge the diversity of our student population and as such, we strive to provide an appropriate curriculum to cater to the learning needs of all students. Students who are gifted and talented are entitled to a curriculum provided at a pace, degree of abstraction and complexity: and level consistent with their abilities so that they are identified and supported with appropriate strategies and are not educationally disadvantaged.

Aspley East State School:

* recognises that students who are gifted and talented in one or more domains are present in every school.

* recognises that students who are gifted and talented vary in achievement, that achievement may vary over time and that some gifted students underachieve or experience difficulty translating their gifts into talents.

* aims to provide identified gifted and talented students with relevant and engaging learning opportunities drawn from the Australian Curriculum and aligned with their individual learning needs, strengths, interests and goals to engage, stimulate and develop their potential.

At Aspley East State we support student learning by providing quality differentiated teaching which incorporates an increasingly focussed and personalised approach aimed at improving the achievement of every student. Teachers use data and ongoing monitoring to differentiate what students are taught (content), how they are taught (process), how students demonstrate what they know (product) and the learning environment. For gifted and talented students this increasingly personalised approach involves focussed and intensive teaching, extension and enrichment.

It is our vision to enhance every student’s opportunity to achieve their full potential. Our objective for our gifted students is that they feel valued in a learning environment, which is both challenging and supportive. In addition, we endeavour to provide students with a number of enrichment programs to help encourage and develop their critical and creative thinking and skills. Lunch time Enrichment programs, which are open to all students, provide opportunities to further develop and explore student’s capabilities.

These programs may include:


Our G&T students also access various academic competitions (ICAS, Australian Mathematics Competition, Maths Tournament) and have opportunities to participate in learning programs linked with our partner school, Aspley State High. The Aspley State High Learning Enrichment Program offers selected students hands on experience of a range of high school subject areas including; The Arts, English, Science, Industrial Design and Technology and Home Economics/Hospitality.

**STUDENTS WITH DISABILITIES**

As with all schools, we cater for students that present with a diverse range of disabilities.

Education Support Team teachers liaise with the class teachers and specialist teachers (Music, PE, Library, LOTE) in relation to the impacts of the child’s strengths and needs on the curriculum and their communication, learning environment, health and safety, behaviour and social / emotional wellbeing. This will inform the type of adjustments needed for the student and the support teacher with planning and implementing these adjustments.
STUDENT REPORT CARDS

Our school issues report cards for Prep to Year Six twice a year at the end of each semester. Report cards are emailed to parents. Paper copies of reports cards are available by written request to the school office.

STUDENT RESOURCE SCHEME AND BOOKLISTS

The Education (General Provisions) Act 2006 states that, for a student enrolled in a state school, the cost of providing instruction, administration and facilities must be met by the state. To ensure students are prepared for learning, parents are required to provide a range of resources for their children while they attend school.

Our school has a Student Resource Scheme (SRS) that operates as follows:

(a) Booklists: A Core List of items required for every class at a given year level is provided to families in the form of annual stationery and booklists. Year Level Book Lists are issued in term four and posted on the school website. Parents are responsible for purchasing these items and are strongly encouraged to use the local Nextra Newsagency in Aspley Village who partner with the P&C Association for this purpose.

(b) A Student Resource Scheme which ensures all students have required resources for our education program and gives families the opportunity to benefit from the school’s bulk purchasing arrangements in resource provision for some items. In return for a fee per child ($60.00 per year), the Student Resource Scheme at Aspley East State School provides a range of resources for student use including class sets of texts and readers, art consumables, teacher generated resources, cooking when required and other miscellaneous items. Please refer to the school website for full documentation and information regarding this scheme. Participation in the scheme is voluntary and you will be under no obligation to join. However books, materials and consumables required under this scheme are not funded by school grants and are provided on a user-pays basis. If you elect not to pay the scheme fee then it is the responsibility of the parents to provide the items outlined on this list as per the terms and conditions of the scheme. If you have opted to participate in the scheme, which most parents in state schools do, and then do not pay the required fee, students will not be permitted to attend camps and excursions until these fees are settled.

Costs for 2017 are as follows:

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Student Resource Scheme fee</td>
<td>$60.00 per student per year</td>
</tr>
<tr>
<td>Instrumental Music Program**</td>
<td>$90.00 per student with own instrument</td>
</tr>
<tr>
<td></td>
<td>$120.00 per student with loan instrument</td>
</tr>
<tr>
<td><strong>only applicable if your child is involved in the Instrumental Music Program</strong></td>
<td></td>
</tr>
</tbody>
</table>

Please contact the Business Manager on 3867 2777 should you have any questions regarding the Student Resource Scheme.

SUPERVISION

Teachers supervise children at school from 8.45am to 2:55pm. It is important for parents to ensure that students do not arrive at school too early. Similarly, it is essential that the school be informed of any changes to procedures for collecting students after school. All students are advised to return to the office if their parent or caregiver does not arrive at school at the designated collection time.

Students who arrive at school before 8:30am will be required to sit in the Goal Ball Covered Eating Area.

Parents / caregivers are asked to contact the school if they anticipate being late to meet their children or if they have changed the arrangements for collecting their children.

On the rare occasion that parents or caregivers are going to be late collecting students, please contact the office prior to 3.15pm. In some circumstances it will be necessary for the students to be send to the PCYC after school care facility. Should this happen a cost will be incurred by the family.
SWIMMING

The Physical Education Specialist, with the support of the class teachers and parent volunteers, conducts a limited water awareness and basic skills swimming programme.

In either first or fourth term the students in relevant classes complete a block of instruction. This program is usually only offered to Years 1, 2 and 3.

Prep children do not participate in the school swimming programme. This decision has been made on the grounds of safety. The programme for Year One students is being modified to provide the students with greater opportunities to develop competency in the water and swimming skills.

All swimmers are required to wear suitable togs (not board shorts) and a suitable bathing cap. Rash shirts may be worn to maximise protection from the sun. Parents are asked to ensure that all items including the child’s towel are clearly identified with the child’s name.

TRANSFERRING TO ANOTHER SCHOOL

When a child is transferring to another school please advise the office staff of your intention to transfer. We would appreciate 2 – 3 days’ notice if possible.

TUCKSHOP

Our students and staff are able to purchase from the tuckshop every day. The menu is comprehensive, offering a wide selection of nutritious food and drinks.

The State Government's Healthy Food and Drink Supply Strategy for Queensland Schools, Smart Choices ensures healthy food and drink choices to students. The strategy applies to any area where food and drink is supplied including the tuckshop, fundraising ventures, vending machines, excursions, camps, classroom rewards, sport days, and curriculum activities.

The Strategy is based on the Australian Dietary Guidelines for Children and Adolescents and the Australian Guide for Healthy Eating encouraging fruits and vegetables and severely limiting such items as lollies, fried foods, cakes and soft drinks. The strategy advocates for a balanced approach to health, which encompasses nutritious eating, combined with physical exercise thus promoting an overall healthy lifestyle.

Members of the School Community provide daily “home bake” cooking. “Meal Deal Days” also provide the students with different menu selections.

Ordering Tuckshop online

Our school also offers parents and caregivers the option to order tuckshop on line. There is no registration charge and the site is user friendly. Use any PC, go to the website: www.flexischools.com.au

Choose your own username and password and enter your contact details. For each child, click “add a student” and follow the prompts to place an order. This is the preferred method of ordering and paying.

Volunteers at the Tuckshop

Volunteer support for all aspects of tuckshop operations is always appreciated. Parents interested in providing assistance in the tuckshop or by providing “home bake” are asked to contact the Tuckshop Convenor.
Our uniforms are sold exclusively from the school at our Q Store. The shop is located next to the tuckshop. Hopgood Street is the nearest entrance. The shop hours during term times are: 8:00am – 9:30am Monday, Wednesday and Friday. More information is available on our website.

### Uniform Code

All students are required to wear the school uniform. The wearing of the uniform allows the students to demonstrate pride in their school. It also ensures that the students are recognised within the community and acknowledged for their commitment and dedication to their school.

At all times the students are to be well presented. They are required to:

- wear their full formal uniform or complete sports uniform on the designated days
- Preparatory Students - wear the sports uniform each day
- wear the full formal uniform on most days
- wear sports uniform on those days designated for physical education lessons or inter and intra school sporting competitions. (These details will be provided to parents and caregivers at the beginning of each term)
- wear the approved school hat (caps are not acceptable due to the Sunsafe Policy)
- wear black shoes and appropriate length socks with the formal uniform.
- wear joggers and appropriate length socks with the sports uniform.
- wear only watches, sleeper and stud earrings (in ears only). No other jewellery is acceptable.
- ensure hair is kept at a conservative length and well maintained (both boys and girls). Extremes with regard to hair colours and styles are not permitted.

<table>
<thead>
<tr>
<th>Boys</th>
<th>Girls</th>
</tr>
</thead>
<tbody>
<tr>
<td>Button up shirt – with school initials on the pocket</td>
<td>A-line dress with sleeves – green collar with a button on tie and school initials on the collar</td>
</tr>
<tr>
<td>With</td>
<td>With</td>
</tr>
<tr>
<td>bottle green shorts</td>
<td>black shoes</td>
</tr>
<tr>
<td>black shoes</td>
<td>white socks</td>
</tr>
<tr>
<td>white socks</td>
<td>bottle green sunsafe</td>
</tr>
<tr>
<td>bottle green sunsafe</td>
<td>slouch hat with school initials</td>
</tr>
<tr>
<td>slouch hat with school initials</td>
<td>or</td>
</tr>
<tr>
<td>or</td>
<td>bottle green sunsafe</td>
</tr>
<tr>
<td>bottle green sunsafe bucket hat with school initials</td>
<td>bucket hat with school initials</td>
</tr>
</tbody>
</table>

### Winter Accessories

- Bottle green windcheater
- Bottle green tracksuit
- Green tights

### Sports Uniform

<table>
<thead>
<tr>
<th>Boys</th>
<th>Girls</th>
</tr>
</thead>
<tbody>
<tr>
<td>green and yellow polo shirt with Aspley East on the collar</td>
<td>green and yellow polo shirt with Aspley East on the collar</td>
</tr>
<tr>
<td>With</td>
<td>With</td>
</tr>
<tr>
<td>bottle green shorts</td>
<td>bottle green skort or bottle green culottes / shorts</td>
</tr>
<tr>
<td>black or white joggers</td>
<td>black or white joggers</td>
</tr>
</tbody>
</table>

### Prep Students

Prep Students were the sports uniform each day.

### Interhouse Sport Uniforms

Interhouse sporting competitions, the children wear the following coloured T-Shirt.

| Cunningham | Red |
| Oxley | Royal Blue |
| Hinkler | Yellow |
VOLUNTARY CONTRIBUTION SCHEME

In order to provide facilities over and above what the Government provides the Parents and Citizens’ Association asks each family to contribute towards a voluntary contribution scheme (tax deductible). Letters will be sent home to families in April.

VOLUNTEER HELPERS AND VISITORS

Our School Community values genuine community involvement. Parents and caregivers are encouraged to become involved in school activities. A variety of opportunities exist for parents and caregivers to volunteer their expertise. Volunteers assist with the implementation of curriculum programs - reading, swimming, class excursions and cultural activities. They add significantly to the supportive and challenging learning environment we are striving to provide. We also utilise volunteers to assist in the preparation of materials in alternative format (e.g. typing and scanning tests on to computer for production in large print or Braille or reading materials on to audio tape).

A daily Register of Visitors to the school is maintained at the office. All persons are required to enter their name into the Visitor's Book upon arrival and wear a distinctive nametag. Upon departure, the nametag should be returned as part of the sign-out procedure. This procedure assists school staff to maintain a safe environment for our children.

WORKING WITH CHILDREN CHECK

Parents who volunteer to work with children are required to hold a suitability ‘blue’ card issued by the Commission for Children and Young Children and Child Guardian. Parents and caregivers may work in a classroom or group which involves their own child without holding a card. Applications for blue card can be obtained from the office or check website www.bluecard.qld.gov.au.
You are invited to become members of the Aspley East Parents & Citizens’ Association.

If you wish to accept this offer please complete the following details.

This information will remain strictly confidential and will only be used for mailing addresses, emergency contact regarding fundraising events or working bees etc. It is a requirement to keep a registration form for all members.

<table>
<thead>
<tr>
<th>Name:</th>
<th>Title</th>
<th>Dr / Mr / Mrs / Ms</th>
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<tbody>
<tr>
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<table>
<thead>
<tr>
<th>Address:</th>
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<table>
<thead>
<tr>
<th>Phone No</th>
<th>Home:</th>
<th>Work:</th>
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<thead>
<tr>
<th>E-mail</th>
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</table>

Are you over 18 years of age? YES / NO

Interests/Vocation/Employment/Expertise (e.g.; Welding, cooking, ticket-selling, LAP - assisting Children with learning, swimming).

Do you have a child attending Aspley East State School? YES / NO

<table>
<thead>
<tr>
<th>Child</th>
<th>Year</th>
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<tr>
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</table>

DATE Signed

Applications for membership are renewable at the Annual General Meeting (which will be held within three (3) months of the end of the financial year). This application will be effective for 2017.

Thank you for accepting the offer. Membership entitles you to vote at P & C Association meetings, and offers you voluntary workers’ insurance cover.

Name: (Printed) Name: (Printed)

Signature Signature

P&C President P&C Secretary