

# *Springwood Central State School*



*Prospectus 2026*

# CONTENTS

Principal's Welcome  
School Contact Details  
2026 Term & Vacation Dates  
School Campus Map

## ***General Information***

(listed in alphabetical order)

Appointments	Lost Property
Assemblies	Medication
Assessment	Mobile Phones / Electronic Equipment
Australian Curriculum	Newsletter
Behaviour Management	Notification of Change of Details
Bikes and Scooters	Outside School Hours Care (OSHC)
Book Club and Book Fair	P&C Association
Booklists	Parent Information Sessions
Cheerleading	Parking
Collection of Payments	QParents
Competitions and Extra Curricular Activities	Reporting
Concerns	School Chaplaincy Service
Dress Code	School Charges / Voluntary Contributions
Enrolments	School Photos
Excursions and Camps	Security and Blue Cards
Facebook	Serious Accidents
Grounds	Special Events
Health Issues	Sport / Sport House System
Homework Policy	Student Absences / SMS System
Hours of Operation	Student Leadership
Inclusion	Sun Safety
Information Technology	Transfer to Other Schools
Instrumental Music Program	Transition to High School
Interschool Sport	Use of Facilities After Hours
Languages Other Than English (LOTE)	Valuables at School
Library	Wet Weather Procedure
Looking After the Environment	

## **WELCOME FROM THE PRINCIPAL**

On behalf of our school community, I would like to welcome you to our wonderful “hidden gem”, Springwood Central State School. At Springwood Central State School we offer an intimate, friendly and supportive environment where every child is provided the opportunities and support to be successful. Our motto 'Through Effort Success' embodies the emphasis the school places upon participation and effort to ensure that all students learn at high levels.

At Springwood Central State School, our vision is to prepare our students to become knowledgeable, resilient, caring and creative members of the community. We do this through enabling them to develop confidence, curiosity, compassion and a love of learning. We gauge our success by seeing our students engaged in their learning, being respectfully collaborative and cooperative with others, and showing resilience and a growth mindset when challenges arise.

Our school offers eight curriculum learning areas including specialist programs in HPE, Music, LOTE, Technology and The Arts. As well as this, our extra curricula programs offer students opportunities to extend their interests and provide them with skills that will benefit them beyond their primary school years. These programs include a weekly electives program, instrumental music, choirs, and sporting opportunities.

Staff are committed to meeting the needs of all students through the use of inclusive practices, ensuring all students receive what they need to be successful. Our staff will work with you to support your child's journey through the primary years of schooling so as to prepare them for a successful future.

Thank you for choosing our school.

Sincerely,

**Kerry White**  
**Principal**



# ADMINISTRATION

**PRINCIPAL:** Kerry White

Email: kwhit85@eq.edu.

**HEAD OF SPECIAL EDUCATION SERVICES:** Selena Wilson

Email: swils32@eq.edu.au

**HEAD OF DEPARTMENT – CURRICULUM:** Ellene Lye

Email: elye7@eq.edu.au

## CONTACT DETAILS

**ADDRESS:**

26-34 Dennis Road

SPRINGWOOD QLD 4127

**POSTAL ADDRESS:**

P O Box 21

SPRINGWOOD QLD 4127

**TELEPHONE:**

(07) 3290 9333

**EMAIL:**

[admin@springwoodcentralss.eq.edu.au](mailto:admin@springwoodcentralss.eq.edu.au)

**WEBSITE:**

[www.springwoodcentralss.eq.edu.au](http://www.springwoodcentralss.eq.edu.au)



## GENERAL INFORMATION

**SCHOOL COLOURS:**

Green and Gold

**SCHOOL MOTTO:**

Through Effort Success

**HOUSE GROUPS:**

Dennis - Red

Paxton - White

Wallace - Blue

**SCHOOL HOURS:**

8.25am

First bell

8.30am

Second bell

8.30am – 10.30am

First session of instruction

10.30am – 11.10am

Break – (including 10 minute eating time)

11.10am – 1.10pm

Second session of instruction

1.10pm – 1.40pm

Break – (including 10 minute eating time)

1.40pm – 2.30pm

Third session of instruction

## 2026 TERMS and VACATIONS

**TERM 1** Commences: Tuesday 27 January  
Concludes: Thursday 2 April

***Easter Vacation*** Commences: Monday 5 April  
Concludes: Friday 17 April

**TERM 2** Commences: Monday 20 April  
Concludes: Friday 26 June

***Winter Vacation*** Commences: Monday 29 June  
Concludes: Friday 10 July

**TERM 3** Commences: Monday 13 July  
Concludes: Friday 18 September

***Spring Vacation*** Commences: Monday 21 September  
Concludes: Monday 5 October

**TERM 4** Commences: Tuesday 6 October  
Concludes: Friday 11 December

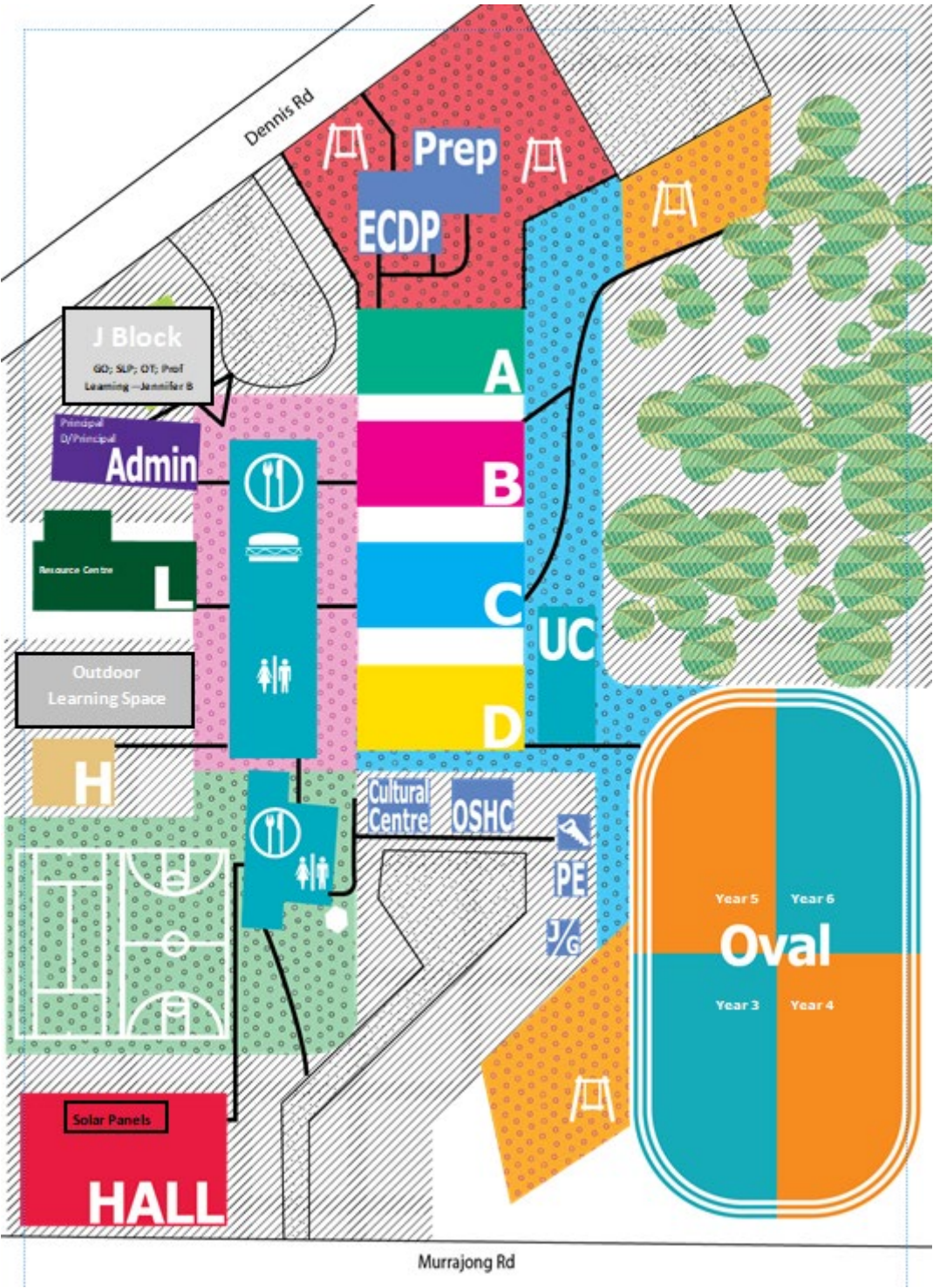
**Summer Vacation** Commences: Monday 14 December

### Proposed Public Holidays

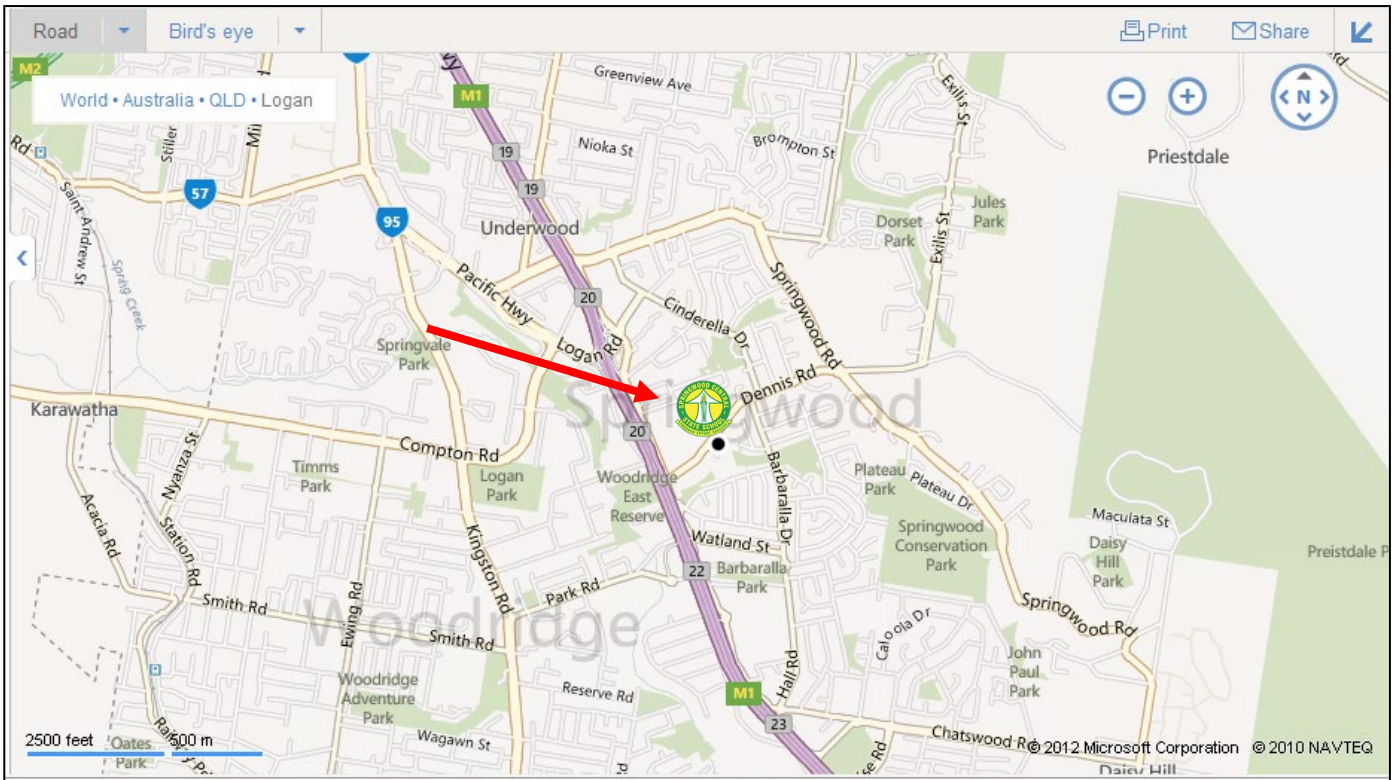
Australia Day:	Friday	26 January
Good Friday:	Friday	3 April
Easter Monday:	Monday	6 April
ANZAC Day:	Saturday	25 April
Labour Day:	Monday	4 May
King's Birthday:	Monday	5 October
Christmas Day:	Monday	25 December
Boxing Day:	Tuesday	26 December



SCHOOL CAMPUS MAP



## LOCATION MAP



## GENERAL INFORMATION

### Appointments

Parents are welcome to make an appointment to speak with teachers or the Principal regarding their student's progress or well-being at school. It is requested that parents contact the staff member they wish to speak with to negotiate a mutually convenient time for all parties to meet. Teachers are generally unable to make appointments during school hours. Whilst arranging a meeting time it is helpful to indicate the topic to be discussed so that staff can ensure necessary information is available at the time of the meeting.

### Assembly

Assembly is held every Monday at 2pm in the school hall. Assemblies are held to keep students and parents informed of school events, share news, discuss school expectations and celebrate student success.

Awards are presented to students who have demonstrated qualities and skills which we, as a school, seek to promote. Certificates for success in academic, athletic, artistic, musical performance and competitions are amongst those presented.

Parents are warmly invited to attend assembly and share in this time with our school community.





## Assessment

Assessment is the collection and analysis of information about student's learning. As part of the delivery of Springwood Central's curriculum, data is collected about student's learning within a meaningful context, throughout all phases of curriculum implementation. A variety of modes are used to collect evidence of student learning to give students the best possible chance of being able to demonstrate their knowledge and skills. Multiple opportunities are offered to students to enable them to demonstrate their understanding of the achievement standard being assessed.

Springwood Central students in Year 3 and 5 participate in the National Assessment Program: Literacy and Numeracy (NAPLAN). These tests provide information about student performance in both literacy and numeracy through externally designed and marked tests that are consistent across the nation. These tests

- provide independent information to supplement other assessment information and support teacher judgement about students' learning outcomes,
- assist teachers to provide additional information to parents/ carers about students' achievements and areas identified in the test as benefiting from further development,
- provide school and system level information to guide decisions about learning, teaching and resource management.

A written report that outlines each child's individual results for NAPLAN is prepared and forwarded to parents once it is received by the school.

## Australian Curriculum

The Australian Curriculum is designed to teach students what it takes to be confident and creative individuals as well as active and informed citizens. It sets the goals for what all students should learn as they progress through their life – wherever they live in Australia and whatever school they attend. At Springwood Central State School teachers follow the Australian Curriculum to ensure all students are provided with the opportunities they need to be successful learners.

From Prep to Year 6, students develop knowledge and skills in eight learning areas:

- English
- Mathematics
- Science
- Health and Physical Education (HPE)
- Humanities and Social Sciences (HASS)
- The Arts
- Technologies
- Languages Other Than English - Auslan

In the early years, priority is given to literacy and numeracy development as the foundations for further learning. As students make their way through the primary years, they focus more on the knowledge, understanding and skills of all eight learning areas.

## Behaviour Management

### PBL

Springwood Central State School is a proud Positive Behaviour for Learning (PBL) school. Our PBL processes aim to improve the social, emotional, behavioural and academic outcomes for all students. Positive Behaviour for Learning is an evidence-based, whole school process designed to improve learning outcomes for all students.

Essential to PBL is a multi-tiered system of supports, available to all students and accessed dependent on need. Each member of the school community has a responsibility to fulfil their role in the provision of such supports.





## ***Class Dojo***

Springwood Central State School uses the “Class Dojo” system to reward positive behaviour and hard work. Class Dojo provides a means of awarding students points for good behaviour choices and is used by the school to improve school culture and student behaviour, promoting a safe environment for learning. Class Dojo provides a way to reward positive behaviour by focusing on **positive behaviours** and less on negative behaviours. Class Dojo may also be used by class teachers as a tool for communicating with parents.

## ***Student Code of Conduct***

The school’s Student Code of Conduct discusses all areas of behaviour management, and is issued to parents as part of the enrolment documentation. Each Queensland state school develops and enacts policies to support an integrated approach to behaviour, learning and teaching. The Student Code of Conduct is the school’s behaviour policy, with information about school rules, consequences, and processes for addressing bullying and the use of technology. The Student Code of Conduct is developed in consultation with the school community and a copy can be found on the school website.

## **Bikes and Scooters**

Students are able to ride their bikes/scooters to school with parent permission. A helmet must be worn if riding a bike or scooter to or from school. Bikes/scooters should be fitted with a safety chain and lock to ensure that once stored at school these items are safe. There is a bike rack located in the junior eating area. For safety reasons, bikes and scooters must always be walked on school property. Students are not permitted to ride bikes or scooters anywhere within the school grounds.

## **Book Club and Book Fair**

The school holds a Book Fair in the library each year. The library receives a commission for all books sold and this commission is used to restock our library shelves with current titles.

Each term students are provided with a Book Club magazine which parents may choose to purchase books from if they so desire. The library/classes receive reward points for each purchase made through Book Club, and these points are then used to purchase new books for our school library.



## **Booklists**

Year level booklists are developed annually in readiness for the coming year. These lists outline all the requirements needed by students to be prepared to undertake the school’s year level program. The necessary requirements can be obtained from many local stationery stores. We request that if you are choosing to purchase items from the list independently, where specific brand names (e.g. **Staedtler** pencils) are identified, these particular brands are purchased.

## **Collection of Payments**

Springwood Central State School is a cashless school. Invoices will be issued for all excursions and events. Preferred payment of invoices is via BPoint, as listed on the invoice.

Parents are able to utilise internet banking at any time. Banking details and activity reference codes can be located in our fortnightly newsletter or can be obtained from our office staff. BPoint is the schools preferred method of payment. Please click the URL on your invoice (found at the bottom left-hand corner on invoice) and follow the prompts.

Please be aware that if you choose to use “Fast Transfer” as a payment method, your payment will arrive at the school without your student’s identification details. This means the school will be unable to promptly apply the payment to your child’s account.

Arrangements can be made with the Business Manager to pay off any accounts.

## Competitions and Extra Curricular Activities

Springwood Central is keen to involve students in a range of competitions and activities that share our skills and talents with the wider community. Some of these competitions involve a curriculum focus while others are extra-curricular. School and student Involvement in various competitions is dependent upon student interest, staff availability and the number of events already timetabled into the school calendar. Our students have enjoyed participating in:

- Maths Team Challenge / Storm Cup / Rochedale Challenge
- Competitions – local and national in curriculum areas
- Gala Sports Days

## Concerns Management

From time-to-time issues may arise which cause concern for members of our school community. The school is very keen to discuss and work to resolve any concerns or complaints as soon as they arise so that these do not escalate further.

Parents should consult with their child's class teacher as a first step to dealing with any emergent issues. If the issue remains unresolved, or has a wider application than the classroom, please consult the Principal or a member of the administration team.

The P&C Association also provides a forum for the resolution of school related issues and we welcome your involvement in our P&C, and will work with you to seek solutions to any concerns that may arise.

## Dress Code

The P&C of Springwood Central State School supports a student dress code in keeping with the objectives of the Education (General Provisions) Bill 2006. Our school supports a student dress code that promotes a safe and supportive teaching and learning environment by:

- easy identification of students and non-students at school
- eliminating distractions and/or competition involving dress and fashion at school
- fostering a sense of belonging
- developing mutual respect among students through minimising visible evidence of economic and social differences

Endorsed by our P&C Association, our uniform policy requires the correct school uniform to be worn at all times. Restrictions such as detentions and limited access to activities involving school representation may be imposed where the correct school uniform is not worn. It is expected that the correct school uniform be worn on all school excursions/sporting events, as this assists in promoting our school's image in the community while making it easier to identify our students when they are participating in off campus activities.

All Springwood Central uniform requirements are available to purchase either online or instore from the **School Locker at 3878 Pacific Highway, Loganholme**. They can be contacted on ph 3440 9701. Additionally, online purchasing is available through the website ***theschoollocker.com.au***

The Principal will consider variations in uniform regulations for religious, cultural, and medical reasons. Short term exemptions will be issued to newly enrolled students as deemed necessary.



## Uniform Requirements

### **Formal Uniform**

Formal checked shirt

Formal checked dress

Formal bottle green shorts

Formal bottle green culottes



### **Informal Uniform**

Green and gold SSCSS polo shirt

SCSS house shirt

Bottle green sports shorts

Alternative - school approved single colour gold polo shirt



### **Winter Additions**

SCSS green and gold baseball style jacket

Bottle green single colour pullover or zippered jacket

Bottle green tracksuit pants

Bottle green tights/leggings may be worn under dress, shorts or culottes

Senior polo shirt can be worn by Year 6 students



### **Footwear**

Plain black, lace-up/Velcro shoes with leather or vinyl uppers.

Plain black lace-up/Velcro joggers.

Black shoe laces

Boots are not to be worn

Thongs, skate shoes or open shoes are not permitted

White/Grey/Green short socks



### **Headwear**

SCSS bucket hat or sports hat

Plain bottle green broad brimmed, sun-safe hat

Black, white, or green headdress, where culturally appropriate



Please note that baseball caps are not part of the school uniform and are therefore not permitted at Springwood Central State School.

## ***Jewellery***

In the interests of safety, the only items of jewellery to be worn are:

One watch (smartwatches not permitted)

One plain stud or sleeper in each ear. No other piercings will be permitted

No necklaces, bracelets or anklets.

Consideration will be given to cultural or religious items of jewellery. Permission to wear these must be sought through the Principal.

These rules ensure adherence to the Workplace Health and Safety regulations governing schools.

## ***Hair***

Hair should be neatly groomed and tied back if longer than shoulder length. Extreme hairstyles including track patterns, Mohawk hairstyles and unnatural hair dyes are not permitted.

## ***Other***

Permanent or temporary tattoos will not be permitted.

Nail polish and makeup are not permitted.

If in doubt, parents should seek advice from administration regarding the school dress code.

Your support of our school dress code, and vigilance in sending students to school in clothing items that meet all uniform requirements, is highly valued.

## **Enrolments**

Enrolments are taken throughout the school year for Prep to Year 6 students. If your child has not been previously enrolled in a Queensland state school, you will need to present a birth certificate before enrolment can be accepted. If your child was born overseas, you will also need to provide their passport and visa documentation. All documentation from previous schools should be made available to the school upon enrolment. Enrolment forms are accessible via our school website or from our administration staff.

Springwood Central State School is not an enrolment managed school and as such is able to take enrolments for students regardless of their residential address.

## **Excursions & Camps**



During the school year, excursions are arranged for various year levels. All excursions have educational aims and relate to curriculum the children are accessing in class. Costs will be kept to a minimum and you will be advised well in advance of proposed upcoming excursions.

Students are invited to take part in school camps during Years 5 and 6. The school's camping program has a very important role in developing your child socially, physically, and emotionally. It focuses on developing children's positive self-concept, co-operation with others, responsibility, and leadership. Valuable lessons cover a range of skills that cannot be taught in a school setting.

At Springwood Central State School, we are committed to providing a safe and supportive learning environment for students, staff, and all other members of our school community. This commitment includes ensuring the health and safety of staff and students when conducting curriculum activities in the school or in other locations.

School excursions and camps enhance a student's learning by providing opportunities for the student to participate in activities, both curriculum-related and recreational, outside the normal school routine. All planned school excursions are approved by the Principal and endorsed by the Parents and Citizens Association.



### ***Refund Policy for School Excursions and Camps***

School fees for 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 confirmed through payment of the excursion or camp fee and provision of a permission form completed by the student's parent/carer.

Please be aware that excursion and camp costing is arrived at by considering the number of students who have indicated they will attend. When students withdraw from attendance at an event, the fees already paid may be refunded in full, in part, or not at all, based on the circumstances around the non-participation.

If a parent/carer wishes to apply for a refund due to their child's non-participation in an excursion or camp activity, they may do so by completing a "Request for Refund" form available from the school office. Where possible, the request should include the receipt relating to the payment for which a refund is being sought. Where possible, it is preferred that refunds be made as a credit against the student's account at the school and used for any cost in the future.

### **Facebook**

One of the schools most valuable methods of communication with the school community is via its Springwood Central State School Facebook page. Not only does our Facebook page provide an opportunity for the school to communicate information to parents in real time, it is also a celebration of the schools' achievements, student successes and classroom sharing. We invite you to like our page on Facebook and enjoy the opportunity to share in celebrations of all Springwood Central has to offer.

### **Grounds**

Our grounds boast a school oval, tennis court, adventure play areas, sealed ball games area as well as both junior and senior playground equipment.

Our school is identified as a part of a Koala Corridor and we continue to plant more koala friendly trees to support our native wildlife in their natural habitat. We are often lucky enough to spot native wildlife on our school grounds!



### **Health Issues**

Due to the nature of schools as group environments, contagious diseases and head lice are issues that we are constantly vigilant about. Parents are encouraged to notify the school about any illness students have and the school will alert the community re any concerns about spread of the disease.

Sick children must be kept at home. Please do not send your child to school if they are sick. If a child becomes sick at school, parents/caregivers will be contacted and requested to attend the school to take their child home.

Parents who become aware of children suffering from infectious diseases such as chicken pox, measles or mumps, should advise the school. Quarantine periods must be followed strictly. Information about quarantine is displayed on a Queensland Health poster in the school's Health Room or can be accessed through the Qld Health website.

The following contagious diseases require parental action and/or absence from school for specified periods:

Chicken Pox, Mumps, Rubella (German measles) Measles, Impetigo, Ringworms, Scabies, Lice Trachoma, Parvo Virus, Diphtheria, Viral Hepatitis and Whooping Cough.

Please consult your health professional if you are unsure of treatment processes and requirements.

### ***Head Lice***

The incidence of head lice, tiny wingless insects that live in the hair of humans and animals, has, at times, reached epidemic proportions in Queensland schools. Head lice are not dangerous, do not carry diseases, and are not a sign of poor hygiene (cleanliness). Cross infection unfortunately happens easily in schools where large numbers of children mix freely. The school provides letters home to parents of a whole class when a report of headlice is received regarding

one of the students within the class group. Should the school suspect your child has head lice, you will be advised personally and discreetly.

It is essential that parents treat any case of head lice immediately to limit spread to others. Students may return to school once treatment has been administered. If you discover your child has head lice, please advise the school as soon as possible so others may be made aware of the problem and can take appropriate action.

Excellent products to assist in the removal of headlice are available from the local pharmacy.

## **Homework Policy**

At Springwood Central State School it is considered reasonable that children in Years Prep - 2 do a maximum of 10 minutes of study at home each week night. Most of this time should be focussed on tasks of an oral nature, such as reading.

In Years 3 - 6 the maximum time required to be spent on completing homework is 20 minutes each weeknight. In all cases, homework will be provided that is designed to suit the individual needs of the student.

All teachers at Springwood Central State School provide homework for students. Individual teachers will vary their methods for setting, collecting and marking homework. Please check with your child's teacher each year to determine how they intend to manage homework requirements.

All homework tasks meet the Education Queensland guidelines for homework. If your child has any difficulties completing homework, or your family require some adjustments to the homework schedule, please consult the class teacher.

## **Hours of Operation**

Springwood Central State School holds classes from 8:30am to 2:30pm Monday to Friday with the exception of public and school holidays, and staff professional development days. Please see **Terms and Vacations** at the front of this prospectus for more details.

To ensure the safety of our students we expect that all children arrive just before classes begin and are collected promptly when classes conclude. If parents are unable to drop off or collect students at school start and/or finish times, we encourage the use of the quality Outside School Hours Care program that is run on school grounds by PCYC. The Out of School Hours Care service caters for children who need to be at school prior to 8:10am or after 2.30pm. Please contact the service on ph 0422 458 426 or ph 3290 9318 to make bookings or more information.

The school cannot guarantee supervision of children who arrive early or are picked up late. On arrival at school students are required to sit and wait quietly in their year level covered area for their teachers. Staff supervision of these areas is available from 8:10am. Students under the care of their parents must be supervised while in the school grounds. Parents are requested to restrict their children's access to playground equipment during this time. Students are required to come to the office if their parent has not collected them by 2.45pm.

Parents who are unable to collect their child at 2:30pm must contact the school office to negotiate alternative arrangements.

## **Inclusive Practice**

Springwood Central State School is committed to inclusive schooling practices. Inclusive schooling practices recognise and respond to the diverse needs of all students, accommodate both different styles and rates of learning, and ensure quality education for all through appropriate curriculum decisions, organisational arrangements, teaching strategies, effective utilisation of resources and effective partnerships with parents, service providers and all other significant stakeholders.

At Springwood Central State School, emphasis is placed on supporting all students with appropriate differentiation and curriculum provisions to ensure full engagement within the school community, thus enabling students to work and achieve at their individual level. There is a focus on setting high expectations, valuing and celebrating diversity, and employing high quality, evidence-based teaching practices focussed on high levels of learning for every student.

Inclusive education means that all students, regardless of difference, have equitable access to quality education and opportunities to be successful. The Department of Education and Training recognises that inclusive education will ensure that all students:

- Attend their local state school or education centre, and be welcomed
- Access and participate in a high-quality education and fully engage in the curriculum alongside their similar aged peers
- Learn in a safe and supportive environment, free from bullying, discrimination or harassment
- Achieve academically and socially with reasonable adjustments and supports tailored to meet their needs.

The school employs both teachers and teacher aides with experience in inclusive practice to ensure all students are provided the opportunity to access the learning environment on the same basis as their peers. These staff are guided by input from Department of Education therapists including occupational therapists, physiotherapists, speech-language pathologists, and the school's guidance officer and psychologist. The Head of Special Education co-ordinates the work of these staff to ensure the smooth running of supports.

An Early Childhood Development Program (ECDP), designed to support children from birth to pre-prep with identified complex needs, is run by the school. The Head of Special Education Services is able to assist with applications to be considered for this program.

## **Information Technology (ICT)**

Springwood Central is committed to integrating an innovative ICT infrastructure into teaching and learning. In recent times there has been a significant increase in the human and financial resources allocated to ICT infrastructure and devices at Springwood Central State School.

Students use information technology and the internet at school as part of their access to curriculum. We are committed to ensuring that student safety is at the forefront of any ICT use. This includes appropriate use of passwords, chatrooms, blogs, email and internet sites. The care and respect of ICT equipment and the network is paramount to the success of our program. We expect that all students follow the school's guidelines:

- All students will respect the school ICT equipment and network.
- Students are to notify their teacher immediately of any disturbing/inappropriate material they may encounter.
- Students are not to use search engines to search for inappropriate content or images.
- Students are not to give out any personal information, such as full name or telephone numbers, to anyone on the internet.
- Students are never to share the passwords to their account or allow another student to use their account.
- Students must seek permission before downloading anything from the internet.
- All data storage devices (e.g. USBs) need to be approved by the teacher prior to use.

Violation of any of these rules will result in forfeiture of computer usage and/or other disciplinary action.

## **Instrumental Music Program**

Each year in Term 4, all Year 2 and 3 children are invited to submit an expression of interest to be considered for possible inclusion in the School Instrumental Program for the following year.

Year 3 students have a choice of Brass, Woodwind or Percussion, while the Year 2s are considered for Strings.

Selection into the program is influenced not just by interest, but also takes into consideration behaviour, perseverance, home support and commitment. There are a limited number of school instruments available for loan for a period of 12 months.

Students who are invited to participate in the program may wish to purchase or hire their own instrument to ensure a spot in the program.

Within the school music program, several groups are formed. These include a string ensemble and the school band. These groups are involved in school performances and are often invited to participate in community performances at shopping centres and local nursing homes and retirement villages. Annual entry into eisteddfod competitions is part of the exciting opportunities available to students involved in the music program.

At Springwood Central State School purchase of a school music shirt must be made for any child wishing to participate in the instrumental music program. These are available to purchase from the School Locker at Loganholme.

Springwood Central also coordinates a private company to provide weekly keyboard tuition. Please contact the school office for more details.



## **Languages Other Than English (LOTE)**

The Language Other Than English program is provided to all students at Springwood Central State School. Schools are given the opportunity to teach any language included in the Australian Curriculum. At Springwood Central the language taught to students in their LOTE lessons is Keyword Sign (Prep- 4) and Auslan (Years 5 -6).

## **Library**

Our school library is open from 8.30am – 2:30pm each school day and is about more than just books. It is always buzzing with avid readers, game players, computer whizzes, and provides a friendly, comfortable meeting place for students. The library is home to our yearly Book Fair and is a resource hub for the entire school.

## **Looking After the Environment**

Springwood Central prides itself on its beautiful gardens and aesthetically pleasing environment. The gardens are used as valuable teaching tools and as a luxurious outdoor area where learning can take place. The gardens were planted by the children of the school and their parents. We work hard to maintain and build our visually appealing school environment.

Our school participates in the “Containers for Change” program which sees our students and their families collecting and recycling plastic bottles and juice boxes. For each eligible container we return and recycle with Containers for Change, the school receives a 10 cent refund.

## **Lost Property**

All lost property is held in a plastic box located outside the staffroom (admin building). Children and/or parents are invited to look through the collection at any time to recover lost items. Items remaining in the lost property box at the end of each term are given to a suitable charity. To assist in identifying lost items, please ensure you name each item of your child’s property that is brought to school.

## **Medication**

School staff exercise extreme care in administering medications. Medication will only be dispensed when:

- the medication is prescribed by a doctor and is provided in the original packaging which clearly shows the doctor’s instructions for dispensing and the child’s name,
- an Administration of Medication Form (available from the office) has been completed and signed by the parent/guardian.

All medication must be brought to the office immediately a child arrives at school and will remain there until it is administered by staff. A detailed record of medication administered to students is kept by the school.



Please note that the school is unable to administer non-prescription medication such as Panadol, Nurofen, cough lollies, vitamins etc unless a doctor's letter is provided and the medication is labelled with the chemist's label showing your child's name and the dosage required.

Students who require Ventolin are always permitted to keep an inhaler with them.

If your child has a severe medical condition such as anaphylaxis, diabetes etc., an Individual Health Plan, and where necessary, an Emergency Health Plan, must be developed in association with the school administration. Medical alert posters will be displayed with your child's details at various locations around the school.

It is essential that you advise the office of any change to your child's medical status. Medical forms must be completed for each camp or excursion.

## **Mobile Phones and other Electronic Equipment**

Our school recognises that at times it may be necessary for students to bring mobile phones to school. To ensure the safety of these devices and limit unnecessary use during school time, mobile phones must be handed in at the office each morning and collected by students each afternoon. This is in keeping with the Government around the use of mobile phones by students in schools.

Please note that phones must be switched off when they are handed in at the office. Calls will not be answered by office staff during the school day. If contact with a student is deemed necessary, this can be made via the landline at the school. Contact number ph3290 9333.

No other electronic equipment is to be brought to school.

## **Newsletter**

A school newsletter is published fortnightly and distributed to the school community via email. This newsletter features a variety of school news items including notification of upcoming events, celebration of student achievement, sharing of important information related to the school and messages from the Principal. Items of community news are also published, where space allows.

In an effort to be environmentally conscious, the newsletter is available on our school website [www.springwoodcentralss.eq.edu.au](http://www.springwoodcentralss.eq.edu.au) and is also available as a printed version on request. If you are not receiving the newsletter via a fortnightly email please let the office staff know and they will ensure your email address is recorded accurately and/or add you to the subscription list. Alternatively, please e-mail the school at [admin@springwoodcentralss.eq.edu.au](mailto:admin@springwoodcentralss.eq.edu.au) and advise that you would like to be added to the newsletter email rollout.

Parents are expected to read announcements made in the newsletter to keep informed of routines and schedules affecting their child.

## **Notification of Change of Details**

Any change to your address, phone number, emergency contact details and phone numbers, medical or custody details, must be updated with the school office as soon as possible. This ensures the well-being of your child in situations where contact with a caregiver is required.

## **Outside School Hours Care and Vacation Care**

Students at Springwood Central State School have access to Out of School Hours Care, situated on the school grounds. The Logan City Police & Citizens Youth Club co-ordinate this service.



Before school care is available at the OHSC Block (next to music room) 6.30am - 8.30am each Monday to Friday. After school care is available for children from 2.30pm to 6.00pm.

Further information regarding Outside School Hours Care and the Vacation Care Program are available by ringing 0422 458426 or 3290 9318 or by emailing enquiries to [springwoodSAC@pcyc.org.au](mailto:springwoodSAC@pcyc.org.au)

## P & C Association

The Parents and Citizens Association is an important part of the school community. Consisting of parents, guardians, carers, friends and staff, our P&C works in productive partnership with the school and the community to promote the interests of the school and facilitate its development and improvement so as to achieve the best possible outcomes for students. To keep families informed of goings-on within the school, the P&C Association hold monthly meetings and have a regular section in the newsletter. The P&C meets every second MONDAY of the month in the staff room at 6:00pm. All members of the school community are most welcome to attend these meetings.

## Parent Information Sessions

At the beginning of each year, parent–teacher information sessions are held to provide all parents with the opportunity to meet with their child’s teacher, and the teachers of their child’s year level. Information provided in these sessions offers an overview of the curriculum for the year level, classroom organisation and procedures and behaviour management strategies. Your attendance at these sessions is highly recommended.

## Parking

Parents and visitors to the school have access to a public carpark located adjacent to the school, off Dennis Road.

Parents may find the Murrajong Street entrance to the school is a safer drop off and pick up area. Please be aware that parking in the grounds off Murrajong Street is for staff only. Parent parking is available on the street.

Parking by parents in the grounds is **strictly prohibited** unless authority has previously been obtained from the Principal.

Parents are **not permitted** to drive into the grounds to drop off children in the morning or collect them in the afternoon. This practice is a serious risk to the safety of children at our school.

## QParents

QParents is a secure, online portal that has been created by the Department of Education to provide parents of Queensland state school students with 24-hour access to their child's information. Springwood Central State School uses QParents to ensure up to date information is available to all parents.

The portal allows parents to securely access information about their child and communicate directly with the school.

QParents provides secure, online access to student information such as

- attendance details
- behaviour
- report cards and assessment dates
- upcoming events
- timetables
- invoices
- payment history
- student photo

Parents are encouraged to register to use the portal at the following link <https://qparents.qld.edu.au/#/login>.



## Reporting

Reporting draws on all forms of data collected as part of the teaching, learning and assessment processes. Each student has a folio of work that is a continuous record of their learning outcomes. Teachers utilise collected data and work samples from folios to inform the reporting process at Springwood Central State School.

An annual timeline for reporting is outlined below.

TERM ONE	TERM TWO	TERM THREE	TERM FOUR
Parent/teacher interview	Written Report	Parent/teacher interview	Written Report

## School Chaplaincy Service

Springwood Central is fortunate to have the services of a Chaplain two days per week. The Chaplain provides students and staff with social and emotional support, is a positive adult role model in the school, and enhances engagement with the broader community including parents. Participation in programs run by the Chaplain is voluntary and to access the chaplain's services, parents must sign a permission form. Please be aware that these programs are not religion based.

## School Charges and Voluntary Contributions

Springwood Central State School operates a Voluntary Contribution Scheme to help fund projects of direct benefit to students. As an example, the school uses these funds to support the purchase of art materials for children's use. The suggested amount for the Springwood Central Voluntary Contribution Scheme, as ratified by the P&C Association, is \$30 per student, or \$50 per family. Of course, you are welcome to donate as much as you wish.

## School Photographs

The school employs a professional photographer to capture photos of students in their class groups each year. Individual and family photos are also offered at this time. These photographs are made available through the supplier in a photographic package. Notification regarding the taking of and purchase of school photos is sent to parents via the newsletter. These photos are a wonderful memento for future years. Photographs of sports teams and musical groups, in addition to student leaders, are also available for purchase.

Students should wear correct school uniform for all photographs.

## Security

Staff members and workers on site in the school are required to wear identification badges to allow them to be easily identified. This includes classroom volunteers, who are required to sign in at the school office before proceeding to classrooms.

All school visitors are required to report to the office to identify themselves, ensure necessary sign in procedures have been followed, and obtain the appropriate identification badges.

### **Blue Cards**

The following information relates to Blue Card requirements for volunteers working at the school.

All volunteers aged 18 years of age and older (unless they are a parent of a child attending the school), must hold a blue card before they can start work in regulated employment and the volunteer's blue card must remain valid during their volunteer work.

A child volunteer under 18 years of age does not require a blue card (unless they are a trainee student doing a practical placement).

Although not an exhaustive list, the following volunteers **require a blue card**:

- Volunteers assisting children in classroom activities or early childhood education and care (ECEC) services
- Non-custodial grandparents or relatives assisting children in classroom activities
- Volunteer tuckshop or canteen staff, dependent upon certain circumstances
- Trainee/practical students (regardless of age) doing a practical placement at a school or ECEC centre

Although not an exhaustive list, the following volunteers **do not require a blue card**:

- A parent volunteering at their child's current school
- Parents volunteering in sporting or recreational activities with their own child's school
- A child volunteer under 18 years of age (unless they are a trainee student doing a practical placement).

### ***Money at School***

Parents are advised not to send children to school with large sums of money. Should it be necessary that this occur, the money should be placed inside a sealed envelope with the child's name on the outside and lodged with the office upon arrival at school. We encourage you to take advantage of "Flexischools" to order tuckshop, including snacks, and internet banking to pay for any excursions, camps etc. This negates the need to bring any cash onto school grounds.

### ***Being on School Grounds***

Once at school, a child is not permitted to leave the school grounds for any reason until 2.30pm and the end of the school day. The only variation to this rule is that a child has written authority from parents to leave the grounds, and permission has been granted from the Principal. In these cases, a child being taken from the grounds is required to be collected by a parent/caregiver from the office and officially signed out.

If anyone other than the parent/guardian is collecting a child, a signed authority from the parent/guardian will be required.

### **Serious Accidents**

Parents are notified immediately if a child has a serious accident at school. When a parent or carer is not available immediately, and it is deemed necessary, an ambulance will be called and the child transported to a public hospital for treatment.

### **Special Events**

During each school year several special events will be scheduled into the school calendar. These events will vary in nature and may involve individual classes or the whole school. Where appropriate, parents are invited to attend these events. Our school recognises that these events play a very important role in fostering community spirit and cohesiveness within the student body.

Special events may vary from year to year and may include activities such as

- Bookweek celebrations
- Under 8's day
- School Christmas concert
- Colour Run
- Sports Days
- School athletics and swimming carnival





## Sport & Sport's House System

Students at Springwood Central are involved in regular Physical Education classes and health lessons provided by our specialist PE teacher.

In the final weeks of the year, swimming lessons for children from Prep to Year 6 are delivered in a course of eight half-hour lessons by trained swimming instructors at the Stanford Swim School in Springwood. Costs for these lessons include transport to and from the centre. These lessons are in keeping with our inclusive schooling practices, and all students are catered for.

The school boasts three sporting houses and children are allocated to houses upon enrolment, on a number's basis. Siblings will be allocated to the same house as each other. House names and colours are:

Dennis - Red  
Paxton – White  
Wallace - Blue

House shirts are available for purchase from the School Locker. These shirts may be worn any day and on special sporting event days listed on the school calendar.



## Student Absences/SMS Contact System

Parents and caregivers are required to ensure children attend school every school day under Queensland law, unless there is an acceptable reason for their absence, such as illness or appointments that are unable to scheduled outside of school hours.

If your child is absent from school you must inform the school in writing, via email, telephone or through the QParents App as soon as possible as to the reason for this absence. Unless the school is notified of the reason for a child's absence from school, the absence is recorded as "unexplained" and will be noted on your child's school report at the end of the semester.

Where you child has been marked absent for the day by the class teacher an SMS text will be sent to you advising of the absence and requesting that a reason for the absence be provided. Phone calls to clarify absences will be made in cases where reasons for absence have not been provided.

Absences over ten consecutive school days require an exemption from compulsory schooling form to be completed. Please contact the office for the appropriate paperwork.

### ***What is an exemption and why do I need it?***

Every parent of a child of compulsory school age or a young person in the compulsory participation phase has a legal obligation to ensure their child is enrolled and attending school or participating in an eligible option.

Parents can apply for an exemption from this obligation when their child cannot attend, or it would be unreasonable in all the circumstances for their child to attend school or participate in an eligible option, for a period of more than 10 consecutive school days.

Situations where an application for an exemption may be made include:

- Illness
- Family reasons
- Cultural or religious reasons

If your child is exempted from compulsory schooling, you are excused from your obligation in relation to compulsory schooling or compulsory participation for the time frame noted on the exemption paperwork.

The school principal is not responsible for providing an educational program to your child where an exemption has been granted, however they may provide advice on other educational options available.

## **Student Late Arrivals**

The bell signalling the beginning of the school day is rung at 8.25am and instruction in classes begins promptly at 8.30am. Students arriving any time after 8:40am should report to the school office to collect a late slip before attending their classroom. This late arrival is recorded in the school data base. Parents are informed and invited to discuss any pattern of late arrivals that may develop.

Students who arrive after 9.00am or students who leave early (after 2.00pm) will have this recorded as an absence, however, this absence is for record keeping purposes only and will not be counted in the child's overall absences. Late arrivals and early departures should be kept to an absolute minimum. These disrupt your child's learning and the learning of others in the class.

## **Student Leadership**

There are several leadership opportunities offered to willing students during the senior years at Springwood Central State School. Each of the student leadership roles brings with it certain responsibilities in relation to presenting as an ambassador of the school. Leadership of student activities and involvement in the many promotional activities for the school are key leadership roles.

A number of leadership positions are available for students, and these include, but are not restricted to:

- School Captains
- Sports House Leaders
- Music Captains
- Playground Rangers
- Student Counsellors

New student leaders and student counsellors are elected annually, and these students meet regularly with a member of staff who works to build their skills in developing leadership qualities. Students are encouraged to use these qualities in their daily lives. Opportunities to demonstrate these skills occur many times throughout the year. One of the goals for student council is to fundraise for the school.

As a result, various fundraising initiatives, such as funky hair day, are promoted and undertaken to raise money for worthy charities.



Our student playground rangers willingly donate their time and skills to provide worthwhile lunchtime activities for children in the junior school. The goal for this program is to promote caring for, and a sense of responsibility towards our junior school students. The high rate of involvement in these activities by the students' highlights the success of such programs.

## **Sun Safety**

The school is a partner of the Sun Safe policy and encourages all children to wear a sun safe hat to school and for all outdoor activities.

To support the skin safety of all students, the school has a "no hat - no play in the sun" policy. Students without hats are restricted to play areas out of the sun. Your support with ensuring your child has a hat each day, and vigilance in ensuring this is worn, is very much appreciated. Please note, that in support of our uniform policy, baseball caps are not permitted.

## **Transfers**

Children transferring to another school should advise Administration so that transfers can be arranged. All items belonging to the school, including library books and musical instruments, must be returned prior to departure.

## **Transition Program to High School**

Many students from our school transfer to Springwood State High School, and Rochedale State High School. Both schools provide open days and information sessions for Year 6 students and their parents. The goal of these open days is to give students a small sample of how a high school operates and to familiarise students with the high school environment. Many parents and students provide excellent feedback on the value of these open days.

## **Tuckshop**

The school is serviced by a well-run tuckshop. The tuckshop is open every Tuesday, Wednesday, Thursday, and Friday. The menu complies with the current Department of Education "Smart Choices Policy", meaning that foods sold are healthy options. Please find a current menu on the Tuckshop page of our school website.

The school's P&C Association is responsible for the tuckshop facility and provides this service to parents and children as a means of raising funds for the school. Parents who can volunteer time in the tuckshop are encouraged to contact the P&C or advise administration staff.

The tuckshop provides a wide range of food, both hot and cold. Tuckshop ordering can be completed online via "FlexiSchools" at <https://www.flexischools.com.au>. Online ordering through FlexiSchools is preferred. It is also possible to place orders via a "bag system" in person at the tuckshop. Your child's order is written on paper bags and the money placed inside. The bags are handed in to the tuckshop each morning from Wednesday to Friday.

Orders are prepared and collected from the tuckshop at break times for children in Year 1 -6. Orders are delivered to the Prep students. Separate bags are required for each lunch break.

Please do not give your child more than \$10 cash to spend at tuckshop.

## **Use of School Facilities After Hours**

After hours use of school premises and facilities is only permitted where written authorisation is obtained from the Principal. In some instances, the school is able to hire school facilities to community organisations. If you are interested in hiring our facilities, please contact Administration.

## **Valuables at School**

Springwood Central State School actively discourages the bringing of valuables or personal belongings, such as toys, to school. Please note that the school takes no responsibility for personal belongings that are lost, broken or stolen.

If items are brought for class purposes, they should be given to the teacher to care for until the end of the school day. At no time should valuables be left in students' bags.

## **Wet Weather Procedures**

Students will be accommodated as per the normal school hours during wet weather. Outdoor play and access to certain waterlogged areas may be restricted, and break times may be spent in classrooms if the weather conditions require. Supervision by staff will continue at all times. Responses to weather conditions will always consider the safest possible options for both students and staff.



**Springwood Central State School**

26-34 Dennis Road, Springwood 4127

PO Box 21, Springwood 4127

Ph 3290 9333