

# **IRONSIDE STATE SCHOOL**

## **PARENT INFORMATION BOOK**



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# **IRONSIDE STATE SCHOOL**

## **OUR MOTTO**

**Servabo Fidem**

**I will be trustworthy  
I will keep faith in humanity  
I will be honourable  
I will not give up faith**

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## **INTRODUCTION**

**This information booklet is produced to acquaint families with the key learning areas, services, facilities and procedures of our school, the organisations and associations supporting it and various items of interest.**

**These details are important to us all, especially for the families who are new to our school community.**

**If you have any further questions about our school, then please be encouraged to contact the school.**

**Angela Kelly  
Principal**

## GENERAL INFORMATION

### School's Vision

Outstanding learning and teaching, and a commitment to a collaborative culture.

### School's Values

Respect, Kindness, Integrity and Diversity.

### Statement of Beliefs

Children, teachers and parents are partners in the learning process. The joy of learning flourishes in an atmosphere of trust and collaboration.

We believe that education develops the whole child emotionally, socially, intellectually, physically, artistically, morally and spiritually, and is a lifelong activity.

We believe that all children learn at a different rate and in different ways. Their experiences at school should encourage independence, a respect for others, co-operation, initiative, self-discipline, self-esteem, adaptability as well as enthusiasm, curiosity and imagination.

We believe that teachers are educators and mentors that guide children's learning in an environment that is stimulating and enjoyable and caters for all styles of learning.

We believe that experiences at school should assist in developing students' respect for humanity and for their environment. The school is but one of the social agencies involved in the education of the child.

We believe that parents should have input into the life and direction of this school through consultative and collaborative decision making.

### School History

Ironside State School was opened as a temporary structure on 10 October 1870. The first Principal was Mr William Arthy and the first pupil, Miss Ellen Lane. At that time the school was known as the Toowong State School. When a new school was built at Toowong in 1880, the name was changed to Indooroopilly State School. However, the building of a new school at Indooroopilly resulted in a further change in name to Indooroopilly Pocket State School. Confusion with the delivery of mail occurred and the name was finally changed in October 1904, to Ironside, after the neighbouring estate owned by Dr John Dunmore Lang.

Today, Ironside is a thriving multicultural community with approximately 950 students and over 100 staff. We are proud to have over 40 nationalities represented within the school. Our students are surrounded by a vast range of languages and cultural and religious beliefs which permits the pupils to develop not only tolerance and understanding, but a balanced world view.



## ARRIVAL

### School Hours

School Commences	9:00am (first bell at 8.55am)
First Break	10:50am – 11:30am
Second Break	1:30pm – 2:00pm
School Finishes	3:00pm

Students who arrive at school before 8:55am, and are not booked into Ironside Outside School Hours Care (OSHC), are required to remain seated in a designated waiting area until the first bell rings:

- Prep: Prep Precinct (outside classrooms)
- Year 1, 2 & 3: Under G Block
- Year 4,5 & 6: Library basement

Formal supervision in these waiting areas begins at 8:30am. The school Library also opens from 8:30 – 8:55am.



### Public Transport

Brisbane City Council (BCC) bus stops are located on Hawken Drive in the front of the tennis courts and in front of the Uniting Church across the road from the basketball court. Buses travel to both Toowong and Indooroopilly. Details on bus services can be accessed on the BCC website. Bus stops are supervised by Ironside staff after school but before school students are encouraged to cross at the crossing with care.

## ABSENCE FROM SCHOOL

Regular attendance at school is essential for progress to be maintained. Please notify the school of student absence via the QParents web or mobile application.

Alternatively, please send an email to [studentabsence@ironsidess.eq.edu.au](mailto:studentabsence@ironsidess.eq.edu.au) if your child will be absent. Students who are regularly absent from school may be contacted by a member of the administration team.

**EVERY  
SCHOOL DAY  
COUNTS**

### Planned absences longer than 10 school days

For planned absences longer than 10 consecutive school days, parents must submit an application using the *Exemption from Compulsory Schooling Form* available from our website (*Support and Resources/Forms and Documents/Documents/Office Forms*) or from our school office. Completed forms must be submitted to the office prior to the absence commencement.



### **Accidents and/or Sickness**

When illness occurs at school, or when accidents other than those of a minor nature occur at school, every endeavour will be made to contact one or both parents. If parents cannot be contacted the school will act in the best interests of the child and arrange for necessary medical attention. We request, therefore, that you notify us without delay of any change of address, telephone or emergency contact details. Updates can also be managed through your QParents registration.

If a student vomits during school hours parents will be contacted to immediately collect their child and the child must not return for 24 hours. If a student is deemed unwell and not able to remain in class, parents will be contacted to collect the student.

If children have contracted communicable illnesses such as measles, mumps, flu, etc., they should be kept at home until they are well. If a student in a class has head lice, a note will be sent home to notify all families in that class. The child may return to school as soon as the head lice have been treated. (See the school website for the school Exclusion Policy).

Any student who is unwell must not attend school and should remain at home until well. The school will ask parents/carers to collect their child from school if they are unwell.



### **ACCOUNTS**

Students are invoiced for all cost-related activities each term. This includes costs for planned class excursions, interschool sport, choral and instrumental programs. Payments can be made via the QParents web or mobile application or online at <https://www.bpoint.com.au/payments> (follow the instructions on invoices). Alternatively, our least preferred option is that payments can be made at the school office (opening hours are 8:30am to 3:30pm Monday to Friday) – no change can be given so please have the correct amount if paying cash. If parents wish to apply for a refund due to their child's non-participation in an extra-curricular activity they may do so by completing a Request for Refund Form available from the school office.

### **Voluntary Contribution**

Ironsides offers all students access to a wide range of educational resources and teaching materials which directly enhance their learning. To assist in covering these costs the school offers a Voluntary Contribution Scheme. The suggested participation amount per semester for this scheme is \$120.

### **ASSEMBLY**

School Assembly is normally held each Friday morning commencing at 9:15am and concluding at 9.45am. Parents are invited to attend Assembly in the School Hall. Assemblies alternate between the whole school, senior school (Years 4 to 6) and junior school (Prep to Year 3), schedule details can be found in our newsletter.

## ASSESSMENT AND REPORTING

An emailed student report is issued twice during the year, once for each semester. Formal parent / teacher interviews will occur during Term One and Term Three. Either parents or the classroom teacher may request a formal interview during Semester Two. Parents are welcome to meet with teachers at other times to discuss a student's progress or concerns. In order to ensure that classroom teaching is not disrupted, and to enable the teacher to gather relevant information, parents must make an appointment with the teacher to meet at a mutually suitable time.



## BEHAVIOUR – STUDENT CODE OF BEHAVIOUR

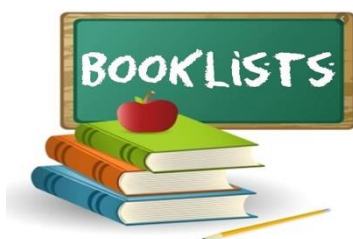
Ironside State School is committed to providing a safe, respectful and disciplined learning environment for students and staff, where students have opportunities to engage in quality learning experiences and acquire values supportive of their lifelong wellbeing. Our school culture encompasses the four areas focused on the Ironside Way. Our STAR school culture is built around the philosophy that all areas of the community are expected to be:

- **Safe and kind**
- **Treasure diversity**
- **Act with integrity**
- **Respectful**

This Student Code of Behaviour is designed to facilitate high standards of behaviour so that the learning and teaching in our school can be effective and students can participate positively within our school community. Full details of the Student Code of Behaviour are provided at enrolment and can be viewed on our website at *Our School/Mission and Values*. The Student Code of Behaviour also includes the school policy for preventing and responding to incidents of bullying (including cyberbullying).

## BOOK LISTS

Booklists for each year level are available from our website. Books and stationery requirements can be purchased locally at St Lucia News (open 7 days per week), 219 Hawken Drive, St Lucia, phone 3870 9244 or Email: [jindaleenewsagecy@gmail.com](mailto:jindaleenewsagecy@gmail.com)  
Booklists can also be ordered online at [www.discountstationery.com.au](http://www.discountstationery.com.au)



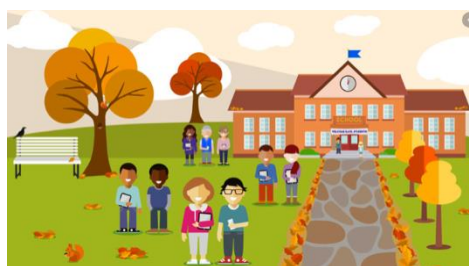


## BRING YOUR OWN DEVICE

Ironside State School offers a Bring Your Own Device (BYOD) environment for our Year 5 and Year 6 students. Ironside State School has a preferred (minimum) participation rate for Year 5 and 6 students within the BYOD program of 80%. To alleviate some of the decision making associated with choosing a laptop suitable for the BYOD program for the year 5 and 6's, we have provided preselected laptops that are available through the supplier CompNow, which can be accessed via the purchasing portal from the following link - <https://shop.compnow.com.au/school/ironside-ss>

For more information, including videos, on how to onboard your laptop please see our website at *Curriculum/Bring Your Own Device*

## COMMUNITY INVOLVEMENT



Ironside State School works with the parent body and community members to provide an excellent learning environment for our students. Parents are very welcome in our school and should make every effort to be involved in the fundraising for the school and also classroom based activities. We appreciate all of our parent volunteers whether it be tuckshop, uniform shop, excursions or class representatives. We also seek parental expertise during special events throughout the year and appreciate all efforts made.

### Parent and Citizen Association

At Ironside, the Parents' & Citizens' Association is a group of parents and interested community members who work in partnership with school staff to build a stronger school community for the benefit of all students. Meetings are held in the staffroom at 6:30pm on the last Tuesday of every month (during school terms). The P&C also manage the spring fair (biennially), tuckshop, uniform shop and swimming club. All families are welcome to join the swimming club on Friday evenings in terms 1 and 4 from 6:00pm when a BBQ and student races are conducted under parent supervision. More details on the P&C are available on our school website at *Our Community/P&C*.

### Year Level Parent Representatives and Class Parent Contacts

Class parent contacts assist the classroom teachers to organise parent supervisors on excursions and incursions, establish a class register of parent skills and interests and sometimes organise social outings for that class. The year level parent representatives periodically meet with the school leadership team to facilitate communication between parents and the school.

### School Council

School councils play an important role in reviewing and/or approving school-based innovations such as: working autonomously with local businesses, industry and other community organisations, leading to innovative models for sponsorship, industry and infrastructure partnerships contributing strategically to the shape of curriculum offerings that

suit the needs of students, for example: International Baccalaureate programs, extracurricular programs, gateway programs and centres of excellence using local flexibility over finance and human resources to ensure resourcing and staffing plans meet local needs the development, use and sharing of facilities and resources.

To contact the school council please email : [ISSCouncil@ironsidess.eq.edu.au](mailto:ISSCouncil@ironsidess.eq.edu.au)

## CONTACTS

Your child's class teacher is the first point of contact. Class teachers can be contacted via email or by leaving a message with the school office on **07 3258 3111**.

Contact details of the school Leadership Team are below:

Principal	Angela Kelly	<a href="mailto:akell58@eq.edu.au">akell58@eq.edu.au</a>
Deputy Principal Prep – Year 3	Tara Griffin	<a href="mailto:txgri0@eq.edu.au">txgri0@eq.edu.au</a>
Deputy Principal Years 4 - 6	Thomas Corbett	<a href="mailto:twcor1@eq.edu.au">twcor1@eq.edu.au</a>

A full contact list of class teachers is available on our website at *Our School/Our Staff*.

### Mobile Phones

Students are not encouraged to bring mobile phones to school. If for any reason a child is required to bring a mobile phone into the school grounds, it should be turned off upon entry at the school gates, placed in their school bag and not accessed throughout the school day. The phone may be turned back on once students exit following daily dismissal. Please refer to the Student Code of Conduct for more detail on these expectations.



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

Ironside State School is one of Queensland's most multicultural schools, with over forty nationalities represented in our school community. Approximately sixty percent of the student population is from a non-English speaking background and these cultures enrich our educational program.

The specialist EAL/D teachers plan collaboratively with classroom teachers to support their curriculum program. They work with students who have recently arrived from overseas and design learning experiences to enable more advanced second language learners to cope with the demands of mainstream classes. The EAL/D education support officers tutor students who are developing initial literacy as well as those who are transferring their first language literacy skills to English. They also provide support (sometimes bilingual) for students with their class projects and speaking tasks.

## ENRICHMENT

Classroom teachers, school-based programs and learning opportunities outside of the school aim to challenge students who achieve beyond year level standard. In-school programs focus on literacy and numeracy. External programs will include mathematic competitions, QDU debating, STEM and ICT explorers.

## ENROLMENT MANAGEMENT PLAN

Parents must notify the school of any change of address within 14 days of any change. Failure to notify the school of a change in address of the student's principal place of residence will be considered in determining eligibility for ongoing enrolment. Siblings of current students are not eligible for automatic enrolment if the sibling's principal place of residence is not within the school's catchment area.

## EXCURSIONS AND CAMPS

During the year classes will be involved in excursions, which have a variety of educational outcomes. Parents will be required to complete a permission form before their child participates in any excursion. Parental assistance is required on school excursions and is organised by the class contact and teacher.

A camping program is offered for students in Years 4, 5 and 6. Each year level attends a different location where the programs are delivered by both school and camp-based staff. Each camp is aimed at giving the children a variety of adventure and social experiences and is usually a minimum of three days and two night's duration.



### Japanese Study Tour



A regular exchange program of biennial visits between the Japanese schools of New Haga Primary, Haga; Kobe University School, Akashi; Tomioka Higashi, Sakai and Ironside commenced in 1981. The program enables Year 5 and 6 students to experience, first hand, what they have learned in their Japanese culture and language lessons. Every second year students from the Japanese schools come to Ironside and

are billeted with Ironside families while they attend our school. These tours are a wonderful learning experience and a strong relationship has been developed with the three Japanese School communities. While the tours have been impacted by the pandemic, Ironside maintains a strong connection with our partner schools in Japan.

## HOMEWORK

Creating life-long learners and fostering a love for learning are two of Ironsides core beliefs. We believe that homework, when connected to the Australian Curriculum and the classroom, provides an opportunity to consolidate learning and develop a pattern of behaviour that extends beyond the classroom context. The Queensland Government has set guidelines for homework, including the amount of time students should spend on homework each week.



For more information please see our website at *Curriculum/Homework Policy*.

## LANGUAGES

Languages are a Learning Area taught at Ironside from Prep onwards. It is a part of a language and cultural program that commenced at Ironside State School in 1981. Students will receive either Japanese or Spanish lessons depending on the year of enrolment into Prep. Students will learn this language until they depart Ironside. Our program prepares students for meaningful, productive lives in a culturally and linguistically diverse society and helps them relate positively to the richness of human diversity. At Ironside, Languages lessons are conducted once a week for 30 minutes in Years 3 and 4, and 60 minutes per week in Years 5 and 6.

## LEARNING AND TEACHING

The curriculum, learning and teaching at Ironside State School is informed by the Australian Curriculum - more information can be found on the ACARA website at <http://www.acara.edu.au/>

### Learning Areas

At Ironside State School the curriculum is delivered through the eight learning areas (LAs). These are:

- English;
- Mathematics;
- Science;
- Humanities and Social Sciences;
- The Arts;
- Health and Physical Education;
- Technologies; and
- Languages.

### Inquiry-based learning at Ironside State School

Ironsides State School is committed to delivering innovative units of inquiry. Curiosity and creativity are nurtured as a means for exploring our everchanging world. We believe in

developing students to be effective life-long learners who are successful, informed, motivated and productive members of the local and global community.

Through the Australian Curriculum learning areas of Humanities Social Sciences, Science, Technologies and The Arts, teachers collaboratively plan units of inquiry that provide opportunities for students to explore and build on their knowledge and understandings, and skills.

At Ironside, year level units of inquiry provide engaging learning experience that develop the knowledge, skills and dispositions for self-directed learning, social development and active and engaged citizenship.

Teachers focus on deepening students' learning through carefully designed experiences that are authentic and relevant, and in learning environments that are both stimulating and provocative.

Learning is fuelled by a question, a problem or a scenario. At Ironside, each unit of inquiry, guided by these questions, problems or scenarios, allows students to investigate a concept that connects across a number of learning areas; and within a year level the learning sequence may look slightly different depending on the students' interests and current knowledge and understandings.

Our students are encouraged to take personal responsibility and ownership of their learning. Therefore, throughout all units of inquiry, intentional teaching also focuses on the 'HOW' as well as the 'WHAT'. Students develop the how of inquiry through their learning assets which are reflected in a set of skills and dispositions requiring students to be effective: Self-Managers, Collaborators, Thinkers, Researchers and Communicators. (Kath Murdoch 2015)

Students' metacognitive processes are developed through critical questioning, investigation, application, reflection and evaluation. These processes are reflected through the phases of the inquiry cycle and are evidenced by students:

- asking questions to build on prior knowledge
- finding out information from sources to answer and develop further questions that lead to deep conceptual understandings
- sorting out information by making connections between ideas, learning areas and experiences
- communicating findings
- developing reflective practices inclusive of: goal setting and feedback.

## **LIBRARY**

The school provides an excellent library facility with computerised access to its collection. Substantial funding is provided each year to ensure that the library collection is contemporary. All classes in Prep to Year 2 have set borrowing times each week and these students need to have their own library bag. Students in Years 3 to 6 have set times for borrowing each fortnight. Year 6 Students can have access to Fiction books marked YA – Young Adult, with parental permission. The library is open to students before school (from

8.30am), morning tea, at lunch time and after school (until 3:30pm) each afternoon except Tuesdays and Fridays.



## LOST PROPERTY

Lost property shelves are located on A Block (near reception). Please name all your child's belongings with their first and last name as unclaimed, unnamed items are donated to the Uniform Shop as second-hand stock. Lost property is cleared at the end of each term, at which time, non-uniform items are either donated to charity or disposed of.

## MEDICATION

### **Administering medication at school**

If your child requires staff to administer medication to your child at school please contact the school office in the first instance to discuss your child's requirements.

Please note, school staff will only administer medication that:

- has been prescribed by a qualified health practitioner (e.g. doctor, dentist)
- is in its original container
- has an attached pharmacy label

Office staff will ask you to complete and sign the *Administration of medication at school record sheet*. N.B. If your child requires more than one medication, you will need to complete a form for each medication. Please see Appendix 4 *Administration of Routine and Emergency Medication at State Schools*.





**ascia**  
www.allergy.org.au

**ACTION PLAN FOR Anaphylaxis**

For use with adrenaline (epinephrine) autoinjectors

Name: \_\_\_\_\_  
Date of birth: \_\_\_\_\_

Confirmed allergen(s): \_\_\_\_\_

Family/emergency contact name(s): \_\_\_\_\_  
Mobile Ph: \_\_\_\_\_  
Home Ph: \_\_\_\_\_  
Mobile Ph: \_\_\_\_\_

**SIGNS OF MILD TO MODERATE ALLERGIC REACTION**

- Swelling of lips, face, eyes
- Hives or welts
- Tingling mouth
- Abdominal pain, vomiting (these are signs of anaphylaxis for insect allergy)

**ACTION FOR MILD TO MODERATE ALLERGIC REACTION**

- For insect allergy: Tick out sting if visible
- For tick allergy: Seek medical help or: Press tick and let it drop off
- Stay with person and call for help
- Locate adrenaline autoinjector
- Give other medications (if prescribed)
- Phone family/emergency contact

**Mild to moderate allergic reactions (such as hives or swelling) may not always occur before anaphylaxis**

**WATCH FOR ANY ONE OF THE FOLLOWING SIGNS OF ANAPHYLAXIS (SEVERE ALLERGIC REACTION)**

- Difficult/noisy breathing
- Swallowing or tongue
- Difficulty talking and/or hoarse voice
- Swelling/tightness in throat
- Persistent dizziness or collapse
- Wheezing or persistent cough
- Pale and floppy (young children)

**ACTION FOR ANAPHYLAXIS**

- 1 Lay person flat - do NOT allow them to stand or walk
  - If unconscious, place in recovery position
  - If breathing is difficult allow them to sit
- 2 Give adrenaline autoinjector
- 3 Phone ambulance - 000 (AU) or 111 (NZ)
- 4 Phone family/emergency contact
- 5 Further adrenaline doses may be given if no response after 5 minutes
- 6 Transfer person to hospital for at least 4 hours of observation
- 7 If in doubt give adrenaline autoinjector

**Commence CPR at any time if person is unresponsive and not breathing normally**

**ALWAYS give adrenaline autoinjector FIRST, and then asthma reliever puffer if someone with known asthma and allergy to food, insects or medication has Sudden Onset/Severe difficulty breathing, wheezing, persistent cough or hoarse noisy breath if there are no skin symptoms**

**Always follow this action plan for the person with the allergic reaction**

**Adrenaline autoinjectors (0.05 mg) are prescribed for children aged 20kg and adults. Adrenaline autoinjectors (0.05 mg) are prescribed for children 15-20kg.**

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## Requirements for students at risk of anaphylaxis

If your child is at risk of anaphylaxis, it is important for you to provide the school with your child's emergency medication and their ASCIA Anaphylaxis Action Plan, completed by your doctor. This Anaphylaxis Action Plan provides the instructions for the school to administer your child's medication in an emergency, which is specific to respond to their health condition. The student's medication is kept in the school's First Aid room.



**ASTHMA ACTION PLAN**  
Take this ASTHMA ACTION PLAN with you where you need your doctor

NAME: \_\_\_\_\_  
DATE: \_\_\_\_\_  
NEXT ASTHMA CHECK-UP DATE: \_\_\_\_\_

DOCTOR'S CONTACT DETAILS  
Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

EMERGENCY CONTACT DETAILS  
Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

**WHEN WELL** Asthma under control (based on symptoms)

**YOUR PRESENTATION**

Take: \_\_\_\_\_  
Your reliever is: \_\_\_\_\_  
Take: \_\_\_\_\_

**OTHER INSTRUCTIONS**

**WHEN NOT WELL** Asthma getting worse (based on symptoms)

**KEEP TAKING PRESENTATION**

Take: \_\_\_\_\_  
Your reliever is: \_\_\_\_\_  
Take: \_\_\_\_\_

**OTHER INSTRUCTIONS**

**IF SYMPTOMS GET WORSE** Asthma getting worse (based on symptoms)

**KEEP TAKING PRESENTATION**

Take: \_\_\_\_\_  
Your reliever is: \_\_\_\_\_  
Take: \_\_\_\_\_

**OTHER INSTRUCTIONS**

**DANGER SIGNS** Asthma emergency (based on symptoms)

**DIAL 000 FOR AMBULANCE**

**National Asthma Council Australia**  
nationalasthma.org.au

## Requirements for students at risk of asthma

If your child has asthma and requires assistance to administer their medication, it is important for you to provide the school with your child's emergency medication and their Asthma Action Plan, completed by your doctor. An Asthma Action Plan provides specific instructions for the school to administer your child's medication. Students may keep their asthma medication on their person or in the First Aid room.

## MUSIC

Ironside has an extensive music program throughout the whole school. This includes five choirs, four string orchestras and three bands. Instruction in the full range of orchestral and band instruments appropriate to primary school age children is available at school and comprises of a 30 minute group lesson per week and weekly early morning whole ensemble rehearsals. Group lessons are held during class time and students are responsible for managing this additional commitment. The school has the services of part-time instrumental teachers for strings, woodwind, brass and percussion. The Instrumental program consists of weekly lessons starting with strings in Year 2 and band in Year 4. All groups perform regularly at school concerts, assemblies, competitions and other events. A performance uniform is a compulsory requirement for these events. This can be purchased at the Uniform Shop.



## NEWSLETTER

The school publishes a newsletter every second Thursday during the school Term, which is available on the school's website. In order to subscribe to our newsletter please visit the Ironside State School website and follow the link.

## OUTSIDE SCHOOL HOURS CARE / VACATION CARE

Ironside Outside of School Hours Care (OSHC) may be able to assist with before and after school and vacation care. For further information please view the Ironside OSHC website at <http://ironsideOSHC.org.au> or call 3870 9849.

### After School Activities

A variety of after school activities are offered to the students at Ironside State School. These are conducted by outside organisations and are not the responsibility of the school. Information on after-school activities are advertised in the school newsletter.

## PARKING



Parents are reminded that the three streets surrounding the school (Hawken Drive, Central Avenue and Ironside Street) have parking restrictions. Please note the school has allocated 2-minute only set-down zones. Parents cannot leave their vehicles while waiting in the 2-minute zones. These areas are regularly supervised by police and staff. Please see Appendix 6.

### School Crossings

The Transport Department provides Crossing Supervisors at the crossing in Swann Road and at the crossing in Central Avenue. Both crossings are supervised from 8.00am to 9.00am and 2:50pm to 3:20pm daily.



## RELIGIOUS INSTRUCTION

Various ministers and authorised volunteers representing Catholic, Combined Christian, and Islam faiths visit the school each Friday morning for 30 minute Religious Instruction classes. The classes are optional and parents may choose for their child not to attend. Students not attending will continue classroom or specialist work, supervised by an Ironside teacher.

## SPORT

Ironside State School has a proud sporting record with some of our students competing at State and National levels. We are clear in aspiring to increase the value we place on sporting participation and achievement from all of our students.

### Inter-house Sports

There are four sports' houses at the school: Cook (green), Oxley (blue), Flinders (red) and Sturt (yellow). Every endeavour is made to ensure that all members of the one family are in the same house and that all houses are kept numerically equal. All students are involved in the inter-house cross country, track and field and swimming carnivals.



### Inter-school Sport

Students in years 5 to 6 are involved in Friday afternoon sport. They have the choice of either playing competitive inter-school sport or intra-school and recreational activities.

### Representative Sport

Ironside students have the opportunity to trial and be selected for representative sports of many types. Students, following school nomination and trials, can be selected at District (West Taylor Bridge), Regional (Metropolitan West), and State (Queensland) levels. Further details on trials are notified on our website and in the school newsletters.

### Health and Physical Education (HPE)

Students participate in at least one, thirty-minute physical education lesson per week. Through the physical education program, children develop health and fitness, and acquire skills and knowledge of various games, gymnastics, track and field, dance, and swimming. Swimming lessons are conducted either in Terms 1 or 4 in the school pool with all children from Prep to 6 expected to participate in a timetabled swimming lesson.

## STUDENT SUPPORT TEAM

At Ironside State School we strive to ensure that all students are included and valued in the school community, that obstacles to participation and achievement are identified and minimised, and that individual strengths can be developed to optimise student flourishing at school. We believe that good first teaching is the best intervention.

The work of the Student Support Team is to coordinate targeted systemic interventions for students who need additional support, beyond that which is provided in a high-quality differentiated curriculum, to experience success at school. The Student Support Team collaborate with Classroom Teachers to plan and deliver needs-based support programs and classroom interventions that target identified student needs.

The team comprises the Principal/Deputy Principal, Guidance Officer, Student Services Co-ordinator, English as Additional Language/Dialect (EAL/D) Co-ordinator, Support Teachers.

### **Chaplaincy**

The services of the school Chaplain include pastoral care for students, staff and parents of the school community in co-operation with the Leadership Team, Guidance Officer, other support staff and the Student Support Committee.

## **TUCKSHOP**

The tuckshop “Fresh Bites” is open Monday to Friday 8:30am to 2:00pm. All lunch orders for the tuckshop should be placed via the Qkr! App online order system by 8am. The App is available free to download at the App Store or Google Play just search for Qkr! There is also a website version for those without a smart phone. The tuckshop is always looking for new parent volunteers to help in the tuckshop and/or to provide home-baking for sale at the tuckshop. The convenors can be contacted via email [pandctuckshop@ironsidess.eq.edu.au](mailto:pandctuckshop@ironsidess.eq.edu.au) or in person at the tuckshop.

## **UNIFORMS**

Ironside is classed as a uniform school. We seek your cooperation in ensuring that the children wear the uniform to school, and to school events, and particularly that the uniform be worn as a complete ensemble and not mixed with other garments. The wearing of the uniform assists to maintain tone within the school, gives the child a sense of belonging and also eliminates undesirable competition in dress. At the beginning of Year 6, students may order a specially designed Ironside polo shirt. Please see Appendix 2 for the *Ironside State School Dress Code*.

### **Uniform Shop**

The Uniform Shop is run by a Convenor and parent volunteers. Please refer to our website for current opening hours. Items can be purchased from our online Qkr! app and will be delivered to the classroom (each Monday, Wednesday and Friday). Embroidery is available at an additional cost.

### **Sun Safety**

Children must have an Ironside school hat that they wear at break times every day. It is also recommended that children apply sunscreen to face, arms and legs before coming to school each morning. Children will not be permitted to play in uncovered areas unless they are wearing an appropriate hat.



Remember – NO HAT, NO PLAY



## Appendix 1 - School Map





## Appendix 2 – Student Dress Code

Ironside State School is classed as a uniform school. We seek parent's co-operation in ensuring that the children wear the uniform to school, and to school events, and particularly that the uniform be worn as a complete ensemble and not mixed with other garments. The wearing of the uniform assists to maintain tone within the school, gives the child a sense of belonging and also eliminates undesirable competition in dress. The following dress code is the standard for Ironside State School students:

<b>General Uniform</b>	
Shirt	Royal blue ISS polo shirt or House polo shirt
Shorts	Royal blue or Grey school shorts
Skorts	Royal blue skort
Dress	ISS Blue and white check dress
Socks	White
Shoes	Black school shoes or black sneakers (not necessarily leather) with black laces or straps
Hat	Ironside reversible bucket hat, royal blue with house colour on the reverse side. Prep students wear a gold bucket hat.
Hair Accessories	Royal blue A white or blue hijab may be worn for religious reasons
Stockings	Navy stockings may be worn with the school dress
<b>Winter Uniform Variations</b>	
Winter Jacket:	Microfibre Jacket with ISS logo
Track Pants	Microfibre navy track pants to match the school jacket. Track pants or leggings may not be worn under shorts or dresses.
<b>Swimming Uniform</b>	
Students may wear their own swim gear. Students MUST wear a cap and a sunshirt. The uniform shop stocks ISS and Sport House swim caps, swim bags and sunshirts.	
<b>Performance Uniform for Instrumental Groups</b>	
Shirt	Plain long sleeved, business style, collared white shirt
Vest	Royal Blue vest
Pants	Plain long black trousers
Shoes	Plain black shoes
Socks	Plain black socks
Hair Accessories	Royal blue

### Sun Safety

Children must have an Ironside school hat at school every day. It is also recommended that children apply sunscreen to face, arms and legs before coming to school each morning. Children will not be permitted to play in uncovered areas unless they are wearing an appropriate hat.

Swim shirts and caps must be worn by all students during water-based activities including swimming lessons. The only exception will be that swim shirts do not need to be worn during races at school swimming carnivals. If parents are unable to provide a swim shirt, schools can allow students to wear a t-shirt.

## Appendix 3 - Homework Policy

Creating life-long learners and fostering a love for learning are two of the core beliefs here at Ironside State School. We believe that homework, when connected to the Australian Curriculum and the classroom, provides an opportunity to consolidate learning and develop a pattern of behaviour for learning that extends beyond the classroom context.

### **HOMEWORK GUIDELINES – Department of Education and Training**

The Queensland Government has set out guidelines for homework, including the amount of time students should spend on homework each week. The policy recommends the following maximum homework minutes per week:

Year Level	Hours per week / Monday to Friday
Prep	Generally students will not be set homework other than daily reading / 15mins per day
Years 1, 2 and 3	Up to but generally not more than 1 and a half hours per week / 20mins per day
Years 4 to 5	Up to but generally not more than 2-3 hours per week / 25mins to 35mins per day
Year 6	Up to but generally not more than 3-4 hours per week / 35mins to 45mins per day

Homework is most effective when it:

- is clearly related to class work
- is appropriate to particular years of schooling
- is varied and differentiated to individual learning needs
- consolidates, revises and/or applies students' classroom learning
- develops students' independence as learners through extension activities such as investigating, researching, writing, designing and making
- assists students to prepare for upcoming classroom learning, such as collecting relevant materials and information, completing surveys and audits

Our homework policy ensures that:

- the amount of homework is balanced across all learning areas to allow sufficient time for family, recreation, and community and cultural activities
- students are not disadvantaged by the lack of access to resources such as computers and the internet outside school
- homework is effective in supporting learning

[www.education.qld.gov.au/curriculum/framework/p-12/docs/policy-homework.doc](http://www.education.qld.gov.au/curriculum/framework/p-12/docs/policy-homework.doc)

Homework may be completed daily or over a weekly or fortnightly period and can take many forms including but not limited to:

- reading
- handouts/computer-based activities
- revising and studying
- completion and extension of class work, projects and research
- music
- sport
- extra-curricular activities eg. debating

Ironside State School provides access to the following educational websites:

- Maths Online
- Reading Eggs
- Click View

Classroom teachers assign tasks which align to the Australian Curriculum and classroom activities. Usernames and passwords will be provided by the classroom teacher at the beginning of the year. Students who arrive during the year will receive these details once EQ MIS Id profiles have been created.

## **Responsibilities**

### **Teachers will:**

- set home-learning tasks on a regular basis but within a flexible time-frame
- select tasks that are varied, challenging and directly related to class work
- clearly communicate the purpose, expectations and benefits of all home-learning tasks
- check homework regularly and provide positive recognition of the efforts of students
- explicitly teach strategies to develop organisational and time-management skills and provide opportunities for practice through home-learning activities
- discuss with parents and caregivers any issues concerning their child's home learning tasks and suggest strategies to assist with home learning requirements
- provide assistance when difficulties arise support students to access technology during school if required for homework tasks

### **Students will:**

- accept responsibility for the completion of tasks within set time frames
- organise their time to manage the various activities they engage in
- seek assistance when difficulties arise
- discuss with their parents or caregivers expectations around home learning tasks
- follow up on feedback provided by teachers

### **Parents will:**

- encourage children to take responsibility for their learning
- encourage children to organise their time
- help them to balance the amount of time spent completing home learning tasks, watching television, playing computer games, playing sport and engaging in other recreational activities
- give assistance where required to complete tasks
- communicate with their child's teacher to discuss any concerns about the nature of home learning tasks or their child's approach to the learning

*Further details are in the full Homework Policy for Ironside State School on our website at:*

<https://ironsidess.eq.edu.au/supportandresources/formsanddocuments/documents/enrolments/iron-side-state-school---homework-policy.pdf>

## Appendix 4 – ICT Responsible Use Policy

### Purpose statement

Information and communication technology (ICT), including access to and use of the internet and email, are essential tools for schools in the provision of innovative educational programs.

Schools are constantly exploring new and innovative ways to incorporate safe and secure ICT use into the educational program.

School students, only with the approval of the principal, may be permitted limited connection of personally-owned mobile devices (eg. laptops) to the department's network, where this benefits the student's educational program.

### Authorisation and controls

The principal reserves the right to restrict student access to the school's ICT facilities and devices if access and usage requirements are not met or are breached. However restricted access will not disrupt the provision of the student's educational program. For example, a student with restricted school network access may be allocated a stand-alone computer to continue their educational program activities.

The Department of Education and Training monitors access to and use of its network. For example, email and internet monitoring will occur to identify inappropriate use, protect system security and maintain system performance in determining compliance with state and departmental policy.

The department may conduct security audits and scans, and restrict or deny access to the department's network by any personal mobile device if there is any suspicion that the integrity of the network might be at risk.

### Responsibilities for using the school's ICT facilities and devices

- Students are expected to demonstrate safe, lawful and ethical behaviour when using the school's ICT network as outlined in the *Ironside State School's Responsible Behaviour Plan for Students*.
- Students are to be aware of occupational health and safety issues when using computers and other learning devices.
- Parents/guardians are also responsible for ensuring students understand the school's ICT access and usage requirements, including the acceptable and unacceptable behaviour requirements.
- Parents/guardians are responsible for appropriate internet use by students outside the school environment when using a school owned or provided mobile device.
- The school will educate students regarding cyber bullying, safe internet and email practices, and health and safety regarding the physical use of ICT devices. Students have a responsibility to behave in line with these safe practices.
- Use of the school's ICT network is secured with a user name and password. The password must be difficult enough so as not to be guessed by other users and is to be kept private by the student and not divulged to other individuals (e.g. a student should not share their username and password with fellow students).
- Students cannot use another student or staff member's username or password to access the school network. This includes not browsing or accessing another person's files, home drive, email or accessing unauthorised network drives or systems. Additionally, students should not divulge personal information (e.g. name, parent's name, address, phone numbers), via the internet or email, to unknown entities or for reasons other than to fulfil the educational program requirements of the school.

- Students need to understand that copying of software, information, graphics or other data files may violate copyright laws without warning and be subject to prosecution from agencies to enforce such copyrights.

### **Acceptable use by a student**

It is acceptable for students while at school to:

- use mobile devices for
  - assigned class work and assignments set by teachers
  - developing appropriate literacy, communication and information skills
  - authoring text, artwork, audio and visual material for publication on the intranet or internet for educational purposes as supervised and approved by the school
  - conducting general research for school activities and projects
  - communicating or collaborating with other students, teachers, parents or experts in relation to school work
  - accessing online references such as dictionaries, encyclopaedias, etc.
  - researching and learning through the department's eLearning environment
- be courteous, considerate and respectful of others when using a mobile device
- switch off and place out of sight the mobile device during classes, where these devices are not being used in a teacher directed activity to enhance learning
- use personal mobile device for private use before or after school, or during recess and lunch breaks
- seek teacher's approval where they wish to use a mobile device under special circumstances.

### **Unacceptable use by a student**

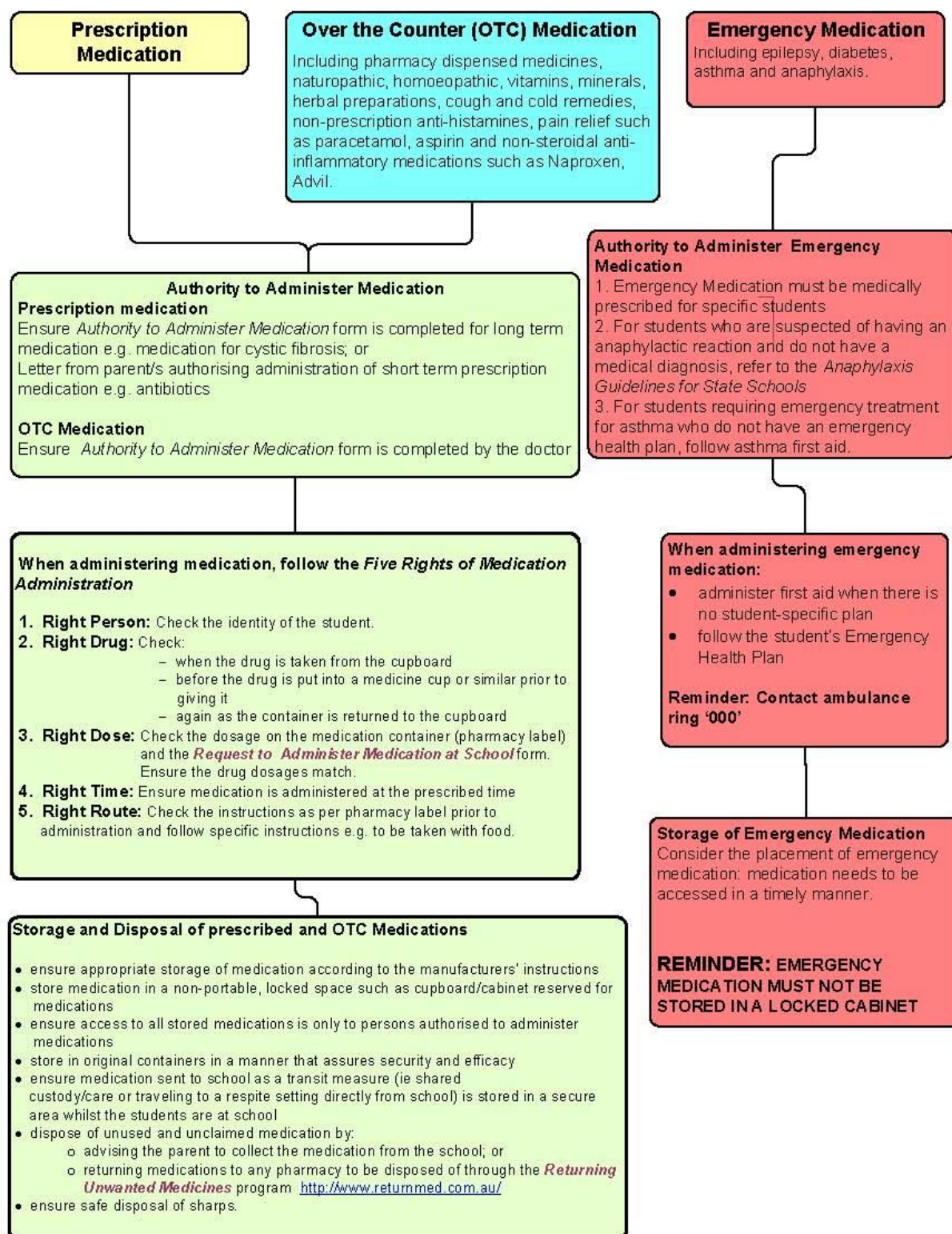
It is unacceptable for students while at school to:

- use the mobile device in an unlawful manner
- download, distribute or publish offensive messages or pictures
- use of obscene, inflammatory, racist, discriminatory or derogatory language
- use language and/or threats of violence that may amount to bullying and/or harassment, or even stalking
- insult, harass or attack others or use obscene or abusive language
- deliberately waste printing and internet resources
- damage computers, printers or network equipment
- commit plagiarism or violate copyright laws
- ignore teacher directions for the use of social media, online email and internet chat
- send chain letters or spam email (junk mail)
- knowingly download viruses or any other programs capable of breaching the department's network security
- use in-phone cameras anywhere a normal camera would be considered inappropriate, such as in change rooms or toilets
- invade someone's privacy by recording personal conversations or daily activities and/or the further distribution (e.g. forwarding, texting, uploading, Bluetooth use etc.) of such material
- use the mobile phone (including those with Bluetooth functionality) to cheat during exams or assessments
- take into or use mobile devices at exams or during class assessment unless expressly permitted by school employees.



## Appendix 5 - Medication Policy

### Administration of Routine and Emergency Medications in State Schools





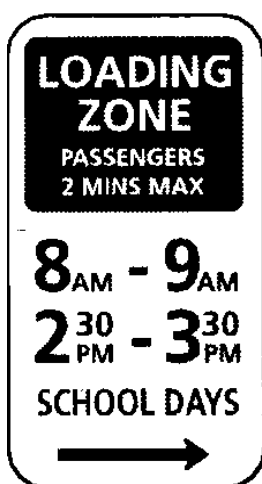
## Appendix 6 – Two Minute Drop Off/Pick Up Zones



**Queensland  
Government**  
Queensland **Transport**

### Two minute drop off/pick up zones

Parking around schools is limited and drivers have been parking in Two Minute zones, and No Stopping/Standing/Parking zones and bus stops. These actions are dangerous for children travelling to and from school. Some parents often park in driveways which results in calls from irate homeowners unable to get their cars in or out of their own driveways.



Police and councils have advised they will visit schools periodically during the year to issue traffic offence notices to offending drivers.

The success of the two minute zones requires cooperation from all parents to ensure quick movement of vehicles through the area.

Please observe the time frames (see above example) and only stay in the area for as long as it takes to get the children in to or out of the car. The driver must not park the car in these signed areas and go into the school with the children.

In some instances parents stop their car and stay in it waiting for somebody to take their children to class and then come back.

**PLEASE NOTE!** This area is designed to **keep the vehicles moving**. It is not to be used in this manner.

#### Please do

- Plan your trip to avoid arrival at peak times
- Pick-up or drop-off children via the car's kerb doors
- Drive out safely
- If your children are not at your arranged spot, go around the block and try again

#### Do not

- Get out of your vehicle
- Double park
- Stay more than 2 minutes
- Arrive early in the afternoon and sit in the zone
- Use staff parking areas

If you would like more information on this or any other road/child/bike safety or other transport issue, please phone Queensland Transport on 1300 360 135.