Ironside State School

Servabo Fidem

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

School Motto

Principal: Damian Johnson
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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.

Damian Johnson
Principal
General Information

School's Vision
Ironside State School is a learner-centred community committed to excellence in education.

School's Values
Respect, Fairness, Honesty, Resilience, Diversity, Inclusiveness, Care, Compassion, Innovation and Creativity.

Statement of Beliefs
Children, teachers and parents are partners in the learning process. The joy of learning flourishes in an atmosphere of trust, sharing and caring.

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 facilitators and mentors to guide children's learning in an environment that is stimulating and enjoyable and caters for all styles of learning.

We believe that the experiences at school should develop in children a respect for humanity and for their environment. However, the school is but one of the social agencies involved in the education of the child.

We believe that parents will have an 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 the 10th October 1870 and this was soon followed by a more permanent building forty feet long and eighteen feet wide.

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 but the building of a new school at Indooroopilly resulted in a further change in name to the Indooroopilly Pocket State School.

Some confusion with the delivery of mail to the schools occurred and the name was finally changed in October 1904, to Ironside, after the neighbouring estate owned by Dr John Dunmore Lang.
The central brick structure was erected in 1936 when the total enrolment was 250 pupils. Current enrolment is approximately 1030.

The original oval was hewn from the rocky soil by pick and shovel labour during the depression years in the early thirties. The pool was completed in 1958. In 1970, when the school’s centenary was commemorated, First Floor B Block was constructed as a Library through a co-operative parent-government subsidy project. The present spacious Library and services block was officially opened in July, 1986.

Year One and Two classes are housed in G Block which was completed in November, 1992. The Assembly Hall was completed in 1997. Education Queensland’s Building Better Schools Program has seen a refurbishment and extension of many of our classrooms in 1997 in Blocks A, B, C and F.

Prep and Year One classes are housed in D Block which was completed in January 2007. The Art Room under D Block was completed in 2009.

Modifications to the Hall including new facilities to house Science and Music was completed in 2011 as part of the Federal Building Education Revolution project.

These projects have all reflected the enormous community support the school has enjoyed for many years.
Staff

1 Principal
3 Deputy Principals
3 Head of Curriculum
41 Classroom Teachers
1 Teacher Librarian
1 Student Support Co-ordinator
2 Support Teachers (Learning Difficulties)
2 Physical Education Teacher
1 Teacher of Japanese (LOTE)
1 Teacher of Spanish (LOTE)
3 EAL/D Teachers
(inc EAL/D coordinator)
2 Music Teacher
1 String Teacher
1 Brass Teacher
1 Woodwind/Percussion Teacher
1 Guidance Officer
1 Business Services Manager
4 Administrative Assistants
17 Teacher Aides
4 Ancillary Staff
3 School Crossing Supervisors
1 Tuckshop Managers

(See Appendix 1 for a list of 2017 Staff Contacts)

Facilities

Administration Block
Teaching Blocks
Library
EAL/D Centre
Music Block
Assembly Hall
Swimming Pool
Art Room
Tuckshop
Computers – Prep to Year 6
A variety of Playground Equipment
School Oval
Netball / Basketball Court (Multi Purpose)
After School Care
Science and Arts Building

(See Appendix 2 for School Plan)
Calendar of Events

2017 school calendar
Queensland state schools

Please note professional development days for teaching staff and no students should be sent to school on these dates.
Public holidays in Queensland in 2017:

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Day</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Australia Day</td>
<td>Thursday</td>
<td>26 January</td>
</tr>
<tr>
<td>Good Friday</td>
<td>Friday</td>
<td>14 April</td>
</tr>
<tr>
<td>Easter Monday</td>
<td>Monday</td>
<td>17 April</td>
</tr>
<tr>
<td>Anzac Day</td>
<td>Tuesday</td>
<td>25 April</td>
</tr>
<tr>
<td>Labour Day</td>
<td>Monday</td>
<td>1 May</td>
</tr>
<tr>
<td>Exhibition Holiday</td>
<td>Wednesday</td>
<td>9 August</td>
</tr>
<tr>
<td>Queen’s Birthday</td>
<td>Monday</td>
<td>2 October</td>
</tr>
</tbody>
</table>

Bell Times

The bell times are as follows:

- Bags placed on bag racks: 8:55 am
- Commencement of classes: 9:00 am
- First Break: 10:45 am – 11:30 am

Middle session

- Years 3-6: 11:30 am – 1:00 pm
- Prep - 2: 11:30 am – 1:30 pm

Second Break – eating times

- Years 3-6: 1:00 pm – 1:10 pm
- Prep - 2: 1:30 pm – 1:40 pm

Second Break – play times

- Years 3-6: 1:10 pm – 1:30 pm
- Prep - 2: 1:40 pm – 2:00 pm

Afternoon session

- Years 3-6: 1:30 pm – 3:00 pm
- Prep - 2: 2:00 pm – 3:00 pm

End of School Day: 3:00 pm

NB: Students should not be at school prior to 8:30am. After 8:30am, they are required to remain seated in the Library basement (Year 3-6) and under G Block and near D Block classrooms (prep - Year 2).
Teaching and Learning

The Curriculum, teaching and learning 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/](http://www.acara.edu.au/)


In 2016, Ironside State School conducted a Priority school review. The recommendations from the review are embedded in the School Strategic plan 2017 – 2020.

Pedagogical Framework and Curriculum Plan
Ironside State School has collaboratively developed a Pedagogical Framework and Whole School Curriculum plan that responds to the needs of students and the community, supports the development of a learning community and incorporates curriculum, pedagogy and assessment and reporting.

The Curriculum Plan meets the needs of the diverse student population at Ironside State School by:

- Creating a safe, tolerant and disciplined environment for students
- Preparing young people to be active and reflective Australian citizens
- Developing the skills and desire for lifelong learning in students
- Supporting students to become active in community, economic and political life
- Building students’ confidence in their relationships with other cultures in Australia and abroad.

Assessment and Reporting
A written Student Report is issued twice during the year; the first towards the end of Semester One, the second during the later part of Semester Two.

Formal parent / teacher interviews will occur during Term One. Either parents or the classroom teacher may request a formal interview during Semester Two or as requested by the teacher or parent.

Parents are welcome to meet with teachers at other times to discuss a student’s progress or concerns. In order 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.
National Numeracy and Literacy testing (NAPLAN) will be held over three days in May 2017.

**9 May 2017**

Years 3, 5, 7 and 9 Language/Conventions and Writing Tests

**10 May 2017**

Years 3, 5, 7 and 9 Reading Tests

**11 May 2017**

Years 3, 5, 7 and 9 Numeracy Tests

In the National Assessment Program Literacy and Numeracy (NAPLAN) conducted in April 2008 - 2015 students at Ironside State School performed above both state and national benchmarks.
Key Learning Areas

At Ironside we foster our children’s natural curiosity, empowering them to become accomplished and confident leaders of both today and tomorrow. Our learner-centred curriculum, guided by the Australian National Curriculum and Queensland Curriculum, is designed to cultivate community connected global and global citizens.

Student learning takes place within an inquiry based learning model. Ironsides students are encouraged to be active wonderers, questioners and seekers of new knowledge and skills. Learning is differentiated and student centred, with a focus on guided inquiry and assessment for, as and of learning. Therefore learning experiences encourage growing independence, resilience, responsibility and leadership. Ironside students take an active role in their learning by taking on personal responsibility and ownership of their learning. We support students to set learning goals and design specific learning pathways to enable all students to achieve their best by reflecting upon their own learning and growth as a global citizen.

Inquiry-based units of work are driven by a fertile question, providing the focus for learning across all year levels. Each unit encompasses several discipline based curriculum areas. Our teachers collaboratively design each unit of inquiry to provide challenging, and stimulating learning experiences, allowing our students to explore and build on their knowledge and understandings.

The units of inquiry maintain a strong focus on literacy and numeracy skills and aims to foster a high level of student engagement and participation across all areas of the curriculum. Our emphasis on student wellbeing aims to develop student’s awareness of their beliefs, values and character strengths, along with personal learning styles, building students’ sense of self-worth, self-awareness and personal identity.

At Ironside State School the curriculum is based on eight key learning areas (KLAs). Queensland State Schools currently draw curriculum from:
- ACARA (Australian Curriculum, Assessment and Reporting Authority at http://www.australiancurriculum.edu.au/). National subject areas include English, Mathematics, Science, Humanities and Social Sciences.
- QCAA (Queensland Curriculum and Assessment Authority) Website at www.qcaa.qld.edu.au). Subject areas include The Arts, Health and Physical Education, Technology and Languages other than English.

The Whole School Curriculum plan is located on the school website, contact your classroom teacher if you have any questions.

Health and Physical Education (HPE)

HPE studies allow students to:
- participate in regular and varied physical education experiences
- promote the health of their community, and to make informed decisions relating to their health and safety and that of others
- develop and refine personal and social skills to promote positive interactions with others, be resilient and manage their own lives.

Students participate in at least one, thirty minute physical education lesson per week. Students in Years 5 to 6 are involved in Friday afternoon sport. They have the choice of either playing competitive inter-school sport or inter-school and recreational activities.

Students in the upper school also participate in a school camping program. All students are involved in the inter-school cross country, track and field and swimming carnivals.
Health and Physical Education Lessons
The physical education teacher teaches one lesson per week to each class. 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 in Terms 1 and 4 in the school pool with all children from Year 1 to 6 expected to participate.

Inter-house Sports
There are four sports houses at the school: Cook, Oxley, Flinders and Sturt. 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.

Annual inter-house competitions in track & field and swimming are conducted to provide all students with the opportunity to participate in a healthy, competitive activity and to share a common experience. The track and field competition is usually conducted at the University of Queensland Athletics Centre in Term 2. This competition is for students in years 3 to 6. Students in Prep and Years 1, 2, and 3 have a Sports Day during Term 3 on the school oval. The inter-house swimming carnival is conducted late in Term 4 for students in years 3 to 6. Students in Years 1 and 2 have their own non-competitive carnival during Term 4 also.

House colours are:
- Cook : Green
- Oxley : Blue
- Flinders : Red
- Sturt : Gold

Inter-school Sport
Students in Years 5 and 6 have access to several sports played at inter-school level:
- Semester 1 – eg netball, soccer, touch football and AFL
- Semester 2 – eg cricket, basketball and modified waterpolo.

These may change from year to year. Staff and parents coach the teams either before or after school or in the lunch hours. All games are played every Friday afternoon during school terms.

Years 5 and 6 students who do not wish to play in competitive sporting teams have the option of participating in Friday afternoon inter-school and recreational activities, such as, tennis, fencing, jujitsu, athletics, golf and dance.

Staff in the upper school is encouraged to participate in the interschool sports program. In some instances, years 1 to 4 teachers may be involved in sport and an upper school teacher takes their class for Friday afternoons.

Higher representative honours are available in most of these sports. Students, following school nomination and trials, can be selected at District (West Taylor Bridge), Regional (Metropolitan West), and State (Queensland) levels.

Outdoor Education – Camps
A camping program is offered for students in Years 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 a minimum of three days and two night’s duration. In 2016, the Year 6’s in Term 2 and the Year 5’s in Term 4.
Languages Other Than English (LOTE)
Lote is a Key Learning Area in Years 5 and 6. It is a part of a language and cultural program that commenced at Ironside State School in 1981 with Japanese. In 2017 we are offering both Spanish and Japanese languages.

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. Time allocations for LOTE are one and a half hours per week.

The Arts
Ironside State School is currently implementing the new Arts Syllabus. The Arts key learning area incorporates music, dance, art, drama and media. In 2016, the Music teachers will incorporate dance and drama into their program and the Student Well Being Teacher will also incorporate elements of drama into the program. Classroom teachers will be responsible for ensuring that art and media studies are included in class programs.

Music – Classroom
All children have one lesson per week with our music specialist for a semester to develop their musical skills in singing, musicianship and musical appreciation. Children in Years 5 and 6 also learn the recorder. Children are encouraged to participate in the choral program and selected students are offered a position in the instrumental music program as an extension of their music education. Dance and Drama will be implemented for each class for one semester.

Music - Choral
The choral program in our school provides extension activities for children who enjoy singing. The program has been developed to enhance the outcomes of the classroom music program. The school supports four choral groups – Senior Choir (Legato), Intermediate Choir (Cantabile), Junior Choir (Super Singers) and the Treble Clefs. Choir membership commitments include availability for out of school hours' rehearsals and performances throughout the year.

Children participating in the choral program will pay a levy to cover the cost of sheet music, photocopying, maintenance of performance uniform accessories and competition fees. Junior Choir members (Year Three) and the Treble Clefs (Year Two) will be exempt from this levy.

Music - Instrumental
Our instrumental music program is an important part of our school culture. Instruction in the full range of orchestral and band instruments appropriate to primary school age children is available at school. The school has the services of visiting instrumental teachers for strings, woodwind, brass and percussion.

Tuition on stringed instruments is available to selected children from Years 2-6 by Ms Trudy Weekes.

Tuition on band instruments is available to selected students from Years 4-6. The brass/percussion teacher is Ms Lisa James – email lmjam0@eq.edu.au and the woodwind teacher is Mr James Kukulies – email jkuku2@eq.edu.au

Children are withdrawn from class for one half-hour per week for a lesson on their instrument in small groups of 4-6 children. All students will be placed in an appropriate ensemble by the instrumental music staff as they attain the necessary standard.
Ensembles include Senior, Chamber, Intermediate and Junior String Ensembles and Senior and Junior Concert Band. Instrumental music program participation commitments include availability for all out of school hours’ rehearsals and performances throughout the year.

The selection process for children into the instrumental music program commences in fourth term and is subject to a music screening test, information from school administration and class teachers regarding reliability, attitude and ongoing classroom music assessment, as well as the balance of ensembles and instruments and teaching time available. Parents will be advised during November regarding the results of this procedure.

Most students would be expected to provide their own instrument. There are a limited number of the larger, more expensive instruments available for students to use for varying lengths of time – eg. alto saxophone, trombone (1 year), cello, tenor saxophone (2 years), double bass, bass clarinet, French horn, baritone, euphonium and tuba (3 years). Students using a school instrument are required to pay a fee per semester for the use of school instruments (in addition to the general instrumental music levy). This money is used to maintain and replace school instruments as necessary.

Children participating in the instrumental music program will pay a levy per semester to cover the cost of sheet music, photocopying, maintenance of performance uniform accessories and competition fees.

Visual Art
Art lessons are conducted by a specialist Visual Art teacher and classroom teachers. Children engage in learning experiences that develop knowledge and understand of the elements of Visual art as outlined in the Australian Curriculum: The Arts subject area.

Information and Communication Technology
Ironside State School is committed to enhancing the teaching and learning of all students to prepare them for the 21st Century. All classrooms in the school are fully networked with internet and email access and in 2014 the school upgraded its wireless capacity to a cost of $100,000.

Throughout the school there are over 400 devices. Students also have access to a variety of peripherals including radio-networked laptops, digital video cameras, scanners, printers, CD burners and books.

Students access computer technology regularly in the course of their classroom programs to enhance learning outcomes. ICTs standards are incorporated into all key learning areas.

In the first two weeks of school all teachers should discuss the Acceptable User Policy with students, which identify breaches of computer use and consequences for these actions.
Enrichment and Support Programs

**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 one half of the student population is from a non-English speaking background and these cultures enrich our educational program.

The English as an Additional Language or Dialect fosters self-esteem and helps students develop English literacy and language proficiency to assist in realising their full social and intellectual potential. We currently have a team consisting of one full time and one part time EAL/D specialist teachers and three very experienced teacher aides.

The specialist teachers plan collaboratively with classroom teachers to support their curriculum program. They work with students newly arrived from overseas and design learning experiences to enable more advanced second language learners to cope with the demands of mainstream classes. The teacher aides 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.

The EAL/D teachers are:
- Ms Kylie Sommerfeld – email ksomm2@eq.edu.au (Mon - Fri)
- Ms Kerry Powell – email kpowe23@eq.edu.au (Mon – Wed)
- Mrs Terri Avis – email tavis1@eq.edu.au

**Learning Support Service**
The school's Student Support Team oversees the provision of specialist support for those children identified as requiring extra assistance with some aspect of their learning. The Learning Support Teachers (Literacy and Numeracy) work with children requiring extra assistance, and in so doing, liaises closely with classroom teachers, administration and parents.

**Guidance Officer**
The Guidance Officer visits Ironside State School on a part time basis to work with children referred by the Student Support Team. Among the services offered by the Guidance Officer, Ms Melinda Cosgrove are:

- assessment (psycho-educational, psycho-social)
- counselling (personal, behavioural, trauma and grief)
- consultation with and referral to other agencies eg. medical, universities, educational and behavioural if necessary.

Throughout the process close liaison occurs with parents, classroom teachers and school administration. Ms Cosgrove may be contacted on mcosg1@eq.edu.au.

**N.B. Ironside Guidance Officer for Term 1 is Melinda Cosgrove**

**Chaplaincy**
In 2007 Ironside State School was awarded a Chaplain position for one day a week. Our Chaplain, Mr. Alasdair Harden now works here on Mondays and Fridays. Mr Harden’s email address is ahard129@eq.edu.au.
The services of the chaplain include pastoral care for students, staff and parents of the school community in co-operation with Ironside’s Guidance Officer, other support staff and the Student Support Committee. The Chaplain will also liaise with overseas families and provide pastoral care to EAL/D students. Al is also a member of the Kids Matter Committee.

Enrichment Program
Enrichment programs are of two types – those provided by Ironside Staff and those provided by outside providers. The school based programs include Maths Camps, Library Monitors and Junior Rotary. The external programs include Tennis Coaching, Sporting Clinics and Dance and Drama classes. Information on all programs is included in the parent newsletter and the Ironside website.

Gifted Program
In 2017 Ironside will continue to support students who have been identified as gifted and talented. Classroom teachers, school-based programs and learning opportunities outside of this school, aim to challenge students who achieve beyond year level standard. In-school programs will focus on literacy and numeracy. External programs will include mathematic competitions, QDU debating, STEM, and ICT explorers, all overseen by Mrs Jenny McDonald – jmcd036@eq.edu.au.

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. Students in Years 3 to 6 have set times for borrowing each fortnight. Cath Roche can be contacted on croch5@eq.edu.au.

Religious Instruction
Various Ministers and authorised lay people representing Anglican, Catholic, and Combined Christian, Islam and Buddhist faiths, visit the school each Friday after morning tea for Religious Instruction. Each student receives thirty minutes instruction in Religious Instruction.

Records are kept of the religious denominations, or otherwise, of every child enrolled at the school. It is expected that children will attend the Religious Instruction classes each Friday. Where a parent wishes any change in Religious Denomination or withdrawal from instruction, such a request must be made in writing.

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. These tours are a wonderful learning experience and a strong relationship has been developed with the three Japanese School communities. In 2017 Ironside SS will be visiting Japanese schools and communities.
Community Involvement

Overseas and Australian Family Network
To ensure parents as well as students are included in the school community, the school regularly convenes the Overseas and Australian Family Network to offer first language support to parents of newly enrolled EAL/D students should they need any assistance in settling their children into school. Parents in the Overseas and Australian Family Network organise meetings for their language groups to help parents to feel comfortable about visiting the school and to facilitate informal discussion about school and school programs. They also contact parents to involve them in school events such as the School Fete and The International Breakfast. In this way the school establishes worthwhile partnerships between the people responsible for each child’s education.

Parent Representatives
A Class Parent Program has been operating since 1998. The purpose of the program is to broaden the base of involved and informed parents and to provide assistance to class teachers.

All classes within the school have a parent representative. This person is responsible for developing a class contact list, assisting the classroom teacher with parent supervisors on excursions, establishing a class register of parent skills and interests and sometimes organising social outings for that class. The parent rep also welcomes new families to the Ironside Community.

Parents are very welcome in our school community and should make every effort to be involved in both the fundraising for the school, but also classroom based activities. We also seek parental expertise during special events throughout the year.

Parent and Citizen Association
The Parents & Citizens’ Association (P&C) has been created by Education Queensland to achieve the following objectives at each school:

- Foster community interest in educational matters;
- Bring about closer co-operation between the parents of children attending the school, staff members of the school, students of the school and other members of the community;
- Give advice and recommendations to the Principal about issues relating to students of the school, and the general operation and management of the school;
- Give or assist in the giving of financial or other resources or services for the benefit of students of the school.

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. The P & C is an active body within the school and provides a link between the school and the community.

We hold general meetings in the Staffroom at 6:30pm on the last Tuesday of every month (during school terms) to oversee the plans and finances.

During 2017 the P&C will continue to work closely with the school and parents to improve the educational experience of all students at Ironside State School.

We welcome the contributions and comments from all Ironside parents.
P&C School Shops
The tuckshop, bookshop and uniform shops are run by convenors, assisted by volunteer parents and friends. The Shops sub-committee oversees the running of these services.

Tuckshop
The tuckshop is open Monday to Friday 8:30am to 2:00pm and is always looking for new parent volunteers – no experience needed. Volunteers work one day per month either 8:45am to 2:00pm or 8:45am to 11:30am. Volunteers are welcome to work more often if they wish. The convenors can be contacted via email pandctuckshop@ironsidess.eq.edu.au or just come directly to the tuckshop and speak to one of the convenors. The tuckshop opens the second week of school at the beginning of each school year and closes on the second last Thursday of the school year. The tuckshop sells morning tea, snacks, drinks and lunches. All lunch orders for the tuckshop should be placed via the online order system (see Appendix 5). All snacks, drinks and morning tea items are available for purchase over the counter at first and second break. Menus and price lists are in the school Newsletter at the commencement of each term or you may download it from the school’s website. Prep students will be able to order lunch beginning of Term 2.

Home Baking
Home baking allows Ironside families who are not available to volunteer during school hours, to cook a snack (slice, muffin and mini-quiiche) at home and bring it to the Tuckshop for sale. This is sold at the Tuckshop and raises a generous proportion of the Tuckshop funds. Parents are rostered to bake once a month. Please contact the Tuckshop (pandctuckshop@ironsidess.eq.edu.au) if you can assist with homebaking.

Uniform and BookShop
The Uniform and Book Shop is run by the Uniform Shop Convenor and parent volunteers. It allows Ironside families to purchase both new and second-hand uniforms and other school items (bags, hats, swim caps etc). The Uniform shop is open 8.30am – 10am Monday, and 1.30pm - 3.30pm Wednesdays. Opening hours are extended at peak periods throughout the year and this is notified via the school Newsletter. You are welcome to visit the store during the opening hours or order online. Items can be purchased from our online store at http://schoolshoponline.net.au/ironside/index.aspx. All online orders received by midnight Tuesdays will be delivered to your child’s classroom on Wednesday or the orders can be collected from the uniform shop on from Wednesday 2:30pm – 3:30pm. Email: pandcuniformshop@eq.edu.au

(See Appendix 3 for the Uniform Price List)

Booklist
Book lists are available from the office. All children receive booklists for the following year in October. Books and other stationery requirements may be purchased at St Lucia News throughout the year.
(See Appendix 10 for map)

Uniform
Ironside is classed as a uniform school. We seek your 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.
**Boy's Uniform**

- **Shirt**: Royal blue polo shirt
- **Shorts**: Grey school shorts
- **Socks**: White
- **Shoes**: Black school shoes or black sneakers (not necessarily leather) with black laces or straps
- **Hat**: Royal blue surf hat or legionnaire’s hat with ISS logo. Prep students wear a yellow legionnaire’s hat with ISS logo
- **Winter Jacket**: Navy blue zip jacket with ISS logo for cold weather
- **Track Pants**: Microfibre navy track pants to match the school jacket or navy fleece trackpants (available at major stores)

**Girl's Uniform**

- **Dress**: Blue and white check dress
- **Shirt**: Royal blue polo shirt
- **Shorts**: Royal blue shorts, culottes or skort
- **Socks**: White (navy stockings may be worn with the school dress)
- **Shoes**: Black school shoes or black sneakers (not necessarily leather) with black laces or straps
- **Hat**: Royal blue surf hat or legionnaire’s hat with ISS logo. Prep students wear a yellow legionnaire’s hat with ISS logo
- **Winter Jacket**: Navy blue zip jacket with ISS logo for cold weather
- **Track Pants**: Microfibre navy track pants to match the school jacket or navy fleece trackpants (available at major stores). Track pants or leggings may not be worn under shorts or dresses.

**Hair Accessories**: Royal blue

A white hijab may be worn for religious reasons

**Note:**

* Unless otherwise specified clothing is available in sizes 4, 6, 8, 10, 12, 14, 16 and 18;
* Refund or exchange on items is not possible if the items have been worn or named.

**Year 6 Shirt**

At the beginning of Year 6, students may order a specially designed Ironside shirt.

**Swimming Uniform**

Students may wear their own swim gear. Students MUST wear a cap and a sunshirt. The uniform shop stocks swim caps, swim bags and sunshirts.

**Second Hand Clothing**

The Uniform Shop gratefully receives all donations of unwanted uniform items, including music performance uniforms. Second hand items are available for purchase during normal Uniform Shop opening hours.

**Performance Uniform For All Instrumental and Choral Group**

Supply options will be advised by the music department. The school accessories of a cummerbund and bow tie/neck tie are available from the uniform shop to all students new to the programme.

Parents to supply:

- Plain long black trousers
- Plain long sleeved, business style white shirt
- Plain black socks
- Plain black shoes
- Royal blue hair accessories
Spring Fair
Ironside State School hosts a Spring Fair on a biennial basis which is organised by the P&C. The next Spring Fair will take place in 2017. This is a major fund raising event for the P&C and parents are encouraged to participate in the arranging and running of the event.

Swimming Club
The club is a sub-committee of the P&C Association. It provides club activities in the St Lucia community in Term 1 and Term 4. All families are welcome to join the swimming club on Friday evenings from 6:00pm when a BBQ and student races are conducted under parent supervision.

School Policies and Procedures

Absence from School
Regular attendance at school is essential for progress to be maintained. It is expected that all absences of children will be explained by letter from a parent or guardian on the child's return. Please telephone the Absentee Line on 3258 3160 or send an email to studentabsence@ironsidess.eq.edu.au if your child is absent. Please clearly state the name of the student, class and anticipated absence length in the message or email. Should the anticipated absence be longer than three days please email the class teacher or telephone the school office. Students who are regularly absent from school may be contacted by a member of the Administration Team.

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 other of the parents concerned. Where the parent cannot be contacted, however, 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 or any change of telephone number.

Should a student vomit during school hours, parents will be contacted and must collect the student. If a student is deemed unwell and not able to remain in class parents will be contacted to collect the student. Students are not to remain in sick bay for extended periods (maximum of 20 minutes and then return to class, or must be collected by parent)

Head injuries – See appendix 7 for procedure followed

Some students in the school receive daily medical treatment and must report to the office at a specified time. Please ensure you inform admin and the office if your child has any illnesses, allergies or medical problems.

If children have contracted communicable illnesses such as measles, mumps, flu, etc., they should be kept at home until they are well. A special check should be kept by parents of such things as school sores and head lice. (See Appendix 6 for Medication Policy and Appendix 8 for Exclusion Policy)

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.

Arrival and Departure from School
Parents are reminded that school commences at 8:40am and all students should be in their classrooms by 8:45am when specialist classes commence. Children should not arrive at school prior to 8:15am unless they are participating in a school approved program or engaged in activities supervised by a teacher.
When students arrive at school between 8:15am and 8:40am they are required to sit quietly in a designated area under G Block and near D Block (Prep - Year 2) and Library basement (Year 3-6) under staff supervision. This is not a play time.

Students who arrive after 9:00am must report to the Administration Office to collect a Late Slip. This note must be taken to the student’s classroom and be given to the teacher.

Children will not be permitted to leave the school grounds during the school day unless a written request from a parent is received. Parents are to collect children from the classroom or the front office on these occasions.

Children will leave the school grounds by 3:20 pm unless:
- attending after school care;
- engaged in activities supervised by a teacher;
- participating in tennis or swimming lessons; or
- participating in a school approved program.

If for some unforeseen reason a parent is unable to collect a child/children, please contact the office immediately on 3258 3111.

**Stop, Drop and Go Areas**
There are four main drop off points for collecting students – near the tennis courts on Hawken Drive; near the multipurpose basketball court on Hawken Drive; along Central Avenue near after-school care; and behind the hall on Ironside Street. These areas are clearly identified with a stop, drop and go sign. These areas are regularly supervised by police and parents will be fined for parking in these areas during peak times. *(See Appendix 11)*

**Parking**
Parents are reminded that parking is available in three streets surrounding the school. These include Hawken Drive, Central Avenue and Ironside Street. Please note the school has allocated 2-minute only set-down zones. Police occasionally monitor these areas so parents are encouraged NOT to park in 2-minute zones or leave your car in these areas. As role models for students at Ironside State School, it is important that we all obey these traffic regulations.

**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. Activities range from drama classes, learn to swim and squad training with Georgie Parks and dance classes. Information on all after-school activities is available at the front office.

**Anti-Bullying Policy**
The school has developed an anti-bullying policy to address issues within the school grounds. The anti-bullying policy supports the Behaviour Management Plan already implemented in the school.

**Assembly**
School Assembly is held each Monday afternoon commencing at 2:30pm and concluding at 3:00pm. Parents are invited to attend Assembly at any time in the School Hall and alternates between the whole school, senior school (Years 3 to 6) and junior school (Prep to Year 2).
Code of School Behaviour
The Responsible Behaviour Plan for Students was updated in 2012 and is based on Education Queensland’s Code of School Behaviour. All new families in 2016 will receive a copy of the plan. It is also available from the front office.

The Responsible Behaviour Plan is based on the following five school rules:
- Show respect for others.
- Play and behave in a safe and responsible manner.
- Obey directions of any adult in charge the first time.
- Obey all school procedures.
- Show respect for all property.

Before and After School Care / Vacation Care
Ironside State School staff does not supervise children outside school hours. School hours are 8.55am to 3.00pm.

Ironside Community After School Activities Group Incorporated (ICASAG) may be able to assist with before and after school and vacation care.
For further information call 3870 9849 or mobile 0417 002 935.

Cash Collection System
Students are invoiced for all cost-related activities each term. This includes costs for planned class excursions, interschool sport, choral and instrumental programs, and externally set tests for students in the upper school and extra physical education lessons for certain year levels.

Years 5 to 6 students are also charged for attendance at their year level camp. If any family is having difficulty paying for school camps, please contact the Principal to arrange regular payments rather than a bulk sum.

Dental Services
The State Government School-based Program provides free oral health care to school children from pre-school up to, and including Year 10.

The oral health team providing this service consists of a dentist, school dental therapist and dental assistants. Treatment is provided at each fixed or mobile dental clinic located, in most cases, in school grounds.

On completion of treatment of children at your school the oral health staff moves to the next school in priority and returns to this school as part of a recall system. Emergency treatment is available to all eligible children by telephoning 1300 300 850. Their hours of operation are 8:00am to 4:30pm.

Enrolment Procedures
All new families must make an appointment for an enrolment interview by contacting the office on 07 3258 3111 or by email. Wednesday is enrolment day.

Primary School
Ironside State School recognises as its prime obligation, the provision of access to an appropriate educational service for students whose principal place of residence is within the school’s catchment area.

Because of enrolment capacity and growth Ironside State School may be unable to meet this obligation in the future, unless action is taken now to manage enrolments. Ironside
State School has limited ability to accept enrolments from outside the catchment area. (See Appendix 9 for the catchment area map)


International Families
With over forty different nationalities represented at Ironside State School we pride ourselves on being a multicultural school. Some international families may need to pay fees to Education Queensland International (EQI). This is dependent on the type of visa issued. All international families should bring full documentation for enrolments including passports, visas and any school reports from their own country.

Interpreter Services
An interpreter service is available to any family arriving from another country that requires assistance. Contact 131 450 for assistance 24 hours and seven days a week.

Transferring Overseas
If students are leaving school for family, travel or work commitments overseas, it is important to notify the main office as well as the classroom teacher. Please obtain a departure form from the front office should your child is leaving the school.

Evacuation Procedures
Each classroom has a set of instructions for fire evacuation and lock-down procedures. There is also a map indicating areas of the school to evacuate students to. Please ensure you are familiar with these procedures if you are doing any volunteer work in the school. Each term, there is a planned evacuation practice to ensure a whole school approach to safety.

Excursions
During the year classes will be involved in excursions, which have a variety of educational outcomes. Details of these will be provided to parents together with costs involved. Parents will be required to complete a permission form before their child participates in any excursion. The cost of excursions will be added to each term’s cash. Parental assistance is required on all school excursions and is organised by the class teacher and class parent representative.

Graduation for Year 6
The Year 6 Graduation will be held on Wednesday 6 December, commencing at 6pm. A parent committee of interested parents will arrange the event.

Homework
Ironside State School endorses the concept of homework on the grounds that it:

- assists children in the development of study habits and skills
- assists children in the promotion of self discipline and time organisation
- provides a link between the home and the school.

Ironside teaching staff aims to ensure that homework reflects the 3R’s

- It’s Relevant
- It’s Regular
- It’s Responded to by a teacher.

It is intended that all homework will be meaningful and bear a direct relationship to class work. It is expected that all children will complete all homework that is set.
Two categories of homework are recognised:

**Informal**
Tasks undertaken by a child without specific direction from a teacher. It is expected that children in all year levels will be involved in this type of activity. Informal homework could range from guided, or independent reading, through story writing or spelling practice, the learning of number facts to research into a subject or personal interest.

**Formal**
Specific tasks set by a teacher to be completed by a child over a range of times, for example:
- Short term - set one day for correction / checking the following day
- Medium term - for completion within the week
- Longer term - for completion by a set date some time in the future.

Formal homework includes activities which are an extension of class work or of a reinforcement nature, weekly contracts and activities of an experimental, creative, investigative or problem-solving nature. It is not used as a vehicle for previewing new work or as a substitute for the teaching act. The responsibility for the completion of formal homework tasks lies with the child.

Formal homework may be administered by the classroom teacher or any of the specialist teachers within the school. Formal homework is not set for vacation periods or for weekends. It is expected that all formal homework will be corrected by classroom teachers and feedback given to students.

**Lost Property**
There is a lost property box near the Tuckshop. This box is regularly cleared by volunteers. Named items are returned via the tuckshop boxes to the classrooms. Unclaimed, unnamed items are donated to the Uniform Shop second hand section. Please name everything with the first and last name.

**Internet Contracts**
All students in the school are issued with an Internet Contract. This gives permission for students to access the internet and email for educational purposes under the guidance of a teacher.

Students’ work samples and photographs may also be published on the Ironside State School website. The internet contract allows families to have a say in whether their children’s photograph is published on the internet or only within the school, on the intranet.

**Library Hours**
The library is open to students before school, morning tea, at lunch time and after school (until 3:30pm).

**Student Borrowing**
Children may borrow before school, morning tea, during the lunch break and after school.

**Borrowing Limits apply to all students:**
- Prep - 1 Junior Fiction book
- Year 1 - 2 two Chapter books (Fiction) and one Non-Fiction
- Year 3 - 6 two Fiction and two Non Fiction
Year 6 Students only have access to Fiction books marked YA – Young Adult, with parental permission.

Items should be returned within 2 weeks; however extensions of loans can be arranged with the teacher librarian.

**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 and signed in to the front office at 8.50am and collected from the office at 3.00pm each day.

**Newsletter**
The school publishes a newsletter every week, which is uploaded onto the School’s website on Thursdays. The newsletter contains a calendar of events as well as items on activities within the school, news from the P&C Association, news from different year levels and other bodies within the community.

**Phone Calls**
Students are only allowed to make phone calls in exceptional circumstances from the front office. Students will be billed for the cost of a local call. Students cannot make calls because they have forgotten batters or instruments as this is their own responsibility.

**Playground Equipment**
The playground equipment for Prep and Year 1, Year 2 and 3, and Year 4 and 5 and Year 6, is not to be used by students before or after school unless supervised by parents.

Parents who bring their toddlers to school are also advised not to allow their toddlers to play on any equipment. This school rule applies to before, during and after school hours.

**Public Transport**
Some students use buses to travel to and from school. The school bus stops are located in the front of the tennis courts on Hawken Drive for travel to the University of Queensland and St Lucia Shops. A second bus stop is located in front of the Uniting Church across the road from the basketball court on Hawken Drive. These buses travel to both Toowong and Indooroopilly. *(See Appendix 10 for Bus Timetables)*

Both bus stops are supervised by Ironside staff after school. However, before school, students are encouraged to cross at the crossing with care.

**Request for Refund**
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. *(See Appendix 12)*

**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.

Remember – NO HAT, NO PLAY
In late 2007, Education Queensland introduced new policy for Swim Shirts (Rashies) in State Schools. The new requirements are as follows:

- Swim shirts 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. In these cases, spectators will be required to adopt a range of sun protection measures.
- If parents are unable to provide a swim shirt, schools can allow students to wear a t-shirt.

Office Hours
The school's office hours are 8:00am to 4:00pm Monday to Friday.

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.

Telephone
The telephone is installed at the school by Education Queensland for the convenience of parents and teachers to overcome delay in gaining assistance in times of accident or sickness. Parents, however, will appreciate that teachers are actively engaged in teaching between 8.55am and 3:00pm so calls to teachers must not be made during teaching times.

Web Site
The school’s web site is www.ironsidess.eq.edu.au All parent newsletters, current events and classroom information is available on the school website. We welcome feedback on this site and would appreciate your comments.

Thank you
Appendix 1 – 2017 Staff Contacts

T: 3258 3111  E: the.principal@ironsidess.eq.edu.au  W: www.ironsidess.eq.edu.au

Hyperlink: Our staff - Email contacts

| Prep A Cathy Gordon cgord127@eq.edu.au | 4C Alice Hanley ahanl32@eq.edu.au |
| Prep B Christine Lord clord43@eq.edu.au | 4D Sea Kilby sxtr0@eq.edu.au |
| Prep C Sara Beeston sbees9@eq.edu.au | 4E Eleanore Young ejyou0@eq.edu.au |
| Prep D Margo Lergessner mhods9@eq.edu.au | 4F Andrea Ward-Isles axwar2@eq.edu.au |
| Prep E Robyn Chiffey rchif2@eq.edu.au | 5A Julie Bulgarelli jbulg4@eq.edu.au |
| Prep F Libby Strong lstro33@eq.edu.au | 5B Sharyn Pinkerton spink5@eq.edu.au |
| 1A Lou Thao lthao12@eq.edu.au | 5C Rachel Beattie rbeat25@eq.edu.au |
| 1B Leonie Evertsen lever44@eq.edu.au | 5D Brett Perrier bperr18@eq.edu.au |
| 1C Mira Raspaskovski, Leesa Palmer mwsp3@eq.edu.au lwilk29@eq.edu.au | 5E Michelle Chandra, mecha3@eq.edu.au |
| 1D Renee Greasley rgea17@eq.edu.au | 5F Ben Morton bmxor13@eq.edu.au |
| 1E Alex Burt aburt0@eq.edu.au | 6A Alice Cowan-Dillon acowd13@eq.edu.au |
| 1F Deb Warren dwarr82@eq.edu.au | 6B Jill Mallett jmalt3@eq.edu.au |
| 2A Heather White hwhit35@eq.edu.au | 6C Christina Maxwell cgow5@eq.edu.au |
| 2B Philip Poulton pipou0@eq.edu.au | 6D Gary Lake gbdlk0@eq.edu.au |
| 2C Mariella Morris, Liz Fairhall mxmor6@eq.edu.au lfair35@eq.edu.au | 6E James Henderson jhend263@eq.edu.au |
| 2D Annabelle Morrissey akmor1@eq.edu.au | Librarian Cath Roche croch5@eq.edu.au |
| 2E Robyn Cool rcoll4@eq.edu.au | EALD Kylie Sommerfeld ksomm2@eq.edu.au |
| 2F Sonja Boden sbode4@eq.edu.au | STLaN Terri Avis tavisi@eq.edu.au |
| 3A Denise Burns dmhar1@eq.edu.au | STLaN Jeanette Borg jborg53@eq.edu.au |
| 3B Michael Bierhuizen mbier6@eq.edu.au | Strings Music Trudy Weekes tweek23@eq.edu.au |
| 3C Scott Murdoch smurd31@eq.edu.au | Woodwind Music James Kukulies jkuku2@eq.edu.au |
| 3D Berenice Tan biltan0@eq.edu.au | Brass Music Lisa James lmjam1@eq.edu.au |
| 3E Adele Todd atodd53@eq.edu.au | Music Marianne Huxley Julie Savage mehux0@eq.edu.au jsava2@eq.edu.au |
| 3F Susan King sking57@eq.edu.au | Art Clare Dyer cdyer23@eq.edu.au |
| 3G Neil Malcolm nrmla0@eq.edu.au | HPE Jeremie Clarke-Okah, jclar577@eq.edu.au Megan English mbrya20@eq.edu.au |
| 4A Anita Lim alim15@eq.edu.au | LOTE Ngaire Aboud, nabou1@eq.edu.au Nuria Cort nxcor0@eq.edu.au |
| 4B Maria Montefiore mmont25@eq.edu.au | GEM Jenny McDonald jmcd036@eq.edu.au |
| School Chaplain Garth Calder gcald7@eq.edu.au | Guidance Officer Melinda Cosgrove mcg01@eq.edu.au |
| Office Elizabeth Graff-Valizadeh egraf4@eq.edu.au | Office Brooke Arnott barno48@eq.edu.au |
| Office Suzanne Wells swell134@eq.edu.au | Office Ashley Whitehorn awhit691@eq.edu.au |
Appendix 2 - School Plan
Appendix 3 – Uniform Shop Price List 2017

Online eStore: https://schoolshoponline.net.au/ironside/index.aspx

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>PRODUCT</th>
<th>PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unisex</td>
<td>Short Sleeve Poly-Cotton Polo Shirt</td>
<td>$22.00</td>
</tr>
<tr>
<td></td>
<td>Microfibre Tracksuit Jacket</td>
<td>$45.00</td>
</tr>
<tr>
<td></td>
<td>Microfibre Tracksuit Pant</td>
<td>$38.00</td>
</tr>
<tr>
<td></td>
<td>School Jacket (zip front)</td>
<td>$34.00</td>
</tr>
<tr>
<td></td>
<td>Legionnaires Cap - Prep (Gold)</td>
<td>$12.00</td>
</tr>
<tr>
<td></td>
<td>Legionnaires Cap Years 1-7 (Blue)</td>
<td>$12.00</td>
</tr>
<tr>
<td></td>
<td>Slouch Hat (Small/Medium/Large)</td>
<td>$15.00</td>
</tr>
<tr>
<td></td>
<td>*Long Sleeve polycotton polo (size 12-16)</td>
<td>$30.00</td>
</tr>
<tr>
<td></td>
<td>*Short Sleeve Cotton Polo Shirt (size 12-16)</td>
<td>$22.00</td>
</tr>
<tr>
<td>Boys</td>
<td>Grey School Shorts (sizes 4-16)</td>
<td>$20.00</td>
</tr>
<tr>
<td>Girls</td>
<td>Stretch Active Pants</td>
<td>$24.00</td>
</tr>
<tr>
<td></td>
<td>Navy Tights</td>
<td>$7.00</td>
</tr>
<tr>
<td></td>
<td>School Dress</td>
<td>$42.00</td>
</tr>
<tr>
<td></td>
<td>Blue School Culottes/Shorts/Skort</td>
<td>$20.00</td>
</tr>
<tr>
<td></td>
<td>Assorted Royal Blue Hair Accessories</td>
<td>$4.50</td>
</tr>
<tr>
<td>Bags</td>
<td>Library bags (various designs)</td>
<td>$10.00</td>
</tr>
<tr>
<td></td>
<td>School Bag</td>
<td>$50.00</td>
</tr>
<tr>
<td></td>
<td>Blue Swim Bag (Drawstring)</td>
<td>$15.00</td>
</tr>
<tr>
<td></td>
<td>Blue Sport/Swim Duffle Bag</td>
<td>$12.00</td>
</tr>
<tr>
<td>Swimming</td>
<td>Navy Long Sleeve Swim Shirt</td>
<td>$35.00</td>
</tr>
<tr>
<td></td>
<td>Silicon Swim Cap - blue with Ironside text in white</td>
<td>$9.00</td>
</tr>
<tr>
<td></td>
<td>Swimming Cap (House colours)</td>
<td>$6.00</td>
</tr>
<tr>
<td>Sport</td>
<td>Walter Taylor Bridge District Shirt</td>
<td>$30.00</td>
</tr>
<tr>
<td>Music</td>
<td>Cummerbund</td>
<td>$15.00</td>
</tr>
<tr>
<td></td>
<td>Bow Ties – boys</td>
<td>$10.00</td>
</tr>
<tr>
<td></td>
<td>Neck Ties – Girls</td>
<td>$10.00</td>
</tr>
<tr>
<td><strong>Second Hand</strong></td>
<td><strong>Second Hand White Shirts or Black Pants</strong></td>
<td>$5.00</td>
</tr>
<tr>
<td>Music</td>
<td><strong>Second Hand Neck Ties</strong></td>
<td>$5.00</td>
</tr>
<tr>
<td></td>
<td><strong>Second Hand Bow Ties</strong></td>
<td>$5.00</td>
</tr>
<tr>
<td></td>
<td><strong>Second Hand Cummerbund</strong></td>
<td>$7.00</td>
</tr>
<tr>
<td>Bags</td>
<td><strong>Second Hand School Bag</strong></td>
<td>$9.00</td>
</tr>
<tr>
<td></td>
<td><strong>Second Hand Library Bag</strong></td>
<td>$4.00</td>
</tr>
<tr>
<td>Girls</td>
<td><strong>Second Hand Blue Shorts (or Skorts or Skirts)</strong></td>
<td>$7.00</td>
</tr>
<tr>
<td></td>
<td><strong>Second Hand Culottes</strong></td>
<td>$9.00</td>
</tr>
<tr>
<td></td>
<td><strong>Second Hand School Dress</strong></td>
<td>$15.00</td>
</tr>
<tr>
<td>Boys</td>
<td><strong>Second Hand Grey Shorts</strong></td>
<td>$7.00</td>
</tr>
<tr>
<td>Unisex</td>
<td><strong>Second Hand Hat or Cap</strong></td>
<td>$4.00</td>
</tr>
<tr>
<td></td>
<td><strong>Second Hand Jacket</strong></td>
<td>$12.00</td>
</tr>
<tr>
<td></td>
<td><strong>Second Hand Polo (long or short sleeve)</strong></td>
<td>$7.00</td>
</tr>
</tbody>
</table>

*Product to be discontinued – available for discounted price online
Appendix 4 – Uniform Labelling Hints

Why Label?
The expense of lost gear can really add up, so labelling is a great cost-saving measure.

Labelling your child’s belongings really does help. If something is named, the school is only too happy to return it to your child. There are plenty of ways to label your child’s belongings, including hard-to-name items like shoes and socks. Please put both first and last name on the items.

Clothes
Personalised labels are a great way to label kids’ clothes. Made from washable fabric and printed with permanent ink, personalised labels can either be ironed or sewn on to your child’s clothes.

Iron-on labels are quick and easy, but they are not suitable for all fabrics. Jackets and togs are often made from iron-free fabric, and some sports tops will also burn or shrink. Make sure you check the clothing fabric before you apply iron-on labels.

Sew-on labels have the option of being easily unpicked if you want to on-sell your child’s uniform, or if your contact details change. They are also good for using on socks, as they can be unpicked and re-used when the socks wear out. Stitching your child’s initials into the sole or toe of the sock is also a good way to identify them in the lost property box.

There are several websites which offer personalised labels. Prices vary from place to place, but you should be able to get 50 labels for $20 - $30. In most instances, the more labels you purchase the cheaper they get, so consider getting just your surname and phone number printed, so you can use the same labels for every child.

A permanent marker can also be used to write on the inside label of your child’s clothes. At $5-8 this is obviously a cheaper option, but you are limited as to where you can write and how much information you can fit on it. These come in fine tips and last well in the wash. You can find these at supermarkets or stationery stores. Just be careful as some so called ‘permanent’ markers may bleed and fade in the wash.

Shoes
Shoes are a hard thing to name because any writeable surface is being constantly rubbed, either by the foot or by the ground. To get around this problem, you can stitch personalised labels into the back of the shoe, or use personalised vinyl stickers on the inside sole. Sticking a piece of clear book covering over the top of a vinyl sticker will make it extra durable.

Another option for naming shoes is to tie a small tag through the shoe laces. Small vinyl tags are available from most label makers or stationery shops, or use a small dog tag and write on it with a permanent marker.

Hats
Both iron-on labels and sew-on labels are good for hats, as is using a permanent marker on the inside. You can personalise it by writing their name on in fabric paint (on the inside). Plaid (a paint brand) has a great range of paints which do not need heat setting, and they are available from craft stores for approximately $4 per tube.

It is handy to have something that distinguishes your child’s hat from the others, even if their name is already printed on the inside. Try tying a small piece of ribbon to the neck string, or pin a small brooch or badge to the back of the cap.

Bags
Some bags have a tag space so you can slide in your child’s details, or you can purchase vinyl travel tags to do the same job. Using a permanent marker on the inside of the bag is also a good way to get it named.

If your child walks or bikes to school, avoid having their name embroidered or printed on the outside of their bag. While kidnapping is a rare occurrence, advertising your child’s name makes it easier for potential attackers to befriend your child.

Lunch Boxes, Pencil Cases and Book Bags
These high-use articles (which, in the case of lunchboxes, also require washing) need a particularly sturdy labelling approach. The two best options for these items are to use stick-on vinyl labels or to write on the item with a permanent marker.

Making Your Own Labels
You may wish to consider making your own labels at home. Sheets of blank adhesive labels can be bought from any stationery shop for approximately $12 for 20 sheets, and $45 for 100. These can be put through your home printer and printed out with whatever you choose. Simply set up a table as described on the back of the packet, and your details will print out to fit the specific sticker sheet. These are great for labelling books and stationery.

Plastic and vinyl labels can be made using home labelling machines like the Brother P-Touch or Dymo Labelmaker. These machines are available from most large stationery stores, or a ‘Google’ search will find you new and used ones for sale online. The hand held battery versions retail for approximately $50, but you can go into the hundreds for one with all the bells and whistles. These machines are like mini computers where you simply type in the desired text, and then print it out. The sticker comes out in a single strip which you can cut to the desired length. Replacement tapes retail between $20-$40 depending on length, width, and material.

For a cheaper option, book bags, pencil cases and tog bags can be personalised with fabric paint (see above), and plastic items like lunchboxes and drink bottles can be named with a permanent marker.
Appendix 5 - Tuckshop Orders

We are pleased to announce that the tuckshop is available School Shop Online. Registration is simple:

**New users (no account registered with School Shop online)**
2. Select “Click here to register” in the New Users box and follow the prompts to register as a parent. You will be offered the option to activate an eWallet – please see below.
3. Register your child(ren). You can also register or add children later if you wish. Go into My Account, Manage Students, then Add New Student.

**Existing users (if you have an account with School Shop online through our uniform shop eStore)**
2. First, select “Click here to register” in the New Users box
3. Then, enter your eStore user name and password in the boxes under existing users and press submit
4. Your existing account details will be retrieved and if you have an eWallet number, please enter the number in the box provided.
5. The details of your accounts will now be linked and you can access both Tuckshop and uniform shop eStore with the same login details.

**Ordering Tuckshop Online:**
2. Navigate through the product categories and choose your item(s) and Add to Cart
3. Remember to select Student Name for your child’s order. Please ensure your child’s class is entered correctly.
4. Select Checkout.

A simple illustrated guide to ordering is available to view on the school website’s Tuckshop Page.

**To Pay**

There are two payment options: **Credit Card** or **eWallet**
1. Select the Payment Method from the drop-down menu (please note, Credit Card providers charge a merchant fee and this will be added to your total amount due. eWallet transactions do not attract a fee.)
2. Complete the details and submit the payment.
3. A receipt and an email confirmation of your order will be emailed to you for your records.

You can view your transactions in the **My Account** at any time.

**eWallet**
eWallet operates similarly to a *go card* - it allows you to deposit funds into your account and draw on the funds for any purchases across Ironside’s Online Shop. Further details on eWallet are available for you to view on the school website’s Tuckshop & Uniform Shop pages.
Appendix 6 - Medication Policy

Administration of Routine and Emergency Medications in State Schools

**Prescription Medication**
- Authority to Administer Medication
  - Ensure Authority to Administer Medication form is completed for long-term medication e.g., medication for cystic fibrosis, or a letter from parents authorizing the administration of short-term prescription medication e.g., antibiotics.

**Over the Counter (OTC) Medication**
- Including pharmacy dispensed medicines, natural path, homoeopathic, vitamins, minerals, herbal preparations, cough and cold remedies, non-prescription anti-histamines, pain relief such as paracetamol, aspirin and non-steroidal anti-inflammatory medications such as Naproxen, Advil.

**Emergency Medication**
- Including epilepsy, diabetes, asthma and anaphylaxis.

- Authority to Administer Emergency Medication
  1. Emergency Medication must be medically prescribed for specific students.
  2. For students who are suspected of having an anaphylactic reaction and do not have a medical diagnosis, refer to the Anaphylaxis Guidelines for State Schools.
  3. For students requiring emergency treatment for asthma who do not have an emergency health plan, follow asthma first aid.

- When administering emergency medication:
  - Administer first aid when there is no student-specific plan.
  - Follow the student’s Emergency Health Plan.
  - Reminder: Contact ambulance ringing ‘000’.

**When administering medication, follow the Five Rights of Medication Administration**
1. Right Person: Check the identity of the student.
2. Right Drug: Check
   - when the drug is taken from the cupboard
   - before the drug is put into a medicine cup or similar prior to giving it
   - again as the container is returned to the cupboard
3. Right Dose: Check the dosage on the medication container (pharmacy label) and the Request to Administer Medication at School form.
4. Right Time: Ensure medication is administered at the prescribed time.
5. Right Route: Check the instructions as per pharmacy label prior to administration and follow specific instructions e.g., to be taken with food.

**Storage and Disposal of Prescribed and OTC Medications**
- Ensure appropriate storage of medication according to the manufacturer’s instructions.
- Store medication in a non- portable, locked space such as cupboard/cabinet reserved for medications.
- Ensure access to all stored medications is only to persons authorised to administer medications.
- Store in original containers in a manner that ensures security and efficacy.
- Ensure medication sent to school as a parallel measure (e.g., shared custody care or travelling to a remote setting directly from school) is stored in a secure area whilst the students are at school.
- Disposal of unused and unclaimed medication by:
  - advising the parent to collect the medication from the school;
  - returning medications to any pharmacy to be disposed of through the Returning Unwanted Medicines program http://www.returnmed.com.au/.
- Ensure safe disposal of sharps.

**Reminder:** Emergency medication must not be stored in a locked cabinet.
Appendix 7 – Head Injuries

Head Injury

E.g. Blow to the head, whiplash, fall involving the head

Information on calling an ambulance is also provided in the First Aid Guideline – Calling an Ambulance in an Emergency

Is the casualty unconscious or showing signs of concussion?

Signs of concussion may include: confusion, memory loss, irritability, combative, nausea

Call Triple Zero (000) immediately and request ambulance

Check Airway (clear and open)
Check Breathing (normally)

Yes

No

Are there signs of:
- blood or clear fluid from ear/nose?
- blackening of the eyes?
- bruising behind the ears?
- unequal dilated pupils?
- obvious deformity of the skull?

Are there signs of:
- memory loss?
- headache?
- unusual tiredness?
- nausea or vomiting?
- loss of sensation or power in limbs?
- blurred or double vision?
- drowsiness?

Yes

No

Yes

No

Yes

No

Yes

No

Yes

No

Is there soft tissue damage to the head such as bruises, cuts or abrasions?

Recommend parent/carer seek medical advice

Commence CPR
Continue until ambulance arrives or patient shows signs of recovery, then treat accordingly

Unresponsive and not breathing normally?

Unresponsive but breathing normally?

Roll into recovery position
Ensure that neck and spine are supported

Position to encourage drainage onto clean or sterile pad.
Do not pack the ear or nose with dressing as this can introduce infection and may increase the pressure on the brain.
Monitor and record vital signs until ambulance arrives.

Monitor and record vital signs until ambulance arrives.

If condition deteriorates, treat accordingly.

Monitor and record vital signs until ambulance arrives.
If condition deteriorates, treat accordingly.

Monitor and record vital signs until injuries/casualty stabilised.

If condition deteriorates, treat accordingly.

Treat as for bleeding, wounds and soft tissue injuries. Do not apply pressure to the injured site.

Monitor and record vital signs until ambulance arrives.

If condition deteriorates, treat accordingly.

recommend parent/carer seek medical advice.
Appendix 8 - Exclusion Policy - Infectious Diseases

Recommended minimum periods of exclusion from preschool, school and child care centres for cases of, and contact with infectious diseases. (National Health and Medical Research Council, January 1997) The NHMRC recommends that children who are physically unwell should be excluded from attending school and preschool. This should be read in conjunction with the publication *Staying Healthy in Child Care.*

<table>
<thead>
<tr>
<th>Condition</th>
<th>Exclusion of cases</th>
<th>Exclusion of Contacts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amoebiasis (Entamoeba histolytica)</td>
<td>Exclude until diarrhea ceases</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Campylobacter</td>
<td>Exclude until diarrhea has ceased</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Chickenpox</td>
<td>Exclude until fully recovered or for at least five days after the eruption first appears. Note that some remaining scabs are not a reason for continued exclusion</td>
<td>Any child with immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded.</td>
</tr>
<tr>
<td>Conjunctivitis</td>
<td>Exclude until discharge from eyes has ceased</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Cytomegalovirus infection</td>
<td>Exclusion not necessary</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Diarrhoea</td>
<td>Exclude until diarrhea has ceased</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Diphtheria</td>
<td>Exclude until medical certificate of recovery is received</td>
<td>Exclude family/household contacts until cleared to return by an appropriate health authority</td>
</tr>
<tr>
<td>Glandular fever (mononucleosis)</td>
<td>Exclusion is not necessary</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Hand, foot and mouth disease</td>
<td>Until all blisters have dried</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Haemophilus type b (Hib)</td>
<td>Exclude until medical certificate of recovery is received</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Hepatitis A</td>
<td>Exclude until a medical certificate of recovery is received, but not before seven days after the onset of jaundice or illness</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Hepatitis B</td>
<td>Exclusion is not necessary</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Hepatitis C</td>
<td>Exclusion is not necessary</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Herpes (Cold Sores)</td>
<td>Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by dressing, where possible</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Hookworm</td>
<td>Exclusion not necessary</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Human immune-deficiency virus infection (HIV AIDS virus)</td>
<td>Exclusion not necessary unless the child has a secondary infection.</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Impetigo</td>
<td>Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Influenza illnesses</td>
<td>Exclude until well</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Leprosy</td>
<td>Exclude until approval to return has been given by an appropriate health authority</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Condition</td>
<td>Exclusion of cases</td>
<td>Exclusion of Contacts</td>
</tr>
<tr>
<td>---------------------------------</td>
<td>--------------------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Measles</td>
<td>Exclude for at least four days after onset of rash</td>
<td>Immunised contacts not excluded. Unimmunised contacts should be excluded until 14 days after the first day of appearance of rash in the last case. If unimmunised contacts are vaccinated within 72 hours of their first contact with the first case they may return to school</td>
</tr>
<tr>
<td>Meningitis (bacterial)</td>
<td>Exclude until wet</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Meningococcal infection</td>
<td>Exclude until adequate carrier eradication therapy has been competed.</td>
<td>Not excluded if received Rifampicin</td>
</tr>
<tr>
<td>Molluscum contagiousum</td>
<td>Exclusion not necessary</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Mumps</td>
<td>Exclude for nine days or until swelling goes down (whichever is sooner)</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Parvovirus (erythema infectiosum fifth disease)</td>
<td>Exclusion not necessary</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Poliomyelitis</td>
<td>Exclude for at least 14 days from onset. Re-admit after receiving medical certificate of recovery.</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Ringworm, scabies, pediculosis (lice), trachoma</td>
<td>Readmit the day after appropriate treatment has commenced</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Rubella(German measles)</td>
<td>Exclude until fully recovered or for at least four days after the onset of rash</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Salmonella, Shigella</td>
<td>Exclude until diarrhoea ceases</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Streptococcal infection (including scarlet fever)</td>
<td>Exclude until the child has received antibiotic treatment for at least 24 hours and the person feels well</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Tuberculosis</td>
<td>Excluded until a medical certificate from an appropriate health authority is received</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Typhoid fever (including paratyphoid fever)</td>
<td>Excluded until approval to return has been given by an appropriate health authority</td>
<td>Not excluded unless considered necessary by public health authorities</td>
</tr>
<tr>
<td>Whooping cough</td>
<td>Exclude the child for five days after starting antibiotic treatment</td>
<td>Exclude unimmunised household contacts aged less than 7 years for 14 days after the last exposure to infection or until they have taken five days of a 10 days course of antibiotics. (Exclude close child care contacts until they have commenced antibiotics)</td>
</tr>
<tr>
<td>Worms (intestinal)</td>
<td>Exclude if diarrhoea present</td>
<td>Not excluded</td>
</tr>
</tbody>
</table>
Appendix 8 – Catchment Area

Please visit the link below to check if you are in the catchment area
Hyperlink:  Interactive Catchment Map
Appendix 9 - Bus Services & Books Purchase

There are two bus stops that are supervised by staff after school Monday to Friday. These are located in Hawken Drive opposite the multipurpose court and in front of the church and in front of the tennis courts on Hawken Drive.

For further information on bus and other transport options visit the Queensland Transport website at [www.transinfo.qld.gov.au](http://www.transinfo.qld.gov.au) or contact enquiries on 131230.

<table>
<thead>
<tr>
<th>Leaving Point</th>
<th>Time</th>
<th>Route</th>
<th>Destination and sign</th>
</tr>
</thead>
<tbody>
<tr>
<td>Toowong Station</td>
<td>7.53 am</td>
<td>Via Sir Fred Schonell Drive and Hawken Drive, St. Lucia</td>
<td>University 411</td>
</tr>
<tr>
<td></td>
<td>8.08 am</td>
<td></td>
<td></td>
</tr>
<tr>
<td>University Ironside School</td>
<td>3.03 pm</td>
<td>Hawken Drive, Swann Road, Clarence Road, Central Avenue, Shoppington, Mogill Road, Chapel Hill Road</td>
<td>Chapel Hill 428</td>
</tr>
<tr>
<td></td>
<td>3.08 pm</td>
<td></td>
<td></td>
</tr>
<tr>
<td>University Ironside School (Hawken Drive)</td>
<td>3.10 pm</td>
<td>Usual Route to City</td>
<td>411</td>
</tr>
<tr>
<td></td>
<td>3.14 pm</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>4.09 pm</td>
<td>Usual Route to City</td>
<td>411</td>
</tr>
<tr>
<td>Wickham Terrace Ironside</td>
<td>3.10 pm</td>
<td>Usual Route to University</td>
<td>University 411</td>
</tr>
<tr>
<td></td>
<td>3.32 pm</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Purchase your Books at St Lucia News & Post Office –
217 Hawken Drive St Lucia Q 4067
Open 7 days a week 6:00am-6:00pm

How to get there:

- **By car**: 3 min drive from Ironside State School to Hawken Drive Village
- **Bus**: Catch 411 or 428 bus from stop 23/24 to stop 30
- **Walk**: 20 minute walk along Hawken Drive or Highland Terrace

If you cannot make it to St Lucia News, you could send your order through one of the following:

- **Phone**: 3870 9244
- **Fax**: 3870 8205
- **Email**: stlucianews@bigpond.com
Packing 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 home-owners 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.
Appendix 11 – Request For Refund

I, ____________________________, being the parent/carer of ____________________________ in Year ___________, request a refund of $__________ paid for _____________________________.

I request a refund due to:________________________________________________________________________________________________________

____________________________________________________________________________________________________________________________________

I understand and agree that:
1. a refund may not be made to me or be made in full or in part, having regard to the associated expenses already incurred by the school, and the school’s refund guidelines provided to me.
2. the school receipt for the original payment is attached / not attached. (Please circle)
3. my details will be kept confidential and will not be used for any other purpose.
4. my refund be made:
   □ as a credit against my child’s account at the school; or
   □ to my bank account via electronic funds transfer (EFT) (please complete details below); Or
   □ to my credit card if used for the original payment (please complete details below).

_______________________________________________     ___/_____/____
Signature of Parent/Carer                          Date

Bank Account Details:

Account Name: __________________________________ __________________________
BSB: ____________ Account Number: _________________________________
Bank: ______________________ Branch: _______________________________

Credit Card Details:

Card Type:      □ Visa □ MasterCard □ American Express

Expiry Date: ______________

_______________________________________________     ___/_____/____
(School Use Only)                      Signature of Principal                          Date

Original Receipt Number:_____________  Amount Receipted: $___________

□ APPROVED Refund Amount Approved: $___________       □ NOT APPROVED

_______________________________________________     ___/_____/_____
THANK YOU