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

*Outstanding education, inspiring our students to make a difference locally and worldwide.*

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 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, cooperation, 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 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. 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 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.

Today Ironside is a thriving multicultural community with approximately 1130 students and over 100 staff. We are proud to have over 50 nationalities represented within the school. Our students are surrounded by a vast range of languages, cultural and religious beliefs which permits the pupils to develop, not only tolerance and understanding, but a balanced world view.
**Arrival**

**School Hours**

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<th>Description</th>
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<tr>
<td><strong>School Commences</strong></td>
<td>9:00am (first bell at 8.55am)</td>
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<td><strong>First Break</strong></td>
<td>10:50am – 11:30am</td>
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<td><strong>Second Break</strong></td>
<td>1:00pm – 1:30pm (Years 3-6); 1:30pm – 2:00pm (Prep – Year 2)</td>
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<tr>
<td><strong>School Finishes</strong></td>
<td>3:00pm</td>
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Students who arrive at school before 8:55am, and are not booked into Ironside After School Care (OSHC), are required to remain seated in a designated waiting area until the first bell rings:

- Prep – Year 2: under G Block and near D Block
- Year 3 & 4: under J Block
- Year 5 & 6: Library basement, F Block

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. These buses travel to both Toowong and Indooroopilly. Details on bus services can be accessed on the BCC website. Both bus stops are supervised by Ironside staff after school. However, before school, students are encouraged to cross at the crossing with care.

**Active Travel to School**

Every Wednesday is the Ironside State School Active School Travel Day. Each child receives a “passport” and gets a stamp once a week on Wednesday when they actively travel to school by walking, cycling, scootering, carpooling or using public transport. The more stamps they accumulate, the more rewards children earn.

**Absence from School**

Regular attendance at school is essential for progress to be maintained. Please telephone the Absentee Line on 3258 3160 or send an email to studentabsence@ironsidess.eq.edu.au if your child is absent. Students who are regularly absent from school may be contacted by a member of the Administration Team.

**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/Office Forms) or from our Administration Office to the school Principal.

**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 emergency contact details as soon as possible. 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.

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)

**Accounts**

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. Payments can be made at the school's office (opening hours are 8:00am to 4:00pm Monday to Friday) or online as per instructions on the invoice. 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**

Ironside 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 participation fee per semester for this scheme is $120.

**After School Care / Vacation Care**

Ironside After 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://icasag.com/](http://icasag.com/) 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 is advertised in the school newsletter.

**Assembly**

School Assembly is held each Friday morning commencing at 9:15am and concluding at 9.45am. 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).

**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.
Behaviour – Responsible Behaviour Plan
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 cultures encompasses the four areas on the Ironside Way a school culture that is built around the philosophy that all areas of the community are expected to be:

- Safe and Responsible
- Think Positively
- Actively Learn
- Respect Self and Others

This Responsible Behaviour Plan for Students 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 Responsible Behaviour Plan are provided at enrolment and can be viewed on our website at OurSchool/MissionandValues. The Responsible Behaviour Plan 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 at St Lucia News (open 7 days per week), 217 Hawken Drive, St Lucia, (ph: 3870 9244) or email stlucianews@bigpond.com.

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 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
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. General meetings are held in the Staffroom at 6:30pm on the last Tuesday of every month (during school terms) to oversee the plans and finances. The P&C also organise the Spring Fair (biennially), Tuckshop, Uniform Shop and Swimming Club. Swimming Club. All families are welcome to join the swimming club on Friday evenings in term 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.

Overseas and Australian Family Network and the EAL/D Parent Group
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 biannual Spring Fair and the annual International Breakfast and Concert. In this way the school establishes worthwhile partnerships between the people responsible for each
child’s education. The EAL/D Parent Group meets every Friday during the term at 9.00am to 10.30am in the EAL/D Room in A Block.

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 organising 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.

Ironside State School Alumni Association
Interested former students are encouraged to contact the school enrolments officer at enrolments@ironsidess.eq.edu.au to register their contact details for the Ironside State School Alumni Association. The school will be planning a celebration in 2020 to commemorate 150 years of Ironside State School.

Japan Study Tour Alumni Association
Former attendees of the Ironside State School Japan Study Tours are welcome to contact Ms Janice Ruddick, Deputy Principal to join the Study Tour alumni association.

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 Administration Office on 3258 3111. Contact details of the school Leadership Team are below:

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<tr>
<th>Role</th>
<th>Name</th>
<th>Email</th>
</tr>
</thead>
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<tr>
<td>Principal</td>
<td>Damian Johnson</td>
<td><a href="mailto:djohn137@eq.edu.au">djohn137@eq.edu.au</a></td>
</tr>
<tr>
<td>Deputy Principal Prep – Year 2</td>
<td>Scott Murdoch</td>
<td><a href="mailto:smurd31@eq.edu.au">smurd31@eq.edu.au</a></td>
</tr>
<tr>
<td>Deputy Principal Years 3 - 4</td>
<td>Larissa Vecchio</td>
<td><a href="mailto:lvecc1@eq.edu.au">lvecc1@eq.edu.au</a></td>
</tr>
<tr>
<td>Deputy Principal Years 5 - 6</td>
<td>Jennifer Bairstow</td>
<td><a href="mailto:jbairstow@eq.edu.au">jbairstow@eq.edu.au</a></td>
</tr>
</tbody>
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A full contact list of class teachers is provided in Appendix 1, or 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 and signed in to the front office at 8.50am and collected from the office at 3.00pm each day.

Curriculum
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/


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.

**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. Ironside’s 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:

- **QCAA** (Queensland Curriculum and Assessment Authority) Website at [www.qcaa.qld.edu.au](http://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.
English as an Additional Language or Dialect (EAL/D)

Ironside State School is one of Queensland's most multicultural schools, with over fifty nationalities represented in our school community. Approximately fifty 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 newly 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 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.

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 mathematical competitions, QDU debating, STEM, ICT explorers. The program is overseen by our Gifted Enrichment Mentor.

Enrolment Management Plan

Parents must notify the school of any change of address within 14 days of any change. Any 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.
Homework
Creating life-long learners and fostering a love for learning are two of Ironside’s 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/HomeworkPolicy.

Information and Communication Technology
Laptop Purchase Option – Years 4 - 6
Parents have the option to purchase a laptop through the school’s bulk order. All students have the same computer, with the same specs & programs, making it manageable to effectively support a large number of young children operating computer technology. The laptops have a 3 year warranty – including accidental damage. Technical support and maintenance are provided from the school for the duration of enrolment. Students can take it to and from school daily.

Languages Other Than English (LOTE)
LOTE is a Key Learning Area from Years 3. It is a part of a language and cultural program that commenced at Ironside State School in 1981 with Japanese. We currently offer 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.

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).

Lost Property
Lost property shelves are located near the Tuckshop and outside of ICASAG office under L Block. 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.

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.

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.

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 three 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. The school has the services of visiting instrumental teachers for strings, woodwind, brass and percussion. The Instrumental program participates in 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.

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. Parents can receive the newsletter via email by contacting egraf4@eq.edu.au to be included on the mailing list.

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 4.

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 lay people representing Anglican, Catholic, and Combined Christian, Islam and Buddhist faiths, visit the school each Friday after morning tea 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 in a supervised classroom or area.

**Sport**
Ironside State School has a proud sporting record with some of our students competing at State and National levels. We are emphasising the value that the school places on sport by including sport as a key driver and area of focus under the Strategic Plan 2017-20. 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 inter-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 trails 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 Year 1 to 6 expected to participate.

**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 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 and Gifted Education Mentor.

**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, Ironside’s 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 online order system by 8am. Orders can be placed online via the Qkr! App. 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@ironside.eq.edu.au or in person at the tuckshop.

**Uniforms**

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. At the beginning of Year 6, students may order a specially designed Ironside shirt. Please see Appendix 3 for the Ironside State School Dress Code.

Uniform Shop

The Uniform Shop is run by a Convenor and parent volunteers. It is open on Wednesdays from 2.00pm - 3.30pm and on Fridays from 9.30am – 10.30am. Items can be purchased from our online Qkr! app and delivered to the classroom (each Wednesday and Friday). Embroidery is available at an additional cost.

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
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:

<table>
<thead>
<tr>
<th>General Uniform</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Shirt</strong></td>
</tr>
<tr>
<td><strong>Shorts</strong></td>
</tr>
<tr>
<td><strong>Skorts</strong></td>
</tr>
<tr>
<td><strong>Dress</strong></td>
</tr>
<tr>
<td><strong>Socks</strong></td>
</tr>
<tr>
<td><strong>Shoes</strong></td>
</tr>
<tr>
<td><strong>Hat</strong></td>
</tr>
<tr>
<td><strong>Hair Accessories</strong></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>Stockings</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Winter Uniform Variations</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Winter Jacket :</strong></td>
</tr>
<tr>
<td><strong>Track Pants</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Swimming Uniform</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Performance Uniform For Instrumental and Choral Groups</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Shirt</strong></td>
</tr>
<tr>
<td><strong>Pants</strong></td>
</tr>
<tr>
<td><strong>Shoes</strong></td>
</tr>
<tr>
<td><strong>Socks</strong></td>
</tr>
<tr>
<td><strong>Hair Accessories</strong></td>
</tr>
<tr>
<td><strong>Cumberbund</strong></td>
</tr>
<tr>
<td><strong>Tie</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sun Safety</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
</tr>
</tbody>
</table>

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. 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:

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

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.

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
- Spelling City
- Reading Eggs

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 can be found in the full Homework Policy for Ironside State School on our website at:* https://ironsidess.eq.edu.au/Ourschool/Pages/Policies-and-Forms/Homework Policy.aspx
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 (e.g., 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

**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
  - Letter from parents authorizing administration of short term prescription medication e.g., amoxicillin.

**Over the Counter (OTC) Medication**
- Include medications such as paracetamol, aspirin and non-steroidal anti-inflammatory medications such as Naproxen, Advil.

**Emergency Medication**
- Include medications such as 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 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 on the 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 manufacturers' 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 authorized to administer medications.
- Store in original containers in a manner that assures security and efficacy.
- Ensure medication sent to school as a transport measure (e.g., shared custody care or traveling to a respite setting directly from school) is stored in a secure area whilst the students are at school.
- Disposal of unused and unneeded medication:
  - advising the parent to collect the medication from the school; or
  - returning medications to any pharmacy to be disposed of through the Returning Unwanted Medicines program http://www.returnmed.com.au/PDF
- Ensure safe disposal of sharps.

**Reminder**
- Medication must not be stored in a locked cabinet.

When administering emergency medication:
- Administer first aid when there is no student's specific plan.
- Follow the student's Emergency Health Plan.

Contact ambulance ring '000'.

Storage of Emergency Medication
- Consider the placement of emergency medication. Medication needs to be accessed in a timely manner.
Appendix 6 – 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 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.
Please note professional development days for teaching staff and no students should be sent to school on these dates.