

2025

AMBERLEY DISTRICT
STATE SCHOOL



SCHOOL HANDBOOK

INFORMATION & PROCEDURES



WELCOME

At Amberley District SS, academic success and student wellbeing go hand in hand. Our students learn best because they feel safe, supported, and challenged. Our dedicated staff set high expectations, build strong relationships, and go above and beyond.

Today's learners, like those of the past, need strong literacy and numeracy skills—but also curiosity. Curiosity fuels learning, drives adaptability, and prepares students for a lifetime of growth.

We foster curiosity by developing key learning assets: courage, inquiry, collaboration, communication, thinking, and self-management.

Our goal is for every learner to come to school eager to learn, feel a sense of belonging, and grow their learning assets daily. With expert staff and a well-resourced, modern campus, we deliver high-quality education for every student. Our staff model lifelong learning and strive to be their best—just like our students.

Many families have long-standing ties to Amberley District, and we warmly welcome new ones. If you have a young child (0–4 years), come along to our Thursday morning playgroup—an ideal way to connect with our school community.

We deeply value the role of parents, carers, and grandparents and I look forward to working in partnership with you. I encourage you to join our P&C and help shape our school's future with your ideas and energy.

Vision and Mission

VISION

Every child is a **literate, numerate** and **curious** community member

VALUES

We value that every child develops their learning assets of being, **courageous, inquirers, thinkers, communicators, collaborators** and **self managers**

EXPECTATIONS

We expect that everyone in the school community is a **safe, respectful** and **friendly learner**.

Soaring!



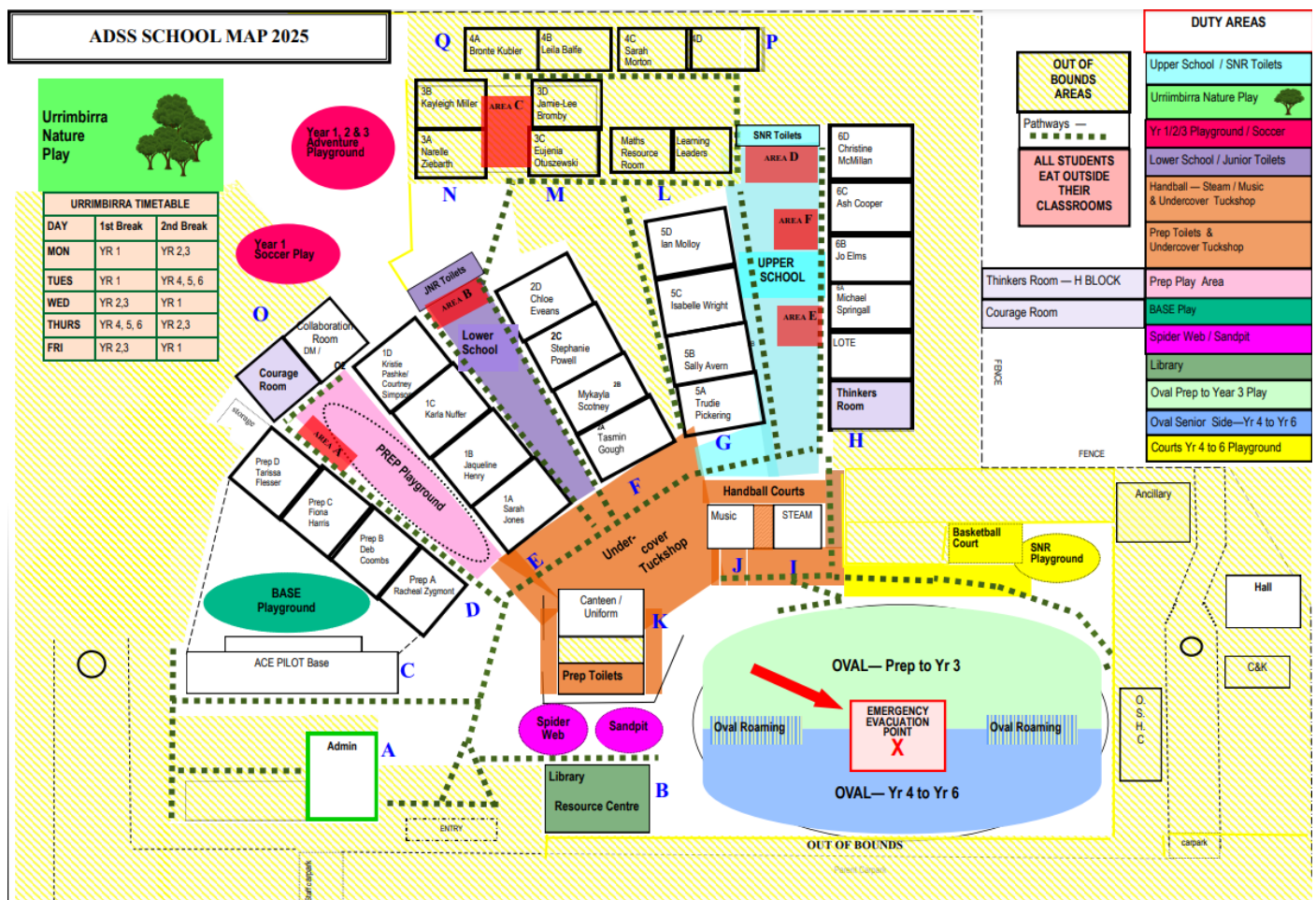
Acknowledgement of Country

We acknowledge the Traditional Owners of the lands, seas, skies and waterways from across Queensland. We pay our respect to the Elders, past, present and emerging, for they hold the memories, traditions, the culture and hopes of Aboriginal and Torres Strait Islander peoples across the state. For more information, see our commitment statement.

Website: www.amberleydistrictss.eq.edu.au

Amberley District has a proud history. Originally a one-teacher rural school, it began in 1861 on “Willowbank” and was formally established in 1862 as “Warrill Creek State School.” In 1888, the school moved to a new site, now within Amberley Air Base and used by Defence Force personnel. Due to base expansion, a new school opened in 1981 and was officially opened in 1982. Further growth led to the relocation to our current Yamanto site in 2010.

- Soundproof, air-conditioned classrooms with computer hubs and kitchens
- A well-resourced, air-conditioned library
- Large oval, cricket pitch, practice nets, tennis/basketball and netball courts, playgrounds, and an environmental plot
- Immaculate, well-maintained grounds



ABOUT OUR SCHOOL

Principal (+ year 3):	Mrs Kelli Harvey
Deputy Principal Year Prep – 2:	Ms Barb Christie
Deputy Principal Year 4 – 6:	Miss Leisa Cave
Head of Curriculum:	Mrs Sarah de Ryck
Head of Curriculum:	Mrs Gillian Goodward
Head of Support Services:	Mr Alan O'Neill
Guidance Officer:	Ms Selena Box
Psychologist:	Ms Jennifer Malcolm
Speech Language Pathologist:	Ms Miranda Yau
Business Manager:	Mrs Sandy Ryan
Administration Officers:	Mrs Rhonda Whyte, Mrs Rebekka Jefferd, Mrs Emma Gillam, Mrs Justine Smith, Mrs Katelyn Richardson
First Nations Student Support:	Mrs Vicki Nilsen
Defence Mentor:	Kristina Rawlinson
IT Consultant:	Mr Dean Bowden



OUR LEARNERS' DAY

Amberley District operates from 8:50 am until 3:00 pm Monday to Friday.

- Front gates open at 8:20am.
- Before this time, students must sit quietly on the silver seats in front of the school.
- Children needing supervision before 8:20am should be enrolled in the School Plus OSHC program.
- Once inside the school grounds, students should go directly to their designated play area, where they may play until the first bell.

8:30 am	Teacher aides on duty. Learners move to designated areas.
8.45am	Teachers in classrooms. Students cease play, visit toilet, get a drink etc. and move to classrooms to prepare for day.
8.50 am	Students enter class immediately and the morning session commences.
10.50 am	First Break begins. Students move to play where they are supervised by staff.
11.15 am	Bell sounds. Students move from play to where they are supervised by staff.
11.30 am	Middle Session. Staff and students are in classrooms and are seated for learning.
1.00 pm	Second Break begins. Students move to play where they are supervised by staff.
1.25 pm	Bell sounds. Students move from play to outside the classroom area where they eat lunch supervised by staff.
1.50 pm	Afternoon Session. Staff and students should be in classrooms and are seated for learning.
3.00 pm	School day concludes. It is the parent's responsibility to ensure that children are collected promptly at the appropriate time. Students travelling home by bus will report to BASE where they will be supervised by staff. The students will then wait near admin supervised for the buses to arrive.

Late arrival to School:

If your child arrives after 8:50am:

- They must go to the office first to collect a late slip before going to class.
- A reason for the late arrival must be provided by a parent or carer.
- All late arrivals are recorded on the student's file.

Early departure from School:

To keep all students safe, we ask that early pick-up only happens if your child is unwell or there is an urgent reason.

- Before 3:00pm pick-up is not encouraged unless it's for illness or exceptional circumstances.
- Only the main caregiver listed in OneSchool can collect a child. If someone else is collecting them, we must receive a phone call or written note from the caregiver.
- We will never release a child to someone we don't know unless we can confirm who they are and that you've given permission.

If you need to collect your child early:

1. Go to the office first – not the classroom.
2. Admin staff will call the classroom and your child will come to the office.
3. Sign them out using the register at the front counter.

If it is during break time:

1. Sign in at the office and get a visitor badge.
2. Find your child in the playground.
3. Return to the office with your child and sign them out.

Accidents/Illness

- First aid provided as needed. Parents are contacted for serious injuries.
- Unwell children must be collected and should not attend school.



Attendance

- Daily attendance is vital. Report absences via: Absence Line: 3280 3166 (Option 1), SMS reply. QParents. Class teacher (note/email/in person)
- Absences longer than 10 days require an exemption [form](#) submitted to Administration.

Awards

- Daily: Jets points, Ace tickets, good, great and soaring ticks in diary
- Weekly: Ace draw, Learner of the Week, Soaring Citizen of the Week, Class Attendance Egg
- Annually: Soaring Award, Academic Awards, Extra Curricular Awards, Deadly Award
- Year 6 Graduation: Dux, Spirit of Amberley Award

Behaviour

- Our school's Student Code of Conduct can be found [here](#).
- Our school behaviour policy is based on Positive Behaviour for Learning

Bus Travel

- Students on Willowbank and Deebing Heights buses meet near BASE for roll marking.
- Contact: Bus Queensland (07) 3288 1333 to arrange a bus pass.

Class Placement

- Determined in Term 4 with consideration of learning styles and peer relationships.
- Educationally relevant input welcome: classplacements@amberleydistrictss.eq.edu.au

Community Use of Facilities

- Apply via Business Manager. School activities take priority.
- Adult supervision and responsibility for any damages are required.

Communicating with your child's school

We value open and respectful communication with parents and carers, to support student learning.



You can expect schools to:

- recognise and celebrate your child's achievements
- report on your child's academic progress
- communicate about your child's learning, wellbeing and development
- inform you of any serious issues concerning your child
- alert you on the same day if your child is absent without a reason
- forward requests needing your consent or payment
- provide regular school updates and notify you of school events
- offer opportunities and ways to give feedback
- offer parent/carer-teacher interviews twice per year.



You should not expect:

- an immediate response to non-urgent inquiries - it may take a minimum of 2 or more business days
- staff to return calls or reply to emails outside standard business hours (including evenings and weekends)
- a response from staff to social media messages from their personal account
- access to teachers' personal phone numbers or emails
- teachers to discuss school matters when not at work (e.g. if you see a teacher outside of school hours in the community)
- meetings with staff during the school day without an appointment
- to be allowed on school grounds if you have been aggressive or harassed staff or students.



Contact your child's school if:

- your child will be absent, providing the reason
- you are concerned about your child's learning, social progress or wellbeing

- there are changes to your child's medical information
- there are changes in family circumstances
- you notice safety issues or behaviour changes at home
- issues arise that may affect student and/or staff safety at school
- you need to make or change an appointment.



When contacting your child's school:

- contact the school administration for general inquiries
- follow the school's processes for requesting meetings or contact with teachers
- for more complex or sensitive issues, request a face-to-face meeting to give the matter the attention it needs
- allow staff time to respond to your inquiry, remembering that teachers' priorities during the day are in the classroom.



How you can help your child's school:

- keep your contact details up-to-date
- read school communications
- use polite language in all spoken and written messages
- be open to ideas and willing to compromise if needed to reach an agreement.



If you are unhappy about something that has happened at school, you can make a complaint:

- first raise your concern with the school by making an appointment or sending an email
- if you're not happy with the outcome, you can speak with the principal or take your [complaint](#) to the school's [Regional Office](#). All complaints about staff or school operations are handled fairly.



Curriculum

- Based on the [Australian Curriculum](#).
- Strong focus on Literacy, Numeracy, and Curiosity.
- Delivered through differentiated, inquiry-based, and inclusive practices.
- Specialist teachers for: HPE, Languages, STEAM and Music

Defence School Mentor

- Supports Defence families through in-class help, lunchtime clubs, and wellbeing programs.
- Contact: 3280 3111 or issa@amberleydistrictss.eq.edu.au

Enrolment

- Email your completed enrolment form to enrolment@amberleydistrictss.eq.edu.au
- School office will call to arrange an interview.
- Required documents: birth certificate, report cards, proof of residence, emergency contacts, and health information.

Extra Curricular & Enrichment

- Interschool Sport
- Representative Sport
- Choir
- Band
- Strings
- Ecomarines
- First Nations Dance Troupe
- Drama Club
- Art Club
- Ukulele Club
- Flashtastic Friday afternoons



Emergency Procedures

- Regular fire and lockdown drills are conducted.
- Everyone on site must follow the displayed emergency procedures.

Events, Assemblies and Annual Events

- Parade: Fridays, 9:00am in the undercover area.

Term	Whole School Events	Year-Level Events
1	Fun Run, Celebration of Learning	Years 4-6 Cross Country
2	Athletics Day, NAIDOC Day Celebration of Learning, Flash's Birthday	P-2 Early Years Expo
3	Curiosity Fair, Book Week Parade Celebration of Learning	Year 5 Camp, Year 6 Camp, Year 4 Big Day Out
4	Grandparents Day, Soaring Awards	Year 6 Graduation, Year 6 Big Day Out, Prep -3 Christmas Concert, Year 4-6 Swimming Carnival, P-2 Little Theatre Excursion

Finance

- Consents for excursions to be completed via QParents
- Invoices are received via emailed.
- Payment methods QKR! app, EFTPOS or Bpoint.
- Student Resource Scheme (SRS) provides students with educational resources. Invoices are emailed at the beginning of each year.

First Nations Student Support

- Support Aide available Monday–Friday.
- Coordinates Garringgam Dancers and cultural programs for students and families.

Flash the Mascot

- Flash is our school mascot who is a jet eagle
- We celebrate his birthday in May each year
- FLASH stands for Friendly Learners Always Soar High.
- Promotes school values in learning and behaviour.



Illness

- [Infectious conditions guidelines](#)

Inclusion

- Every child is supported to learn and thrive.
- Personalised Learning Plans developed in collaboration with families and specialists.
- Includes academic and social-emotional supports.
- Dedicated support staff to support students with diverse learning needs

Learning Assets

- Learners are: Communicators, Courageous, Inquirers, Thinkers, Collaborators, and Self-Managers.
- Aligned with the Australian Curriculum General Capabilities.



Library

- Weekly class visits and lunchtime access.
- Book fairs and special activities occur throughout the year.

Little Jets Playgroup

- For children aged 0–4.
- Held Thursdays during term time from 9am to 10am. No Booking required.

Medication

- [Administration of medication information for Parents](#)

Mobile Phones and Electronic Devices

- School follows Department of Education's "Away for the Day" Policy
- All phones must be handed in to the office daily.
- Smart watches must be set to school mode from 8:50am–3:00pm.

Music

- Strings Program (Years 3–6) and Band (Years 4–6).
- Junior and Senior Choir rehearse weekly and perform at school events.

Nature and Loose Parts Play

- School encourages Nature Play, Loose parts play and outdoor learning
- Several dedicated Nature Play spaces include Urimbirra and the Gumbuya Garden

Newsletter

- "Friday Flash" sent weekly via email and SZAPP app.

OSHC

- Operated by School Plus.
- Offers meals, sports, music, and creative activities.



Parking & Pick-Up

- Main car park on Deebing Creek Road; overflow on Warwick Road.
- Pick-Up Zone opens at 3:05pm. Follow signage and drive slowly.
- Disabled parking requires a permit.

Parent/Teacher Meetings

- Contact the classroom teacher for any concerns first.
- Parent/Teacher conversations occur in Term 1 and Term 3 and are booked online
- Book meetings with Principal or Deputy via the front office.

Playground Supervision

- Staff supervise from 8:20am and during all breaks.
- Parents are responsible for supervision outside these times.

QParents

- Access attendance, reports, invoices, events, and consents online.

Rain Play

- Students with raincoats and waterproof shoes may play in the rain (if safe).
- Others can access supervised undercover areas.
- See Rain Play policy

Reporting

- Report cards issued via email at the end of Term 2 and Term 4.
- Parent-teacher interviews occur in Term 1 and Term 3.

Swimming

- Up to 10 swimming lessons annually for Years 1–6.
- Swimming carnival for Years 4–6.

School Song – The Colours of Amberley

At Amberley District State School we take pride;
Respecting ourselves, and those within our lives.
We give ten out of ten, 'cause we like to aim high;
If knowledge is strength, we can reach the sky.

(Bridge)

Like an F1-11, Mirage, Phantom or Sabre,
Like a jet from the RAAF Base, never give up.
We got the stuff that makes us shine.

(Chorus)

See the colours of Amberley, at this school,
The colours of Amberley, in all we do;
Patterned on the walls, inscribed in our hearts,
We give it all, 'cause that's who we are.

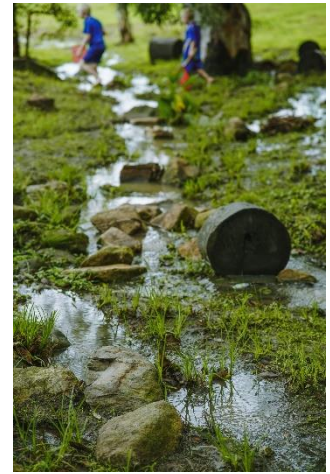
We've all got different qualities to show.
We get along with friends that help us grow.
To reach our goals, we've got persistence,
If we try our best, we'll go the distance.

(Bridge)

(Chorus)

Believing, that we can, through learning, move mountains. (Jet take off)

(Chorus)



School War Cry

Short Version:

Shout! Shout! Hear us roar!
Amberley's here and we are going to soar!
Our colours are gold and blue
Working together - the number one crew
Safe, respectful, friendly learners
Feel the heat from our jet burners!
A-M-B-E-R-L-E-Y
GO AMBERLEY!

Long Version:

Sound off - One, two
Sound off - Three, four
I don't know what you've been told,
At Amberley District we're made of gold.
All of us show respect,
And that is what we expect.
Learning makes me bounce right in,
Social skills we all win.
Safety's our priority,
Looking after you and me.
This feeds our curiosity,
School is where I want to be.
So I don't know what you've been told, at Amberley District we're made of gold

Sports Houses

- F1-11 – Blue
- Mirage – Yellow
- Sabre – Green
- Phantom – Red



Student Leadership

- Our School has an active student council
- Election process consists of written application, interview, video submission and student voting
- Year 6 students may be elected as Captains, Councillors, and Arts/Sports Leaders.

Student Resource Scheme (SRS)

- Covers learning consumables and curriculum materials.
- Participation is mandatory or families must provide all listed items.
- 1 to 1 computer device program for Year 5 and 6

Tuckshop and Uniform Shop

- Tuckshop open Wednesday to Friday. Order via Qkr! app.
- Volunteers welcome: tuckshop@amberleydistrictss.eq.edu.au
- Uniform shop open Wednesdays 2:30–3:15pm or order via Qkr! app.
- See [Uniform Policy](#) for details.
- Acceptable uniform [images](#).

Visitors & Volunteers

- Sign in at the front office and wear a visitor badge.
- Volunteers must complete annual Mandatory Training.

Wellbeing

- Whole school uses the PAUSE Program linked to Health curriculum.
- ICYS Wellbeing Worker supports students and families with resources and programs.

