Principal: Mr Simon Boyce

Deputy Principal: Ms Barbara Christie
Deputy Principal: Mrs Karen White
Deputy Principal: Miss Leisa Cave

Business Services Manager: Mrs Sandra Green

37 Deebing Creek Road YAMANTO QLD 4305

P: (07) 3280 3111 F:(07) 3288 0313

Email: www.amberleydistrictss.eq.edu.au
Amberley District State School exists to provide exceptional learning for every child, every day at school. We are a community of learners, committed to innovation and led by a united vision for professional excellence.

At Amberley District we believe in engaging children in learning experiences that foster their independence, creativity and the connectedness needed in today’s world.

We recognise the individuality and varied abilities of our students and provide every opportunity for them to find their passion, take risks, strive to improve, succeed and learn from any set-backs.

Set on immaculately landscaped school grounds, Amberley District consists of a unique building structure which includes soundproofed school classrooms with air-conditioned learning spaces, computer hubs and kitchens. Our school offers students access to a range of specialist academic programs and co-curricular activities – including sport, instrumental music and language studies.

Amberley District State School is embedded in the Ipswich community. We work to continually foster positive relationships with our families, local businesses, surrounding schools and professional associations. It is through these productive partnerships that we are able to deliver dynamic educational experiences for our students.

Our commitment is to create a learning environment in which each child can thrive and become an independent, creative and connected learner. It is through these solid foundations that unlimited potentials will emerge.

Welcome to Amberley
**Important Information**

**Important Phone Numbers:**
- **School Office:** (07) 3280 3111
- **Facsimile:** (07) 3288 0313
- **Outside School Hours Care:** (07) 3280 3194

**Other Contact Details:**
- **Physical Address:** 37 Deebing Creek Road, Yamanto
- **E-mail:** admin@amberleydistrictss.eq.edu.au
- **Website:** www.amberleydistrictss.eq.edu.au

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**OUR TEAM**

- **Principal:** Mr Simon Boyce
- **Deputy Principal:** Ms Barb Christie
- **Deputy Principal:** Miss Leisa Cave
- **Deputy Principal:** Mrs Karen White
- **Head of Curriculum:** Mrs Gillian Goodward
- **Head of Special Education:** Mrs Karen Mahon
- **Master Teacher:** Mrs Deidre Anderson
- **Guidance Officer:** Ms Renee Bond
- **Business Services Manager:** Mrs Sandra Green
- **Administration Officers:**
  - Mrs Rhonda Whyte
  - Mrs Sandy Ryan
  - Mrs Sharon Beaty
- **Indigenous Teacher Aide:** Mrs Vicki Nilsen
- **DSTA:**
  - Mrs Sharon Beaty
  - Mrs Kerrie O’Byrne
- **IT Consultants:**
  - Mr Charles Hung
  - Mr Dean Bowden
- **Chaplain:** Mrs Denelle Rosenberg
- **OSHC Coordinator:** Mrs Alana Baills
School operates from 8:50 am until 3:00 pm Monday to Friday. On arrival students that are under the supervision of a parent may enter the school grounds. All unaccompanied students must proceed to the area directly outside the Administration Building where they wait quietly until the first bell sounds at 8:30. Administration staff release students once the area is clean and tidy.

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:30 am</td>
<td>Teacher aides on duty.</td>
</tr>
<tr>
<td>8:45 am</td>
<td>Teachers in classrooms. Students cease play, visit toilet, get a drink etc. and move to classrooms to prepare for day.</td>
</tr>
<tr>
<td>8:50 am</td>
<td>Students enter class immediately and the morning session commences.</td>
</tr>
<tr>
<td>11.00 am</td>
<td>First Break begins. (First 10 minutes: Supervised Eating Time)</td>
</tr>
<tr>
<td>11.10 am</td>
<td>Bell sounds and areas are cleaned by students. When the area is clean, students are released for play.</td>
</tr>
<tr>
<td>11.25 am</td>
<td>Students are moved by supervising staff from play areas to visit toilet, get a drink etc. and move to line up area to await teacher. Supervising staff are to remain with students in line up areas until class teachers arrive.</td>
</tr>
<tr>
<td>11.30 am</td>
<td>Middle Session. Staff and students in classrooms.</td>
</tr>
<tr>
<td>12.50 pm</td>
<td>Second Break begins. (First 10 minutes: Supervised Eating Time)</td>
</tr>
<tr>
<td>1.00 pm</td>
<td>Bell sounds and areas are cleaned by students. When the area is clean, students are released for play.</td>
</tr>
<tr>
<td>1.35 pm</td>
<td>Students are moved by supervising staff off play equipment and from areas to visit toilet, get a drink etc. and move to line up area to await teacher.</td>
</tr>
<tr>
<td>1.40 pm</td>
<td>Afternoon Session. Staff and students should be in classrooms.</td>
</tr>
<tr>
<td>3.00 pm</td>
<td>School day concludes.</td>
</tr>
<tr>
<td></td>
<td>Bus Duty – nominated Year Level.</td>
</tr>
</tbody>
</table>

**School Assembly**

Senior Assembly (Year 3 to Year 6) – Monday 2:30 pm (School Hall)

Junior Assembly (Prep to Year 2) – Friday 9:00 am (School Hall)
LOCATION AND CHARACTERISTICS

Amberley District has a rich history. Until 1940, the school was a one teacher school serving a rural community. The school commenced in 1861 on “Willowbank” in a building owned by Mr Darby McGrath, with the first building established in 1862 under the name of “Warrill Creek State School”. In 1888, “Warrill Creek State School” was moved to a new site. These buildings are now enclosed within the Amberley Air Base, and are used by Defence Force personnel for educational purposes. Due to expansion of the Defence Force base a new school was built in 1981 and officially opened on 24 July 1982 by the Hon. W.A.M. Gunn, MLA. The subsequent expansion of the Defence Base led to the relocation to the current site at Yamanto in 2010.

The school consists of a unique building structure including:

- Soundproofed school classrooms with air-conditioned learning spaces, computer hubs, kitchens.
- A well-resourced, air-conditioned library housing books for student borrowing.
- A large athletic oval, cricket pitch, practice nets, tennis/basketball court, netball courts, playgrounds and an extensive environmental plot.
- Immaculate grounds.
All parents/guardians wishing to enrol their child/children are to make an appointment by contacting the school office. An interview will then take place with a Deputy Principal before enrolling at the school. This will ensure appropriate classroom placement and the catering of individual needs of all children. Records from previous schools, including report cards and folios of student work (if available) should be brought to the interview.

**PREP ENROLMENT**

Students must have turned four years old by 30 June in the year prior to enrolment in a Prep class. Prep is non-compulsory but we strongly encourage parents to enrol their child in prep and adhere to high attendance. Details of the Prep curriculum are available at the following website: http://education.qld.gov.au/etrf/prep.html.

On enrolment parents need to supply:

- Report Cards and records of previous schooling if transferring from a private school or another state.
- Emergency Contacts i.e. names of relatives or friends who may be contacted if parents are unavailable.
- An original birth certificate or acceptable proof of birth e.g. acknowledgement of birth registration, extract etc. proof of age is required for children entering Prep or coming from interstate
- Special needs information: Reports from specialists or medical practitioners and health workers help us to meet the needs of your child.
- Medication forms need to be completed if your child has any specific problem requiring the administration of medication. These medications must have clear written instructions about quantity and time of administration. See note on medication in General Information Section.
- Proof of Residence – Amberley District State School is enrolment managed and proof of residence is required at enrolment. Please see our office staff who will be able to confirm if you reside in our catchment area. The school does except enrolments from outside the catchment as per Education Queensland procedures. Parents from outside of the catchment can add their name to a waiting list.
ACCIDENT/ILLNESS
During the school day your child will be under the supervision of the teachers. Should an accident occur, first aid will be administered. If necessary, the parent will be immediately notified. If injuries appear severe, an ambulance will be called.

In the case of illness, parents or emergency contacts will be called to collect the child, who will be under supervision in the Health Room situated in the Administration Block. Children should not be sent to school feeling unwell.

APPOINTMENTS/INTERVIEWS
If you wish to discuss matters of interest or concern, please arrange for an interview with your child’s teacher at a time suited to both parties. All matters concerning student progress, playground behaviour or those related to your child’s class should be discussed in the first instance with the class teacher, who will usually be able to assist. An appointment can then be made with the Principal or Deputy Principal if necessary. Appointments with the Principal or Deputy Principal should be made in advance by telephone through the office.

ATTENDANCE
It is important that students, staff and parents/carers have a shared understanding of the importance of attending school. Amberley District State School has a comprehensive Attendance Policy which outlines the expectations and responsibilities in relation to school attendance and student absences. This can be located on the school website.

ARRIVAL AT SCHOOL
School operates from 8:50 am until 3:00 pm Monday to Friday. There is rostered supervision of students from 8:30 am. Children should not arrive at school before this time. Students who are one or two minutes early are expected to proceed to the area directly outside the Administration building where they wait quietly until the first bell sounds at 8:30. Administration staff will release students for supervised play once the area is clean and tidy.

If you consistently require supervision prior to 8:30 please access our Outside School Hours Care program.

All students should be at school by 8.40am to enable them to prepare for the school day.

LATE ARRIVAL TO SCHOOL
Students who have not arrived at school by 9:00 am need to collect a late slip from the Administration Office before proceeding to their classroom. Parents or carers of students will need to provide a reason as to why they have arrived late and all late arrivals will be recorded on the student’s file for future reference.
DEPARTURE FROM SCHOOL
The school day concludes at 3:00 pm. It is the parent’s responsibility to ensure that children are collected promptly at the appropriate time.

Students travelling home by bus line up between the Tuckshop and the Prep Toilets. Staff supervision is provided for bus children.

EARLY DEPARTURE FROM SCHOOL
The school has a duty of care over all students. The collection of children before 3.00 pm is not encouraged other than for illness or exceptional circumstances.

The school will release a child into the care of the primary caregiver only, as listed on OneSchool. Should a child need to be collected by a person other than the primary caregiver, a phone call or signed note from the primary caregiver will be needed to give the school authority to release the child. A child’s attendance at the school should never be confirmed or a child released into the custody of an unknown person until all procedures have been followed and there is no doubt about the authenticity of the person collecting the child.

Parents/Carers who need to collect their child early must proceed to the Administration building.
If the student is to be collected during class time, administration staff will call the student’s classroom and direct them to the office area for collection by the parent. Parents will need to sign their child/children out of the school via the student register on the counter. Parents are NOT permitted to collect students directly from the classroom.

If a student needs to be collected during break times, parents will need to sign in at the office where they will be issued with a visitor’s badge. Parents will then be required to find their child/children and bring them back to the office to sign out.

LATE DEPARTURE FROM SCHOOL
Students not collected by the time the last bus departs at 3:20 pm will be taken to the school’s office and arrangements made for their collection. Students who aren’t collected by 3:30 pm each day will have their Emergency Contacts phoned and if no one is able to collect the student, the police will be contacted.

REPORTING ABSENCES
At Amberley District State School reports of absence or truanting are taken seriously. Students, parents, members of the community and school staff may report an absence in the following ways:

- Contact the school office either by phone or email
- Leave a message on the school absence line (Option 1)
- Inform the classroom teacher either via email, letter or in person

If a student is absent without explanation for 3 days or a pattern of absences has been identified that is resulting in at least one day a fortnight off school or regular late arrival or early departures the school will make contact with the relevant family and follow the process outlined in the Attendance Policy (available on the school website).
BANKING
School banking is conducted weekly in conjunction with the Bendigo Bank. Students are required to bring their banking to the Tuckshop between 8:30 and 8:50 am on a Tuesday.

BOOKLISTS
Booklists are issued at the end of each school year for returning students. Prep students and new enrolments are issued with booklists with their enrolment forms or during their enrolment interview.

BUS
Students that catch the Willowbank and Deebing Heights buses are to line up between the Tuckshop and the Prep Toilets at 3:00 pm. These services are operated by Westside Ipswich Buses, who can be contacted on (07) 3288 1333.

CHAPLAINCY
A School Chaplain is a safe person for young people to connect with at school who provides a listening ear, caring presence, and a message of hope. Amberley District State School provides a Chaplaincy Service two days a week.

The Chaplaincy Service is available to everyone in the school community regardless of their religious beliefs. Part of the chaplain’s role includes running small groups such as Rock and Water, Fun Friends and Friends for Life. The chaplain is also available for 1:1 support of students, staff and parents/carers. A 1:1 consent form will be made available for parents if students wish to make use of this service. The Chaplain is located in the Library and consent forms can be collected from there.

CLASS PLACEMENTS
Late in Term 4, we will begin to compile Class Lists for the following year. A great deal of care and time is taken with decisions about class placements as it is important that the group dynamics are such that each class will bond well and harmonise as a group.

When forming classes we aim to have an even spread of ability levels across each class. We also consider the match between individual children’s learning styles and teachers and try to ensure that all children are in a class with students whom we feel they are likely to form friendships. We may choose to separate students who, whilst being friends, are a distracting influence on each other in a classroom, where one is the dominant partner in a friendship or where they are over reliant on each other to the exclusion of others and need to be encouraged to increase their friendship circle.

Parents who have any educationally relevant information they would like to provide to assist with compilation of class lists should send an email to classplacements@amberleydistrictss.eq.edu.au. Please note that information provided should be educationally relevant information.

Each year class lists are published in front of the school office at 12:00pm the Friday before school returns.

CHOIR
Two choirs, junior and senior, have weekly choir practice with our music teacher. Membership is drawn from Years 3 and 4 for the Junior Choir and Years 5 and 6 for the Senior Choir. Both choirs perform at a
variety of school and community functions. The Senior Choir participate annually in the Ipswich Junior Eisteddfod. They also perform each year at aged care facilities and other community events.

**COMMUNITY USE OF SCHOOL FACILITIES**
Applications for the use of the school facilities must be lodged with the BSM, who will consider each application on its merits. Adult supervision must be provided at all times and breakages or losses are the responsibility of the user. School based activities will take preference over all other activities.

**CURRICULUM**
The focus of the school is on creating an environment that promotes the development of the whole child where English and Maths are prioritised. There is a strong emphasis on literacy and numeracy development across the curriculum. Classrooms are fitted with Interactive Whiteboards and pods of computers are located in all classrooms and the Resource Centre to assist teachers to engage students using Information and Communication Technologies.

The implementation of the National Curriculum across Australia began in 2012 in the areas of English, Maths and Science. In 2013, the History component was implemented and in 2014 Geography was implemented.

**Amberley District State School offers quality curriculum programs in:**

**English**
The Australian Curriculum in English from Prep to Year 6 is organised into three interrelated strands that support students’ growing understanding and use of Standard Australian English (English). Together the three strands focus on developing students’ knowledge, understanding and skills in listening, reading, viewing, speaking and writing. The three strands are:

• **Language:** knowing about the English language
• **Literature:** understanding, appreciating, responding to, analysing and creating literature
• **Literacy:** expanding the repertoire of English usage.

**Mathematics**
Implementing the Australian Curriculum in Mathematics from Prep to Year 6 is organised around the interaction of three content strands and four proficiency strands.

The content strands are **Number and Algebra, Measurement and Geometry, and Statistics and Probability**. They describe what is to be taught and learnt.

The proficiency strands are **Understanding, Fluency, Problem Solving, and Reasoning**. They describe how content is explored or developed, that is, the thinking and doing of mathematics. They provide the language to build in the developmental aspects of the learning of mathematics. This ensures students’ proficiency in mathematical skills develops throughout the curriculum and becomes increasingly sophisticated over the years of schooling.

**Science**
Implementing the Australian Curriculum in Science from Prep to year 6 is organised around three interrelated strands: **Science Understanding, Science as a Human Endeavour and Science Inquiry Skills**.
Together, the three strands of the science curriculum provide students with understanding, knowledge and skills through which they can develop a scientific view of the world. Students are challenged to explore science, its concepts, nature and uses through clearly described inquiry processes.

- **The science understanding strand** - Biological, Chemical, Physical and Earth/Space sciences.
- **Science as a human endeavour** which are: ‘Nature and development of science’ and the ‘Use and influence of science’.
- **Science inquiry skills**. These are: Questioning and predicting; Planning and conducting; Processing and analysing data and information; Evaluating and Communicating.

Other Key Learning Areas:
Health and Physical Education (Specialist Teacher)
LOTE: French (Specialist teacher)
History
Geography
The Arts – Music (Specialist Teacher)
Technology

This will be achieved through the use, differentiation and contextualisation of the Curriculum to Classroom units developed by Education Queensland.

The personalisation of learning experiences assists students to progress more quickly. All students’ complete literacy and numeracy testing throughout the year to identify students who will need additional support and inform the planning of learning experiences. New enrolments are assessed as they begin at the school. Students who are identified as needing additional support access the learning intervention support program and are catered for through differentiation of the curriculum, product or process in their classroom as directed by the classroom teacher. This may take the form of small group assistance or one-on-one assistance.

**DEFENCE SCHOOL’S TRANSITION AIDES (D.S.T.A)**
Amberley District State School has two DSTAs on staff. Our school receives funding each financial year from the Federal Government for the DSTA Program. Our Defence School’s Transition Aides assist Defence families while enrolled at our school. This may be in the form of:

- Short term classroom support
- Lunch time activities (craft, milo morning teas, bingo etc.)
- Being a “point of contact” for students and parents
- Morning and Afternoon teas for parents
- Supporting students with deployed parents
- Games Club (weekly)
- Extra adult supervision on an excursion

**EMERGENCY PROCEDURES**
The safety of our students and adults is of paramount importance. We follow a well-documented policy with regard to emergency evacuation and lock down of our school buildings. Drills are conducted regularly to ensure fast and safe evacuation during a real emergency. All persons at the school (including all parents) are expected to follow the drill outlined on diagrams in each room of the buildings.
**EXCURSIONS/CAMPS**

During the year, classes are involved in a variety of off-site experiences including excursions, concerts and camps. Letters will be sent home advising of details and costs prior to the event.

**FACEBOOK AND SOCIAL MEDIA**

Amberley District State School has an official Facebook account. The official account can be distinguished from unofficial accounts by the presence of the school logo. This account exists to provide the school community with up-to-date information on school events.

**HOMEWORK**

At Amberley District State School homework is set in accordance with the P-12 Curriculum, Assessment and Reporting Framework Homework Policy.

**INDIGENOUS STUDENT SUPPORT AIDE**

The role of the Indigenous Student Support Aide is to support our Aboriginal and Torres Strait Islander students in the classroom, under the teachers’ direction, with literacy and numeracy.

This role also extends to connecting with students and offering assistance and providing social and emotional support in or out of the classroom. The Indigenous Student Support Aide is also available to parents as an educational liaison within the school, as well as assisting families with information from local community groups.

Within the school the ISSA runs “Culture Club”, which is held every Monday at 2nd break for the Aboriginal and Torres Strait Islander Students and their friends to participate in cultural activities. This as well as other excursions and events, encourages students to take pride in and celebrate their culture.

The Indigenous Student Support Aide’s office is situated in the Library and they can be contacted at the school Mon –Fri on 07 32803111 or via email at issa@amberleydistrictss.eq.edu.au.

**INFECTIOUS DISEASES**

The National Health and Medical Research Council has determined the periods of exclusion in relation to infectious diseases. It recommends that we observe its instructions and follow its advice on a range of infectious diseases.

**INSTRUMENTAL MUSIC PROGRAM**

All students from Years 4 to 7 are invited to join the school’s Instrumental Music Program. Half hour lessons are conducted for beginners as well as experienced players.

The school owns a range of brass, woodwind and percussion instruments, which students may borrow for up to four years. A levy per year is placed on the borrowing of school instruments which covers general maintenance.
LOST PROPERTY
Lost property is located near the stage outside the Tuckshop. Parents are asked to name all personal items including clothing, lunchboxes etc. Clothing or items remaining in lost property nearing the end of each term will be returned to the owner if at all possible. The remaining items will be washed and given to charity.

MEDICATION
The school must keep a record of any form of prescribed medication that is administered to students at school, or while students are involved in a school approved activity e.g. school camps. Children are not permitted to bring medicine or tablets to school except under the direction of a Doctor (or where appropriate, parent/guardian). Please read the following guidelines:

- All medication is kept and administered at the office.
- A medical administration form must be completed by the parent/guardian prior to administration of prescribed medication.
- The instructions for administering the prescribed medication must be visible on the medication container and labelled by the Pharmacist at the Doctor’s direction. (The instructions on the container need to indicate specific times at which medication is to be administered, as well as the dosage.)
- Over the counter medication can only be administered when accompanied by written directions provided by a doctor.

Children who suffer from asthma and are responsible for taking their own medication at home, are able to have ready access to their asthma medication kept in the office. Asthma medications are not kept in classrooms as these are locked during break times. Please see administration for any further details.

MOBILE PHONES
The use of mobile phones in class is disruptive to the learning environment of all students. Students that arrive at school with a mobile phone must hand it into the office each day on arrival and collect it on departure. The school cannot accept responsibility for mobile phones or mobile devices such as Ipads and Ipods.

MONEY - INVOICES
Invoices will be sent home by email. Please let us know if your email address changes. When you receive your invoice there will be an ‘Invoice Reference’ at the top right hand corner giving a brief description of what you are paying. An individual invoice will give more detail in the content of the invoice, however with bulk invoices, (which we use mostly), the detail in the description is either food component, or non-food component. This is system generated and we are unable to change it, so look for your invoice reference or a comment in the body of the invoice to explain what the invoice is for.

You may, at times, receive a ‘Credit Adjustment’ which looks like an invoice. A credit adjustment is our system’s credit note. You would receive one of these if we are issuing you a credit on your child’s account or we are correcting an error.

Refunds are not given for amounts under $10.00, instead a credit is applied. This is not an automatic process. A credit/refund form needs to be completed, with bank account details added if required. You can also find one on the school’s website under ‘Forms and Documents’.
MONEY COLLECTIONS
Any cash money paid to the school should be forwarded to the school office in a sealed envelope/zip lock bag marked with the child’s name, class, the correct amount enclosed, and the name of the activity. All payments are due prior to an event. Your cooperation in this matter will be greatly appreciated by all staff members.

Payment options include cash, cheque, credit card, bank transfer and BPOINT. All cheques are to be made out to Amberley District State School.

Book Club is to be made out to Scholastic Australia.

School Photo money is not opened by school staff: It is collected on photograph day by the company representatives.

NEWSLETTER
The school newsletter is distributed every Friday afternoon via email. Some copies are printed and held in the Office for parents without internet access.

Anyone wanting to add articles to the newsletter must have the information to the office by 9:00am Thursday prior.
OUTSIDE SCHOOL HOURS CARE
Amberley District OSHC facility supports parents/caregivers in caring for children before the school day begins, at the end of the school day, during term breaks and pupil free days. This service can be accessed on a full, part-time or casual basis.

The Before School Care program operates from 6:15am to 8:30am, After School from 3:00pm to 6:00pm, Vacation Care and Pupil Free Days from 6:15pm to 6:00pm.

Questions or enquiries can be directed to the Coordinator on 3280 3194.

PARKING
A parent car park is located on the right hand side as you enter the school from Deebing Creek Road.

PLAYGROUND SUPERVISION
Supervision is provided on a roster basis before school from 8.30am, for each of the breaks (mid-morning and afternoon) and also for bus duty after school. Parents are responsible for supervising their child/children at all other times.

PUPIL FREE DAY STRUCTURE (2016)

<table>
<thead>
<tr>
<th>Term</th>
<th>Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Tue 19 Jan</td>
</tr>
<tr>
<td>1</td>
<td>Wed 20 Jan</td>
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<tr>
<td>1</td>
<td>Thu 21 Jan</td>
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<tr>
<td>1</td>
<td>Fri 22 Jan</td>
</tr>
<tr>
<td>1</td>
<td>Mon 25 Jan</td>
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<tr>
<td>4</td>
<td>Mon 17 Oct</td>
</tr>
</tbody>
</table>

P&C ASSOCIATION
The P & C Association meetings are held every 3rd Wednesday 6.30pm in the Outside School Hours Care building.

The Annual General Meeting of the Association is scheduled for the February meeting. It is at this meeting that executives are elected.

The P&C hold a number of fundraising events throughout the year to help improve resources for the students. Staff are strongly encouraged to support these events.
RESPONSIBLE BEHAVIOUR PLAN
Our school community has identified the following school rules to teach and promote our high standards of responsible behaviour:

- We are learners
- We are safe
- We are respectful
- We get along

A set of behavioural expectations in specific settings has been attached to each of our four school rules. The School-wide Expectations Teaching Matrix outlines our agreed rules and specific behavioural expectations in all school settings. More information can be found in the Amberley District State School Responsible Behaviour Plan, which can be located on our school website.

JETS REWARD PROGRAM
The Jets Reward Program acknowledges positive behaviours in our school. Jets tokens are given to students to reward and motivate positive and appropriate behaviour.

- What Are Jets? Jets are a token given to students who are observed to be engaging in the four school behaviours - we are respectful, we are learners, we are safe, we get along.
- What Do Students Need To Do? Demonstrate positive behaviours and be rewarded with a Jets token. Students are to stick the Jets token in their Jets Log Book. Earn enough Jets and claim a prize.
- How To Claim A Prize? Students go to the Jets Shop located at the side of the Tuckshop, hand in their log book and select a prize. The Jets Shop is open every 1st break on Tuckshop days.
BEHAVIOUR PROCESS
When a student’s behaviour choices do not meet our school expectations during class time the following behaviour process is to be followed:

Rethink Process

Every classroom has a designated Rethink Desk. The Rethink Desk can be used at any time when a student is feeling angry or frustrated and would like to work by themselves. A teacher may direct a student to the Rethink Desk (as outlined in the flowchart above) to rethink their behaviour choices. If this occurs the following applies:

<table>
<thead>
<tr>
<th>RE-think Desk Rules</th>
<th>RE-think Questions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Move to RE-think as directed. Do not argue or disturb others!</td>
<td>1. What were you doing?</td>
</tr>
<tr>
<td>2. Quietly answer the questions to help you think about what has happened and fix things up.</td>
<td>2. What were you thinking?</td>
</tr>
<tr>
<td>3. When you have finished answering the questions wait patiently until your Teacher is ready to speak to you.</td>
<td>3. What rule did you break?</td>
</tr>
<tr>
<td>4. No-one, except the class teacher is to disturb a person at the rethink desk.</td>
<td>4. Who has been hurt? How?</td>
</tr>
<tr>
<td>5. Catch up on any work you have missed.</td>
<td>5. What thing/s could you have chosen to do instead?</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>RE-think Questions</th>
<th>RE-think Questions</th>
</tr>
</thead>
<tbody>
<tr>
<td>7. What can you do to fix things?</td>
<td>7. What can you do to fix things?</td>
</tr>
<tr>
<td>8. Who could help you fix things?</td>
<td>8. Who could help you fix things?</td>
</tr>
</tbody>
</table>
**RESOURCE SCHEME**

$30.00 per student

The school conducts a resource scheme which is integral to the school’s global budget, i.e. Government Grants and P&C Association funds. The Resource Scheme pays for Mathletics, Reading Eggs and classroom resources that replace textbooks.

Payments can be made in one of two ways. The total amount can be paid up front or parents may opt for split payments.

**SCHOOL WATCH PROGRAM – PHONE 131 788**

This school is covered under the school watch program. The School Watch Program is a partnership between Education Queensland, the Queensland Police Service and the State Government Protective Security Service. It aims to reduce vandalism, theft and arson in Queensland schools.

If you see something suspicious, please do not attempt to intervene. Call the school watch number to let the local police or State Government Protective Security Service deal with the matter. It is hoped that you and your family (as community members) will report anything suspicious arising around the school campus.

**SPECIAL EDUCATION PROGRAM – ACE PILOT BASE (APB)**

**APB – Vision**

ADSS SEP is committed to enacting Education Queensland’s agenda for improvement outlined in *United in Our Pursuit of Excellence*. We believe every student is capable of improvement, that collaborative effort underpins success and that personalised learning pathways facilitate this success. As a team, we work with the school staff, parents, specialists and community stakeholders to provide high quality educational services to students with a verified disability.

**APB – Mission**

To maximise the achievement of each student in every classroom, in every learning experience each and every day through access, adjustments, supports and advocacy to enable individual achievement and personal success.

We achieve this though promoting inclusion as the process of personalising learning pathways to ensure the engagement and success of all students rather than viewing inclusion as simply being physically present in the classroom. Our unrelenting focus on achievement in literacy and numeracy ensures that we focus on removing barriers from learning which may be related to a child’s verified disability and focus upon ensuring our students have the skills and capabilities to achieve success.

**Our Program**

Special education programs support students with disability in state schools, and assist students and teachers in the development of their educational programs. A school’s special education program is dedicated to supporting the educational needs of students in one or more disability areas. Program specialisation is available in the following disability areas which are the same disability areas that are recognised in the *Education Adjustment Program*:

- Autism Spectrum Disorder
- Hearing Impairment
- Intellectual Disability
- Physical Impairment
Speech-Language Impairment
Vision Impairment.

ADSS APB has been an integral part of the school landscape since the school moved to their new campus in 2009. Since this time the APB has grown both in the number of children who access our services and the staff who work from the APB. At Amberley District State School, we value the diversity of students and are committed to the provision of inclusive schooling. APB teachers act as Case Managers, coordinating the provision of resources and support to individual students across the school. Students are supported by both APB Case Managers and APB Teacher Aides across the day both in the classroom.

In addition to classroom support, intensive literacy and numeracy programs, a range of intervention programs are offered for students across the year. These programs include social skills programs, emotional awareness programs, gross motor skills programs, fine motor skills programs, sensory programs, typing and keyboarding skills, self-management skills, language skills and speech programs, specialist physical education including hydrotherapy. These programs incorporate a range of evidence-based strategies to support the learning and development of students.

APB Case Managers work collaboratively with all stakeholders including parents, classroom teachers, teachers’ aides, allied health and medical professionals as well as outside agencies to develop and implement teaching and learning which meets the individual needs of each child. In term 1 of each year, stakeholder meetings are held to develop individual goals to formulate the Individual Student Plan or ISP. The ISP is a tool that allows parents/carers, school-based staff, and private therapists to discuss each child’s learning needs and priorities to be focused upon over the next 12 months within the school context. From these priorities, one to two goals will be formulated and documented within the ISP. The ISP is developed through shared-decision making and collaboration between parents/carers and the school team. Parents and carers, in recognition of their primary role in supporting their child’s development, are considered essential partners in the development of the ISP. This ensures that goals and strategies are of priority and relevant to the family. Goals within the ISP are tailored to each individual child and family. For example, some children may work on goals centered around communication, some around work skills, some around play and skills in the playground, some around eating, etc. ISP data is collected regularly and this allows for all team members to accurately review the success of strategies implemented and modify as appropriate.

It is important to note that the ISP goals are not the only goals children will work on. Within the classroom, each child is supported to perform at their best in learning experiences through consultation and support from the APB, the use of quality teaching and learning practices by our classroom teachers, along with differentiation to learning experiences and assessment tasks. In addition, each student has an individual goal for reading, writing, and maths.

STUDENT LEADERSHIP
School Captains, Vice-Captains as well as House Captains and Music Captains are elected yearly.

Amberley District State School also has an active Student Council which is involved in decision making and fundraising. Two executives are elected to lead this group each year. Through their own fundraising, the students maintain the school sporting resources, support school resource acquisitions, and make donations to charities throughout the year.
TUCKSHOP
Tuckshop is overseen by our P&C and run by our Tuckshop Convenor and a community of volunteers. Tuckshop is available every Wednesday and Thursday. A copy of the menu is available from the School Office.

UNIFORM
The Uniform Shop is open Thursdays 2.30pm-3.30pm. Cash only accepted.

The Amberley District State School P&C have determined that our school is a full uniform school. All students are expected to wear the school uniform in accordance with the ADSS Uniform and Dress Standard Policy.

The Amberley District State School P&C Association supports a student dress code policy for Amberley District State School students because it believes that a student dress code policy at Amberley District State School promotes the objectives of the Education (General Provisions) Act 1989, and in particular that it:

a) Promotes a safe environment for learning by enabling ready identification of students of the school
b) Promotes an effective teaching and learning environment by eliminating the distraction of competition in dress and fashion at the school
c) Promotes a supportive environment at the school by fostering a sense of belonging
d) Fosters mutual respect among individuals at the school by minimising visible evidence of economic and social differences; and
e) Reflects the core values, motto and expectations of our community:
   Knowledge is Strength: We are learners - We are safe - We are respectful - We get along

The P&C has been actively involved in the formation and writing of the Uniform and Dress Standards Policy in consultation with the school community and school Administration. In addition it operates a uniform shop to supply the school community with the correct uniform items identified in this policy.

Any changes made to the ADSS Uniform and Dress Standard Policy will occur in consultation with the P&C and school community and introduced with an appropriate transition period.

The following uniform is acceptable:

- Royal blue school shirt with yellow trim and school emblem
- Checked dress (girls)
- Royal blue shorts, skorts or skirts (not cargo or board shorts or basketball shorts). Bike pants may be worn under skirt or dress but not be longer than the skirt.
- White socks ankle length (at a minimum)
- F-111, Mirage, Phantom or Sabre shirts may be worn on PE and sporting days
- Senior Shirts, Sports shirts & Music shirts may be worn on days of events and their respective representation days.
- Royal blue colour track pants or equivalent. Cargo pants and jeans are not acceptable.
- School jacket or completely plain and royal blue jacket / jumper.
- Stockings and leggings in royal blue, navy blue or black
School Shoes
Due to Workplace Health and Safety regulations students ‘footwear must provide adequate protection and cover the entire foot. Footwear selection must also take into account the health benefits of growing children wearing supportive footwear to minimise future health risks.

The following are the acceptable footwear options for students (with the exception of any medical issues): black, white or plain coloured (one predominant mild colour) joggers/running shoes suitable for a 100 metre race or game of soccer that lace up or have velcro. The school has a reference for Prep and Yr 1 to wear Velcro style shoes if they cannot independently tie laces. Shoes with raised heels, fancy additions to shoes like multi-coloured laces, flashing lights or shoes with wheels are unacceptable.
Hats
Education Queensland requires children to wear protective hats for outdoor activities. Wide brimmed school hats are available from the Uniform Shop. Caps and hats of other colours are not acceptable. A “no wide brimmed hat – no play” rule applies at Amberley District State School and hats are to be worn as designed.

Hair and Makeup
All students at Amberley District State school are to be respectful in their appearance with hairstyles to be neat, tidy and well maintained.
Students with long hair are encouraged to tie their hair back at all times with a hair tie in colours of blue or yellow. This assists in the control of head lice, to maintain safety requirements and also assists our students in looking neat and tidy. Long hair must be tied back for sport and other practical lessons.

- It is unacceptable for hair to be coloured or dyed a non-natural colour
- Extreme hairstyles such as mohawks, tracks, rats’ tails or shaved sections are not permitted
- Accessories are not permitted. These include but are not limited to bandanas, beanies, other brightly coloured headwear and non-school hats. Hair ribbons/bows/scrunchies/clips in school colours are permitted.
- Nail polish is not permitted and fingernails need to be kept short
- All facial make-up is inappropriate for primary school students and therefore it should not be worn.
**Swimwear**

**Acceptable**

Appropriate swimwear must be worn along with sun shirt for swimming. A swimming cap may be required depending on venue and as directed by the responsible staff member. All students from Prep to Year 6 participating in Amberley District State School swimming programs are required to wear a sun safe shirt/t-shirt over their swimsuits. The Education Departmental requirements for state schools are “swim shirts must be worn by Prep – Year 6 students during all water-based activities including swimming lessons. If parents are unable to provide a swim shirt, schools can allow students to wear a t-shirt”.

**Unacceptable**
Jewellery
For safety reasons, a watch and two earrings (small plain sleepers or studs) per ear for pierced ears are the only items of jewellery permitted to be worn at school.

Other piercings or facial studs, including tongue studs of any kind are not to be worn to school. Clear coloured alternatives are not accepted or permitted. No other accessories are to be worn. Parents of children for religious, cultural or health reasons who need to modify the uniform code are required to make an appointment with the principal for further discussion.

Earrings – Boys and Girls

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Compliance with the ADSS Uniform Policy and Dress Standards Policy

1. RESPONSIBILITIES PARENTS / CARERS
Parents are responsible for the provision and maintenance of the correct uniform and general appearance of their child/children. They are to ensure their children are appropriately dressed each school day and the uniform is in good condition.

If the correct uniform is not available for any reason, it is the responsibility of the parent/carer to communicate this in a note to the child’s teacher. The note should be given to the class teacher at the commencement of the school day. These will be accepted for specified and temporary reasons rather than long-term waivers of the uniform expectations.

Clothing items may be loaned on special occasions on a short-term basis from a school supply either available from the Uniform Shop or Administration Office. Special occasions may include but are not limited to school excursions, school photos and student illness. These items are to be returned to the school in a clean condition ready for re-use.

2. STUDENTS – DRESS STANDARDS
Wearing the uniform ensures that students are confidently and appropriately dressed and instills a sense of pride and respect in the students, both in their school and in their personal presentation.
Students are responsible for wearing the uniform and presenting themselves in a manner that shows pride in one self and promotes the good image of the school within the community. Students are expected to be clean, neat and tidy and well presented at all times. Personal hygiene is a very important consideration for each student and will be encouraged by the school. This is a reflection of the core values of our school and the expectations of the Uniform and Dress Standard Policy.

Uniform checks are held and in accordance with the Department of Education Manual SC-09: Student Dress Code.

Students not in correct uniform must have a letter from a parent/caregiver explaining the reason. The letter should be given to the class teacher at the commencement of the school day. These will be accepted for specified and temporary reasons rather than long-term waivers of the uniform expectations.

3. TEACHERS

Teachers will monitor and encourage students to comply with the ADSS Uniform and Dress Standards Policy. On a daily basis, they will enforce the ‘no wide brimmed hat, no play’ policy. If a student is regularly not wearing correct uniform or not complying with the dress standards, and there is no note or explanation from the parent/carer, the student will be referred to the Principal or nominee. If a student does not comply with teacher requests (direction) regarding uniform or dress standards, the matter will be referred to the Principal or nominee.

4. PRINCIPAL

The application and enforcement of the ADSS Uniform and Dress Standard Policy within the school community, and the day-to-day enforcement of the policy are the responsibility of the School Administration (the Principal and Deputy Principal with the cooperation of the teaching staff) as outlined below.

The Principal has the final authority to enforce the school’s Uniform and Dress Standard Policy. This authority is provided via State Legislation, under the ‘Student Dress Code and Uniform Policy’, established under Sections 360-363 and Section 283 of the Education (General Provisions) Act of 2006. The Principal or nominee will provide a considered course of action for uniform issues and this will be administered on a case-by-case basis.

Consequences of non-compliance with Dress Code

Students wearing the incorrect uniform (without a temporary explanatory note) will receive a consequence, which may include parental contact, prevention from partaking in school activities, or detention. Students will be asked to remove items that are not part of the school uniform. Repeat offences will result in the item being kept in safekeeping until 3:00pm. If continued non-compliant behaviour occurs, he/she will be requested to collect the item at the end of the term. A parent note requesting the return of items will be required.

If a student does not comply with a dress code for school’s students developed under section 360 of the Act, the school’s principal may only impose the following sanctions-

1. Detention of the student for a period mentioned in section 283(3);
2. Prevent the student from attending, or participating in, any school activity for which the student was representing the school;
3. Prevent the student from attending, or participating in, any school activity that, in the reasonable opinion of the school principal, is not part of the essential educational program of the school;
4. If a student continues to be out of uniform and fails to complete the detention, this will be considered as ‘wilful disobedience’ and as such students may be suspended from school.
VISITORS

Before entering the school all visitors are to report to Administration on arrival where they are asked to sign in the visitor’s register. They are to be issued with a visitor’s pass, which must be visibly displayed on their clothing whilst in the perimeters of the school. The pass must be returned to Administration on exiting.

Parents who visit the school and the classrooms as parent helpers are also requested to sign in and display a badge whilst on the school grounds.