



# Junction Park State School

*Empowering Minds, Building Futures  
Connected - Courageous - Curious*



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# Junction Park State School Parent Handbook

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*Welcome to Junction Park*





# Junction Park State School

*Fortitude and Fidelity*



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## SECTION 1: SCHOOL PROFILE AND INFORMATION

**School Motto:** Fortitude and Fidelity

**Vision:**

To provide the best possible educational experience for every student

**Values:**

**Respect:** Encouraging respect for oneself, peers, teachers, staff, and the wider community promotes a positive and inclusive school culture.

**Excellence:** Setting high standards and providing opportunities for children to reach their full potential in academic, creative, and personal endeavours.

**Inclusivity:** Celebrating diversity and embracing individual differences, ensuring that all students feel valued, respected, and included.

**Responsibility:** Promoting personal and social responsibility, teaching students to make informed decisions and contribute positively to their community.

**Perseverance:** Encouraging students to develop resilience, determination, and a growth mindset, enabling them to overcome challenges and achieve their goals.

**At Junction Park State School, we offer a wide and varied curriculum including:**

- Comprehensive high yield Australian Curriculum programs (Australian Curriculum-English Prep to Year 6)
- A school wide focus on Reading and Writing within the Australian Curriculum and an emphasis on the acquisition of literacy and numeracy skills Prep – Year 6
- A focus on Social and Personal Capabilities within our daily teaching within our Positive Behaviour for Learning Framework (PBL).
- ICT capabilities woven through learning areas
- A focus on Physical Education which incorporates a swimming program for all year levels in our own school pool and Interschool Sport for Years 4, 5 and 6
- Languages program with our target language being Japanese
- Classroom music program
- Specialist Arts program (Visual Art and Drama)
- Choral program
- Instrumental Music program including Strings, Brass, Woodwind and Percussion
- Camping program in Years 5 and 6
- Excursions/incursions which are aligned to curriculum and support classroom curriculum programs, in all year levels

Period	Start	Finish	Length
Term 1	Tuesday, 27 January	Thursday, 2 April	10 weeks
School Holidays	Friday, 3 April	Sunday, 19 April	
Term 2	Monday, 20 April	Friday, 26 June	10 weeks
School Holidays	Saturday, 27 June	Sunday, 12 July 2021	
Term 3	Monday, 13 July	Friday, 18 September	10 weeks
School Holidays	Saturday, 19 September	Monday 5 October	
Term 4	Tuesday, 6 October	Friday, 11 December	10 weeks
2026/2027 Summer School Holidays	Saturday, 12 December	Tuesday, 26 January	

### ***Bell Times for the School Day***

Prep - Year 6	
8:45 a.m.	Learning Commences
10:50 a.m.	First Break
11:30 a.m.	Middle Learning Session
1:30 p.m.	Second Break
2:00 p.m.	Final Learning Session
3:00 p.m.	School Finishes

## **S E C T I O N 2 : S T U D E N T C O D E O F C O N D U C T**

### ***Student Code of Conduct and School Expectations***

At Junction Park State School, we are committed to working together to provide a safe, respectful and disciplined learning environment for all students, staff, parents/carers and visitors. We do this by fostering and acknowledging appropriate student behaviour to create a positive learning environment for ALL students.

Junction Park State School's *Student Code of Conduct* sets out the responsibilities and processes we use in our school to promote a productive, effective whole school approach to discipline. Its purpose is to facilitate high standards of behaviour from all in the school community, ensuring learning and teaching in our school is prioritised, where all students can experience success and where staff enjoy a safe workplace. A hard copy has been provided to you (upon enrolment). The *Student Code of Conduct* is also available on the [school website](#).

Junction Park State School is a Positive Behaviour for Learning school. Positive Behaviour for Learning (PBL) is a research based educational process that brings together the whole-school community to contribute to developing a positive, safe and supportive learning culture. The PBL framework assists schools to improve social, emotional, behavioural and academic outcomes for children and young people. PBL is a process, not a program. When PBL is implemented well and embedded in practice, teachers and students have more time to focus on relationships and classroom instruction.

The PBL framework helps schools identify and successfully implement evidenced-based whole-school practices that enhance learning outcomes for children and young people. The PBL framework is used to strengthen the existing systems, structures and processes within the school, which underpin the school's ongoing improvement and effectiveness. For example, the PBL framework encourages the use of school-wide data to identify patterns of

problem behaviour, monitor student progress, reflect on teaching effectiveness and inform decisions that strengthen the learning environment.

Our school community has identified the following school expectations to teach and promote our high standards of expected behaviour:

- **Safe**
- **Respectful**
- **Learner**

## S E C T I O N 3 : C U R R I C U L U M

### ***Australian Curriculum Learning Areas***

The Australian Curriculum sets out the core knowledge, understanding, skills and general capabilities that are required for all Australian students. It makes clear what all students should learn as they progress through schooling.

The Australian Curriculum has 8 learning areas;

<https://www.australiancurriculum.edu.au/>

- English
- Mathematics
- Science
- Humanities and Social Sciences (HASS)
- Health and Physical Education
- The Arts (Music, Media Arts, Visual Arts, Dance and Drama)
- Technologies (Digital & Design)
- Languages



At Junction Park State School, the learning areas of English, Maths, Science and HASS are taught by classroom teachers. Specialist teachers are employed to deliver the learning areas of Physical Education and Health, The Arts, Technologies and Languages. Junction Park strives to provide a balanced education and a broad range of relevant and engaging learning experiences, challenging our students to discover their unique potential and individual strengths. Teachers are given time to plan and moderate work together to promote successful learning outcomes for the students in their classes.

At the beginning of the year, teachers will discuss the curriculum to be delivered at the Parent Information Night.

### ***Celebrations of Learning:***

- Curriculum Expo Days (each Term)
- Book Fair
- NAIDOC Week
- Reconciliation Week
- Under 8s Day
- 100 Days smarter in Prep



### **Australian Curriculum Overviews**

Each term an overview of the curriculum that the children will be learning can be found on the [school's website](#) and is emailed to parents and cares at the start of every term. Class timetables are also sent to parents and displayed on the class door however class timetables will not be displayed on the website as these are flexible and may change when necessary.

### **Assessment**

Assessment and monitoring occurs in all areas of the Australian Curriculum (AC). Teachers will use the Achievement Standards set out in the AC, ensuring alignment with the Curriculum Assessment and Reporting Framework (CARF) to determine and report on student progress. Teachers in all year levels use the Assessment and Data Schedule to monitor student achievement and growth.

Assessment tasks are moderated across the year level in order to ensure consistency. Students are given opportunities to complete assessments in various ways to demonstrate understanding and progress.

### **Reporting to Parents**

Parents will be provided with two written reports per year, outlining their child's academic progress, effort and behaviour. These reports will be emailed at the end of each semester. Parents will be offered Student Progress Meetings in Terms One and Three to discuss individual progress.

Year 3 and 5 students participate in the National Assessment Program – Literacy and Numeracy Testing Program (NAPLAN) each year.

Students in Year 3 and 5 will complete the NAPLAN tests online. Year 3 students will continue to complete the writing test on paper. (<https://www.nap.edu.au/>)

### **Languages Program**

There is a strong languages focus at Junction Park State School. The language studied at Junction Park State School is Japanese. Students in Prep to 6 receive between 30 minutes to a 1-hour lesson in languages as part of the curriculum program from the language specialist.

### **Library**

Junction Park State School has an extensive and well stocked library.

The library is open during both lunch breaks. It is imperative that library resources are returned each week. If a student hasn't finished reading their book, they can re-borrow the same book for another week. Students are encouraged to borrow from the library each week and the use a library satchel.



The library offers a pleasant and engaging environment for relaxation for all students. For their part, students are expected to maintain the atmosphere by showing consideration for fellow students through quiet behaviour, politeness, and responsible use of the resources provided.



Our school has a computer lab which is situated at the back of the library. The lab has a range of desktops and digital technology for students to showcase their understanding of Digital Technologies.

### **Music Program -**



The school boasts a strong music program, which has grown and developed over numerous years. Our classroom music program ensures that all students are provided with a strong base in music skills and concepts aligned to the Australian Curriculum. All classes attend a weekly music lesson with a music specialist teacher.

### **Music Program – Extra -Curricular**



Our Music Program also offers, Junior and Senior Strings, Junior (starting in Year 4) and Senior Concert Band, Junior (starting in Year 1) and Senior Choir. These programs are implemented by specialist music teachers. These groups have been very successful in many district and regional competitions.

### **The Arts**



Our Arts teacher conducts weekly lessons with each class in Prep to Year 6. The students will participate in Visual Arts and Drama. Our Visual Art program is highly recognised in the community and students frequently display their art work at various events.

### **Physical Education Program**



Every class attends Physical Education and Health lessons each week with a specialist teacher. Lessons include swimming, athletics and games skills.

### **Sporting Events**

Students have the opportunity to participate in a variety of sporting events including;

- Swimming Carnivals (School Years 1-6, District Years 4-6)
- Athletics Carnivals (School Years Prep-6, District Years 4-6)
- Cross Country (School Years Prep-6, District Years 4-6)
- From Year 4 Interschool Sport. Interschool sport are held in both semesters and offer a variety of sports for students to choose.

## **S E C T I O N 4 : S T U D E N T W E L L B E I N G**

Being healthy, confident and resilient is a foundation for engaging in learning. With a focus on wellbeing of all staff and students, we create a sense of belonging and a positive environment for teaching and learning. Designing and delivering meaningful pathways for every student is key to lifting learning outcomes. This means we:

- Know each student and understand what works best for them
- Support staff and student wellbeing and engagement to establish a strong foundation for learning outcomes.

Every effective plan to support student wellbeing requires a community response involving students, teachers, parents, and our external partnerships, to be effective and long lasting. Some of the school initiatives and ideas to support wellbeing at our school include:

- Targeted Social Emotional Learning for students
- Parenting information evenings (e.g., Triple P safety, YCDI parent portal, Safe Minds at Home online learning and Cybersafety).
- Early identification and response through our Student Support Team (SST) team referral process (see below) to support student learning and engagement.
- Targeted teacher Professional Development to increase Trauma awareness and early identification and response to mental health concerns and wellbeing for our students.
- School participation in the Queensland Engagement and Wellbeing Survey to inform future decision making and strategic planning.
- PBL – explicit teaching, clear expectations, data, and encouraging a growth mindset. High expectations and High-quality teaching.
- Community and interagency engagement support working in collaboration with schools.

Please do not hesitate to contact your child's teacher, a member of the Leadership team or the Guidance Officer if you have any further questions regarding these initiatives or if you require any additional information to best support your child at this school.

## **S E C T I O N 5 : I N C L U S I V E L E A R N I N G C O M M U N I T Y**

At Junction Park State School, we believe every student has the ability to learn and should be able to demonstrate progress in their learning.

At Junction Park State School, we are committed to meeting the needs of all our students through providing an inclusive education, one where students fully participate in learning, alongside their similar-aged peers and be supported by reasonable adjustments that are tailored to meet individual's needs. Inclusion is embedded in all aspects of our school's life and is supported by policies and every day practices.

The diversity of our staff, students and school communities is our greatest strength. By valuing culture and creating inclusive teaching and learning environments, we are driving equity and excellence across our school. This means we:

- Embrace diversity by creating welcoming, inclusive and accessible educational settings
- Value student, parent/carer, community and stakeholder voice in our approach to teaching and learning.

At Junction Park State School our Inclusive Education Framework is guided by the [Inclusive Education Policy](#) as outlined in the Department of Education's policy statement.

Every member of our school community, including teachers, support staff, volunteers, families and students, work collaboratively to ensure students can access and participate in all aspects of school life. Curriculum is provided to all students in ways that are age appropriate and responsive to diverse learning needs.

At Junction Park State School, we have high expectations of all students and we recognise that with the right support, all students can succeed. Our whole-school approach to supporting student learning recognises diversity and promotes a shared commitment to quality teaching and ongoing student improvement. A whole school approach ensures a cohesive response to diverse learning needs and consistent practice in a culture of ongoing improvement, which sets high expectations, monitors student progress with school-wide analysis and discussion of student achievement data, and supports student learning with quality teaching focused on improving the achievement of every student in our school.



### ***Inclusion Teachers***

#### ***Head of Special Education Services (HOSES)***

- Lead inclusive practice to develop, articulate and commit to a shared educational vision focused on providing quality learning outcomes for all students.
- Set high standards for student and staff performance & embed socially just practices in daily school life.
- Manage the human, financial, facilities and curriculum resources of Inclusive education to achieve goals.
- Form partnerships with parents, other government agencies, and community groups.
- Understand the legislation and policies that impact on schooling especially in relation to students with diverse learning needs.

**Support Teacher (ST)** case-manage individual students with a disability, to ensure that the support provided is matched to their needs. They work closely with the classroom teacher, parents and carers, specialist staff, outside agencies, teacher aides and other stakeholders as required to support the progress of students who are receiving focused and intensive teaching. Support Teachers provide regular feedback about a student's progress to classroom teachers and parents. They also act as teacher, leader, collaborator, and manager to ensure that high quality differentiated instruction is provided, and learning is maximized for target students.

**Guidance Officers (GO)** are teachers with specialist training and qualifications in guidance, counselling and psycho-educational assessment. Guidance officers identify factors that can be barriers to learning and development, and plan or assist in planning interventions or programs that can help students achieve positive outcomes.

**Speech Language Pathologist (SLP)**

The Speech Language Pathologist supports Junction Park State School on a part-time basis and access to the SLP is through the Student Support Team. The SLP can support students in a variety of ways; whole class programs, small group intervention, individual therapy, assessments, goal and program setting.

**Student Support Team (SST)**

The Student Support Team assist students facing barriers to learning to achieve their educational and developmental potential by providing a range of strategies and specialised support at the individual, group, school and regional levels. The flow chart below outlines the process for referring a student to SST for support.



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## STUDENT SUPPORT SERVICES REFERRAL PROCESS



1. The student's support needs (academic, social emotional, behavioural etc. are identified by the Class Teacher, Parent, Inclusion or Administration staff.



2. The Class Teacher meets with the parent/s to discuss a referral to Student Support Services and the process:

- Parents asked to get student vision and hearing tested.
- Parents to complete Form A - 'Background information' and sign, giving approval for the student to be presented at the SSS meeting.



3. The Class Teacher completes the appropriate sections of the SSS Referral Forms.

- FORM B - Student Information
- FORM C - Student Profile (Academic)
- FORM D - Behaviour
- FORM E - Social Emotional

*Please contact a member of the Inclusion Team if you require support completing these forms.*



4. Class Teacher submits the completed Referral Forms (including Form A, signed by the parent/s) to the HOSES and a date/time will be allocated for you (Class Teacher) to present your student/at the SSS meeting. The referral will not be processed unless all identified forms are completed.

*The class teacher will be advised what to bring to the SSS meeting.*



5. Class Teacher presents student/s at SSS meeting, Actions will be decided upon in consultation with the Class Teacher. HOSES will communicate outcomes and agreed upon next steps to parents.

*All contacts with parents to be recorded in OneSchool.*



*SSS meetings will take place each Thursday morning start at 8:00am in the Meeting Room. SSS meetings will take place in weeks 2-7 each term. SSS review meetings will take place in Weeks 7-10 each term.*

## **Student Leadership Program Year 6 Students**

### **The model**

- Promotes the needs and interests of students
- Enhances the role of students
- Recognises the positive role students play in the development of a supportive school environment
- Provides opportunities for students to be involved in school decision making (where appropriate)

**Our student leaders are our role models. As role models, our student leaders are expected to:**

- act with care and courtesy and reliability
- be positive and enthusiastic
- show empathy towards others and act as good friends would
- treat others fairly and keep their dignity in tact
- exercise self-discipline
- work well with others

## **S E C T I O N 6 : P R O D U C T I V E P A R T N E R S H I P S**

### ***Communication Policy***

(For further information please refer to the school's [Communication Policy](#) found on the school website.

At Junction Park State School, we believe close links between the classroom and the home are vital in ensuring all students achieve to their maximum potential. The schools vision underpins the way in which the school develops and implements strategies to ensure it is working towards [Brighter Futures](#) – delivering excellence in every state school, for every student.

This communication plan shows how effective communications can:

- create effective engagement with parents and the broader community
- contribute to strong relationships between staff, students and parents
- demonstrate the success of our work and that of our students
- ensure that the school is open and transparent in its communication
- build trust and confidence and improve perceptions

### ***Parent and Community Code of Conduct***

The Parent and Community Code of Conduct describes the ways in which parents, carers and visitors should conduct themselves while on Queensland state school grounds, at school activities, and when interacting with others in the school community. For further information please refer to the school's [Parent and Community Code of Conduct](#) found on the school website.

### ***Class Parent Representative***

Each class in our school has a class parent representative. If you would like to represent the parents in your child's class, please contact the classroom teacher.

### ***Parent Information Night***

Within the first few weeks of school, teachers will offer an invitation to you to attend a meeting in the classroom. At this meeting, plans and goals for the year will be outlined and discussion

welcomed. It is not intended that at this meeting, there will be discussion about individual students. However, parents are welcome to make appointments to discuss concerns etc. with teachers at mutually agreed times.

### ***Parents and Citizens Association (P&C)***

The Parents and Citizens Association convenes meetings six times per year. All parents/carers and interested citizens are eligible to attend and are welcome. Only endorsed members of the P&C may vote. Please refer to the [P&C website](#) for up-to-date information regarding meeting schedule and membership forms.

The P&C oversees the following operations

- Services committee
  - Tuckshop
  - Uniform Shop
- Outside School Hours Care

### **Tuckshop & Uniform Shop**

The P&C is committed to having an interesting tuckshop menu and providing all school uniform requirements. These services are run by employed conveners and rely heavily on volunteers. . The tuckshop is open on Wednesday and Thursday, however hours may sometimes vary. Orders can be placed online using the [Quickcliq website](#).

The Uniform Shop located under C Block near the Gowrie Street gate and is open on Monday and Wednesday morning 8:30am to 10am. The uniform [price list](#) is available on the school website.

### **Outside School Hours Care**

Outside School Hours Care (OSHC) offers Before School, After School and Vacation Care Programs for primary-aged school children. The Service is located within the school campus, in the Hall.

After School Care is conducted Monday to Friday from 3:00 pm – 6:00 pm at the school.  
Before School Care operates from 7:00 am – 8:45 am. Vacation Care is also offered during school holidays and pupil free days from 7:00 am until 6:00 pm. If you wish to enrol your child in the program, please contact Outside Hours Care on telephone 0400 384 883 or email [oshcmanager@pandcjpss.com](mailto:oshcmanager@pandcjpss.com)

**QParents**



<https://qparents.qld.edu.au>

Junction Park State School utilises in the QParents Online Parent Portal to communicate with parents, when enrolled you will receive an email inviting you to sign up with QParents. Once registered and approved you will be able to view and update the follow details:

- Attendance details
- Report cards
- Invoices
- Payment history

Download the free QParents app from the iTunes or Google Play.

**QSCHOOLS**



Interact with Junction Park through the QSchools app and receive up-to-the-minute updates. The app integrates with the department's preferred school website platform to allow users to see when news, events and newsletters are posted to their favourite school website. The app will enable our school community to receive real-time notifications about state-wide emergency alerts as well as school push notifications through the app.

**Facebook**



<https://www.facebook.com/JunctionParkStateSchool>

Join Junction Park on Facebook to be part of all the celebrations and events that occur at our school.

## **SECTION 7: SCHOOL PROCEDURES (ALPHABETICALLY)**

### **Absences**

If a child is absent from school, parents/caregivers are requested to:

- Call the office directly: 07 3426 4333
- Use the QParents app: QParents notifies the school as soon as you update your child's attendance records.
- E-mail the office: [admin@junctionparkss.eq.edu.au](mailto:admin@junctionparkss.eq.edu.au)

If your child is absent when the roll is marked in the morning, you will receive an SMS message requesting you to provide a reason for the absence. If it is known that a child will be absent at a future date, parents are required to notify the teacher and the office.

Absences can also be logged through the QParents app.

If a child is collected from school prior to 2:50 p.m., the parent/caregiver collecting the child must sign the student out using the Ipad located in the library. This requirement is a safety precaution. If you need to collect your child early from school, please call to arrange to have your child waiting at the library for you to sign out.

### **Absences - SMS Notifications**

If your child/children are absent from school without an explained reason, a nominated parent will receive an SMS notifying them of the absence. Parents are required to either reply to the SMS with a reason for the absence (do not include any emojis or pictures as these cannot be read), contact the office on 3426 4333.

### **Accident insurance cover for students**

Some school activities and lessons in physical education, particularly contact sports, carry inherent risks of injury. Parents are advised that the Department of Education and Training does not have Student Accident Insurance Cover for students. Therefore, if your child is injured at school as a result of an accident or incident, all costs associated with the injury, including medical costs, are the responsibility of the child, parent or caregiver. Some incidental medical costs may be covered by Medicare. If parents have private health insurance, some costs may also be covered through private health insurance.

### **Arrival at School**

Children in Prep to Year 6 are **not to be dropped off at school before 8:15am**. Any child arriving at school prior to 8:15am without musical or sport commitments **MUST** sit in the Green Shade area in front of A Block until 8:15am. From 8:15 students are supervised by Teacher Aides and the Leadership Team.

If a child arrives after 9:00am they will need to go to the library to receive a late slip before proceeding to their classroom.

School concludes at 3:00pm, children are not allowed to remain unsupervised in the school grounds however families are welcome to stay on the ground until 3:30p.m. After this time we ask that families move to the front of A block gardens as OSHC has a hire agreement to use the facilities.

Punctuality is important in arriving and departing to ensure the classroom program operates effectively and your child's learning is optimised. Please ensure that care providers are aware of these times and let us know if you are going to be unavoidably late.

### **Assemblies**

Assemblies will be held every week for all students. This is a time to celebrate student achievement and success. Positive Behaviour for Learning expectations will also be shared at this time. These gatherings are held in the hall for Friday at 9am – Junior is held odd weeks ie – Week 1, 3, 5, 7 & 9 and Senior is held even weeks ie Week 2, 4, 6, 8 & 10

### ***Booklist and Stationery***

At the end of each school year, students are issued with booklist order forms detailing requirements for their following year level. Parents of new students can obtain booklists from the office or the [website](#).

### ***Camps and Excursions***

The school provides students with the opportunity to experience various incursions/excursions and camps (Year 5 and 6) throughout the year to enrich the teaching and learning programs, students' social and emotional learning and wellbeing.

Where major expense is involved, parents are asked to make a genuine effort to subsidise cost, although we endeavour to ensure that no child is excluded for financial reasons. Contact should be made with the Business Manager, Tracey Caple [tcapl3@eq.edu.au](mailto:tcapl3@eq.edu.au) to negotiate payment plans.

### ***Changes of Address, Email and Telephone Number***

The school office should be promptly notified in writing of any changes so that efficient service can be given in emergencies.

### ***Complaints Management***

From time-to-time parents and/or students will have concerns about: what or how the curriculum is offered; how it is taught; assessment; school operations; student behaviour.

If it is a curriculum matter it should first be discussed with your child's teacher. If there is still a concern, then an appointment should be made with the Principal or Deputy Principal.

If there is a concern about school operations or student behaviour, contact in the first instance should be made with the class teacher and if you have further concerns contact the administrator in charge of the year level of the student. Please contact the office for further details of the administrator if uncertain. Please refer to the Communication Strategy on the school [website](#).

### ***Emergency Record***

We keep an up-to-date emergency record for your child in case of accident or illness. If you have a change of address, place of employment, telephone contact number, etc. please advise us promptly.

### ***Exemption from compulsory schooling***

Parents need to apply for an Exemption from Compulsory Schooling if their child is going to be absent from school for more than 10 consecutive school days. Application must be made to the Principal through the school office before the absence.

### ***Homework Policy***

Junction Park State School has a [Homework Policy](#), developed in consultation with the school community.

Homework is intended to provide opportunities for students to practise tasks done in class, help improve important skills, and encourage confidence and independence.

We also recognise that it is important to maintain a healthy balance between homework expectations and the varied and numerous recreational, cultural and personal commitments involved in family life. Please contact your child's teacher if you have questions or concerns about homework.

### ***Illness and Accident***

Children who are sick should not attend school. Symptoms which may alert you or the staff to the fact a child is unwell or requires a visit to the doctor include:

- Unusual spots or rashes
- Vomiting (within the last 24 hours)
- Severe, persistent or prolonged coughing
- Feverish appearance
- Loss of appetite
- Infected patches of skin
- Headache or stiff neck
- Diarrhoea (within the last 24 hours)
- Trouble breathing
- Mucous discharge from the nose (thick, green or bloody)

In accordance with Public Health orders if your child is unwell, please keep them home until they are well enough to return to school. By observing and acting appropriately with the above conditions, staff and parents can work together to foster the health and wellbeing of all children.

Should your child become unwell during the school day you will be contacted and advised of the situation. If we are unable to contact you, another person from the emergency list will be contacted.

Junction Park State School staff will operate in the best interests of the health and wellbeing of the children in our care.

**Please ensure the school has up-to-date information regarding emergency contacts so that an adult can be reached if illness or an accident should occur.**

In case of an accident in the school grounds, first aid will be administered. Where possible, the parents or emergency contacts will be notified by phone and their instructions followed, however, some situations will require the immediate action of the principal. The principal will take whatever action is required to ensure the safety and wellbeing of your child and an ambulance will be called should it be required.

### **Responsible Use Procedure**

As part of the school curriculum, students use computers, emails and the internet. This agreement sets out the student's responsibilities and consequences for misusing or breaching the agreement. Computers are used for educational purposes and if used correctly are valuable educational tools.

### ***On-line Services Consent Form***

The purpose of the *On-line Services Consent Form* is to inform parents and care providers about the third-party on-line services used in our school and how student information, including personal information and works, maybe recorded, used, disclosed and published to the services (If you provide your consent to occur).

### ***Medication***

**All medication must** be brought to and stored at the school office, not the classroom. A Teacher or Office staff member can give medication strictly in accordance with instructions written on the label **from the pharmacist as per the doctor's prescription**. Request to administer medication forms are available at the office and must be completed and signed by a parent/carer before medication is able to be given to the student.

**Non-prescription medication** (such as Analgesics, Panadol, Aspirin or Cough Mixture) also requires a request to administer medication form.

If your child requires asthma medication, it is the parent's responsibility to supply the asthma plan and medication. A request to administer medication form is also required to be completed.

If your child has an ongoing medical condition, such as severe allergies, severe asthma or diabetes, they will need an Individual Health Care Plan which will be required to be updated yearly. Please provide the office with a copy of the Action Plan from your GP and speak to school staff regarding the details.

### ***Mobile Phones and Electronic Device***

All student mobile phones and electronic devices other than those deemed necessary for learning, must be switched off and signed into the office on arrival and departure for safe keeping during the day.

### ***Newsletter***

The school newsletter is produced in weeks 1, 5 and 10 and is available through the school [website](#) or directly on QSchools. The newsletter gives details of forthcoming events and celebrates the learning in year levels and classrooms. Parents should make it a priority to read the newsletter every fortnight.

The newsletter will be emailed to all families. Please make sure your email is updated with the office to receive correspondence from us.

### ***Payments***

At times the school requires payment for various activities, e.g. class excursions, camps, transport to sport etc. Our school is cashless, payments can be accepted Monday – Friday from 8:30am- 3:00pm at the school office.

Payments for school related activities can be made by:

- EFTPOS
- Credit Card – Visa or Mastercard
- BPOINT

Payment plans can be arranged through contact with the Business Manager, Tracey Caple [tcapl3@eq.edu.au](mailto:tcapl3@eq.edu.au)

Details of payments appear on the QParents app. Payments can also be made via the app.

### ***Sport House System***

Children are allocated to one of four sport houses.

*Harvey - Blue*

*Dempsey - Red*

*Fisher - Green*

The names of the houses have been titles in honour of the first 3 long standing Principals the first commencing in 1889.

### ***Sun Safety – Hats***

This school maintains a [Sun Safety Policy](#). Students must wear a school sun-safe hat. This is for the protection of all children at the school. Please ensure that your child has a Junction Park school hat every day. These are available for purchase at the Uniform Shop. Please **name** your child's hat clearly.

### ***Teacher Absence***

Teachers are absent from school for a variety of legitimate reasons – professional development, personal illness, an ill family member, long service leave, leave without pay, maternity leave, etc. Junction Park State School uses the Teacher Relief and Contract Employment Register (TRACER) system to replace teachers.

### ***Transport and Safety***

All children should be thoroughly familiar with the route to be used between home and school. Children should be made aware of road hazards and safety rules.

Children who ride a bicycle to school must wear a helmet and lock their bike in the bike cage during school hours. Bikes must not be ridden by students or adults in the school grounds. Students bring bikes to school at their own risk and supply their own chain to secure the bike.

Rollerblades, scooters, skates, skateboards, or any other form of student transport is not permitted to be used in the school grounds.

Afternoon supervision is provided at Waldheim Street until 3:20pm. Any child not collected by that time is escorted to the school office to wait to be collected by their parent.

The bus stop on Waldheim Street is also supervised until students have safely boarded their bus.

### ***Unclaimed Property***

Lost property is collected and can be found under A Block. If you mark items with a student's name, we shall do all we can to ensure that they are returned. At the end of each term, unclaimed property is donated to a charity or sold at the uniform shop. **ALL ITEMS NEED TO BE LABELLED** for easy return.

### **Visitors and Volunteers**

Junction Park State School welcomes the support of families into our school. Administration staff have a register of class visitors and volunteers. All visitors and volunteers must report to the office, sign in and be issued with a visitor's sticker which is to be worn at all times.

Parents are not required to have a Blue-card to volunteer in the school so long as they are working with their own child's class. Anyone who is not a parent or a parent who would like to volunteer in other classes must provide a Blue-card to volunteer in the school. Education Queensland provides a Mandatory All-Staff training program for contractors, volunteers and visitors. Please contact the school for more information.

## **S E C T I O N 9 : U N I F O R M**

### **Uniform**

Parents are requested to ensure that their child has the appropriate uniform as per the [Uniform Policy](#) which is available on the school website. The school uniform shop is available to purchase these items. Please ensure all items of clothing are clearly marked with the child's name.

The Junction Park State School Dress Code is endorsed by the P&C Association.

## **S E C T I O N 10 : E N R O L M E N T I N F O R M A T I O N**

### **Enrolments**

Junction Park State School is enrolment managed and priority placement is given to students who live within the catchment area or are siblings of students currently enrolled. The Junction Park State School [Enrolment Management Plan](#) can be found on the school website.

### **Preparatory Year**

Children will need to be five by June 30 in the year they start in the preparatory class.

<b>Birthdate:</b>	<b>Eligible for Prep year in:</b>	<b>Eligible for Year 1 in:</b>
Child Born 1 July 2020 – 30 June 2021	2026	2027
Child Born 1 July 2021 – 30 June 2022	2027	2028
Child Born 1 July 2022 – 30 June 2023	2028	2029
Child Born 1 July 2023 – 30 June 2024	2029	2030

### **Successful Transition to School Program**

At Junction Park State School, we believe that a successful transition to school begins with developing relationships between parents and the school community. Our Pre-Prep student and parents are welcome to join many of our school events throughout the year along with attending our successful Transition to Prep sessions held in Term 4.

