



SPRING MOUNTAIN
STATE SCHOOL

Parent Handbook





1. School Details:

Address:	56 Dublin Avenue, Spring Mountain, Q 4300
Telephone:	3381 6111
Student absence line:	3381 6166
School website:	www.springmountainss.eq.edu.au
School email:	admin@springmountainss.eq.edu.au
Office hours:	8:15 am to 3.30 pm
School location code:	A657

2. Personnel:

Principal:	Cherie Moore
Deputy Principal:	Jacinta Morris
Head of Curriculum:	Tarma Gundrum
Head of Inclusion:	Katherine Tan
Business Manager:	Annette Coulson

3. About our School:

3.1. Welcome

Spring Mountain State School opened January 2019, catering for students from Prep to Year 6. We are the newest and last Public Private Partnership (PPP) school located in the newest suburb of Greater Springfield called Spring Mountain.

3.2. Motto

“Lead by Example”

3.3. Vision

All **children are provided** with an *individualised* education that challenges their minds, extends their emotional intelligence and builds self-worth and acceptance. **We encourage everyone** to lead by example, to create a safe, respectful and innovative learning environment that **develops** engaged citizens for the future. **We embrace and celebrate the whole child.**

3.4. Values

Respect
Courage
Growth



3.5. Logo

Our Logo was internationally designed by a graphic artist in Indonesia after a worldwide competition. Its colours and overall design captures the key elements of our community (Modern, Smart, Bright, Vibrant and Fresh). The rounded vex line showing movement - captures our motto “*Lead by Example*”. The image in the circle captures our surrounding environment Spring Mountain Reserve. The path between the mountains represents the learning journey and also divides the mountain to represent the “*ying/yang*” balance needed to grow the whole child/learner. The circle around the image represents our beliefs





around our school environment for our learners. One where we build a safe, supportive, protected learning environment and we are all part of the pride.

3.6. Academic Pledge:

All learners will be:

- Literate
- Numerate
- Critical and Creative Thinkers

3.7. Mascot (Monty) and Expectations:

Our Mascot is a Lion.

A lion was chosen as it represents the characteristics of a Spring Mountain State School learner.

Our School learners:

- Brave**
- Hunters** (for Knowledge, skills and success)
- Group Members** (Part of a Pride)
- Strength**
- Powerful**
- Strong**
- Fierce**
- Protective** (of the Pride)
- Courageous**
- Leaders**



3.8. Professional Commitment-

All Staff will be

- Respectful
- Responsive
- Risk Takers
- Resilient
- Reflective

4. School Administration

4.1. School Times

Gates Open for drop off	8.15am	
Learning Time	8.30–10.30am	2 hrs
Play Time	10.30-10.50am	20 mins
Eat Time and Transition	10.50-11.10am	20 mins
Learning Time	11.10-1.00 pm	1hr 50mins
Play Time	1.00 -1.20pm	20 mins
Eat Time	1.20-1.30pm	10 mins
Learning Time	1.30-2.30pm	1hr





4.2. School Calendar

Information regarding school terms and holidays can be found at <https://education.qld.gov.au/about-us/calendar>

4.3. Attendance/Absences

Children are required by law to attend School regularly and it is essential that they do so to succeed. Every day of learning, leading and thinking is important, therefore children should not be absent without a valid reason. The school expects parents/caregivers to contact the school in advance if they know their child is to be absent. The preferred contact methods are either the Student absentee line 33816166 or QParents.

We will inform parents/caregivers about any unexplained absences for their child by sending an SMS message to the parent/guardian's mobile phone. If you are not receiving text messages and believe you should be, please contact the school as soon as possible to confirm your contact details. If you are receiving SMS messages, it is important that you reply to the school within seven days (as per Government Legislation). Please add your son or daughter's roll class, name, reason for absence or late arrival and date of absence.

Remember – "EVERY DAY COUNTS"!

4.4. Exemptions from Compulsory Schooling and Compulsory Participation

Every parent of a child of compulsory school age or a young person in the compulsory participation phase has a legal obligation to ensure their child is enrolled and attending school or participating in an eligible option.

Parents can apply for an exemption from this obligation when their child cannot attend or it would be unreasonable in all the circumstances for their child to attend school or participate in an eligible option for a period of more than **10 consecutive school days**.

Situations where an applications for an exemption may be made include:

1. Illness – long term or medically supported illnesses.
2. Family reasons
3. Family holidays
4. Cultural or religious reasons

If your child is exempt from compulsory schooling, you are excused from your obligation in relation to compulsory school or compulsory participation. The school principal is not responsible for providing an educational program to your child, however they may provide advice on other educational options available.

You are encouraged to discuss with the school whether an application for exemption is a suitable option. The school can provide you with an application form for an exemption. It is important that supporting documentation and evidence are attached to the application. When a decision about the exemption has been made, you will be informed whether or not the exemption has been granted and if any conditions have been imposed. If you are not satisfied with the decision made, you can make a submission for the decision to be reviewed.





4.5. Late Arrival/Early Departure

Late Arrivals: Students who arrive at school after 8:30am must be accompanied by a parent to the office to collect a late slip from the administration staff. Parents must provide a reason for the late arrival.

Early Departures: Students are not permitted to leave the school grounds during school hours without approval. Any student leaving the school site, prior to normal dismissal time, must be signed out at the office by a responsible adult who has parental/guardian authority to do so. The teacher will need to site the departure slip before releasing the student. Should the student return to school on the same day, they must be signed in by a responsible adult.

4.6. Parent Custody

It is of particular importance that the school be advised of the implementation of parental custody and access orders, or of any changes to existing orders. It should be noted that whilst the school, in good faith, has a duty to the enrolling parent in relation to custody of a child, it must comply with existing Court Orders relevant to the rights of the noncustodial parent. Such orders affect access to records and reports pertaining to the child. If you are unsure about the order please make an appointment to speak with the Principal or Deputy Principal.

4.7. Payments

The preferred method of payment for all school invoices is via QParents and BPoint. As a digitally based school we do not keep cash on school premises. We prefer payments to be made by EFTPOS/Credit Card. If you need to pay in cash please ensure that you have the correct amount as no change can be given. The office is open from 8.15am to 2.30pm for all EFT and Credit Card transactions. All cheques must be made payable to Spring Mountain State School.

Resource Scheme

The school operates a full Student Resource Scheme. The purpose of the scheme is to provide a cost effective, value for money option for parent/s that allows the school to purchase all texts, resources, Apps, consumables and materials usually requested on the stationery list, through reduced prices gained from the school's bulk purchasing processes. Full details about the Student Resource Scheme is available on the school website.

The Student Resource Scheme will be (this will be reviewed with P&C every year):

- \$120 per student per year in Prep
- \$140 per student (Yr 1-6) per year for non-participation in BYO iPad program
- \$100per student (Yr 1-6) per year for students participating in the BYO iPad program.

We encourage parents to have these monies paid in full by the end of July each year. Please see the office if you would like to establish a payment schedule.

If you choose to not to participate in the Student Resource Scheme opportunity please make an appointment with the Principal to discuss Student Resource Requirements.





5. Transport

5.1. Travelling to school events in private vehicles

On some occasions, students may need to be transported to school events off campus by private vehicle. Parents and staff providing the transport will be required to complete the SMSS Permission to use a Private Vehicle form (which includes proof of valid driver's licence and registration) and receive permission from the principal. Parents of the student/s being transported, will be required to complete the SMSS Private Transport Permission form.

5.2. Vehicles/Parking

Spring Mountain State School has parent parking and a drop off zone in the front of the school. When using the drop off and picked up zone please ensure your children are safely dropped off in the designated left lane. passed the crossing. Drivers must remain in the car while in the 2 minute zone.

The staff car park is to be used for the sole purpose of staff. Your cooperation in ensuring the safety of our children would be appreciated.

5.3. Pedestrian Crossing

Children who cross pedestrian crossings must exercise extreme care. It is recommended that children select the safest route to and from school and minimise crossing main roads. Bicycles and scooters are to be wheeled across crossings. We encourage students and their parents to *lead by example* and use the designated light controlled intersections provided by the council.

5.4. Bicycles and Scooters

Bicycles and scooters must not be ridden in the school grounds at any time as this would constitute a risk of injury to persons on the school site. Bicycles and scooters must be walked to and from the bike racks on arrival and upon departure from school. The bike racks are out of bounds to all children during the day. Where a child is unable to ride a bicycle or scooter home, for whatever reason, arrangements may be made at the office to secure it for later collection.

REMEMBER: HELMETS SAVE LIVES. Please ensure that your child is properly capable of riding a bicycle and is aware of safety rules before allowing your child to ride to school. Please consider that the riding of a bicycle requires complex skills and heightened awareness particularly in heavy traffic. Road Safety authorities advise that children may not be developmentally ready to ride safely on the road until the age of nine or ten. Bicycle riders, as road users, must comply with all regulations of the Traffic Act.

6. Property

6.1. Personal Property

All personal items and clothing should be clearly marked with your child's name to ensure that if lost, the owner can be readily identified. Such marking may need to be done several times a year to be effective.





Expensive items, including jewellery, games and toys, are not to be brought to school. If students bring such items to school they do so at their own risk and no responsibility can be taken by the school if such items are lost, damaged or stolen.

6.2. Mobile Phones

If it is necessary for your child to bring a mobile phone to school it must be left at the office during school hours. Inappropriate use of electronic media including mobile phones is a breach of our Responsible Behaviour Plan for Students. More details can be found in the SMSS Mobile Phone and School Electronic Device Policy.

6.3. Lost Property

Lost property is collected at the office. Children and parents are requested to check the lost property regularly. Unclaimed lost property will be displayed in a covered area occasionally for all students to view and hopefully reclaim. Lost property is cleared at the end of each term and will be donated to a suitable charity or provided to the office as additional uniforms for students who arrive at school out of uniform.

7. Curriculum

7.1. Australian Curriculum

The school's curriculum plan is guided by the Australian Curriculum and the Queensland Department of Education's policies and priorities. The Australian Curriculum sets out the core knowledge, understanding, skills and general capabilities that are important for all Australian students. At Spring Mountain State School we believe that students learn through inquiry, providing an integrated approach that links literacy, numeracy and technology to real-life and problem solving activities. The teaching teams are responsible for contextualizing and differentiating the curriculum while ensuring that the tasks align to the relevant achievement standard.

7.2. Reading

As we prepare our learners for the future, our vision is the development of a highly literate citizen that has a love of reading and enjoys engaging in the critical and creative thinking around literature. At Spring Mountain State School, we believe that every student can achieve success in reading through skills and strategies explicitly taught and practised. This is achieved through the explicit instruction of phonemic awareness, phonics, vocabulary, decoding and comprehension strategies. Explicitly teaching these skills and strategies, ensures consistency of language and a breakdown of essential reading skills.

7.3. Thinking Pedagogy "Hard Thinking"

Our vision is to develop all of our learners as critical and creative thinkers. We will achieve this by enacting a pedagogical schema across all key learning area that builds the content expertise desired through inquiry. This process will build and develop student's cognitive skills (the ability to evaluate, identify, analyse, interpret, justify, speculate, conject etc) while also providing feedback (clarity, precision, accuracy, relevance, significance, depth breadth etc). We strongly believe that this way of learning will develop the critical 21st century characteristics (open mindedness, curiosity, resilience, integrity, persistence,





honesty etc) needed to be life-long learners/thinkers while also engaging and catering for difference and individuality.

7.4. LOTE

As a school that prides itself on creative and interesting ways to engage our students and support their learning we have invested in a LOTE program called My Chinese Teacher. This interactive, international and real world teaching of Chinese allows us to be taught by a Chinese Teacher via the internet. This allows us to engage with a real world Chinese citizen, see and hear China in real time and develop acceptance and understanding of the Chinese culture.

We will also bring the world to us through the engagement of Education Queensland International (EQI) Study Tours completed with students from China and other nationalities throughout the year. This involves a week long study tour of 25 students learning, talking and working in our school environment interacting with our students and sharing cultural understandings, differences and experiences.

7.5. Assessment & Reporting

Assessment and reporting will be moderated across classes to ensure consistency and continuity of programs. Reporting to parents will include formal and informal interviews, written reports and systemic reports. Written reports will be issued end of Term 2 and 4. Face to face interviews will be offered end of Term 1 and 3.

7.6. Individual Support

All students receive individualised support and feedback so they can be nurtured to achieve their potential. Intervention and Extension programs will also be incorporated and integrated as the need arises. These will include academically talented, learning support, social emotional support and specialised programs designed to meet individual need. As a learning partner you will be involved and informed of these supports as they are required.

7.7. ICT – Digital Technologies

Technology is integral to teaching and learning. Our vision involves our student have access to iPads (either school purchased or BYO iPads) that meet the specifications required to engage our learners in high quality learning. Every classroom has a state of the art interactive data projector and access to digital devices linked to the school network. As we grow and further develop our team students, will also have access to robotics and coding devices. Digital technologies are used to support and enhance learning. Our focus is on students using digital tools to create, innovate and make their learning visible and real and less on being consumers of technology.

7.8. Extra-Curricular

We provide a range of activities for students some of these are during the school day or lunch time club or before or after school. Examples of these are choir, chess club, interschool sport, cricket and AFL programs, IT club, craft, art, gardening and dance.





7.9. Nature Play

One of our unique opportunities that we offer at Spring Mountain State School is our Nature Play/Loose Parts Play zone. As a school we believe in play as an effective, supportive and developmentally appropriate way for our students to learn. In partnership with other like-minded schools and Nature Play Qld we are looking at ways to engage our children’s imagination, fun, problem solving and collaborative learning space through the development of a play based environment. Our Loose Parts Play area – named “PLAY DEN” is next to L block, our sand pile is down near the oval. These have become amazing play, creative, multi-age learning space for our students. The preps also have Nature Play spaces in their playground. We are continuing to look at ways to gain grants, funding and ideas to continue building spaces like this for our children as we grow and our children become more creative, more critical and take more risks in their learning.

7.10. Homework

At Spring Mountain State School, we believe that homework provides students with opportunities to:

- consolidate their classroom learning,
- create patterns of behaviour for lifelong learning beyond the classroom such as time management, organisational and self-directional skills.
- allow family members to be involved in their child’s learning taking into account the need for students to have a balance of school, family time, community commitments, cultural and recreational activities.

At Spring Mountain State School, we believe that homework is effective in supporting learning when it:

- clearly relates to class work and has a real life context
- is differentiated to meet student needs
- is age appropriate to the students stage of learning (Early Years, Middle Years, Senior Years)

Guidelines and Expectations

Homework should be an application of knowledge and skills and a revision of class content learnt at school. It is expected that the time required for homework will increase through the years of schooling. The Queensland Government has set out guidelines for homework, including the amount of time students should spend on homework each week. The policy recommends the following maximum homework hours over a week:

Year level	Recommend QLD Government Timeframes	Spring Mountain Expectations
Prep	Generally students will not be set homework other than reading.	Students will participate in <ul style="list-style-type: none"> • regular home reading • sight word practice
1 - 2	Up to but generally not more than 15-20 minutes per night.	Students will participate in <ul style="list-style-type: none"> • regular home reading • sight word practice





		<ul style="list-style-type: none"> • mathematics practice (as required by individual students)
3 - 6	up to but generally not more than 2-3 hours per week	<p>Students may participate in but are not limited to:</p> <ul style="list-style-type: none"> • regular home reading including but not limited to book reports, novel studies, comprehension of real life texts. • Mathematics practice (as required by individual students) • Research projects

7.11. Excursion & Camps

Our students may participate in a variety of educational excursions or camps which are designed to supplement and complement academic, cultural, social and sporting experiences initiated within the school. Specific information, consent forms and medical information forms will be electronically forwarded home, to be completed by a parent or guardian, on each occasion of an excursion or of a series of excursions. **No child will be permitted to participate in an excursion or camp without parental consent. However, where it is apparent that a specific consent form has been forgotten, administrators will make discretionary decisions about a child's participation based on information available.**

Information sheets will advise the nature of the excursion or a camp, the method of travel (which is normally by bus supervised by teachers, occasionally assisted by parent volunteers) as well as any costs involved. It should be noted that every attempt will be made to keep costs to a minimum. **It is important that payments for excursions and school activities are paid by the due date — usually 1-2 week before the actual event.** The school needs this time to prepare for the excursion e.g. preparation of rolls, confirmation of buses, confirmation of numbers of students attending, medical requirements. Unfortunately, we will be unable to accept late payments for excursions/activities. If you are unable to make payment by the due date please contact the Business Manager to discuss payment plan options. This policy must be enforced to ensure the safety of our students going on, or participating in, an activity.

Refund Guidelines for Excursions and Camps

School fees for excursions and camps are calculated on a cost recovery only basis, according to the number of students who have indicated their attendance. Participation of students in an excursion or camp is indicated through payment of the excursion or camp fee and provision of a permission form completed by the parent/caregiver. As the school budget cannot meet any shortfalls in funding for an excursion or camp due to the subsequent non-participation of a student who had previously indicated attendance of the activity, fees already paid for an excursion or school camp may be refunded in full, in part or not at all, having regard to the associated expenses incurred and the circumstances of the non-participation. If a parent/caregiver wishes to apply for a refund due to their child's non-participation in an excursion or camp activity, they may complete the Request for Refund form. Where possible, the request should include the receipt relating to the payment for which a refund is being sought. It is preferred that refunds be made as a credit against the student's account at the school, and used for any cost in the future.





8. Student Wellbeing

8.1. Code of Behaviour Policy – Code of Conduct for Students

Quality learning outcomes depend on schools being orderly, safe and nurturing environments. A comprehensive Code of Behaviour Policy currently referred to as Responsible Behaviour Plan for Students is in place. A consistent approach to managing behaviours and helping students reach their potential is paramount. A copy of the Code of Conduct for students is available on our [website](#).

8.2. Social and Emotional Learning

Our students' wellbeing is central to our schools culture and the development of our future citizens. We value respectful interactions with our learners, their parents and our community. Our vision is to build an environment where we provide the opportunity to learn from each other and about each other in socially constructed ways. An environment that focuses on respect, kindness and growth of self. We will achieve this through a combination of pedagogical schemas to support open-mindedness, the delivery of explicit social skills and a model of interaction with each other that values feedback and reflective practices to assist in the development of resilience and growth mindset.

8.3. Dress Code

It is considered that the wearing of a school uniform allows our children to exhibit both a sense of identity and a sense of unity, while reinforcing our motto "Lead by Example". The wearing of a school uniform at school and community functions enhances the public's perception of our school and of our students. The manner in which our uniform is worn to present a neat and tidy appearance is an indication of individual pride in our school.

Should a child not be able to wear his/her school uniform for valid reason, a note would need to be provided. The student will then be provided with a second hand uniform to change into for the day. This will need to be washed and returned to the school the following day. The full school uniform and dress code is available on the website.

8.3.1. Jewellery

Students are permitted to wear only the following items:

- A watch
- One small plain stud or plain sleeper of silver or gold in the lower lobe of each ear
- Medical alert bracelets
- Religious or culturally significant pendants **by written request of parent**

8.3.2. Free Dress Days

- Sensible play clothes
- School Hat
- Closed-in shoes and socks – No heels
- No singlet tops – Boys' and girls' tops to have sleeves (Sun Smart School)
- No midriffs showing
- No extra jewellery
- No inappropriate writing on clothes





9. Student Health

9.1. First Aid/Sick Children

Minor injuries and medical conditions for which prescribed medication is held will be treated at school by a qualified staff member, nominated as First Aid Officer and students returned to class. Parents or nominated carers will be contacted to collect children that have injuries that require medical attention.

It is not appropriate for a child who is ill to be at school. When children are not feeling well, Classroom teacher will manage this in the room with rest first. All our classroom teachers are first Aide trained. If the teacher determines that child is unable to continue with lessons they will be sent to office and parents/emergency contacts will be contacted to collect the child to the office. Although this can sometimes prove inconvenient for parents, it is important to recognise that the school has the responsibility to assess the student, provide first aid, observe and then determine course of action. Our facilities do not cater for sick children, beyond an initial assessment and first aid care.

9.2. Head Injuries

Education Queensland has a very strict head injury policy. Head injuries are not always obvious, therefore all head knocks or impact to the head are taken very seriously. Parents/emergency contacts will notified of any incidence that resulted in a head knock or impact to the head.

An **ambulance will be called** if there is any loss of, or an altered level of, consciousness; confusion or memory loss; irritability or agitation; any obvious wounds or deformities; bleeding or clear fluid from the head (including blood from the nose); slurring, lack of coordination; bruising around the edges of the eyes and behind the ears; seizures; change in size or shape of pupils. The ambulance officers will assess the injured child and they may be taken to hospital.

9.3. Emergency Procedures

Minor accidents and medical incidents for which prescribed medication is held, will be treated at school by a qualified staff member, nominated as First Aid Officer.

For more serious accidents or medical incidents, the following procedural strands will be adopted:

- Care and comfort of the injured / ill student
- Assess student, injury and provide first aid
- Ambulance requested (if required)
- Contact parent or emergency contact person





9.4. Keeping Contact/medical detail current

It is very important you keep all your details up-to-date. Accidents and other emergency situations do unfortunately occur at school. All parents are requested to advise the office of any changes to emergency information, especially in regard to emergency contacts. It is also essential that the school be advised of any illness, allergic reaction and/or disability which could affect a child, so that staff might be advised to allow preventative action or appropriate treatment.

9.5. Medication

1. Where the administration of medication during school hours is essential for the wellbeing of a student, a nominated First Aid Officer authorised by the Principal will undertake the responsibility of administering that medication under the following conditions:

a) That a parent/guardian request be provided in writing to the Principal that the medication be administered at the School;

NB: A request form is available at the office for your use.

b) That instructions provided must be written by the student's Doctor or Pharmacist at the Doctor's direction eg. Pharmacist's directions on medication container;
INSTRUCTIONS SOLELY OF A PARENT WILL NOT BE ACCEPTED

c) That the medication container must be clearly named and indicate specific times at which the medication is to be administered as well as the specific dosage to be administered.

2. No medication will be administered should the medication be forwarded to school in a substitute container, particularly a container purporting to hold medication for another person.

3. Notify the school in writing when a change of dosage is required. This instruction is to be accompanied by a letter from a Medical Practitioner.

4. Non-prescribed oral medications e.g. analgesics – aspirin, paracetamol etc. and over the-counter medications, cannot be given at school unless accompanied by a letter from a Medical Practitioner

5. All medication will be secured in the Office.

6. A Register will be maintained of all medication administered at this school. While checks will be made of all students on the current medication file and every attempt will be made to ensure medication is administered, the school will bear no responsibility if students forget to attend the Office at the nominated time.

7. It is appreciated that special circumstances may require special arrangements. Please contact the Principal if you consider that such arrangements may be required. Every effort will be made to minimise difficulties.

NOTE:

•Any request for the administration of medication is current for a maximum of one school year. For continuation, a new request is required at the commencement of each school year.





•All medication should be collected either at the expiry of a treatment or at the end of the school year where treatment is continual. Any uncollected medication will be disposed of, as appropriate.

9.6. Medication- self administration by students suffering from Asthma

Asthmatic students who are responsible for self-administering their own medication at home are permitted to assume this responsibility at school, provided that written permission from a parent or legal guardian is presented to the school initially. Where appropriate, asthmatic students may be responsible for their own inhalers at all times without the requirement for the medication to be stored in a central location, supervised by a First Aid Officer. The need for students to use medication as a preventative measure prior to physical activity should be addressed within these guidelines.

PLEASE NOTE: Where permission is granted for asthmatic students to self-administer medication without supervision, the students are totally responsible for correct dosage and times of administration as no school record or check can be maintained. Security of inhalers must be considered.

9.7. Communicable diseases – exclusion table

Below are listed the more common childhood infectious diseases. A child who is ill with an infectious disease should not be allowed to attend school. The following periods of exclusion should be observed, as advised by Education Queensland.

CONDITION	PERIOD OF EXCLUSION
Chicken Pox	Exclude until fully recovered or at least 5 days after the eruption first appears.
Conjunctivitis	Exclude until discharge from eyes has ceased.
Glandular Fever	Exclusion is not necessary.
Impetigo (School Sores)	Exclude until appropriate treatment has commenced and sores on exposed surface are covered with a dressing.
Measles	Excluded for at least 4 days from the appearance of rash.
Mumps	Exclude for at least 9 days after onset of symptoms
Ringworm, Scabies, Pediculosis (Lice), Trachoma	Exclude until the day after treatment has commenced.
Rubella (German Measles)	Exclude until fully recovered or for at least 4 days after the onset of rash.

Regardless of the period of exclusion, a child who is unwell as a result of an infectious disease should not be allowed to attend school until fully recovered. For all of the above diseases, contacts, specifically children of school age living in the same residence as the patient, are not excluded from attendance.

MEASLES / CHICKEN POX – SPECIAL NOTE. It is requested that parents of children who contract Measles or Chicken Pox advise the school office. This is to avoid the possibility of placing “at risk” any child attending the school who, due to therapy treatment of a medical condition, may be endangered by being in contact with measles and chicken pox.





9.8. Headlice

If it is believed a child has headlice, the parent will be contacted and made aware of the issue. When an infestation is evident within a class group, a general email is distributed to all parents of children in that class group requesting concerted co-operation.

In checking for Head Lice and applying appropriate treatment the Public Health Department recommends the following <https://education.qld.gov.au/students/student-health-safety-wellbeing/student-health/head-lice>

9.9. School Dental Clinic

Dental care and supervision is offered free to those students whose parents have given consent for treatment. The Dental Van is staffed by a dental therapist and a dental assistant who are also responsible for other schools in the area and spend part of the year working at each. Consent are issued at the commencement of each period of operation at our school.

10. School and Community

10.1. Community Involvement

Parents and interested citizens of our community are encouraged to become actively involved in our school. All participants in approved programs are legally covered under the authority of the Principal.

All volunteers on arrival and departure, must sign the Volunteers' Register.

At the time of publication parents of students at this school do not require a Working With Children Suitability Check (Blue Card). However, all other volunteers require this suitability check. Please request an Application for Suitability Check from the office.

10.2. Parent and Citizen' Association

All parents of children attending Spring Mountain State School and all citizens with an interest in Spring Mountain State School are welcome to join the P&C Association. Membership, once registered by the Association, affords the member cover under P&C insured Voluntary Worker and Public Risk schemes.

The role of the P&C Association is to support the school for the benefit of the students. This involves determining needs, establishing and maintaining resources and facilities. As such, the P&C Association will be involved in a wide range of activities which have extended beyond traditional activities. The P&C Association may established various sub-committees and action groups which assume responsibility for particular areas. The P & C will meet every 2nd Tuesday of the month.

10.3. Visitor register

All visitors to our school site must report to the office and sign in our register. On departure, visitors are required to sign-off the register. Please note: the term 'Visitor' does not apply to parents/care givers bringing or collecting children at normally accepted times.

10.4. Identity badges

Identity badges will be provided for all school staff, including relief staff, for school/community office bearers and for community volunteers.





10.5. School safety and security

Our school must be seen as a sanctuary for our children. It is a purposeful place with a focus on the growth and development of our children both as students and as citizens of our society.

To make school even safer, new legislation gives Principals, departmental officers and the governing bodies of non-state schools legal powers to deal with parents and visitors who do not conduct themselves appropriately while on the school premises.

These powers assist the Principal, or the person in charge of the school, to ensure the safety and wellbeing of people at the premises, the security of the premises and the good order and management of the school. The powers allow Principals to direct a person to –

- Leave the school premises and not return for 24 hours;
- Cease certain conduct and desist in that conduct for up to 30 days; and
- Only access the school according to the Principal's instructions for up to 30 days.

The Principal will give these "directions" in writing, which apply from that time onwards.

They only relate to school premises, including sporting fields etc, under the school's full-time control. When exercising these powers, the Principal may require a person to provide their name and residential address. It is an offence not to provide these details.

10.6. Use of school grounds

Use of school grounds and facilities requires prior approval from the Principal. Such approval to community associations, groups or individuals is subject to specified conditions; with the provision that any children are under responsible adult supervision at all times.

10.7. No smoking regulations

Smoking is not permitted on the school grounds. We actively promote a non-smoking environment. Breaching this 2002 legislation could attract a \$1500 fine.

10.8. Outside School Hours

We are very pleased to have an onsite Outside School Hours Care program available at Spring Mountain SS. As a great community partner to our school JABIRU support us with care arrangements for many of our families with before/after and holiday care. JABIRU also support our Playgroup Program each Monday. We encourage all our families to make enquiries with JABIRU to ensure that you have care arrangements whether permanent or casual in place. If you require further information regarding OSHC please contact Jabiru on 07 3269 0044.

11. Communication

11.1. Newsletter

As a digitally based school a fortnightly newsletter will be emailed to all parents and placed on facebook. Please ensure that you have provided the correct and most used email address to our school staff. Our newsletter are video, picture and student centered and provide you and your family with great information about what is happening currently and in the near future at our school.





11.2. E-Flash

To ensure that information is provide in a timely manner and allows us to access all people you may also receive an email reminds you of any updates and notifications.

11.3. E-Sign

To reduce paperwork going missing and improve time management of busy families we also offer E-sign. An electronic permission note emailed to parents/ caregivers to be completed online via any electronic device. To complete this form simply fill in the blank fields and click on the submit button, the administration office will receive it automatically.

11.4. Facebook

Please like our Facebook page for regular updates on school information. This is also our celebration page, a reminder page and update page.



11.5. Website

Our school website is updated regularly with school information, policy and procedures. Visit <https://springmountainss.eq.edu.au/Pages/default.aspx>

11.6. QParents



QParents is a secure online portal that is free for all Queensland state schools to use and gives parents an easy access to their student information twenty-four hours a day.

For more information regarding QParents visit

<https://det.qld.gov.au/about-us/det-apps/qparents> You can't enrol in Q-Parents until your child has commenced at Spring Mountain State School. We will send you an online invitation with instructions.

11.7. QSchools



Families can keep up-to-date with the latest information from our school through the QSchools app. It's an easy way to find vital school information including events and newsletters. The QSchools app allows for push notifications to deliver essential information directly to a device including emergency alerts and important updates.

For more information regarding QSchool visit <https://det.qld.gov.au/about-us/det-apps/qschools>. You can download and start following Spring Mountain State School now.

11.8. Complaints Management

At times during a child's school life, problems may arise in the areas of:

- Behaviour, progress, attendance or social and emotional adjustment

To enable these problems to be resolved, parents should first approach the teacher concerned. If the problem remains unresolved, the matter should then be brought to the attention of the Principal or Deputy Principals.





Regular or incidental meetings with your child's teacher are a valuable exercise leading to understanding and cooperation between home and school. Please feel free to contact individual teachers in person or through the office to arrange such meetings.

Further information regarding relevant procedures are available at

<https://www.qld.gov.au/education/schools/information/contact/complaint>

12. Conclusion

We are very excited by the opportunities we have as a school to create an amazing and supporting learning culture for all. Our school is committed to providing your child with the best possible education that will serve as a foundation for their lifelong learning needs. Thank you for being part of our wonderful community and partnering with us to support, grow and educate your child within the school and beyond the school.

