Albany Hills State School
Parent Handbook

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This Handbook has been prepared by the Principal, staff and parents of Albany Hills State School to assist new families who are joining our school community.

All information is current at the time of printing and is subject to change at the discretion of the Principal.
FROM THE PRINCIPAL

Welcome to Albany Hills State School.

Our school is a unique and caring institution pursuing the goal of lifelong learning. In addition to the key learning areas, we learn about teamwork and cooperation, responsibilities and shared rules, and enjoying each others’ company. We work together to make our school a vibrant, productive and safe place to grow.

Albany Hills State School invites you to become part of our school community working in partnership with us to provide the very best education.

The school is set in the urban area of Albany Creek. Extensive grounds include built areas, a range of playgrounds, sports grounds, dam, gardens and open spaces. Facilities for the school are modern, with all having access to Wi-Fi. All classrooms and teaching spaces have air-conditioning and interactive whiteboards. The classrooms offer learning flexibility and are pleasantly located amongst trees and shrubs. Within the rooms, teachers have developed a variety of teaching approaches to cater for the needs of every child.

The curriculum taught is based on firm foundations of literacy and numeracy. Other subjects (science, history and geography) round out the academic program. Performing arts (music, dance and drama) is a high performance area, enabling students to access a wide range of opportunities including singing, instrumental music, choirs and musical performances. Sports, health and well-being is another area of high performance where students are able to acquire team sports skills (soccer and netball), individual sports (tennis) and fitness (running). In development is a health and well-being program that will cater to students’ social and emotional development.

Parent and carer groups are active in helping to shape the direction of the school. They assist in providing a wide range of resources, by helping in the tuckshop, library and classrooms and by working on the development of the grounds, facilities and play areas. The Parents and Citizens’ Association through the School Council is active in its support for teaching and learning, having constructed the auditorium and managing Outside School Hours Care.

Albany Hills State School is making a very positive contribution to the education of children in our community. It is well equipped and organised to assist our students to maximise their potential, and to become active, productive and fulfilled citizens of our global future.

The most important relationship that exists in the school setting is that between student and teacher. This relationship is strongly supported by the school’s leaders, the parents and the school community. In this way, a team is formed to support each child in the pursuit of meaningful student outcomes.

I encourage all parents and carers to develop a close relationship with teachers at our school early in each school year. The partnership formed will serve to provide support for families and optimise the opportunities for children to enjoy school and learn.

Rod Mason
Principal
EDUCATION AT ALBANY HILLS

VISION AND VALUES

VISION

Albany Hills State School gives every student the opportunity to be the best they can be.

VALUES

We are committed to:

Professionalism

- A safe, happy environment
- Good communication, team building and social skills

Respect

- Making school exciting and intellectually challenging
- Encouragement and self esteem

Innovation and Creativity

- Futures orientation

Diversity and Inclusiveness

- Acceptance of difference
- Caring for each other and the environment

Excellence

- Ability to solve problems, think critically and creatively
- Engagement with learning and independent in learning.

SCHOOL MOTTO

Strength Through Knowledge
Albany Hills State School opened in 1979. Mr Brian Robinson was the school's first Principal. He, with five teachers, taught the 84 children who enrolled from the first school day.

After one year at the school, Mr Robinson was transferred and his successor was Mr Ted Giddins. In his one year at the school he saw the enrolment grow to just over 100 children. Mr Keith Turnbull became Principal of the school in 1981. The school continued to grow, and by 1986 when Mr Turnbull retired, the children numbered 280. The teaching staff had increased to 13 classroom teachers and a teacher librarian. Mr Graham Hansford succeeded relieving Principal, Mr Len Morgan in 1987 and then retired at the end of that year. Mr Ken Large was Principal, January 1988 - July 1994. Peter Boge was Principal July 1994 to July 2002. Mr Tony McGruther was appointed acting Principal in July 2002. Mrs Bronwyn Campbell was Principal from 2003 to 2014.

Mr Rod Mason was appointed Principal in 2015.

The auditorium was opened in 2000.

In 2006 our greatly enhanced sports ground was recommissioned. In preparation for the introduction of the Prep Year, our Preschool units and Teaching Block 1 were refurbished to meet the needs of our students.

During 2006 and 2007, resulting from successful Federal and State Government grant applications improvements to school facilities included:

- an outdoor learning environment, sails and playground upgrade for the Early Years of Learning
- water tanks with a capacity of 45 000L
- water bubblers on the approach to school sports ground (previously students were required to walk 150m to the nearest tap)
- storage facilities for sporting equipment
- community access to school auditorium
- air-conditioning the library.

In November 2007, the Parents and Citizens’ Association made the final payment for the school auditorium, three years earlier than expected.

In 2008, extra water tanks were purchased with a successful grant application. These water tanks allow the school to maintain its grounds during periods of low rain.
A Japanese garden and outdoor learning centre were constructed as an addition to the library in 2009. The outdoor learning centre and the new shaded structure attached to the administration block provide the school community with a pleasant learning environment.

The two prep learning blocks are now joined by a covered walkway providing all weather access to these buildings.

In 2009 the P&C began air-conditioning the school and now all classrooms are air-conditioned.

In 2011 Block 7 was built. This is a state-of-the-art, two storey teaching block featuring eight very large classrooms and outdoor learning areas.

ARRIVAL AT SCHOOL

All students should be ready for school by 8.30 am each morning.

Bags, hats and extra clothing must be stored in the racks provided at each classroom. Bicycles are to be parked in the bicycle compound, which is locked daily at 9.00 am and reopened at 3.00 pm. Class work begins at 8.40 am.

There are risks associated with students arriving at school too early. Parents are to ensure that children are safely supervised. Students in Years 1 - 6 must wait quietly in the senior covered games area until released by the ringing of a bell at 8.30 am. **Staff accepts no responsibility to supervise children before 8.30 am.** Prep students are to wait with parents, carers or older siblings in the junior covered area located near the prep classrooms. There is no play before school.

THE SCHOOL DAY

8.30 am  Bell for students to move to classrooms.

8.40 am  Bell for start of first session.

10.45 am  Bell for start of first break. Move to eating areas.

11.00 am  Bell for students to be released from eating areas.

11.25 am  Bell to signify first break will end in five minutes. Move to classrooms.

11.30 am  Bell for start of middle session.

1.00 pm  Bell for start of second break. Move to eating areas.

1.15 pm  Bell for students to be released from eating areas.

1.40 pm  Bell to signify second break will end in five minutes. Move to classrooms.

1.45 pm  Bell for start of afternoon session.
**2.57 pm**  Bell for bus students only to move to bus stops.

**3.00 pm**  Bell for end of school day. Move to bus / pick up zones or return home.

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### AT DISMISSAL

Students and parents should leave the grounds promptly after dismissal from class at 3.00pm. Staff is rostered to supervise the students catching buses.

Parents who are unable to collect their children at dismissal are to use OSHC (outside school hours care). Staff accepts no responsibility to supervise children after dismissal.

Parents collecting children from the pick-up zone in Keong Road should do so before 3.15 pm.

Parking in the school grounds is restricted to staff, maintenance vehicles and delivery vans only.

The school gates are closed to traffic from 8.30 am to 9.00 am and from 2.50 pm to 3.15 pm, or until traffic clears, to allow students to arrive and depart safely.
PROCEDURES

ABSENCE FROM SCHOOL

The school is required to record reasons for non-attendance and therefore monitors student attendance and reasons for absence. If your child is absent from school for any reason, please send a note, email or telephone the office. The school has a dedicated 24 hour student absence line 3264 0760 and email address studentabsences@albahillss.eq.edu.au to streamline morning procedures. It is important to indicate your child’s name, class, reason for absence and anticipated duration of absence.

If your child is to be away for a length of time, please complete an Application for exemption from compulsory schooling. This form is available in our document library on the school website.

ACCESS TO STUDENTS

Parents and caregivers are not permitted to directly access classrooms during lesson times. If you do need to speak to your child during school hours, please forward all messages through the Administration office staff (3264 0777). Messages and phone calls received after 2.30 pm may not always be able to be delivered to students before 3.00 pm.

ACCIDENTS

For minor injuries, staff will administer first aid and contact parents when necessary. The Queensland Ambulance Service will be called to administer urgent treatment or provide transport in more serious circumstances. Every effort will be made to contact parents or the nominated emergency contact.

Parents are requested to ensure that our school records of telephone numbers and addresses are up to date, in cases of an emergency.

ASSEMBLIES

Senior assembly (Years 3-6) for students, parents and relatives is held on every Tuesday afternoon in the auditorium commencing at 2.30 pm.

Junior assembly (P-2) is held on every Wednesday afternoon from 2.30 pm in the auditorium. No junior assembly is held on weeks when a whole school assembly is held.

Whole school assembly is held the first and last Tuesday of each term.

We encourage a high level of involvement by students in presentation and participation, and welcome the attendance of parents, relatives and community friends.
ASSESSMENT AND REPORTING

To keep parents aware of the progress of their children, we encourage close contact between teachers and parents. Should you wish to speak at length with your child’s teacher at any time, please request an interview. Our reporting timeline is as follows:

- Parent Information Nights (early in Term 1)
- Parent-teacher interview (during Term 1)
- Written school report (end Term 2)
- Parent-teacher interview (during Term 3)
- Written school report (end Term 4)

BEHAVIOUR OF STUDENTS

Education Queensland is committed to provisions that ensure all young Queenslanders have a right to and receive a quality education.

At Albany Hills we believe it is important to encourage increasing responsibility in all students. Our roles, rights and responsibilities are clearly defined. To this end, appropriate behaviour is regularly encouraged, acknowledged and rewarded. Unacceptable behaviour is addressed according to the Responsible Behaviour Plan for Students.

The major focus at Albany Hills is promoting positive behaviour. Encouragement such as certificates, awards and praise are utilised as well as teaching specific social/behavioural skills as part of the curriculum. Special awards are presented at student assemblies to acknowledge outstanding behaviours and achievements. Silver tickets are given to students to acknowledge caring and appropriate behaviours in the playground.

**The Ned Award is given monthly to a student in the Early Years (P-2), acknowledging a child who Never gives up, Encourages others and Does their best.**

ROLES

**Students:** To learn and behave in an appropriate manner.

**Teachers:** To provide a safe and supportive learning environment.

**Administrators:** To guide and model professional behaviour in a supportive manner.

**Ancillary Staff:** To support students, staff and community in a safe school environment.

**Parents/Volunteers:** To support children and staff throughout the school environment.
Members of the school community must be aware of their rights and responsibilities.

**Students have the right:**
- to learn
- to feel safe
- to be treated with respect

**Students have a responsibility:**
- to allow others to learn
- to keep themselves and others safe
- to treat others with respect

**Staff have the right:**
- to teach
- to feel safe
- to be treated with respect

**Staff have a responsibility:**
- to provide work relevant to all students
- to provide a duty of care
- to treat others with respect

**Volunteers/parents have the right:**
- to be involved in the education process
- to be safe
- to be treated with respect

**Volunteers/parents have a responsibility:**
- to support school policies/expectations
- to provide a duty of care
- to treat others with respect

A Responsible Behaviour Plan for Students, based on Education Queensland’s Code of School Behaviour is available from the office. Alternatively, you can download a copy from the school’s website.

**BICYCLES AND BICYCLE HELMETS**

It is compulsory for all bicycle riders in Queensland to wear an approved helmet. All students riding or pushing a bicycle to and from the school must wear an approved safety helmet in the correct manner.

Bicycles are to be walked within the school grounds and on footpaths in and around the school, at all times.

The bicycle parking area is locked daily at 9.00 am. Students are to use a security lock when parking bicycles.

Students who do not act in accordance with school expectations will not be permitted to bring a bicycle into the school grounds. Scooters are not acceptable transport for school.
COMMUNICATION

Tuesday is communication day.

To keep parents informed of school activities and changes to procedures, a school newsletter, The Herald, is published each Tuesday. It is available on the school’s website: www.albahillss.eq.edu.au

Please make a habit of reading The Herald each Tuesday.

Permission notes are also published on the school website.

It may be necessary to send home special notices either to all families or to the parents of children involved in a certain activity. These are usually sent home on Tuesdays. A calendar of events is available on the school’s website.

COMPOSTING, RECYCLING AND THE CLEAN SCHOOL PROGRAM

Everyone is responsible for the cleanliness of our wonderful school grounds. Composting and recycling activities operate throughout the school with all students involved. Teachers on lunch and playground duty encourage students to be responsible and thoughtful with scraps and rubbish.

All classes have a litter patrol on a regular basis. Gloves are used for children to help clean up the general area around the school.

Recycling and composting are every day occurrences at Albany Hills. The Year 5 and 6 students are responsible for this initiative. Year 5 students take turns in putting out and then emptying compost buckets into compost bins.

P-2 children are encouraged to bring litter-less lunches.

Every room in the school has a paper recycling box. This is a cost neutral exercise with the income from the P&C Lifeline bin paying for the emptying of the waste paper bin.

The Year 4 students monitor the yellow recycling bins, ensuring all children use them correctly.
ENROLMENT

Children must be five years of age by 30 June of the year they are enrolled for the first time in the Preparatory Year. Proof of age is required and should be sighted at the enrolment interview. A child may be eligible for early entry to Prep if they will turn 5 on or before 31 July in the proposed year of attendance at school.

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<th>Birth Date:</th>
<th>2017</th>
<th>2018</th>
<th>2019</th>
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<td>Year 5</td>
<td>Year 6</td>
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<td>Year 5</td>
<td>Year 6</td>
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<td>Year 2</td>
<td>Year 3</td>
<td>Year 4</td>
<td>Year 5</td>
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<td>Year 2</td>
<td>Year 3</td>
<td>Year 4</td>
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<td>Prep</td>
<td>Year 1</td>
<td>Year 2</td>
<td>Year 3</td>
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<td>1Jul 2012 - 30 Jun 2013</td>
<td>Prep</td>
<td>Year 1</td>
<td>Year 2</td>
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<td>Prep</td>
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<td>Year 2</td>
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<td>Prep</td>
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<td>Prep</td>
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<tr>
<td>1Jul 2016 - 30 Jun 2017</td>
<td>Prep</td>
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HEALTH SERVICES

Free dental treatment is available to students at State Schools. The School Dental Unit may visit the school and all services are carried out on site. Parents may choose to have all dental treatment performed or to have only preventative treatment undertaken. Participation in the scheme is voluntary.
HOMEWORK

Homework provides students with opportunities to consolidate what was learnt in the classroom, pattern behaviour for lifelong learning beyond the classroom and involve family members. Homework is sometimes set for the week taking into account the need for students to have a balanced lifestyle. The student can organise their timetable according to extra-curricular commitments including time for family, recreation and cultural pursuits.

Homework is most effective when it:

- is clearly related to class work.
- is appropriate to particular years of schooling.
- is varied and differentiated to individual learning needs.
- consolidates, revises and/or applies students’ classroom learning.
- develops students’ independence as learners through extension activities such as investigating, researching, writing, designing, making.
- assists students to prepare for upcoming classroom learning, such as collecting relevant materials and information, completing surveys and audits.
- is monitored by the teacher.

Homework may take the form of work to learn, practice examples or completion of class work. It is helpful if children can have a quiet corner at home, which becomes the study area, free from TV or other distractions. It is in the child’s interest that parents check regularly to see that homework is completed.

Your child’s books and homework should provide a link between home and school and a discussion point between parent and child. This aspect is more fully explained at Parent Information Nights early in Term 1.

Recommended maximum homework hours over a week:

- Years P-3: Could be up to but generally not more than 1 hour per week.
- Years 4-6: Could be up to but generally not more than 2 hours per week.

At times there may be extra tasks students need to do in preparation for future learning such as cooking, family trees or viewing educational video clips. This builds prior knowledge allowing students to access learning that is being planned.

JEWELLERY

The wearing of dangly earrings, bracelets, necklaces and chains by students is not permitted. Signet rings, earrings (plain silver or gold studs or sleepers, one per ear only), and watches are acceptable but staff will not be held responsible for them. Hair ribbons and accessories are to be plain navy blue and/or maroon.
LEAVING THE SCHOOL GROUNDS

Students are not allowed to leave the school grounds during the day unless written permission has been received or special circumstances prevail. In either case, parents must notify the classroom teacher. An adult must sign out students at the office before leaving the school grounds.

LOST PROPERTY

Lost property is collected and stored in a box in the parent room. Efforts are made to return items to their owners but this process is hindered when items are not named.

Parents should ensure all items of clothing, including hats and school equipment are named.

Parents are invited to make regular checks of the lost property to reclaim items that are missing. Watches, keys and other valuables are sent to the office. All unnamed school uniforms will be resold through the Uniform Shop. At the end of each term other unnamed property is given to charity.

MONEY AND VALUABLES

Money for school organised activities such as camps and excursions is to be placed in the locked money collection box at the office window. EFTPOS facilities are available for amounts over $10.00.

Any money for P&C fundraising is to be placed in the locked drawers in the office foyer.

Students are discouraged from bringing valuable items and large amounts of money to school. They do so at their own risk. This may include cameras, electronic devices and games.

Appendix 1 of The Albany Hills State School Responsible Behaviour Plan for Students outlines the school’s policy in relation to The Use of Personal Technology Devices at School. This document outlines the procedures that relate specifically to the use of mobile phones.

At all times in the school environment, students must display courtesy, consideration and respect for others, when using mobile phones.

Mobile phones are required to be handed in to the school office each morning where they will be stored safely during the day. At the end of the school day, students may collect their mobile phones. Students are required to sign the register which includes details such as name, class and the phone’s make and colour.

Mobile phones must not be used in any manner or place that is disruptive to the normal routine of the school. Those with a recording device included must not be used in any area where it would be considered inappropriate, such as in toilets or change room situations. Communication that contravenes the school’s ‘Acceptable Use Policy’ will lead to mobile phones being confiscated by school staff, with collection/return at the end of the school day where the device is not required for further investigation.
SICK CHILDREN/MEDICATION

Opportunities are provided for students who require medication, or who have a health condition to participate in the full range of school activities according to the advice of their medical practitioner. This applies to classroom activities and activities such as excursions, camps, swimming, sport, physical education, outdoor education and public displays.

Procedures are in place regarding medication prescribed by a medical practitioner for a student to achieve optimum health and to participate fully in school life. All medication is kept in designated storage spaces. Medication is likely to be associated with a health condition such as epilepsy, diabetes, asthma, anaphylaxis, cystic fibrosis, Attention Deficit Hyperactivity Disorder (ADHD), but may include other conditions diagnosed by a medical practitioner.

School staff can assist a student with medication under the carer provisions of the Health (Drugs and Poisons) Regulation (1996) provided that a written request from the parent/carer together with a completed Request to Administer Medication at School Form (which is available on our website) signed by the medical practitioner is received from the student’s parent/caregiver. The medication must include the original pharmacy label detailing the name of the person authorised to take the medication, dosage, time to be taken and medical practitioner’s name. Non-prescription medication must be accompanied by a letter from the doctor.

If a child becomes ill at school, every effort will be made to contact the parents, or another person nominated by the parents.

Where a child contracts a contagious or infectious disease, we ask that you inform the school and conform to the recommended period of exclusion. Details of exclusion periods can be found in the General Information section of this handbook.

SPECIAL EVENTS OR EXCURSIONS

From time to time, the school, some classes or an individual class may take part in special activities, either at school or away from it. Notification will be given and permission sought for your child’s participation. Parents will be kept fully informed of the arrangements and payment requirements regarding each trip.

STORM/EMERGENCY SITUATIONS

In severe storm or other emergency situations (e.g. bush fires) the Principal will advise staff to supervise and remain with students until it is safe and suitable to relocate or release students. Our school regularly participates in Emergency Evacuation and Lock Down practices.

TRANSFERS

Parents seeking a transfer for students should advise the classroom teacher and office as soon as possible prior to the planned date of departure from the school. This allows time for the collection of personal items, any copies of reports and return of school owned equipment (i.e. musical instruments, library books and sporting equipment).
WET DAY PROCEDURES

Classroom teachers supervise students during break times in either the classroom or designated areas.

CURRICULUM

CAMPS

The school has a camping program, which involves Years 5 and 6. There is a cost associated with this.

Camps for each year level vary in duration and venue. Notification is distributed to families well ahead of time.

HEALTH AND PHYSICAL EDUCATION

A Physical Education specialist teacher is employed full-time. This teacher conducts lessons with classes. Health lessons are taught by classroom teachers.

Learn to Swim Programs for Years P - 3 are conducted in Term 4. Parents are required to pay a fee to cover the cost of bus transport and pool entry. Further details are provided closer the time.

Parents may volunteer to assist students with getting changed before and after lessons and travel on the bus. Should you be available to assist, please see your child’s teacher.

ICT (INFORMATION COMMUNICATION TECHNOLOGIES)

The computer lab contains 30 computers and an interactive whiteboard and is used for class computer lessons as well as presentation of student projects and robotics. Other computers are situated throughout the school in each classroom.

All classrooms have interactive whiteboards.

A Bring Your Own Laptop (BYOL) Program operates in most of our senior classes. The school has class sets of iPads.

LANGUAGES

A specialist teacher conducts Japanese lessons with Years 4-6.

Students gain skills in comprehending (listening and reading), and composing (speaking and writing) Japanese, as well as a better understanding of English through comparison of the two languages.

Since 1994 our school has maintained a dynamic sister school relationship with Kamoike Elementary School in Kagoshima, on the southern island of Kyushu in Japan. As a result, our school has a collection of Japanese teaching resources, and Japanese library books, the envy of the other schools. These resources help to bring the Japanese program alive, and contribute to its popularity with the students.
Year 6 students can choose to participate in the Assessment of Language Competence Certificates in Japanese. The Assessment of Language Competence Certificates is a program designed to celebrate and enhance the learning of languages in Australia, New Zealand and the Asia-Pacific region.

LIBRARY

The school has the services of a full time Teacher-Librarian who coordinates all facets of Library use. As a resource teacher, the Teacher-Librarian not only takes class lessons for Prep to Year 4, but works with teachers and students in planning lessons and the use of resources.

We celebrate Children’s Book Week in Term 3 each year, along with recognising other special literary days.

The library is open before school at both break times and after school at which times children may borrow book, or work with the resource materials in the library. All classes have a class borrowing time during the week and can borrow books for up to two weeks. Please ensure that library books are returned on time.

Students in Years 4-6 may be eligible for selection and training as part of the Library Monitor program.

MUSIC

There are specialist music teachers employed at the school to conduct classroom music and dance lessons and coordinate student involvement for the following activities:

- Boys’ Choir - Years 3-6
- Junior Choir - Years 2 & 3
- Senior Choir Years 4-6
- Chorale - Years 4-6
- Year 1 Dance Club
- Years 2 & 3 Dance Club
- Senior Dance Club - Years 4-6
- Junior Musical
- Senior Musical
- Talent Quest
- Instrumental Music - Strings - Years 3-6
- Instrumental Music - Woodwind, Brass, Percussion - Years 4-6
- Senior String Ensemble - Years 4-6
• Senior Concert Band - Years 5 & 6
• Junior Concert Band - Years 4 & 5.

A Music Support Group operates as a Sub Committee of the Parents and Citizens’ Association to support the students and staff.

PREP YEAR

In Prep the Australian Curriculum and the Queensland Early Years Curriculum Guidelines are used by teachers for planning. The Early Years Curriculum Guidelines have been designed for use in all Prep classes and are designed to support active learning. The guiding philosophy behind the Early Years Curriculum Guidelines is that all children are strong, capable learners. It clearly identifies enquiry-based learning and investigations as key elements.

Australian Curriculum:
• English
• Mathematics
• Science
• History
• Geography

Teachers plan for students’ learning using Early Years Curriculum Guidelines:
• Social and Personal Learning
• Health and Physical Learning
• Active Learning Processes

Children will learn through these five contexts:
• Play
• Real Life Situations
• Investigations
• Routines and Transitions
• Focussed Teaching

Teachers’ planning responds to students’ needs and interests. Teachers monitor, assess and reflect on students’ learning through:

• Understanding children
• Building partnerships
• Establishing flexible learning environments
• Creating contexts for learning
• Exploring what children learn.

Successful grants enabled playground upgrade
RELIGIOUS INSTRUCTION

Religious instruction (RI) is offered at Albany Hills State School. These half-hour classes are conducted each Wednesday.

The faith groups that provide religious instructors to deliver an authorised program are listed below:

<table>
<thead>
<tr>
<th>Arrangements for programs</th>
<th>Participating faith group/s</th>
<th>Name of authorised program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cooperative program</td>
<td>• Baptist</td>
<td>CRE (Christian Religious Education)</td>
</tr>
<tr>
<td></td>
<td>• Catholic</td>
<td>• Launch – Year 1</td>
</tr>
<tr>
<td></td>
<td>• Pentecostal</td>
<td>• Trek – Years 2 &amp; 3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Search – Years 4 &amp; 5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Quest – Year 6</td>
</tr>
</tbody>
</table>

Parents of children participating in these programs will be asked to purchase resources used in RI via our booklist.

Students are allocated to RI based on information provided by parents on the completed Application for Student Enrolment (PDF, 3698 KB) unless other written instructions have been provided to the school.

Note: This information remains operational unless the parent informs the school otherwise in writing.

Students who are not participating in RI will be provided with other instruction in a separate supervised location. Other instruction must relate to part of a subject area already covered in class and may include, but is not restricted to:

- personal research and/or assignments
- revision of class work such as creative writing or literacy and/or numeracy activities which could include online programs currently accessed by the students of that school (i.e. Mathletics, Reading Eggs)
- wider reading such as independent reading appropriate to the student

Parents will be advised of any changes to the RI and other instruction programs to ensure they are able to make an informed decision on their child’s participation.

CHAPLAINCY PROGRAM

Our school has the services of a chaplain funded through the Australian Government’s National School Chaplaincy and Student Welfare Program and school and community fundraising. Our chaplain works at Albany Hills State School three days each week. Access to the chaplaincy service may be made through the school office or your child’s teacher.
SPORT

INTERSCHOOL SPORT

Children in Years 4-6 may be selected to take part in fixtures. In Term 2 there is a small number of whole day Gala Days. In Term 4, sport is held weekly on Friday afternoons. Teacher coaches organise practice sessions during lunch breaks, and/or before or after school. The school may compete in the following sports:

**Term 2** AFL, hockey, soccer, netball, rugby league.

**Term 4** Cricket, touch football, tennis, gymnastics, ten pin bowling, skating, water polo.

REPRESENTATIVE SPORT

Students may be invited to participate in carnivals and/or trials where opportunities exist to represent their School, District (North District), Region (Metropolitan North) and State (Queensland).

INTRASCHOOL SPORT

On enrolment, children are placed into one of four Houses - Bradman (red), Cuthbert (yellow), Fraser (blue) and Laver (green). House carnivals in cross-country, track and field and swimming are held each year.

TRI SPORT

Students in Year 3 participate in this in-school program. They try a variety of sports through coaching clinics run by teachers and development officers from local sporting groups.

ALLAN ROLLO TROPHY

This trophy is awarded to the sportsperson of the year.

Our senior athletics carnival
The Special Education Program offers individualised support to students who have a verified disability to access, participate and achieve success in all curriculum offerings. The Special Education Program works with students who have a verified diagnosis in one or more of the following categories:

- Autistic Spectrum Disorder
- Intellectual Impairment
- Speech Language Impairment
- Physical Impairment
- Hearing Impairment
- Vision Impairment.

Each student with a verified diagnosis has an Educational Adjustment Profile (EAP) which identifies the adjustments that are required for students to be successful in an inclusive setting.

A Guidance Officer (GO) is based at the school 5 days per fortnight. Parents and teachers may request child assessments and these requests will be prioritized through the SSST committee. The GO may be able to assist with difficulties related to learning needs, social skills and emotional wellbeing of students. The GO may also refer to outside agencies for further assessment, therapy or support. With parental co-operation and agreement, a plan of support may be developed.

A Speech Language Pathologist works at the school one day per week. A child may be referred for assessment and further support allocated where necessary.

Our school has access to a number of specialist advisory teachers. These specialists are accessed to provide guidance and support for students, teachers and parents; and assistance in planning to meet student needs in relation to hearing impairment, physical impairment, vision impairment, behaviour management; and English as an additional language or dialect (EALD).

The school has the services of STLANs. STLANs work collaboratively with the Principal and classroom teachers to determine intervention programming for students across the school.
Depending on teacher expertise and availability, many extra-curricular opportunities exist for our students. Currently available areas include:

**Chatterbooks Club**
One break a week, Year 4-6 students are invited to participate in Chatterbooks Club in the library. We talk about our favourite books and characters, do book related activities and get involved in special literary events throughout the year.

**SRC (Student Representative Council)**
SRC represents students, promotes their views and encourages their participation in school decision-making. The SRC also aims to promote school spirit, student leadership and a great school atmosphere. Students are involved in identifying and solving problems that are raised at an SRC meeting, facilitating Free Dress Days, fundraising and making substantial donations to charities, current world crises that need our help and areas for improvement within the school. Members of the SRC meet at lunchtimes on a fortnightly basis and conduct their own meetings with the assistance of a teacher advisor. The councillors relay information from their classrooms to the SRC meeting and from the SRC meeting back to their class.

**Early Years Construction Clubs**
These are quieter playtime alternatives encouraging children to be creative and construct using Duplo, Lego, Mobilo etc.

**Drawing Club**
Participants from Years 1-3 teach each other or use guided YouTube tutorials to learn how to draw popular topics. We use a variety of materials. At times students make our own *How to Draw* clips. Students can follow the class or just come along to improve their own drawing skills.

**Eco Kids**
Eco Kids club is for students in Years 1-6. Our main priority is researching and maintaining our school veggie garden. We plant, water, maintain and harvest herbs and vegetables. We love that our school grounds are also a marvellous habitat for all our wildlife to live in.

**School Musicals**
Students are provided with an opportunity to showcase the cultural aspects of the school within the arts program.
Instrumental Music  Students receive tuition in musical instruments with performance opportunities throughout the school and wider community.

Choirs  Several choirs are available for students to express themselves in song. Boys’ choir provides a sense of belonging for boys in Years 3-6 in song. Boys perform modern pop - enhancing musical and rhythmic skills.

Dance Clubs  Students participate in a broad range of dance activities which enhances their ability to participate in school musicals and productions.

Robotics Club  Provides opportunities to build, program and showcase robots.

Chess Club  Students learn, develop skills and strategic thinking through the enjoyment of chess.

Japanese Club  Fostering awareness and a love of the Japanese culture and language within the school.

Skipping Club  Develops skipping skills and promotes fitness and healthy lifestyle. This is part of the Heart Foundation Jump Rope program.

Equestrian Club  Selected students represent our school at equestrian events through the Queensland Schools’ Equestrian Association.

PARENT AND COMMUNITY INVOLVEMENT

A cooperative partnership between the school, the home and the community supports a quality learning environment. Parents and interested citizens are encouraged to participate in activities organised by the school and to contribute their skills and knowledge. The school supports community activities and approaches individuals, businesses and organisations for assistance.

BANKING

All students (P-6) have the opportunity to open a school account through the Commonwealth Bank (CBA) and subsequently make deposits each Tuesdays at school using their own personal bank book provided when they sign up. Each class is provided with a banking satchel to place their books in each Tuesday. Trained volunteer parents then process each students deposit books on site, deposit funds into the students CBA account and
return the books back to the child on the same day. The school receives commissions quarterly from the CBA based on students total deposits and various competitions and rewards are available for each student who takes part in school banking.

BOOK CLUB

Throughout the year, Scholastic Book Club offers a variety of reasonably priced books to students and parents. A catalogue provides information about the books on offer and includes an order form. The issue and due date is published in The Herald.

OUT OF SCHOOL HOURS CARE (OSHC)

OSHC has its own building. Before and after school care is available daily for P-6 students. A fully supervised program is offered for students from the hours of 6.45 am - 8.30 am and 3.00 pm-6.00 pm. Vacation care is also available from 6.45 am - 6.00 pm. Enrolment forms are available from the office outlining all information and costs involved.

OSHC is not licensed to care for school children on a casual basis such as a parent being delayed at work unless the children are enrolled into the program and the service has the vacancy. Emergency care may be provided only in the case of illness or accident for:

- one day only, and
- one family on each occasion, and
- emergency care is only for the children who are enrolled in the service.

For further information please contact the OSHC Coordinator. Tel: 3325 3204.

PARENTS AND CITIZENS’ ASSOCIATION

On the fourth Tuesday of each month, The Parents and Citizens’ Association (P&C) meet in the OSHC building. Meetings commence promptly at 7.00 pm. The general aims of the Association are to:

- Foster community involvement
- Provide an avenue for discussion of topics relevant to school policies and students of the school
- Raise funds to support students and the school and
- Plan activities or social events.

Coming to P&C meetings is a way of finding out what is happening in the school and contributing to its development. The Principal reports at each meeting on the events or activities planned.

Informed decisions about expenditure and fundraising are made collaboratively with the Principal. It is important that as many people as possible attend these meetings so that a good sample of opinions can be heard and discussed.
The P&C Association functions through a number of committees who do the actual hard work. These committees include:

**Out of School Hours Care** monitors the implementation of the program

**Management Committee** responsible for major issues including budget preparation and monitoring

**Events Committee** managing the raising of capital and the provision of social events

**Music Support Committee** support for all musical groups and activities

**Tuckshop Committee** oversees healthy menu planning and budget

**Works Committee** supports the school to achieve minor and major works

**Uniform Shop** supports the school uniform policy by providing convenient access to well-priced uniforms for students

Parents and caregivers are invited to participate on any of these committees. Your expertise is eagerly sought.

**PARENT VOLUNTEERS**

Parents and other volunteers are an integral part of our school. There is a broad range of opportunities, including:

- classroom support including computers, reading, art, small group learning
- excursions, swimming
- P&C including fundraising, tuckshop, music committee, grounds committee
- sports team coaching
- various extra-curricular groups.

**PARENTS’ ROOM**

The parents’ room, adjacent to the staff room, is used for uniform sales, meetings, workshops, working bees, including school banking and as a ‘drop in’ centre.

**PARENTS AT HOME**

Parents can encourage positive motivation by:

- reading with your child daily
- taking an interest in the child’s school work
- listening to what he/she has to say
• lending a hand with homework
• reading any notices which come home and responding to them when necessary.

If your child encounters problems, check with the teacher on how you might help at home.

TUCKSHOP

The tuckshop is open five days a week from 8.00 am until 1.40 pm and works on a pre-order system. The tuckshop operates with the support of volunteer parents. Parents assist from 8.30 am until 2.00 pm once a month or when they are available. Morning tea and lunch is provided for volunteers. We always welcome new volunteers.

Students can choose from hot foods, freshly-made sandwiches and salads as well as a variety of drinks. Chips and ice-blocks can be purchased over the counter after the second bell at second lunch only.

All students are to use the bag system or online at Flexischools.com.au when ordering for first and second lunch. When ordering please use a separate bag for each break. Write the student’s name, class, desired break, as well as the food/drink order on a brown paper bag.

Enclose the money securely in the paper bag and then place the bag in the tuckshop box in the student’s classroom at the start of the day. If you require a brown paper bag, please provide an extra 5c with your order and a lunch bag will be supplied. Lunch bags will be automatically supplied if ordering via Flexischools.

Do not order ice-blocks or chips on bags. These are sold over the counter at second break only.

If your child has any special dietary needs, please come and see us at the tuckshop and we will do our best to cater for them.

Special theme days and menu or price changes are advertised in The Herald.

VOLUNTARY CURRICULUM CONTRIBUTIONS

A contribution is a voluntary payment by parents/caregivers of students at a school in order to raise supplementary funds for the school or to provide additional learning resources for students.

Currently, these contributions are directed across all curriculum areas.

GENERAL INFORMATION

BUS TRANSPORT - SCHOOL TRANSPORT ASSISTANCE SCHEME (STAS)

It is the responsibility of parents to make suitable travel arrangements for their children to attend school. For many years the state government has provided assistance with school transport costs for eligible students in certain circumstances. This assistance is provided under the School Transport Assistance Scheme (STAS), which recognises the needs of students in areas with limited student populations where facilities cannot be justified. It is in these areas that school transport assistance is provided to enable students to attend education facilities.
Students may be eligible for assistance under STAS if they:

- have parents/guardians who are residents of Queensland
- attend an approved school on a full-time basis
- are younger than 19 years of age
- are seeking transport assistance to and from one address only
- are travelling more than 1 trip per week.

Once a student is eligible for STAS, there are different types of assistance they can then apply for. More information can be found on the Translink website or contact Translink on 13 12 30.

The following bus companies service our school:

- Thompson’s Bus Service operates services for students living at Eatons Hill, Cashmere and Warner (http://www.thompsonbusservices.com.au/contact.html or 3882 1200)
- Brisbane City Council bus routes may be applicable for some students (http://www.translink.com.au/ or 13 12 30)

CARS IN SCHOOL GROUNDS

In the interests of children’s safety, parking in the school grounds is restricted to staff, maintenance vehicles and delivery vans only.

Parents are to promptly drop off and pick up children in the two minute zone or the School Safe Car Park near the sports ground, both of which are accessible from Keong Road.

Parents are to obey the road signs and follow road safety rules in these areas. Please set a good example by using the traffic lights on the pedestrian crossing for crossing the road.

For the safety of the school community, use the walkways provided. Do not walk through the carpark or the driveway.

LUNCHES

Parents are strongly encouraged to provide their children with healthy food. As we have many children with allergies, some severe resulting in an anaphylactic reaction, parents are encouraged to not to send nut products to school.
EXCLUSION PERIODS - CONTAGIOUS DISEASES

Children who are unwell should stay home from school. Some medical conditions require exclusion from school or child care to prevent the spread of infectious diseases among staff and children. The following table is an extract of the Department of Health recommended minimum exclusion periods for infectious conditions for schools. A full version of Department of Health exclusion periods can be found on their Time Out poster.

<table>
<thead>
<tr>
<th>Disease</th>
<th>Exclusion Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chicken pox</td>
<td>Exclude until all blisters have dried. This is usually at least 5 days after the rash first appeared in the unimmunised children and less in immunised children.</td>
</tr>
<tr>
<td>Hand, foot and mouth disease</td>
<td>Exclude until all blisters have dried.</td>
</tr>
<tr>
<td>Measles</td>
<td>Exclude for 4 days after the onset of the rash.</td>
</tr>
<tr>
<td>Mumps</td>
<td>Exclude for 9 days after the onset of swelling.</td>
</tr>
<tr>
<td>Pertussis (Whooping cough)</td>
<td>Exclude for 5 days after starting appropriate antibiotic treatment or for 21 days from the onset of coughing.</td>
</tr>
<tr>
<td>Rubella (German measles)</td>
<td>Exclude until fully recovered or for at least 4 days after the onset of the rash.</td>
</tr>
<tr>
<td>School sores (Impetigo)</td>
<td>Exclude case until has received appropriate antibiotics for at least 24 hours. Sores are not contagious if covered, or after the child has taken antibiotics for 24 hours. Weeping or crusted sores on exposed areas should always be covered with a watertight dressing until at least 24 hours post antibiotics commenced and for as long as practical.</td>
</tr>
</tbody>
</table>

KEEPING RECORDS CURRENT

Please inform the office staff of any change in phone numbers, address, email, health or family circumstances, doctors or mode of transport of child, so that our records remain current.

SCHOOL WATCH

Our school encourages parents and members of the community to ‘keep an eye’ on the school facilities. If you notice any suspicious activity likely to result in damage to our facilities, please telephone SCHOOL WATCH on 131788.

SCHOOL UNIFORMS

Our school community feels that the wearing of a school uniform is important as it encourages a closer and deeper association with the school. For this reason it is recommended that parents make every effort to have their children attired in correct school uniform.
All items except shoes and briefs are available at the school Uniform Shop. Opening hours are printed in The Herald.

ALL STUDENTS, EVERY DAY

- Plain black school shoes, sandshoes or sneakers.
- Navy socks (at least 5cm above the top of the shoe).
- School hat.
- Hair ribbons and accessories are to be navy blue and/or maroon and/or made from Albany Hills State School checked material.

GIRLS FORMAL UNIFORM

Parents of girls have a choice of a dress or a blouse and skort. It is suggested that navy briefs be worn.

Dress: Made from Albany Hills State School checked material:
  - Collar; centre front seam includes zip; action back; dart shaping.
  - Pocket on left upper side with embroidered school initials.
  - Navy button-on, cross-over tie with button under left collar.
  - Navy piping on sleeves, collar and pocket.
  - Concealed zip pocket.

Blouse and skort:
  - Collar; small maroon buttons down front; action back: yoke with two pleats; shaped front.
  - Pocket on left upper side with embroidered school initials.
  - Navy piping on sleeves, collar and pocket.

Skort: Navy shorts with attached wrap-around skirt:
  - Three pleats on left front.
  - Elasticised waist.
  - Concealed zip pocket.
BOYS FORMAL UNIFORM

Shirt and shorts:

Shirt: Made from Albany Hills State School checked material:
  - Collar; small maroon buttons down front; action back; short slit side openings.
  - Pocket on left upper side with embroidered school initials.
  - Navy piping on sleeves, collar and pocket.

Shorts: Navy full elastic waist shorts with
  - Inside drawstring.
  - Cargo pants are not school uniform.

GIRLS SPORTS UNIFORM

Polo shirt and skort or shorts. It is suggested that navy briefs be worn.

Shirt: Polyester polo shirt - navy, maroon and white in colour:
  - Embroidered school emblem on left upper side.
  - Three maroon buttons on tab.

Skort: Formal uniform skirt:
  - Netball skirts and tennis skirts are not school uniform.

Shorts: Navy cotton knit shorts, draw string elastic waist.

BOYS SPORTS UNIFORM

Polo shirt and shorts:

Shirt: Polyester polo shirt - navy, maroon and white in colour:
  - Embroidered school emblem on left upper side.
  - Three maroon buttons on tab.

Shorts: Navy cotton knit shorts, draw string elastic waist.

BOYS AND GIRLS WINTER UNIFORM

- Navy fleecy track pants and zip jacket with embroidered school emblem on front and/or navy, white and maroon microfibre matching zip jacket and cotton lined track pants.
WHAT TO WEAR

- District, regional and state school sport representatives may wear their representative shirts on physical education and sports days. They are not to be worn to off campus activities such as interschool sport or excursions.
- Special sports uniforms (e.g. jerseys) will be provided for teams by the school. Parents will not be expected to purchase them.
- Senior shirt (For Year 6s, available in Term 1) may be worn in place of the sports shirt.
- For some excursions, school photos and Year 6 Farewell, the formal uniform must be worn.
- Formal uniform should be worn on all other school days and to school events.

Sports uniforms

Formal uniforms
AT ALBANY HILLS州 STATE SCHOOL WE OFFER

STUDENTS

- Students are at the heart of everything we do.
- Students are expected to be responsible, well-mannered and well presented.
- Leadership opportunities from Year 2.
- Teachers send their children to our school.
- Fair, consistent and effective behaviour management.

LEARNING AND TEACHING

- Our students are keen to learn.
- High learning expectations and standards.
- Significant achievements in NAPLAN and academic competitions (English, Mathematics, Science and Japanese).
- Competent, acknowledged, experienced and enthusiastic staff.
- Extensive student support in literacy and numeracy.
- Specialist Teachers in:
  - Classroom Music
  - Physical Education
  - Library Studies
  - Japanese
  - Instrumental Music
- Strong commitments to:
  - Literacy and Numeracy
  - Science
  - Health and Physical Education
  - The Arts
  - Technology
  - Environmental Sustainability

OUR ENVIRONMENT AND FACILITIES

- A warm, caring and friendly environment.
- Formal and informal learning spaces with play areas, in a bush setting.
• A variety of classroom designs.
• Large play areas and sport grounds.
• Tennis and basketball courts.
• Well resourced, air-conditioned library.
• Air-conditioned computer laboratory.
• Auditorium.
• Composting and Waste Management Program.
• A Parents’ Room.

COMMUNITY ENGAGEMENT OPPORTUNITIES

• Adopt-a-Cop Program
• Albany Creek Cricket Club
• Auskick (AFL)
• Community and Police Advisory Group
• Local Chaplaincy Committee
• Neighbourhood Watch
• Outside School Hours Care
• Gymnastics, tennis and children’s drama classes
• Vacation care