



Albany Hills State School

A High Performing Independent Public School

2027 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.

FROM THE PRINCIPAL

Welcome to Albany Hills State School.

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

The school is set in the urban area of Albany Creek. Extensive grounds include built areas, a range of playgrounds, sports grounds, a dam, gardens and open spaces.

All classrooms and teaching spaces have air-conditioning and interactive whiteboards. The classrooms offer learning flexibility and are pleasantly located in a scenic, green environment. 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. Performing arts is a high-performance area, enabling students to access a wide range of opportunities including singing, instrumental music, dance, drama, choirs and musical performances. Sport is another area of high performance where students are able to acquire team sport skills, individual sport skills and fitness. Programs and support are in place to 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. The Parents and Citizens' Association is active in its support for teaching and learning.

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.

Chris Hansen
Principal

SCHOOL IMPROVEMENT AGENDA

Each year the school develops an Annual Implementation Plan which identifies school improvement priorities for the year.

The School Improvement Agenda has three focus areas:

Albany Hills State School - Brighter Futures 2027



Belonging & Engagement

Promote the wellbeing of students and staff, respect the diversity of the school community and implement proactive measures in order to maintain a safe and inclusive learning environment.

Build a shared understanding of inclusion that promotes a whole school approach to differentiated teaching and learning practices.



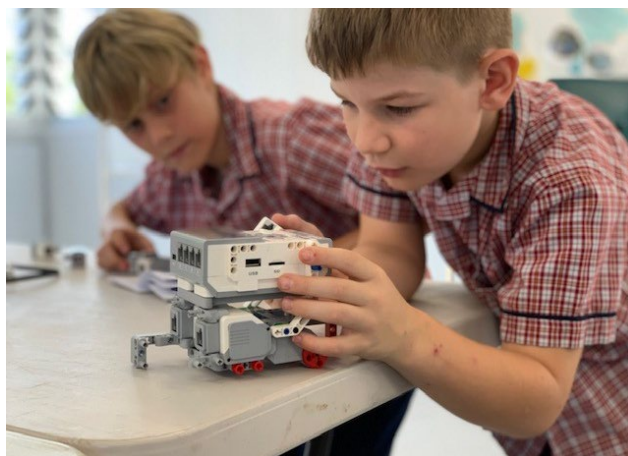
Educational Achievement

Implement a repertoire of pedagogical approaches for all students, particularly to lift student achievement from B to A in English and expand current collegial practices to include ongoing teacher capability development.

AN INDEPENDENT PUBLIC SCHOOL

Albany Hills State School is an Independent Public School.

Independent Public Schools are required to have a School Council. This enables greater involvement of the school community and other stakeholders, in setting the strategic direction of the school. School Councils approve and monitor the school's strategic direction, strengthening local decision-making. The School Council has the responsibility to approve the strategic documents that set the direction, culture and tone of the school. The Albany Hills State School Council has nine members: three elected parent members, three elected staff members and two official members – the Principal and the P&C President.



EDUCATION AT ALBANY HILLS

VISION AND VALUES

Vision

Our vision is to encourage students to be the best they can be by maintaining high expectations for all and providing a broad range of opportunities to allow them to develop as individuals in a caring and inclusive environment.

Values

Our values of respect, resilience, kindness and confidence can be seen in operation on each and every day of the school year at Albany Hills State School.



SCHOOL MOTTO

Strength Through Knowledge



SCHOOL RULES

Albany Hills State School has three school rules:



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.
- Our school is a popular choice among teachers for their own families.
- Fair, consistent and effective behaviour management.

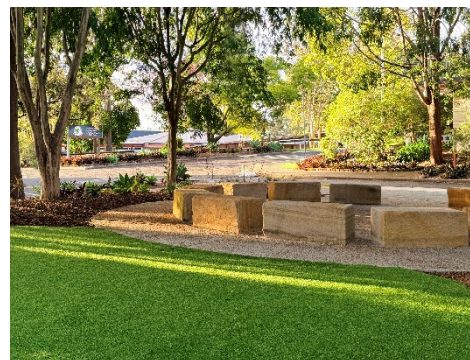
LEARNING AND TEACHING

- Our students are keen to learn.
- High learning expectations and standards.
- Caring, enthusiastic staff.
- Extensive student support in literacy and numeracy.
- Specialist Teachers in:
 - Classroom Music
 - Health and Physical Education
 - Library Studies
 - Japanese
 - Instrumental Music
 - Drama
 - Dance
- Strong commitment to:
 - Literacy and Numeracy
 - Science
 - Health and Physical Education
 - The Arts
 - Technology
 - Environmental Sustainability
 - Student Wellbeing



OUR ENVIRONMENT AND FACILITIES

- A warm, caring, friendly and inclusive environment
- Bush setting and beautiful gardens
- Dam with ducks and turtles
- Formal and informal learning spaces with play areas
- Air-conditioned classrooms
- Large play areas and sports grounds
- Tennis and basketball courts
- Well-resourced library
- Large, multipurpose auditorium
- Composting and Waste Management Program
- Spacious OSHC facilities.



COMMUNITY ENGAGEMENT OPPORTUNITIES

- Auskick (AFL)
- Children's drama classes
- Local Chaplaincy Committee
- Playgroup
- Tennis

PLAYGROUP

WHEN: Every Wednesday during the school term.
9:00 am – 10:45 am

WHERE: OSHC Building

COST: Gold coin donation. Families may attend for free for the first two weeks then join Play Matters Queensland.

CONTACT: Natalie via email: playgroup.ahss@outlook.com

Our playgroup is an informal and relaxed weekly get-together of mums, dads, grandparents, carers and children aged babies to pre-prep. We provide a variety of toys and games for indoor play, story time and craft. Please bring a healthy snack for morning tea. Start time is after school drop off, wander down at your leisure.



SCHOOL HISTORY

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.

The following year, Mr Ted Giddins was appointed. In his one year at the school, the enrolment grew 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. Mr Peter Boge was Principal July 1994 to July 2002. Mrs Bronwyn Campbell was Principal from 2003 to 2014. Mr Rod Mason was Principal from 2015 to 2017.

Mr Chris Hansen was appointed Principal in 2018. Our long serving Deputy Principals Mrs Jodie Farley, Ms Beth Henderson and Mr Steve Wiedman have been on staff since 2018 or prior.

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
- storage facilities for sporting equipment
- community access to school auditorium
- air-conditioning the library.



School auditorium



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.

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 8 very large classrooms and outdoor learning areas.

In 2016 the Library courtyard was constructed, providing an outdoor space for students to enjoy reading.

In 2017 Block 8 was opened.

In 2020 the Outdoor Learning Area was created. This provides the school community with a pleasant learning environment.

In 2022, the P&C together with the school, built the spacious OSHC building.

In 2025, the P&C together with the school, built the Yarning Circle.

THE SCHOOL DAY

ARRIVAL AT SCHOOL

All students should be at school by 8:30 am each day.

Bags, hats and extra clothing must be stored in the racks provided at each classroom. Bicycles are to be parked in the bicycle compound. 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 designated areas 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 sit with parents, carers or older siblings in the junior covered area located near the prep classrooms. Prep students are to be dropped off and picked up by a parent, carer or older sibling. Prep finishes at 3:00 pm, along with the rest of the school.

There is no play before or after school.

TIMES

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. Other students are not to leave early. Do not ask for your child to be dismissed at 2:57 unless they are catching the bus.

3:00 pm Bell for end of school day. Move to bus/pick up zones or return home.

AT DISMISSAL

Students and parents are to leave the grounds promptly after dismissal from class at 3:00 pm. Staff are rostered to supervise the students who are catching buses.

Parents who are unable to collect their children at dismissal are to use OSHC (Outside School Hours Care). Staff accepts no responsibility for supervision of 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 vehicles only.

The school gates are closed to traffic from 8:15 am to 9:00 am and from 2:45 pm to 3:15 pm, or until traffic clears, to allow students to arrive and depart safely. During this time they will not be open.

LATE ARRIVALS AND EARLY DEPARTURES

While it is important that students are at school on time, we understand that on rare occasions, students may arrive at school a little late.

Students should be in classrooms from 8:30 am, with the roll being marked at 8:40 am. Students who are late miss important information about the day's routines and the introduction of lessons. If a child arrives at school after the second bell at 8:40 am, parents are to take them to the office where the child will be marked on the roll by office staff and presented with a late slip to provide to their class teacher. If students are late, but not brought to the office for a late slip, they will be marked absent (unexplained) and the parent/carer will be notified via SMS.

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/carers must notify the classroom teacher and must notify the office staff before leaving the school grounds and when returning to school. Parents are to collect their children from the office.



MAP OF SCHOOL CAMPUS



PROCEDURES

ATTENDANCE AND ABSENTEEISM FROM SCHOOL

Absenteeism can impact significantly on students' learning and wellbeing. Higher student attendance is associated, on average, with higher student achievement. Additionally, attending school every day helps children to build social and emotional skills such as communication, teamwork and resilience. Under the law, you must make sure your child is enrolled and attends school on all school days unless there is a reasonable excuse. Attendance is monitored and staff follow up with parents and caregivers for any unexplained absences.

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 message through QParents, 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. Please notify the school as soon as possible and before 8:40 am.

Parents will be notified by text if their child is absent from school, if the school has not been notified by the parent.

If you are planning for your child to be away for 10 days or more, 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 or other areas during breaks. If you do need to speak to your child during school hours, please forward all messages through the administration office staff (3264 0777). Parents are not to communicate with students via email or smart devices during school hours. Messages and phone calls received after 2:30 pm may not always be able to be delivered to students before 3:00 pm. Teachers do not routinely check emails during the school day.

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.

Accident Insurance

The Department of Education does not have personal accident insurance cover for students. If a student is injured as a result of an accident or incident, all costs associated with the injury, including medical costs are the responsibility of the parent/carer. Some incidental medical costs may be covered by Medicare. If the parent/carer has private health insurance, some costs may also be covered by that provider. Any other costs must be covered by the parent/carer. It is up to parent/carer to decide the type/s and level of private insurance they wish to arrange to cover their child.

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

ASSEMBLIES

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

Senior assembly (Years 3-6) is usually held on Tuesday afternoons in the auditorium commencing at 2:30 pm.

Junior assembly (P-2) is usually held on Wednesday afternoons from 2:30 pm in the auditorium.



No junior or senior assembly is held on weeks when a whole school assembly is held.

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

BEHAVIOUR OF STUDENTS

At Albany Hills, we believe it is important to encourage increasing responsibility in all students. To this end, appropriate behaviour is encouraged, acknowledged and rewarded. Unacceptable behaviour is addressed according to the [Student Code of Conduct](#). This is available in our document library on the school website.

Our three school rules are: **We are Safe, We are Respectful, We are Learners.**

The major focus at Albany Hills is promoting positive behaviour. Encouragement through 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 progress, following school expectations, and other achievements. Silver tickets are given to students to acknowledge kindness and following school expectations.



The NED Award is given each month 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.
Leaders:	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 students and staff throughout the school environment.

RIGHTS AND RESPONSIBILITIES

Members of the school community must be aware of their rights and responsibilities.

Students have the right:	Students have a responsibility:
• to learn • to feel safe • to be treated with respect.	• to allow others to learn • to keep themselves and others safe • to treat others with respect.
Staff have the right:	Staff have a responsibility:
• to teach • to feel safe • to be treated with respect.	• to provide work relevant to students • to provide a duty of care • to treat others with respect.
Volunteers/parents have the right:	Volunteers/parents have a responsibility:
• to be involved in the education process • to be safe • to be treated with respect.	• to support school policies/expectations • to provide a duty of care • to treat others with respect.

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. Students are to use a security lock when parking bicycles. The school takes no responsibility for items in this area. Students who do not act in accordance with school expectations will not be permitted to bring a bicycle into the school grounds.

COMMUNICATION

Our school uses several methods of communication including Facebook and QParents.



Link:

[@AlbanyHillsStateSchool](https://www.facebook.com/AlbanyHillsStateSchool)



A QParents account invitation will be emailed to you once school begins. The account must be set up on a desktop computer, then you can download the App for your device.

A Facebook live feed is on the school website homepage.

To keep parents informed of school activities and changes to procedures, a school newsletter, *The Herald*, is published each fortnight on Tuesday. It is available on the school's website: albahillss.eq.edu.au. *The Herald Newsflash* is published on alternate Tuesdays if required.

Please make a habit of reading these.

Most notes to parents are emailed.

Consent forms are sent to families via the QParents App and are also available on the school website. Invoices are emailed to families with payment completed through the QParents App or in-person at the school office via Eftpos. No payments can be made over the phone.

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.

Year Level Term Newsletters are published for parents each term.

COMPOSTING AND RECYCLING

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

Recycling and composting are everyday occurrences at Albany Hills. Year 5 students take turns in putting out and then emptying compost buckets into compost bins.

Students are encouraged to bring litterless lunches.

Every room in the school has a recycling container.



CLASS FORMATIONS

A great deal of time and effort is spent by teachers to form classes for each new school year. Parents are not to make requests to have or not have particular teachers; or to have or not have particular students in their child's class. Please do not place staff in a difficult position by attempting to make such requests.

EMERGENCY SITUATIONS

In severe storm or other emergency situations (e.g. bushfires) the Principal will advise staff to supervise and remain with students until it is safe and suitable to relocate or release students. During times of extremely heavy rain, the Oakmont Crescent gate is closed for student safety.

Our school regularly participates in emergency evacuations and lockdown practices. A lockdown could be initiated when a situation arises that requires the isolation (rather than evacuation) of staff and students from an identified threat. Such procedures are standard in all schools and are a mandated requirement.

ENROLMENT

Children must be five years of age by 30 June of the year they are enrolled for the first time in Prep. Proof of age is required and is to be submitted with enrolment application.

Birth Date:	2027	2028	2029	2030	2031
1 July 2015 - 30 June 2016	Year 6				
1 July 2016 - 30 June 2017	Year 5	Year 6			
1 July 2017 - 30 June 2018	Year 4	Year 5	Year 6		
1 July 2018 - 30 June 2019	Year 3	Year 4	Year 5	Year 6	
1 July 2019 – 30 June 2020	Year 2	Year 3	Year 4	Year 5	Year 6
1 July 2020 – 30 June 2021	Year 1	Year 2	Year 3	Year 4	Year 5
1 July 2021 – 30 June 2022	Prep	Year 1	Year 2	Year 3	Year 4
1 July 2022 – 30 June 2023		Prep	Year 1	Year 2	Year 3
1 July 2023 – 30 June 2024			Prep	Year 1	Year 2
1 July 2024 – 30 June 2025				Prep	Year 1
1 July 2025 – 30 June 2026					Prep

HOMEWORK

Homework expectations will be communicated by teachers at the start of each school year.

LOST PROPERTY

Lost property is collected and stored in a box outside 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 and P&C activities should be handed in at the office. EFTPOS facilities are available in-person in the school office. No payments can be made over the phone.

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

Student laptops remain in safety bags until arrival at the classroom.

PERSONAL TECHNOLOGY DEVICES (excluding BYOL – Year 4-6 Bring Your Own Laptop Program)

Student Use of Mobile Devices ‘Away for the Day’

All Queensland state school students must keep their mobile devices switched off and ‘away for the day’ during school hours.

Upon arrival at school, all students with a mobile phone are required to turn their phone off and hand it in at the office after signing their phone in. Students then collect their phones at 3:00 pm.

Notifications on wearable devices, such as smartwatches, must be switched off so that phone calls, messages and other notifications cannot be sent or received during school hours. It is important that students who do wear a wearable device know how to turn those notifications off.

As usual, if parents need to communicate with their children during the school day, this will be facilitated through the school office.

‘Away for the day’ supports schools to maintain a strong focus on educational achievement, and student wellbeing and engagement by:

- providing optimal learning and teaching environments
- encouraging increased face-to-face social interactions between students
- promoting the health and wellbeing of students through increased social interaction and physical activity
- reducing the potential for students to be exposed to the negative impacts of the digital world, resulting from unsafe or inappropriate technology use.

PUTTING THINGS RIGHT

From time to time, issues arise within the school community that may cause concern, emotional upset and/or distress. Most issues can be readily resolved through effective communication and explanation. At times, concern is based upon misinformation. At other times, concern is well founded and the raising of the issue permits the school to reassess procedures to further benefit students.

Initially, parents should respectfully contact the class teacher or the appropriate member of staff to discuss issues of concern. Through rational, calm discussion, issues can be explored within context, understood and action put in place to achieve a meaningful resolution. Should this approach prove unsatisfactory, parents and carers should approach the appropriate school leader, i.e. Deputy Principal Years P-2, Deputy Principal Year 3, Deputy Principal Years 4-6. Initial contact may be made by email, or by arranging a mutually convenient time through the office. Time will be needed to investigate the issue before a response can be made. At times, parents and carers may seek to speak directly with the Principal.

Parents and carers are reminded of the Albany Hills State School Enrolment Agreement – it is the responsibility of parents and carers to treat school staff with respect; and support the authority of school staff thereby supporting their efforts to educate your child.

Calm, polite, non-threatening communication, which provides complete, factual information in a timely manner achieves the best resolution. In most instances, members of staff are told of complaints made about them and offered the right of reply. At Albany Hills State School, respectful communication is highly valued by staff, students, parents and carers.

It is not helpful to air grievances on social media.

Also see [*Concerns and Issues – Putting Things Right*](#) on the school website.

Contact details for the school leadership team are located on the school website on the [contact us page](#).

STUDENT ILLNESS/MEDICATION

If your child is unwell, please keep them at home. Students find learning and participating in activities difficult when they are unwell. Please also be mindful of the risk of spreading illness.

If your child requires medication while at school, please ensure you submit a [Consent to administer medication form](#) (available on our website).

You will also need to provide the school with the medication in original packaging with pharmacy label in student's name. Pharmacy label must have the dose, administration time and prescribing doctor's name. If your child's medication needs to be measured, cut or crushed, please supply the school with measuring cup or pill cutter/crusher.

Whilst parents may administer OTC (over the counter) medications to their child without medical authorisation, they are aware of the child's complete medical history, and are able to provide ongoing, direct supervision for the course of the child's illness. Due to these circumstances, a parent is also more likely to recognise if their child is having adverse effects and requires immediate medical attention.

The student's prescribing health practitioner also has the knowledge of the child's medical history to determine the appropriate OTC medication to administer and is therefore able to determine dosage and provide advice regarding potential side effects or interactions with other medications. **For these reasons, OTC medications will only be administered to students at school if medical authorisation has been received.**

Prescribing health practitioners (e.g. doctor, dentist, optometrist, nurse practitioner) may prescribe medication to students that is to be administered 'as needed' or 'as required' in response to certain symptoms.

A pharmacy label on the student's prescribed medication indicating it is to be given 'as needed' does not provide sufficient information for school staff to safely administer it, as they are not qualified to make clinical decisions about when medication is required.

For school staff to safely administer 'as-needed' medication, the school requires detailed written advice (i.e. a [medication order](#) on the school website under Support and resources: Forms and documents), from the prescribing health practitioner regarding:

- the specific signs and symptoms that the student would show indicating the medication needs to be administered;
- the maximum number of dosages allowed during the school day and over a 24-hour period;
- the minimum length of time allowed between dosages; and
- the expected response the student would have after taking this medication so that atypical symptoms or side effects that could require medical attention are easily identified.

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

Head Lice

The presence of head lice is a very common childhood occurrence in the community. The primary responsibility for the management and treatment of head lice in students belongs with parents.

Parents will be advised if there is an outbreak in your child's class.

More information is available here:

<https://www.qld.gov.au/health/condition/infections-and-parasites/parasites/head-lice>

The first aid room is located in the administration building opposite the back of the tuckshop.

EXCLUSION PERIODS - CONTAGIOUS DISEASES

Where a child contracts a contagious or infectious disease, we ask that you inform the school and conform to the recommended period of exclusion. Some medical conditions require exclusion from school 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.

Chicken pox	Exclude until all blisters have dried and at least 5 days after the onset of symptoms.
COVID-19	Exclude those who have symptoms. See latest Queensland Health guidance for exclusion periods and criteria.

Hand, foot and mouth disease	Exclude until all blisters have dried.
Measles	Exclude for four days after the onset of the rash.
Mumps	Exclude until the doctor confirms the person is not infectious but no earlier than 4 days after onset of rash.
Pertussis (Whooping cough)	Exclude for five days after starting appropriate antibiotic treatment or for 21 days from the onset of coughing and confirmation that they are not infectious.
Rubella (German measles)	Exclude until fully recovered or for at least four days after the onset of the rash.
School sores (Impetigo)	Exclude until 24 hours of appropriate antibiotics have been completed. Cover sores on exposed areas with a waterproof dressing until sores are dry, and encourage handwashing.

SPECIAL EVENTS AND 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. Consent [Forms will be available on QParents](https://qparents.qld.edu.au/) (<https://qparents.qld.edu.au/>).

MOVING TO A NEW SCHOOL

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 and return of school-owned equipment (i.e. musical instruments, library books and sporting equipment).

WET DAY AND HOT DAY PROCEDURES

Staff may supervise students during break times in either the classroom or designated areas.



SCHOOL CURRICULUM, ASSESSMENT AND REPORTING PLAN

The Albany Hills State School Curriculum, Assessment and Reporting Plan is based on the [Australian Curriculum](#) standard for each year level across all learning areas.

YEAR LEVEL NEWSLETTERS

Each term, parents will be provided with a Year Level Newsletter, which outlines what students will be learning in all learning areas as well as assessment tasks.

The current Year Level Newsletters for Prep to Year 6 can be found in the [Forms and Documents](#) area on the school website.

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-teacher interviews (during Term 1)
- Written school reports (end Term 2)
- Parent-teacher interviews (during Term 3)
- Written school reports (end Term 4).

Student summative assessment tasks are outlined in the Year Level Newsletters.

CAMPS

The school has a camping program, which involves Years 5 and 6. The Year 5 camp is usually held in October. The Year 6 camp is usually held in March. There are costs associated with this, usually around \$300-\$400. Notification is distributed to families well ahead of time.

HEALTH AND PHYSICAL EDUCATION

Physical Education specialist teachers conduct lessons with classes. Health lessons are taught by these teachers.

Swimming 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 to the time.

INFORMATION COMMUNICATION AND DIGITAL TECHNOLOGIES

Prep to Year 3 classes have access to laptops. In addition to this, students have access to class sets of iPads for learning.

A BYOL (Bring Your Own Laptop) program operates in Years 4, 5 and 6. Students bring their own personal laptop devices to support their learning in their own classroom. The program is supported by the use of COWs (Computers On Wheels). These are trolleys of 12 laptops each. [More information about the program including FAQs is available on the school website.](#)

All classrooms, the library and music rooms have interactive whiteboards. Robotics and Coding Clubs operate in the senior school.

The school is supported by a full-time computer technician.

LANGUAGES

Specialist teachers conduct Japanese lessons with students in Years 3-6.

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.

LIBRARY

The school has a full-time teacher-librarian and library teacher aide who coordinate all aspects of the library use. As a resource teacher, the teacher-librarian at Albany Hills State School works collaboratively with the class teachers to support learning. This includes helping with resource planning, working with groups of students and teaching whole class groups.

We celebrate literacy appreciation by recognising special literary days throughout the year, including Children's Book Week in Term 3. We also have ongoing reading incentive schemes to encourage good reading practices, such as Super Reader and the Reading Championship.

The library is open before school, at 8:15 am for students with their parents or carers. It is also open at both break times and after school, at which times children may borrow books or engage with the resources in the library. Families are encouraged to use the library before school as a place to share stories together. All students have a class borrowing time during the week and can borrow for up to 2 weeks.

Students in Years 4-6 are eligible for selection and training as part of the Library Monitor program. They can use this as a step towards their Student Leader badge and many continue afterwards and love being an important part of our library.

Our library courtyard is used for many aspects of school life. It is an outdoor learning environment that is appealing for all. This area is used during break times and is available for other school events.

PERFORMING ARTS

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

- Boys' Choir - Years 3-6
- Junior Choir - Years 2 & 3
- Senior Choir - Years 4-6
- Year 1 & 2 Dance Club
- Year 3 & 4 Dance Club
- Year 5 & 6 Senior Dance Club
- Musicals
- Instrumental Music - Strings - Years 3-6
- Instrumental Music - Woodwind, Brass, Percussion - Years 4-6
- Senior String Ensemble - Years 4-6
- Junior Concert Band - Years 4 & 5.
- Senior Concert Band - Years 5 & 6



A Parent Music Support Group operates as a sub-committee of the Parents and Citizens' Association to support the students and staff. This group meets once per term during the school day and all parents and carers are welcome. Parents who are interested, but unable to attend meetings are encouraged to contact the music teachers.

String Selection Process

Each year, students are chosen from all of the Year 2 classes to play a string instrument in Year 3 through to Year 6. The selected students must show a high level of musical aptitude. They must be reliable and very well organised. They must be achieving well in all classroom curriculum areas. This is essential because string lessons are in school time and classroom instruction continues when these students are at their instrumental lessons. String students must be independent workers. We expect a commitment from parents and students of 4 years to enable us to form a strong string ensemble. The students cannot change to a woodwind, brass or percussion instrument in Year 4.

Woodwind, Brass and Percussion Selection Process

Students are chosen from all Year 3 and 4 classes each year. The students commence in Year 4 or Year 5 and continue to the end of Year 6. The selected students must show a sound to very high level of musical aptitude. They must be reliable and very well organised. They must be able to work independently to enable them to undertake the learning of an instrument. The students must be competent in all classroom curriculum because instrumental lessons are in school time. Classroom instruction continues when the students are having an instrumental lesson. A commitment of 3 years is expected from parents and students. If your child drops out of the program, that position can never be filled by another student.

RELIGIOUS INSTRUCTION

Queensland state schools embrace a multitude of cultural, religious and non-religious beliefs. Under the Education (General Provisions) Act 2006, schools are to provide Religious Instruction (RI) if approached by a faith group seeking to provide RI and students of that faith attend the school.

RI informs students about the beliefs and values of a particular religion. It is delivered by volunteers of a faith group using instructional materials approved by that faith group. RI is required to be consistent with legislation and Department of Education policies and procedures.

All RI instructors must hold a blue card and participate in compulsory Student Protection and Code of Conduct training. RI instructors are only entitled to deliver the RI program outlined below. A school staff member will be present during the delivery of RI.

Participation in RI is not compulsory. Any student (except Prep students) may participate in RI if a parent has provided written instructions to the school.

Students are allocated to RI based on information provided by parents on the completed [Application for student enrolment](#) unless other written instructions have been provided to the school.

Note: *This consent remains in effect unless the parent informs the school otherwise in writing.*

A description of the RI available is provided below.

Christian Religious Instruction

Aims and goals: GodSpace is a three-year curriculum that provides an age appropriate, enriching environment for kids to question, explore and discover life issues in the context of the Christian faith.

Authorised program: GodSpace

Lesson structure: Lessons will typically run for 30 minutes per week.

Participating faith groups: Catholic, Baptist and World Harvest Ministries.

For further information, including module and/or lesson descriptors visit: <https://godspace.org.au/>

Parents of students participating in these programs will be advised if a faith group requires funds to cover the expense of materials used in RI.

Other Instruction

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:

- 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.

SPORT

Albany Hills State School values sport and physical activity and the role this can play in developing happy, healthy students who carry good habits into adulthood. Sport and active play encourages the modelling of teamwork, decision making and essential social skills, such as N.E.D. (Never Give Up, Encourage Others, Do Your Best) that are helpful in all areas of life. Our focus on school sport at Albany Hills is to encourage maximum participation, physical development and safe play.

SPORT HOUSES

- Bradman (red)
- Cuthbert (yellow)
- Fraser (blue)
- Laver (green)

Our sport houses are named after famous Australians: Don Bradman (cricket), Betty Cuthbert (running), Dawn Fraser (swimming) and Rod Laver (tennis). Prep students are told what house they are in at the start of the school year.



INTERSCHOOL SPORT (GALA DAYS - TERMS 2 AND 4)

Several days of interschool sport, known as Gala Days, take place during Terms 2 and 4. These are usually scheduled on a Friday. Students in Years 5 and 6 (Semester 1) and Year 4, 5 and 6 (Semester 2) are able to select from a range of sports including Australian rules, rugby league, soccer, hockey, netball, touch football, basketball and volleyball. There are also avenues in some sports for successful teams to represent Albany Hills State School in regional competitions.

During Terms 1 and 3 all students in Years 4-6 participate in Friday afternoon sports at school to prepare for Gala Days, athletics and interschool sport.

In the event that sport (Term 2 or 4) is cancelled due to the weather, a message will be sent out to parents via social media. A live feed of these messages is available on the school website's home page for those who do not subscribe to social media.

OTHER SPORT

Several times throughout the year, students in Year 3 have the opportunity to try different sports as part of the school's TrySports program. Running Club runs throughout the year, with students across all ages able to train.

CARNIVALS

Students compete in age-appropriate carnivals for swimming (Year 3-6 Term 4), senior athletics (Term 2) and cross country and junior sports day (P-2 Term 3). Junior sports day includes a variety of rotational events as well as running races.



REPRESENTATIVE SPORT

Students may have the opportunity to represent the school at [North District School Sport](#) and/or [Metropolitan North Regional School Sport](#). More information including trial notices and draws may be found on their websites. There are many sports available for our students turning 10, 11 or 12. Dates for these are available by accessing the [North District School Sport](#) website. You can also see our school policy on district selection on our [school website](#).

This level of sport is intended for students who are able to perform at a very high level. Consider if your child:

- has played the sport for a number of years
- is one of the better players in the team.

While we endeavour to inform eligible students, this cannot be 100% guaranteed. The onus is on the students and parents to be aware of trial dates and to ask for the relevant paperwork. While most of the paperwork is available to you online, there is one essential form that can only be given by the HPE teachers. If you do not have this form completed and signed by the Principal, your child is ineligible to attend. If you have any questions about this process, please talk to the HPE teachers.

CELEBRATIONS

As well as ongoing recognition throughout the year at assemblies, a special senior sporting assembly is held close to the end of the school year. Certificates and medallions are presented to students who have achieved representative levels in school sports. Special awards including the Allan Rollo Trophy for Sportsperson of the Year are also presented at this time. Allan Rollo was a classroom teacher at Albany Hills State School from 1988 to 2015. Allan was dedicated to encouraging participation in school sport. Any students who are successful in making a Queensland Representative School Sport team are also celebrated and recognised.

STUDENT SERVICES

STUDENT SUPPORT SERVICES

The Student Support Services Team works collaboratively with classroom teachers to provide support for all students including students with disabilities to participate and achieve success in all curriculum offerings. The Head of Student Support consults with members of the school's leadership team, classroom teachers, support staff and parents. This is to target resources strategically for students to access reasonable education adjustments to support their learning.

THE STUDENT SUPPORT SERVICES TEAM

The Student Support Services Team (SSST) aims to provide classroom teachers with the opportunity to refer and discuss students with diverse learning needs. This ensures reasonable and necessary adjustments are in place to support students' success. Classroom teachers will discuss the purpose of a student referral with parents/guardians should this be required to support students based on their individual characteristics. Classroom teachers work collaboratively with parents/guardians to discuss student progress and achievements.

The Student Support Services Team:

- supports classroom teachers with providing personalised education adjustments for students
- supports students with accessing reasonable adjustments on a need basis
- partners with parents/guardians and other external agencies to determine appropriate education adjustments
- completes assessments as required to provide recommendations about appropriate adjustments and supports.

The Student Support Services Team members include:

- Principal
- Deputy Principals
- Guidance Officer
- Head of Student Support
- Head of Department – Gifted & Talented
- Student Engagement Teacher
- Support Teachers
- Chaplain
- Speech Language Pathologist
- Social Worker

GUIDANCE OFFICER

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 prioritised through the SSST (Student Support Services Team). 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 cooperation and agreement, a plan of support may be developed.

SPEECH THERAPY

A Speech Language Pathologist works at the school each week in a part-time capacity. A child may be referred for assessment and further support allocated where necessary.

ADVISORY VISITING TEACHERS

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 and engagement.

STUDENT ENGAGEMENT

The school has a Student Engagement Service which supports students through a range of intervention programs.

CHAPLAINCY SERVICE

A school chaplain supports and cares for the school community. A state school chaplaincy service complements, rather than duplicates the work of other school-based support staff. These services provide students, staff and parents with social and emotional support and provide an additional adult role model in the school. Chaplains contribute to the overall wellbeing strategies and educational goals of the school. They provide a listening ear, caring presence and message of hope as students and families seek to deal with a wide range of issues such as family changes, friendship issues, peer pressure, sickness, managing emotions and financial stress.

Our school chaplaincy service is funded partly through the Australian Government's National Student Wellbeing Program. It is also supported by fundraising through the Chaplaincy Support Team, and through [kind donations](#) by parents and community members.

What chaplaincy at Albany Hills State School looks like:

- One-on-one social and emotional support for students, families and staff.
- Lunch time supported play.
- Social skills and life skills programs.
- School camps.
- Food hampers, emergency meals and Christmas hampers for families in need.
- Links to community support.

Our school 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.

SOCIAL WORKER

Our social worker works with students to support their personal and social wellbeing by identifying issues that require change and connecting students and their families with support. Using a strengths-based approach, social workers apply evidence-based interventions through personal and family counselling, therapeutic support and group work. The social worker also facilitates referrals to other allied health professionals and services and assists students and families to access this support.

DEFENCE SCHOOL MENTOR

The Defence School Mentor (DSM) is a well-established position at Albany Hills State School. Working with the school's leadership team, the DSM provides assistance to Australian defence families and students before, during and after enrolment.

The DSM supports students, members and their families, particularly during their transition into and out of the school on posting. The DSM also supports students throughout deployments and parental absences. The DSM helps all defence students and their families at the school should they seek or require assistance. The DSM is able to put parents and students in touch with the appropriate staff member regarding any enquiries.

EXTRACURRICULAR OPPORTUNITIES

Depending on teacher expertise and availability, many extracurricular opportunities exist for our students. Currently available areas include:

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, and areas for improvement within the school. Members of the SRC meet at lunchtimes on a monthly basis and conduct their own meetings with the assistance of a teacher. The councillors relay information from their classrooms to the SRC meeting and from the SRC meeting back to their class.
Prep Art Club	Our youngest students enjoy a range of visual arts activities.
Sketch Club	Participants from Years 4-6 teach each other or use guided YouTube tutorials to learn how to draw popular topics. They use a variety of materials. At times students make our own <i>How to Draw</i> clips. Students can follow the class or just come along to improve their own drawing skills.
Drawing Club	The finer points of drawing are developed for Year 1 and 2 students.
School Musicals	Students are provided with an opportunity to showcase the cultural aspects of the school within the performing arts program.
Instrumental Music	Students receive tuition in musical instruments with performance opportunities throughout the school and wider community.
Drama Club	Students in Year 5 and 6 enjoy drama activities and develop skills for productions including musicals.
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. Boys perform modern pop - enhancing musical and rhythmic skills. Junior Choir provides the foundation for children in Years 2 and 3 to begin their journey in choral work. Senior choir builds on previously taught choral 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.
Art Club	Selected students in Year 5 and 6 participate in a broad range of art activities.
Beats and Beading	An opportunity to be creative in a relaxed, supportive environment.
Coding Club	Interested students in Years 5 and 6 learn and develop their coding skills using specific programs. This club also gives the students opportunities to showcase their skills and creations with their peers.
Chess Club	Year 3-6 students learn and practise strategies and the rules of the game in a friendly, competitive environment.
Fox in a Box	This reading and writing club promotes a love of literacy and literature.

STUDENT SPACES

At break times students are welcome to access these areas as well as their usual play areas.

Block 9: A relaxed space with quiet calm activities.

Library: First break Years 4-6, second break Years 1 and 2.

Defence Room: Fun, supportive activities with the Defence School Mentor.

Chappy Space: Positive and engaging experiences with Chappy Rachael.

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.



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 information on how to order through Scholastic's LOOP ordering system. The issue and due date are 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 6:30 am – 8:30 am and 3:00 pm – 6:00 pm. Vacation care is also available from 6:30 am – 6:00 pm. Enrolment forms are available from the OSHC office outlining information and costs involved, you can also download the enrolment forms from the OSHC website:

<http://www.albanyhillssoshc.com.au> or via email at oshc@albanyhillspandc.org.au.

For further information please contact the OSHC Coordinator on 3325 3204 or via email:

oshc@albanyhillspandc.org.au

PARENTS AND CITIZENS' ASSOCIATION

On the fourth Tuesday evening of each month, The Parents and Citizens' Association (P&C) meet in the OSHC building at 6:30 pm. The general aims of the Association are to:

- foster community involvement
- raise funds to support students and the school
- 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.

The Uniform Shop, Tuckshop and OSHC all report at P&C meetings.

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 dedicated committees, including the Music Support Committee which provides support for all musical groups and activities across the school.

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
- P&C including fundraising, tuckshop and music committee
- sports team coaching
- various extracurricular groups.

To become a volunteer you need to participate in training, register through the office, sign in and out at the office each day, and wear the volunteer badge. Volunteers who are not parents of current students, including grandparents, must have a current Blue Card to volunteer.

PARENT SUPPORT

Parents can encourage positive motivation by:

- reading with your child daily
- taking an interest in your child's school work
- listening to what he/she has to say
- lending a hand with homework
- reading any notices and emails 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 5 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.

Families are to order via the Qkr! App. If you are unable to access the app, enclose cash securely in a paper bag (one for each break) and bring to the tuckshop before school.

Students can choose from hot foods, freshly-made sandwiches and salads as well as a variety of drinks. Ice-blocks may be purchased over the counter after the second bell at second break only. Ice-blocks are not to be ordered on bags. Prep students may purchase ice-blocks in Term 4 only. If your child has any special dietary needs, please see the tuckshop convenors and they will do their best to cater for them.

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



GENERAL INFORMATION

SCHOOL ZONES, PARKING AND PICK-UP

Please be aware of speed limits as well as rules for pick-up, drop-off and parking.

More information is available here: <https://www.qld.gov.au/transport/safety/rules/schools/school-zone-parking-and-pick-up>

BUS TRANSPORT

Parents whose children are to catch the bus home from school should advise the office in writing of which bus service they will be using and the frequency.

A roll is maintained of all students catching the bus each day.

Students leave class at the bus bell (2.57 pm) and should make their way directly to the waiting area near the tennis courts to have their name marked off the roll. The staff member on duty will escort students to the bus stop just before the expected time of departure. The bus bell is for bus students only.

Parents should familiarise themselves and their children with the [code of conduct for school students travelling on buses](#).

The Queensland Government provides assistance for eligible students travelling to and from school under the School Transport Assistance Scheme (STAS) (PDF): <https://www.qld.gov.au/transport/public/school/school-transport-assistance/school-transport-assistance-schemes>

The following bus companies service our school:

- Thompson Bus Service
(<http://www.thompsonbusservices.com.au/contact.html> or 3882 1200)
- Brisbane City Council
(<http://www.translink.com.au/> or 13 12 30)
- Brisbane Bus Lines
(<http://www.brisbanebuslines.com.au/> or 3354 3633).

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.

Parents are to promptly drop off and pick up children in the two-minute zones or the car park near the bottom oval, both of which are accessible from Keong Road.

OSHC parents and OSHC workers are to use the parent carpark, not the staff carpark. This applies to both before and after school.

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. There are some students and staff with allergies to other foods. Please be mindful of this when packing lunches.

KEEPING RECORDS CURRENT

Please inform the office staff office@albahillss.eq.edu.au of any change in phone numbers, addresses, emails, 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 expected that parents make every effort to have their children attired in correct school uniform. Uniform expectations are endorsed by the P&C.

All items except shoes and briefs are available at the school Uniform Shop. Opening hours are printed in *The Herald* and on the [website](#). Good quality second hand uniforms are also available. These provide great savings for families and contribute to environmental sustainability.

ALL STUDENTS, EVERY DAY

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

FORMAL UNIFORM

Parents have a choice of a top (shirt or blouse) and bottom (shorts or skort) or dress. It is suggested that navy briefs be worn.

Skirts are not part of the uniform.



SPORTS UNIFORM

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

Skirts are not part of the uniform.



WINTER UNIFORM

- Usual school or sports uniform.
- For extra warmth: navy fleecy track pants and a choice of:
 - Maroon, navy and white microfibre zip sports jacket with embroidered school emblem on front.
 - Navy fleece zip jacket with embroidered school emblem on front.

WHAT TO WEAR

- Students representing the school in sport will be informed what to wear to their events.
- Regional and Queensland Representative School Sport team members 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.



Formal uniforms



Sports uniforms

COLOURED HOUSE SHIRTS AND REPRESENTATIVE SHIRTS:

Prep, Year 1 and 2: Two days per year only: Junior Sports Day and Cross Country.

Year 3: Thursdays, Track and Field Carnival Days, Cross Country Day and Swimming Carnival.

Years 4 and 5: Fridays when sport practice is on, e.g., athletics practice, cross country practice and gala day practice, Track and Field Carnival Days, Cross Country Day and Swimming Carnival.

Years 6: Track and Field Carnival Days, Cross Country Day and Swimming Carnival. On Fridays, students may choose from house shirts, sports shirts, Year 6 shirts and representative (music, Met North) shirts.

On Mondays, Year 6 students may wear Year 6 shirts and music representative shirts.

Coloured house shirts may also be suitable for free dress days.

JEWELLERY, HAIR AND NAIL POLISH

The wearing of 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 responsible for them.

Students are not to wear nail polish, false eyelashes or makeup.

Hair:

- Natural hair colour only.
- Neat styles only.
- Hair ribbons and accessories are to be plain navy blue and/or maroon.
- Long hair (collar length or longer) is to be tied up.

