# TABLE OF CONTENTS

- ABSENCES: 7
- ACCIDENTS: 7
- ADMISSION: 7
- ARRIVAL: 7
- ASSEMBLIES: 8
- BICYCLES: 8
- BOOK CLUB – SCHOLASTIC: 8
- BOOKLISTS: 8
- CAMPS: 9
- CODE OF BEHAVIOUR – BEHAVIOUR MANAGEMENT: 9
- CODE OF CONDUCT: 9
- CROSSING SUPERVISION: 10
- CURRICULUM AREAS: 11
- DENTAL SERVICE: 11
- EARLY DEPARTURE: 11
- EXCURSIONS: 11
- HANDWRITING: 12
- HATS POLICY: 12
- HOMEWORK: 12
- HOURS OF OPERATION: 13
- INFECTIOUS DISEASES and ILLNESSES: 13
- JEWELLERY AND VALUABLES: 14
- LEARNING SUPPORT PROGRAMS: 14
- LEAVING GROUNDS: 15
- LIBRARY: 15
- LOST PROPERTY: 15
- LUNCHTIME ACTIVITIES: 16
- MAP OF SCHOOL GROUNDS: 17
- MEDICATION: 18
- MOBILE PHONES / IPODS / ELECTRONIC GAMES: 18
- MUSIC: 18
- NEWSLETTERS: 19
- ORIENTATION DAY: 19
- OUT OF SCHOOL HOURS CARE: 19
- PARENTS AND CITIZENS’ ASSOCIATION: 20
- PARENT AND VOLUNTEER HELPERS: 20
- PARENT TEACHER INTERVIEWS: 20
- PARENT WAITING AREAS: 20
- PAYMENTS: 21
- PASSENGER COLLECTION AREA: 21
- PERMISSIONS: 21
- PERSONAL ACCIDENT INSURANCE: 21
- PHOTOGRAPHS: 22
- PLAYGROUNDS: 22
- PREPARATORY YEAR: 22
- PRIVACY STATEMENT: 22
- RELIGIOUS INSTRUCTION: 24
- RESOURCE AND CONTRIBUTION SCHEME: 24

“Success Crowns Effort”
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCHOOL EVENTS</td>
<td>24</td>
</tr>
<tr>
<td>SCHOOL STRATEGIC PLAN (SSP)</td>
<td>25</td>
</tr>
<tr>
<td>SCHOOL SONG</td>
<td>25</td>
</tr>
<tr>
<td>SECURITY</td>
<td>25</td>
</tr>
<tr>
<td>SPORT</td>
<td>25</td>
</tr>
<tr>
<td>STAFFING</td>
<td>27</td>
</tr>
<tr>
<td>STUDENT LEADERSHIP</td>
<td>27</td>
</tr>
<tr>
<td>STUDENT DETAILS - UPDATES</td>
<td>27</td>
</tr>
<tr>
<td>SUPERVISION</td>
<td>27</td>
</tr>
<tr>
<td>SWIMMING</td>
<td>28</td>
</tr>
<tr>
<td>TRANSFERS</td>
<td>28</td>
</tr>
<tr>
<td>TRANSPORT SERVICES</td>
<td>28</td>
</tr>
<tr>
<td>TUCKSHOP</td>
<td>29</td>
</tr>
<tr>
<td>UNIFORMS – STUDENT DRESS CODE</td>
<td>29</td>
</tr>
<tr>
<td>VISITORS</td>
<td>30</td>
</tr>
<tr>
<td>Appendix 1 - Behaviour</td>
<td>34</td>
</tr>
<tr>
<td>Appendix 2 – Student Dress Code</td>
<td>34</td>
</tr>
<tr>
<td>Appendix 3 - Homework</td>
<td>37</td>
</tr>
<tr>
<td>Appendix 4 – Education Expenses</td>
<td>38</td>
</tr>
<tr>
<td>Appendix 5 - Technology</td>
<td>39</td>
</tr>
<tr>
<td>Appendix 6 - Complaints</td>
<td>41</td>
</tr>
<tr>
<td>PREP STUDENTS</td>
<td>43</td>
</tr>
</tbody>
</table>
Virginia State School Handbook

VIRGINIA STATE SCHOOL

Campus Address: Virginia State School
1678 Sandgate Road
VIRGINIA QLD 4014

Postal Address: P.O. Box 64
NORTHGATE QLD 4013

Contact Numbers:
School: (07) 3621 6222
Absence No: (07) 3621 6260
Fax: (07) 3621 6200
Prep: (07) 3621 6237
E-mail: admin@virginiass.eq.edu.au
Web Page: www.virginiass.eq.edu.au

Principal: Mr Timothy FARRELL
Deputy Principal: Miss Pamela COYLE
Head of Curriculum: Miss Rachel GUTTLER
Business Services Manager: Mrs Robyn COWLING
Administration Officer: Mrs Cathie CAMERON

Office Hours: 8.15 a.m. – 3.45 p.m. weekdays

“Success Crowns Effort” 3
PRINCIPAL’S MESSAGE

The purpose of this booklet is to inform parents new to the school of our policies, procedures, organisation and facilities, in the hope that transition from home to school, or from one school to another will be a pleasant one.

Virginia is a medium-sized but well-established school. From a small beginning in 1920 with 135 pupils, there are now approximately 500 students enrolled.

Our school boasts a new resource centre and multi purpose hall. These facilities were completed in 2010. All of our classrooms are fully networked and contain a number of computers. A computer lab containing 28 computers is well used by classes every day. Each preparatory year class contains an interactive whiteboard for learning.

Our Prep facilities are located on the western side of the school grounds and students are encouraged to act as buddies for our younger school family. The Prep children will be involved in the majority of whole school and individual activities.

Out of hours and vacation care is coordinated by the YMCA.

Virginia school grounds are well developed with play system for our junior students. As well as a fully irrigated oval, we have a heated pool, multipurpose play areas, and netball and soccer fields. Our school pool is available for use by students of all year levels from September to April.

The five hectares of grounds are covered by an abundance of large shade trees creating a parkland atmosphere.

With computers in every room from Prep to Year Seven, with a high ratio of technology in the upper school, our focus is the future and the expansion of information and communication technologies.

Present staff consists of:

- Principal
- Deputy Principal
- Teacher-Librarian
- 20 Full-time equivalent Primary Teachers
- Physical Education Teacher (0.8)
- Head of Curriculum (0.5)
- Language Other Than English (Japanese) (0.4)(L.O.T.E.) Teacher
- Learning Support Teacher (0.7)
- Visiting Specialist Staff
- 1 Classroom & Instrumental Music Teacher
- 1 Library Aide
- 5 Permanent Teacher Aides
- Business Services Manager
- 1 Administration Officer
- Schools Officer Grounds and Facilities
- Guidance Officer (0.3)
- 3 Cleaning Staff
- Special Education Teacher (0.4)
- Technology Support Officer (0.2)
A Support Teacher Literacy and Numeracy and Speech Therapist work within the school and visits are made by a Guidance Officer and Advisory Teachers (ESL (English as a Second Language), hearing impaired).

At Virginia, experience has proved that the most well adjusted and successful child at school comes from the home of co-operative, interested and caring parents. You can become one of these parents by getting to know your child's teacher, finding out ways in which you can assist, attending meetings and other school functions and becoming familiar with curriculum areas and changes in teaching methods.

We hope that you and your children's association with the school will be rich and rewarding.

Tim Farrell
Principal
VISION STATEMENT

Vision Statement

Many different learners – one Virginia spirit

In 2004, Virginia State School was recognised as a “School of Excellence”. In 2006 our Excellence In Music Program was acknowledged by being selected as a State Finalist in the 2006 Showcase Awards. Our school was also a Showcase State Finalist in 2009 and Regional winner in 2010 and 2011.

Virginia’s leadership and excellence through the Music program has significantly improved student outcomes.
ABSENCES

Parents are required to call the Absence Line or provide a note of explanation regarding a child's absence from school. The Absence telephone number is 07 3621 6260. It is Education Queensland policy to follow up all unexplained absences after 3 consecutive days of non-attendance at school. This can be avoided if parents contact the school if a long absence is anticipated.

There is no doubt that regular attendance at school is an important factor to successful development. Sickness cannot be avoided but some absences are of convenience rather than necessity, and the interested parents will avoid these. Education Queensland requires schools to record and explain all student absences.

For more information please visit our website www.virginiass.eq.edu.au and read the information on “everyday counts”. Additionally if your child arrives late to school they are required to attend the office for a late slip.

ACCIDENTS

In the case of an accident, if it is felt that attention other than that which we can give at school is required, we first attempt to contact a parent. In some cases treatment may be urgently required. Teachers then act in "loco parentis" and obtain treatment.

ADMISSION

Children born 1 July 2007 to 30 June 2008 are eligible for Prep in 2013. 

**EVIDENCE OF YOUR CHILD’S DATE OF BIRTH IS REQUIRED BEFORE THE ENROLMENT WILL BE COMPLETED.**

An enrolment form will need to be completed. Admissions throughout the year will involve an interview with the Principal, Deputy Principal or Administration Officer prior to commencement.

ARRIVAL

It is requested that children do not arrive at school prior to 8:15 am. Children are not permitted to enter the buildings unless a teacher is present. Children arriving early are requested to attend Before School Care. Additionally if your child arrives late to school they are required to attend the office for a late slip.
ASSEMBLIES

School assemblies are held each week in the Hall on a Friday morning from 9:00 a.m. Information on school activities, student achievements and relevant news is given, and students are involved in giving presentations. Parents and visitors are most welcome to attend our assemblies. Parents will be advised of assembly times at the beginning of the year.

We have two songs that are regularly sung at our assemblies. They are The National Anthem and One Virginia Spirit, the words to this song follow at the end of this booklet.

Special whole school assemblies are held for specific events throughout the year. These include:
- Captains Inauguration Ceremony - February
- ANZAC Day ceremony - April
- Awards Ceremony - November

Parents and friends are invited to attend our special ceremonies.

BICYCLES

Students who ride to school are required to wear a bicycle helmet whenever they are on their bikes. When entering the school grounds, cyclists are asked to dismount and walk their bicycles to the bike racks. It is recommended that bicycle chains and locks are used to secure all bikes.

BOOK CLUB – SCHOLASTIC

During the year catalogues for books will be sent home for children/parents to purchase if desired. The school library benefits from this with points being awarded according to the amount of sales. These points can then be redeemed for resources.

BOOKLISTS

Booklists recommending stationery requirements for all year levels are issued in Term 4 of each year for the following year. The P&C Association offer a book ordering service via a local service provider, where class items can be ordered, purchased and then collected at school. This service raises funds for the school, while being very convenient for parents. Some items on the booklist are available through the uniform shop (e.g. Library bag and homework folder).
CAMPS

Each year, our Year 7 students travel to Canberra and Sydney to visit Parliament House, the War Memorial, the Institute of Sport and other interesting venues. This educational excursion has proven to be a valuable contribution to our students’ understanding and personal development. This camp costs approximately $800 per student.

A three day Year 5 camp to Currimundi is organised as well at a cost of approximately $150.00 per student.

CODE OF BEHAVIOUR – BEHAVIOUR MANAGEMENT

Education Queensland requires all schools to have a Responsible Behaviour Plan for Students. A copy is provided to families on enrolment and is available on our school website.

CODE OF CONDUCT

Student’s Code of Conduct

- Be open, responsible and prepared to learn.
- Always be prepared for the day’s work and strive to improve.
- Consider others and work co-operatively in all aspects of school life.
- Be courteous and respect other people’s property, beliefs, ideas and efforts.
- Always consider the safety of yourself and others.
- Have pride in yourself, your work and your school.
**Parent’s Code of Conduct**

The *role* of parents/caregivers is to:
- Contribute
- Support
- Demonstrate a positive attitude towards the school
- Promote acceptable community behaviour

The *right* of parents/caregivers is to:
- Have concerns listened to

The *responsibilities* of Parents are to:
- Encourage a positive attitude towards the school policy and expectations
- Support the school’s policies and expectations
- Treat others with fairness
- Be a positive role model for others

As teachers are bound by a Code of Conduct and the children are expected to observe the School Rules and comply with the Responsible Behaviour Plan for Students, parents as members of the School Community are expected to observe the *Code of Conduct for Parents/Caregivers*.

“As a parent/caregiver of a child who attends Virginia State School, I am expected to treat teachers, children and other members of the school community with:
- RESPECT and
- COURTESY

At times this may be difficult. However, as a member of the community, I am encouraged to make every effort to practise a respectful and courteous manner.”

**CROSSING SUPERVISION**

Department of Transport Crossing Supervisors supervise, both before and after school, the pedestrian crossing in Jefferis Street. When crossing Jefferis Street, students are asked to use this crossing, or the pedestrian lights at Sandgate Road. Parents are also asked to set a good example for their children by using these street crossings.

Pedestrians must obey the directions of the Crossing Supervisors at all times to ensure maximum safety for everyone. Drivers must come to a complete stop while the crossing is in use, and must not proceed until the Supervisor has returned to the footpath. Please observe the “No Standing” areas near the crossings – clear vision is a necessity for our Crossing Supervisors.
CURRICULUM AREAS

LOTE – LANGUAGE OTHER THAN ENGLISH (JAPANESE)
L.O.T.E, as a subject, promotes social and cultural understanding. At Virginia State School, Japanese has been chosen as part of the curriculum. Year 6 and 7 enjoy L.O.T.E. as a compulsory subject, while some Year 4 and 5 students have a chance to study it and prepare for their compulsory years.

DENTAL SERVICE

| Hours of Operation: | 8.00 a.m. – 4.30 p.m. |

The State Government School-based Program provides free oral health care to schoolchildren from Prep up to and including Year 10.

The oral health team providing this service consists of a dentist, school dental therapist and dental assistants. Treatment is provided at each fixed or mobile dental clinic located, in most cases, in your child’s school. Some children may have to be treated at a nearby dental facility.

On completion of treatment of children at your school the oral health staff/facility move to their next school in priority and will return to your school as part of their recall system.

Emergency treatment is available to all eligible children by contacting Oral Health Services, North Brisbane on 1300 655 997.

Please note that the telephone numbers of all School Dental Clinics appear in the White Pages telephone directory under “Queensland Health – School Dental Clinics”.

EARLY DEPARTURE

If a child has to leave school early for any reason the collecting adult must report to the office to sign the child out. To minimise disruption to the class the child will be called to the office. In the case of the student being in Prep, the child can be signed out in the office and collected from the classroom.

EXCURSIONS

Class excursions are organised to enhance and reinforce specific program topics covered by individual classes. As an excursion occurs each term, an invoice will be generated, covering the cost of any excursions. No child is allowed to attend an excursion without written permission and payment.
HANDWRITING

The Queensland Beginner’s Alphabet

Lower Case

a b c d e f g h i j k l m n o p q r s t u v w x y z

Upper Case

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

The Queensland Cursive Alphabet

Lower Case

a b c d e f g h i j k l m n o p q r s t u v w x y z

Upper Case

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Please note that some letters are formed differently when they are joined.

HATS POLICY

As stated in the uniforms section, headwear requirement is a Royal Blue Hat with a brim.

Children who do not have this requirement will not be permitted to play at recess times or during outdoor activities.

The school promotes a Sun Smart Policy.

HOMEWORK

Everyone wants quality family time. If there was no homework we would deny quality time where children and their parents, as partners in a child’s education, are engaged in purposeful tasks set by the school. A book shared with their parents is an obvious example.

We are adapting a simple guide that Virginia School will adopt in setting any homework.

“Right amount at the right time for the right reasons”.

“Success Crowns Effort”
Children may be expected to complete homework given by their teachers. Homework will be given from Monday to Thursday but not normally at the weekend. In senior classes students may be required to devote some weekend time to the completion of projects and assignments.

Teachers will not give children “new work” for homework. The type of work given will include practice of work done in school; research; spelling; sentences; tables; reading; and completing projects.

Homework given by the teacher is an important part of learning for your child. All parents are encouraged to supervise homework and to assist their children to develop a sensible attitude towards work and study habits. When parents and teachers provide genuine encouragement and promote high expectations for students’ achievements, learning is more enjoyable and rewarding for all. Our students have a very fine reputation for the completion of their homework, assignments and projects to a very high standard.

For more information, refer to our school's 'Homework Policy'.

**HOURS OF OPERATION**

<table>
<thead>
<tr>
<th></th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preparation Bell</td>
<td>8:45 a.m.</td>
</tr>
<tr>
<td>Classes commence</td>
<td>9:00 a.m.</td>
</tr>
<tr>
<td>Classes finish</td>
<td>3:00 p.m.</td>
</tr>
</tbody>
</table>

**RECESS TIMES:**

First Recess: 11:00 a.m. – 11:45 a.m.
(15 minutes eating time followed by a 30-minute play period - some sports practice may take place during this period).

Second recess: 1:10 p.m. to 1:35 p.m.
(10 minutes eating time followed by a 20-minute play period - cultural activities may be arranged during this recess.)

**INFECTIOUS DISEASES and ILLNESSES**

*There is a responsibility on the part of the parents to see that our school records are up to date as far as addresses and telephone numbers are concerned.*

Children suffering from infectious/contagious diseases **must be excluded** from school. It is not necessary to exclude brothers or sisters or other contacts.
Present regulations provide the following exclusion times:

- **Chicken Pox**: Five days after the last blister has scabbed over
- **Measles**: At least four days from the first appearance of the rash
- **Rubella (German Measles)**: At least four days from the first appearance of the rash
- **Whooping Cough**: At least fourteen days from onset of the cough or till the child has taken five days of a seven day course of anti-biotics.

**CONTACTING PARENTS – RE: SICK CHILDREN**

When a child reports to the office with a health concern his/her condition is assessed (to the best of our abilities) and then monitored.

It may arise that parents/caregivers are contacted and a request is made for the parent/caregivers to collect the child.

In the event of being unable to contact parents (or other emergency contacts) or their inability to attend to their child an ambulance may be called.

**JEWELLERY AND VALUABLES**

The wearing of jewellery, apart from stud or sleeper earrings, is not allowed as in some situations it may be considered dangerous. The only exception to this rule would be a medication/allergy chain. In this case a permission note would need to be sent to school by the parent/caregiver. It is advisable that no valuable personal items be brought to school, purely for security reasons. Refer to the Student Dress Code for more information.

**LEARNING SUPPORT PROGRAMS**

Our school community is committed to providing a supportive school environment for all students. One of the many ways this is achieved is through individualised tutoring programs for students with particular needs. Some of these programs are made possible through Education Queensland funded initiatives. Other programs are made possible with Parents and Citizens’ Association assisted funding and others through volunteer help.

Please contact your child’s class teacher, the Principal or the Support Teacher Literacy and Numeracy if you have any concerns about accessing support for your own child, or if you would like to volunteer to help.
LEAVING GROUNDS

Children are not permitted to leave the school grounds at lunch breaks unless they have been given specific written permission by their parents to do so. Children will not be allowed to leave the grounds to buy lunch outside the school.

If children are required to depart during school hours for medical and dental appointments or for other reasons, requests from the parents should be in person or by letter. When collecting students early, parents are asked to report to the office, and complete the early departure book. Our office staff will contact the students via our intercom system.

In cases where there are court orders involving the taking of a child from school, other than by the parents who sent the child to school, we should be fully informed. All matters concerning addresses and family circumstances are strictly confidential.

LIBRARY

We have a large, modern library with a number of different learning areas. Our library resources include a good supply of fiction, non-fiction and reference materials. Multi-media materials are also available for teachers to use in classrooms with students.

There are 25 computers for students to use both in class and break times. The library is open to students at both breaks.

Children are expected to supply a cloth or plastic "Library Bag" to protect books in transit.

It is expected that parents will pay for any books that are lost or damaged through careless handling.

LOST PROPERTY

Lost property is collected and every endeavour is made to return goods to their owners. This is simple and sure when articles are named, but time consuming and often ineffective when articles are not. Articles not claimed are stored on "Lost Property Shelves" and after a reasonable period of time, unclaimed articles are given to some charitable organisation.

It is important, therefore, that all articles and clothing which may be removed, e.g. pullovers, raincoats, hats, etc. should be clearly marked with the child's name. Children changing for sport or swimming should have all clothing marked.

Year 1 children have difficulty in recognising their hats and bags. The use of a colour patch on the hat and a picture pasted on the bag as well as a name and class, is recommended.
LUNCHTIME ACTIVITIES

Virginia State School provides a range of activities during the lunch break for children to take advantage of. These activities may include access to the library, Oasis Club and access to sporting equipment. At times throughout the year our Student Welfare worker will provide access to additional lunchtime options such as handball competitions or quiet indoor activities. To allow equal access to these activities we sometimes separate the junior and senior school.
MEDICATION

Education Queensland has issued guidelines for the administering of medication to all State Schools. These state that long term medication may be administered only after receipt, by office staff, of written instructions by a pharmacist at a doctor’s direction. The medication container needs to indicate specific times at which medication is to be administered as well as the quantity. Short-term oral medication may be administered provided it is given strictly in accordance with instructions by the student’s medical practitioner and is requested by the parents in writing.

Unfortunately over-the-counter medication cannot be administered by school staff.

The school is required by Education Queensland to keep a record of all occasions when medication is administered at the school. This record must include copies of the necessary letters from parents and medical practitioners.

NO CHILD IS TO BRING MEDICINE, PILLS OR SPRAY TO SCHOOL TO BE SELF ADMINISTERED.

Parents must notify the school, in writing, of any health conditions requiring medication at school. The written information must contain the name of the medication, the dosage and time for administering the medication and any potential side effects or adverse reactions. The medication needs to be provided to the school in the original labelled container. If a change of dosage is required the school must receive written confirmation of the change from your doctor or specialist.

MOBILE PHONES / IPODS / ELECTRONIC GAMES

Mobile phones etc are not permitted in classrooms or children's school bags. These are to be delivered to the office on arrival at school. They are to be turned off for the duration of the school day. Children are to collect their items before going home.

MUSIC

Music plays a very important part in our lives at Virginia State School

At Virginia State School, we have exceptional music standards within our student body, our school community and our teaching staff, to enable us to provide a long-term excellence program in music for our students. We aim to extend their music education beyond the norm in both Instrumental music (IM) and Classroom music (CM). Our school adult community will (and already are!) be involved in our excellence program, through adult recruitment programs, buddy teaching, mentoring and shared lessons and rehearsals.

Classroom Music

A fully integrated music program, combining the skills and experience of one music teacher for Classroom music and Instrumental Music has been developed at Virginia State School. From P-7, all students are involved in music and music performance. Every student in year 6 and 7 will be learning at least one instrument by the end of 2006. All year 5, 6 and 7 students learn guitar in classroom music, and members of the instrumental music program are able to learn from a wide variety of orchestral instruments.
All students from the Preparatory year to year 7 are involved in music excellence. Voice is the main ingredient to every other aspect of our music program, and is used extensively in all year levels.

Choir
Students have the opportunity to join 1 of 3 choirs. Junior Choir (Years 1,2,3,4): Senior Choir (Years 5,6,7) or our new Boys Vocal Group (Years 5,6,7). Choirs are entered into competitions and perform at as many local community events as possible to gain more experience.

Instrumental Music
Year 4, 5, 6 and 7 students have the opportunity to join our very large and experienced Instrumental Music program. Our 80 strong Concert Band, 20 piece Stage Band, Flute, Clarinet, Saxophone, Brass and Percussion ensembles have toured throughout South-East Queensland performing to schools and communities. Many local community events are supported by our music groups and students learn a variety of performance mediums, including compering and stage management.

NEWSLETTERS
The Virginia State School newsletter – “The Informer” – is printed fortnightly and is distributed via the classes to the youngest member in the family. Important dates, newsworthy items, children’s contributions, community notices and tuckshop news are all included in the newsletter. “The Informer” is also available on our web page, and arrangements can be made to e-mail a copy to you if preferred. Please ask your child to show you “The Informer” – it is a wonderful way to keep up to date with what is happening in our school.

ORIENTATION DAY
In October/November, we conduct an Orientation Day for future students. Our new Prep students are paired with a Year 6 “buddy” as they witness classroom, physical education and music lessons. Parents are able to speak with the Principal, Deputy Principal, teaching staff, representatives of the various Parent groups and Uniform Shop assistants to answer any queries they may have. A Morning Tea usually follows the information session for both parents and children.

OUT OF SCHOOL HOURS CARE
The YMCA co-ordinates the operation of an “Out of School Hours” care program which is managed by a trained Co-ordinator. This service is provided for both school and prep age children. Children receive breakfast or afternoon tea and take part in a variety of sport and craft activities. Childcare assistance may be available to eligible families.

Hours:
Before School Care: 6:30 a.m. - 8:30 a.m.
After School Care: 3:00 p.m. - 6:00 p.m.
Vacation Care: 6:30 a.m. - 6:00 p.m.

Contact phone and enquiries for the Out of School Hours Care is 3266 3159.
PARENTS AND CITIZENS’ ASSOCIATION

Membership of the Association is open to all parents and other interested persons. Meetings are held on the fourth Wednesday of each month at the school.

The Association aims to improve educational facilities by the provision of additional materials and equipment. The Association also works with the Principal and Staff to foster parent-teacher co-operation and local interest in matters educational.

The Tuckshop, the Swimming Club and the Instrumental Music Support Group are sub-committees of the P&C Association.

A good school depends greatly on an active and interested Association.

PARENT AND VOLUNTEER HELPERS

Parents and community members are an important part of our school, and they are encouraged to become involved in school activities. Parents can offer assistance in a variety of ways:

- Classroom help – reading, maths activities & swimming
- Supervision on excursions
- Uniform Shop and Tuckshop
- Fundraising – Mother’s and Father’s Day stalls
- Working Bees

Please contact your child’s teacher to find out how you can help.

Volunteers other than current parents of enrolled students are required by law to hold a Suitability Card (or “Blue” card). Application forms are available from the office.

PARENT TEACHER INTERVIEWS

Formal interviews are carried out at the end of Term 1 and Term 3. If you would like to make an appointment to discuss your child’s progress, please see the classroom teacher.

PARENT WAITING AREAS

Parents are asked not to wait directly outside classrooms when meeting their children. There are many shaded and undercover areas with seating which are more suited for waiting parents. By adults sitting downstairs, classes are not disrupted and children are not distracted from their work. The staff greatly appreciates the consideration shown by parents and caregivers.
PAYMENTS

Payment for student invoices or activities can be made by cash, cheque, credit card or eftpos. If paying by cash, please ensure that the correct money is included, as the school does not keep cash on the premises. All payments are to be made in the school payment envelopes (available from your classroom or the office). Please make sure to include on the envelope:

- Your child’s name and class
- The amount enclosed
- Reason for payment (e.g. resource scheme, excursion, Arts Council etc).

Envelopes are to be returned to your child’s class teacher on a Tuesday, Wednesday or Thursday these will be forwarded to the office (in the class cash bag) for receipting. Receipts will be issued and returned to your child via the classroom. Processing payments in this way reduces the congestion in the office at peak times.

Payments for excursions and activities will have a closing date. This date needs to be adhered to so payment processing can take place prior to the event. Please consult our Business Services Manager if you are experiencing difficulties with making payments.

PASSENGER COLLECTION AREA

This area is located off Jefferis Street. Motorists bringing children to school or taking children away from school can use the area. Under no circumstances are motor vehicles permitted to drive into the school grounds.

In the afternoon, children wait behind the school fence until collected. Teacher Aides and teachers are on duty until 3:20pm.

PERMISSIONS

Parents/Caregivers and Children have to sign certain permissions. The permissions are all explained on the enrolment forms.

PERSONAL ACCIDENT INSURANCE

Physical activity and physical education, particularly contact sports, carry inherent risks of injury. Parents are advised that the Department of Education and Employment does not have Personal Accident Insurance cover for students.

Education Queensland has public liability cover for all approved school activities and provides compensation for students injured at school only when the Department is negligent. If this is not the case, then all costs associated with the injury are the responsibility of the parent or caregiver.

It is a personal decision for parents as to the type and level of private insurance they arrange to cover students for any accidental injury that may occur.
PHOTOGRAPHS

Each year a photographer takes class photographs, as well as photographs of the Concert Band and Student Council. Students are encouraged to wear their full school uniform on this day.

PLAYGROUNDS

The school has a lovely shady playground for the junior students allowing them a safe environment in which to play. The upper and lower ovals are utilised by all students.

PREPARATOR YEAR

The program capitalises on the natural play of early childhood to reinforce the skills necessary for success at school. Small and gross-motor, language, thinking processes, social and emotional skills are monitored, as all areas of development play a part in school achievement.

<table>
<thead>
<tr>
<th>BIRTH DATE:</th>
<th>Eligible for Prep Year in:</th>
<th>Eligible for year 1 in:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Child born 1 July 2010 – 30 June 2011</td>
<td>2016</td>
<td>2017</td>
</tr>
</tbody>
</table>

More information on Preparatory Year can be found on the following websites:
Enrolments will be taken through the school office on 07 3621 6222.

PRIVACY STATEMENT

ENROLMENT

The Department of Education is collecting the information on this form for the purpose of school enrolment and student management. Personal information collected by the Department is protected by the Queensland Government's information Standard 42 – Information Privacy.

However, in accordance with information Sharing Protocols and Memoranda of Understanding, some of this information may be passed on to government agencies. Some of these state government agencies include Queensland Health, Queensland Transport, Queensland Police Service and Department of Families. The commonwealth government, through Centrelink, may require information for matching purposes in relation to the payment of benefits to some students.

Personal information on the enrolment form can be disclosed to other third parties without the individual's consent where authorised or required by law.
ATTENDANCE/ACHIEVEMENT/BEHAVIOUR
While students are enrolled in and attend state schools, school staff will collect personal information about their academic performance, attendance and behaviour for the purpose of monitoring their educational progress and providing educational programs to suit the needs of the student.
Year 3, 5 and 7 student names are passed on to the Queensland Studies Authority for the purpose of issuing individual reports in relation to the assessment of numeracy and literacy skills of students.
This personal information can be disclosed to other third parties without the individual’s consent where authorised or required by law.

WELLBEING, PROTECTION AND SAFETY
During a student’s attendance, the Department of Education may also collect personal information that relates to the wellbeing, protection and safety of the student. This personal information may be passed on to agencies such as Queensland Health, Queensland Police Service and Department of Families in accordance with Education Queensland’s Student Protection Policy and other policies relating to student behaviour.
This personal information can be disclosed to other third parties without the individual’s consent where authorised or required by law.

CHILDREN AND YOUNG PEOPLE IN THE CARE OF THE STATE – DATA MATCHING
The Department of Education and Department of Families conduct a data-matching program to improve school achievement outcomes for children and young people in care.
The data-matching program involves a comparison, through a unique identifier, of certain personal information of children and young people in care and those children of similar age in the general school student population, including those who have specific needs. This personal information may include:
- achievement levels;
- retention rates;
- age;
- school year levels;
- school disciplinary absences; and
- student movement between schools.


If you have any questions about privacy or access to information, you may contact Education Queensland’s Privacy Contact Officer on 3237 0546.

Queensland term dates - 2013

<table>
<thead>
<tr>
<th>Term</th>
<th>Term dates</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term 1</td>
<td>Tuesday 29 January - Thursday 28 March</td>
<td>9 weeks</td>
</tr>
<tr>
<td>Term 2</td>
<td>Monday 15 April - Friday 21 June</td>
<td>10 weeks</td>
</tr>
<tr>
<td>Term 3</td>
<td>Monday 8 July - Friday 20 September</td>
<td>11 weeks</td>
</tr>
<tr>
<td>Term 4</td>
<td>Tuesday 8 October - Friday 13 December</td>
<td>10 weeks</td>
</tr>
</tbody>
</table>
RELIGIOUS INSTRUCTION

Each week, Ecumenical and Catholic based Religious Education is provided (subject to availability of R.E. teachers) for all children from years 1 - 7. Children will be expected to also purchase a religion education text.

If parents wish their child to be excluded from Religious Instruction, or to change to another denomination other than the one for which they are registered, written permission is required.

RESOURCE AND CONTRIBUTION SCHEME

Many items are considered necessary in a good school and are not fully supplied through Government Grants. To enable children to have the advantage of as many modern resources and facilities as possible the School Administration and P&C Association manage a Resource and Contribution Scheme.

RESOURCE SCHEME

The purpose of this scheme is to ensure that all students have the necessary resources for their education, and to save parents/caregivers money and the need to shop for certain school resources/books.

In return for a fee the scheme provides:
- reproduced class workbooks and worksheets and teacher-prepared material which complement and/or substitute for textbooks
- photocopying costs of classroom materials and workbooks/sheets
- material for classroom projects
- additional classroom stationery
- additional computer software including mathletics and reading eggs

CONTRIBUTION SCHEME - VOLUNTARY

The P&C Association requests of parents/caregivers a contribution per student per year. This money is used to enhance learning and recreational resources and for student comfort, such as shelters and outdoor seating.

While this scheme is voluntary, parents/caregivers are encouraged to participate.

ALL SCHEMES

The resource scheme and the student contribution scheme are discussed at the October meeting of the P&C Association. Parent/Caregivers are invited to attend this meeting and express their opinions on both schemes. A vote is taken at this meeting each year as to the continuation and coverage of the schemes. Excursions and performances will be invoiced separately.

SCHOOL EVENTS

Virginia State School encourages a variety of cultural experiences for its students. Many special events are organised throughout the year, for the enjoyment and enrichment of our students.

The dates of these are advertised in the school calendar, on the webpage, in The Informer and through notes sent home with children.

Some of the events are:
### Weekly assemblies
- Captains Inauguration
- Parent/Teacher Interviews
- Easter Hat Parade
- Anzac Day

### Activities
- Music Trivia Night
- Musical Morning of Madness
- Awards Night
- Twilight Concert
- Graduation Dinner

Parents and grandparents are encouraged to attend many of these events. Children love to have their parents and relatives with them to share in their glory.

### SCHOOL STRATEGIC PLAN (SSP)

Members of the School Community work very hard to produce a SSP, Annual Implementation Plan and School Budget. The aim of each document is to provide a framework for the continued development of Virginia State School.

Parents and staff work together to monitor, review, and revise this plan to ensure we provide a supportive and challenging learning environment for all students.

### SCHOOL SONG

In 2005 Virginia State School was given an Artist in Residence Grant. With the help of Simon Monsuier and Brian Procopis the teachers and students developed a School Song. This song is sung at Assembly each week along with Advance Australia Fair. The words are printed at the back of this handbook.

### SECURITY

A State of the Art electronic security system, monitored by State Government Security, provides protection of the buildings and contents. Members of the school community who witness suspicious behaviour are urged to contact Government Security immediately on 3224 6666 or School Watch on 131788.

The resources that are available for use by the students and staff have taken time and considerable expense to amass. The assistance of the school community is sought to ensure that these resources are protected and are always available to provide a supportive and challenging learning environment.

### SPORT

Good sporting facilities are available at our School, including large ovals, 2 tennis courts, cricket nets, a pool and large undercover areas.

Children in Years Five to Seven have the opportunity to be involved in inter-school sport teams within the Bramble Bay district. Sports on offer include: cricket, softball, tag league, netball, soccer and rugby league.

All children from Years One to Seven are also involved in inter-house athletics, swimming and cross-country carnivals. Dates of these will appear in “The Informer” and parents are most welcome to attend. Prep students may be involved in some of these events as well.


House System

Once enrolled, your child is placed in one of three houses.

Jacaranda  Blue
Wattle     Yellow
Poinsettia Red

During the year we hold several sporting events. i.e. swimming carnival, athletics carnival and cross country. Children are encouraged to wear shirts and hats in their house colours on sports days.
STAFFING

Specialists
Our students receive support from many highly qualified professional support staff. Several of our specialists are based at the school including our Learning Support Teacher, Special Education Teachers, Head of Curriculum, Teacher Librarian, LOTE Teacher and Physical Education Teacher. We also receive regular support from Advisory Visiting Teachers. A full list of staff will be published in the newsletter at the commencement of each year.

STUDENT LEADERSHIP

Our students contribute significantly to the reputation and good order of Virginia State School. Our Student Council is represented by our School Captains and the Year 7 School Leaders. The Student Council organises activities for the students, while supporting worthy causes.

School Discos: These take place in the school’s hall and are for students of Virginia State School. A Junior Disco for students in Years Prep to 4 operates from 4:30 p.m. to 6:00 p.m. A Disco for students in Years 5 to 7 takes place from 6:30 p.m. to 8:00 p.m. Entry tickets are pre-sold. Parents must escort their children to and from the discos. Discos are usually held at the end of Terms 1, 2 and 3. Money raised usually goes towards costs associated with the schools camping program.

Free Dress Days: On the last day of each term, students may wear “free dress” for a gold coin donation. The money raised on these days is donated to selected charities.

STUDENT DETAILS - UPDATES

Please advise office staff:
- If you change your address or place of work
- If there is a change in your emergency contact numbers
- If any significant changes occur with regards to your child’s health
- Any custodial orders/arrangements/court orders
- If you feel we should know of any other changes which concern your child please contact the principal
- If you have any concerns about your child at this school
- If you are pleased with what is being done for your child at this school.

SUPERVISION

Teachers supervise children at school from 8:45 a.m. to 3:00 p.m. It is important for parents to ensure that students do not arrive at school too early. Similarly, it is essential that the school be informed of any changes to procedures for collecting students after school. All students are advised to return to the office if their parent or caregiver does not arrive at the school at the designated collection time.

Students who arrive at school before 8:30 a.m. will be required to sit in a designated area. Parents and Caregivers are asked to contact the school if they anticipate being late to meet their children or if they have changed the arrangements for collecting their children. If children have not been collected by 3:20 p.m., parents will be contacted.
SWIMMING

Our Physical Education Specialist, together with the support of parent volunteers, conducts a comprehensive whole school swimming program. In the swimming season (Terms 1 and 4), all classes have one or two lessons per week that emphasise stroke development, stroke correction, survival skills and fun in the water. All students are required to wear a bathing cap, suitable togs (one-piece costume for girls) and a rash shirt. Each student should have a separate swimming bag to carry wet togs and towel in. Parents are asked to ensure that all items including the child’s towel are clearly identified with the child’s name. Strict supervision is maintained at all times when children are in the swimming pool area. Year 1 children commence swimming when settled into the school routine. Jewellery cannot be worn in the pool. Prep students commence swimming in term 4.

TRANSFERS

A School Transfer Certificate is required when a child transfers from one State School to another within the State. The Certificate is supplied to the enrolling school, by the school from which the child is departing.

If children transfer during the year, all issued textbooks and library books should be returned and personal books and materials collected before leaving.

TRANSPORT SERVICES

Virginia State School is very accessible by public transport. The Virginia railway station is on the northern boundary of the school grounds, while several Brisbane City Council Bus services use the bus stop on Sandgate Road.

Travelling inbound you can catch the following bus services:
- 306 terminating at the Cultural Centre, South Brisbane
- 310/315 terminating in the City.

Travelling outbound are the following services:
- 306 terminating at Nudgee Beach
- 310 terminating at Eventide, Brighton
- 315 terminating at Redcliffe, Scarborough.
TUCKSHOP

The tuckshop is open on **Thursdays and Fridays**. The tuckshop can only operate if we have enough volunteer helpers.

**Tuckshop Orders**

Orders similar to the one below are completed on a brown paper bag which is supplied by parents (and are available from the Tuckshop for 5 cents per bag) and then deposited into boxes in each classroom prior to the commencement of school. Please tell your child what you are ordering and the correct change would be appreciated. Please place the correct money inside the brown bag and fold to ensure that money does not drop out. The bag can be lightly taped if necessary. Tuckshop lists are available for download from our website.

**SAMPLE BROWN PAPER BAG**

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pie (with sauce)</td>
<td>1.10</td>
</tr>
<tr>
<td>Choc. Breaker</td>
<td>.75</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$1.85</td>
</tr>
</tbody>
</table>

**UNIFORMS – STUDENT DRESS CODE**

A school uniform has been designed and adopted. To adopt a uniform is one thing; to have it used requires the co-operation of the parents. Virginia is a "Uniform School" and the wearing of our school uniform is policy endorsed by the Parents and Citizens Association.

The wearing of a school uniform gives a young child a sense of security when he/she becomes a member of a group larger than his/her family. As the child progresses through the school, it should mean more. It represents acceptance of standards in manners, conduct and learning set by the school. The school uniform is readily identified in public, making control and supervision easier.

At public functions and on educational visits the uniform creates a favourable impression that reflects on the school and its pupils. A child willing to cooperate in the wearing of a school uniform is usually helpful in all other matters.

It is desirable that each child has at least one uniform which can be used on visits away from the school or on special occasions. The wearing of hats and acceptable footwear is expected as part of our uniform policy. Hats with brims are preferred. Closed-in shoes or sandals are preferred. Footwear such as thongs could be considered dangerous.

The wearing of jewellery is not allowed as in some situations it may be considered dangerous.
“Tank Tops” and backless sun frocks, and board shorts, etc., though ideal for casual wear at the beach, are not suitable for school wear as they do not comply with the reasonable standard of dress we are trying to encourage.

All uniforms are available from the Virginia State School Uniform Shop, which is operated voluntarily by members of our Parents and Citizens’ Association. The Uniform Convenor co-ordinates the sale of both new and used uniforms. The Uniform Shop opens every Friday from 8:30am to 8:55am.

Virginia State School is a uniform school. We have the support of our Parents and Citizens' Association to promote 100% adherence to the uniform. Our student dress code consists of an agreed standard and items of clothing, which includes a school uniform that Virginia State School students wear when:

- attending or representing their school;
- travelling to and from school; and
- engaging in school activities out of school hours.

The Virginia student dress code reflects school community standards and is consistent with occupational health and safety and anti-discrimination legislation. We will actively encourage our students to take pride in themselves and their school. One way in which this may be achieved is through adherence to the school’s dress standards. As the parent/carer and provider of your child, we seek your support in this matter.

Inappropriate dress refers to clothing or apparel worn by students that is deemed to be:

- Offensive;
- Likely to disrupt, or negatively influence normal school operations;
- Unsafe for student or others; and
- Likely to result in a risk to health and safety of student or others.

In circumstances where inappropriate or unreasonable dress is worn, appropriate action will be taken.

**VISITORS**

All visitors are asked to register at the school office on arrival where you will be issued with a Visitor’s Badge. These badges are to be worn at all times while at Virginia State School. This identification system assists staff to maintain a safe and secure environment for our students.
ONE VIRGINIA SPIRIT

_Ooh, Ooh, Ooh, Ooh_

There's a blue and gold tradition that has become our mission, a golden rule for our time at school, to work with great ambition. Along the road we learn something new at every turn. To break new ground the whole year round our heads and hearts will yearn.

Virginia State School many learners but one spirit, that one Virginia spirit means together we belong.

_Ooh_

We look to our teachers, for their dedication reaches, deep inside to Virginia pride, with everything they teach us. In music and in sport, sometimes we may fall short, stumble then we get up again with all our friends' support.

Virginia State School many learners but one spirit, that one Virginia spirit means together we belong.

/Getting a/long - for to/gether we 're /strong and we /help each /other reach /up for the /stars. If we're /down and /out, we /sing and /shout, e/motiona/re/silience - /we'll go /far. Keep /try/ing with per/sistence, we'll /always go the /distance and /each indi/vidual /effort brings suc/cess. We /plan, do and /try, build our /dreams to the /sky, and /face the /world with /strength and confi/dence.

_Ooh, One Virginia Spirit.

There are those who share our history, where they are now is a mystery, but we'd welcome them like long lost friends to our Virginia family. The future will unfold with dreams and gifts untold. Our Virginia spirit is the spirit of the blue and gold.

Virginia State School many learners but one spirit, that one Virginia spirit means together we belong.

Virginia State School many learners but one spirit, that one Virginia spirit means together we belong.

*Girls*- Ooh, Ooh, Ooh, _One Virginia Spirit_

*Boys*- One Virginia, One Virginia, One Virginia, One Virginia, One Virginia, One Virginia, One Virginia, _One Virginia Spirit_.

“Success Crowns Effort”
We look forward to seeing you at our school soon.
Appendix 1 - Behaviour

Link to Responsible Behaviour Plan

Appendix 2 – Student Dress Code

STUDENT DRESS CODE

Virginia State School is a uniform school. We have the support of our Parents and Citizens’ Association to promote 100% adherence to the uniform. Our student dress code consists of an agreed standard and items of clothing, which includes a school uniform that Virginia State School students wear when:

- attending or representing their school;
- travelling to and from school; and
- engaging in school activities out of school hours.

The Virginia State School Parents and Citizens’ Association supports a student dress code policy because it believes that a student dress code provides clothing that aims to contribute to a safe and supportive teaching and learning environment through:

- ready identification of students and non-students at school;
- fostering a sense of belonging; and
- developing mutual respect among students by minimising visible evidence of economic or social differences.
- promoting an effective teaching and learning environment by eliminating the distraction of competition in dress and fashion at the school.

The Virginia State School Parents and Citizens’ Association supports a student dress code policy because it believes that a student dress code provides clothing that aims to contribute to a safe and supportive teaching and learning environment through:

- ready identification of students and non-students at school;
- fostering a sense of belonging; and
- developing mutual respect among students by minimising visible evidence of economic or social differences.
- promoting an effective teaching and learning environment by eliminating the distraction of competition in dress and fashion at the school.

The Virginia student dress code reflects school community standards and is consistent with occupational health and safety and anti-discrimination legislation. We will actively encourage our students to take pride in themselves and their school. One way in which this may be achieved is through adherence to the school’s dress standards. As the parent/carer and provider of your child, we seek your support in this matter.

Inappropriate dress refers to clothing or apparel worn by students that is deemed to be:

- Offensive;
- Likely to disrupt, or negatively influence normal school operations;
- Unsafe for student or others; and
- Likely to result in a risk to health and safety of student or others.

In circumstances where inappropriate or unreasonable dress is worn, appropriate action will be taken.

Locations: All uniforms are available from the School Uniform Shop

<table>
<thead>
<tr>
<th>School Standard</th>
<th>Parents are advised that</th>
<th>Consequences</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Girls Summer Uniform:</strong></td>
<td>Virginia is a uniform school where students are encouraged to wear the uniform. Clothing that is offensive or likely to disrupt or negatively influence the normal</td>
<td>× Students wearing inappropriate clothing or apparel will be asked to dress appropriately.</td>
</tr>
<tr>
<td>Royal blue skort</td>
<td>Virginia is a uniform school where students are encouraged to wear the uniform. Clothing that is offensive or likely to disrupt or negatively influence the normal</td>
<td>× Students not wearing school uniform will be</td>
</tr>
<tr>
<td>Royal Blue polo shirt with Gold</td>
<td>Virginia is a uniform school where students are encouraged to wear the uniform. Clothing that is offensive or likely to disrupt or negatively influence the normal</td>
<td>× Students not wearing school uniform will be</td>
</tr>
<tr>
<td>collar and sleeve trim, with</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Virginia State School emblem OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Royal blue, light blue, gold and</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Boys Summer Uniform:
Royal blue school shorts
Royal Blue polo shirt with
Gold collar and sleeve trim, with Virginia State
School emblem.

**school operations** is not permitted.
Shorts are to be Royal blue in colour with no
brand names.

To represent the school on excursions, interschool
sport etc all students are to wear the appropriate
Virginia uniform. Students not wearing the uniform
are required to bring an explanatory letter from
their parents.

*Students who do not have a sun-safe hat or swim shirt for outdoor
activities will be required to sit in a shaded area.

* Students who do not have a sun-safe hat will be excluded from
activities in the sun during play breaks.

* Students who do not have Royal blue headwear will be ineligible to represent
the school away from the campus.

### Hats:
Royal Blue Bucket Hat OR
Royal blue broadbrim hat.

Non-wearing of a Royal blue bucket or broadbrim hat is *likely to result in a risk to the health of the student*. Virginia follows the Sun-Safe guidelines of the Queensland Cancer Society. Regular caps are not permitted and will be considered as 'no hat'.

Education Queensland policy to wear swim shirt for any pool activity.

### Swimming:
Swim shirt required for all pool activities.

### Footwear:
Fully enclosed shoes preferably black

**Socks:**
Grey school socks - boys
White socks - girls

Non-wearing of shoes could be *unsafe for the student or others*. Shoes with high heels or platforms, thongs, slip ons and sandals are not suitable. Sandals may be worn only on days when class swimming lessons are timetabled (P - 2 only)

* A student will be asked to replace his/her shoes
and will be excluded from all outdoor
activities until suitably attired.

### Jewellery:
* Watch
* Small plain sleepers or stud earrings
* Medical alert bracelet or
  Necklace
* Items of significant

Other jewellery may be
*unsafe for the student or others* as such items could become caught in play equipment or could come into contact with another student causing injury. Students will be requested to remove or

* A student wearing other jewellery will be asked to remove the item and if necessary give it to the teacher for safe-keeping for the remainder of the day.
<table>
<thead>
<tr>
<th>Topic</th>
<th>Rule</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Religious Belief</td>
<td>Tape jewellery during some sport.</td>
<td></td>
</tr>
<tr>
<td>Nail Polish:</td>
<td>Only clear nail polish to be worn.</td>
<td>* Students wearing coloured nail polish will be asked to remove it by the next day.</td>
</tr>
<tr>
<td>Hair:</td>
<td>To reduce the transfer of headlice long hair is to be plaited, braided or tied back with blue or yellow hair accessories. Long hair not tied up could be 'unsafe for the student and likely to result in a risk to health and safety of students and others'. Dyed hair and inappropriate hairstyles e.g. Mohawk, tracks or rat tails could 'negatively influence the normal school operations'.</td>
<td>* Students will be encouraged to tie back long hair. * Students will be asked to keep inappropriate hair styles for the vacation periods.</td>
</tr>
<tr>
<td>Helmets:</td>
<td>Helmets must be securely fastened. Non-wearing of helmets is against the law and could be 'unsafe for the student and others'.</td>
<td>* If necessary the police will be contacted.</td>
</tr>
</tbody>
</table>

In all of the above circumstances: **Parents/Caregivers can be notified by letter that their child is not complying with the Student Dress Code.**
Appendix 3 - Homework

Homework Policy

Belief Statement:

At Virginia State School we believe that independent home study is an essential part of every student's day. In order to develop good home study habits and practice, review or complete a learning task, it is expected that all students will be set some homework activity.

Homework tasks can engage students in independent learning to complement work undertaken in class through:

- revision and critical reflection to consolidate learning (practising for mastery)
- applying knowledge and skills in new contexts (a topic of interest, an authentic local issue)
- pursuing knowledge individually and imaginatively (investigating, researching, writing, designing, making)
- preparing for forthcoming classroom learning (collecting relevant materials, items, information)

Expectations:

Homework tasks differ greatly dependent on year level and Teacher expectations. In some cases, homework tasks may be completed daily or over a week or fortnightly period which will be specified by the classroom teacher. In accordance with the new State Schools' homework legislation, the following times are recommended:

- Years 1 to 3 - up to 1-2 hours per week
- Years 4 and 5 - up to 2-3 hours per week
- Years 6 and 7 - up to 3-4 hours per week

Reading, either in the form of home readers in the lower grades or recreational reading for more advanced readers is still considered an integral part of a students home study practices. We encourage all children to fill in their 'Reading Log' sheets to enable the classroom teacher to monitor their home reading.

The role of Parents and Caregivers

Parents play a vital role in monitoring, guiding and assisting their children with the completion of homework tasks. Working with your child and offering encouragement can greatly assist your child develop the right attitude to homework and learning in general. If your child is having difficulty completing homework tasks or if you have concerns you should contact the classroom teacher.
Appendix 4 – Education Expenses

<table>
<thead>
<tr>
<th>Education Expenses</th>
<th>Prep</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
<th>Year 6</th>
<th>Year 7</th>
</tr>
</thead>
<tbody>
<tr>
<td>Learning Materials</td>
<td>$60</td>
<td>$60</td>
<td>$60</td>
<td>$60</td>
<td>$60</td>
<td>$60</td>
<td>$60</td>
<td>$60</td>
</tr>
<tr>
<td>Learning Activities (includes excursions)</td>
<td></td>
<td></td>
<td></td>
<td>Itemized on individual year level invoices</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Technology</td>
<td>$20</td>
<td>$20</td>
<td>$20</td>
<td>$20</td>
<td>$20</td>
<td>$20</td>
<td>$20</td>
<td>$20</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$80</td>
<td>$80</td>
<td>$80</td>
<td>$80</td>
<td>$80</td>
<td>$80</td>
<td>$80</td>
<td>$80</td>
</tr>
</tbody>
</table>

Virginia State School provides free instruction, administration and facilities to students enrolled who are Australian citizens or permanent residents or children of Australian citizens or permanent residents. State schools are permitted to charge students fees under certain circumstances. (FN-M-PR-019: State Education Fees) State schools are able to charge students for:

- Educational services including materials and consumables not defined as instruction, administration and facilities;
- Educational services purchased from a provider other than the State school;
- Specialised education programs and commercial activities.

State schools may also request parents to make a voluntary financial contribution to enhance the provision of instruction, administration and facilities to their students.

Learning Activities involve student participation in commercial activities and specialized programs that support instruction. Learning activities include an individual student charge and may involve a bus cost. The calculation of the cost of excursions can vary according to the number of students attending. These activities will be itemized on a separate invoice.

<table>
<thead>
<tr>
<th>Learning Activities</th>
<th>Prep</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
<th>Year 6</th>
<th>Year 7</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excursions</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Performances</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Life Education Van</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Family Planning</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LOTE Activities</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

Parents/caregivers experiencing financial difficulty - Please contact the School Administration if financial hardship exists so that special arrangements can be made. All discussions will be held in confidence.

Refunds - Parents must speak to the school Business Services Manager to arrange a refund. The school Business Services Manager will review the activity and establish the entitlement to a refund and discuss the alternative of transferring the payment to another school activity. Refunds are paid by electronic funds transfer.
Appendix 5 - Technology

INFORMATION FOR STUDENTS AND THEIR PARENTS
ON SCHOOL NETWORK USAGE

Why are schools providing students access to ICT facilities?

To ensure young Queenslanders are well equipped to contribute fully to the information economy, the education sector is responding to the innovation directions of the Smart State Strategy through Smart Classrooms. This strategy focuses innovative programs and resources towards schools, teachers and students. An essential tool for schools in the provision of innovative educational programs is the utilisation of intranet, internet and network services. Therefore, access to these technologies is an increasingly essential part of the modern educational program provided in schools.

What is acceptable/appropriate use/behaviour by a student?

It is acceptable for students to use school computers and network infrastructure for: assigned class work and assignments set by teachers; developing literacy, communication and information skills; authoring text, artwork, audio and visual material for publication on the Intranet or Internet, solely for educational purposes as supervised and approved by the school; conducting research for school activities and projects; communicating with other students, teachers, parents or experts in relation to school work; and access to online references such as dictionaries, encyclopaedias, etc. Students can also collaborate, research and learn through Education Queensland’s e-learning environment.

What is unacceptable/inappropriate use/behaviour by a student?

It is unacceptable for students to: download, distribute or publish offensive messages or pictures; use obscene or abusive language to harass, insult or attack others; deliberately waste printing and Internet resources; damage computers, printers or the network equipment; violate copyright laws which includes plagiarism; use unsupervised internet chat; and use online email services (e.g. hotmail), send chain letters or Spam e-mail (junk mail). Usernames and passwords are to be kept by the student and not divulged to any other individual (e.g. a student should not give their fellow students their username and password). Students can not use another student or staff member’s username or password to access the school’s network, including not trespassing in another person’s files, home drive or e-mail. Additionally, students should not divulge personal information (e.g. name, parent’s name, address), via the internet or e-mail, to unknown entities or for reasons other than to fulfil the educational program requirements of the school.
What is expected of schools when providing student’s with access to ICT facilities?

Schools will provide information in relation to student access and usage of its network and reserves the right to restrict/remove student access to the intranet, extranet, internet or network facilities if parents or students do not adhere to the school’s network usage and access guideline/statement.

Schools will prepare students for the possibility of unanticipated access to harmful information, materials or approaches from unknown persons via the internet (e.g. run through processes for disregarding (or ceasing access) to information, the process for reporting accidental access to harmful information and reporting approaches from unknown persons via the internet to the supervising teacher or school staff member).

Where possible, classes involving internet usage by students will be prepared prior to class engagement, including, filtering and checking sites students are directed to visit. An assessment should be made of the appropriate timeframe for access to the internet for completing the set task or duration a student should have access to the internet (e.g. during schools hours, outside of school hours).

What awareness is expected of students and their parents?

Students and their parents should:

• understand the responsibility and behaviour requirements (as outlined by the school) that come with accessing the school’s ICT network facilities and ensure they have the skills to report and discontinue access to harmful information if presented via the internet or e-mail;

• be aware:
  ➢ that the ICT facilities should be utilised with good behaviour as stipulated under the Code of School Behaviour;
  ➢ students breaking these rules will be subject to appropriate action by the school. This may include restricted
  ➢ network access for a period as deemed appropriate by the school;
  ➢ access to ICT facilities provides valuable learning experiences, therefore giving the student educational benefits
  ➢ in line with the school’s educational program;
  ➢ the Internet gives access to information on and from a wide variety of organisations, subjects, people, places
  ➢ with origins from around the world; the school can not control information accessed through the internet; and
  ➢ information may be accessed or accidentally displayed which could be illegal, dangerous or offensive, with or
  ➢ without the student’s immediate knowledge; and
  ➢ teachers will always exercise their duty of care, but protection, mitigation and discontinued access to harmful
  ➢ information requires responsible use by the student.
Appendix 6 - Complaints

Making a complaint

During the course of your children’s school years, you may have cause to make a complaint about an issue with your child’s education. Education Queensland is committed to ensuring that all complaints are dealt with in a fair and equitable manner. There are processes and support structures in place to enable parents/carers and students to work through any issues they may have with Education Queensland provisions. When making a complaint, it is in the best interest of complaint resolution to ensure that you:

• provide complete and factual information in a timely manner
• deliver your complaint in a non-threatening and non-abusive manner and
• not make frivolous or vexatious complaints or include deliberately false or misleading information.

You should be aware that if you are making a complaint about a staff member, that in most instances the staff member will be told of the complaint and offered the right of reply. You also have the right to have a support person participate throughout the process. If your complaint relates to suspected official misconduct or criminal activity then you should make your complaint directly to the Crime and Misconduct Commission (www.cmc.qld.gov.au/) or the Queensland Police Service (www.police.qld.gov.au/).

The following 5-step procedure may assist parents/carers, and school staff to reach an outcome that is in the best interests of the student.

1. Discuss your complaint with the class teacher

   If your complaint is with your child’s teacher or relates to an issue concerning your child’s experience at school, make an appointment with that teacher as soon as possible through the school administration. Share the information you have about the problem with the teacher. Give the teacher an opportunity to tell you all he/she knows about the incident or problem. Together, both parent/carer and teacher, should then take steps to resolve the problem at this level. The teacher will make a record of the complaint and report your meeting and any outcomes to the school principal.

2. Discuss your complaint with the principal or ask the principal to assist by participating in informal conflict resolution

   Where the teacher has been approached as above but the issue remains unresolved, make an appointment with the school principal to discuss the issue further. Alternatively, you and the teacher may agree to ask the principal to act as a go-between in informal conflict resolution in an attempt to resolve the problem.

   If your complaint is related to the school more generally including issues of school policy or its compliance or non-compliance you should raise your complaint directly with the principal or his/her delegate. For example, the principal may refer your complaint to a deputy principal or registrar.

   The staff member will make a record of your complaint and work with you to resolve the issue. Complaints to the principal may be lodged in person, by telephone, writing or via electronic format through the “Schools directory” at www.education.qld.gov.au/schools/directory - select relevant school, then click on the email link.

3. Contact district office

   If you have discussed the issue with the principal and still feel that your complaint has not been addressed, you have the right to contact the Executive Director (Schools) who is the supervisor of the principal and oversees activities of schools in that particular education district of Queensland. Complaints may be lodged by telephone or in writing. Complaints should be specific in detail, and outline the steps taken to date to resolve the issue. Remember to date the letter, give your full name and address and sign it. The district office will make a record of your complaint.

   Anonymous complaints will only be acted upon if enough information is provided to allow for follow up with the principal. Addresses and telephone numbers of district offices are listed under the heading Education Queensland in the White Pages of your local telephone directory and are also available through the “Schools directory” at www.education.qld.gov.au/schools/directory.

   When you contact the district office you will be advised of your name and the nature of your issue will be reported back to the principal of your school. Staff at the district office will assist in seeking resolution to the issue.
4. Complaint still not resolved
If, as a parent/carer you feel that your issue has not been resolved through the district office process, you have a further right to make a complaint to the central office of Education Queensland.
Parents/carers may choose to progress their complaint in writing to the Deputy Director-General Education Queensland. The Office of Education Queensland will seek to assist with the resolution of your complaint through referral:
• to the Executive Director (Schools) for further action or
• to another departmental unit for appropriate action.
The Office of Education Queensland can be contacted at: Education Queensland, PO Box 15033, CITY EAST, Qld 4002 Tel (07) 3237 0618 or fax (07) 3221 4953.

5. Independent review
If, as a complainant you feel that your issue has not been resolved through these formal processes the Queensland Ombudsman provides an avenue for an independent review of the Department’s decision. The Ombudsman may be contacted at: Office of the Ombudsman, GPO Box 3314, Brisbane, Qld 4001 Email: ombudsman@ombudsman.qld.gov.au Tel (07) 3005 7000 or Toll Free 1800 068 908 or fax (07) 3005 7067

A role for Parents and Citizens’ Associations (P&Cs)
It is understandable that parents/carers may sometimes feel overwhelmed when approaching a school or the department with a complaint. While the Queensland Council of Parents and Citizens’ Associations Inc (QCPCA) does not advocate on behalf of individual parents or carers, individuals can request their own P&C to provide support in these circumstances. The P&C can in turn seek assistance from QCPCA to provide guidance in resolving the complaint.
Complaints about services that are run or managed by the P&C at your school, for example, after school care or the canteen, should be directed to the P&C in the first instance.
**VIRGINIA STATE SCHOOL**

Campus Address: Virginia State School  
1678 Sandgate Road  
VIRGINIA QLD 4014

Postal Address: P.O. Box 64  
NORTHGATE QLD 4013

Contact Numbers:  
School: (07) 3621 6222  
(07) 3621 6260  
(07) 3621 6200  
Fax: (07) 3621 6237  
E-mail: admin@virginiass.eq.edu.au  
Web Page: www.virginiass.eq.edu.au

Principal: Mr Timothy FARRELL

Deputy Principal: Miss Pamela COYLE

Business Services Manager: Mrs Robyn Cowling

Administration Officer: Mrs Cathie Cameron

Office Hours: 8.15 a.m. – 3.45 p.m. weekdays

“Success Crowns Effort”
Early Phase Philosophy

As a community of learners at Virginia State School, we believe an engaging Early Phase of Learning environment:

- is flexible, allowing a variety of activities and contexts to be constructed from a variety of real life objects
- has ongoing interaction between children and teacher
- is colourful and stimulating
- is inclusive.

We believe play:

- helps children understand their world by “playing out” what they have seen in the real world
- helps children learn through an interactive environment which is responsive to their needs
- gives the children a chance to communicate with peers in a comfortable environment.

We believe our role in the Early Phase of Learning:

- is to provide opportunities for children to participate in all types of learning activities.
- is to bring a deeper understanding to learning situations
- is to teach basic social interactive skills to enable children to feel included and accepted
- is to encourage children to take risks and engage with their peers and surroundings.
The 7 Early Years Learning Areas are:

- English
- Maths
- Science
- History
- Health and Physical Learning
- Active learning processes/Arts
- Specialist Lessons Music/PE
- Library

The 5 Contexts for learning are:

- Play
- Real-life situations
- Investigations
- Routines and Transitions
- Focused Learning and Teaching

The 8 Principles of practice for learning in a Prep classroom are:

1. Children are capable and competent and have been learning since birth.
2. Children build deep understandings when they learn through all senses and are offered choice in their learning.
3. Children learn best through interactions, active exploration, experimentation and by representing their learning through a variety of modes.
4. Children’s positive dispositions to learning, and to themselves as learners, are essential for success in school and beyond.
5. Children learn best in environments where there are supportive relationships among all partners in the learning community.
6. Early childhood programs are most effective when they recognise, value and build upon the cultural and social experiences of children.
7. Building continuity of learning as children move to and through school provides foundations for their future success.
8. Assessment of young children is an integral part of the learning-teaching process and is not a separate activity.
Attendance
Regular attendance at school is essential so that your child can maximise the programs available. If there is a change in your child’s routine that will affect his/her attendance at school, please notify the staff. If your child is unable to attend please phone the school on the absentee hotline (3621 6260), so a note may be made on the roll.

Please ensure that your child is on time to school as lateness can stress young children and can disrupt the program that has already begun. Prep classes begin promptly at 8:45am.

Please ensure that your child is collected by 3.00pm. Should you be delayed, please ring the school office.

Birthdays
We are more than happy to help celebrate your child’s birthday. Please inform your child’s teacher if you are planning to bring in any cakes/treats.

Children’s Requirements
The following list contains all the necessary requirements for your child to attend our Prep. It would be appreciated that all the belongings be available by the child’s first day. Prep Resource lists are available at the office on request and handed out at the Prep interviews prior to school starting.

Please name all belongings clearly:
- One bag large enough for your child’s belongings.
- A drawstring bag for library book
- Water Bottle
- All items on the Prep Resource List
- Spare set of clothes in a plastic bag (for any occasional accidents!)
- A blue broad brim/ bucket hat
- Homework Bag

Communication
To facilitate the smooth running of the Prep year, we look forward to open communication between staff and parents. Please feel free to discuss any concerns or issues with us as they arise.

Classroom communication is usually by the way of:
1. Regular class news updates
2. Fortnightly school newsletters
3. Informal/formal conversation – Appointments and Parent/Teacher Interviews.

Sharing Information:
Events in family life, such as illness, new babies and visitors can be a prime source of excitement or concern for young children, and so affect their behaviour at home and/or school. It is important for the home and school to share information that may affect children, and we would appreciate it if parents would inform us of any unusual happenings of this nature.

Please feel free to discuss any problems or queries with your teacher that you may have about your child’s progress, the school or the program. We look forward to working with you and your child in building a supportive partnership!

**Food**

We would encourage all Parents / Caregivers to support our school healthy eating philosophy by sending appropriate food for 1st and 2nd breaks. A water bottle is also essential for the students to ensure adequate intake of fluids.

1st break is at 11:00am. This is the longer break and most food will be eaten at this time. A good 1st break lunch could consist of sandwiches, a piece of fruit and a healthy treat. 2nd break is a shorter break at 1:10pm. Snack food, such as cheese, fruit, yoghurt, crackers or muesli/fruit bars are great options for this shorter break. All food sent to school needs to be packaged so that children can open them without assistance.

The tuckshop will be available to Preps later in the year, tuckshop operates on Thursday and Friday. The tuckshop is operated by the Parents and Citizens Association, if you could assist in the tuckshop from time to time, it would be greatly appreciated. Please contact our tuckshop convenor through the office if you are available to help.

**Operating Times**

Prep children attend school five full days a week. The Prep room will open between 8:30am and 8:45am. You are welcome to come in and spend time with your child completing a puzzle or reading a book until the program begins at 9:00am. Please collect your child at 3:00pm. After this time the staff may be involved in meetings and class preparation and will not be available to supervise your child.

In Term 1, children must be accompanied to and from the room by a responsible adult or older sibling in the upper school. If you arrange for someone else to collect your child please inform the Prep class teacher.

From term 2 onwards, prep children may join their older school mates and be collected in the school’s collection area/drop off zone near the Administration Block.

For the safety of your child, there are pedestrian crossings located outside the school grounds. Please ensure that you use the crossings and parking areas outside the school ground appropriately.
Please remember:
- Children must be collected at 3pm
- Do not park in the school grounds for the safety of all our children.
- Use pedestrian crossings
- Inform Prep teacher if anyone other than yourself will be collecting your child

Parents / Caregivers in the School
Parents/Caregivers and relatives play an important and valued role in the education of their child. We welcome your involvement.

Ways in which you can assist:
- Visiting our rooms
- Reading the noticeboards and newsletters
- Collecting materials for use in collages and art work
- Offering to share any hobbies, interests or expertise you may have
- Assisting with the maintenance of equipment
- Supporting excursions and special events
- Supporting us at home by talking about your child’s day
- Reading and talking to your child daily
- Assisting with homework tasks
- Supporting our rules and any consequences involved
- Informing us of any problems or ideas that you have
- Offering your assistance in the Tuckshop or on special school event days

Recess Times
The children will have the first break from 11:00 - 11:45am and a second break from 1:10 - 1:40pm. This is consistent with the primary school recess times. During the first few weeks of Prep, the children will be gradually introduced to the eating and play areas of the junior school. Buddies from upper school assist with this transition.
Reporting
There will be 2 face to face formal interviews throughout the year, where teachers can discuss your child’s progress and his/her Prep experiences. Of course, learning about your child’s Prep life does not have to be restricted to these formal interviews and parents are always welcome to see their child’s teacher regarding any issues they may have by making an appointment whenever the need arises.

Routine
Independence and responsibility are attributes which will be fostered during the Prep Year. The Prep program will encourage these attitudes and skills from day 1.

When your child comes to the classroom, he/she is expected to become responsible for his/her own belongings. Please encourage your child to follow the routine outlined by the teacher. The morning routine may include:

- carrying, packing and unpacking their own bag
- putting their bag onto its place on the bag racks
- placing their water bottle in the correct container
- going to the toilet before the starting bell rings at 9:00am
- moving to the carpeted area or tables and completing a puzzle while they wait for the teacher to start.

Teachers will develop their own routine with their class to help the Prep children become more independent and responsible.

The children will join in the School Assembly every Friday morning in the hall, and become familiar with the order and routine of these meetings.

In term 2, the children will also be introduced to the Tuckshop program and become familiar with the process of ordering and collecting their lunch.

School Events
Prep children will be involved in all aspects of school life at Virginia State School. This includes being a part of Anzac Day ceremonies, Easter Hat Parades, Cross Country, Sports Day, Music Morning of Madness concerts and all Arts Council Performances.

Specialist Lessons
All children will receive instruction on a weekly basis from specialists in the areas of library, music and physical education. Every week the children will visit the primary school library and be introduced to the program by the Teacher Librarian. The children will be encouraged to participate in the borrowing program to foster positive attitudes to books and reading. A music specialist teacher and Physical Education specialist teacher will instruct 40 minute lessons weekly. In 4th term Physical Education lessons include swimming in the school’s pool.
Sun Safety Policy
We are very conscious of sun safety at our school and recommend that you apply sunscreen prior to your child’s arrival at school each day. Your child will need to have their own hat to wear for all outdoor activities (including lunch times). All children must have the blue Virginia State School broad brimmed hat or bucket hat as these are the most appropriate for our climate.

We strongly adhere to the school rule – NO HAT, NO PLAY.

Toilet Access
All children will be encouraged to utilise the toilet facilities at the commencement of each session and as the need arises throughout the day. Suitable toilets have been allocated and reserved for the Prep children’s use within the Prep area.

Technology
Computers will be available for student learning within the classroom. Access to the internet and educational software will be provided. All prep rooms have an Interactive Whiteboard. Please ensure you have signed all the necessary paperwork regarding computer access when you fill out your enrolment form.

Uniform
The Prep uniform is a royal blue polo shirt with either blue shorts or skorts. Footwear is to be an appropriate closed in jogger or leather school shoe. If your child is unable to do up shoe laces, it is a good idea to provide Velcro fastening shoes. All children must have the Virginia State School broad brim hat or bucket hat. All uniform requirements are available at the school’s uniform shop.

House coloured t-shirts are also available and can be worn on Physical Education lesson days.

Please name all items of clothing.
Finally,

We are here to provide quality education and care for your child. Please do not hesitate to talk to us about how your child is progressing. If you have any concerns please come and see us at a suitable time for both of us. Positive comments and feedback are also important to us!

We hope you will have an enjoyable and rewarding year with us and look forward to sharing many happy times with you as we work together to provide the best possible learning opportunities for your child.

Thank you for choosing Virginia State School’s Prep class as the foundation for your child’s education.

“Many different learners – One Virginia Spirit”