



WESTERN SUBURBS —
State Special School



**PARENT INFORMATION
HANDBOOK 2023**

Strive to Succeed



MESSAGE FROM PRINCIPAL

Welcome to Western Suburbs State Special School.....

Western Suburbs Special School is committed to providing excellent program options for students with disabilities.

Our school vision is to provide an educational environment that assists and encourages students to develop the skills to live as happily and independently as possible in our community.

At Western Suburbs Special School, we aim to provide a happy, safe, supportive and effective learning environment that creates a feeling of trust and security for students and leads to the development of their potential.

Our School strives to maintain student engagement in the learning process. The whole ethos of the school is to work toward ensuring that when a student concludes their education with us that they are prepared for the world after school.

Students at Western Suburbs Special School work a modified and sometimes alternative program connected to the Australian Curriculum that is linked to the real world and ensures students are supported and able to experience success.

We want students to enjoy coming to school, are challenged and extended while at school and feel they are able to contribute to our school.

Best results can only be secured through the home and the school working together and I look forward to working in partnership with you in educating your child and seeing them reach their full potential.

So please take the time to have a virtual tour of what we have to offer.



Kind Regards,
Peter McGill
Principal



WESTERN SUBURBS STATE SPECIAL SCHOOL VALUES

Mission: The school's mission is to provide a supportive, inclusive and disciplined learning environment which fosters each student's learning to their greatest potential. A continual focus is placed on developing the staff's deep knowledge and understanding of both current curriculum documents as well as the differential processes the students require.

Values: Western Suburbs State Special School holds high expectations for all students and encourages them to develop both their independent and academic potential through targeted teaching which responds to individuals' needs. Each student is both respected and valued as an essential member of the school community.

Fundamental beliefs central to the delivery of school programs at Western Suburbs Special School are that:

- *Every student will be provided with a high-quality educational program that is relevant and appropriate to his/her needs*
- *Educational programs will be student-centred, individualised, specialised and embrace innovation*
- *Contemporary teaching practices, built from evidence-based research, are most effective when collaboration and reflection occur*
- *Students benefit from a holistic approach to education that enables them to build personal independence and promote self-esteem*
- *Students learn best in an environment that is safe, supportive, healthy, respectful and promotes a sense of fun and enjoyment*
- *Staff will provide quality educational experiences in close collaboration with families and the community*
- *The principles of equity and social justice will drive decision making*
- *Difference is respected and celebrated*
- *Every member of our community, including students, staff and families, are learners.*

Strive to Succeed





SCHOOL OFFICE CONTACT DETAILS

Postal Address: Western Suburbs State Special School
PO Box 231
Inala 4077

Street Address: 78 Glenala Road
Durack 4077

Phone: (07) 3714 0666

Internet: www.westernsuburbsspecs.eq.edu.au

Email: admin@westernsuburbsspecs.eq.edu.au

Facebook: Western Suburbs State Special School 

OFFICE HOURS MONDAY – FRIDAY 8:00AM – 3:30PM

SCHOOL TIMES:

8:45am	Arrival at school
8:50am	Class begins
11:05am	First Lunch
11:35am	Class Resumes
12:50pm	Second Lunch
1:35pm	Class Resumes
2:45pm	School finishes

SCHOOL TERMS: 2023

Term	Dates	Length
Term 1:	Monday 23 rd January – Friday 31 st March	10 Weeks
Term 2:	Monday 17 th April – Friday 23 rd June	10 Weeks
Term 3:	Monday 10 th July – Friday 15 th September	10 Weeks
Term 4:	Tuesday 3 rd October – Friday 8 th December	10 Weeks

Term 1 Student Free Days: Thursday 19th & Friday 20th January

Term 3 Student Free Day: Friday 1st September

Prep – Year Finish Friday 8th December

Year 10s & 11s Finish Friday 24th November

Year 12s Finish Friday 17th November

****Please note that student supervision is strictly limited to 8:15am to 3:00pm, anything outside of these times is on an emergency basis and must be communicated to Administration.**



EXECUTIVE LEADERSHIP TEAM

Principal	Peter McGill
Deputy Principal – High School	Snjezana de Kroon
A/Deputy Principal – Primary School	Yura Pak
Guidance Officer	Erin Strohfeldt
A/Head of Department - Junior	Attalie Towell
Head of Department - Middle	Brooke Swan
A/Head of Department – Junior Secondary	Susan Sheppard
Head of Department – Senior	Fiona Childs
Head of Department - RTO	Kacie Howard

ADMINISTRATION PERSONEL

Business Manager	Yvette King
Administration Officer	Caitlyn Hawkins
Administration Officer	Nikki Jochheim
Administration Officer	Brooke Arnott

Western Suburbs State Special School prides itself on having highly trained, highly professional Teachers and Teacher Aides in every classroom across the school. These staff are supported by our dedicated therapists including Physiotherapist, Occupational Therapist, and Speech/Language Pathologist.

APPOINTMENTS

Parents are always welcome to discuss student concerns or other school matters with members of the Administration team; however, appointments will need to be made through the office.

COMMUNICATION BETWEEN SCHOOL AND HOME

Teachers are expected to inform parents early of any concerns or problems regarding a student's progress or behaviour. We encourage parents to contact the school immediately if they have any concerns regarding their student's progress at school. We also appreciate being informed of any circumstances which may affect a student's progress or behaviour at school.

A wide range of avenues exist to provide parents with the opportunity to access staff and information about the school:

- E-Newsletter Website and Facebook Page
- Parents' and Citizens' Association Meetings
- Academic Report Cards
- Parent – Teacher Interviews
- PATH & SET Planning
- Information Evenings
- Handbooks e.g. Parents, Subject and other school brochures
- Communication diary
- SeeSaw

The school policy is to discourage telephone calls during class time, due to the disruption to student programs. However, each classroom has a telephone extension if the matter is urgent.

If you need to telephone rather than use the home/school diary, please call between **8.25 – 8:45 am and 2.45 - 3.15 pm**. Your child's class teacher is usually available during these times.



UNIFORM POLICY

The uniform of Western Suburbs State Special School is designed:

- To give students a sense of belonging that lends itself to the process of learning in our educational environment.
- To ensure that outsiders who wish to intrude into our school grounds are readily identifiable.
- To ensure that the school presents well when out in the community
- To cater for elements of greater safety in the community making sure students are easily recognisable.

Uniforms can be purchased from Lowes Inala either instore at Inala Plaza, Shop 31, 156 Inala Avenue, Inala or via Lowes Online ordering.

JUNIOR SCHOOL UNIFORM

- Polo Shirt – Sky Blue
- Shorts - Navy
- Skort – Navy
- Jumper – Navy
- Track Pants – Navy
- Shoes – Black leather preferably
- Socks - White
- School Hat – Navy
- Hijab – Navy/Black/White only



SENIOR SCHOOL UNIFORM

- Polo Shirt - Navy
- Shorts – Navy / Skirt – Navy
- Jumper – Navy
- Track Pants – Navy
- Shoes - Black leather preferably
- Socks - White
- School Hat – Navy
- Hijab – Navy/Black/ White only



There is the opportunity for Year 12 students to purchase senior polo shirts and jerseys that differ in design and are exclusive to graduating students only.





ATTENDANCE POLICY

Western Suburbs State Special School's attendance policy aims to ensure students are actively engaged in school and attend every day to ensure optimal individual outcomes and student engagement. We have high expectations of student attendance. It is important that students, staff and parents/carers have a shared understanding of the importance of attending school.

Western Suburbs State Special School:

- Is committed to promoting the key messages of Every Day Counts
- Believes all children should be enrolled at school and attend school all day, every school day
- Notifies parents on the same day of a student's unexplained absence via text message (please maintain current contact details with the office to facilitate this process)
- Monitors, communicates and implements strategies to improve regular school attendance
- Requires an application for exemption if the student is absent for more than 10 consecutive school days
- Believes attendance at school is the responsibility of everyone in the community
- Will provide support for students where necessary to promote student engagement
- Will enforce consequences for repeated non-attendance as outlined in the school's Student Code of Conduct

EVERY DAY COUNTS ...

A day here or there doesn't seem like much but ...

When your child misses just ...	that equals...	which is...	and therefore, from Prep to Year 12, that is ...	This means the best your child can achieve is ...
1 day a fortnight	20 days a year	4 weeks of school	Nearly 1½ years of school	Equal to finishing Year 11
1 day a week	40 days a year	8 weeks of school	Over 2½ years of school	Equal to finishing Year 10
2 days a week	80 days a year	16 weeks of school	Over 5 years of learning of learning	Equal to finishing Year 7
3 days a week	120 days a year	24 weeks of school	Over 8 years of learning	Equal to finishing Year 4

Give your child every chance to succeed ...



ATTENDANCE MONITORING

Western Suburbs State Special School uses the "OneSchool" attendance system to monitor student attendance. All students are expected to be in full attendance all day every day of the school year except when they are absent for a valid reason, e.g. illness. The school attendance record is the most valuable data source available for early detection of students experiencing personal, social and educational difficulties at school. However, for it to be useful, the data must be accurate and current. In this school, it is the responsibility of parents and caregivers to ensure that when their child is absent from school, that the absence is explained using established school procedures (detailed below). Parents/Caregivers intending to take students for holidays during the school year MUST notify the school in writing stating the dates the students will be absent from school and the reason why the absence is necessary.

For security and safety reasons, students must be signed out and collected from the office if they have to leave at any time during the day.

PROCEDURE

If a student is going to be absent the parent/caregiver must notify the school on the day of the absence via the absentee line (as indicated below) with an explanation for the absence.

Student Absence number: (07) 3714 0660



LATE ARRIVALS AND EARLY DEPARTURES

If the student has an appointment during the day that cannot be scheduled for out-of-school hours or has to leave school during the day, parents/guardians must:

- Write a note, email or phone the school providing all details regarding the appointment.
- Students must sign out via the office on all occasions (includes events of illness, accident and appointments).

ACCIDENTS AND SICKNESS

Whilst the care and protection of your child at school is a priority, accidents may still occur. In the case of an accident or illness, only basic first aid can be administered. Parents/Caregivers will be contacted as soon as possible and advised of the circumstances, usually with the recommendation that the child be collected and taken home. If there is a serious accident, the ambulance will be called to transport the child to hospital.

MEDICATION

School staff accept responsibility to give medication to students during school hours, only when it is absolutely necessary and where all relevant documentation has been completed.

Recommended guidelines set by Education Queensland are as follows: -

Oral medication is to be given strictly in accordance with instructions supplied by the student's G.P. or specialist and a Request to Administer Medication at School Form needs to be completed. All medication needs to be labelled, signed and stamped by a pharmacy.

Where a staff member is to administer long-term medication, the medication provided is required to be labelled by a pharmacist as per the doctor's instructions. The staff member cannot accept the instructions solely of the parent. The medication container needs to indicate **specific times** at which medication is to be administered as well as the **quantity** or dosage. **All medication must remain in original packaging.**

At no time is any medication provided for one student to be administered to another student. At all times medication is kept in the classroom in a locked cupboard. All unused medication will be returned to the parents. Staff members are not able to give intravenous injections. Other injections may only be given by staff members who are experienced in the procedure and are permitted to do so. Such injections are only to be given when full written instructions as to administration and possible complications are received from the doctor.

TRANSPORTING MEDICATION TO AND FROM SCHOOL

Medication must be sent sealed via the bus escort, taxi driver or yourself (envelope or container). Medications are handed by the escorts to the staff member on duty in the morning and vice versa in the afternoon so that the children do not have responsibility for their own medication. This procedure will avoid accidents happening.

MEDICATION FOR SCHOOL CAMPS

Some of our students take medication at home but not at school. When they go on camp, medication is then brought in just for that time. Please send the medication in **BLISTER PACKAGING** VIA YOUR LOCAL PHARMACY to ensure correct dispensing quantities. The quantity of medication provided should only be sufficient to last for the time of the camp.

GIVING STUDENTS ANALGESICS

There is a Departmental directive not allowing any school staff to give students analgesics (Panadol and other painkillers). We acknowledge that some girls may require special medication of this type for managing menstruation. If this is the case, please follow the above procedures and write a specific letter to the Principal authorising us to give this medication at school. At any other time, and for any other purpose, we will not be able to give this type of medication without medical authority.



SCHOOL NURSING SERVICES

The Department of Education and Training provides a nursing service to Queensland state schools. State Schools Registered Nurses work in partnership with students, parents and school staff to safely manage the needs of students with a specialised health condition. This service is staffed by experienced registered nurses who support schools to make adjustments that allow students with specialised health needs to participate and learn alongside their peers in a safe and supportive learning environment.

Specialised health procedures and Interventions include, but are not limited to:

- Enteral feeding (e.g. gastrostomy, nasogastric)
- Urinary needs (e.g. catheterisation)
- Airway management (e.g. tracheostomy, oral suctioning, oxygen therapy)
- Bowel management (e.g. colostomy/ileostomy)
- Diabetes (e.g. insulin, blood glucose level (BGL) monitoring, low and high BGL management)
- Anaphylaxis (e.g. adrenaline auto-injectors use)
- Asthma (e.g. emergency medication).
- What does the service provide?
- The State Schools Registered Nurse provides assessment of the student's specific health needs, development of an individualised and/or emergency health management plan/s and provides training required by staff to feel confident and competent to perform the health procedure/s or intervention/s required during school hours. The registered nurse will also provide ongoing support and refresher training as required.
- Other services provided include:
 - Liaising with identified health professionals as needed
 - Developing best practice health management strategies for the classroom and school environment
 - Providing ongoing support and advice for the school team
 - Management of health care equipment
 - Supporting the development of student independence and self-care

The State Schools Nursing Service is available for Queensland state schools and can be accessed through the established referral process. The principal of the school (or delegated officer) must determine if a referral is necessary. The consent section of the referral must be signed by the student (if capable) and or parents before the referral can be legally processed. Request forms are sent home to parents/carers on enrolment, at the beginning of the year or if a specific health need arises. Our school nurses, Ruth and Amy are based at Calamvale Special School.

SCHOOL DENTAL SERVICE

This service has changed and parent/legal guardians are asked to attend every dental appointment with their child. There is a free treatment service offered at any of Metro South Health's public clinics across the region. The closest to our school is Inala State School.

This means **you will now need to book an appointment for you and your child**; the clinic will no longer arrange appointments through the school. When you attend the appointment, you will have the opportunity to discuss any concerns and receive expert advice from our oral health professionals about your child's dental care.

How do you make an appointment?

Simply call the new telephone number – 1300 300 850 to arrange an appointment.



PHYSIOTHERAPY

Physiotherapists in state schools support people to develop their skills to move their body and participate in learning. They do this by assisting people to improve their posture, movement and wellbeing. Physiotherapists work with the school team to help students work in the classroom, move around the school, play during breaks and participate in physical education classes and physical activities.

Physiotherapy services focus on ensuring that the needs of students with intellectual disability, physical impairment, vision impairment, hearing impairment, speech-language impairment or autism spectrum disorder, are met at school.

Physiotherapists will:

- Advise on choice of desks and chairs, specialised seating, mobility and standing equipment
- Advise on posture and positioning to enhance access and participation in classroom activities
- Advise on mobility within the classroom and school grounds
- Recommend adjustments to the school environment to allow the student's involvement in school activities
- Prevent or reduce the chance of further disability through positioning and intervention such as prescription of equipment
- Discuss and provide training on aspects of manual handling for individual students to allow participation in school activities
- Recommend adjustments to existing education programs to meet specific student needs

OCCUPATIONAL THERAPY

- Education Queensland provides occupational therapy services to students with disabilities enrolled in state schools. The focus of these services is to enhance students' education programs and outcomes.
- Occupational therapists in schools:
- Work as members of the educational team which includes the student, parent/carer, teacher, teacher aides and specialist support personnel
- Assist in developing programs that enhance or support students' education goals
- Promote students' optimum wellbeing, function, independence and productivity at school
- Consult with and provide resources to school staff, parents and the school community
- Liaise with other agencies that provide services to students
- Occupational therapists assist students to develop functional skills for everyday life including:
 - Student/work skills (for example: organising self, handwriting and computer skills, and vocational skills)
 - Activities of daily living (for example: eating, dressing and using community facilities)
 - Play, leisure and recreation (for example: playground activities and participation)
- Occupational therapists contribute to students' education programs by:
 - Assessing students' development and the functional skills needed for school and everyday life
 - Analysing activities and modifying them for students, planning and designing curriculum adjustments with the team
- Using adaptive equipment or changing the environment to help students participate as independently as possible in the school program
- Advising on the use of technology and the best means of accessing devices for independence in areas such as communication, mobility and computer skills



SPEECH LANGUAGE PATHOLOGIST

Speech-language pathologists (SLPs) are employed by The Department of Education (DoE) to provide therapy services to students enrolled in State Schools and Early Childhood Development Programs (ECDPs).

SLPs are professionals with specialist knowledge in speech, language and communication who work to improve literacy, academic and life outcomes of all students. SLPs work collaboratively with the school team to deliver evidence informed speech pathology practices within a whole school approach.

These services are delivered as part of the educational program to maximize students' access, participation and achievement of competencies in interpersonal communication, literacy, numeracy and key learning areas.

Speech-Language pathologists in schools:

- Assess and diagnose a range of communication disorders that affect academic and social success including language, speech, fluency, voice, complex communication needs, literacy and swallowing.
- Contribute to the literacy achievement, and academic success of all students.
- Advocate for access, participation and achievement for students with speech, language, reading, writing, social communication, complex communication needs and swallowing difficulties.
- Build capability of the school community in a range of areas relating to speech, language and communication needs and the curriculum.
- Collaborate with leadership teams to assist with developing and/or enhancing whole school and whole class practices that are foundational to language and literacy development.
- Liaise with other agencies and private practitioners regarding student intervention.

CUSTODY DETAILS

It is imperative that the Principal be advised in writing as to the custody and access arrangements of the children involved in any formal custody agreements. If a court order has been issued, please provide a copy of the court order to include in student files.

This is to ensure that school personnel comply as far as possible with requests in relation to: granting or refusing access to children during school hours and providing appropriate information to the other party.

IMMUNISATIONS

Immunisations will occur for Year 7 students on the following dates in 2023: 24th March and 17th November.

Immunisations will occur for Year 10 students on the following dates in 2023: 17th November.

EMERGENCY EVACUATION AND LOCKDOWN DRILLS

Procedures have been adopted which promote the timely evacuation of students from buildings or securing of students in buildings in cases of Emergency. Evacuation – continuous sounding of alarm. Lockdown –mission impossible song. Regular practice is given in these procedures. All members of the school community are requested to participate in all drills.

DISEASE EXCLUSION

Please refer to Queensland Health for most up to date information regarding contagious conditions and exclusion periods.

https://www.health.qld.gov.au/_data/assets/pdf_file/0022/426820/timeout_poster.pdf



PBL – POSITIVE BEHAVIOUR FOR LEARNING

PBL has a strong research base and has been shown to improve student outcomes, increase staff and student wellbeing, and reduce behavioural incidents. PBL helps schools to select evidence-based practices which have been shown to improve student behaviour and establish safe and supportive learning environments.

Our School Values

*We are safe
We are respectful
We are responsible*

PBL Mission Statement

At Western Suburbs State Special School we aim to be our best when we are Safe, Respectful and Responsible.



STUDENT ENGAGEMENT PLANS

The school has worked over the last few years developing a range of strategies for dealing with particular behaviours.

For a number of our students, their own particular needs mean that specific and individualised behaviour management methods have to be developed. Plans for individual students are developed and will always occur in conjunction with the parent.

Sometimes students may show behaviours over a period of time indicating that something is wrong with their emotional state or they have adopted a particular behaviour pattern that is harming their learning or their relationships with other students and/or staff. In this case, we try to have a meeting with the parents/carers and other stakeholders to work out how we can help each other to help the child.

STUDENT CODE OF CONTACT

The Student Code of Conduct is available on the school website (<https://westernsuburbsspecs.eq.edu.au/>) under support and resources, positive behaviour for learning. The Code of Conduct clearly sets out the expectations of our school with respect to behaviour and consideration of others. Consequences for breaches of the Student Code of Conduct are also contained in this document.



SUSPENSION

While the following occurrences are infrequent, if they occur, the outcome may result in a suspension for a period of up to twenty days or exclusion:

- Deliberate physical and wilful assault on another student or staff member
- Deliberate and wilful behaviour which may result in injury of a fellow student or staff member e.g. throwing objects
- Deliberate and wilful destruction of property of others or of the school
- Deliberate and wilful swearing at a staff member
- Total refusal to obey instructions
- Theft.

At such times, you will be requested to come and pick your child up from school or have your child delivered home if necessary. A meeting will be arranged during the suspension (it may be when you come to collect your child) to agree on the conditions of the student's return to school.

A copy of the "Student Code of Conduct" is sent to all parents. It includes information regarding:

- School Profile
- Values and Beliefs
- Our Learning Community: Rights and Responsibilities
- Intervention Procedures
- Physical Restraint and Time Out Procedures for Students
- Alignment to Education Queensland's Policy of Managing Behaviour in a Supportive Environment
- Referral Process
- Bullying and Teasing
- Communication Protocols School
- Transport
- Support Services
-

At Western Suburbs State Special School, we are committed to providing a safe and supportive learning environment for students, staff and volunteers. This commitment includes the health and safety of staff and students when conducting curriculum activities in the school or in other locations.

REPORTING & PARENT TEACHER INTERVIEWS

From Prep to Year 12, students will receive 2 academic reports per year. All Prep-12 students will receive their End of Semester 1 Reports prior to Winter Vacation and all Prep-11 students will receive their End of Semester 2 Report prior to Summer Vacation. Reports will be sent via email so it is imperative that email addresses are kept up to date.

Parent Teacher Interviews will occur twice a year (beginning of Term 1 and beginning of Term 3). Appointments are booked by parents in consultation with the classroom teacher.

PERSONAL LEARNING PLAN (PLP)

Every student has their own aspirations, learning needs, strengths and interests. Each year, teachers develop Personalised Learning Plans for each student, where personalised goals are set for communication, personal care and social participation. Students will work towards achieving these goals throughout the year with support from school staff.



CURRICULUM

Students bring to school a wide range of experiences, abilities, needs and interests. They have a natural curiosity about their world. Their desire to make sense of the world provides a platform to plan and review their learning through interactions with others, experimentation, scaffolding, explicit teaching, practice and play in the classroom and beyond. Western Suburbs State Special School has implemented the Australian Curriculum in the key learning areas of;

- English
- Maths
- Science
- Humanities and Social Sciences (HASS)
- Technologies
- The Arts
- Health and Physical Education
- Languages (To be advised)

When students reach senior school age (in the year they turn 15), the focus of the curriculum becomes work readiness and independent living skills. Class programs are structured so that skills are taught and then applied to a real-world context.

As students' progress through the school, there is an increasing attention on applying the skills learnt in the classroom to the students' post-school lives. Coupling academic goals and life skills programs allows our school curriculum to comprehensively teach the 'whole' student.

The curriculum is drawn from the Guide to Individual Learning (GIL – Senior School only) as well as the Australian Curriculum and it is differentiated as required for the individual students. All senior students work towards gaining a Certificate of Individual Achievement (QCIA), some may also undertake Vocational Education Certificates.

SENIOR PHASE OF LEARNING AT WESTERN SUBURBS STATE SPECIAL SCHOOL

The focus of the senior schooling years at Western Suburbs State Special School is the development of independent living and work skills that will equip students to embrace their post school pathway to their fullest potential.

All students are working towards a Queensland Certificate of Individual Achievement (QCIA) that is issued by the QCAA (Queensland Curriculum Assessment Authority) who provide the Guidelines for Individual Learning (GIL) on which the senior school program is based.

The QCIA recognises and certifies the learning achievements of students whose learning is part of an individualised learning program.

SENIOR EDUCATION AND TRAINING (SET) PLAN

In Year 10, the Senior Homeroom Teacher will work with the parent and the student to develop a Senior Education and Training (SET) Plan. This SET Plan is reviewed in years 11 and 12.

The involvement of parents/carers in helping students make important decisions about their future education, work training and employment is vital to the success of the plan.

SENIOR SCHOOL WORK TRAINING PROGRAM INFORMATION

The holistic approach taken towards the education of our students transitioning from school to post-school options is made complete by the inclusion of the Work Training Program.



Each program offers training in generic employability skills, applicable within all work situations. These programs are run within simulated environments, closely resembling that of a real work-place.

For more information please refer to Senior School Parent Handbook

SENIOR SCHOOL CURRICULUM

Lifestyle Approach Program

The Guideline for Individual Learning is the basis for planning, teaching, learning and assessment in the senior school.

The Lifestyle Curriculum (for students requiring a life skill focus) is based on a three-year (year 10, 11 & 12) scope and sequence of units about personal identity and the development of knowledge and understanding of the home and community.

PARENT CONTRIBUTION

Student Resource Scheme (SRS) - There are many costs associated with providing quality educational opportunities which all students deserve. Western Suburbs State Special School offers a Student Resource Scheme (SRS) as an economical alternative for the provision of high-quality resources for their students.

SRS is organised by the school, operates under the policy and guidelines of the Department of Education and Training (DoE) and is endorsed annually by the P & C Association. Participation in the scheme is optional, however before you make your decision, please refer to the "Purpose of the Student Resource Scheme" on our Website <https://westernsuburbsspecs.eq.edu.au>.

Under the *Education (General Provisions) Act 2006* (Qld) (Section 50(2), the cost of 'instruction', 'facilities' and 'administration' are met by the state. State funding for schools does not extend to individual student resources such as textbooks, equipment for personal use and items used/consumed by the student in the classroom. Parents are responsible for supplying these resources to support student learning. The SRS provides parents with a convenient and cost-effective alternative to individually sourcing.

The textbook and resource allowance (TRA) provides financial assistance to parents of secondary school students to reduce the cost of education. The TRA will be applied as a deduction to the annual cost of participation in the scheme.

EXCURSIONS & PERFORMANCES

From time to time educational excursions are organised to reinforce work being undertaken at school. Students who wish to attend an excursion must meet the school's requirements concerning appropriate dress and grooming, safety requirements and standard of conduct. Parents may be required to meet costs associated with excursions where applicable.

Parent permission notes are required for all excursions and in some cases medical information forms must be supplied. Detailed information is forwarded home at appropriate times throughout the year. To be eligible to participate in extra Curricular Activities the Resource Scheme fee for your student must be paid. This includes full payment, significant deposit or payment arrangements as negotiated with the Business Services Manager.



SCHOOL CAMPS

Many classes plan a school camp at some time during the year. These are usually three- or four-day camps. The nature of the camps varies according to the age, abilities and interests of the students. Most but not all classes run a class camp of some type.

While the costs of camps are kept to a minimum, they can be an extra element in the family budget, which needs to be considered. If you require some lead in time to pay some money each week, ask your teacher early in the year if the class will be having a camp and for an approximate costing. An approximate time of the year for each of the class camps has already been decided and the teachers of your children will be contacting you about those in the near future.

TRANSPORT

The Deputy Principal is responsible for arranging transport assistance.

BUS TRANSPORT

The bus contractor for 2023 is Sunshine Bus Service from Bundamba in Ipswich. Most of our students on subsidised transport are carried by Sunshine buses. Sunshine Bus Service handles all transport arrangements. Contact Sunshine Bus Services on: - 3282 5400.

TAXI:

Students travelling by taxi are carried by either:

B&W Cabs – Telephone: 3246 1833

Yellow Cabs – Telephone: 3391 5955

INITIAL TRANSPORT PROCESS

Step 1: Transport Assistance Distance Check – address/ new address

- The completed distance check identifies the nearest school
- Yes, nearest school – step 2 can be completed
- No, not nearest school – no transport given (Conveyance only)

Step 2: Met Distance Check Criteria

- Transport Assistant Application completed
- Parent to sign and return to Deputy Principal
- Deputy Principal submits application – (up to 2 weeks processing time)
- Approved- letter goes home to parents informing them of bus route and responsibilities

CHANGE OF PICK-UP ADDRESS/RESPITE/CANCELLATION

Any changes of this nature need to go through the school. Your contact is the Deputy Principal who handles transport issues.

Please remember that the process may take a week to complete.

PARENT / CARER RESPONSIBILITIES:

The bus runs are worked out to quite tight timelines so that the children are spending a minimum time on the bus. The Transport Department contract requires that the vehicles only wait for three (3) minutes before moving on if the child is



not ready. If the buses have to wait for several students in the morning, it affects the timetable for pickups for children further along the run. Having your child ready for pick up a few minutes before the bus usually arrives generally solves this problem.

In the afternoon, the bus company must deliver the child to an adult. They are not allowed to leave the child at an empty house. Sometimes there may be an unavoidable delay for yourself in getting to your home to receive your child. If you are going to be late, please take the time to ring the school as we can usually make other arrangements for that afternoon.

CAR PARK – DROP OFF & PICK UP PROCEDURES

To assist with the smooth drop off and collection of students, please adhere to the following procedures:

- Parking for parents is available on Glenala road.
- Students who are waiting to be picked up must wait behind the front gate until a family member arrives to pick them up.
- Staff will provide supervision to students in this area from 8:15am in the morning and until 3.15pm in the afternoon.

VISITORS' REGISTER

All general visitors/volunteers and Western Suburbs State Special School parents visiting the school are requested to sign in at the Administration Office, so that the school has a record of all people on the premises in case of emergency. The school registers visitors/volunteers through the Passtab program which can be accessed through the Administration Office. All visitors will be issued with a 'Visitor' badge.

NEWSLETTER

An electronic newsletter is available to parents on a regular basis. To ensure you receive our Newsletter, you will need to ensure that the office has your current email address. This newsletter contains current information about events, policies and procedures.

SCHOOL TUCKSHOP

As a part of the Senior School Work Training Program, our Catering students make healthy bread rolls and salad box options for both staff and students and they are available every **Friday**. Order forms are included in the weekly newsletter. Orders and payment should be sent to school in your student's communication book/folder by Wednesday.

PARENTS' & CITIZENS' ASSOCIATION

All parents and citizens are welcome to attend the meetings of the Association. The meetings are held every third Wednesday of each month in Administration building. The objectives of the Association are to promote the interests of and facilitate further development of Western Suburbs State Special School.

PHOTOGRAPHS

Individual photographs by a professional photographer will be organised early each year. Class photos will be taken, students in Years 7-12 will be issued with an ID Card. If you do not consent to your child's photo being used in school publications, or for promotional purposes or Newsletter articles, please inform our administration staff.