



# **ALGER STATE SCHOOL**

# **2026**

# **Parent Handbook**

# 2026 ALGESTER STATE SCHOOL PARENT HANDBOOK

## PRINCIPAL'S WELCOME

On behalf of the staff, students, and parents of Algester State School, I am pleased to welcome you to Algester State School. Our school has a strong heritage within the community, and it was the first school in the suburb and opened in 1971. From humble beginnings it has grown to a large primary school catering for Prep-Year 6 with approximately 860 students. Despite our size, we still have a wonderful nurturing culture that cares about our children and their families. We are very proud of the quality of education we provide and our outstanding academic, artistic, cultural, and sporting achievements.

Our curriculum is on the cutting edge as we deliver the Australian Curriculum for 21st century learners. We have been recognised by Apple Education as an Apple Distinguished School for our accomplishments in innovative and creative teaching and learning using digital platforms.

I invite you to enrol at our school and become part of our Algester State School community. Ms. Janine Leach

Principal  
Algester State School

(Artwork on cover by Mana Mana Dreaming 2023)

## SCHOOL TERM DATES 2026

Term	Date	Length
Term 1	Tuesday 27 January – Thursday 2 April	10 weeks
Term 2	Tuesday 20 April – Friday 26 June	10 weeks
Term 3	Monday 13 July – Friday 18 September	10 weeks
Term 4	Tuesday 6 October – Friday 11 December	10 weeks

## Content

### CONTACT DETAILS

### SCHOOL VISION & VALUES

#### 1. CURRICULUM

Australian Curriculum

#### Specialist Curriculum Areas

Health & Physical Education (HPE)

Music – Classroom, Strings, Band & Choir

Languages – Chinese Mandarin

#### 2. EXTRACURRICULAR

Sport

Camps, Incursions and Excursions

Clubs e.g., STEM & Gardening

Student Leadership

Student Council

#### 3. ADDITIONAL SCHOOL STAFF SUPPORT & PROGRAMS

Guidance Officer

Social Worker

Chaplain

Speech Language Pathologist

Inclusion Teachers
Teacher Aides
Religious Instruction
<b>4. ASSESSMENT &amp; REPORTING</b>
National Assessment Program Literacy and Numeracy (NAPLAN)
ICAS – International Competition Assessments
Reporting to Parents
Parent Meet and Greet, and Class Information
Student Annual Awards
<b>5. POSITIVE BEHAVIOUR FOR LEARNING</b>
Student Code of Conduct
Behaviour Expectations
Vaping & Prohibited Items
Parent Code of Conduct
<b>6. SCHOOL POLICIES, PROGRAMS AND PROCEDURES</b>
Digital Technologies
BYO iPad and School Owned Device (SOD) Programs
Sun Safety Policy
<b>7. FACILITIES</b>
Resource Centre (Library)
Sheep Station Gully Centre
<b>8. PARENTS &amp; CITIZENS ASSOCIATION</b>
Meetings
Fundraising
Tuckshop
Uniform Shop
P&C Website
<b>9. OUT OF SCHOOL HOURS CARE</b>
Helping Hands External Provider
<b>10. SCHOOL PROCEDURES (Alphabetical Order)</b>
Absences
Access to Students
Accidents
Accident Insurance for Students
Administration of Medication
Admission to School and Prep Enrolments
Areas for Waiting Before/After School
Birthdays
Book/Stationery List
Buses
Camps
Communication
Complaint Management
Custody of Children
Emergency Contacts
Finance - Invoices and Payments
Fire and Lock Down Procedures

Head Lice
Hosting Overseas Students
Infectious Medical Conditions
Lost Property
Mobile Phones/Electronic Devices
Parades (Assemblies)
Parent Carer Involvement
Parking
School Principal Community Update
Sick Bay
Supervision of Children Outside of School Hours on School Site
Uniform Policy
Valuables at School
Voluntary Contributions
<b>2026 SCHOOL CALENDAR</b>

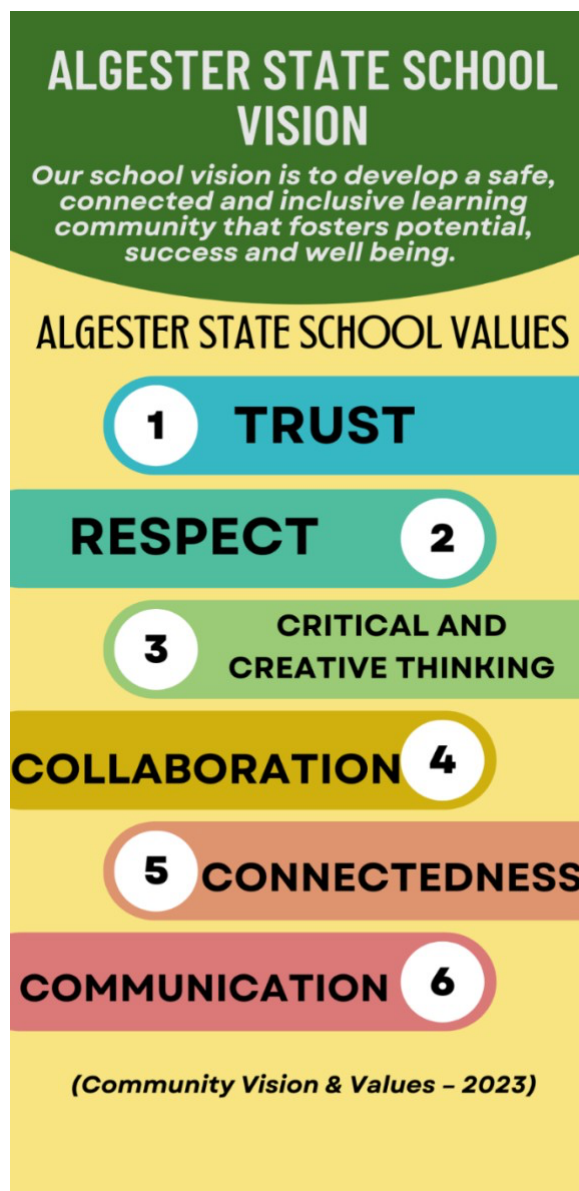
## SCHOOL CONTACT DETAILS & SCHOOL ACCESS

ADDRESS	19 Endiandra Street ALGESTER QLD 4115
TELEPHONE	(07) 3712 5111
ABSENCE LINE	(07) 3712 5111 and follow the prompts
EMAIL	admin@algesterss.eq.edu.au
URL	http://www.algesterss.eq.edu.au
PRINCIPAL	Ms Janine Leach
DEPUTY PRINCIPALS	Mrs Melissa Umstad (Year Prep - 2) Mr Paul McClintock (Year 3 & 4) Ms Lisa McLeod (Year 5 & 6)
HEAD OF INCLUSIVE PRACTICES (SWD)	Mrs Suzy Chainey
HEAD OF DEPARTMENT (CURRICULUM)	Mrs Angela Francis Ms Leanda Norman
BUSINESS MANAGER	Mrs Le'Ellen Donoghue
CHAPLAIN	Mrs Nina Chong
HEAD OF DEPARTMENT (STUDENT SERVICES)	Ms Jennifer O'Mullane
SOCIAL WORKER	Ms Natasha Bradford
SPEECH LANGUAGE PATHOLOGIST	Mrs Warda Abrahams
OSHC (Alvester Outside School Hours Care – Helping Hands)	Website: helpinghandsnetwork.com.au Phone: 0400 912 492 Email: alvester@helpinghandsnetwork.com.au
TUCKSHOP	Convened by P&C Phone: (07) 3712 5125 Email: tuckshop@alvesterpandc.com.au
UNIFORM SHOP	Convened by P&C Phone: 0433 157 702 Email: uniforms@alvesterpandc.com.au
SCHOOL HOURS	8:50am to 3:00pm Classroom doors open at 8:50am
	<b>Morning session</b>



BELL TIMES	8:50am to 11:00am <b>Middle session</b> 11.45am to 1.15pm <b>Afternoon session</b> 1:50pm to 3:00pm
MORNING TEA	11:00am – 11:45am
LUNCH	1:15 pm – 1:50pm
OFFICE HOURS	Monday – Friday 8:00 am – 3:30 pm

## School Vision and Values



### 1. CURRICULUM

#### AUSTRALIAN CURRICULUM

Algester State School delivers quality teaching and learning to ensure our students become successful learners, confident and creative individuals, and active and informed citizens.

To achieve this, our students develop the following general capabilities that underpin the Australian Curriculum:

- Literacy
- Numeracy
- Digital literacy

- Critical and creative thinking
- Personal and social capability
- Ethical understanding
- Intercultural understanding

Our curriculum offerings are informed by the [Australian Curriculum](#). The development of our three levels of curriculum planning are informed by the Department of Education's [P-12 Curriculum, Assessment Framework](#).

The eight Learning Areas provided at Algester State School are:

- English V9
- Mathematics V9
- Science V9
- Humanities and Social Sciences (HASS)
- The Arts
- Technologies
- Health and Physical Education (HPE) V9
- Languages (Chinese) V9

In each of the eight learning areas of the Australian Curriculum, there are three cross-curriculum priorities embedded. These are:

- Aboriginal and Torres Strait Islander Histories and Cultures
- Asia and Australia's Engagement with Asia
- Sustainability

Units of work are collaboratively developed to engage students through learning experiences that stimulate critical and creative thinking and develop their personal and social capabilities. Digital literacy skills are explicitly taught and embedded in the students' everyday learning to assist them in utilizing and creating content and to encourage collaboration with others, including peers and teachers.

At the beginning of each semester, curriculum overviews that outline the units of work for each year level are made available on the Algester State School website.

## **SPECIALIST CURRICULUM AREAS**

### **HEALTH AND PHYSICAL EDUCATION (HPE)**

There are two strands to the Australian Curriculum HPE program, Personal, Social and Community Health and Movement and Physical Activity. All students are expected to participate in learning through the HPE program. These lessons are delivered by both our classroom and HPE Specialist Teachers.

During Term 4, Prep and Year 1 students are required to participate in swimming lessons. Wearing a swimming cap is a compulsory requirement from the provider. If a student is wearing a two-piece swimming costume a rashie or tight-fitting T-Shirt is required. If students are engaged in outdoor swimming lessons, they must wear a sun safety shirt or rashie over their swimming costume. Sun safety shirts need to be tight fitting, as loose clothing could constitute a danger to children when swimming. The final say as to the suitability of the sun safety shirt will be in the hands of the school Principal. Parents are encouraged to apply sun protection lotion to their children on the morning of swimming lesson day or invited to send sunscreen with their children. The children catch a bus to the swimming pool.



Our sport houses.

## **MUSIC**

Music is a strand of The Arts Curriculum. Classroom Music has a valuable role in our students' learning. Students from P-6 have one lesson each week with the Classroom Music Specialist, who provides them with opportunities to demonstrate core-learning skills and understandings from The Arts Curriculum. The music program is based on hands-on learning and provides many opportunities to experience music and develop their natural talents. Students also have access to the following music opportunities:

- **Instrumental Music - Band Program** - Woodwind, Brass, Percussion (Years 4-6)
- **Instrumental Music - Strings Program** - Violin, Viola, Cello, Double Bass (Years 3-6)
- **Junior Choir** – Year 2
- **Senior Choir** – Years 3-6

All music groups have the opportunity to perform at various events throughout the year including school functions and competitions. Students who participate in the music programs are expected to perform at performance opportunities as part of their music group.

**Choir:** Anusha Jeeva (Monday to Friday)

**Band:** Karina Bryer (Monday all day, Wednesday afternoon, Thursday afternoon)

**Strings:** Rebekah Do (Wednesday all day, Thursday morning)

## **LANGUAGES (Chinese Mandarin)**

Algester State School provides Chinese for students in Years 2-6 delivered by a Specialist Languages Teacher. The Chinese Languages program aims to teach a variety of skills including:

- communication in Chinese
- understanding Chinese language and culture.

## **2. EXTRACURRICULAR**

### **SPORT**

This school encourages all children in Years 5 and 6 to participate in inter-school and onsite Friday afternoon sport. The school has a record of high achievement in individual and team sports. Friday afternoon sport, both interschool and intraschool, inclusive of Sporting Gala Days is part of school life. All children **must** always wear a school sun safe hat. Sunscreen and water are also required. This school competes against other schools in the district, in team sports such as netball, softball, t-ball, cricket, touch football, soccer, basketball and others depending upon the availability of teachers to coach these teams. Other sports which students are involved in are athletics, cross-country and swimming. Team representatives must wear their school uniform or dress code as directed by the coach. Courtesy and good sporting attitudes are essential. Students must uphold our school expectations of being Safe, Respectful and Responsible in all sporting events. Any failure in either of the above areas may result in the child in question being withdrawn from representing the school.

### **CAMPS, INCURSIONS AND EXCURSIONS**

During the year, students in Years 5 to 6 have the opportunity to attend a camp. These camps are designed to:

- enhance classroom programs
- develop independence, initiative and group skills such as cooperation, courtesy and respect
- develop camping and/or outdoor skills.

Student participation is strongly encouraged. Camps for 2026 are:

**Year 5** – Camp Goodenough (22 – 24 April)

**Year 6** – Camp Goodenough (16 – 18 March)

Temporary year level locations until 2027 venues are confirmed. Teachers will be in touch with information regarding incursions (onsite activities), and excursions (offsite). Offsite activities cost more due to bus transport to external venues. We try to keep the costs as low as possible. If you have financial difficulties, please contact your child's teacher or the relevant year level Deputy Principal to request a payment plan or subsidised activity as approved by the principal.

### **CLUBS**

**STEM Clubs** are run during lunchtime and are supervised by staff. Lego and Makerspace also form part of the STEM Clubs.

**Gardening Club** is run by teaching staff & Chappy Nina during lunch time breaks.

### **STUDENT LEADERSHIP**

Algester State School has a proud tradition of valuing student voice and highly effective school leaders. Whilst there

are several programs and opportunities for students to build their leadership skills, a process to select the formal positions of School Captain together with Sports, Arts, Performance, IT and Library Captains is held every year.

- 4 x School Captains
- 4 x Performance Captains – Strings, Band, Junior and Senior Choir
- 2 x Arts Captains
- 2 x Library Captains
- 2 x IT Captains
- 8 x Sport House Captains – Waratah, Cassia, Banksia and Hovea

Year Four and Five students, together with staff and the school's leadership team, will select these captains from eligible Year Five students. Speeches, presentations, representation at leadership events and an interview form part of the process for some of these roles. The elected students can be either gender. The school Principal will have the final say in the selection/appointment of students. There are roles and responsibilities for each position. A formal presentation of badges will take place at the beginning of the school year.

Students from Year 2 - Year 6 are given the opportunity to nominate for iAssistant positions. There are two positions in each class, each year. Students will visit the Apple Store Carindale and engage with Apple Education team members to develop skills in using, troubleshooting and understanding Apple devices.

### **STUDENT COUNCIL**

A student council is formed at the beginning of every school semester. An elected class member from each Year Four, Five and Six class form the student council. The student council meets with staff members regularly and supports the school in many ways. The students support various fundraising activities under the umbrella of the P&C Association to raise money, which is then spent on resources like playtime sporting equipment, water cooler, and shade sails for sporting teams. The student council also supports worthwhile charities e.g., Jeans for Genes Day.

## **3. ADDITIONAL SCHOOL STAFF SUPPORT & PROGRAMS**

### **HEAD OF DEPARTMENT (HOD) STUDENT SERVICES**

HOD Student Services collaborates closely with the Leadership Team and plays a vital role within both the Student Support Team (SST) and the Student Wellbeing Team (SWT). Their support encompasses a wide range of services, including advice related to educational, behavioural, personal, social, family, and mental health concerns. Additionally, the HOD Student Services provides leadership, support, and case management for some of the most complex and sensitive situations, such as student protection issues, critical incidents, mental health challenges, and suicide prevention and postvention efforts.

### **SOCIAL WORKER**

Alger State School's Social Worker supports students to improve their personal and social wellbeing through identifying issues that require change and connecting students and their families with support. Social Workers address challenges experienced by students across a range of mental health and wellbeing concerns. Using a strengths-based approach, they work to maximise a student's engagement with education. Social workers also facilitate referrals to other allied health professionals and services and assist students and families in accessing this support.

### **CHAPLAIN**

The Chaplaincy Service exists to support the school community, particularly the students, in addition to that already provided by classroom teachers and other support staff. The Chaplain is available for pastoral care, mentoring, student development and assists in times of crisis, alongside the Principal, Deputy Principal, HOSSES and HOD Student Services and Social Worker.

Participation in activities offered by the Chaplaincy Service is voluntary and, in most cases, requires parental permission. The Chaplaincy Service is respectful of all religions and beliefs. However, it operates under Christian principles and values, and as such, the Chaplain is also able to offer spiritual support when requested and with parental permission.

### **SPEECH LANGUAGE PATHOLOGIST**

A Speech Language Pathologist provides specialist support for students with speech, language and communication needs, or eating and drinking difficulties to support participation and learning at school.

Support may be delivered through assessments, targeted programs for identified students and advice to teachers. Currently the Speech Language Pathologist attends our school one or two days each week and services are prioritized through the Student Support Team.



## **INCLUSION TEACHERS**

Our inclusive practices teachers work in school teams and work closely with classroom teachers to support the whole class, small groups or individual students, to provide differentiated, focused or intensive teaching based on student need.

## **English as an additional language dialect (EAL/D)**

Our EAL/D teacher works with teachers and teacher aides to provide differentiated, focused or intensive teaching for students, from diverse language backgrounds and international 'new arrival' students who meet criteria.

## **Literacy and Numeracy**

An Inclusion Teacher, Literacy and Numeracy, works in school teams and with classroom teachers, small groups or individual students to provide appropriate literacy and numeracy teaching to students, as required.

## **Students with Disability (SWD)**

A team of experienced teachers and support staff, referred to as the Inclusive Practices (SWD) team, support students with disability and assist classroom teachers to develop and deliver educational programs and provide targeted support. At Algester State School, the Inclusive Practices (SWD) team support inclusion and collaborate with classroom and specialist teachers within a co-teaching model to make reasonable adjustments for students with disabilities. Staff can provide advice about how to make reasonable adjustments, and work with the school team to develop strategies to enable students with disability to participate in school activities alongside their peers.

## **TEACHER AIDES**

Teacher Aides at Algester State School work across a number of roles to support students and the implementation of the school's focus on learning in our strategic plans. Our current focus is delivering high quality reading teaching, through guided reading lessons by trained teacher aides and Inclusion Teachers. Prep Teacher Aides work under the direction of the Prep Classroom Teacher to deliver the Prep curriculum and provide targeted student support. Inclusion Teacher Aides also deliver more specialised support for students with disabilities, EAL/D backgrounds and other identified learning needs.

## **RELIGIOUS INSTRUCTION**

Religious instruction classes are currently not available at Algester State School as we don't have local religious communities who provide volunteer staff, signed off by the school and religious organisations, to conduct programs. When these classes are offered, students in these classes are supervised by school staff whilst the volunteers conduct the programs. Parents provide consent upon enrolment or at any other time to provide permission for their children to attend religious instruction classes. Non-attendees are also supervised, participating in other school tasks, by school staff.

## **4. ASSESSMENT & REPORTING**

Assessment is the ongoing process of gathering, analysing and reflecting on evidence to make informed judgments about the achievement or capabilities of individuals and cohorts. It plays an integral role in improving student learning and informing teaching.

Assessment is an essential component of systematic curriculum delivery. Teachers plan, design and implement assessments to monitor and gather evidence of student learning and achievement against the relevant achievement standards. They use assessment and reporting data to provide the curriculum in a way that supports continuous improvement in student learning and achievement. Algester State School believes that assessment is vital to learning and teaching.

## **NATIONAL ASSESSMENT PROGRAM LITERACY AND NUMERACY (NAPLAN) Online – YEARS 3 and 5**

### **2026 – Term 1 – Testing Window - 11 March to Monday 23 March**

The Year 3 and Year 5 NAPLAN tests provide information about student performance in aspects of literacy and numeracy through externally designed and marked tests that are consistent across the Nation.

### **NAPLAN ONLINE:**

- Year 3 students will undertake **online** assessments for numeracy, reading and language conventions (spelling, grammar and punctuation) but will do a **paper-based** NAPLAN writing test.
- Year 5 students will undertake **all** NAPLAN content areas (including writing) **online**.

These tests have been introduced to:

- provide independent information to supplement other assessment information;
- assist teachers to provide additional information to parents/caregivers about students' achievements and areas identified in the test;
- provide school and system level information to guide decisions about learning and teaching and resource management.

The following information will be provided:

- Parents/caregivers will be provided with a written report about their child's performance on the test. These reports will be forwarded to them by the school.
- Class teachers will be provided with reports about the performance of their students, individually, against every item on the test as well as information about the class performance.

### **ICAS COMPETITIONS – YEARS 3-6**

ICAS is an online academic competition designed to assess students' higher-order thinking and problem-solving skills in English, Mathematics and Science.

Each assessment celebrates students' accomplishments by providing opportunities for recognition and development. Every student will receive a printed certificate and an online report on results.

ICAS Assessments are held online. This allows greater accessibility for students and faster delivery of results. This year all three competitions will be administered online, and our students will be able to use iPads to sit the Assessments. These Assessments will be supervised by Algester State School staff in the Hall before school on the specified date in August/September. Parents must also register their child/ren and pay online.

### **REPORTING TO PARENTS**

Parent/Teacher interviews are offered during Semester 1 and Semester 2. Written reports are emailed home at the end of each semester.

### **PARENT MEET AND GREET AND CLASS INFORMATION**

Each class teacher likes to meet formally and informally with parents. In the first month of school, parents will be invited to attend an afternoon session at the school to meet school staff informally, as a time to get to know each other in an informal way.

Teachers will email parents the school and class expectations for the year and note significant class/year level events.

### **STUDENT ANNUAL AWARDS**

#### **AWARDS CEREMONY**

During our Algester State School Awards Ceremony in Week 10 Term 4 some students in Years **Prep – Year 6** will be presented with the following awards:

- **Academic Award** – Students who achieved an 'A' level on Report Cards in English, Mathematics across both Semester 1 and 2.
- **Citizenship Award** – A teacher selected student from each class will be presented with a Citizenship Award Certificate according to the following criteria:

**Purpose:** To recognise a student who has consistently demonstrated the behaviours of being a good school citizen throughout the year.

**Eligibility:** One Algester State School student from each class – Prep – Year 6

**Selection Criteria:** A student who consistently demonstrates the following behaviours:

- ☐ Being respectful, being responsible, and being safe.
- ☐ Acts as a positive role model.
- ☐ Supports and encourages others.
- ☐ Willing to accept responsibility.
- ☐ Participates enthusiastically in school activities e.g., class, music, sport, excursions, etc

Does not have to be a sport or music representative just that they are an enthusiastic participant in school activities e.g., engages enthusiastically in learning, group work, cheers for team on Sports Days, sings along in music classes or at a class concert, engages in activities on camp or on an excursion or incursion etc.

Parents/carers of award recipients will receive a secret invitation to invite them to this event where their child will be

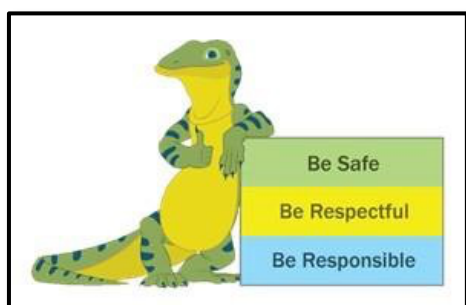
acknowledged for these achievements.

## 5. POSITIVE BEHAVIOUR FOR LEARNING

Algester State School is committed to providing a safe, respectful and disciplined learning environment for students and staff. The [Student Code of Conduct](#) is designed to facilitate high standards of behaviour so that the learning and teaching in our school can be effective, and students can participate positively in our community.

We use Positive Behaviour for Learning (PBLL) as an evidence-based, school-wide organisational framework for behaviour management. PBL is a multi-tiered system of support for behaviour management used across all settings within the school environment and at all levels of student functioning/capability. The school community has identified the expectations below to teach and promote high standards of behaviour across our whole school community.

All students are taught the school expectations and rules and to 'Do the High Five' to develop strategies to support situations that happen within the classroom and the playground.



Our whole school approach provides a supportive learning environment through:

- Open communication with the school community concerning the Algester State School Student Code of Conduct.
- Shared school values and a positive inclusive culture.
- Establishment of agreed programs and procedures that address child protection issues concerning harassment, bullying and violence.
- Management of incidents through clear and well-defined processes.
- Supporting students and building strong community relationships.
- Cyber bullying, bullying and other day to day behaviours which may impact negatively on students, but not necessarily fall into the bullying category.

### VAPING AND PROHIBITED ITEMS

Vapes are items that students are explicitly prohibited from possessing at Algester State School, along with illegal items or weapons, imitation guns or weapons, potentially dangerous items and offensive material. Knives, even those for cutting up food by students at lunchtime, are also always prohibited at school.

### PARENT CODE OF CONDUCT

The [Parent and Community Code of Conduct \(PDF, 386KB\)](#) describes the ways in which parents, carers and visitors should conduct themselves while on Queensland state school grounds, at school activities, and when interacting with others in the school community.

## 6. SCHOOL POLICIES, PROGRAMS AND PROCEDURES

### DIGITAL TECHNOLOGIES

Algester State School is a 1-1 BYOD iPad school from Year 2 to Year 6. Each student in Year's 2-6 has access to a device or a shared device for their learning.

**Algester iPad Responsible Use Agreement: Year 2-6 is available on our website by clicking this [link](#).**

In 2026, Year 1 students have been provided with an opportunity to buy in to a School Owned Device (SOD) Program. Prep students have access to shared sets of school devices. Classroom and learning spaces have Wireless Access Points, and the school has a high-speed, high-volume internet connection. All classrooms have data projectors with Apple TVs for mirroring computers and iPads. Teachers can display and interact with digital content.

Alger State School was recognised as an Apple Distinguished School in 2019 and continues to maintain this status. It provides an innovative approach to the integration of digital technologies in ways of working at our school.

### **BYO IPAD HANDBOOK**

An Alger State School BYO iPad Information Booklet is available on our website by clicking on this [link](#).

**SCHOOL OWNED DEVICE (SOD) AGREEMENT – Alger iPad Responsible Use Agreement: Year 1 SOD** users only is available on our website by clicking this [link](#).

### **SUN SAFETY POLICY**

We know year-round sun protection is important for all children and young people in Queensland, as research demonstrates that high ultraviolet radiation (UVR) exposure in childhood and adolescence significantly increase the risk of developing skin cancer.

Our school aims to educate our students about being sun safe to develop important, life-long, healthy habits, and acknowledges the important role adults play during and outside school hours to reinforce sun safety with children and young people.

In implementing the sun safety policy, our school and community recognize that:

- The policy applies to all school and school-related activities and events;
- The strategies are to be implemented during the whole school day and year-round; and
- A combination of sun safe strategies is more effective than a single approach.

Staff have access to SPF 30 or higher broad-spectrum, water resistant sunscreen for student use. Parents /carers are encouraged to provide sunscreen for their child if they don't wish their child to use the schools' sunscreen. [2026 Sun Safety Policy](#)

## **7. FACILITIES**

### **LIBRARY**

The library is home to our literature and reading resource collection. It is a calm and inviting space for learning and teaching which hosts a variety of educational books and resources. The library is open from 8.30 – 3.30pm each day for borrowing and returning of books.

Class teachers nominate a library borrowing time for students to select books for reading during leisure time. Students are encouraged to take books home to read independently or with their families. Books are on loan for a two-week period but can be extended on request. Parents are asked to replace lost materials after every effort has been made to locate them.

### **SHEEP STATION GULLY ENVIRONMENTAL CENTRE**

Alger State School and St Stephens Primary School share a purpose-built environmental science facility between both campuses. This facility is a short walk from Alger State School grounds, located at St Stephens.

Throughout the course of the year, classes may have an opportunity to use this facility to participate in hands-on curriculum lessons as determined by the course of study for each year level.

Parental written consent is sought to allow your child/children to walk, under the supervision of a teacher, to and from the Sheep Station Gully Environmental Science Centre to participate in curriculum-based science lessons.

Parents will receive an online consent form via QParents for individual incursion activities and when visits to the Sheep Station Gully Environmental Science Centre are required as part of curriculum-based activities.



## 8. PARENTS & CITIZENS INVOLVEMENT

### Alger State School P&C Association

#### What is the Alger SS P&C?

A group of parents and citizens coming together to support the welfare and education of their children. The group is made up of people who want to know more about the school, have their say, be heard, and decide on important issues and activities during the school year.

#### What value does it offer?

The P&C raise money each year to pay for much needed aspects of your child's education and environment; like books, mental health support, sporting equipment, Yr 6 graduation, Prep activities, classroom furniture, learning resources (class equipment), infrastructure (shade), cultural programs, chaplaincy program, Principal's Afternoon Tea, Teaching Staff Appreciation Days, new playgrounds, and vulnerability initiatives (Rise Program).

#### How does it deliver student services?

An executive team (volunteers) support a small team of employees to deliver the following services each year.

<a href="#">Alger Tuckshop</a>	<a href="#">Alger Uniform Shop</a>	<a href="#">Fundraising Events</a>
<a href="#">Community Partnerships</a>	<a href="#">Community Events</a>	<a href="#">Communication to Parents</a>

• Click on the service above (Tuckshop, Uniform Shop and Events) for opening times, location, menu items, events, and activities.

#### What do I have to do?

You can be involved as little or as much as you like, the important thing is that you can stay across what is happening and you can contribute towards building a positive environment for your children.

If you want to be in the know about your school and its activities, this is how:

Become a member - Website: <http://algersterpandc.com.au/> | Email: [secretary@algersterpandc.com.au](mailto:secretary@algersterpandc.com.au) | Phone: (07) 3712 5111

#### P&C General Meetings

We host (online and in person) on the THIRD Tuesday of the month during the year to report on project and activity progress, make decisions, and offer opinions and feedback into the school's activities. To become a member and have your say, or receive the latest information on activities complete your [membership form](#). Note: Alger P&C AGM is on the third Tuesday of March each year.

#### Fundraising

Funds are raised for our students' education and positive learning environment by our small team and a LOT of volunteers.. A list of our [annual events are here](#).

We are currently raising funding for:

- additional chilled water bubblers
- wellbeing programs to support and enhance our student's learning environment.

We welcome new volunteers to assist our students so they can enjoy themselves and always remain safe during activities. Keep an eye out for opportunities to get involved and volunteer throughout the year.

#### Alger Tuckshop

Your school Tuckshop is managed by a Tuckshop Convenor and volunteers.

- the Tuckshop operates 5 day per-week thanks to our volunteers
- lunch and snack orders are made online through Munch Monitor (delivered to the classroom)

A [Munch Monitor account](#) (adult) is required for online ordering: username = algersterpandc > password = munch4115.

Follow the prompts to set up your account, once complete you will be able to set up your child/ren's account.

To keep running our menu and opening times for students, we welcome new volunteers to help with our easy tasks - no cooking required! Here is [more information on the menu, ordering, birthdays, and to set up your account](#). If you can lend a hand, our Tuckshop Convenor would be so grateful, please.

### **Algester Uniform Shop**

Your Uniform Shop is managed by a Uniform Shop Convenor.

Algester SS offers:

- retail shop to try on or view items (payments via EFTPOS or Munch Monitor, no cash)
- online ordering and delivery to classroom option (ordering via Munch Monitor)

A [Munch Monitor account](#) (adult) is required for ordering uniforms online: username = algesterss > password = munch4115. Follow the prompts to set up your account, once complete you will be able to set up your child/ren's account.

Individual items and uniform 'packs' available for you to purchase are listed on the [Algester SS P&C website](#), including Music uniform packs, Prep packs, and Senior Shirts.

The Uniform Shop location, opening times, [maps and videos to find us are here](#), or email: [uniforms@algesterpandc.com.au](mailto:uniforms@algesterpandc.com.au) All students must adhere to the Algester State School Uniform Dress Code.

### **Additional Information on Algester SS P&C**

To contact us directly, you are welcome to email us, our details are listed on the [Algester SS P&C website](#)

## 9. OUTSIDE OF SCHOOL HOURS CARE – Helping Hands



### Key Service Information

#### Algester State School

Helping Hands Network provides fun, play-based learning experiences for your children before school, after school, and during holidays. Whether your child attends daily or occasional, each visit is an exciting adventure!

##### Compelling Programs

At Helping Hands Network, we are proud to run the 'Adventure Program', an industry leading framework designed to nurture children's potential through play.

Our morning program is called 'Rise then Shine' and offers energising activities and a nutritious breakfast to set kids up for a positive start to their school day.

Our after-school program 'Stay and Play' is the perfect opportunity for children to participate in fun activities, build close friendships and wind down after a busy day at school.

##### Fabulous Food

Our carefully crafted menu options are designed to fuel hungry tummies and curious minds with yummy and nutritious foods. This is delivered through 'Breakfast Club' in the mornings to kick start the day and 'Snack Squad' to curb the afternoon hangries.

##### Holiday Programs

Holiday HQ, the ultimate kids' holiday program, breaks the school routine with unique experiences at select services. Each day brings new excitement with diverse themes, engaging activities, and entertaining incursions and excursions for an unforgettable break.

##### Educators who care

Our team, selected to meet community needs, serves as a genuine extension of the school and family home. Treating children as family, our qualified and trained members ensure quality care tailored to individual needs.

##### Future ready

We are committed to helping today's children navigate their tomorrow. We focus on building knowledge, skills and behaviours that help prepare your child for whatever the future may hold.

##### Affordable Care

Did you know our programs are eligible for the Child Care Subsidy?

Families can get up to a 90% rebate of session fees, including holiday program incursions and excursions.

##### Unified Partnership

As a vital part of the school community, we collaboratively craft a fun and engaging environment for your child's growth. Actively listening to our school communities, we tailor personalized programs, ensuring our commitment to delivering high-quality programs and unwavering support to families and schools.

##### Peace of Mind

You can be sure that at Helping Hands Network, your children are in the safest of hands.

We are a proud Child Safe Organisation, complying fully with all 7 Quality Areas of the National Quality Framework (NQF) and we are proud that 95%\* of our programs meet or exceed the National Quality Standards.

\*As at May 2022



Scan the QR code to view key service information for your centre, including pricing, Government Subsidies, opening hours and more!



0400 912 492 | [algester@helpinghandsnetwork.com.au](mailto:algester@helpinghandsnetwork.com.au)



# Key Service Information

## Alger State School

PROGRAM	TIMES	BOOKING TYPE	FULL FEES	FEE AFTER GOVT SUBSIDY
Rise then Shine	6:00 AM to Bell Time	Flexible Booking	\$20.88	\$3.03
		Last Minute Booking	\$25.06	\$3.63
Stay and Play	Bell Time to 6:00 PM	Flexible Booking	\$25.06	\$3.63
		Last Minute Booking	\$30.07	\$4.36
Holiday HQ	6:00 AM to 6:00 PM	Full Day Holiday Program	\$57.42	\$8.33

\*Prices are subject to change. Please visit our website and search for your Service for current pricing.

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# Key Service Information

### Parent Portal Online Booking

If the session has availability, bookings can be made online via the Parent Portal as follows:

- Before School program bookings can be made on the Parent Portal up until the start time of the session.
- After School program bookings can be made on the Parent Portal up until 8 hours before the start time of the session.
- Holiday Program bookings can be made on the Parent Portal until 48 hours before the session starts.

For booking requests outside of the Parent Portal booking timeframes please phone the service or Customer Experience team at 1300 612 462, who will be able to assist in most cases. Please note, relevant late booking fees will apply.

### Bookings, Fees, and Terms and Conditions

**Important Note:** For eligible families all before school, after school and holiday program (vacation care) sessions are subsidised by the childcare subsidy (CCS). Please check your entitlement to reduce out-of-pocket fees. Please refer to Services Australia Childcare Subsidy for eligibility and entitlement.

\*Fees after government subsidy stated on our website represents 90% of Childcare Subsidy. To get an accurate representation on the CCS applicable to your family, please refer to Services Australia Childcare Subsidy.

### Flexible Booking Options:

#### Flexible Booking

**Bookings:** Flexible Booking bookings for before and after school program sessions must be made three or more days in advance of the session date.

**Cancellations:** To avoid out of pocket costs, cancellations must be made 48 hours or more prior to the session start time. If a child cannot attend and notice is provided within 48 hours, the booking will be marked absent, and regular gap fees will apply.

#### Last Minute Booking

**Bookings:** Last Minute Booking bookings for before and after school program session can be made in the Parent Portal between 24 and 48 hours in advance of the session start time. For bookings required within 24 hours of a session start time please phone the Customer Experience Team on 1300 612 462 who will be able to assist in most cases. If approved, these bookings will be made as Last Minute Booking bookings.

**Cancellations:** Last Minute Booking bookings are not eligible for free cancellation. If a child cannot attend on a particular day, the child's absence must be notified before the session start time. This can be done via the parent portal, via an email or phone call to our Customer Experience Team 1300 612 462, or via direct contact with the service coordinator. The booking will be marked absent, and the regular gap fee will apply.

### Adventure Pack Discounts:

#### Adventure Pack 90\*

**Bookings:** Book 90 or more sessions in a single school term. To receive the Adventure Pack 90 discounted rate\*, bookings must be made 15 or more days in advance for 90 or more sessions. Bookings may include Before School and/or After School programs (Rise then Shine and Stay and Play) but exclude Holiday Program (Vacation Care) bookings. Adventure Pack 90 sessions can include multiple children in same family but must be booked in a single instance and occur within a single term.

**Cancelling Sessions:** Bookings made within the Adventure Pack 90 are not eligible for free cancellation. If a child cannot attend on a particular day, the child's absence must be notified before the session start time. This can be done via the parent portal, via an email or phone call to our Customer Experience Team 1300 612 462, or via direct contact with the service coordinator. The booking will be marked absent, and the regular gap fee will apply.

\* Not available in all locations. Please refer to your service information page for detailed session fees and discount packages.

# Refer to service information page for detailed session fees and discount packages.



# Key Service Information

## Additional Fees and Charges

**Non-Notified Absence Fee:** If a child is unable to attend an after school program session, they must be marked absent before the session start time. This can be done via the parent portal, an email or phone call to our Customer Experience Team 1300 612 462, or direct contact with the service coordinator. If this is not completed prior to the session start time, a \$20.88 Non-Notified Absence Fee will apply.

**Late Pick Up Fee:** If a child is not picked up before the official closing time of the service, a \$20.88 per 15-minute Late Pick Up Fee will be automatically applied to the account

**Holiday Program Incursion and Excursions:** Holiday Program sessions may have an additional charge applied depending on the cost of incursions or excursions. These fees will be communicated through the Holiday Program information available online or in brochures ahead of bookings becoming available before each school holiday period. These fees are subject to change as activities may be adjusted before the session begins.

These fees will be Childcare Subsidy (ccs) inclusive and cannot be separated from the regular price of the booking.

**Holiday/ Vacation Program Sessions:** Holiday program bookings can be made online up to 48 hours before the session commences. To make a booking after this time, please contact our Customer Experience team. Late bookings (within 5 days before session commences) **will** incur an additional \$4.18 fee. To avoid any out-of-pocket costs, cancellations must be made at least 7 days before the session commences. Cancellations within this period will incur the full fee, less any applicable ccs.

## Holiday HQ Program Guidelines

The provision of food is subject to the service. Please contact the service directly to understand if your service does provide food and share any important allergy or dietary information.

If your service **does not provide food**. Please bring a packed lunch, afternoon snack, and a reusable drink bottle. Make sure all food adheres to the service's allergy guidelines. Please contact the service directly for more information about what food can be brought to your service.

Please be mindful for the planned activities, ensuring your child wears appropriate and comfortable clothing, which follows our sun-smart policy (including closed-toe shoes). For safety and peace of mind, please leave valuables, and electronic devices (such as tablets and smartphones) at home.

## Excursion Information

Please **arrive by 8:30am for all our excursion days**, unless otherwise stated.

Please directly contact your service team for any specific activity information and ask questions, including queries about permission forms and potential waivers.

Please note, our holiday program activities vary from service to service. To ensure you have the most accurate information for activities occurring at your service, including medical and other requirements related to your child/ran, please contact your service directly.

## Medical Management

So we can provide the best and safest care, it is important that you inform the service if your child/ran has an identified health care need, allergy or relevant medical condition diagnosed by a registered medical practitioner. On your first day of attendance, bring along a completed Risk Minimisation form, Medical Management forms and any required medications. All medications (including ointments and creams) must be prescribed by a medical practitioner, be in the original container with original pharmacist labels and clear instructions. All labels must be legible and undamaged, and the medication must still be within its expiry date.



0400 912 4921 [alvester@helpinghandsnetwork.com.au](mailto:alvester@helpinghandsnetwork.com.au)

## 10. SCHOOL PROCEDURES (Alphabetical Order)

### **ABSENCES**

All absences must be reported to the office. The [QParents website](#) is the preferred method to report absences. The School Stream App and telephone answering service is also available 24 hours a day for messages advising of student absences on (07) 3712 5111 and follow the prompts.

#### ***SMS Same Day Student Absence Notification***

The safety of every student, every day, is paramount. If a student is absent, the school needs to be sure that they are safe. Parents/Carers will receive SMS advice after 9.30am when their child is absent without explanation or without signing in (see Late Arrivals/Early Departures section). This message is sent as soon as practicable on that day, allowing time for parents/carers to respond before the end of the school day. Parents can reply directly to the SMS, advising the school of the reason for the absence. Once the school has received the reply, the student's attendance record will be updated accordingly.

If no explanation is received, the student's absence will be recorded as unexplained on the official school roll. Unexplained absences are recorded on written semester reports in June and December. Parents/Carers will be contacted officially if a pattern of unexplained absences or truancy is detected.

#### ***School Exemption***

For planned absences **longer than 10 consecutive school days** it is a requirement that a parent/caregiver apply by completing an Exemption Form to the Principal for an **exemption** from state schooling. If you are planning to go overseas you will need to supply a flight itinerary with the departure and arrival dates and this will be attached to the exemption form for approval and signing by the principal. Exemption forms are available from the school office.

#### ***Late Arrivals / Early Departures***

The school operates an electronic roll marking system. Students who arrive after 9:00am must report to the Administration Office, where the Administration Officer will update the attendance record and issue a 'Late Slip'. Students are then required to take the Late Slip to their classroom and present it to their class teacher.

If you need to collect your child early, please report to the Administration Office where our staff will assist you. The parent/carer will be provided with an "Early Departure" slip to take to the classroom teacher to collect the student. Parents/carers must sign students out when leaving the school and sign them back in at the office if they return later that day. For safety reasons, students are not called to the Administration Office for collection by parents/carers.

When collecting a child who is unwell or needs to leave school for any reason, the person collecting the child must report to the Administration Office and sign the student out.

### **ACCESS TO STUDENTS**

Should parents/carers require access to your child/children during school hours, all enquiries must be made through the Administration Office. This process supports the school's duty of care and ensures the safety and well-being of all students.

Parents/carers are asked not to contact students directly via their iPad messaging Applications or other personal communication devices during school hours. All messages must be directed through the Administration Office, where staff will facilitate communication with students as required.

Parents/carers are encouraged to discuss and confirm normal after-school collection arrangements with their child prior to the commencement of the school day, to support student safety and wellbeing.

### **ACCIDENTS**

Minor accidents such as cuts and scratches are treated by teachers on duty or the First Aid Officer. Our school has members of staff who are trained in first aid with a First Aid Officer available in the Administration Building during class breaks.

The First Aid Room is located within the Administration Office. When a staff member assesses that a student requires first aid support, the student will be referred to the First Aid Room. Following treatment and a suitable recovery period, students may return to their classroom where appropriate.

If symptoms of illness or injury persist, an Administration Officer will contact the parents / carers to arrange for the student to be collected. Upon arrival, parents/carers are required to sign the student out through the Administration

Office. In more serious situations, the accident procedures outlined below will be followed.

### Accident Procedures

- The seriousness of the accident will be assessed and appropriate first aid procedures will be implemented. The safety and wellbeing of the student is the school's highest priority, and parents/carers will be notified accordingly.
- In the event of a serious accident, an ambulance will be called and a parent/carer or nominated emergency contact will be contacted immediately.

Ambulance cover is free in Queensland, which allows the child to be transported to the hospital at no cost, should this be required.

### ACCIDENT INSURANCE FOR STUDENTS

Some school activities and physical education, particularly contact sports, carry inherent risks of injury. We have been asked to advise parents/carers that the Department of Education does not have Student Accident Insurance cover for students. If a child is injured at school because of an accident or incident, all costs associated with the injury, including medical costs is the responsibility of the child's parent or carer. Medicare may cover some incidental medical costs. If parents/carers have private health insurance, some costs may also be covered through the private health insurer. Any other costs would be borne by the parents/carers.

Student Accident Insurance is an insurance policy that pays certain benefits in certain circumstances should your child have an accident. It is a personal decision for parents/carers as to the types and levels of private insurance they arrange to cover their child for any accidental injury that may occur. Parents/Carers should contact their insurer or an approved Australian insurance broker for more information about student personal accident insurance cover for their child.

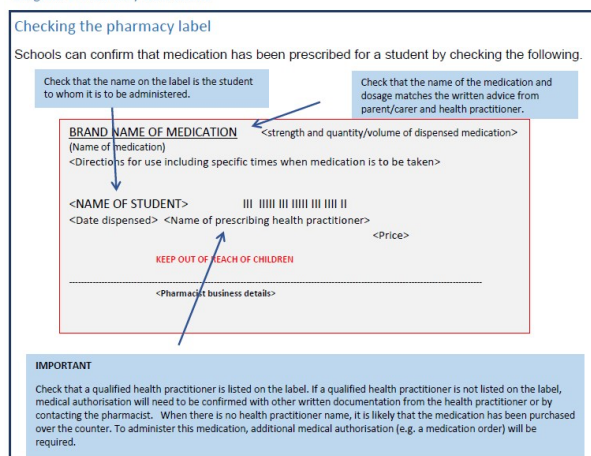
### ADMINISTRATION OF MEDICATION

If a student requires medication to be administered during school hours, parents/carers must comply with the Department of Education (DoE) Guidelines outlined below:

The DoE recognises that all medications, including over the counter (OTC) medications, such as paracetamol or alternative medicines, are classified as drugs or poisons and may cause side effects. As a result:

- Schools must receive medical authorisation from a prescribing health practitioner (e.g. doctor, dentist, optometrist – not a pharmacist) before administering any medication to a student, including OTC medications such as Panadol (Paracetamol), Nurofen (Ibuprofen).
- All medication, including OTC must be:
  - Provided in the original container
  - In Date
  - Supplied with a pharmacy label that clearly outlines dosage instructions as directed by the prescribing health practitioner.
- The pharmacy label must include:
  - The student's name
  - The prescribing health practitioner's name.

Diagram 1: Pharmacy label check:



- An accompanying letter from the prescribing health practitioner will also be required.
  - A letter from the parent/carers alone is not sufficient authorisation to administer medication.

- If medical authorisation cannot be confirmed, the parent/carers will be advised that until medical authorisation is provided, and if medication is required during school hours, parents/carers must attend the school to take responsibility for the administration of the medication.
- Before any medication can be administered to a child at school:
  - Parents/carers must complete:
    - a Consent to Administer Medication form,
    - the appropriate Administration of Medication Record Sheet, both provided by the school.
  - The office staff will complete:
  - Section 1 of the Administration of Medication Record Sheet (Routine/Short-term) for routine or short-term medication, or
  - Section 1 of the Administration of Medication Record Sheet (Routine/Short-term) for emergency medication.
- Please note: Medication supplied for one student will not be administered to another student, including siblings.

At Algester State School, only staff authorised by the principal and who have completed Administration of Medication training may administer medication. Authorised staff include office staff, staff holding current First Aid Certification, and school administration staff. All medication will be always stored securely in the school office.

Special circumstances may apply in limited cases, such as:

- Asthma inhalers for approved self-administration accompanied by an Action Plan or a health practitioner letter stating when required and dosage.
- EpiPen ® and/or Antihistamine for Anaphylaxis accompanied with Action Plan completed by a health practitioner with medication clearly labelled with dosage.
- other specialised health requirements (Refer to the corresponding sections below for further details)

After the appropriate administration of medication forms have been completed and signed, it is then the responsibility of parents/caregivers to notify the school in writing:

- when medication is no longer required to be administered at school
- if changes occur in the dosage requirements for students' routine medication (an updated authorisation form and accompanying letter from the medical practitioner will be required)
- if emergency medication changes, including providing an updated action plan or letter from the prescribing health practitioner
- in advance, if medication is being transported with the student for purposes other than administration at school (respite, shared parental arrangements, before and after school care).

### **Transportation and Collection of Medication**

- Ongoing medication for continuing students can be provided with the appropriate authorisation form and accompanying letter from the medical practitioner the week prior to the commencement of the first day of school.
- All medication must be delivered to and collected from the school in person by a parent/carer or an adult authorised by the parent/carer.
- If you are unable to transport your child's medication, you must contact the school in advance to arrange an agreed and safe alternative method.
- At the end of the school year, or when medication is no longer required parents/carers must attend the school to collect all unused medication.
- Unused medication will be returned in its original container
- Any medication not collected will be disposed of in accordance with Department guidelines.

### **ADMISSION TO SCHOOL AND PREP ENROLMENTS**

If your child is entering Prep, they must be turning five years of age before 30 June of their Prep year.

Proof of a child's date of birth, sighting of the original birth certificate is required. As an enrolment managed school, Algester State School only guarantees enrolment to students who reside in our catchment area. Two proofs of residence documentation is required at enrolment. Further information about our enrolment management plan (see [link](#)) is available on the Enrolments page of our website.



Each year we invite our future Prep students and their families into the school for several activities to assist with the transition to school the following year. These activities may include school tours, parent information evenings, enrolment interviews and transition sessions where students spend time in our current Prep classrooms. They may also visit the school, if organised with their local kindergarten, to participate in special events such as Junior Sports Day and Under Eights Day. Our Prep teachers also visit local kindergartens for their parent open evening to share information about Prep at Algester State School. Prospective parents are invited to attend a tour of the school with the Deputy Principal at 3:30pm on Thursday of Week 5 each term. Parents are asked to book in for the tour via the office.

### **AREAS FOR WAITING BEFORE/AFTER SCHOOL**

Prep students are to be dropped off and collected at the classroom by an adult for the first two weeks of school. If you cannot meet these requirements, please arrange outside hours school care (OHSC) for drop off, and afternoon pick up. Sometimes other parents are happy to support a pick-up and wait arrangement until you arrive at school. From week 3 onwards, prep students will wait in the designated area from 8:20am each morning. Parents are welcome to wait in these areas with their child. For semester 1, the prep waiting area is the Year 1 undercover area. For semester two, prep students will wait in the mural undercover area. Staff will be on duty in these areas so parents can drop off prep students in the morning. After week 2, responsible older siblings may collect prep students from the classroom to meet parents for pick up.

If arriving at school before 8:45am students are required to remain in the areas in front of the mural for Years 1 & 2 and Year 3 & 4 allocated areas, Years 5 & 6 remain in the area in front of and to the side of the tuckshop from 8:20am until the bell rings at 8:45am, signaling the time to move to classrooms. Students enter classrooms at 8:50am. Learning begins promptly at 9:00am.

For the safety of all students, we ask families to ensure children are not left at or arrive at school before 8:00am. There is no direct supervision of students before school until 8:20am. Please investigate before school care with our Helping Hands providers or alternative providers or support.

Parents arriving before 3:00pm to collect your child must wait away from classrooms. Once the bell has rung, you may move to the classrooms to collect your child/ren.

Waiting outside classrooms is a distraction to student learning.

### **BIRTHDAYS**

Children enjoy celebrating birthdays with their classmates and are invited to bring along small cupcakes or other small treats to share. Please make sure that if your child has an allergy that teachers are aware of, so that there are no reactions from cakes brought from home. If your child does suffer from allergies, you are welcome to send in treats that can be given instead of cake, which can be stored in a freezer, if need be. The tuckshop also provides pre-ordered cakes via Munch Monitor.

### **BOOK / STATIONERY LISTS**

Requirement lists (year level book lists) are issued during fourth term for the following year. Current booklists are available from Administration and are on the school's website.

### **BUSES**

Please check with TRANSLink for current information about available bus services in your area.

It would be appreciated if parents remind their children of appropriate behaviour and safety when accessing the bus or whilst waiting at the bus stop. Please ensure that you support your children by taking them on the bus as a trial run, so they know when, where and how to enter and exit the bus. Please ensure that your children exit the bus at the closest stop to home and walk straight home.

### **COMMUNICATION**

If you have a concern or query, please consult your child's teacher in the first instance. If you require clarification or need further assistance, please contact the school office and make an appointment with one of our leadership team members e.g., Deputy Principal, Head of Special Education Services or Principal. Please note that our school operates on a 48-hour response time to parent contacts, unless deemed an emergency.

Parents are requested not to approach any student directly. All concerns and issues must be reported to school staff and will be managed following school processes.

It is important that the school has up-to-date contact details for parents / guardians, and alternative emergency

contacts in case you are unavailable. If any of your details or circumstances change, please contact the school.

We also offer communication through:

- Algester State School Parent Handbook
- School website
- School emails
- School Stream
- QParents
- Class Teachers may use Seesaw/emails
- Parents and teachers mutually arrange meeting times for an interview
- Parent-Teacher Interviews (Semester 1 and 2)
- Report Cards (Terms 2 and 4)

### **COMPLAINT MANAGEMENT**

From time to time, parents/carers may have concerns about school matters or their child's progress. Minor concerns may become bigger issues if you do not talk to the school staff about them promptly. We have found that most issues can be resolved through prompt and courteous communication.

Algester State School is committed to ensuring all parents have their concerns dealt with in a fair and equitable manner. We have a complaints management procedure that will allow parents/carers and school staff to work through issues towards a satisfactory outcome.

A summary of the procedure is:

1. In the first instance, parents/carers will contact the classroom teacher to discuss their concerns.
2. If concerns continue, parents/carers can then speak with the sector Deputy Principal or Principal via email or contact Administration to make an appointment.
3. Following negotiations with Algester State School personnel, if you still feel that a resolution has not been reached you may wish to contact Metropolitan South Regional Office on 07 3028 8052.
4. If you have not been able to resolve your complaint through these formal processes, you can lodge your complaint with the Queensland Ombudsman.

Complaints about services that are run or managed by the P&C Association, for example uniform or the tuckshop, should be directed to the P&C in the first instance. The P&C President can be contacted via emailing [president@algesterpandc.com.au](mailto:president@algesterpandc.com.au).

Complaints about Outside School Hours Care needs to be directed through Helping Hands, external provider, as per their Complaints Management procedure.

Further information on complaint management procedures can be found on the school website, by contacting Administration or by referring to the Department of Education website.

### **CUSTODY OF CHILDREN**

We ask you to keep the school fully informed if this refers to your present situation. If a Court Order is in force the school must see the original Order and have a photocopy of it for our records. It is the parents/carers responsibility to know and arrange for who can or cannot pick up your child/ren from school.

### **EMERGENCY CONTACTS**

Whether we like it or not, accidents and emergencies do occur. In the case of minor accidents, we contact the parent/caregiver and await further instructions. If the accident is serious, an ambulance is called immediately, and parents/caregivers are advised accordingly. In either case, it is imperative that we have an up-to-date record of telephone numbers of people to contact in an emergency. If you change your address or your place of employment, please notify the office.

### **FINANCE - INVOICES AND PAYMENTS**

#### **Frequently asked questions:**

When will I receive an invoice?

- Invoices are emailed after consent has been received for camps, excursions, instrumental programs, interschool sport and various school fees or levies at least two weeks prior to the date.

How will I receive the invoice?

- Invoices are only issued via email. If you have not already done so, please provide your email address to

the school office. Please check junk folder if you have not received a copy.

- Information regarding the activity (dates, permission slip etc) will be available on QParents. Permissions are recorded in the Consent Management section in QParents. If you do not have QParents it is a simple process to sign up. Paper copies of the permission form is available at the office if needed.

How do I pay the invoice?

- Preferred method - Pay Online via QParents (<https://QParents.qld.edu.au>)
- BPOINT information is printed on each invoice, simply click on the link at the bottom of your invoice and follow the prompts.
- Direct debit into the school bank account.
- EFTPOS facilities are available on Thursday morning only.
- Centrepay payments can be organised through Centrelink.  
Service Provider's Name: Algester State School  
Service Provider's Centrepay Reference Number 555-119-757-S
- Payment plans can be negotiated with the Business Manager, if required.

### **Refund Policy**

What if my child doesn't participate in the activity and I have been sent an invoice?

- If a child is unable to participate in an event after consent has been provided a credit adjustment will be issued to remove the invoice from the student's account. An adjustment note will be emailed after approval of the credit adjustment; it is important not to pay the adjustment note as it merely removes the original invoice from your child's record.
- If a student is unable to attend camp due to illness a medical certificate MUST be provided as evidence for the camp.

### **FIRE AND LOCK DOWN PROCEDURES**

Fire and/or lock down drills are held each term. The evacuation and lock down procedures are trialed and taught to the children during these drills and at other times. Our major concern is always the safety of the children.

### **HEAD LICE**

Parents/caregivers are requested to check their children's hair for head lice regularly. If head lice are detected, parents of the relevant class will be advised. Children who have head lice are expected to be treated by parents/caregivers.

### **HOSTING OVERSEAS STUDENTS**

At various times, Algester State School hosts visiting students from various parts of the world, especially Asia. These visits provide our students with the opportunity to become more caring, inquiring and knowledgeable young people as they gain greater intercultural understanding and respect for others through their interactions with our visiting students. The students visit our school during the day, so no homestay with our families is required.

### **INFECTIOUS MEDICAL CONDITIONS**



Infectious medical conditions may require a time of absence by the child until the infectious stage has passed. If you are unsure, please see the 'Time Out Poster' from Queensland Health or contact the school for more information.

Click here to view the [Time Out Poster](#)

### **LOST PROPERTY**

Please ensure all personal items are clearly named. This enables school staff to reunite lost items with their owners. During the term, lost property is placed outside the toilets in the admin/mural under covered area. At the end of each term lost property is displayed outside in the admin under covered area for collection by students or parents/caregivers. The date for collection is during the last week of term. Lost property which is not collected by the end of each term is disposed of in various ways e.g., charity, recycled or thrown away.

## **MOBILE PHONES / ELECTRONIC DEVICES**

The Department of Education has provided guidelines for the use of mobile phones by students which we have adapted and approved as policy at our school.

This policy is as follows:

- The use of mobile phones, personal digital assistants and similar electronic devices in class is disruptive to the learning environment of all students and is discouraged. **Mobile phones are to be handed in to the office before school and collected at 3pm.**
- Mobile phones should not be used in any manner or place that is disruptive to the normal routine of a school.
- **Students may not bring mobile phones into the classroom.**
- Mobile phones are brought to school at their owners' risk. No liability will be accepted by the school in the event of the loss, theft or damage of any device unless it can be established that the loss, theft or damage resulted from the school's negligence.
- Students are not to message/receive messages during the school day, including iPad devices.
- The school has a system in place for receiving and delivering messages to classrooms via the school office staff should the need arise. They can also contact your child should there be an emergency and/or a change of routine.

Please refer to the [Student Code of Conduct](#) and [BYO iPad handbook](#) for more information on the appropriate use of mobile phones and other electronic equipment.

In 2026, Year 1 parents/caregivers have been advised of the opportunity to buy into the **School Owned Devices (SOD)** program for only students in Year 1 as our first year of roll out. Please refer to **Algeria iPad Responsible Use Agreement** – for Year 1 SOD users only by clicking on this [link](#).

If students use their iPads inappropriately there are in school consequences.

## **PARADES**

**A Junior (P-2) Parade on Mondays** and **Senior (3-6) Parade on Wednesdays** are held separately 2-3 times per term at 2:15pm in the school hall.

Please see the school calendar on the website for dates. Parents are more than welcome to attend.

Parents of students who have been nominated to receive a class certificate will be contacted to attend the appropriate parade.

Included in the parade:

- Principal's Update
- PBL Lesson of the Week
- Student class certificate awards
- Music, HPE, Languages certificates
- Library Award for most borrowed library books
- P&C Association Update

## **PARENT / CARER INVOLVEMENT**

We encourage parents/carers to be part of their child's education at home and in the classroom. We look forward to parents/carers sharing in the formal education of their children.

Visitors and volunteers are required to sign in and out of the school using the Passtab system at the office each time they visit.

## **PARKING**

There is limited parking on school grounds for staff only. Entry is strictly prohibited to unauthorised vehicles during school hours of 8.00am – 3.15pm Monday to Friday. Parent/caregiver's cars are not allowed into the school grounds for the purpose of dropping off or picking up of children. Please use the Drop off/Pick up area access via Endiandra Street.

## **COMMUNITY UPDATE**

To keep you informed of what is happening in the school, an electronic fortnightly update is published and emailed to parents every second, even week, Monday. These are also available on School Stream.



## **SICK BAY**

If a student presents to sick bay they will be checked for symptoms and if decided, as appropriate, they will be monitored. If they improve, they may return to class. If they seem to be too unwell to remain at school their emergency contact will be called to collect them from school or if necessary, an ambulance will be contacted.

Exclusion from school applies for certain infectious conditions. If a student is experiencing vomiting or diarrhea, they are to stay away from school for a period of 24 hours after the last episode.

## **SUPERVISION OF CHILDREN OUTSIDE OF SCHOOL HOURS ON SCHOOL SITE**

A parent/caregiver is responsible for the supervision of their child outside school hours. The collection of students at the end of the school day by parents/caregivers will result in those parents/caregivers assuming responsibility for supervising those students while on the school premises. For the safety of all children, **playground equipment is not to be used outside of school hours**. Any children arriving on school grounds before 8.20am or remaining on school grounds after 3.00pm should utilise Helping Hands OSHC for before and after school care or an alternative provider for care.

Children waiting after school to commence extra-curricular activities such as sport or drama must be supervised by a parent/caregiver or be booked into Helping Hands, OSHC. Siblings who are waiting for a brother or sister to finish an extra-curricular activity are not to remain unsupervised onsite. They must be supervised by a parent/caregiver or booked into Helping Hands, OSHC.

## **UNIFORM POLICY**

The Uniform Policy is available on our website by clicking this [link](#).

## **VALUABLES AT SCHOOL**

We discourage children from bringing valuable items to school and we would ask for your support in this matter. This includes jewellery, toys and digital hardware.

## **VOLUNTARY CONTRIBUTIONS**

A voluntary contribution scheme of \$80.00 per child per year or \$140.00 per family for two or more children is offered to families each year. This yearly scheme has the support of the P&C Association and is in line with Department of Education requirements. Please note this is not a P&C fundraising activity. Funds raised through this scheme will be channeled directly to supporting the Information Communication Technology of Algester State School. As an Apple School, the students are provided with all necessary APPS to operate their apple device or while on a school owned device. The school provides information awareness programs on cyberbullying and cyber safety to students, staff and parents through the Health curriculum, Life Education Program and parent information sessions.

Every child from Prep to Year 6 will have access to the following digital requirements:

- Seesaw
- Sunshine Online – Comprehensive Digital Literacy Program
- SORA – Digital library system
- DRA Online – Decodable Readers Platform
- Padlet
- Book Creator
- Tynker
- Blooket
- Studyladder
- Class Dojo
- Teach your Monster
- Clickview
- ICAS and Reach Assessment
- Oliver
- Diebels
- Scratch

In addition, parents and caregivers will have access to SchoolStream – a communication platform keeping our families up to date with community notices, excursions/incursions and P & C updates.

Thank you for your ongoing contribution to the efficient running of our school.

Janine Leach  
Principal

# 2026

## School calendar

### Queensland state schools

DECEMBER 2025	JANUARY	FEBRUARY	MARCH	APRIL
S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S
1 2 3 4 5 6	1 2 3	1 2 3 4 5 6 7	1 2 3 4 5 6 7	1 2 3 4
7 8 9 10 11 12 13	4 5 6 7 8 9 10	8 9 10 11 12 13 14	8 9 10 11 12 13 14	5 6 7 8 9 10 11
14 15 16 17 18 19 20	11 12 13 14 15 16 17	15 16 17 18 19 20 21	15 16 17 18 19 20 21	12 13 14 15 16 17 18
21 22 23 24 25 26 27	18 19 20 21 22 23 24	22 23 24 25 26 27 28	22 23 24 25 26 27 28	19 20 21 22 23 24 25
28 29 30 31	25 26 27 28 29 30 31		29 30 31	26 27 28 29 30
MAY	JUNE	JULY	AUGUST	SEPTEMBER
S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S
31 1 2	1 2 3 4 5 6	1 2 3 4	30 31 1	1 2 3 4 5
3 4 5 6 7 8 9	7 8 9 10 11 12 13	5 6 7 8 9 10 11	2 3 4 5 6 7 8	6 7 8 9 10 11 12
10 11 12 13 14 15 16	14 15 16 17 18 19 20	12 13 14 15 16 17 18	9 10 11 12 13 14 15	13 14 15 16 17 18 19
17 18 19 20 21 22 23	21 22 23 24 25 26 27	19 20 21 22 23 24 25	16 17 18 19 20 21 22	20 21 22 23 24 25 26
24 25 26 27 28 29 30	28 29 30	26 27 28 29 30 31	23 24 25 26 27 28 29	27 28 29 30
OCTOBER	NOVEMBER	DECEMBER	JANUARY 2027	FEBRUARY 2027
S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S
1 2 3	1 2 3 4 5 6 7	1 2 3 4 5	31 1 2	1 2 3 4 5 6
4 5 6 7 8 9 10	8 9 10 11 12 13 14	6 7 8 9 10 11 12	3 4 5 6 7 8 9	7 8 9 10 11 12 13
11 12 13 14 15 16 17	15 16 17 18 19 20 21	13 14 15 16 17 18 19	10 11 12 13 14 15 16	14 15 16 17 18 19 20
18 19 20 21 22 23 24	22 23 24 25 26 27 28	20 21 22 23 24 25 26	17 18 19 20 21 22 23	21 22 23 24 25 26 27
25 26 27 28 29 30 31	29 30	27 28 29 30 31	24 25 26 27 28 29 30	28

- School holidays
- Public holidays
- Staff professional development/student free days
- Part public holiday after 6 pm

There are 195 school days in 2026.

Semester 1, 2026 commences for teachers on 22 January and for students on 27 January.

#### Staff professional development days

Staff professional development days for teachers are 22 and 23 January, 16 and 17 April and 4 September 2026. Schools are able to decide when they undertake the required hours for professional development for the flexible days, as long as they are on the flexible days, in the school holidays or out of school hours.

#### Public holidays

Queensland public holidays are set by the Minister for Industrial Relations.

Public holidays for local show days are not shown due to diversity of dates across the state.

#### Final dates for student attendance

20 November is the final date for Year 12 attendance for receipt of a Senior Statement. 27 November is the final date for student attendance in Years 10 and 11.

Some schools in regional, rural and remote areas will close for the summer holidays on 4 December.

*The information in this calendar was correct at the time of publication but may be subject to change.*

For more information and the latest version of this calendar, visit

[www.education.qld.gov.au](http://www.education.qld.gov.au)