

# STRETTON

STATE COLLEGE



**PARENT INFORMATION  
HANDBOOK 2022**

*With Purpose and Spirit*



## **MESSAGE FROM THE EXECUTIVE PRINCIPAL**

Welcome to Stretton State College.....

We are a proud school with a strong sense of community. By choosing our College, you have taken an important step towards making an informed decision about the 'right' school for your child – both now and in the future. Our College enjoys an excellent reputation through the Metropolitan Region, for inspiring students to reach their full potential.

Stretton State College is a dynamic learning P-12 community where students are encouraged to explore a wealth of opportunities and a range of vibrant learning pathways which cater for the distinct uniqueness of each individual child. We pride ourselves in being a school where quality teaching and learning makes a real difference in the lives of our students. Our facilities provide a world-class learning environment for your children combined with the very latest state-of-the art technology embedded across the curriculum.

We are proud of the uniqueness of our College environment; excellence and opportunity are our hallmark; building confidence, creativity, self-esteem, initiative and enterprise throughout every sphere of life is our unrelenting vision. The teaching staff are committed to developing confident children who are well prepared for a meaningful future. Aligned with our purposeful direction, all students are expected to understand and follow our Stretton values – embedded in the Stretton SPIRIT. Aligned to our 'personal best' philosophy, our school offers a diverse range of co-curricular activities and programs which further instil a strong sense of school spirit and belonging.

Our curriculum takes into account contemporary developments in learning and focuses on the need for students to create possibilities for themselves within a broad national and international context. We have and have a very strong, loyal and committed P & C Association and enjoy excellent partnerships with our local business and industry community.

I firmly believe that the school environment we develop, the attitudes and values we help instil, and the behaviour we model will influence the young people of today – our leaders of tomorrow in a global world.

Please contact our school campus offices for any assistance which you may require. I look forward to welcoming you and your family to our caring and committed community of happy learners.

Kind regards,  
Jan Maresca  
Executive Principal





## Stretton State College- Values

Sincerity

S

**Sincerity** – the spirit of honesty and working as a team

*For the community of Stretton State College to work together honestly and maintain a genuine strong bond.*

Perseverance

P

**Perseverance** - the spirit of self-determination and never giving up

*For the community of Stretton State College to practice a sense of determination and strength of character in all that we do.*

Integrity

I

**Integrity**- the spirit of being truthful and reliable

*For the community of Stretton State College to be dependable and loyal in all interactions.*

Responsibility  
& Respect

R

**Responsibility and Respect**- the spirit of owning our own actions and being admirable in our behaviours

*For the community of Stretton State College to be courteous and considerate role models when communicating with others. Furthermore, all individuals must be responsible for the choices they make.*

Inclusivity

I

**Inclusivity** – the spirit of including others and accepting difference.

*For the community of Stretton State College to embrace all people regardless of race, religion, personal limitations, gender and socioeconomic status.*

Thoughtfulness

T

**Thoughtfulness** - the spirit of being considerate

*For the community of Stretton State College to treat others in a manner in which they themselves wish to be treated. All community members must strive to help those in need.*



## POSITIVE EDUCATION

At Stretton State College we recognise that young people need to be happy, healthy and confident with a strong sense of belonging.

The college goal is to provide all members of the Stretton school community with opportunities to develop and build resourcefulness, resilience, intellectual and emotional skills to optimise well-being in a global society.



One action we have taken to meet this goal is to embed a culture of Positive Education. This approach seeks to combine the science of positive psychology with best-practise teaching to promote optimal development and flourishing in and beyond our school setting.

By teaching our students, staff and parents a common wellbeing language and evidence based tools, our hope is that these skills will help them draw on their strengths to handle challenges and embrace opportunities that life will inevitably present.

## POSITIVE EDUCATION STRATEGY

Our wellbeing strategy is a preventative approach based on the world's leading Positive Education School, Geelong Grammar.



### LEARN IT

Teachers and Parents  
Learn the language  
& Science of Positive  
psychology



### LIVE IT

Teachers and Parents apply  
evidence based wellbeing  
habits in personal lives and  
at work



### TEACH IT

Teach an explicit wellbeing  
curriculum mapped to  
students needs



### EMBED

Embed policies and practices  
across the school that  
reinforces & cultivates  
wellbeing within individuals  
and our community

## OUR WELLBEING FRAMEWORK

Positive Emotions	Engagement	Relationships	Meaning	Accomplishment	Health
Balance of Positive and Negative Emotions	The development of our strengths	Create relationships of effective giving and belonging	A sense of connection to something bigger than ourselves	The belief and ability to do the things that matter to us most (grit, growth mindset, self compassion)	Eating well, moving regularly, sleeping deeply
<b>P</b>	<b>E</b>	<b>R</b>	<b>M</b>	<b>A</b>	<b>H</b>



## 2022 TERM DATES

Term	Dates	Length
Term 1:	Monday 24 January – Friday 1 April	10 weeks
Term 2:	Tuesday 19 April – Friday 24 June	10 weeks
Term 3:	Monday 11 July – Friday 16 September	10 weeks
Term 4:	Tuesday 4 October – Friday 9 December	10 weeks

Term 1 Student free days	19, 20, 21 January
Term 3 Student free day	2 September
Prep – Year 9s Finish	9 December
Year 10s & 11s Finish	25 November
Year 12s Finish	18 November

## SCHOOL DETAILS

**Postal Address:** Stretton State College  
PO Box 1840  
Sunnybank Hills 4109

**Street Address:** **Gowan Campus (P-6)**  
990 Gowan Road  
Stretton 4116

**Illaweena Campus (7-12)**  
226 Illaweena Street  
Stretton 4116

**Gowan Campus:** Ph: (07) 3723 0333 Fax: (07) 3723 0300

**Illaweena Campus:** Ph: (07) 3723 0222 Fax: (07) 3723 0200

**Internet:** [www.strettonsc.eq.edu.au](http://www.strettonsc.eq.edu.au)

**Email:** [admin@strettonsc.eq.edu.au](mailto:admin@strettonsc.eq.edu.au)

**Facebook:** <http://www.facebook.com/strettonsc>

OFFICE HOURS	MONDAY – FRIDAY 8.00AM – 3.30PM
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## 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 respective Campus 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 (Schoolzine), Website and Facebook Page
- Parents' and Citizens' Association Meetings
- Academic Report Cards
- Parent – Teacher Interviews
- Education Career Planning
- Subject and Career Expo
- Information Evenings
- Special Events e.g. Awards Night, Night of Champions, Symphony of Stars
- Handbooks e.g. Parents, Subject and other school brochures
- Q Parents App

## DAILY ORGANISATION

GOWAN CAMPUS (Prep to Year 6)	
8.30AM	First Bell get ready for class
8.45am	Classes begin
10.45am	Lunch
11.25am	Classes Resume
12.55pm	Afternoon Tea
1.25pm	Classes Resume
2.45pm	School finishes

ILLAWEENA CAMPUS (Year 7 to Year 12)			
Monday, Tuesday, Thursday & Friday		Wednesday (Sport Period 4)	
8.45am	Care Group		
8.55am	Period 1		
10.05am	Period 2		
11.15am	Lunch 1		
11.55am	Period 3	11.45pm	Period 3
1.05pm	Lunch 2	12.55pm	Lunch 2
1.35pm	Period 4		
2.45pm	School finishes		



## **STRETTON STATE COLLEGE UNIFORM POLICY**

### **UNIFORM CODE STATEMENT**

The Stretton State College P & C have determined that our College is a full uniform College. The College Uniform is regarded by the College community as being important in its role in encouraging a sense of self-esteem, belonging and self-discipline in students through to their adolescence. The College Uniform of Stretton State College is designed:

- To give students a sense of purpose that lends itself to the process of learning in our educational environment
- To ensure that outsiders who wish to intrude into our college grounds are readily identifiable.
- To cater for elements of safety, comfort, climate, modesty, cost, efficiency, social equity and activity.

### **RELEVANT LEGISLATION AND POLICY**

This policy has been developed in accordance with the Education (General Provisions) Act 2006 (Sections 360-363) and the Department of Education and Training policy *Student Dress Code* in relation to implementing student dress codes in Queensland State schools. The policy clearly outlines the schools response to non-compliance with regard to the *Student Dress Code* at Stretton State College. The College Dress Code is endorsed by the P & C Association.

### **EXPECTATIONS**

All students are expected to observe the details of correct attire and must be wearing the complete dress uniform or sports uniform in accordance with school routine. Students should present in a neat and tidy manner at all times, including on their way to and home from the College. This high standard will ensure that our students continue to represent themselves and the College in an outstanding way.

**N.B.** Please note, ALL uniform items are only available from the College uniform shop. NO alternative styles or options are permitted.

### **UNIFORM ROUTINES INCLUDE:**

- Prep students will wear sports uniform every day.
- In Year 1 to 6, formal uniform is to be worn on three days each week. These days may vary according to the year level and class.
- In Year 1 to 6, sports uniform is to be worn on two days each week. These days will be identified by the class teacher.
- In Year 7 to 12, formal uniform is to be worn every Tuesday.
- In Year 7 to 12, sports uniform is to be worn only on Wednesdays and days in which students have HPE Practical lessons on their timetable (with the exception of Tuesday).
- Sports Academy uniform is only to be worn for training and competitions. Sports Academy jackets may be worn all year with the school sports uniform. The Sports Academy bag may also be used throughout the year.
- When outside the classroom, the correct Stretton hat must be worn with the appropriate uniform at all times for all students P-12 (see uniform policy below). Illaweena students may wear any Stretton hat when engaged in physical activity before school, during lunch breaks and sport.



### **SHORT TERM UNIFORM ISSUES**

Students not in correct uniform must have a note, or parents/caregivers must email or phone the school explaining the reason.

The preferred option is a signed note to be given to the class teacher (Prep to 6) or care teacher (7 to 12) at the commencement of the school day and staff will arrange for the student to be given a uniform slip.

Notification of non-compliance will be accepted for specified and temporary reasons rather than long-term waivers of the uniform expectations.

### **LOCATION OF UNIFORM SHOP**

The Uniform shop is located at the Illaweena Campus. For Uniform Shop opening times please check with Administration or our school's latest newsletter or via our website on [www.strettonsc.eq.edu.au](http://www.strettonsc.eq.edu.au).

There is also EFTPOS available for your convenience. Uniform Shop opening hours may vary depending upon demand.

### **SHOES**

- Black hard leather school shoes – Mary Janes are permitted for Years 1 to 6.
- Black, fully enclosed hard leather lace-up school shoes are to be worn with the formal uniform for Years 7 to 12.
- Lace-up (or Velcro for Prep-Year 6) athletic style sport shoes are required for the sports uniform.
- No skate shoes, slip-ons, boots, coloured laces, ballet type, volleys or Dunlop Volleys, canvas or suede shoes will be accepted.
  - These shoes do not provide sufficient protection when students are participating in learning experiences or in the playground and do not comply with Workplace Health and Safety requirements.

### **JEWELLERY AND PIERCINGS**

- A ***watch and one earring (small plain sleepers or small studs) per ear*** for pierced ears are the only jewellery items permitted to be worn at school. No other jewellery is acceptable.
- ***Other piercings or facial studs, including tongue studs of any kind are not to be worn to the College.***
- No other accessories are to be worn.
  - Parents of students who for religious, cultural or health reasons (e.g. Health alert bracelet) may need to modify the uniform code are required to make an appointment with the Campus Principal for further discussion.

### **RELIGIOUS/CULTURAL HEADWEAR**

Cultural and/or Religious headwear (Hijab, Turban etc.) may be worn and must be completely navy blue, maroon or white in colour and of a plain texture without motifs.



## HAIR AND MAKEUP

All students at the College are to be well groomed and the following must be adhered to:

- Hairstyles must be neat, clean, tidy and well-maintained.
- Students with long hair are encouraged to tie back their hair with a navy or maroon hair tie. Long hair is to be tied back for practical lessons.
- It is unacceptable for hair to be coloured or dyed a bright or non-natural colour.
- Extreme hairstyles such as mohawks, tracks, horse tails, rats' tails, mullets and/or similar are discouraged.
- **Accessories are not permitted.** These include but are not limited to bandanas, beanies, **other brightly coloured headwear.**
- Only SSC colour hair ribbons/bows/scrunchies/clips are permitted. These are available from the Uniform shop.
- Eyeliner, eye shadow, mascara and other makeup is not permitted.
- Nail polish or decorated nails are not permitted.
- Tattoos must not be visible, if present, **must be covered.**
- Boys are encouraged to be clean shaven.

## CONSEQUENCES OF NON-COMPLIANCE WITH UNIFORM/DRESS CODE

Students **will be asked to remove items** that are not part of the College uniform. Consequences for students not in correct uniform without an explanatory note might mean contact home to parents, prevention from partaking in school activities, or detention. Incorrect items may be temporarily held in safe keeping at the office until 2:45pm.

If a student does not comply with a dress code for school students, developed under section 360 of the Act, the school principal, working within the DET Policy and Procedure - Student Dress Code, may impose the following appropriate disciplinary consequences:

1. Detention of the student for a period of 20 minutes in time.
2. Prevent the student from attending, or participating in any activity for which the student would have been representing the school;
3. Prevent the student from attending, or participating in, any school activity that, in the reasonable opinion of the school principal, is not part of the essential educational program of the school.
4. If a student continues to be out of uniform and fails to complete the detention, this will be considered as 'continued non-compliance' and as such, students may be suspended from school.

## WORKPLACE HEALTH AND SAFETY

Due to Workplace Health and Safety regulations, students' footwear must provide adequate protection and cover the entire foot (Year 7-12).

Footwear selection must also take into account the health benefits of growing children wearing supportive footwear to minimise future health risks.



## Uniform Policy

Gowan Campus (Prep to Year 6)		Illaweena Campus (Year 7 to 12)	
Boys' Formal Uniform	Girls Formal Uniform	Boys' Formal Uniform	Girls Formal Uniform
Preps to wear Sports Uniform every day	Preps to wear Sports Uniform every day	Taupe shirt tucked into navy formal shorts	Taupe blouse with tie
Taupe shirt worn outside shorts (Year 1 – 3)	Taupe blouse with tie (Year 1 -6)	Plain black belt	Navy Culottes
Taupe shirt tucked into navy formal shorts (Year 4 – 6)	Navy Culottes (Year 1 -6)	Navy long trousers	Navy Skirt
Plain black belt (Year 4-6)	Navy Skirt (Year 4 - 6)	White Stretton socks with navy and maroon trim	Navy long pants
Navy long trousers (Year 1-6)	Navy long pants (Year 4-6)	Navy long Stretton socks with taupe & maroon trim	Navy shorts
White Stretton socks with navy and maroon trim (Prep – Year 3)	Navy shorts (Year 4-6)	Black Leather school shoes (hard leather)	White Stretton socks with navy and maroon trim
Navy long Stretton socks with taupe & maroon trim (Year 4 – 6)	White Stretton socks with navy and maroon trim (Prep-6)	<b>Optional</b> School Blazer (Y6 – Y12)	Navy cotton tights (70 denier opaques SSC Uniform shop only)
Black Leather school shoes (hard leather)	Navy cotton tights (70 denier opaques SSC Uniform shop only) (Year 1-6)		Black leather shoes (hard leather)
	Black leather shoes (hard leather) (Year 1-6)		<b>Optional</b> School Blazer (Y6 – Y12)

### Sports Uniform

Atlantic blue and maroon polo shirt with navy sport shorts  
 White Stretton socks with navy and maroon trim  
 Athletic style sport shoes (athletic style) lace up or Velcro Prep-Year 6.

### Winter Uniform

Knit Pullover only to be worn with Formal Uniform (Year 1-12)  
 Navy Stretton school tracksuit (jackets may be purchased separately)  
 Tracksuit jackets are NOT to be worn with Formal Uniform (Year 1- 12)  
 Navy Stretton Scarf (optional) with Stretton logo (Year 7-12). No other scarves permitted  
 College Jacket (Y4-Y12) *Can be worn with both Formal and Sports*  
 School Blazer (optional Year 6-12)

### School Bag

**Stretton State College School Bag only** (Backpack/Sports bag/Satchel varieties) – compulsory  
 N.B. SSC Backpacks (Senior/Junior) have a lifetime warranty against manufacturing fault.  
 Sports Academy students may use their academy bag (not backpack)

### School Hat

Stretton State College Panama Hat (Girls Year 7 -12). Stretton State College Boys Formal Hat (Boys Year 7-12)  
 Stretton State College Sun Safety Hat or Cap. (Prep – Year 12). (no other hats/caps are permitted)

- Please note no Caps for Prep – Year 6 (Academy students may wear Academy caps)

### Formal Shoes and Socks – Boys and Girls

#### Acceptable



Girls socks  
Boys socks prep – Year 3



Boys Socks Year 4 - 12

Year 1-6 only



Year 1-12

#### Unacceptable



### Sports Uniform Shoes and Socks

#### Acceptable



#### Unacceptable





Bags	
<b>Acceptable</b>  	<b>Unacceptable</b>  
Hats and Ribbons	
<b>Acceptable</b>   Prep - Year 5      Year 4 - 12      Year 7 - 12 only	<b>Unacceptable</b>  
Clothing	
<b>Acceptable</b>   <b>Prep Uniform</b>	 <b>Year 1 - 3 Formal and sports</b>
 <b>Year 4 - 6 Formal and sports</b>	
      <b>Year 7 - 12 Formal Uniform</b> (Boys to Year 10-12, compulsory Term 2 & 3 only)	  <b>Year 7 - 12 Sports Uniform</b>



## ATTENDANCE POLICY

Stretton State College'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. Stretton State College:

- 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 email (please maintain current email details with the College to facilitate this process)
- Monitors, communicates and implements strategies to improve regular school attendance
- Believes truancy can place a student in unsafe situations and impact on their future employability and life choices
- 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* found on the College's website: <https://strettonsc.eq.edu.au> under support and resources, behaviour management.

## ATTENDANCE MONITORING

Stretton State College uses the "ID Attend" 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 prior to school commencing 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 text number: 0429 396 836**

**Email: [absence@strettonsc.eq.edu.au](mailto:absence@strettonsc.eq.edu.au)**

**QParents (in app)**



## 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. Text messages are not acceptable as secure form of communication.
- This note/email/phone call needs to be received by the office by 8.45am, so that the details can be recorded and a leave pass issued to the student.
- Students must sign out via the office on all occasions (includes events of illness, accident and appointments).

We actively encourage participation in all curriculum-based programs including Wednesday and Friday afternoon sport and therefore recommend attendance at other appointments outside of these times.



## **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. To ensure student safety, students must report to the sick bay at the office to register their illness/injury prior to leaving the school with parents/caregivers via the school office. If there is a serious accident, the ambulance will be called to transport the child to hospital.

## **ADDRESS DETAILS**

It is essential that the school office maintain up-to-date records of your address (including email), telephone number and emergency contacts in case of illness or injury to your child. If we do not have current contact information about your family, your child may spend unnecessary time in our sick room. Please notify us in writing immediately of any changes.



## **ASSEMBLY**

Assembly for Gowan Campus is held each Wednesday commencing at 2.00pm. Students attend Assembly on alternate weeks, with Prep – Year 2 students attending one week and students from Year 3 – 6 attending the following week. Parents are invited to attend assemblies.

Assembly for Illaweena Campus is held on Tuesdays commencing at 11.55am – 12.20pm. Year 7-9 students attend Assemblies each fortnight, with students from Year 10 -12 attending Assembly on the alternate weeks of the Term. Year Level Assemblies are also held on alternate weeks.

## **BORROWING OF RESOURCES**

Students will be able to borrow books and other educational materials from the school.



## **BULLYING and HARASSMENT**

All students enrolling at Stretton State College receive a copy of our Student Code of Conduct found on the College's website: <https://strettonsc.eq.edu.au> under support and resources, behaviour management. Please read this document carefully with your child.

## **CAMP AND OUTDOOR EDUCATION PROGRAM**

The purpose of the Camp and Outdoor Education Program is to assist the individual to further develop interpersonal and physical skills through an integrated program in the outdoor environment. Classroom teachers will inform students of the relevant camp program if appropriate for their year level. Camps are offered as relevant to the curriculum – some year levels may not attend camp. This strategy assists to reduce costs for parents.

### **Aims and Objectives:**

- to encourage development of problem solving and leadership skills
- to investigate different learning environments through participation in environmental experiences
- to involve students in situations aimed at developing increased interpersonal skills and understandings
- to involve students in situations that are challenging and that develop physical capabilities
- to stimulate interest in and appreciation of other learning environments



- to extend students' experience, develop self-reliance and responsibility through expedition work and activities of a more demanding nature than normally encountered
- to train students in larger group work, problem solving and teamwork



<b>PAYMENT OPTIONS</b>	
<b>BPOINT (Preferred method)</b>	Please visit <a href="http://www.bpoint.com.au/payments/dete">www.bpoint.com.au/payments/dete</a> or 'click' the link on your invoice.
Credit Card Payments over telephone <i>Visa and Mastercard accepted</i> <i>Available 24/7</i>	Please phone 1300 631 073 and quote your CRN, invoice number and amount.  <i>Please contact the school if you require this information.</i>
Direct Deposit into the School's Bank Account	<b>Acc Name:</b> Stretton State College General A/C <b>BSB:</b> 064 162 CBA Branch Sunnybank <b>Account No:</b> 10471299 <b>Reference:</b> "Student EQ ID Number"
In person	EFTPOS, Visa/MasterCard, Cash & Cheque Finance Department Hours: Monday to Friday, 8:00am to 3:30pm
QParents	<a href="https://qparents.qld.edu.au">https://qparents.qld.edu.au</a>
Payment Plan	Please phone 3723 0222 to discuss this option. Weekly, fortnightly, monthly and quarterly Payment Plans can be arranged and must be approved by the Business Manager. Payment Plans are processed via BPOINT direct debit system using credit/debit cards or bank account details. Please contact the College as soon as possible if you would like to commence a Payment Plan.
Centrelink Instalments ( <i>Payment Plan</i> )	Please phone 3723 0222 to discuss this option.

### Cash Collection

All cash will be collected at the Finance Counter on each campus. The payment for an excursion must include a permission slip and medical form (if applicable) to be signed by parents. Payments can be made during business hours of 8.00am – 3.30pm.





**Gowan Campus students should:**

1. Preferred payment method is inline via BPOINT.
2. Submit a clearly marked envelope or zip locked bag with child's name, roll class, excursion and amount enclosed to the finance counter. Payments will be accepted and receipted Monday – Friday from 8.00am – 3.30pm for parents wishing to make EFTPOS payments.
3. Receipts will be given to class teacher, who will distribute to students. Parents should retain receipts as proof of payment.

**Illaweena Campus students should:**

1. Preferred payment method is inline via BPOINT.
2. Submit the signed permission slip and medical form to the Finance Counter;
3. Pay the invoice at the Finance Counter (Illaweena Campus). Payments will be accepted and receipted Monday – Friday from 8.00am (before school), during lunch breaks and until 3:30pm (after school). Students will be issued with a receipt as proof of payment. Parents should retain receipts as proof of payment.

**OUTSIDE SCHOOL HOURS CARE**

Before and after school care is available for all children from Preparatory Year to Year 7.

Stretton State College Outside School Hours Care (operates on school grounds – Gowan Campus) – The company who provides this service is Helping Hands 0407 264 111.

Email [stretton@helpinghandsnetwork.com.au](mailto:stretton@helpinghandsnetwork.com.au).

**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

- providing appropriate information to the other party.

**IMMUNISATIONS**

Immunisations will occur for **Year 7** students on the following dates in 2022: 26 April and 1 November.

Immunisations will occur for **Year 10** students on the following dates in 2022: 23 August

**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** – intermittent sounding of alarm. 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](https://www.health.qld.gov.au/_data/assets/pdf_file/0022/426820/timeout_poster.pdf)



## **ENROLMENTS**

An enrolment form must be completed for every child at the time of their enrolment. For the purpose of enrolment of a child, the Principal requires a parent/guardian to produce documentary evidence of the date of birth of this child. For example, a copy of the child's birth certificate.

If a student was born overseas, evidence of Citizenship, Passport and Visa details must also be produced prior to the commencement of enrolment.

An Enrolment Management Plan outlines the processes for enrolling at Stretton State College. This is available from the Administration Office or the school website [www.strettonsc@eq.edu.au](http://www.strettonsc@eq.edu.au).

The Enrolment Officer is located on the Illaweena Campus and is available to assist you with any queries.

*Our Enrolments Officer can be contacted by phone on 3723 0222 during school hours.*

## **EXCURSIONS AND 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.



## **GUIDANCE OFFICER**

The Guidance Officer works co-operatively with students, parents and staff to enhance learning outcomes for students through counselling, assessment, program planning and group work. Teachers and parents may contact the Guidance Officer for support for a child.

## **HOMEWORK**

### **Students can take responsibility for their own learning by:**

- Discussing homework expectations with their parents or caregivers
- Accepting responsibility for the completion of homework tasks within set time frames
- Responding to feedback from teachers
- Seeking assistance when difficulties arise and
- Organising their time to manage home obligations, participation in physical activity and sports, recreational and cultural activities and part-time employment

### **Parents and caregivers can assist their children by:**

- Helping them to complete tasks by discussing key questions or directing them to resources
- Encouraging them to organise their time and take responsibility for their learning
- Encouraging them to read and to take an interest in and discuss current local, national and international events
- Helping them to balance the amount of time spent completing homework, watching television, playing computer games, playing sport and engaging in other recreational activities
- Contacting the relevant teacher to discuss any concerns about the nature of homework and their child's approach to the homework

## **Considering students' other commitments**

In determining homework, it is important to acknowledge that students may be engaging in many different activities outside of school. Students and families should ensure that they have appropriate strategies in place to manage school responsibilities and other commitments.

## **Homework appropriate to particular phases of learning**

The following is to operate as a guide in determining the amount of set homework that students might be expected to undertake. It is of course open to parents to consult with a student's teacher about additional materials or practice exercises with which parents can assist their children at home.

### **Early Phase of Learning (Prep - 2)**

Many activities at home or in play can assist children to develop literacy, numeracy and problem-solving skills.

Homework tasks may include:

- daily reading to, with, and by parents/caregivers or other family members
- linking concepts with familiar activities such as shopping, preparation of food, local environment and family outings
- conversations about what is happening at school
- preparation for oral presentations
- opportunities to write for meaningful purposes.

In Prep-Year 2, set homework could be up to but generally not more than 1 hour per week.



### **Middle Phase (Years 3 to Year 9)**

Some homework can be completed daily or over a weekly or fortnightly period and may:

- include daily independent reading
- be coordinated across different subject areas
- include extension and revision of class work, projects and research.

Homework in Year 3 - 5 could be up to but generally not more than 2-3 hours per week.

Homework in Year 6 and Year 7 could be up to but generally not more than 3-4 hours per week. In Year 8 and Year 9 students should be given more responsibility for their own learning. They can be required to engage in independent learning to complement work undertaken in class.

Homework in Year 8 and Year 9 could be up to but generally not more than 5 hours per week.

### **Senior Phase (Years 10, 11 and 12)**

The amount of time devoted to homework and independent study will vary according to the student's learning needs and individual program of learning, determined through their Senior Education and Training (SET) Plan. Generally Year 10 students may have homework which involves up to 2 hours a night with Year 11 & 12 students completing up to 3 hours a night.

While teachers may provide students with additional work relevant to their learning which the student may undertake at home, young people during this phase should generally be independent learners exercising their own judgement as to the out-of-hours time they devote to their studies. Of course, care should be taken to ensure that a balance is maintained between the various demands of study, sporting, recreational, cultural or part-time employment activities.

If parents have concerns about the amount or type of homework being set please contact the classroom teacher.

### **INSTRUMENTAL MUSIC**

The Instrumental Music program is available for all students from Years 4 to Year 12 and is an important aspect of our co-curricular activities. Students receive weekly Instrumental Music lessons, and can participate across 18 College ensembles. These ensembles currently are Year 4 Junior Concert Band, Year 5 Concert Band, Year 6 Concert Band, Wind Ensemble, Concert Band, Symphonic Band, Beginner String Ensemble, Junior String Ensemble, Gowan Senior String Ensemble, Chamber String Ensemble, Illaweena String Ensemble, Junior Percussion Ensemble, Senior Percussion Ensemble, Drum Line, Junior Jazz Ensemble, Jazz Ensemble, Stage Band and Big Band. A number of chamber ensembles are also available for students. Our College ensembles perform at community functions, school events and compete in music competitions where they receive outstanding results. Every two years our secondary school students have the opportunity to participate in a music tour. These tours have included Melbourne, Sydney, Hawaii and in 2018 our Symphonic Band travelled to Singapore.

### **CHORAL PROGRAM**

Students from Years 2 to Years 6 are invited to participate in two different choral groups on the primary campus. Students in Years 2 and 3 are able to participate in the Junior Choir while students in Years 4, 5 & 6 make up the Senior Choir. For students in Years 7-12 we have the Illaweena Choir. Stretton is proud to boast a large and very successful choral program. Entries to these groups are by application and rehearsals are held weekly during lunch breaks. The choirs sing at various school functions and participate in district singing events during the year.



## **MUSICAL**

Stretton State College prides itself in giving students across the College the opportunity to be involved in a College musical. In 2021, our Illaweena campus performed *All Shook Up* in the Duncan Pegg Performing Arts Centre. Our Gowan campus will be performing *The Little Mermaid* in 2022.

Previous Musical productions at Stretton State College have included:

- Suessical (2019)
- Wizard of Oz (2017)
- Hairspray (2015)
- Little Shop of Horrors (2014)

## **LOST PROPERTY – (Name All Belongings Please!)**

All articles of lost property are kept in a lost property container. These items will be returned to the students via the class pigeon holes if the items are named.

## **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.

Students who are prescribed an epipen or asthma puffer will be required to carry them on person while at school due to the size of our school and to ensure timely administration. Exceptions may be considered after discussions with the Principal.

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 administration office. 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.



## **CYBER SAFETY – MOBILE PHONES AND OTHER ELECTRICAL EQUIPMENT (EXCLUDING BYOD DEVICES)**

Students are not encouraged to bring mobile phones or other electronic equipment to school. The College has a clear policy regarding Cyber Safety and mobile phone security and use by students.



All students on the Gowan Campus must sign in phones at the office each day and sign them out and collect them at 2.45 pm that day.

Illaweena students may maintain possession of their phones but **STUDENTS ARE NOT TO USE THEIR MOBILE PHONES OR ELECTRICAL EQUIPMENT DURING LESSONS TIMES UNLESS UNDER THE STRICT INSTRUCTION OF A TEACHER.** Students are also prohibited from using phones before school and at lunch breaks. Any student found to be using such items during class, before school or during lunch breaks will be subject to the College's consequences for incorrect use of a mobile phone or personal electronic device. Students may use their phones from 2:45pm onwards. Further information on our Cyber Safety Policy can be found on the Stretton State College Website – <https://strettonsc.eq.edu.au>

## **NEWSLETTER**

An electronic newsletter is available to parents on a regular basis. To ensure you receive our Newsletter, you will need to register through our College website [www.strettonsc.eq.edu.au](http://www.strettonsc.eq.edu.au) under Quick Links. This newsletter contains current information about College events, policies and procedures. To ensure good communication it is vital that you have subscribed to receive this newsletter.



## **SCHOOL NURSE YEAR 7 TO 12**

Queensland Health provides a School Nurse for access by students in Years 7 to 12 only. Students may make an appointment with the School Nurse to discuss health related issues. The School Nurse is also involved in the delivery of health-related curriculum in the school.



## **PARENTS' AND CITIZENS' ASSOCIATION**

All parents and citizens are welcome to attend the meetings of the Association. Membership of this association is obtained by completing the registration form at a meeting of the Association. The meetings are held every third Wednesday of each month in the 'Bean Scene' on Illaweena Campus.

The objectives of the Association are to promote the interests of and facilitate further development of Stretton State College.

## **PHOTOGRAPHS**

Individual photographs by a professional photographer will be organised early each year. Class photos will be taken, students in Years 4-12 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 college administration staff.



## STUDENT CODE OF CONDUCT

The Student Code of Conduct is available on the school website (<https://strettonsc.eq.edu.au>) under support and resources, behaviour management. 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.

## 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 (end of Term 1 and beginning of Term 3 for Gowan and beginning of Term 2 and beginning of Term 3 for Illaweena). Appointments are booked by parents via the SOBS online booking system.

## SAFETY AND WELFARE OF STUDENTS

In the interest of safety, we would like parents to support and reinforce efforts by insisting that:

- Children know the basic traffic rules and cross the road only at the crossing
- Bicycles are in good condition; all cyclists wear helmets and 'walk' their bicycles across the crossing and into and out of the school grounds and to and from the bike racks
- Parents park legally when dropping off and picking up children
- Children do not leave the school premises after arrival at school without permission from the Principal
- Children do not loiter on the way to school or home from school
- Children be aware of the 'stranger danger' concept
- Children do not bring pocket knives, matches, jewellery or other potentially dangerous items to school

## SPORTING HOUSES

Our college Sporting Houses have been re-newed, and named after famous Australians:

	<p><b>Bradman Bulls</b> Named after Sir Donald Bradman <b>BLUE</b></p>		<p><b>Cowan Crocs</b> Named after Edith Cowan <b>GREEN</b></p>
	<p><b>Hollows Hawks</b> Named after Fred Hollows <b>YELLOW</b></p>		<p><b>Paterson Panthers</b> Named after Banjo Paterson <b>RED</b></p>



Our college participates in all Interschool Sporting competitions on the following days:

**Illaweena Campus** – Wednesday afternoons Year 7 to Year 12

**Gowan Campus** – Friday afternoons, students in Year 5 and Year 6 are involved in gala day training or the recreational sport program. Gala days occur 3 times per semester. We encourage all students to participate in at least one Interschool Team.

### **SUN SAFETY**

It is school policy that all students wear hats when engaged in outdoor activity. Teachers will direct students not wearing the school hat to remain under cover. This policy has arisen out of concern for the damage caused by the sun to the skin. Sunscreen is available in classrooms throughout the school and the school office. On Illaweena Campus, students are to wear the formal Stretton State College hat when in formal uniform and the sports hat or cap when engaged in outdoor activity.

### **SUPPORT TEACHERS**

Support teachers work as members of the school to enhance and extend program options for students with learning difficulties.

Support teachers provide advocacy for students with learning difficulties and seek to

- Assist classroom teachers to adapt school programs to meet the learning needs of students with learning difficulties
- Increase staff awareness of the implications of learning difficulties
- Assist staff with professional development in the area of learning difficulties
- Extend community support for school programs

**Thank you to our wonderful supporters:**



### **TECHNOLOGY**

Stretton State College recognises the importance of developing skills in Technology. Our philosophy is to have students in Prep to Year 12 skilled in Technology through a range of different strategies.

The College uses a range of technology, including computers, wireless access points, interactive whiteboards, digital cameras, access to the internet etc.



## **Bring Your Own Device (BYOD) Program**

Bring your own device (BYOD) refers to programs where students bring a personally owned technology device to school for the purpose of learning. The expectation for students in years 3-12 is that they will be bringing their own computing device to all of their classes to use as a learning tool.

In order to make the most out of a device as a learning tool, the College sets out a minimum set of requirements that a device must have for it to be used as part of this program and a list of software/apps that need to be installed onto each device. These requirements are updated annually, and we believe in most circumstances that an iPad should last four years and a laptop, three years.

To participate in the 2022 BYOD Program, students will need a suitable personally owned device with the appropriate software/apps installed (please visit the **BYOD portal** on our website ([www.strettonsc.eq.edu.au](http://www.strettonsc.eq.edu.au)) for current minimum requirements and year level app lists).

You will also need to:

- Have your child sign and return the BYOD Student Learning Expectations.
- Sign and return BYOD Participant's Agreement.
- Sign and return the completed Online Service Risk Review.
- Agree to participate in the Student Resource Scheme.

\*The use of our BYOD network is free of charge.

## **BUS INFORMATION**

Translink and Park Ridge Transport provides buses for students to travel to and from school. For further information please refer <https://translink.com.au/>



## **BICYCLES**

Provision is made at both campuses for the proper safe keeping of bicycles that are left in the bicycle racks in the designated area. Students who ride bicycles to school are strongly recommended to lock their bicycle securely to the racks provided. To observe the safety of all concerned, students must not ride their bicycles in the school grounds at any time. During the day, the bicycle racks are out-of-bounds to all students.

**Any student riding a bicycle is required by Law to wear a safety helmet.**

## **PEDESTRIAN**

Once dismissed, students should leave the school grounds if walking home. Students should proceed directly home.





## GOWAN CAMPUS CAR PARK – DROP OFF & PICK UP PROCEDURES

To assist with the smooth drop off and collection of students into/from the Gowan carpark, please adhere to the following procedures:

- Parents who wish to collect their child from the classroom will need to park and proceed to the undercover area to wait until 2.45 pm. At this time, parents may move to the relevant classrooms to pick up children. Parents are not to wait directly outside or near classrooms. The undercover area is the afternoon waiting space.
- PICK UP/DROP OFF ZONE - This pick up/drop off zone is a designated 2 MINUTE NON-STOP area. You must remain in your vehicle in this zone and under no circumstances are you allowed to park your vehicle and get out of the car. Police officers and BCC officers regularly patrol this area, and any illegal activity will result in a fine and loss of points.
- If you are collecting students from the pick-up/drop off zone, **parents must have their surname clearly displayed on the visor of your car**, so teachers can easily identify the vehicle and move the child towards your car. (These labels will be supplied by the school in the first two weeks of school. Please use a rubber band to attach to the visor.)
- Students who are waiting to be picked up must wait behind the front gate until a family member arrives to pick them up.
- Gowan staff will provide supervision to students in this area until 3.15pm and will assist with the direction of students to waiting cars.
- After 3.15 pm, any students who haven't be collected will be taken to the foyer of the Administration Block and parents will be contacted.
- Students who are catching the bus will also be supervised by teachers.
- Parents are reminded that Gowan Road (near our Gowan Campus) is a strict 40 km speed zone from 7.00 am to 4.00 pm.
- We are fortunate to have the services of Crossing Supervisors for the pedestrian crossing located near the C & K (Gowan Road). These supervisors will supervise the safe crossing of Gowan Road at that point from 7.50 am – 8.50 am and 2.45 pm – 3.15 pm.
- Year 12 students are not permitted to park in either the Gowan or Illaweena carparks. For students who wish to drive to school, they are permitted to park in the surrounding streets. Students are encouraged to follow all state and local road rules when parking.



### A Final Note

- This is a very busy, tight car park space for Gowan Campus. The SAFETY OF OUR CHILDREN is paramount at all times. LOOK OUT! LOOK OUT! THERE ARE CHILDREN ABOUT!
- Please remember the rules!
- Please be vigilant, patient and courteous at all times!





## **CANTEEN**

Illaweena and Gowan Campus both have Canteens that are open every day.

Gowan Campus Canteen can only be ordered online through Flexischools.  
[OrderOnline@flexischools.com.au](mailto:OrderOnline@flexischools.com.au)

Illaweena Campus orders are taken online at the [OrderOnline@flexischools.com.au](mailto:OrderOnline@flexischools.com.au) or the student may go to the Canteen to purchase food over the counter.

Volunteers are always welcome. Please contact the College if you are able to offer assistance.

## **VALUABLES**

Extreme care must be taken of valuable items brought to school by students. The College strongly recommends valuable or sentimental personal items not required for learning be left at home. Money for school activities is handed in on arrival at school.

## **VISITORS' REGISTER**

All general visitors/volunteers and Stretton State College parents visiting the school are requested to sign in at either the Illaweena or Gowan Administration Offices, so that the school has a record of all people on the premises in case of emergency. The school registers visitors/volunteers through the ID Attend program which can be accessed through the Administration Office. All visitors will be issued with a 'Visitor' badge.

## **VOLUNTEERS**

Many teachers encourage family and community members to become part of the educational program by assisting with the planned program of instruction. People interested in helping in this manner should speak to the individual teacher concerned. The decision to have voluntary aid rests with the individual teacher. Having extra adults in the school usually enriches the lives of students. We do appreciate the help that is given to us in this regard. It is necessary for all volunteers to have a current blue card and as per health advice, up to date immunisation certificate.



**Email:** [admin@strettonsc.eq.edu.au](mailto:admin@strettonsc.eq.edu.au) | **Website:** [www.strettonsc.eq.edu.au](http://www.strettonsc.eq.edu.au)

**Primary (Gowan) Campus:** 990 Gowan Road, Stretton QLD 4116 | Phone: (07) 3723 0333

**Secondary (Illaweena) Campus:** 226 Illaweena Street, Stretton QLD 4116 | Phone: (07) 3723 0222

**CRICOS Provider Number:** 00608A | **ABN:** 92 703 134 233