ROCHEDALE STATE SCHOOL

Prospectus

27

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Principal’s Welcome

On behalf of the staff, students and parents of Rochedale State School, I would like to welcome your family to our school. The staff of Rochedale State School are committed to providing a quality education for our students and are proud to be part of a strong public education system.

Rochedale was officially opened in 1931 to serve the southern edge of Brisbane City and today our current enrolment exceeds 990 students from Prep to Year 6. Rochedale continues to explore innovations in learning to ensure the best outcomes for all students.

Our focus is on providing an excellent teaching and learning environment to allow students to achieve academic, cultural and sporting success and develop positive social and emotional skills. We provide a supportive and caring environment which helps to motivate students to achieve their best.

We are proud to be the first (IB) primary state school in Queensland to implement the International Baccalaureate (Primary Years Program) framework as the means for delivering the Australian Curriculum. By using this international accredited, pedagogical framework we offer our students a global perspective on learning which we believe connects our students to the real world and helps produce outstanding citizens for the future.

At Rochedale State School we believe that the best education occurs when there is a good working partnership between parent, teacher and child. If all three have common goals and aspirations, then the child is most likely to be both happy and successful in their school life.

My staff and I look forward to working alongside you to prepare our students for the challenges of the future.

Melissa Provost-Boyle
Principal

Term Dates

Term	Date	Length
Term 1	Wednesday 27 January – Thursday 25 March	9 weeks
Term 2	Monday 12 April – Friday 25 June	11 weeks
Term 3	Monday 12 July – Friday 17 September	10 weeks
Term 4	Tuesday 5 October – Friday 10 December	10 weeks

School Contacts

ADDRESS	**694 ROCHEDALE ROAD ROCHEDALE QLD 4123**
TELEPHONE	07 3340 8333
ABSENCE LINE	07 3340 8388
ABSENCE TEXT LINE	0427 890 693
EMAIL	admin@rochedalss.eq.edu.au
URL	http://www.rochedalss.eq.edu.au
ROCHEDALE OUTSIDE SCHOOL HOURS (ROSHCA)	07 3841 1943 roshca@rochedalesspandc.com.au
P & C SNACK SHACK	3340 8313
P & C UNIFORM SHOP	3340 8365

SCHOOL HOURS	**8.50AM START SCHOOL BELL 2.50PM FINISH SCHOOL BELL**
BELL TIMES	8.40am Leave green zone 8.50am First Session 10.50am Morning tea 11.05am Play time 11.20am Middle session 1.00pm Lunch time in designated areas 1.15pm Play time 1.50pm Last session 2.50pm End of school day

Principal	**Mrs Melissa Boyle**		mprov2@eq.edu.au
Deputy Principal	Mrs Jessica Rigby	Prep & Year 1	jrigb23@eq.edu.au
	Mrs Natasha Floyd	Year 2	nfloy6@eq.edu.au
	Mrs Adeline Kucks	Year 3 & 4	akuck3@eq.edu.au
	Ms Kellie Maxton	Year 5 & 6	kmaxt1@eq.edu.au
Head of Inclusion	Mrs Monique Miers		mmier1@eq.edu.au
Head of Department Curriculum	Mrs Natasha Floyd		nfloy6@eq.edu.au
Head of Department PYP	Mrs Natasha Ritchie		nritc14@eq.edu.au

International Baccalaureate Organisation

Rochedale State School, as part of the global community, is committed to developing active, compassionate and lifelong learners. Integral to our philosophy is the development of inquiring, knowledgeable and caring young citizens who respect their own and other cultures.

The 2024-2027 School Strategic Plan in consultation with our community and partners outlines our vision and values alongside key improvement strategies and school priorities.

During 2010, Rochedale State School became an authorised school for the Primary Years Program (PYP) of the International Baccalaureate Organisation (IBO). Through the PYP our school can further its commitment of offering a curriculum embedded with values and international education. By joining this program, we became a member of a collaborative international community that aims to develop internationally minded people through a value-based learner profile.

Primary Years Program: Learner Profiles

The following attributes are the PYP learner profiles, which underpin our teaching pedagogy and frame our values, rules and learning experiences.

Inquirers	They develop their natural curiosity. They acquire the skills necessary to conduct inquiry and research and show independence in learning. They actively enjoy learning, and this love of learning will be sustained throughout their lives.
Knowledgeable	Students explore concepts, ideas and issues that have local and global significance. In so doing, they acquire in-depth knowledge and develop understanding across a broad and balanced range of disciplines.
Thinkers	Students exercise initiative in applying thinking skills critically and creatively to recognise and approach complex problems, and make reasoned, ethical decisions.
Communicators	Students understand and express ideas and information confidently and creatively in more than one language and in a variety of modes of communication. They work effectively and willingly in collaboration with others.
Principled	Students act with integrity and honesty, with a strong sense of fairness, justice and respect for the dignity of the individual, groups

	and communities. They take responsibility for their own actions and the consequences that accompany them.
Open-minded	Students understand and appreciate their own cultures and personal histories, and are open to the perspectives, values and traditions of other individuals and communities. They are accustomed to seeking and evaluating a range of points of view and are willing to grow from the experience.
Caring	Students show empathy, compassion and respect towards the needs and feelings of others. They have a personal commitment to service, and act to make a positive difference to the lives of others and to the environment.
Risk-takers	Students approach unfamiliar situations and uncertainty with courage and forethought and have the independence of spirit to explore new roles, ideas and strategies. They are brave and articulate in defending their beliefs.
Balanced	Students understand the importance of intellectual, physical and emotional balance to achieve personal well-being for themselves and others.

Student Code of Conduct

Rochedale State School uses a multi-tiered discipline system based on the three fundamental rules: being responsible, respectful, and safe. This consistent approach is applied across all areas of school life, including sporting activities, excursions and school events.

At Rochedale State School we believe discipline is about more than punishment. It is a word that reflects our belief that student behaviour is a part of the overall teaching and learning approach in our school. Our staff take responsibility for making their expectations clear, for providing supportive instruction about how to meet these expectations and strive to use behavioural incidents as opportunities to re-teach.

The development of the Rochedale State School Student Code of Conduct provides an opportunity to clearly communicate our school's values and expectations to both parents and students and gain their support to implement a consistent approach to teaching behaviour. Our shared goal is to do everything we can to set students up for success, and this is a commitment shared by every parent and school staff member.

We have founded our Student Code of Conduct upon the attributes of the learner profile and our three golden rules:

- Be Responsible
- Be Respectful
- Be Safe

Students are taught:

- Expected behaviours aligned to the 3 School rules
- Anti- bullying behaviours and managing school yard play via the High 5 and Bystander 5 strategies

Students are rewarded each day by teachers and ancillary staff who notice safe, respectful and responsible behaviours with a GOLDEN ticket. Each Friday GOLDEN tickets are collected in a class GOLDEN ticket bucket, 2 or 4 names are drawn from the bucket to receive a reward on parade each week. Students are also rewarded with a GOLDEN certificate from their class teacher and/or specialist teacher when they display the 3 GOLDEN rules on a Friday during assembly. Parents will be notified when their child is receiving an award, family are welcome to attend the assembly. Any students or parents who have questions or would like to discuss the Student

Code of Conduct are encouraged to speak with the class teacher or make an appointment to meet with the sector deputy principal.

Parent Code of Conduct

The Department of Education Queensland provides a clear protocol around expected behaviours of parents when engaging with all departmental staff in a State School.

The Parent and Community Code of Conduct provides the processes and procedures to be followed when engaging with Rochedale State School.

Elements of engagement	It is expected that parents and visitors to our school communities will:	Parents and visitors to our school communities demonstrate this by:
Communication	• be polite to others • act as positive role models • recognise and respect personal differences • use the school's communication process to address concerns	• using polite spoken and written language • speaking and behaving respectfully at all times • being compassionate when interacting with others • informing staff if the behaviour of others is negatively impacting them or their family • respecting staff time by accepting they will respond to appropriate communication when they are able • requesting a meeting to discuss any concerns about their child's education — allowing staff time to prepare and appreciating their time may be limited
Collaboration	• (parents) ensure their child attends school ready to learn • support the Student Code of Conduct	• taking responsibility for their child arriving and departing school safely on time every day • reading and encouraging their child to understand and follow the Student Code of Conduct
School Culture	• recognise every student is important to us • contribute to a positive school culture • work together with staff to resolve issues or concerns • respect people's privacy.	• valuing each child's education • acknowledging staff are responsible for supporting the whole school community • speaking positively about the school and its staff • not making negative comments or gossiping about other school community members, including students — in person, in writing or on social media • understanding, at times, compromises may be necessary • considering the privacy of all school community members at all times, and understanding that the school cannot share confidential information.

We welcome parents and other members of our diverse community into Rochedale State School. Parents and other visitors to Rochedale State School are expected to support safety by ensuring their communications and conduct at the school and school activities is respectful.

At Rochedale State School, we have always enjoyed strong partnerships with our families based on mutual trust as we work together in the best interest of students. However, during the course of your child's school years, you may have cause to make a complaint about an issue or concern you have with their education.

Rochedale State School has a Parent Complaint's Policy in place to assist parents/carers and school staff to reach a satisfactory outcome for the benefit of students.

School and Home Communication

We encourage our students to take an Inquiry Approach to their learning and as adults we are able to model this approach during times of difference. In our experience, when we engage in open and respectful communication to see another's perspective most difficulties are able to be resolved.

Research leaves no doubt that when parents and teachers work together the educational outcomes are always better for students. In addition, to improve educational outcomes a strong partnership between home and school ensures maintenance of student's wellbeing, parents feel more confident, and teachers feel supported.

To maintain our home / school communication, teachers will email class newsletters and information home. If you change your email throughout the year, please let office staff know so that school records can be updated, admin@rochedalss.eq.edu.au

All staff will respond to email and phone messages, in a timely manner, during business hours. Some staff may choose to respond outside of these hours, and this is their choice to do so. However, there is no expectation that staff will respond to emails after 4.00 pm and before 8.00 am, Monday to Friday. We expect that staff would respond to communication within two school days.

QParents

Qparents is the preferred method of communication with the school. Absenteeism can be logged via Qparents, all email alerts and incursion/excursion invoicing and consent management are also sent via Qparents application.

Information Request

Should you require a Progress Report about your child please give 2 weeks' notice to school staff to compile the information for allied health practitioners.

Communication via Newsletter

Our newsletters are distributed fortnightly, we also communicate with parents and carers on matters as they arise via newsflash, email and/or text message.

Newsletters are distributed odd weeks on Tuesday via email.

Curriculum

K–12 Curriculum, Assessment and Reporting Framework

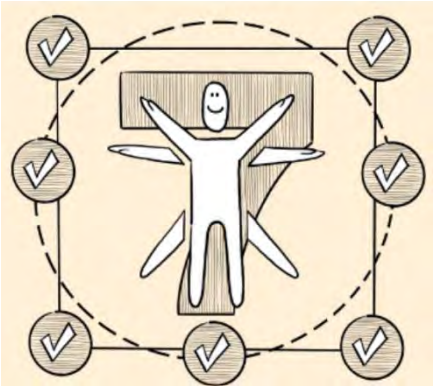
The K–12 curriculum, assessment and reporting framework (P–12 Framework) specifies the curriculum, assessment and reporting requirements for all Queensland state schools' principals and staff delivering the curriculum from Prep to Year 12.

Queensland state schools are implementing the Australian Curriculum Version 9 using a staged approach by the end of 2027. During this period, 2 versions of the P–12 Framework will be available depending on the curriculum version implemented.

For more information, visit the K-12 Framework online.

The K–12 curriculum, assessment and reporting framework (K–12 Framework) specifies the curriculum, assessment and reporting requirements for all Queensland state schools' principals and staff delivering the curriculum from Kindergarten to Year 12.

The K–12 Framework is part of the commitment to providing a world-class education for all students. It assumes that every student can learn and that responding to the diverse learning needs of all students is central to teaching.



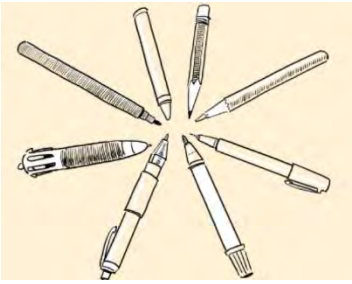
For further information for parents and carers, visit the Australian Curriculum online.

Curriculum at Rochedale State School

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

Our curriculum documents are based on the Australian Curriculum Assessment and Reporting Authority version 9. We also use the Department of Education's K-12 Curriculum, Assessment and Reporting Framework to inform our practice and decision making.

The eight learning areas taught and assessed at Rochedale State School are:



1. English
2. Mathematics
3. Science
4. Humanities and Social Sciences (HASS)
5. The Arts: Music, Dance, Drama, Visual and Media Arts
6. Technologies
7. Health and Physical Education (HPE)
8. Languages (Chinese and French)

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

The educational program at Rochedale State School is designed within a curriculum framework which has five essential elements at its core anchored in International Baccalaureate (IB) Program:

Knowledge – What do we want students to know about?
Concepts – What do we want students to understand?
Skills – What do we want students to be able to do?
Attitudes – What do we want students to feel, value and demonstrate?
Action – How do we want students to act?

A set of *attitudes* including independence, enthusiasm, curiosity, creativity, confidence, commitment and appreciation are promoted and fostered. The ability to *reflect* about their learning and to *take action* is encouraged.

Units of Inquiry

During each term students are learning through *transdisciplinary units* organised around six themes.

Who we are	Where we are in place & time	How we express ourselves	How the world works	How we organise ourselves	Sharing the planet
An inquiry into the nature of self; beliefs and values; personal, physical, mental, social and spiritual health; human relationships including families, friends, communities, and cultures; rights and responsibilities; what it means to be human?	An inquiry into orientation in place and time; personal histories; homes and journeys; the discoveries, explorations and migrations of humankind; the relationships between and the interconnectedness of individuals and civilizations, from local and global perspectives.	An inquiry into the ways in which we discover and express ideas, feelings, nature, culture, beliefs and values; the ways in which we reflect on, extend and enjoy creativity; our appreciation of the aesthetic.	An inquiry into the natural world and its laws; the interaction between the natural world (physical and biological) and human societies; how humans use their understanding of scientific principals; the impact of scientific and technological advances on society and on the environment.	An inquiry into the interconnectedness of human-made systems and communities; the structure and function of organisations; societal decision making; economic activities and their impact on humankind and the environment.	An inquiry into the rights and responsibilities in the struggle to share the finite resources with other people and with other living things; communities and the relationships within and between them; access to equal opportunities; peace and conflict resolution.

Specialist Learning Areas

The following learning areas are taught by specialist teachers:

- Health and physical education
- The Arts
- Languages
- Digital Technology

The Arts

The Arts Curriculum consists of 5 strands*: Music, Dance, Drama, Media and Visual Arts.*
The Arts program is based on hands on learning and provides many opportunities to experience The Arts and develop their skills.

Health and Physical Education (HPE)

2 components to the HPE program in the Australian Curriculum. All students are expected to participate in the HPE program provided by specialist teachers.

- Personal, Social and Community Health
- Movement and Physical Activity

Swimming

Each year level will spend one term participating in HPE lessons in our swimming pool. A swimming cap is a compulsory requirement. Students must wear a sun safety shirt over the costume for females and tucked in for boys. Sun safety shirts need to be tight fitting. Parents are invited to send sunscreen with their students.

Languages

Two languages are offered for students in years 1-6 depending on year of entry, they are:

- French
- Chinese

The language program aims to teach a variety of skills including:

- communication in various languages
- linguistic awareness
- socio-cultural awareness
- general knowledge and
- learning-how-to-learn skills

Information Communication Technology (ICT)

The school has more than 300 computers/laptops and over 150 iPads for the use of students and staff. Each classroom is fully cabled with at least six networked computers or laptops; all classes have internet and email access. Parents from Prep to Year 2 and students from Year 3 to Year 6 are required to sign the ICT Policy and Consent. All classrooms have an interactive whiteboard and projector which the teachers use to integrate ICT into all subject areas.

Assessment

National Assessment Program (NAPLAN)

Years 3 and 5 participate in the NAPLAN standardised testing in Term 1, 2027

The testing window for 2027 is:

Wednesday 10th March ➡ Monday 22nd of 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 and to support teacher judgement about students' learning outcomes.
- assist teachers to provide additional information to parents/caregivers about students' achievements and areas identified in the test for further development.

- provide school and system level information to guide decisions about learning and teaching and resource management.

Parents/carers 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.

Reporting to Parents

Parent Information Session	Week 2 Term 1 Power Point presentation will be provided to families by the classroom teacher
Parent/ Teacher Interviews	End of Term 1 and Term 3
Student Led Conferences	During Term 3 parents and carers will be invited to their child's classroom to review their student portfolios
Written Report Cards	End of Semester 1 and Semester 2

Co-Curricular Learning

Sport

Students in Years 5 and 6 are encouraged to participate in school sport. The school has a record of high achievement in individual and team sports. Friday afternoon sport, both, inter-school and intra-school, is offered to students in years 5 and 6.

Students must always wear a broad brimmed hat (school hat). Sunscreen and water are also strongly advised. The school competes against other district schools, in team sports such as netball, touch football, soccer, basketball and others depending on the availability of teachers to coach these teams. Team representatives must wear school uniform or dress as directed by the coach. Courtesy and good sporting attitudes are essential. Failure in either of the above areas will result in the Student Code of Conduct being enforced.

Rochedale State School has 3 sporting houses. On enrolment students are assigned a house and families are to purchase a school hat with the corresponding colour. The houses are:

Banksia

Jacaranda

Waratah

Music

Instrumental Music

Years 4 to 6 students are selected for lessons in *woodwind, brass and percussion* instruments

Strings Program

Years 3 to 6 students are selected for lessons in *violin and cello* instruments

Junior and Senior Choir

Students in years 2 to 6 can participate in a choir.

Camps

During the year, students in year 4 are offered a day camp, students in year 5 and 6 have the option to attend an overnight camp experience.

These camps are designed to:

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

All students are encouraged to participate in a day camp or overnight camp experience.

Inclusion Services

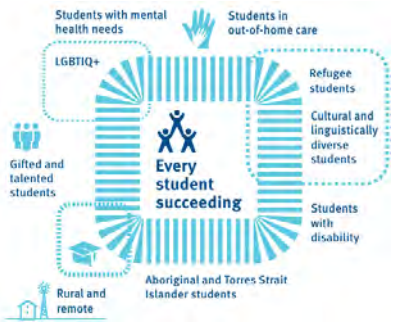
What is Inclusion?

Inclusion means that everyone is welcome, respected, and supported at our school. No matter how they learn, communicate, or play. We believe that every child is unique, and we work together to make sure everyone has what they need to learn and feel part of the school community.

Inclusion helps all of us grow kinder, smarter, and stronger together. We believe that all students can learn effectively, within the regular classroom environment, given the appropriate level of support and scaffolding through quality differentiation. Inclusion is embedded in all aspects of school life and is supported by culture and everyday practices. We value student diversity and respect individual learning differences.

A whole-school (team) approach is adopted to provide quality differentiated teaching practice that is responsive to the needs of all students to ensure the best holistic growth. We use collaborative models of instruction (within year level cohorts) to improve student achievement and outcomes for all students.

For students with disability or diverse learning needs, reasonable adjustments are made to enable participation in education on the same basis as students without disability or diverse learning needs (DET Disability Policy). Reasonable adjustments are implemented, monitored and regularly reviewed through the Personalised Learning process to ensure they remain responsive to each student's needs. Our school's inclusive practices are supported by the Department of Education's commitment to see every student succeed every day.



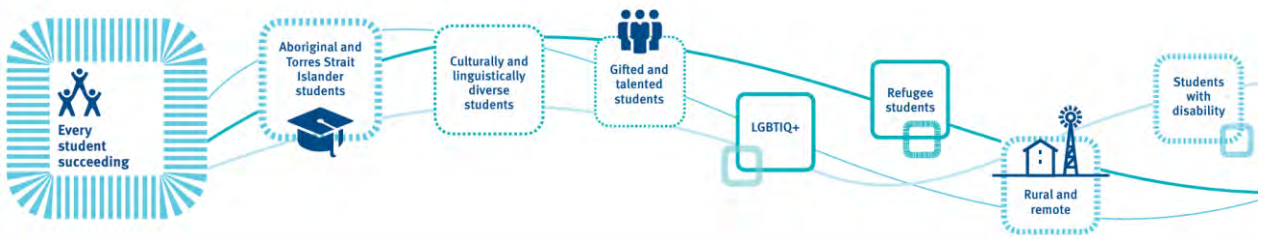
attend their local state school or education centre and be welcomed

access and participate in a high-quality education and fully engage in the curriculum along-side their similar-aged peers

learn in a safe and supportive environment, free from bullying, discrimination or harassment

achieve academically and socially with reasonable adjustments and supports tailored to meet their learning needs.

For further information, visit the Department of Education Inclusion documentation.



Documentation for External Providers

Rochedale State School is pleased to collaborate with specialist providers such as paediatricians and psychologists, by sharing relevant information and professional insights to support student outcomes. Due to the increasing number of requests please allow two weeks for the Leadership Team to provide requested information and/or letters. This will allow time to consult with staff who work with your child and table the report through our Student Support Team.

School Policies and Procedures

Enrolment

Applications for enrolment will only guarenteed for students within the catchment area (or siblings of a current student).

Lodge the following document:

- Prep enrolment.pdf
- Years 1 to 6 enrolment.pdf

Provide all necessary documentation including:

- Proof of residency and
- Birth certificate (refer enrolment management plan External link).

If you live outside of the catchment area there is an EOI form on the website, you can complete and express your interest in enrolment. If you would like to be placed on the waiting list, please contact enrolments@rochedalss.eq.edu.au

Further information regarding enrolment is provided on the school website.

Student Council

A student council is formed at the beginning of every school year. The school leaders are joined by an elected class member from each Year 4, 5 and 6 class to form the student council. The student council meets with staff members to collaborate on various ways to support school-based activities and initiatives. The council run activities throughout the year to raise awareness or money, which is then spent on resources like playtime sporting equipment. The student council also supports a World Vision student, a Smith Family student and other worthwhile charities.

School Leadership Program

Rochedale State School has a proud tradition of valuing student voice and highly effective school leaders. Whilst there are a number of programs and opportunities for all students to build their leadership skills, a process to select the formal positions of School and Vice Captains together with Sports and Music Captains are held every year.

Rochedale State School Captains	
School Captains	2
Vice Captains	2
Waratah House	2
Banksia House	2
Jacaranda House	2
Music Captains	2

The students from years 4 and 5, together with staff and the school's leadership team will select these captains from eligible year 5 students. The elected students can be either gender, the Principal will have the final say in the selection/appointment of students. There are roles and responsibilities for each position. Formal presentation of badges and blazers take place at the beginning of the school year.

Homework

At Rochedale State School revision at home is assigned in line with the P-12 Framework ensuring homework is most effective when it is:

- related to the curriculum, consolidates, revises and applies to student classroom learning
- differentiated to individual needs
- develops a student's independence as a learner
- assist students to prepare for upcoming classroom learning

The Rochedale State School homework policy aims to ensure homework:

- Is effective in supporting learning
- Allows sufficient time for family, recreation, and community and cultural activities
- Does not disadvantage students due to a lack of access to resources

As a school we acknowledge that families spend time participating in extra-curricular activities that contribute to the development of the whole child. There is flexibility around homework completion to fit a family's lifestyle. Homework is not a reported element in our school assessment schedule.

There are no consequences associated with homework completion.

Religious Instruction

Queensland State Schools are required to make available religious instruction for students, where we have volunteers available to provide approved programs. This is in accordance with Chapter 5 of the Education (General Provisions) Act 2006 and Part 5 of the Education (General Provisions) Regulations 2006 by making available up to one hour per week for the provision of religious

instruction to students (except Prep students) who are members of a faith group that has approval to deliver religious instruction at the school.

RI informs students about the beliefs and values of a particular religion. It is delivered by volunteers of a faith group using instructional materials approved by that faith group. All instructors must hold a blue card and participate in compulsory Student Protection and Code of Conduct training.

You may wish to access the Education Department's Religious Instruction policy statement available on the website.

Only students who have parental permission attend CRI lessons. Parent/carers must provide consent for students to participate in religious instruction at the time of enrolment. Students who do not participate in religion will be given other work or activities to complete in another classroom with a supervising teacher.

Rochedale State School offers 3 religious instruction programs:

- Cooperative Christian Religious Instruction Program (CRI)
- Islamic Studies
- Hindu Studies

Student Wellbeing Services

Student wellbeing is a priority at Rochedale State School. Our website provides a suite of resources that parents and carers can access to support student wellbeing. Educating the whole child is a priority for our school and support staff.

The Chaplaincy Service exists to support the school community, particularly the students. The Chaplain is available for pastoral care, mentoring, student development and assists in times of crisis.

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 attained.

School Finance Procedures

Payments

Additional fees are incurred for excursions, camps, sports and optional non-compulsory extra-curricular school activities. Examples of these events are:

- year level camps
- performances
- incidental activities and class-based activities
- incursions and excursions
- sports events and interschool sport
- choir
- instrumental music

Before a student is invited to participate in extra-curricular and optional school activities, a parent is expected to:

- pay in full or
- make regular on-going payments towards costs as previously arranged

Extra-curricular school activities have a strict **no pay/permission, no go policy**. Payments and permission need to be received by the cut-off day for students to attend or participate in the activity.

Refund Policy

No refunds will be given on activities not attended. If a parent/carer wishes to apply for a refund due to their child's non-participation in an excursion, activity or camp activity, they may do so by completing a request for refund form available from the school office. Where possible, the request should include the receipt relating to the payment for which a refund is being sought.

Finance Frequently asked questions

When will I receive an invoice?

Invoices are sent via Qparents for camps, excursions, instrumental programs, interschool sport and various school fees or levies at least two weeks prior to the date. If you are not signed into Qparents you will need to advise the school administration.

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.

How do I pay the invoice?

The preferred method of payment is BPOINT online. BPOINT information is printed on each invoice, simply click on the link at the bottom of your invoice and follow the prompts.

Phone payment using credit/debit card via BPOINT 1300 631 073. Please quote CRN and invoice number from the BPOINT box on the left.

Pay Online via Q Parents.

We do not have EFTPOS facilities. Cash will not be accepted.

Payment plans can be negotiated with the Business Manager, if required.

Q Parents

It is strongly recommended to activate a Q parents account and download the app on enrolment. The app allows you to pay invoices promptly. Absences can also be logged using the app.

More information about Q Parents at online.

Download the free Q Parents app from the iTunes or Google Play

School Organisation

Attendance

At Rochedale State School we believe that students need to attend school regularly in order to participate fully and gain maximum benefit from schooling. Regular attendance enables children to access a full education and assists them to reach their full potential. School staff set an example for students by encouraging and emphasising attendance and punctuality.

Rochedale State School's attendance policy aims to improve student learning outcomes by maximising student participation in learning programs.

All absences must be reported to the office, before 8.50am. An answering machine is also available 24 hours a day for messages advising of student absences.

The *QParents App* is the preferred method to report absences.

QParents is also used to send announcements, send reminders for excursions, incursions, payments, consents and all school activities are communicated via *QParents*. It is the school's preferred method of communication.

Please contact the office admin@rochedalss.eq.edu.au to set up your unique QPAO code and app for your phone.

Absence phone line	3340 8388
Absence SMS	0427 890 693
Absence email	admin@rochedalss.eq.edu.au
SCHOOL HOURS	**8.50AM START SCHOOL BELL** **2.50PM FINISH SCHOOL BELL**

Parents/carers will receive an SMS advice when their child is absent *without explanation* or without signing in. Parents can reply very simply via the SMS sent advising the school of the reason for the absence. Once the school has received the reply SMS advising why the student is absent, the student attendance record will be updated.

In the case where no explanation is received concerning a student's absence from school, the official school roll will show an unexplained absence. This will be recorded on their written semester reports in June and December.

Parents/carers will be contacted officially if a pattern of unexplained absences or truancy is detected.

Late Arrivals / Early Departures

Arriving on time at 8.40am is important to establish a routine where students, can prepare themselves for their day of learning. If your student arrives after the 8.50 am bell, they need to report to the administration officers in the admin building for a 'late slip'.

The school operates an electronic roll marking system where the administration officer/s will override the absent entry. Students then proceed to their classroom and report to the class teacher with their 'late slip'.

Should you need to collect your student early or drop your student to school later in the day, please present to the administration office and our staff will assist you with signing in/out your child.

When picking up a sick child, or a child who must leave the school, the person collecting the student must report to the office and sign the child out.

School Exemption

For planned absences longer than 10 consecutive school days it is a requirement that a parent/caregiver complete an application for exemption. This form can be collected from the school office or email admin@rochedalss.eq.edu.au to request an exemption application.

The Green Zone

Students arriving at school before 8.40am are required to remain in the green zone until the bell rings, signalling the time to move to classrooms. Learning begins promptly at 8.50am. Supervision from staff is provided in the green zone from 8.15am each morning. If your child is in the green zone prior to 8.15am, please arrange for before school care at ROSHCA. Students are not permitted in the green zone prior to 8.15am.

Parent/carer must wait in the green zone if arriving before 2.50pm for pick-up. Once the bell has rung, you may move to the classrooms to collect your child/ren

Parents and carers are responsible for supervising children outside of the green zone, before and after school bells. Children are not permitted to play on the equipment before or after school. Ball games are not permitted in the green zone. Children who are waiting for a brother or sister involved in co-curricular activities must be supervised by a parent.

Rochedale State School Uniform

Rochedale State School has a School Uniform policy. Students are expected to wear the school uniform, therefore:

- Promoting an effective teaching and learning environment by eliminating the distraction of competition in dress and fashion at school
- Fostering mutual respect among individuals at the school by minimizing visible evidence of economic, class or social differences
- Promoting a supportive environment at the school by fostering a sense of belonging
- Promoting a safe environment for learning by enabling ready identification of students and non-students at the school
- Creating a good image of the school within the community and encourages students to uphold and enhance that image
- Only jewellery for religious reasons can be worn

Hat

Sports Shirt

Dress

Formal Shirt

Shorts

School Bag

Ordering School Uniforms

Click to download Qkr! By Mastercard for **Apple** or **Android**.

You can visit the uniform shop, inside the gymnasium foyer.

The uniform shop is open on:

- Monday & Wednesday 8:15 – 9:15am (check school website for further availability)

Lost Property and Valuables

Ensure all personal items are named clearly and permanently. Lost property is placed under C Block near the Snack Shack for collection during the school day. At the end of each term property is displayed in the green zone outside RPAC for collection. Students are not permitted to bring valuables to school, this includes jewellery, toys and digital hardware.

Stationery List

Rochedale State School partners with Olympia Office Products for yearly booklists items. Year level book lists are issued during fourth term for the following year. Current booklists are available from administration and the school's website.

Purchases can be made online with our school code during term 4 for the following school year from Olympia the stationery supplier.

Celebrating Birthdays

Throughout the year we enjoy celebrating students' birthdays with them. Parents often ask what they are allowed to bring to school to share with their class. We encourage a small, pre-packaged treat, e.g. a freddo frog, icy pole, or small individual cupcakes.

We are nut friendly and prefer items not to contain nuts. Teachers will acknowledge the student's birthday and share the supplied item with the class at lunch or at the end of the day. Lollies / Lolly bags will not be passed onto students.

Students are not permitted to bring toys of any kind to school.

Resource Centre

The library is the main resource centre and is fully automated with all loans and enquiries regarding resource materials stored on computer. The library is open for individual use by students during second break, from 1.15pm to 1.45pm.

- A borrowing time is allocated to each class.
- Prep to Year 4 students are permitted to borrow for a one-week period
- Prep and Year 1 students may borrow one resource at a time
- Year 2 to Year 4 students may borrow two resources at any one time
- Year 5 and 6 students may borrow three resources at any one time for a period of two weeks

Library materials are to be returned to the loans desk or extended within the borrowing period. If library books are lost or damaged parents will be invoiced to replace the book.

Book Week & Book Fair

Each year Prep to Year 6 students participate in book week activities, culminating in a 'Dress up parade' where students and staff are awarded best 'themed dress.'

The scholastic book fair is also hosted in the resource centre, parents, care givers and students are welcome to purchase items from the fair over the week.

Parade

Parade is held every Friday morning at 9.00am in the gymnasium. Parents are welcome to attend. Parents of 'Golden Award' recipients will be contacted to attend.

School Affirmation

Everyone belongs at Rochedale State School.
Everyone is unique; we celebrate and embrace our diversity.
We communicate with kindness, generosity and respect.
We are knowledgeable, always inquiring and reflecting
We are global citizens, taking action to make a difference
Always our best!"

Health and Safety Procedures

Access to Students

Should you require access to your student/s during school hours, all enquiries must be made through the administration office. This procedure is necessary to ensure the safety of all students.

Custody of Students

Parents and carers must inform the school and provide all relevant documentation regarding legal matters. If a court order is in place, the original document must be presented to the school, a copy will be kept on file. It is the responsibility of parents and carers to ensure the school is aware of who is authorised or not authorised to collect your child/ren.

Emergency Contacts

Accidents and emergencies do occur during the school day. In the case of minor accidents, we contact the parent/carer and await further instructions. If the accident is serious, an ambulance is called immediately, and parents/carers 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 contact number/s please notify the office.

Accidents on School Grounds

Minor accidents (cuts/scratches) are treated by teachers on duty or the first aid officer on duty. Our school staff are fully trained in first aid. The first aid officer is located at the administration building during class breaks. Students at break time can seek out the first aid officer outside the staff room for minor cuts and abrasions.

The first aid room is located inside the administration office. If a staff member assesses an illness or injury, where necessary, they will send the student to the first aid room. Following recovery /treatment time, where possible students may return to their classroom. If illness / injury persists, an administration officer will contact the parents/carers to arrange collection of the student. The student needs to be signed out of the office. In more serious situations, the accident procedure below will be followed.

In case of an accident:

- The seriousness of the accident will be assessed and normal first aid procedures will be followed by a first aid officer
- If the accident is serious an ambulance will be called
- Parent/carer or an emergency contact person will be telephoned

Ambulance cover is free in Queensland, which allows the student to be transported to the hospital at no cost, should the need arise.

Accident Insurance for Students

Some school activities and physical education, particularly contact sports, carry inherent risk. We have been asked to advise parents/carers that the Department of Education and Training does not have student accident insurance cover for students. If a student is injured at school because of an accident or incident, all costs associated with the injury, including medical costs is the responsibility

of the student, 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 additional costs will be the responsibility of the parents or carers.

Administration of Medication

The Department of Education (DoE) requires all schools to follow strict guidelines when administering any medication, including over the counter (OTC) or alternative medicines (e.g. paracetamol, herbal remedies). These may be classified as drugs or poisons and can cause side effects.

Medical Authorisation

Schools must receive written authorisation from a prescribing health practitioner (doctor, dentist, optometrist – not a pharmacist) before administering any medication, including OTC.

Medication Requirements

Medication must be supplied in the original container with a pharmacy label stating:

- Student's name
- Dosage instructions
- Prescribing health practitioner's name

If the label does not include the practitioners name, a supporting letter from the Doctor is required. A parent/caregiver letter is not sufficient for authorisation. If authorisation is not provided medication cannot be administered by the school. Parents/carers will be informed and must come to school to administer it themselves until authorisation is confirmed.

Required Forms Before Administration

Parents/carers must complete:

- Section 1 of the *Administration of Medication Record Sheet* (Routine/Short-term) for regular or short-term medications
- Section 1 of the *Administration of Medication Record Sheet* (Emergency Medication) for emergency medications

Important Medication Rules

Medication will only be administered to the student it is prescribed for and never shared between students, including siblings. Only staff authorised by the principal (office staff, first aid-certified staff, admin staff) may administer medication. All medications are securely stored in the school office, unless otherwise approved (e.g. asthma inhalers, EpiPens®, specialised care plans).

Parent/Caregiver Responsibilities

Notify the school in writing:

- When medication is no longer required
- If dosage changes (requires updated authorisation and letter from health practitioner)
- If emergency medication or action plans change (provide updated letter or plan)

- In advance, if medication is being transported for non-school use (e.g. respite care, shared custody, before/after school care)

Transporting Medication

Parents/carers (or an authorised adult) are required to deliver and collect medication in person. At the end of the school year — or when medication is no longer needed — parents/carers must collect all unused medication from the school.

Uncollected medication will be disposed of following department guidelines.

Infectious Medical Conditions

Infectious medical conditions may require a time of absence by the student 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

Sun Safety

Our school aims to educate our students about being sun safe in order to develop important, life-long, healthy habits, and acknowledges the important role adults play during and outside school hours to reinforce sun safety with students and young people. By implementing the sun safety policy, our school and community recognise 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
- A combination of sun safe strategies is more effective than a single approach

All classrooms provide SPF 30 or higher broad-spectrum, water resistant sunscreen for student use. Parents /carers are encouraged to provide sunscreen for their student if they don't wish their student to use the schools' sunscreen.

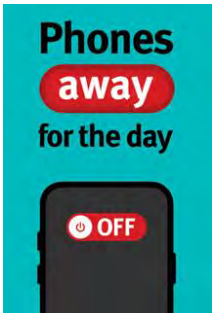
Head Lice

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

International Students

Rochedale State School welcomes international students from across Asia at various times throughout the year. These visits provide valuable opportunities for our students to develop intercultural understanding and respect for different cultures. Visiting students attend classes alongside our students and gain insight into the Australian education system.

Mobile Phones



Away for the Day

From Term 1, 2024, all Queensland State School students must keep mobile phones switched off and "away for the day" during school hours. Smartwatches and wearable devices may be worn, but all notifications must be disabled so calls, messages and alerts cannot be sent or received. This policy follows expert recommendations and aims to support student learning, wellbeing and safety by:

- Minimising classroom distractions
- Encouraging face-to-face social interaction
- Supporting physical activity and student wellbeing
- Reducing exposure to risks like cyberbullying and inappropriate content

Phones must be handed into the office at 8:30am, before school or on arrival and will be stored securely. Devices can be collected at 2:50pm or at early departure.

Students remain responsible for their devices during the day. Devices are not permitted on camps, excursions, or during school activities unless approved by the principal and noted in permission forms. Exemptions may apply for medical, disability or wellbeing needs – contact the school to discuss.

Parents can contact their child during school hours through the school office only.

Road Safety and Carpark Zones

At Rochedale State School, student safety is our top priority. To ensure a safe and efficient drop-off and pick-up process, please follow the guidelines below. We appreciate your cooperation in keeping our community safe and respectful.

Entry and Access Points

- The school has three entry points from Rochedale Road
- Gate 1: Staff parking only. No parent or student access.
- Gate 2: No vehicle access
- Gate 3: Vehicle access only. No pedestrian access on driveways. Please use designated footpaths.

Drop-Off and Pick-Up Zone (Kiss and Go Area)

Morning Drop-Off

- No parking allowed: this is a drop-and-go zone
- Stop only long enough to safely let your student out via the left-hand (curbside) door
- Move forward promptly to keep traffic flowing

Afternoon Pick-Up

To help us efficiently call students to your car:

- Write your child/s surname clearly on a sheet of paper and place it on the passenger-side sun visor (paper available at the office)
- Always stay in your vehicle

- Unlock your doors so your student can enter safely
- Teach children to fasten their own seatbelt
- If possible, place baby capsules on the right-hand side so children can enter safely from the curbside
- School staff will place bags on the front passenger seat — have the window down
- Do not exit your vehicle to access the boot or assist your child.

If your child is not ready when you arrive, please drive off and park legally off-site to avoid blocking the zone.

Car Parking

- The main school car park (off Rochedale Road) is not for drop-off or pick-up
- Students are not permitted to walk unsupervised to or from cars
- Parents must:
    - Park in a designated space
    - Walk into school to drop off or collect students
- If no parking is available, please seek alternative off-site parking

Ambulance Bay Parking

Reserved only for:

- Parents collecting sick students from the office
- Emergency vehicles
- Students with a physical disability require this access
- Disables parking is available for permit holders only, via gate 3

Planning Ahead

Due to growing enrolments, parking is limited. Please:

- Familiarise yourself with surrounding streets for parking.
- Create a pick-up/drop-off plan that avoids peak congestion.
- Be respectful and follow all school and road safety rules.

✅ DO	❌ DO NOT
Plan your trip to avoid peak times	Leave your car in the drop-off zone
Use the designated drop-off/pick-up zone only for quick transitions	Double-park or block the flow of traffic
Pull forward to the head of the queue	Stay in the zone longer than 2 minutes
Ensure students exit/enter via left-hand (kerbside) door	Allow students to cross the road to access your car
Display surname sign on passenger sun visor	Arrive early and wait in the zone before pick-up time
Move off safely if your student isn't ready	Be disrespectful or aggressive to staff
Be courteous and patient	Use Gate 1 for parent access

Parents and Citizens Association

Meetings

The school Parents' & Citizens' Association (P&C) is open to all parents and citizens interested in contributing to Rochedale State School. Meetings are held on the fourth Tuesday of the month unless holidays demand a change. These meetings are held in the school's conference room starting at 6.00pm.

Please come along. We would love to see you there and would welcome your contribution on matters and issues relevant to our school and your student's education. Please feel free to email the P&C on pandc@rochealss.eq.edu.au or office@rochedalesspandc.com.au

Tuckshop (Rochedale Snack Shack)

The Rochedale Snack Shack is open 5 days a week from 8.30am to 1.40pm.

To place an order, download the QKR online app and tap into Rochedale State School tab. Ordering is available until 8.45am each day. If your student does not have lunch provided a basic lunch will be provided by the Snack Shack and you will be invoiced the cost of the lunch.

Smart Choices Healthy Foods Guidelines are in place at the Snack Shack which encourages students to make healthy choices. Some of the foods sold at the Snack Shack are plain and toasted sandwiches, salad rolls, salad boxes, wraps, fruit cups, fresh fruit, yoghurts, dairy products and more. A menu is available on the school website.

For further information about the Snack Shack please email the P&C office@rochedalesspandc.com.au or phone 3340 8313.

Rochedale Outside School Hours Care Association (ROSHCA)

ROSCHA is a before and after school care and vacation care service available to students at Rochedale State School. This service is operated by the P&C, not the school and as such requires a separate enrolment application which can be found on the school website.

Before School Care	6am to 8.30am Students are offered breakfast, games and organised activities
After School Care	2.50pm to 6pm Students are offered afternoon tea, craft, games and organised activities
Vacation Care	6am to 6pm includes activities and food

Childcare benefits are available to those families who are eligible. Fees $ are subject to change.

For more information, please call 3841 1943 after 2.00pm.