Woodridge State School Attendance Policy

Woodridge State School promotes a safe and supportive school environment that promotes positive relationships to assist parents to support their child’s attendance at school, including the implementation of programs which develop social and emotional skills, peer tutoring and mentoring, and anti-bullying strategies.

Our students are expected to attend school each school day. All student absences must be explained by parent or carer. In the event a student is absent a note or phone call explaining the absent day needs to be made to the school Administration Team. In the event that the absence is 2 or more consecutive days, we require a medical certificate to accompany the absent note.

Students with high levels of absenteeism will be investigated and monitored on an individual case bases.

Woodridge State School has an effective follow-up system such as:

1. Phone call to parent or carer
2. Home visit
3. Referral to external agencies/stakeholders

In the event that the parent is not aware that their child is absent from school, we would request a meeting with the parent/carer and other stakeholders to establish an appropriate remedy of the issues relating to the truancy.

We implement appropriate strategies/support mechanisms, including liaising with other agencies such as Queensland Police and local non-government organisations, to address the trends or support individual students and their families to encourage attendance.

Let’s Stay Put for Literacy and Numeracy - One Child One School One Year

Why stay Put?

Staying put in one school for at least one year gives your child time to learn

- The longer you stay put the more time teachers have to get to know your child’s learning needs
- Your school community gets stronger when people have time to get to know each other
- Training in sport or music takes time and persistence – staying put helps
- Knowing they are staying put can allow children to relax and learn
- Staying put gives your child the opportunity to make friends and have a sense of belonging

Tips for Staying Put

Woodridge State School wants you to stay for at least one year

- Think carefully about changing schools – It’s an important decision
- Going to school every day helps learning and builds friendships
- Talk to your child about the good things happening at school – there may be more than you realise
- Staying put helps your child to be involved in teams eg the school choir or a sporting team
- If you have concerns or worries – share them with someone you trust and ask for advice or help
- Talk to other parents, get to know your children’s friends and their families

Sometimes it may seem easier to move than solve the problem – Woodridge State School wants to help you stay put, we will work hard to help you solve the problem

School Complaints Management Procedure

Complaints come to principals and other school staff in many forms. Complaints can be from parents/carers, community, staff or students.

This document outlines the procedures undertaken at this school to manage complaints. Complaints management at this school is also underpinned by part 3, section 22 of the Education (General-Provisions) Act 1989, Education Queensland’s Complaints Management Policy contained in the Department of Education Manual and Making a Complaint web text located on the department’s website. http://education.qld.gov.au/schools/about/complaint.html

All complaints are handled in a positive and open way.
School Homework Policy

Homework provides students with opportunities to consolidate their classroom learning, pattern behaviour for lifelong learning beyond the classroom and involve family members in their learning. The setting of homework takes into account the need for students to have a balanced lifestyle.

Homework helps students with their learning in many ways, such as:

- developing the student as a learner
- working independently
- completing activities that are appropriate to students' learning needs
- revising work done in class

Role of parents and caregivers with homework

Parents and caregivers can help their children by:

- reading to them, talking with them and involving them in tasks at home including shopping, playing games and physical activity
- 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 children's approach to the homework.

Woodridge State School

Woodridge State School Behaviour Policy

Woodridge State School is a School Wide Positive Behaviour Support School (SWPBS)

SWPBS is a proactive school wide program to support appropriate student behaviours in order to create successful and positive learning environments for students and teachers.

Our school community has identified the following school rules: I am a learner, I am safe, I am respectful, I am caring.

Woodridge State School is a “You Can Do It” School

There are 5 keys to success: Getting Along, Confidence, Organisation, Persistence, Resilience

Keys to Success Awards’ Certificates are issued weekly on parade.

Woodridge State School follows a School Wide Rewards System. Tokens are handed out to any child who demonstrates appropriate behaviours. Tokens are exchanged for prizes three times a term during play break in the hall.

Woodridge State School has a Responsible Planning Classroom (RPC) where students are referred to for assistance with incidents of inappropriate behaviour.

Minor problem behaviours are handled by staff members at the time it happens.

An example of a minor behaviour may include calling out, work refusal, unsafe play or work not completed.

Major problem behaviours are directed straight to RPC or the office.

An example of a major behaviour includes swearing, hitting, throwing objects or bullying.