



school silkwood



THE SILKWOOD STORY

Long, long ago in the... a whisper of a future... a place where laughter...

The Aboriginal people... they listened, and the... and all living creatures...

As time traveled through... The gum and wattle... hold in its heart for the...

Then one day, people... settled on the land... a whisper was gathering... to happen. The whisper...

At last, the time... quiet excitement...

...laughter... of the silent... were united with...

...day when... know that the... the place where...

...together... the present...

The Silkwood Way SCHOOL OPERATIONS GUIDEBOOK

BE INSPIRED...GET CONNECTED...MAKE A DIFFERENCE

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School Contact Information

Street Address	Primary School: 39 Shepherd Hill Lane, Mount Nathan QLD 4211 High School: 8 Cladiara Road, Mount Nathan QLD 4211
Postal Address	PO Box 760, Nerang QLD 4211
Phone Number	07 5655 0300
Website	www.silkwood.qld.edu.au
General Enquiries	reception@silkwood.qld.edu.au
Principal	Terry O-Hanlon Rose principal@silkwood.qld.edu.au
Finance Leader	Edel Ui Cathain finance@silkwood.qld.edu.au
Account Enquiries	schoolfees@silkwood.qld.edu.au
Absentee	Use the Silkwood School App or email attendance@silkwood.qld.edu.au

Office Hours

8.15 am – 4.00 pm Monday to Friday during term time

9.00 am – 3.00 pm Limited days during school holiday time

Term & Holiday Dates

		Start Date	End Date
Term 1	New student orientation day	Wed 27 Jan 2021	Thu 1 Apr 2021
Term 1	Semester 1 – all students*	Thu 28 Jan 2021	
Term 2		Mon 19 Apr 2021	Tue 15 Jun 2021
Term 3	Semester 2**	Mon 12 Jul 2021	Thu 16 Sep 2021
Term 4		Tue 5 Oct 2021	Tue 30 Nov 2021

New student orientation day: for all Year 7 students, all new students and Prep Group 1

*Exhibition Days in Semester 1: 16, 17 & 18 Jun 2021

**Exhibition Days in Semester 2: 1, 2 & 3 Dec 2021

Exhibition Days are to be attended by the student and their parents/carers at a pre-scheduled time, School is otherwise not in operation during these dates.

NOTE: please refer to the [school newsletter](#) for festival information and other event dates.

Public Holiday	Date
Australia Day	Tue 26 Jan 2021
Good Friday	Fri 02 Apr 2021
Easter Monday	Mon 05 Apr 2021
ANZAC Day	Mon 26 Apr 2021
Queensland Labour Day	Mon 3 May 2021
Gold Coast Show Day	Fri 27 Aug 2021 (TBC)

Queen's Birthday Holiday	Mon 24 Oct 2021
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School Hours

Year Level	Hours	Pick-Up Time
Prep	8.45 am – 2.55 pm	3.00 pm
Year 1 & 2	8.30 am – 3.00 pm	3.10 pm
Years 3 – 5	8.30 am – 3.00 pm	3.20 pm
Years 6 & 8	8.30 am – 3.00 pm	3.10 pm
Years 7 – 12	8.30 am – 3.00 pm	3.00 pm

Welcome, a message from our Principal

At Silkwood, we take our commitment to work in partnership with our families seriously. With this in mind, we have designed for our Parents a School Operations and The Silkwood Way Guidebooks.

We want to make sure that you:

- Have the information you need about the School on hand and easy to reference;
- Have clarity on what The Silkwood Way is and what it isn't;
- Understand your responsibilities and commitment to The Silkwood Way;
- Understand how we support and communicate with you;
- Understand the School's organisational structure – who does what;
- Are aware of school policies that impact you and your child/ren.

There is a lot of information you need to know. It is not realistic for you to remember everything just by reading the handbook, so we have indexed this handbook, so you easily reference things as and when you need them.

This handbook is a working document so changes will be made. A current version of this document is available on the School's website and through the Silkwood School App. You are welcome to print it, but we are mindful of the environment so saving it digitally is our recommendation.

We will use our school newsletter to highlight topical sections of the handbook throughout the year. Outlining the information in smaller chunks like this makes it easier to digest. However, wherever you find yourself on the Silkwood journey we always recommend pouring a cuppa and taking a read through the pages when you have some time to do so.

Should you have any questions arising from information in this handbook please feel free to email our friendly Community Relations Team reception@silkwood.qld.edu.au

Kindest regards

Terry O'Hanlon-Rose

Silkwood School Principal

Our School Team & School Leaders

The formal Leadership Team of the School is centred around four strategic areas, which we call Departments and there are smaller Operational Teams inside those departments:

Department	Operational Team
Teaching & Learning	Learning Community: Early Childhood – Year 2

	Learning Community: Years 3 – 5
	Learning Community: Years 6 – 8
	Learning Community: Years 9 – 12
	Learning Enrichment & Specialist Learning
Business Development & Operations	Finance
	Site & Facilities
	ICT
Team & Culture	Team Development & Workplace Culture
Marketing & Community Relations	Marketing & Community Relations

Each Department is led by a Strategic Leader and each Operational Team is led by a Team Leader. These Leaders make up the formal Leadership Team of the School. They are selected for their expertise within their field of operation, leadership capabilities and commitment to the Silkwood Vision.

The CEO is the Organisational Leader and reports directly to the School Board. They work with the Leadership Team to inspire, support, collaborate, coordinate and drive the strategic progress of the organisation and with the School Team to strengthen the connection and understanding of the vision.

2021 Leadership Team

Organisational Leader		
CEO	Valerie Campbell-Hogg	ceo@silkwood.qld.edu.au
Strategic Leaders		
Business Development & Operations	Greg Gapp	bdo@silkwood.qld.edu.au
School Principal & School Leader	Terry O’Hanlon Rose	principal@silkwood.qld.edu.au
Marketing & Community Relations	Belinda Tari	marketingandcommunityrelations@silkwood.qld.edu.au
Team & Culture	Paulette Scaife	teamandculture@silkwood.qld.edu
Team Leaders		
Finance	Edel Ui Cathain	finance@silkwood.qld.edu.au
Site & Facilities	Greg Panting	siteandfacilities@silkwood.qld.edu.au
ICT	Greg Gapp	ict@silkwood.qld.edu.au
Learning Community: EC – Year 2	Lauren Weston	lce-2@silkwood.qld.edu.au

Learning Community: Years 3 – 5	Andrea Borghero	lc3-5@silkwood.qld.edu.au
Learning Community: Years 6 – 8	Eliot Sanger	lc6-8@silkwood.qld.edu.au
Learning Community: Years 9 – 12	Cara Shipp	lc9-12@silkwood.qld.edu.au
Learning Enrichment & Specialist Learning	Trish Mark	learningenrichment@silkwood.qld.edu.au
Learning Innovation & Systems Leader	Rebecca McConnell	rebecca.mcconnell@silkwood.qld.edu.au

2021 School Team Members

ORGANISATIONAL LEADER: CEO		Valerie Campbell-Hogg	
DEPARTMENT: Team & Culture			
LEADER		Paulette Scaife	
Team	Team Leader	Team Members	
Team and Culture	Paulette Scaife	Team & Culture Coordinator	TBA
DEPARTMENT: Business Development & Operations			
LEADER		Greg Gapp	
Team	Team Leader	Team Members	
Site and Facilities	Greg Panting	Landscape Care	Bola Biumaiwai
		Groundsman	Michael Linder
			Clinton Cronk
		Bus Driver/Groundsman	Andrew McCormack
		Bus Driver	Garry Luadaka
			Michael Linder
			Andrew McCormack
			Stuart Scrivens
			Dave McCormack
	TBA		
	Jason Cogan		
ICT	Greg Gapp	Network & Systems Administrator	Joel Riddell

		Network & Systems Administrator	Amanda Cruickshank
		Help Desk Coordinator	Neil McKinnon
		Network & Systems Specialist	Tane Brand
Finance	Edel Ui Cathain	Assistant Finance Leader	Melissa Butler
		Accounts Payable Officer	Ingrid Cruse
		Accounts Receivable Officer	Frances Lovus
DEPARTMENT: Marketing & Community Relations			
LEADER		Belinda Tari	
Team	Team Leader	Team Members	
Community Relations	Belinda Tari	Community Relations	
		Community Relations Advisor	TBA
		Community Relations Advisor	Gillian Want
		Community Relations Advisor	Kate Baker
		Event Coordinator/CRA	Jenny Kelley
Marketing		Enrolments Coordinator	Annie Sayers
		Marketing & PR Coordinator	Claudia Mazzei
DEPARTMENT: Teaching & Learning			
LEADER: School Principal		Terry O'Hanlon Rose	
Team	Team Leader	Team Members	
Learning Community Early Childhood – Year 2	Lauren Weston	Playgroup Co-ordinator	Sandi Donaldson
		Playgroup Assistant	Kayla Shelton
		Prep Learning Advisor	Courtney Kelso
			Melanie Basile
		Prep Aides	Alexis Arnold
			Louise Lucock
		Year 1 Learning Advisor	Adv 1: Sofie Lahey
			Adv 3: Elise Hamilton
			Adv 2: Lindsey Bowen
		Year 2 Learning Advisor	Adv 1: Donna Williams
Adv 2: Paige Foster			
Adv 3: Ruth Egan			
Learning Community	Andrea Borghero	Year 3 Learning Advisor	Adv 1: Kyra Hinde
			Adv 2: Sandra Erueti

Year 3 – 5			Adv 3: Katherine Allard
		Year 4 Learning Advisor	Adv 1: Josh Nuttall
			Adv 2: Christine Zafran-Howson
			Adv 3: Clare Garner
			Adv 4: Jane Gapp
		Year 5 Learning Advisor	Adv 1: Evelyn Maier
			Adv 2: Kate Pye
Adv 3: Steffanie Gowland			
Learning Community Year 6-8	Eliot Sanger	Year 6 Learning Advisor	Adv 1: Jacqueline Marks
			Adv 2: Ross Pozar
			Adv 3: Wanda Williams
		Year 7 Learning Advisor	Adv 1: Christie Kijurina
			Adv 2: Rose Taylor
			Adv 3: Sandra Lipinski
		Year 8 Learning Advisor	Adv 1: Alana Carlson
			Adv 2: Sebastian Sasin
			Adv 3: Sam Bingley
Learning Community Year 9-12	Cara Shipp	Year 9 Learning Advisor	Adv 1: Nikki Fields
			Adv 2: Scott Carson
			Adv 3: Stephen Tranter

		Year 10 Learning Advisor	Adv 1: Shaun McGurgan
			Adv 2: Caitriona Walpole
			Adv 3: Jordan Abrahams
		Year 11-12 Learning Advisor	Adv 1: Kat Vane-Tempest
			Adv 2: Jessie Wilson
			Adv 1: Catherine Davis
Learning Enrichment & Specialist Teacher Leader	Trish Mark	Learning Enrichment Advisor	Melissa Janeway
		Learning Enrichment Advisor	Lauren Bunnell
		Learning Enrichment Advisor	Kylie Carpenter
		Learning Enrichment Advisor	Cynthia Gordon
		High School Youth Worker	Jai Bonis
		Learning Enrichment Advisor (Multi Age)	Tracy Willcocks
		Learning Enrichment Advisor (Multi Age)	Sheridan Wood
		Learning Enrichment Advisor (Year 5)	Lucy Briggs
		Primary - Learning Support Aide	Julie Whipple
		HS Wellbeing Advisor	Danielle Woolard
		PS Wellbeing Advisor	Amanda Coyne
		Music Coordinator	Melanie Creamer
		Music Teacher Prep – Year 2	Amanda Lanham
		Italian Coordinator	Elena Adler
		Real World Learning Coordinator	Tai Hood
HPE Coordinator	Nikki Fields		
Library & Resource Coordinator	Fiona McConachy		
Innovation & Systems Learning Leader	Rebecca McConnell		

Arrival & Departure

Parking

The School has limited parking spaces at both the Primary and High School and rules set down by the Council for our approval of a school site. For these reasons, parking and set down areas are designated for different year levels at Silkwood in the following ways:

- Families with Prep-Year 2 students (and older siblings) park, set down and pick-up on the Primary School site.
- Families with students in Years 3-12 park and set down on the High School site.
- Disability parks are available on both sites. Refer to our school website for site maps.

Car Park Rules

- 10 km/h speed zone in and around the School.
- Take extreme care, watch for pedestrians and little children who may be out of the line of your sight.
- Refrain from using your mobile phone.
- Give way to pedestrians.
- Only use the marked Set-Down areas to drop off children.
- Only park in designated parking spots.
- Use the pathways, footbridges, and pedestrian crossings to access the car park.
- Be respectful and follow the directions of driveway duty Team Members.
- If your child requires assistance getting into your vehicle, park and collect them from the pick-up point.
- Accompany your young children in the parking and driveway areas.
- Leave disability parks free for those that need it.
- Silkwood families are not permitted by Council to park on the roads around the School as this is a direct violation of our council compliance order.

Families who breach these rules put the School at risk with our council compliance but most importantly our student's safety at risk. We do not hesitate to take action against people who put our student's safety at risk. If you have any concerns with car park safety, please email our Site Leader, Greg Panting siteandfacilities@silkwood.qld.edu.au.

Prep School Arrival

Prep starts at 8.45 am. The Prep playground is supervised from 8.00am so students can be dropped off at the playground from this time. The Prep Advisors come out onto the veranda to give a morning greeting at 8.45 am and welcome the children into the classroom. Students need to be at School before this time to put away their bags ready for an 8.45 am start.

THINGS TO NOTE:

- In Term 1, all Prep children are to be brought to the Prep area by an adult from 8.30am onwards. After first term, they can be dropped at the set-down area outside of Prep from 8.35am. The prep gate will be open from this time.
- There are puzzles, books and games on the veranda for your child's use.
- The playground, sandpit and obstacle course are out of bounds before School.
- The Prep area is a child-centred space be mindful of the content of your conversation to ensure it is appropriate for children's ears.
- If you wish to drop your Prep child off at School before 8.30am, you will need to take them and sign them into OSHC. Charges apply.

Late Arrival & Early Departure Procedures

Late Arrival (after 8.30am): Students must visit the school office to collect a late pass before going to class.

Early Departure (prior to 3.00pm): Parents MUST sign their child out from the school office when collecting their child early from School. This must be by prior arrangement with the Advisor.

Primary School Arrival

Primary School starts at 8.30 am. Students need to be at School before this time so they are ready for an 8.30 am start. The primary school playground is supervised from 7.45 am onwards and the bell rings at 8.25am so children have time to get their classes

THINGS TO NOTE:

- Children can be dropped off at their designated set-down area (Year 3 – 6) High School car park (Year 1 - 2) Primary school car park from 7.45am.
- Children arriving at School before 7.45am unaccompanied by a parent or carer are to be booked into OHSC, charges apply.

High School Arrival

High School starts at 8.30am. Students need to be at School before this time so they are ready for an 8.30am start. High school students can arrive from 7.45am onwards.

Morning Set-Down

The School has three clearly signed set-down areas for morning drop off (times and details below). These areas are marked and are the only areas where students are to be dropped off.

Morning Drop-Off Schedule

Year Level	School Starts	Set-Down Area	Drop-Off Time
Prep	8.45 am	Outside of Prep	8.00 am – 8.40 am
Year 1-2	8.30 am	Primary School set down area, before the first bridge	8.00 am – 8.25 am
Year 3-12	8.30 am	High School set down area	7.45 am – 8.25 am

Afternoon Pick-Up

At the end of the school day, we move a lot of traffic in a short space of time. It is very stressful for the driveway Team and we need to be strict with systems so that everyone is safe. To help us we have a few guidelines we ask you to follow:

- To eliminate car park congestion do not arrive earlier than the times below to pick-up your child.
- If you arrive early, park and pick-up your child from their class.
- If you arrive on time, use the drive-through pick-up system and refrain from parking.
- If someone other than a parent or guardian is collecting your child, please let the School know in advance

Afternoon Driveway Pick-Up Schedule

PLEASE DO NOT ARRIVE BEFORE YOUR ALLOCATED PICK-UP TIME

Families with siblings use the pick-up zone of their youngest child and the latest designated pick-up time for that zone:

Siblings of Prep-Year 2 students go to Primary School pick-up zone.

Families with students only in Years 3-12 go to High School site.

Primary School Site	School Finish Time	Pick-Up Time
Latest pick-up time for this location is 3.30 pm, students not picked by this time are taken to OHSC, charges apply.		
Prep	2.55 pm	3.00 – 3.10 pm
Year 1 & 2	3.00 pm	3.10 – 3.20 pm
High School Site	School Finish Time	Pick-Up Time
Latest pick-up time for this location is 3.30 pm		
Years 3 – 5	3.00 pm	3.20 pm – 3.30 pm
Years 6 – 8	3.00 pm	3.10 pm – 3.20 pm
Years 9 – 12	3.00 pm	3.00 pm – 3.10 pm

Procedure for students not collected from School

Students are not permitted to wait unsupervised on the school grounds or on Shepherd Hill Lane for parents to collect them.

PREP TO YEAR 7 STUDENTS

Are taken to OSHC and signed in. The cost of this service is the responsibility of the parent. Students not enrolled with the OSHC service will be taken to the School Office and parents will be called, charges apply (\$12.50 per 15 minutes or part thereof after 4.00 pm).

YEAR 8 – 12 STUDENTS

Are taken to the school office and parents will be called – charges for supervision apply (\$12.50 per 15 minutes or part thereof after 4.00 pm).

After Hours Supervision

The School does its best to offer reasonable supervision times before and after school care to support families with extended times to drop off and pick up their children from School. However, at some point the school team need to be off duty and supervision becomes a parental responsibility. Supervised duty times are indicated in the school arrival and departure information above. Outside of official school supervision times, students are to be supervised by a responsible adult on the school grounds or booked into OSHC. This means:

- Students are not permitted to wait unsupervised for siblings to finish extra-curricular activities
- Parent/guardians who are supervising students after school hours are responsible for the appropriate behaviour of children in their care, including obeying all school rules, and the common law and statutory duty of care requirements in relation to safety on the school grounds.
- The use of school sports equipment is not permitted outside of school hours.
- Parents attending school meetings have their child/ren with them in the meeting or organise adult supervision if they are outside playing. We recommend booking your child into OSHC if it is not appropriate to take your child to a school meeting.

Student Drivers

- Parking is designated for senior student drivers at the High School in the upper parallel car parks. If this area is full, parking is permitted in the angled car parking spaces.
- Responsibility and decisions regarding students driving to and from School lie with parents/guardians.
- Parents are to provide authorisation in writing to the School for their student driver to drive home from School and pick up any siblings who will be passengers.
- If other students are passengers, their parents are to provide authorisation in writing to the School for their child to be driven by a student driver before we allow the student to leave with the student driver.
- The student's vehicle is a means of transport to and from the School; it is not to be used for any other purpose.

Student Bicycles, Scooters & Skateboards

We aim to encourage students and families to adopt safe practices for cycling, scooting and skating when riding to and from School or to and from a school bus stop.

- Responsibility and decisions regarding students cycling, scooting and skating to and from School lie with parents/guardians. This includes ensuring the student knows and obeys the road rules and how to stay safe on the roads and from other potential dangers.
- Written permission from a parent/guardian must be provided before a student riding home from School (or a school bus stop).

- All riders are to wear a helmet.
- Bicycles, scooters and skateboards must be walked through school grounds.
- Bicycles should be left locked in the designated areas.
- Scooters and skateboards are to be stowed in school bags (if foldable) or lockers, away from walkways.
- Bicycles, scooters, skateboards and helmets are brought and stored at School at the owner's risk.

Due to the location of the School, it is important for students to know how to stay safe:

- When riding to and from School, students are to use the pathway entrance at the end of Shepherd Hill Lane to access/depart Nerang-Murwillumbah Road.
- We recommend students wear a high visibility vest – be safe, be seen.

Be alert:

- Be aware and anticipate the next moves of all road users
- Make eye contact with road users, especially at intersections
- Do not use mobile devices
- Green bike lanes highlight high-risk areas
- Ride with caution past parked cars, be aware of opening car doors
- Don't ride in a driver's blind spot, make sure the driver can see you
- Watch for hazards and obstacles on the road, such as potholes and grates
- Look for vehicles, motorbikes and pedestrians entering and exiting driveways and laneways

Be predictable:

- Be clear about your intentions
- When changing direction, indicate with enough notice to other road users

Walking Between School, Bus Stops & Home

Responsibility and decisions regarding students walking to and from School lie with parents/guardians. Written permission from a parent/guardian must be provided before a student can walk home from School.

Due to the location of the School, it is important for students to know how to stay safe:

- When walking to and from School, students must use the pathway entrance at the end of Shepherd Hill Lane to access/depart Nerang-Murwillumbah Road.
- Where there is no pathway, students must walk on the side of the road facing oncoming traffic. This gives them the best chance to see traffic approaching and take evasive action if needed.
- Students must cross safely, looking both ways before crossing any street/road, at controlled intersections where possible.
- Unless on a pathway separated from the road or in a wide bike/pedestrian lane, students should walk in single file. This is especially important where on a road curve.
- We recommend students wear a high visibility vest – be safe, be seen.
- Turn off mobile devices when walking to/from School. They are distracting and numbs awareness of your environment increasing the risk of you not recognising traffic danger, passing cyclists or tripping hazards.

Attendance

Law requires all school-age children to attend School five days a week. The School can only approve absences for illnesses and unavoidable situations. All other absences will be recorded on the student's record as an unauthorised absence. Please note that family adventures or holidays fit into this category so please do not expect the School to record an allowable absence for this reason.

As well as the legal reasons for regular attendance, there are learning implications. Our curriculum provides for continuity of lessons from day-to-day and week-to-week. If your child is absent it impacts on the continuity of their learning program and progress. This increases the workload for the Advisors. For this reason, please respect our Advisors time and make every effort to ensure that your child/ren attend School every school day, except in times of illness or emergency and organise family holidays in school holiday time.

School hours are as follows:

Year Level	Hours
Prep	8.45 am – 2.55 pm
Year 1 & 2	8.30 am – 3.00 pm
Years 3 – 5	8.30 am – 3.00 pm
Years 6 & 8	8.30 am – 3.00 pm
Years 7 – 12	8.30 am – 3.00 pm

Absences

Parents are asked to contact the school before 8.30am on the morning of absence either via the School App, or email attendance@silkwood.qld.edu.au. Unexplained absences will be investigated. The School requires a medical certificate when a student is absent due to illness for three or more consecutive days.

The Education Act states: Compulsory enrolment and attendance at School; Sec 176. Each parent of a child who is of compulsory school age must:

- A. Ensure the child is enrolled at a State school or non-state School; and
- B. Ensure the child attends the State or non-state School and
- C. Ensure the child attends the State or non-state School, on every day, for the educational program in which the child is enrolled: unless the parent has a reasonable excuse.

The following reasons are deemed reasonable:

- A. A child is receiving instruction from some other authorised education body
- B. Sickness
- C. Temporary or permanent infirmity
- D. Unavoidable cause
- E. Fear of infection with diseases

Families, who choose to withdraw their children for reasons other than those above, do so with the understanding that they will be responsible for their child's education during that time and their child's absence will be marked as an unauthorised absence on the school roll. If a student misses any concepts during an un-allowable absence the school reserves the right to request that the parent pays for a tutor at their cost.

PLEASE NOTE: The School is unable to receive State Government funding for families who choose to take their children on a family holiday for five or more days in the first month of the school year (February). For this reason, families who wish to remain enrolled in the School will be charged additional fees to make up for this funding loss because of a family holiday. *This does not apply to families who need to go away for genuine family or cultural reasons i.e., illness of a family member, funerals etc.*

Why is regular attendance at School important?

Regular school attendance will mean that your child has a better chance in life. Your child will achieve better when they go to School all day, every school day.

- They learn better
- They make friends
- They are happier
- They have a brighter future

Why must I send my child to School?

Under Queensland law, you must make sure your child of school age is enrolled and attends School all day, every school day unless they have an acceptable reason. Illness, work experience, or competing in a school sporting event, are acceptable reasons for being absent.

Please avoid keeping your child away from School for:

- Birthdays, shopping, visiting family and friends, if they sleep in, looking after other children, minor check-ups or care such as hair cuts
- Routine medical or other health appointments should be made either before or after School or during the school holidays.

What should I do if our family is going on holiday in school time?

In the best interests of your child's education, we would strongly encourage parents to plan holidays during the scheduled school holiday breaks.

Requests for leave of absence during term are required in writing to the School Principal, before finalising arrangements. Your child will be recorded as having an unauthorised absence. If you would like your holiday to be considered an authorised absence you will need to apply to the Queensland Education Department.

If you choose to take a family holiday, please do not expect our Advisors to provide educational support or plan while you are away. This adds workload to an already busy planning schedule. Most times we are unable to hold an enrolment space for absences of longer than 4 weeks.

Are you having problems getting your child to School?

Are you having problems getting your child to School for some of the following reasons?

- won't get out of bed in the morning or go to bed at night
- can't find their uniform, books, school bag ...
- slow to eat breakfast
- haven't done their homework
- watching TV
- have a test or presentation to do, have an assignment to hand in
- it's their birthday

If so, a set routine can help...

- have a set time to go to bed and get out of bed
- have their uniform and school bag ready the night before
- have a set time for starting and finishing breakfast
- set a time for daily homework activities
- speak about School positively
- be firm – send your child to School every school day including their birthday and the last day of term!

What should I do if my child won't go to School?

You should contact the School as soon as possible for advice and support.

Late Arrivals & Punctuality

When children arrive late to School it is disruptive to the class. We ask, out of respect for the Advisor and the other students, that you make every effort to arrive at School on time.

If you are not able to arrive at School on time, the following procedure is in place to ensure minimum disruption to your child's class and Advisor.

PREP PROCEDURE

- Prep children must be ready to start class at 8.45am with lunches and bags away.
- At 8.45 the Advisor will come out onto the veranda to do a morning greeting and enter the children into the classroom.
- All student arrivals after 8.45am must go to the school office for a Late Pass before entering class.
- All late arrivals will be logged onto the child's attendance record and reported on the semester school report.
- In instances when lateness will be unavoidable due to appointments, emergencies or unforeseen events, please telephone the school office to inform them. The school office will inform your child's Advisor.

PRIMARY & HIGH SCHOOL PROCEDURE

- Our first bell rings at 8.25am. This is the time when the children need to be getting organised with bags and lunches ready to start the school day.
- The second bell rings at 8.30am. This is the time all children need to be lining up ready for the morning greeting.
- All student arrivals after 8.30am must go to the school office for a Late Pass before entering class (Office Pass for Year 11-12 students).
- All late arrivals will be logged onto the child's attendance record and reported on the semester school report. Year 11-12 students arriving later, after working offsite, will not be recorded as late.
- In instances when lateness will be unavoidable due to appointments, emergencies or unforeseen events, please telephone the school office to inform them. The school office will inform your child's Advisor.

Festival Attendance

Attendance on school festival days is compulsory for all Silkwood School children. This is considered a school day, and as such, festivals are a requirement of your child's school enrolment.

The School will require a note in advance from you if your child is unable to attend and an allowable absence will only be given for reasons given above. We ask, out of respect for the School and its philosophies, that you support your child's attendance at these events.

Does attendance really matter?

If your child misses...	That equals...	Which is...	Over 13 years of schooling that's...	Therefore the best your child might perform is...
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1 day per fortnight	20 days per year	4 weeks per year	Nearly 1.5 years	Equal to finishing in Year 11
1 day per week	40 days per year	8 weeks per year	Over 2.5 years	Equal to finishing in Year 10
2 days per week	80 days per year	10 weeks per year	Over 5 years	Equal to finishing in Year 7
3 days per week	120 days per year	24 weeks per year	Nearly 8 years	Equal to finishing in Year 4
If you want your child to be successful at School then YES, attendance does matter!				

What sort of attendance is your child getting?

They are only missing...	That equals...	Which is...	Over 13 years of schooling that's...
10 mins per day	50 mins per week	Nearly 1.5 weeks per year	Nearly ½ a year
20 mins per day	1 hr 40 mins per week	Over 2.5 weeks per year	Nearly 1 year
30 mins per day	½ day per week	4 weeks per year	Nearly 1 ½ years
1 hr per day	1 day per week	8 weeks per year	Over 2 ½ years
Did you know your child's best learning time is at the start of the school day? That's when every minute counts most!			

School Bus Service

The School provides a Northern, North-Western, Southern and Central bus service to families of enrolled children and we are committed to the safety of all those driving or travelling in the school bus.

More information about our bus service can be found on our website, it is updated regularly to reflect termly changes, www.silkwood.qld.edu.au/our-community/school-bus-service.

You can email schoolbus@silkwood.qld.edu.au for bus booking information in between these times. There are limited seats on each bus route, bookings are taken on a first-in first-served basis. Once full we place students on waitlists.

Carpooling

We encourage carpooling. Silkwood has created a [Carpool – Silkwood School Family Facebook Group](#) to help support those families needing assistance or who can offer assistance with carpooling.

Child Protection

Silkwood recognises that protecting students from harm and the risk of harm is fundamental to maximising their personal and educational potential. The welfare and best interests of the children within our School will always be the primary consideration.

We expect all employees to ensure their behaviour toward, and relationships with students reflect proper standards of care for students and are not unlawful. The School will respond to any report of suspected or actual harm, or risk of harm, to a student using the processes outlined in the School's child protection policy. This policy can be found on the School's website and a copy is also up on the school noticeboard.

In short, should you become aware or reasonably suspect that harm has been caused to a student of the School by a member of the School Team, someone outside of the School or by other students report your concerns to the CEO or School Principal. They will let you know the next steps they will take in response. These steps are outlined in the School's [Child Protection Policy](#) located on our school website.

Community Guidelines

What people say and do around our students' matters. Our aim is for our students to feel that they matter, they are capable, they can self-manage, and they are safe and valued. Likewise, how the adults in our school community behave with each other matters. Our aim is for everyone to be treated respectfully and work together with empathy and understanding. This creates the culture from which The Silkwood Way can flourish.

To support this, we have established 'The Silkwood Way Commitment', guidelines and a few rules to outline our expectations for community engagement. They all start from the premise:

'We willingly work in partnership to enhance the learning possibilities for our students'.

Guidelines when around our students:

- Be a positive role model.
- Speak in an encouraging, positive manner and in age-appropriate ways.
- Listen actively to students and offer empathy, support and guidance where needed.
- Regard all students equally and with respect and dignity.
- Allow students to find their own answers – seek first to find ways to encourage self- discovery and self-management before telling.
- Leave adult conversations to private time away from the students.
- Establish appropriate boundaries - being friendly is expected however friending is inappropriate.
- We leave the discipline of students to the School Team.

Guidelines for our community:

- We honour The Silkwood Way commitment
- We work with an open mind to find positive pathways to support each other.

- We communicate about and to each other respectfully (including online and in public forums).
- We are proactive in seeking resolutions to our challenges.
- We support and encourage student self-management
- We prioritise our commitments in the student learning cycle
- We respect the teaching team as professional educators, therefore, are best placed to make educational decisions for their students in alignment with The Silkwood Way.
- We are respectful of cultural and personal differences.
- We accept any reasonable decisions/directions asked by the School Team.

Guidelines for school events:

The students and Team of Silkwood put in a lot of preparation into school events. It is important that the parent community supports the spirit of these times by following these guidelines:

- Children not under the direct supervision of the Teaching Team are to remain with their parent/guardian.
- Having personal conversations during performances or school events is distracting. If you need to chat remove yourself, and have your conversation elsewhere.
- If you bring other children with you, we would appreciate you temporarily leave the performance area to settle them if they become upset.
- The stage or performance area is strictly out of bounds for non-performing students.
- School policies apply to the school children of Silkwood at these times.
- If you require assistance or help during the event, approach a School Team member.
- Alcohol, drugs and tobacco are banned at student events.
- Follow the directions of the School Team.

Community Rules

- In every community, we need some clear rules to ensure the safety of everyone. These are not guidelines they are non-negotiables and therefore are expected to be followed by everyone.
- No smoking, drinking alcohol (unless at an authorised school child and student-free event) or using drugs on school grounds or at school events.
- Report any illegal activity to a School Team member.
- Report to the CEO, School Principal or Learning Community Leader any instance where you either become aware, or reasonably suspect harm to a student has occurred, or there is risk of it occurring. (see Silkwood's child protection policy on the School's website for more details)
- If volunteering in a class or an excursion, do not bring other children. It makes it difficult for our Advisors if they have another child to consider.
- Leave references to television, media, computer games and radio music from conversations with and around our younger students. Many families select Silkwood to minimise these influences.
- Turn your mobile phone off and leave it in your bag when working with students.
- Any reasonable decisions/directions asked by the School Team member is to be followed.

Restorative Practice

- To give support to everyone around our guidelines we work with restorative practices. This involves all upsets, disputes or challenges being resolved directly with the party it relates to, and a willingness, from everyone, to work together on a resolution. This includes our students.
- This process is facilitated so all parties are supported and have an opportunity to voice their upset in a safe environment. The only time we steer away from this practice is if the matter will place one of the parties in danger or harm. In all other cases, it is an expected commitment to participate in restorative resolution as a community member at Silkwood.

Meetings with Team Members

Should a member of our school community wish to meet fact-to-face with their child's Advisor, Learning Community Leader or another member of the School Team, they must email this request via the Parent Portal.

We ask parents and carers to be mindful that our Advisors and Learning Community Leaders are often booked in advance for meetings throughout the day and week, so it may take a few days to secure a date and time to suit each party. If it is deemed an urgent matter, the School Team will attend to it as a priority.

Parents or Carers who arrive at school unannounced expecting to meet with an Advisor or Learning Community Leader will be disappointed. If the matter is urgent, a phone call to the school office is required to ensure the Team member is available.

On arrival to school, parents must check-in at the school office to announce their arrival.

Confidentiality

- We are committed to each family's right to their privacy. It is inappropriate and in breach of school policy for a visitor or parent to discuss their observations at Silkwood of any other student to anyone other than school personnel. Should you feel any concern or feel a need to comment on anything that you see, the Advisor or the School Principal is available for debriefing.

Consequences for Poor Conduct

- Volunteers or Visitors who breach rules or guidelines are asked not to return.

We work with family members who breach our guidelines or rules, using our restorative approach, to reach a positive outcome. However, a family's enrolment will be suspended immediately if a family member acts:

- In a confrontational and/or aggressive way (verbally or written) towards a member of our community at School or in responding to a school matter.
- Illegally on the school ground
- Behaves in a way that places another person at risk at the School or a school event.

We view these as extreme actions and as such do not warrant our time in resolving.

Communication

Maintaining a positive partnership requires open and honest communication with each other. The School is committed to ensuring that families receive all the information they need about the School and their child/ren’s learning program in timely, relevant and effective ways.

To help us with this task the School communicates information with parents via the email address provided to us and the school App in the following ways. It is assumed when the School sends out information, that families take the time to read it and respond to the School with any concerns they may have in a reasonable time.

Communication Pathways

Silkwood Parent Portal	<p>The Parent Portal is a secure site where parents go to find current information about their child.</p> <p>The Parent Portal provides access to:</p> <ul style="list-style-type: none"> ● Term Overview ● Fortnightly Class news (brief summary of classroom learning and upcoming events) ● Excursion information and notifications ● Advisor to parent communication. ● Advisor to class communication. ● Access to contact Advisors and staff. ● The following information is also available on the Parent Portal: ● The School and Class calendar. ● Parent/Guardian contact details. ● Student medical information and emergency contacts. ● Student timetable. ● Access to student records that relate to your family. ● School Fee billing and receipts. ● Student Reports. <p>Every Team Member has an email address. Families can send emails to any Team Member via the School Portal. Team members respond to these within 48 hours and during work hours only. If it is an emergency, please phone the School.</p>
Silkwood School App	<p>The Silkwood School App can be downloaded from the App Store or Google Play. It features key information and functions to support our school community, such as:</p> <ul style="list-style-type: none"> ● The school calendar ● Parent Portal (link) ● After-school activities ● School Bus Information ● Whole school and year level notifications and alerts ● Absentee notification ● School newsletter ● School Events

	<ul style="list-style-type: none"> • Social media (links)
School Email	<p>The School Office sends email notifications to families:</p> <ul style="list-style-type: none"> • General whole school notifications (reminders, event information, etc.) • Health notifications. <p>Advisors and Learning Community Leaders send out Year level-specific email notifications to families.</p>
Silkwood Newsletter	<p>A newsletter is published three times per term and is available in the school app and on the school website. It contains:</p> <ul style="list-style-type: none"> • General school information/reminders. • School Principal/CEO News. • Upcoming event information. • Class news. • Extra-curricular activities. • Parenting tips.
SMS	<p>The School uses an SMS system for student absences and short direct information we need to get out to families.</p>
Phone Calls	<p>Families can ring the school office for anything urgent or in case of emergencies.</p>
School Social Media Sites	<p>The School's social media sites are as follows. The posts are about school activities, what students are up to and support information on parenting and education. In a very colourful way, they express the daily story at Silkwood.</p> <ul style="list-style-type: none"> • Silkwood Facebook page • SCCA Facebook page <p>Every year level also has a Facebook page for families to communicate and share matters of interest with their child's learning community. There are guidelines to follow to ensure posting is relevant to the whole group, positive and supportive. You will be sent an invite link to join as part of your enrolment into the School. A link for each page is shared in our back-to-school newsletter at the start of every term.</p>
School Website	<p>The school website contains newsletter links, school policies, general information about the School, the parent handbook and the School's annual report.</p>
Direct Leader Approach	<p>Matters that can be identified as falling under a Leader's responsibilities can be directed straight to the Leader. If you are unsure who is responsible for the matter, email our school reception who will ensure they end up on the right desk: reception@silkwood.qld.edu.au</p>
Parent/Advisor Meetings	<p>Parents are welcome to contact their Learning Advisor via the parent portal for a face-to-face meeting when the need arises. Parents need to be mindful that Advisors are often booked in advance for meetings throughout the day and week, so it may take a few days. If it is deemed by the Advisor as an urgent matter, they will attend to it as a priority.</p>
Improvement Notification	<p>You can send a notification request to the CEO for ideas for improvement or changes to the School. This idea will be considered on merit using the following criteria:</p> <ul style="list-style-type: none"> • Alignment to the School's philosophy • The organisation's need for the idea/change • What the current school goals and direction is

	<ul style="list-style-type: none"> • How significant a change/idea it is for the School <p>If it is deemed as appropriate to move forward after reflection on the above the Strategic Team will determine where, when and how it will be implemented. The person making the request will be notified of the outcome.</p>
Parent Handbook	<p>You can send a notification request to the CEO for ideas for improvement or changes to the School. This idea will be considered on merit using the following criteria:</p> <ul style="list-style-type: none"> • Alignment to the School’s philosophy • The organisation’s need for the idea/change • What the current school goals and direction is • How significant a change/idea it is for the School <p>If it is deemed as appropriate to move forward after reflection on the above the Strategic Team will determine Where, When and How it will be implemented. The person making the request will be notified of the outcome.</p>
Annual School Report	<p>Every year, in May, the School publishes its Annual Report on the school website. This report is a wealth of information on the School’s progress.</p>
Student Exhibitions	<p>Student Exhibitions provide an opportunity to discuss your child’s progress. They are scheduled twice a year and it is an expectation that parents attend. Please refer to the school calendar for dates.</p>

Concerns & Complaints

Quickly addressing concerns helps minimise the risk of a breakdown in partnership that can arise if matters are left unaddressed. The School asks families to communicate concerns as and when they arise with the School.

In turn, the School will seek to ensure that all concerns are addressed promptly and expedite resolution in the best interests of all concerned. Specifically, the School Team are asked to respond to concerns within a reasonable timeframe, generally, we see this as responding within 2 working days. If the Team deems it as an urgent matter, the Team will attend to it as a priority.

Learning and classroom concerns	<ul style="list-style-type: none"> • For all concerns about your child’s education, you first make an appointment with your Advisor. • If it is not resolved, then make an appointment with your Learning Community Leader. • If still unresolved, make an appointment to see the School Principal. <p>NB: Learning Community Leaders and the Principal do not attend to any educational concerns sent direct to them without first going through this process unless it is a matter of child protection.</p> <p>Parents or Carers who arrive at school unannounced expecting to meet with an Advisor or Learning Community Leader will be disappointed. If the matter is urgent, a phone call to the school office is required to ensure the Team member is available.</p> <p>On arrival to school, parents must check-in at the school office to announce their arrival. The team member they have schedule to meet with, will come to the school office.</p>
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Reporting a safety hazard	Email siteandfacilities@silkwood.qld.edu.au directly with your concerns
Addressing any other concerns	<p>For financial concerns contact the School's Finance Leader finance@silkwood.qld.edu.au</p> <p>For any issues not covered above, email reception and they will direct to the appropriate person reception@silkwood.qld.edu.au</p> <p>If it is of a serious nature (non-educational) then email the CEO ceo@silkwood.qld.edu.au or Principal principal@silkwood.qld.edu.au</p>

The Silkwood Way

At the start of every year, we email out the latest version of [The Silkwood Way Parent Guidebook](#). This guidebook has the details parents need to understand about our learning approach. A copy of this is also available online at our [website](#) or from your Advisor.

We have recently updated The Silkwood Way Parent Handbook and our Parent Information Course (PIC) to include new information on our advisory approach, student learning cycle, the Silkwood learning continua and the changes we have made to our senior High School program, in particular, the inclusion of the senior graduate portfolio. We would recommend all families who have not been to a PIC in the last 12 months read the new Silkwood Way Guidebook and attend a PIC course sometime throughout the year. Dates and times are advertised in the School Newsletter and on the school website. There is a lot of new and exciting information you need to know about.

Homework

We consider time at home be kept for family time, so we do our best to minimise homework. For this reason, we have established parameters for homework at Silkwood. Learning Advisor can set homework tasks only for the following things:

- reading
- learning parts for plays and other performances
- practising music
- practising typing and other tutorials requiring a large amount of repetitive work
- completing activities, including project work.

Children's Birthdays

Children's birthdays are special occasions to be honoured. To honour this occasion at Silkwood, our Advisors create a simple, age-appropriate birthday celebration. To help keep this simple, we ask families to leave cake, food, and gifts for at-home birthday celebrations. Please do not bring school-age siblings to birthday celebrations, they are to remain in class and celebrate with you at home.

Student Assessment

Silkwood student assessment processes are outlined in [The Silkwood Way Parent Guidebook](#).

Student-Led Exhibitions

In pursuit of student ownership of learning, all students run exhibitions to showcase their work and progress twice a year. We close the School for additional pupil-free days to give the time needed for these (see your school calendar for dates). These are part of the students learning cycle (see The Silkwood Way Parent Handbook for details about the cycle) and an expected part of your commitment to your child's learning process. For this reason, we ask families to prioritise these dates by organising at the start of the year the times for these exhibitions with the Students Advisor.

School Report Cards

Government-mandated school reports are issued twice per year at the end of Term 2 and 4. Silkwood is required by legislation to use a five-point rating system in its school reports. The assessment systems used for these reports are internal and non-standardised. We find this style of reporting non-effective for student learning, so place little emphasis on these as a good measure of progress and strongly encourage families to work closely with their child/ren's Advisor, so they have a clear picture of the ongoing learning progress.

Comments are not included on School Report cards as the Exhibition feedback and dynamic, regular information in the PLPs is far more comprehensive, timely and relevant.

NAPLAN

NAPLAN is an external, standardised, summative assessment system that the law requires Silkwood to apply at Years 3, 5, 7 and 9. The results are calculated, compared, and published online by ACARA - the Australian Curriculum, Assessment and Reporting Authority. All research on student-centred learning environments advocates against this approach. Although the government mandates the School to have our students sit the test, parents have the right for their children to opt-out. We actively inform our parents of this right and encourage families to consider this option by doing their own research. We are not advocates for our students doing NAPLAN.

Emergency Procedures

The School has policies for fire, bush fire, flood, lock-down and bomb threats. Should you wish to see a copy of these please email siteandfacilities@silkwood.qld.edu.au.

Regular drills are run by the Workplace Health and Safety (WHS) team to ensure School Team members are kept up to date on emergency procedures.

If the children need to be evacuated from the property, a shuttle service, using the school bus and School Team vehicles, and if necessary, emergency services will take children to a designated safe collection point. Parents will be notified of this by the School once the safety of the children is secured.

Advisors and School Team members have been trained in basic first aid and will use these skills to attend to any injuries. For serious injuries, we focus on the student's safety first and foremost and calling for an ambulance. Parents are notified once we have attended to these priorities.

Camps & Excursions

Details of the school camps can be found in [The Silkwood Way Parent Guidebook](#).

Attendance

All students attend camps and excursions as part of their Essential learning at Silkwood unless they have a medical exemption from a Doctor or Psychologist. Should you be concerned about attendance capability then please make an appointment with your Advisor to discuss at the start of the year.

Excursion Fees

Excursion fees are included as part of the school fee invoice.

Camp Fees

Camp fees are adjusted yearly to reflect changes to costs from providers. They are published in November every year and then included as part of the annual school fee invoice in January. We offer no refund for non- participation in camps, except in cases where a family has applied for a medical exemption and it has been approved. This is inclusive of a family exiting or withdrawing a student from the School. In cases where a refund is deemed as necessary, the School will refund any expenses that the School has not incurred or that does not affect other family's charges. Please refer to our website for [more information](#).

Payment of Camp Fees

These will be billed with school fees at the start of each school year, thereby following the same format as school fees.

Camp fees are set in advance based on all children attending. Should a student withdraw from camp or exit the School before camp, any credit will be limited to the amount that does not affect costs for other families.

School Fees

Please visit the School Fees page on the School's website for our [current fee information](#).

Personalised Learning Costs

Fees cover our Core and Essential learning programs. Costs that arise in the development of a student's personal project or personalised learning pathway that sit outside these programs are a family's responsibility. These costs may include:

- a course or other activity provided by an external supplier
- an external exam or assessment that incurs additional costs
- specialised materials or resources
- transport to and from a mentor, training or learning opportunity

We work with families to minimise these costs and do not make financial decisions arising from personal projects on behalf of families. The decision and payment arrangements of these costs are left with the family. We suggest families set aside a budget for these costs that is within their financial means. The Advisor can then make the management of this budget part of the student's learning plan

Extension Music Fees

The School offers instrumental and choir programs as an extension to our essential learning program. Below are the fees for this program. Enrolment into these programs is for a full year if a student withdraws, the full year charges remain.

Year 3 students require a violin for their strings program. We offer instrument hire for this for a fee. If you wish to hire a violin or enrol your child into the music extension program, contact our Music Co-ordinator Melanie Creamer melanie.creamer@silkwood.qld.edu.au.

Annual fees for extension music are as follows:

Music – Senior & Intermediate Orchestra (incl. uniform hire & excursions)	\$125
Music – Vocal Ensemble (incl. uniform hire & excursions)	\$120
Junior Choir (Years 1-3)	\$75
Hummingbird Choir (Years 4-6)	\$95
Woodwind Program	\$95
Violin Hire for Year 3 Strings Program	\$100

Food & Nutrition

School Lunches

Research is clear that nutrition plays a key role in the quality of a young person's physical and neural development. For this reason, for optimum success with a student's learning program, we believe that students should be nourished well, and encouraged and supported to take responsibility for the quality of food they eat themselves.

Specifically, we ask Silkwood families to:

- Provide lunches that are nutritious, wholesome and free of artificial chemicals/additives/colours, made up of fresh fruit, salads, vegetables, grains, nuts, eggs, meats, dairy, pasta or any other healthy, fresh, whole foods
- Empower students to make good choices about their own food by involving them in making their own healthy lunches
- Choose foods that avoid or reduce packaging and have a positive impact on our environment

PLEASE NOTE: Fridges are not available, please pack lunches in an insulated bag with an ice-brick. All food packaging, waste and leftover food in lunch boxes are returned home with the students.

There are some food items that are well researched enough that we know have an adverse effect on children's health or simply add no nutritional value to a lunch box. These foods are the ones that we ask for you to exclude from lunch containers:

- Lollies, sweet treats i.e. biscuits, cakes, ice creams, ice blocks, foods containing chocolate, sugary spreads, chips, drinks (other than water).

For those who would like more nutrition information, the link below will provide you with interesting information on children's health:

<https://fedup.com.au/factsheets/support-factsheets/eating-for-success>
www.drlibby.com

Water Bottles in Class

It is important that students remain hydrated during the school day. For this reason, water drink bottles are allowed in the classroom for easy access to water. Drink bottles are for water only. For safety reasons, glass bottles are not permitted.

Nude Food Lunches

At Silkwood, we encourage families to follow the [Wipe Out Waste Nude Food Guidelines](#).

WHAT IS NUDE FOOD?

Nude Food is food without excess packaging. This reduces the amount of 'stuff' that needs to go in bins to be sent to landfill. Durable, reusable containers are a great way to bring food, as they may last from pre-school through to high School and beyond, providing long term cost savings and environmental benefits.

We encourage families to reduce the amount of material sent to landfill to benefit the environment by packing:

- Snacks/food in reusable containers.
- Water in a reusable stainless-steel bottle.
- Reusable utensils when needed
- A reusable lunchbox

Avoid...

- Lunches packed in plastic bags, wrap, foil or wax paper.
- Single-use plastic forks and spoons.
- Pre-packaged single-serve snack items.

Tips for packing Nude Food lunches:

- Help children to make nutritious, waste-less lunches and let them make their own lunches. Try packing lunches the night before and storing them in the fridge overnight.
- Discuss with your child what they like to eat and how much. Be mindful of what comes home in your child's lunchbox. If you're not sure how much they can eat at School, start small, e.g., a piece of fruit and a sandwich, and build it up if they are asking for more.
- Cut up fruit and vegetables and pack them in reusable containers so that children can eat some and save the rest for later. For example, it's hard to take some bites from a big apple at break and save the rest for lunchtime. It's easier to eat a wedge or two and then reseal the container. A rubber band around a sliced apple will prevent browning.
- Buy snacks in larger bulk packs (rather than the more expensive so called 'convenience' packs with lots of packaging) and have your children put the same quantity into a reusable labelled container that they bring home each day.

Healthcare at School

First Aid Rooms

Any student who becomes ill/injured during the school day is attended to in the First Aid Room, located at the Primary and High School Offices. They will be attended to by a qualified First Aid attendant. From there, students either return to class or a parent/guardian or listed emergency contact will be notified to arrange transport home.

The following guidelines apply:

- Keep your home, mobile and emergency contacts up to date via the parent portal. It is very distressing for students when these numbers are not current, and we are unable to make contact
- The emergency contact person should be someone available to collect your child from the School if you are unable to do so. Make sure that the emergency contact is aware of their role
- Your child should be collected as soon as possible after you have been contacted by the School. We cannot provide long term bed care for students
- Under no circumstance is a student to contact home and arrange to be collected or leave the School without notifying their Advisor or a School Team member

Medical Emergencies

If a student requires transport to hospital because of illness or injury, by either private vehicle or ambulance, the School will endeavour to have a School Team member accompany that child to hospital and remain with them until a parent or guardian arrives. It is our reasonable expectation that parents would attempt to relieve that School Team member as soon as possible.

The School will take all reasonable care of the student suffering accident or illness but will not be responsible directly or indirectly for any act or omission of any medical or dental practitioner or medical officer attending or treating the student.

If something happens to a student in any medical or other emergency and if it is impossible or impractical to communicate with you, the School may act and incur expenditure as it considers necessary in the best interests of the student. Parents are responsible for any medical costs for such treatment or advice for any such injuries.

Ambulance Cover

All students at Silkwood are covered for ambulance fees during their time at the School, on excursions and camps. If a serious accident should occur, the student will be transported to the nearest hospital by ambulance. Parents will be called as soon as we are able. Attending to the student will be our first priority.

Anaphylactic/Life-Threatening Medical Conditions

Emergency Health Care Plans are generated for students who may require medication or actions for medical conditions such as epilepsy, haemophilia, diabetes, anaphylaxis or severe allergic reactions. A doctor's letter is required outlining the medical condition and any specific actions that may need to be taken. From that information, an Emergency Health Care Plan will be drawn up and signed by a parent/guardian to confirm that the details are correct. This plan will be attached to your child's school records. Parents/Guardians will also need to provide this information again when your child attends school excursions or camps. The School must be notified if there are any changes in the management of a student's condition.

ALL medications that are required during school hours must be listed on the Student Update Details Form on the Parent Portal.

In the case of anaphylactic students, parents are required to provide documentation and medication from their doctor / Allergist (ASCIA form) as well as medication clearly labelled by a pharmacist. Each student who is at risk of anaphylaxis is required to have a management plan that has been developed in consultation with the parents/guardians and medical practitioner. Prevention strategies for each student at risk of anaphylaxis must be developed for both in School and out of school settings.

Allergy Awareness

Silkwood School is a Nut Aware School. The School position is not to guarantee a completely allergen-free environment, rather to minimise the risk of exposure, encourage self-responsibility, and plan for an effective response to possible emergencies. The School's Allergy Management Policy takes a whole school approach to the health care and management of those members of the School community suffering from specific allergies. To view a full copy of the School's Allergy Management Policy, please contact the school office.

Asthma & Asthma Medications

Parents are required to upload a copy of an Asthma Action Plan, completed by a doctor, to the Parent Portal via the Student Update Details Form.

The School requires that Asthma medication (e.g. inhalers, spacers etc.) are supplied by parents; that they have not expired and that they are clearly labelled by a pharmacist.

PRIMARY SCHOOL STUDENTS are not permitted to carry their inhaler on their person except in circumstances where their condition is deemed chronic or acute and they are therefore likely to use their inhaler immediately. Please notify the School Office if this is the case. All other inhalers are to be labelled appropriately and stored in the First Aid Room in a named container.

HIGH SCHOOL STUDENTS are permitted to carry their own inhalers and administer them according to the Asthma Action Plan which is provided by their doctor and a copy is to be handed to the School Office. Emergency Health Care Plans will be generated for students who may require additional medication or actions in cases of acute asthma.

Medications at School

The School is very conscious of its responsibilities when a student requires medication. In accordance with legal and safety requirements students are not permitted to keep medication on their person or in their locker or bag; nor are they permitted to administer any medication to other students.

Medication any prescription medications, over the counter medication or naturopathic supplements.

Parents/guardians undertake the following in relation to the administration of medication and/or management of health concerns:

- Medication is to be provided in the original container with Pharmacist dispensing label attached clearly stating the student's name, name of the medication, dose and time to be administered. It is also necessary to complete a Student Update Details Form on the Parent Portal. The medication is then to be handed to the School Office. They will be held in the locked first aid cabinet available for use by your child under the supervision of the First Aid attendant.
- Notify the School in writing when a change of dose is required. This instruction is to be accompanied by a letter from a medical practitioner.
- Ensure the medication is not out of date.
- Self-medication is not permitted. On occasion, there may be special circumstances for an exception to this rule, and it would require the permission of parents/guardians.
- Advise the School in writing and collect the medication when it is no longer required at School.

The First Aid attendant will not administer Paracetamol to a student without prior permission in writing on the Student Update Details form from parents/guardians.

Medications that reach the expiration date can be collected by parents. At the end of term, all medications which have expired will be discarded. If you have any queries regarding medications or procedures, please contact the School Office.

Medications on School Camp

- Parents are required to complete/update a Student Update Details Form on the Parent Portal for any prescription medications, over the counter medication or naturopathic supplements which are to be dispensed to students during a school camp.
- Medication is to be provided in the original container with Pharmacist dispensing label attached; clearly stating the student's name, name of the medication, dose and time to be administered. The medication is to be handed to the School Office at least two days before the student departing on school camp.
- Ensure the medication is not out of date.
- Parents (not students) are responsible to collect all medications from the School Office following a camp. Medications not collected one week after the camp will be disposed of.

General Wellbeing

Students should not be sent to School when they are unwell or within 24 hours of having a fever, vomiting or diarrhoea. If this occurs students will be sent home.

Infectious Diseases

Following the Department of Health guidelines, children suffering from an infectious illness must remain at home until the contagious period is over and they have fully recovered. Parents are asked to notify the School immediately a child contracts an infectious illness. Children are not permitted to be at School with any of the following:

- Vomiting (in the previous 24 hours)
- Measles
- High temperature (in the previous 24 hours)
- Chicken Pox
- Mumps
- Persistent coughing
- German Measles
- Impetigo (school sores)
- Diarrhoea (in the previous 24 hours)
- Conjunctivitis
- Head Lice

A full list of 'Conditions Requiring Exclusion' can be found in Appendix 2.

Vaccinations

At Silkwood, it is the right and responsibility of the parent to make decisions regarding the vaccination of their child and we are respectful of individual decisions. However, the School also seeks respect for decisions it makes to protect the health of others. Silkwood will:

- Follow the directions given by Government Health Authorities in relation to any outbreaks that may affect our school community or at the School, which may include excluding unvaccinated students from attending School for a period to protect their health.
- Follow the guidelines in relation to vaccination set out by the Government in our funding agreements.
- Notify parents of known outbreaks of disease in the School or general community that may affect their child's health.
- Where school-based vaccination programs are run by government health departments:
 - Inform parents when the program is being run
 - Liaise with the department in relation to an appropriate venue for the program for parents at the School who may want this service
 - Liaise with the department in relation to the return of consent or other forms signed by parents
 - Liaise with the department and parents in relation to release times from School that may be required to allow for vaccinations.
- The School is not a direct participant in child vaccination issues and is not responsible for:
 - Taking any stance either for or against any vaccination or vaccination programs

- Advising parents or children in relation to this issue. Parents are solely responsible for attending to their own research and making their own informed decisions.

Head Lice

It is school policy that children must be kept away from School until their hair has been effectively treated and they are cleared of lice. Please notify the School if your child has Head Lice. Should the School suspect that a student has Head Lice, a parent/guardian (or listed emergency contact) will be notified to arrange transport home. Information on the treatment of head lice is available from the office.

Dental Service

Queensland Health (Gold Coast District) provides the Child and Adolescent Oral Health Service offering treatment to children from four years through to the completion of Year 10. The team providing this service consists of a Dentist, Oral Health Specialist, Dental Therapists and Dental Assistants. All Dental operators are registered health practitioners working under the direction of a dentist who will perform most of the dental procedures.

If you wish to access a dental van or require emergency services or pain relief for your child, please phone Oral Health Call Centre on 1300 300 850, Monday to Friday 8.00am - 4.30pm, excluding public holidays.

Sun Safety & Care

Silkwood recognises the need for children and School Team members to be safe whilst in the sun. The Sun Care policy applies during all seasons and temperatures, during sunny and cloudy weather.

Therefore:

- All children must wear hats whilst playing outside.
- Students without hats will not be permitted to play outside – NO HAT, NO PLAY policy.
- We ask that each parent puts sunscreen on their child before School.
- Sunscreen will be available in each classroom and at the office for use by students at anytime.
- Learning Advisor will apply sunscreen on students in Prep on written request from the parents.
- In all other classes, parents are to make their children aware of where the sunscreen is kept and how to apply it themselves when necessary.

Student Accident Insurance

To help parents recover any costs associated with an accident at School the School takes out Student Accident Insurance for every student enrolled at Silkwood.

The policy provides insurance coverage for all students 24 hours/day for accidents occurring anywhere. A schedule of compensation applies to a variety of incidents from major incidents such as paraplegia and loss of sight to broken bones, dislocations and damaged teeth.

Parents needing to make a claim or see a full list of events covered by the policy should contact the Finance Leader.

Home Life

Enrolling your child at Silkwood is a decision that is not only an educational choice, but it is also a lifestyle choice. We have found that success for children at Silkwood is enhanced by a home life that encourages children to have:

- clear boundaries and expectations for behaviour
- respect for our environment, animals, and people
- family mealtimes with healthy, wholesome home-cooked food
- more time is given to art, craft, games, creative play, and outdoor activity, and less time for passive entertainment activities (TV, movies, and computer games)
- family age-appropriate games and entertainment
- a love of books, music, art, physical activity, and craft
- a resilient nature by allowing them to make mistakes and learn
- a focus on self-management of their life i.e. don't do for children what they can do for themselves

We ask that our families choose lifestyles that cherish the developmental stages of childhood as they are short-lived and require nurturing.

Learning Enrichment & Behaviour Support

Research is clear that the early intervention and detection for a child with learning or behaviour challenges is imperative to easing their stress in the learning environment and finding the most successful path for their personal learning journey.

When a student has been identified as having challenges, a meeting with the family is arranged. At this meeting, we will seek support with moving forward with professional support to gain a clearer picture and understanding of why the student is having challenges. Advisors although qualified to identify challenges are not trained in diagnosing specific challenges, this needs to be done by a qualified professional in the field of Educational Psychology.

The School has an Educational Psychologist to help with this process that we offer at a subsidised rate to our families, and we also work closely with Occupational Therapists and Speech Pathologists who can also assist in assessing needs.

Learning Enrichment and Behaviour Support – Parent Involvement

We respect that this can be a very emotional process for families, and we do our utmost to support everyone involved as we go through this journey.

The School's intention for seeking professional assessment and support is always to uncover why the child is having challenges so we can develop the best way to progress their learning. Our most successful partnerships with families happen when professional support is seen in this light rather than the school seeking to find a label for the child.

Asking families to engage in this process is something we do not take lightly. We ask our Advisor's to be professional, respectful, direct and honest and explain clearly why and what they need from you to help. We ask parents to behave in the same manner and support our Learning Team by complying with any reasonable request. This will enable us to support your child's personalised learning journey at Silkwood.

Unfortunately, the Education Department does not fund the cost of professional assessment for students in Private schools. To minimise the costs to families the school has contracted Professionals to assist with these assessments at subsidised rates where possible. In addition to this families can apply directly to their local doctor for what is referred to as a *Mental Health Care Plan*, which will enable them to access up to 10 sessions of allied health professional support via the Medicare system. This will make accessing needed assistance more affordable and help cover some of the costs that may be incurred should ongoing therapeutic support be required.

Applying for funding for students with learning needs

At all times the school will seek funding from government agencies to support the costs and the extra time required by our learning team to support students with more challenging needs.

The Independent Schools' Association distributes these funds to private schools. This process is called Verification and involves the completion of an Educational Adjustment Program (EAP). It is lengthy and requires professional reports to verify specific diagnoses. As part of the application process, we develop in partnership with the family an Individual Education Plan (IEP) for the student. This plan helps to determine the level of funding approved.

The amount of funding we receive is limited so they are used firstly to cover the costs of the additional time needed from the teaching team to plan and work with the student's specific needs. These costs are a priority which unfortunately means there is rarely enough to cover additional needs the student may have for professional support, i.e., speech therapy, physiotherapy or other treatments. Families need to be prepared to cover these costs themselves should their child need them.

All funded students are closely monitored by the Learning Enrichment case manager and meetings are held throughout the year to discuss the progress.

How students with learning or behavioural needs are supported at Silkwood

The Silkwood Way approach and lower student/advisor ratio naturally provide a higher level of support for all our students.

All Advisors provide a range of learning experiences appropriate to the needs of ALL students in their lessons. These include:

- Co-operative group work
- differentiating the curriculum/three windows
- grouping, e.g., whole class, small groups, pairs and individual group activities

- individual learning programs (ILPs) which include strategies to modify tasks and resources
- modification of printed material or tasks
- peer tutoring
- planning a diverse range of activities
- rotational teaching
- simplifying instructions
- using open-ended questions
- varying mode of presentation/catering to different learning styles

Should a student require additional support our Advisors work alongside a Learning Enrichment Advisor, who provides specialised learning and behaviour advice for students with challenges. Additional support may include:

- Moving to a smaller student/advisor ratio learning Advisory (see multi-age advisory information below)
- IT assistive technology applications. Research shows these can be a very successful learning tool for students with specific learning challenges
- Developing an Individual Behavioural Plan (IBP)
- A specific and targeted social skills program
- One-on-one work with an Advisor on targeted programs.

Multi-Age Advisory

Students who require a more specialised learning environment to meet their needs will enter into our Multi- age Learning Enrichment Advisories. These have a reduced ratio of 1 advisor: 10 students and are staffed by an experienced specialised Learning Enrichment Advisor. Students in these Advisories negotiate as part of their Personal Learning Plan involvement in their year level cohort activities/camps/excursions.

Student Behaviour

Our focus is on supporting the development of our students succeeding in self-managing their own behaviour. We see self-management as the gateway to being able to live a mature, free and empowered life and we want this for every student at Silkwood. We are committed to finding pathways for every student to succeed with this goal and see the responsibility for achieving this as shared between the School Team, student and families – this partnership is the cornerstone to succeeding with our vision.

For this reason, we view behaviour through the lens of learning and use an understanding of child and brain development to create supported pathways to help each student learn to improve their own behaviour. Our strategies to support this are:

- Student Profiling
- Self-Management learning continuum
- Habits of mind and a growth mindset
- Restorative Practices
- Advisor training to develop an understanding of developmental approaches and neuroscience
- Case management approach for students requiring support
- Student Behaviour Systems
- Clear consequences for inappropriate behaviour that impacts learning and safety

Restorative Practice

To give support to all students we work with restorative practices. This involves all upsets, disputes or challenges being resolved directly with the students it relates to, and a willingness, from everyone, to work together on a resolution. This process is facilitated so all parties are supported and have an opportunity to voice their upset in a safe environment.

The only time we steer away from this practice is if the matter will place one of the parties in danger or harm. In all other cases, it is an expected commitment to participate in restorative resolution as a community member at Silkwood.

What happens if a student behaves inappropriately?

When a student does not respond to classroom strategies and is disrupting themselves and others Silkwood begins with a cognitive behaviour approach that aims to support students to modify their own behaviour by giving clear boundaries or consequences for their behaviour. Most students respond to this process and effectively modify their behaviour quickly.

Some students are unable to modify their behaviour through this system and require additional support. When this happens the school's Learning Enrichment Advisors or the High School Student Engagement and Wellbeing Co-Ordinator becomes involved. A professional assessment from an educational psychologist may be required at this stage to help us develop the most appropriate behaviour plan for the student.

Suspension

With any serious breach of behaviour that involves student safety or repeated disruption to the learning environment, the student will be suspended from the classroom or playground to give the school and student time to consider changes needed. Changes are then worked on in collaboration with the school, parents/ guardian, and student (if age-appropriate) before the student re-enters the learning environment.

Exclusion

The school reserves the right to exclude a student for inappropriate behaviour at any time. If exclusion is determined the parent/guardian will be notified in writing.

Student Rules

School rules for students are kept to a minimum. Each advisory also has a set of rules that are decided upon as a group. Students are taken through these regularly, so they are fresh in their minds. Breaches of rules are dealt with through the Student Behaviour Policy which can be found on the school's website.

Out of Bound Areas (unless an adult is supervising)	Permaculture garden Bush area Classrooms Staffroom Creek areas Driveway and car park
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	The school stage in the Hall
Rules for all Year Levels	<p>Child-friendly language is to be used for all school activities.</p> <p>We treat others respectfully.</p> <p>Online activity at school is to be directly related to school learning.</p> <p>Games requiring tackling must have a responsible person to referee.</p> <p>Toilets are not for socialising or playing in.</p> <p>Balls are only to be used on designated ball courts or play areas.</p> <p>Shoes and hats on for outside work and play.</p> <p>During wet weather, students are to play in directed areas only.</p> <p>Alcohol, drugs, or cigarettes are banned at school or school events, an exclusion will result and Police contacted if illegal substances are involved.</p>
High School Specific Rules	<p>Relationship intimacy is to be kept for outside school time.</p> <p>Socialising is to be left to outside of learning times.</p>
Primary & Prep Specific Rules	<p>Leave toys, electronic devices and mobile phones for home time.</p> <p>Only school equipment is to be brought into play areas.</p> <p>Contact in games is done with the care and safety of others in mind.</p> <p>Sticks and rocks are to be used to build with and kept at ground level.</p> <p>Water is for drinking unless authorised by an Advisor for play.</p> <p>Hardball use, e.g. cricket requires an adult supervisor.</p> <p>Climbing is for play equipment only – our trees are to be left alone.</p>
Prep Playground Specific Rules	<p>Skipping ropes are to be used for skipping only.</p> <p>The dome play equipment has a maximum limit of four children.</p> <p>Running is only on the grassed areas.</p> <p>Children ask before going to the toilet.</p> <p>Garden gloves, watering cans and gardening tools are for garden use only.</p> <p>Children with wet clothes need to change before re-entry into the classroom.</p> <p>The billabong water may only be turned on by an Advisor/assistant.</p> <p>Children may take off their shoes to play in the billabong.</p> <p>Rocks are to remain in the billabong area.</p>
Classroom Rules	<p>Each class have their own set of advisory rules that are decided upon as a group. The School and Advisory rules are on display in age-appropriate ways in each learning space. The Advisor takes students through these termly.</p>

Drugs, Alcohol & Tobacco

Silkwood School is a child-centred space. For this reason, the School is a drug and tobacco-free environment and limits the use of alcohol to approved adult-only events. A student involved in the use or supply of drugs, alcohol or cigarettes on the school grounds or during school activities or excursions or coming onto the school grounds whilst under the influence of drugs or alcohol will be immediately excluded without recourse.

In all circumstances, the appropriate authorities (such as the Police or Child Welfare Office) and parents or guardians of student(s) will be informed.

Bullying

At Silkwood, we work hard to create a safe and friendly environment for everyone. Having an advisory approach, smaller campus and class sizes, and a focus on student self-management allows us the opportunity to work closely with students on developing a culture of care.

Through all our programs, students have opportunities to experience a wide range of cultures, ideas and people from all walks of life. This aims to bring acceptance for all people, regardless of their differences or diversity and create a harmonious school environment for everyone.

Students are also regularly engaged in developing skills in communication, conflict resolution, and restorative practices. They are supported to use these skills too and understand themselves and their impact on others, resolve differences if they arise and work together with their Advisor and Advisory group to create a harmonious learning team.

Unfortunately, sometimes incidents of bullying may still arise. When we are aware of this, we act quickly to support the victim and work with the bully using restorative practices to set boundaries and consequences and bring about behaviour change. We have a detailed Child Protection, Student Behaviour and Anti-Bullying Policy in place to support this. They can be viewed online on the [school's website](#).

Should the school identify that a situation is untenable with a student i.e. there is a serious risk of ongoing safety to other students or a team member, the school will move to seek a more appropriate alternative schooling option for that student.

Destruction of School & Student Property

It is part of the nurturing environment we create that School Team members, students, and parents show respect for themselves, each other, and the world around them. Where a student damages property either deliberately or through carelessness, it is important that they deal with the consequences of their actions through a process of restitution.

This may involve:

- Spending time at lunch or after school, repairing damage
- Covering the cost of repairs or replacement of the property
- Action taken to create something new to replace the property destroyed or damaged, or some other positive action that goes toward redressing their prior actions

In instances where students or parents deliberately, or through carelessness, damage school property, or another student's property on the school grounds the school will seek financial restitution. In instances where major intentional destruction has occurred, the matter will be referred to the Police.

Pastoral Care & Student Welfare

At Silkwood, pastoral care and student welfare begin with our vision:

Empowering young people to be inspired, get connected and make a difference.

The young person's wellbeing and emotional development are central to this journey and our learning approach The Silkwood Way has been designed to inherently speak to, and affirm the student, and create a caring, engaging learning environment. Specifically, the following parts of the design support this:

- Our Advisory approach

- The students Personal Learning Profile
- The Discovery Learning Frame
- Student Behaviour philosophy
- Learning how to learn (one of our learning principles)

These can be read in detail in The Silkwood Way Parent handbook which can be found on the school's website.

To support these approaches, the Teaching and Learning Leadership Team are trained in student wellbeing, managing child protection issues, and dealing with challenging behaviour.

Across the school, we have Learning Enrichment Advisors in every Year Level, and in the High School, we also have Student Engagement and Wellbeing Co-ordinators. These people work alongside the Advisors to support our students and families when wellbeing matters arise. They seek appropriate professional support for the school, family, or student if required.

All these things work together to create a school culture that is learning, growing, and caring.

Parent Involvement

Although we employ people to carry out professional roles within the teaching and administration of our school, we also rely upon the generous volunteering of parents. Silkwood has always been blessed to have parents who have helped pioneer and develop our vision. Without these contributions of time, energy, ideas and initiative, Silkwood would not be here today. Community involvement in the school not only ensures our continued growth and success, but it also provides an opportunity for meaningful participation in your child's education. Students are also encouraged by practical displays of care and involvement of their parents.

Silkwood Community Care Association (SCCA)

The school has an established parents and friends group called the Silkwood Community Care Association, a non-profit group that has the following vision and aims:

SCCA VISION:

To create opportunities for families to connect, belong and engage with The Silkwood Way.

SCCA AIMS:

Working in partnership to build a vibrant school community through:

- Strengthening connections
- Making meaningful contributions
- Facilitating parent and carer education
- Communicating respectfully

For the growth and wellbeing of our children, in support of the ten Silkwood aims.

This group has an executive committee which meets regularly and welcomes new parents joining. More information is [available on our website](#), please contact the committee or school office for more information.

Class Carers

Class Carers help support the emotional wellbeing of the Silkwood community by nurturing a sense of belonging and family within the school. Class Carers:

- Welcome new families and arrange appropriate introductions with other families.
- Co-ordinate social events for parents/families outside of school.
- Support the year level Advisors when and if required.
- Organise combined gifts for the Advisor/s.

New Family Morning Teas

In Term 1 the School holds a morning tea to welcome all new families to the school. Check the [Back to School Newsletter](#) or the dates and times at the beginning of each school year.

Dress Code & Uniform

Our School Uniform assists in creating an atmosphere of consistency, pride, loyalty and equity. All students enter the class as equals as far as image and dress are concerned; their individuality comes from their attitude, character, spirit and involvement. We encourage our students to wear it proudly and well, realising when they are in school uniform, they are ambassadors for Silkwood School.

In the High School years, we focus on preparing our students for the world of work. We see a Dress Code and Uniform Policy as an integral part of students' learning regarding this preparation. Students should view the school environment as their workplace and understand the requirement for professional dress.

From a safety perspective, school uniform assists staff on playground duty to quickly identify any visitors to the school and ensure that the visitor policy and guidelines are followed.

All students in Prep-Year 12 are expected to wear the school uniform. Students not in uniform should have an explanatory note from parents or guardian or consequences apply.

Our dress code and school uniform guidelines are listed in the tables below.

General Dress Code Guidelines (All Students)	
Grooming	Hair is to be neatly and conventionally styled and remain within natural colour variations. Hair below shoulder length is to be tied up neatly and securely. Fringes no longer than eyebrow level. Senior boys are to be cleanly shaven.
Jewellery	Students who wear jewellery do so at their own risk. Minimal jewellery is permitted. Any student may wear earrings, provided they are small studs or sleepers (no pendant earrings). Visible body piercing (other than earrings) are to be removed at school times. Necklaces with strong sentimental value, religious meaning or health benefits may be worn – parents provide a request in writing to the school office.
Tattoos	Visible tattoos must be covered up.
Nail Polish	Clear nail polish is permitted.
Make-Up	Prep-Year 8: no make-up is permitted.

	Years 9-12: Minimal make-up is permitted – concealer, mascara, clear lipgloss.
Hats	School hats are to be worn when outdoors at school and school events.
Cold Weather	Close-fitting singlets worn under school shirts are highly recommended during cooler months. On really cold days, a plain coloured long-sleeved t-shirt can be worn under school shirts, with a school jumper, scarf and beanie.

Uniform Guide

Items	Details	Where to Buy
Prep-Year 6		
T-Shirts	School t-shirts (5 pack of coloured shirts) Monday – Purple Tuesday – Red Wednesday – Yellow Thursday – Orange Friday – Green	Qkr! App
Jacket	Red school jacket	
Hat	Wide-brim school hat	
Years 7-10		
Polo Shirt	Green polo shirt (everyday)	Qkr! App
Jacket	Navy school jacket	
Hat	School cap	
Years 11-12		
Polo Shirt	Navy polo shirt (everyday)	Qkr! App
Jacket	Navy school jacket	
Hat	School cap	
All Students		
Shorts	School shorts	Qkr! App
Pants	Long plain navy blue or black pants that are not too tight, have no obvious logo or printed pattern, and that allow movement. Demein jeans, leggings and jeggings are not acceptable.	Department/Sports Store
Socks	Plain ankle socks, plain navy or black tights/ stockings can be worn under shorts in Winter.	Department/Sports Store
Shoes	Properly fitting sports shoes such as cross-trainers, they must provide support for the student's ankles and provide cushioning while running and playing sport. No slip-on's, boots, Volleys, Vans, Converse or skate shoes.	The Athlete's Foot Foot Locker Sporting Footwear Store
Beanie/Scarves	School beanie and scarf or Plain navy beanie and scarf	Qkr! App Department/Sports Store

Excursions	Prep-Year 6: red school t-shirt and red school jacket (in cooler months) Years 7-12: school polo shirt and navy jacket (in cooler months) All students: pants/shorts, school hat and sports shoes as above.	As above
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Parent Responsibilities

We ask that parents show respect for our guidelines by supporting their child/ren to dress themselves per the school's expectations. We see this as a wonderful step in learning to be independent whilst understanding that at times life has guidelines we need to co-operate with.

School Responsibilities

To support students to take responsibility for their actions in relation to their choices by providing clear and consistent consequences.

To clearly outline the procedure to parents if students arrive at school not dressed appropriately.

Dressing Up, Fashion & Children

We often have parents say that their children like to dress up as a form of expression. We say 'wonderful'; we support out of school time as a perfect place for them to explore their uniqueness through dress. At school, we choose to focus on the development of their expression in different ways. With clothing we need it to be practical and create a minimal distraction to their learning programs.

Ordering Uniforms

Our method of purchase is pre-ordering uniforms online through the Qkr! App.

Getting started is easy...

STEP 1 Download Qkr! on your Android phone or iPhone, or access Qkr! using your computer by visiting <http://qkr.mastercard.com/store>.

STEP 2 Register – select your Country of Residence as 'Australia' and follow the steps.

STEP 3 Find our School – our school will appear in 'Nearby Locations' if you are within 10km's of the school, or search for our school by name – SILKWOOD.

STEP 4 Register your children – when first accessing our school you will be prompted to add a student profile for your child. This allows you to make orders for them.

STEP 5 Purchase items – select a menu, select child you are ordering for, select your items, when order is complete tap 'Checkout' then confirm and pay.

STEP 6 Collect items – uniform orders are delivered to the student's classroom 24 hours after ordering. The uniform shop is open limited days during the holiday breaks, dates and times will be advised.

If you have any questions regarding our school uniform, please contact the School Office.

Social Media & Our School Community

Silkwood School recognises the importance of Advisors, students and parents engaging, collaborating, learning and sharing through social media applications. These applications include, but are not limited to, Facebook, Twitter, Blogs, and other online tools through which people connect and share information.

All members of the school community are expected to use Social Media in a respectful and responsible manner. Social Media should not be used to insult, present offensive or inappropriate content or to misrepresent Silkwood School or any member of the school community.

The Department of Education has developed clear guidelines for parents and carers about how to use social media in relation to comments or posts about their school community. For more information please view: [Social Media and the School Community](#).

Student Social Media Usage

Responsibility and decisions regarding a child's use of social media lie with parents/guardians. Parents are responsible for being aware of and informed about their children's online activity and are proactive in the supervision and guidance of their children.

The School will plan for the inclusion of cyber safety awareness within the curriculum with guidance from relevant education authorities.

Parents and students need to be aware that many Social Media sites have age restrictions that have implications for their primary aged children, e.g., Facebook, Instagram, YouTube and Gmail are all restricted to those 13 years of age and above. Parents need to monitor their children's online social media activity and read and understand the terms and conditions of various Social Media sites and applications their children are interested in using.

Students are not permitted to access social networking sites during the school day without permission from a member of the School Team, as per the School's ICT Policy.

Student ICT Usage

Silkwood is committed to the safe and appropriate use of ICT at school. We use the motto 'At school, it's a learning tool' and have designed our policy around safety and this motto. A copy of the Silkwood ICT Policy can be found on the school's website which outlines the responsible use of technology at Silkwood.

Silkwood ICT approach for student learning is outlined in The Silkwood Way Parent Handbook. We recommend that all parents read both the policy and approach, so they are clear on the expectations for students and learning in relation to ICT.

All students (and their parents) who use BYOD at Silkwood are asked to sign an ICT agreement. The Policy and consequences to breaches is outlined. Silkwood is strict with our consequences and will exclude students who continue to use Electronic devices for entertainment or inappropriately at school.

BYOD Program

From Year 4 onwards, students have their own BYOD (Bring Your Own Device). Details on what your child needs will be sent to you in the Silkwood School BYOD Checklist towards the end of each school year.

Cyber Safety

Each year Brett Lee, former undercover internet detective in the field of Child Exploitation visits Silkwood School to talk with students, Advisors and Parents on how we keep our children safe while using the internet. This is an extremely informative presentation and we urge all parents and carers to attend.

Mobile Phones

The widespread ownership of mobile phones among young people requires that school take steps to ensure that mobile phones are used responsibly at school. The rules around this are outlined in our ICT Policy. In short:

- The decision to provide a mobile phone to children is the responsibility of the parents or guardians. The school accepts no responsibility for the loss, theft or damage to any personal electronic device.
- The School acknowledges that mobile phones have appropriate uses for students, namely, to support communication and an aid to increase student safety. However, we ask that parents in the event of illness or other urgent matter contact the school office rather than communicate directly with their child/ren during school hours. Parents are reminded that in cases of emergency, the school office remains a vital and appropriate point of contact and can ensure your child is reached quickly and assisted in any appropriate way.
- All students will be asked to keep their phone in their bags during the school day

Change of Information to Student Details

It is vitally important for the School to be aware of changes to your family circumstances, or change of address, place of employment, telephone numbers and email address. You must advise the School Office in writing or via the Parent Portal, as soon as these changes apply.

School Transport Assistance Scheme

Parents who transport their children to the school via private motor transport may be eligible for a Conveyance Allowance from the Queensland Government. Applications and eligibility information is available via the [Translink website](#) or an application form can be obtained from the school office.

Withdrawal of Enrolment

The following applies for families wishing to exit the school or re-enrol into the school.

Exit Procedure

If a parent intends to exit their child or children from the school, they must provide one full term notice in writing, by completing an Exit Advice Form, available from the School Office. If one term's notice is not provided, parents will be required to pay one full term's fees and/or forfeit their Enrolment Bond.

Special consideration may be given in rare circumstances, this must be applied for in writing to the School's Principal.

Should a child be suspended or excluded from school the current term's fees remain payable and the Enrolment Bond will be forfeited.

Re-Enrolment into Silkwood

If you choose to exit your child from Silkwood for reasons that relate to wanting an alternative learning option, re-enrolment into Silkwood will only be considered after:

- 12 months and/or
- A formal interview with the School Principal.
- After these conditions have been met, re-entry will be considered based on the student's current educational levels, the support they may require, a behaviour report from the previous school and their suitability to re-enter their class and be a positive influence in their learning community.

Workplace Health & Safety Statement

Silkwood has committed itself fully to ensure the success of its health and safety policy and acknowledges it has a responsibility for the health and safety of all students attending the school as well as School Team members, parents, clients, and members of the public within the school grounds.

To achieve this objective, Silkwood provides a safe working environment by observing the provisions of the Workplace Health and Safety Act (1995) Regulations and relevant Codes of Practice and Compliance Standards. We encourage parents to make suggestions for improvements to school safety by emailing the school's Safety Officer at siteandfacilities@silkwood.qld.edu.au.

By actively participating in ensuring that health and safety issues are addressed, we, community, can improve the overall health and safety procedures of the school. Health and safety is something which affects us all.

Animals on School Premises

If you wish to bring a pet onto the school grounds apply for approval from the Site and Facilities Leader siteandfacilities@silkwood.qld.edu.au. Service animals used by people with disabilities are exempt from this requirement. Animals brought onto the school premises (with prior approval) need to be appropriately restrained and have a temperament suited to being around children and crowds.

Lost Property

Except for small valuables (e.g., eyeglasses, watches), all lost property is kept in a box at the Primary and High School offices. All unnamed and unclaimed items are donated to second-hand uniforms sales or a local charity. Please check regularly during each term for any missing items.

Tuckshop

The school operates a Tuckshop five days per week, for second break (lunch) only. A menu is available from the school office and on the [school website](#).

Other School Activities

We offer a variety of avenues to foster educational, artistic, and social development. You will find that there is something for everyone, from children to grandparents. Please watch the newsletter for details and explore our [Afterschool Activities page](#).

Extra-Curricular Activities

Several external providers offer extra-curricular activities on the school site after school – for example art, music tuition, personal training. Details are published in the School Newsletter and on the [Afterschool Activities page](#) on our website and app. Bookings and fee payments are made either via the Parent Portal or directly to the service provider.

Adult Education

Silkwood hosts parenting seminars to support families. Experienced mentors and educational consultants facilitate these seminars. They are valuable experiences for parents on their journey of understanding and supporting their child's development. Upcoming seminars will be announced in the Newsletter.

Silkwood Playgroup

The Silkwood playgroup program provides an opportunity for parents and their young children from 15 months to 5 years to discover early childhood education in an inviting environment that echoes the rhythms and atmosphere of our Silkwood early childhood classroom. Parents and their child/ren explore the wonders of early years with an experienced group facilitator.

We are proud of our playgroup program and the critical part it plays in supporting Silkwood families with young children. We encourage all parents to attend this group as a preparation for children beginning Prep. Bookings are to be made through the school office.

Outside School Hours Care (OSHC)

We have Before School Care, After School Care and Vacation Care programs for parents who need extended hours care for their children. Helping Hands Network works in partnership with the School to manage and operate the Outside School Hours Care (OSHC) Program.

Children can only attend the OSHC service if a Helping Hands Network enrolment form has been completed; this is a licensing requirement. If you need to use the service only in absolute emergencies, enrolling provides your family with an extra safeguard.

Helping Hands are committed to building stronger, happier, and healthier school communities through the provision of quality childcare in partnership with children, parents and schools, and are very excited to be able to work with the Silkwood community. They are flexible in providing their service and tailor their programs to meet the local community needs. Programming and routines are developed to reflect the individual schools and consider School Team skills, resources, and children's interests. Programs are play-based, promoting leadership and life skills across all age groups. Children are encouraged to participate in the development of the programs and menus.

All bookings or enquiries for this service must be made through the Helping Hands Network by contacting the coordinator, via email at silkwood@helpinghandsnetwork.com.au or by calling 0475 824 342. You must complete an enrolment application before your child using this service.

Enrolment forms are available from the School Office or you can enrol online at <http://silkwood@helpinghandsnetwork.com.au>. Bookings are essential and can be made online at any time, up to 24 hours before the commencement of the session of care for Before and After School care and up to 5 days before Vacation Care.

Families are eligible to apply for CCS rebates for this service from Centrelink.

More information about Helping Hands is [available on our website](#).

Costs

Contact the Helping Hands Customer Service and Billing team on 1300 612 462 for details.

Before & Afterschool Care

Is available five days per week from 7.00am—8.45am and 3.00pm—6.00pm. Children can walk straight to and from their classrooms. Prep and Year 1 students are escorted to their classrooms in the morning.

Vacation Care & Student-Free Days

A full-day program is available, five days per week and on Pupil Free Days from 7.00am-6.00pm. Children who do not attend Silkwood School are welcome to attend.

Food

We provide breakfast at Before School Care and afternoon tea at After School Care. In addition to these meals, the children also can participate in cooking activities and the occasional special treat.

Government Subsidies

There are several schemes available to parents including:

Child Care Subsidy (CCS) - the percentage benefit is determined by criteria including the number of children in care and household income. Helping Hands Network automatically lodges claims on behalf of parents and only bills for the difference.

OSHC Bookings

Currently, we have places available in Before School Care, After School Care and for Vacation Care. Enrolment forms are available from the School Office or by phoning the Helping Hands Coordinator. Parents can call at any time to obtain a quote for using the service. Please contact Helping Hands Network for additional enrolment information, bookings, answers to questions or to provide a quote.

Silkwood Co-ordinator: 0475 824 342

Email: silkwood@helpinghandsnetwork.com.au

Website: www.helpinghandsnetwork.com.au

Enrol/book online <https://parentslogin.kidsoft.com.au/>

Review of the Parent Handbooks

Every year you will be sent a link to the updated Parent Handbooks. These form part of your enrolment contract with Silkwood. Updates of the Parent Handbooks are made per developments in the school. If changes occur in the school year, notice will be given in our school newsletter.

Standard Collection Notice

1. The School collects personal information, including sensitive information about pupil and parents or guardians before and during a pupil's enrolment at the School. This may be in writing or during conversations. The primary purpose of collecting information is to enable the School to provide schooling to the pupil and to enable them to take part in all the activities of the School.
2. Some of the information we collect is to satisfy the School's legal obligations, particularly to enable the School to discharge its duty of care.
3. Laws governing or relating to the operation of a school require certain information to be collected and disclosed. These include relevant Education Acts and Public Health and Child Protection Laws.
4. Health information about pupils is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act. We may ask you to provide medical reports about your child from time to time.
5. The School may disclose personal and sensitive information for educational, administrative and support purposes. This may include to:
 - a. Other schools and the Learning Advisor/Teacher at those schools
 - b. Government departments (including for policy and funding purposes)
 - c. Medical practitioners
 - d. People providing educational support and health services to the School, including specialist visiting Learning Advisors, coaches, volunteers and counsellors
 - e. Providers of learning and assessment tools
 - f. Assessment and educational authorities including the Australian Curriculum, Assessment and Reporting Authority (ACARA) and NAPLAN Test Administration Authorities (who will disclose it to the entity that manages the online platform for NAPLAN)
 - g. People providing administrative and financial services to the school
 - h. Anyone you authorise the School to disclose information to; and
 - i. Anyone to whom the School is required or authorised to disclose the information to by law, including child protection laws.
6. Personal information collected from pupils is regularly disclosed to their parents or guardians.
7. The School may use online or 'cloud' service provided to store personal information and to provide services to the School that involve the use of personal information, such as services relating to email, instant messaging and education and assessment applications. Some limited personal information may also be provided to these service providers to enable them to authenticate users that access their services. This personal information may reside on a cloud service provider's server which may be situated outside Australia. Further information about the School's use of online or 'cloud' service providers is contained in the School's Privacy Policy.
8. The School's Privacy Policy sets out how parents or pupils may seek access to personal information collected about them. However, there will be occasions when access is denied.

Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the School's duty of care to the pupil, or where pupils have provided information in confidence.

9. The School's Privacy Policy also sets out how a complaint may be made about a breach of privacy and how the School will deal with such a complaint.
10. As you may know, the School, from time to time, engages in fundraising activities. Information received from you may be used to make an appeal to you. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
11. On occasions, information such as academic and sporting achievements, pupil activities and similar news is published in School newsletters, school website and on our school Facebook pages. Photographs of pupil activities such as sporting events, school camps, festivals, classroom activities and school excursions may be taken for publication on these platforms. If you do not agree to the publication of such details, you must advise the School immediately and complete a Non-Publishing Agreement.
12. We may include pupil's and pupil's parents' contact details in a class contact list. The class contact list is provided to class families to help nurture an environment of inclusion. The contact list may be used to assist with some school communications and to help facilitate communication of class social activities. If you do not agree to the publication of such details, you must advise the School immediately.
13. If you provide the School with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the School and that they can access the information if they wish and that the School does not usually disclose this information to third parties.

Appendix 2

Exclusion Times for Infectious Childhood Conditions

Some medical conditions require children to be excluded from school or child care to prevent the spread of infectious diseases among other children and School Team members, as well as the broader community.

Minimum exclusion periods are recommended under the Public Health Act 2005. Some conditions require clearance by your doctor or local public health unit before your child can return to school.

Infection	Exclusion of person with infection	Exclusion of contacts (those exposed to the person with the infection)
Chickenpox (varicella)	Exclude until all blisters have dried. For non- immunised children, this is usually at least five days after the rash first appears, and less for immunised children.	Exclude non-immune pregnant women and any child with immune deficiency (e.g. leukaemia) or receiving chemotherapy
Cold Sores (herpes simplex)	Not excluded if the person can maintain hygiene practices to minimise the risk of transmission. Young children unable to comply with good hygiene practices should be excluded while sores are weeing. Sores should be covered with a dressing where possible. Otherwise, exclude until sores are dry.	Not excluded
Conjunctivitis	Exclude until discharge from eyes has ceased unless a doctor has diagnosed non-infectious conjunctivitis.	Not excluded
Diarrhoea and/or vomiting including: <ul style="list-style-type: none"> • Amoebiasis • Campylobacter • Cryptosporidium • Giardia • Rotavirus • Salmonella • Viral gastroenteritis but not norovirus or shigella 	Exclusion periods may vary depending on the cause. Exclude a single case until 24 hours after the last loose bowel motion and the child is well. Exclude all School Team members who prepare or serve food until they have not had any diarrhoea or vomiting for 48 hours. If there are more than two cases with loose bowel motions in the same location, or a single case in a food handler, notify your nearest public health unit.	Not excluded
Diphtheria	Exclude according to public health unit requirements	Exclude according to public health unit requirements
Infection	Exclusion of person with infection	Exclusion of contacts (those exposed to the person with the infection)
Enterovirus 71 (EV71) Neurological Disease	Exclude until written medical clearance confirming the virus is no longer present in the child's bowel motions is received.	Not excluded

Haemophilus Influenza Type B (Hib)	Exclude until the person has received a course of appropriate antibiotic treatment.	Not excluded unless considered necessary by public health unit.
Hand, Food & Mouth Disease	Exclude until all blisters have dried.	Not excluded
Influenza and Influenza-like illness	Exclude until well.	Not excluded
Head Lice	Exclude until hair has been effectively treated and hair is completely cleared of nits and lice. Remove all eggs.	Not excluded
Measles	Exclude for four days after the onset of the rash. Written medical clearance confirming child is not infectious from doctor or public health unit is required to return to school.	Vaccinated or immune contacts are not excluded. Exclude immune-compromised children until 14 days after the appearance of the rash in the last case. Exclude non or incompletely vaccinated contacts, without evidence of immunity.
Meningitis (bacterial)	Exclude until well and has received appropriate antibiotics.	Not excluded
Meningitis (viral)	Exclude until well.	Not excluded
Meningococcal Infection	Exclude until 24 hours of appropriate antibiotics have been completed.	Not excluded. Seek advice from your local public health unit about antibiotics and/or vaccination for people who were in the same location as the case.

Infection	Exclusion of person with infection	Exclusion of contacts (those exposed to the person with the infection)
Mumps	Exclude for five days after onset of swelling. Written medical clearance confirming child is not infectious from doctor or public health unit is required to return to school.	Not excluded. Pregnant women should consult with their doctor.
Norovirus	Exclude until there has been no diarrhoea or vomiting for 48 hours.	Not excluded
Pertussis (Whooping Cough)	Exclude until five days after starting appropriate antibiotics, or for 21 days from onset of cough.	Exclusions may apply for those in contact with the infected person. Seek advice from your local public health unit about excluding unvaccinated and incompletely vaccinated contacts.
Poliomyelitis	Exclude for at least 14 days from onset of symptoms. Written medical clearance confirming child is not infectious from doctor or public health unit is required to return to school.	Not excluded unless considered necessary by public health unit.
Ringworm, Tinea & Scabies	Exclude until the day after appropriate treatment has commenced.	Not excluded
Rubella (German Measles)	Exclude for 4 days after the onset of rash or until fully recovered, whichever is longer.	Not excluded. Pregnant women and female School Team Members of childbearing age should check their immunity with their doctor.
School Sores (Impetigo)	Exclude until 24 hours of appropriate antibiotics have been completed. Cover sores on exposed areas with a waterproof dressing until sores are dry and encourage handwashing.	Not excluded
Shigellosis	Exclude until there has been no diarrhoea or vomiting for 48 hours.	Exclusions may apply. Seek advice from your local public health unit.

Infection	Exclusion of person with infection	Exclusion of contacts (those exposed to the person with the infection)
Streptococcal sore throat (including Scarlet Fever)	Exclude until 24 hours of appropriate antibiotics have been completed.	Not excluded
Tuberculosis (TB)	Exclude until written medical clearance confirming child is not infectious is received from Queensland Tuberculosis Control Unit.	Not excluded
Typhoid and Paratyphoid Fever	Exclude until diarrhoea has stopped and two samples have tested negative.	Exclusions may apply. Seek advice from your local public health unit.
Worms	Exclude until diarrhoea has stopped for 24 hours and treatment has occurred.	Exclusions may apply for those in contact with the infected person. Seek advice from your local public health unit about excluding unvaccinated and incompletely vaccinated contacts.