



# Parent Information Guide

## School Policy Documents

Documents detailing the following Rules and Policies are available on the Alexandra Hills SHS website:

- Attendance Policy
- Complaints Policy
- Homework Policy
- Personal Technology Devices
- Reconciliation Action Plan
- Sun Safe Policy
- Uniform & Dress Code
- Assessment Policy – Assignments
- Assessment Policy – Exams
- Assessment Policy – Plagiarism
- Assessment Policy – Senior School

## Bell Times – 2021

Our class hours are from 8.50 am to 2.55 pm daily

## Communication

Keep up-to-date with the school news via the school webpage and social media:

- School web page [www.alexandrahillsshs.eq.edu.au](http://www.alexandrahillsshs.eq.edu.au)
- Facebook [www.facebook.com/AlexandraHillsSHS](http://www.facebook.com/AlexandraHillsSHS)

Important home contact directly from school may occur via:

- Phone or email contact to home or parent's workplace
- Teacher or Administration notes in the Student Planner and Diary
- Letter sent home with the student or via Australia Post



Parents are encouraged to contact teachers or the school directly, not via Facebook, if they have any special concerns. Because our school is a very busy organisation it is not always possible to have immediate contact with teachers. Our staff will respond to your needs or questions as soon as possible.

The Office phone number is 3820 1444 or email [admin@alexandrahilsshs.eq.edu.au](mailto:admin@alexandrahilsshs.eq.edu.au) The school Administration Office is open during school terms on weekdays: Monday to Friday 8.00am to 4.00pm and Friday 8.00am to 3.30pm. During school holidays the Administration Office is closed.



## QParents

The QParents web and mobile app provides an easy way for you to interact with our school. Parents will have secure, online access to their child's student information, anytime, anywhere, through a smartphone, tablet or computer. QParents allows parents to connect instantly with our school to access and manage their child's student information, including:

- Reporting and assessment
- Attendance records
- Timetables and class times
- Invoice and payment details and much more

You will receive an email invitation to join QParents early in the school year. If you wish to register, open the email and follow the prompts. If you do not receive an invitation and would like to register, please call our Office. For more information see <https://qparents.gld.edu.au>

## Student Absences

If a student is unable to attend school, the parent /care should contact the school before 9am by either:

- **phoning the Absence Line on 3820 1402** and leaving a message explaining their child's absence
- **emailing the Attendance Officer** at [studentabsences@alexandrahillsshs.eq.edu.au](mailto:studentabsences@alexandrahillsshs.eq.edu.au) stating the child's full name, year level and a short reason for the absence.

## Early Departure from school

A leave pass will be issued if a student needs to leave school during the day for a specific purpose such as a dental, orthodontist, physiotherapy, optometrist or doctor's appointment. Parents are encouraged to avoid making appointments during school time if possible.

Students must have a note from their parent / guardian, in their student diary, requesting permission to leave school at a specific time. They must report to the Office before the school day commences and a Deputy Principal will sign the diary.

At the time of departure, the student must report to the Student Services window (at the Administration Block) and present the signed diary to sign out.

No student should leave the school grounds during the day without approval from a member of the school Administration. Students may not leave the school grounds to visit shops during the school day, including in the morning before lessons have started.



## **Late arrival to school**

Students are required to be punctual at all times. Students arriving late to school must sign-in at the Student Services window (at the Administration Block) for a late slip which will indicate the reason for lateness and time of arrival. The note must be shown to the teacher to gain late entry to class. A note in the student diary or phone call from parent explaining the reason for the late arrival is required.

## **Sick Bay Procedures**

Students who become ill or have an accident during the day are to report to the Sick Bay in the Administration Block for treatment. Students reporting during or between lessons must have a note from their teacher, in their student diary.

Students who become ill are not to contact parents directly. All phone calls to parents / guardians regarding accident or illness are to be made by the school. It is a requirement of our Duty of Care that we contact the parent. Sick Bay staff will make contact as soon as the student presents at Sick Bay.

Please make sure that contact details are kept up-to-date and include the contact details of a responsible adult who can collect your child if parents / carers are unavailable.

## **Uniform Slips**

Students who are not in correct uniform must report to the Student Services window (at the Administration Block) before school, between 8:30am and 8.50am, for a uniform slip.

Students must have a note from a parent / guardian, in the student diary, outlining a valid reason for the uniform breach. If students do not have a note, they will be referred to the school's uniform detention room between for 15 minutes during long break daily.

## **Non-uniform Items**

- Non-uniform hats or jumpers / jackets – these will be confiscated until collected by parents
- Jewellery items not approved in the Dress Code – these will be confiscated until collected by parents

## **ID Cards**

Student ID Cards are required at school at all times – to print, borrow from the library or sign in / out of school outside of usual class times. Replacement cards are issued each year, after school photographs are taken. Newly enrolled students will be issued with an ID Card shortly after they commence school. If a student loses their ID Card, it can be replaced at an additional cost.



## Student Diaries

Student diaries are issued on the first day of school. There is a section on each page of the diary for parents to write messages for the school (Eg. the need to leave school to attend a medical appointment). At the end of each lesson all students should record homework in the diary. Parents are asked to check your student's diary regularly. If a student loses their diary, it can be replaced at an additional cost. Intentional damage to, or graffiti on, the diary will result in a new diary having to be purchased.

## Lost Property

Any property found by students, staff or cleaners must be brought to the Office where it may be claimed on correct identification. All personal property brought to school, including uniform items, should be clearly marked with the student's name. When looking for missing items, students should first check the areas or rooms where the property was last seen. All inquiries regarding lost property should be directed to the Office, where lost property is stored.

## Travel to and from school

- Responsible behaviour is expected when travelling to and from school, including on buses or the train
- If walking to school, students are to use pedestrian crossings wherever possible
- Skateboards and Scooters are NOT to be brought or ridden to/from school
- Students must wear a bike helmet when riding a bike
- Bikes must be walked into the school grounds and left in the bike enclosure
- Bikes are to be secured with a good quality bike chain and lock
- The bike enclosure is locked from 9:00am to 2:50pm and is out of bounds during that time
- Consequences will be issued for students who bring the school into disrepute while travelling to and from school

## Medication at School

**Long term prescription or over the counter medication** – parents/carers need to have a doctor complete and sign a *Request to Administer Medication at School Form* and deliver this, with the medication, to the school.

A treatment action plan should be supplied for students with asthma or any other illness that may require first aid assistance at school. In particular, medical conditions such as epilepsy, haemophilia, diabetes, anaphylaxis or severe allergic reactions. This plan will be attached to your student's records.

If your student is at risk of anaphylaxis, you will need to provide the school with a management plan that has been developed in consultation with the parents / guardians and the student's medical practitioner.



**Short term prescription medication** – parents / guardians need to provide a letter authorising the Administration of the medication. This letter should include directions of use (frequency and dose). Sick Bay staff can only administer medication that is in the original pharmacy labelled container. Please note that the school does not keep a supply of pain medication (eg Panadol) for student use.

### **Food Delivery**

Students are not permitted to have food delivered to school by any retail food provider, for example Uber Eats or McDonalds delivery. In line with Education Queensland healthy schools' policies, students are not permitted to bring 'fast food' from take away stores onto school grounds, nor can parents or carers bring this type of food to the school for their student/s. Parents and carers are welcome to bring forgotten lunchboxes to the Administration building.

### **Prohibited Items**

The following items are not permitted and will be confiscated if brought to school:

- Skateboards and Scooters – these will be confiscated until collected by parents
- Chewing gum or bubble gum – consequences will be put in place for persistently bringing gum
- Aerosol deodorant – to prevent asthma-related incidents. Roll-on or pump deodorants are acceptable
- Permanent markers, paint pens, aerosol paint – these items will be confiscated if brought to school and serious consequences will be put in place for any student who vandalises school property
- Soft drinks, Slushies, Energy / Caffeinated drinks – these will be confiscated and disposed of. Chilled water is available, as well as Education Queensland approved, fruit-based, slushies from the tuckshop
- Glass bottles – including drink or perfume bottles
- Laser lights – serious consequences will be put in place for students who bring a laser light to school
- Kitchen knives, pocket knives, razor blades, cutters etc. – these will be supplied to students if they are needed for school activities such as Art or Catering. Very serious consequences will be issued for any student who brings these items to school
- Cigarettes or tobacco products, lighters, matches, electronic cigarettes / vaping devices – serious consequences will be put in place for students who smoke or bring these items to school. Students who have a smoking problem will also be referred to the School Nurse
- Alcohol or Drugs – this will be reported immediately to the police and very serious consequences (which may include exclusion) will be put in place for all students involved