

Indooroopilly State School



PARENT HANDBOOK
2026

“Honour Above All”

Welcome to Indooroopilly State School. I hope your time as part of our supportive school community is both inspiring and rewarding.

At Indooroopilly State School we learn and play on the traditional lands of the Yuggera and Turrbal people, and acknowledge their custodianship. The whole school community, with its diverse heritage, culture and ethnicity, is strongly invested in students reaching their full potential. Each child's day involves natural interactions and experiences with a range of cultures, religious beliefs and languages. With a focus on our core School Values, we believe that the school's inclusive and caring environment enables all our children to develop as respectful, responsible global citizens.

The 2024-2027 Strategic Plan has three key focus areas:

- **Empowering Learners** - Indooroopilly State School has high expectations for every student. We support all students to achieve individual excellence. Learning occurs through deep and considered implementation of the Australian Curriculum, designed to challenge and enrich all students.
- **Connecting Community** - Indooroopilly State School values and fosters a strong sense of belonging across our community. We build respectful, authentic relationships to promote positive, engaging learning environments. Our community is broad, and our breadth enables us to leverage valued partnerships to achieve excellence in all we do.
- **Harnessing Diversity** - Indooroopilly State School thrives because of our diverse community. Our diversity means that everyone has a place, and we work together to ensure both equity and excellence for all.

Please use this handbook as a reference for questions you may have throughout the year. You may also wish to access further information on our school website at <https://indooroopillyss.eq.edu.au>.

My staff and I look forward to working together with you to achieve success for your children.

Kind regards,

A handwritten signature in black ink, appearing to read 'D Spanner', followed by a period.

Debbie Spanner
Principal

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2026 DIRECTORY

LEADERSHIP TEAM:	Principal: Debbie Spanner principal@indooroopillyss.eq.edu.au Pre-Prep Deputy Principal: Sascha Rogers sroge50@eq.edu.au Prep Deputy Principal: Amy Howkins ahowk1@eq.edu.au Year 1 & 2 Deputy Principal: Wendy Fender wfend1@eq.edu.au Year 4 & 5 Acting Deputy Principal: Steve Box sbox6@eq.edu.au Year 3 & 6 Deputy Principal: Julie Bliss jmbli0@eq.edu.au
SCHOOL ADDRESS:	Corner Moggill Road and Russell Terrace, Indooroopilly, 4068
TELEPHONE:	(07) 3327 2333
ABSENCE LINE:	(07) 3327 2360
EMAIL ADDRESS:	admin@indooroopillyss.eq.edu.au
WEB SITE:	https://www.indooroopillyss.eq.edu.au
FACEBOOK:	https://www.facebook.com/indooroopillystateschool/
NEWSLETTER:	https://indooroopillyss.schoolzineplus.com/subscribe
OFFICE HOURS:	8.00 am - 3.30 pm (Monday to Friday during school term)
2026 SCHOOL CALENDAR:	https://education.qld.gov.au/about/Documents/school-calendar.pdf
Semester 1:	Term 1 27/01/2026 - 2/04/2026 Term 2 20/04/2026 - 26/06/2026
Semester 2:	Term 3 13/07/2026 - 18/09/2026 Term 4 6/10/2026 - 11/12/2026
SCHOOL CLOSED:	Australia Day 26/01/2026 Good Friday 3/04/2026 ANZAC Day 25/04/2026 Labour Day 5/05/2026 Exhibition Holiday 12/08/2026 Student Free Day 4/09/2026 King's Birthday 5/10/2026
SCHOOL HOURS:	8:30 am Supervised play commences* 8:55 am Students move to classrooms 9:00 am Classes commence 11:00 am – 11:30 am Morning tea 12:45 pm – 1:30 pm Prep – Year 2 lunch 1:15 pm – 2:00 pm Year 3 – 6 lunch 2:50 pm Prep concludes 3:00 pm Year 1 – 6 conclude

Suggested time of arrival is after 8:30am when school supervision starts. Children arriving earlier than 8:30am should be booked into Before School Care or a supervised activity. If older, responsible children arrive a few minutes earlier due to traffic variation they must sit quietly in a designated area. *Prep students should be supervised by a parent until rostered until handover to the class teacher at 8:55am.

Children are expected to leave directly at 3:00pm unless booked into After School Care or Element Swimming. The only children permitted on school playgrounds after 3:00pm are those booked into After School Care. All students should be collected promptly from their meeting point. Pickup zones are only supervised until 3:25pm when any remaining students are escorted to the office.

SCHOOL COUNCIL

Chairperson - **Peter Finch**

Contact: pfinch779@gmail.com

Further information is available on the school website- <https://indooroopillyss.eq.edu.au/our-community/school-council>

PARENTS AND CITIZENS' ASSOCIATION

Acting President – **Shelley Wilkinson**

Contact: secretary@isspandc.org.au

The Annual General Meeting will be held in the School Library 6:00 – 7:30pm Monday 23 March. The 2026/2027 executive members will be published in the School Newsletter following the AGM.

Further information is available on the [P&C page](#) of the school website.

P&C Events are updated via the [ISS P&C Facebook](#) account.

P&C Affiliated Groups

Swim Club	fridaynightswimclub@isspandc.org.au https://indooroopillyss.eq.edu.au/calendar-and-news/news/pandc-swim-club-terms-1-and-4
Tennis Court Hire	tennis.coordinator@isspandc.org.au https://indooroopillyss.eq.edu.au/our-community/pandc/tennis-court-hire
Tuckshop	tuckshop.manager@isspandc.org.au https://indooroopillyss.eq.edu.au/facilities/tuckshop
Uniform Shop	uniform.manager@isspandc.org.au https://indooroopillyss.eq.edu.au/facilities/uniform-shop
Outside School Hours Care	admin@ioshc.org.au https://indooroopillyss.eq.edu.au/facilities/out-of-school-hours-care

PRIVATE SERVICES FOR BEFORE AND AFTER SCHOOL ACTIVITIES

Guse Tennis	3271 3852	https://gusestennis.com.au/	Before school coaching
Go Sports	0478 079 928	www.gosports.com.au	Before school coaching
Element Swimming	1800 979 739	https://www.elementswimming.com.au/indooroopilly Before and after school lessons and squad training	
Playhouse	3443 3600	https://www.playhousechildcareuq.org.au/ After school care. Students travel by bus to the University of Queensland	

ABSENCES (see Attendance)

ACCESS TO SCHOOL GROUNDS

Access to the school grounds before 9:15am and after 2:30pm is via the gates located on Taringa Parade, Russell Terrace and Moore Park. Gates are locked between 9:15am and 2:30pm and after 3:30pm each day. This is to manage access to the school grounds, prevent use as a thoroughfare and keep children safe.

Term 1 - Please use the Taringa Parade entrance to access the Administration block when the other gates are locked. It is highly recommended that parents who are dropping off children after 9:15am or collecting children earlier than 2:30pm use the Taringa Parade Stop, Drop & Go which is adjacent to the administration office.

Term 2 onwards- arrangements TBC. Administration is expected to relocate to the new building on Russell Terrace.

AMBULANCE TRANSPORT

In the case of a serious accident or medical condition arising during school hours, it may at the discretion of a leadership team member, be necessary to call the ambulance service. Parents will be contacted as soon as possible, either before or after calling an ambulance.

APPOINTMENTS WITH STAFF

Meet with the class teacher

Parent/teacher interviews are offered each semester and are booked via an online system. The purpose of these interviews is for you to gain insight into your child's progress. Details are published via the school newsletter.

If you require an appointment with a class teacher at any other time, please email the teacher directly to outline the nature of your request and arrange a mutually convenient time. Please respect that, as professionals, teachers have many commitments before and after school and it is appropriate to make an appointment at a suitable time to ensure they can prepare for an informed and productive discussion. Please note teachers are not free to engage with parents during learning sessions or when they are supervising the class.

Meet with a member of the Leadership Team

Parents seeking an appointment with a member of the leadership team should contact the office. Please refer to the Procedure to Address and Resolve Parent Concerns (Appendix 5) before approaching the Leadership Team. It is helpful to identify the nature of the request to ensure an appointment is arranged with the relevant staff member.

ASSEMBLIES (PARADES)

Assemblies are held in the school hall, alternating regularly between Prep-2, Years 3 & 4 and Years 5 & 6. At assemblies we endeavour to create a friendly atmosphere amongst students, staff and parents in order to build school spirit and morale. On these occasions, we reinforce our school values, recognise students' achievements, listen to performances from our Music Program students and occasionally welcome a community guest to address our students. Class groups also contribute to these assemblies. Parents are welcome to attend. Combined assemblies are also held each term as part of our HONOUR Values program, for special events such as ANZAC Day and for end of year celebrations and awards.

ATTENDANCE & ABSENCES

Regular attendance is recommended for students to achieve their best. Attending every school day and arriving on time are key to students feeling that school is part of their regular routine and that they are ready to learn.

Key messages:

- School hours are 9:00am – 3:00pm
- Arrive after 8:30am to play. School staff supervise play 8:30am – 8:50am.
- Be on time – walk through the gate before 8:50am and line up at 8:55am
- Children should attend school every day, unless they are sick
- If students arrive late or need to leave school early, go to the office first, then the classroom
- Advise administration, not the teacher, when and why your child is absent or will be late
- Schedule appointments outside of school hours
- Take family vacations during school holidays

Every Day Counts

Parents should ensure their children attend on time, for the duration of school every day unless there is a reasonable excuse eg illness. Please refer to Appendix 4 for a guide to reasonable and unreasonable excuses for absence of primary school students. It is expected that all elective family holidays and travel align with school holidays.

Being at school every day counts. If your child is absent one day per week, this quickly adds up to two months of missed school in a year. Please refer to Appendix 3 to see the cumulative impact of regular absence from school.

[Every Day Counts](#) is an initiative aiming to improve attendance at school. The Department of Education initiative promotes four key messages:

- all children should be enrolled at school and attend on every school day
- schools should monitor, communicate and implement strategies to improve regular school attendance
- truancing can place a student in unsafe situations and impact on their future employability and life choices
- attendance at school is the responsibility of everyone in the community.

Arrival At School

The ideal time for student arrival is 8:30am – 8:50am. This allows time to greet friends, play and prepare for class.

School staff begin supervision at 8:30am and students may then walk, talk or play handball games in their designated areas and prepare for class. It is highly recommended that Prep students remain with their parents until the teacher opens the classroom door to welcome children to enter the classrooms.

Students should not arrive before 8:30am unless involved in a supervised activity. If there is a need to leave students at school earlier, parents should book the Before School Care Service which operates from the school hall from 6:30am – 8:45am. Some private providers of before school activities are listed in the school directory at the front of the Parent Handbook.

Students who arrive earlier than 8:30am should wait with their parents. It is acceptable for older, responsible children who arrive just a few minutes early, eg 5 minutes and only due to traffic variation, to quietly sit and wait in the Tuckshop undercover area. Consistent arrival before 8:30am without appropriate supervision is not acceptable as it places students at risk.

Punctual Attendance

Punctual attendance is an expectation and we appreciate your assistance in establishing a reliable routine to arrive at school on time. The day's schedule is discussed as soon as the students are welcomed into the classroom. Late arrival is a disadvantage to students and interrupts the teacher and the class. Punctuality is a demonstration of courtesy and respect to teachers and classmates and should be established as a habit.

Please note the following expectations for punctual arrival:

- ✓ 8:30 – 8:50am- students walking through the school gates
- ✓ 8:50am- Students move to their lining up areas
- ✓ 8:55am- Teachers welcome students to their classrooms
- ✓ 8:55-9:00am- class rolls will be marked as soon as the teacher is ready
- ✓ 9:00am- Teaching commences

Late Arrival at School

Class rolls are marked between 8:55am and 9:00am, as soon as the teacher is ready. Students arriving after class rolls are marked must be signed in at the office. Signing in is necessary for an accurate record of all students on site in the event of an emergency. A time stamped late arrival ticket is issued and the student must hand this to the class teacher. As a matter of student safety, if a late slip is not collected by the student, parents may receive an 'unexplained absence' SMS from the school office.

Leaving School Temporarily for an Appointment

It is encouraged that if an essential appointment is scheduled during the school day, students should attend school for as long as possible before and after the appointment. Please follow the processes for early departure and late arrival.

Absence Notifications & Late Arrival Notifications

If your student is unable to attend school or will be arriving late, please notify the office, not the class teacher. Parents are NOT required to inform the teacher of absences and it is preferable not to double up on notifications. A single notification made directly to the school office is all that is necessary. Our administration staff will update your student's attendance record with the reason for absence and the class teacher will see this when they mark the roll.

QParents notifications are our preferred method for providing reasons for absence or late arrivals and can be uploaded directly to your student's attendance record.

Our Absence Line 3327 2360 is available 24/7 for recording voice messages if you are unable to access QParents. Please record a clear and concise message with only essential information ie student's name and class, the reason for absence and the duration of absence eg Indi Frog, class 2X, is sick today.



In the interest of your child's safety an SMS message will be sent to parents/caregivers if they do not directly inform administration of a student's absence and provide a reason. Please reply promptly with the reason and duration of absence.

Single Day Absence and Late Arrival Notification

Parents and caregivers are asked to notify the school's administration when their child is absent or will be arriving late AND provide a reason. It is preferred that parents use their QParents account to notify the school of the reason for absence. The alternative is to leave a clear and concise voice message on our Absentee Line on 3327 2360.

Multiple Day Absence Notification (up to 10 school days)

If your child is to be absent for up to 10 consecutive school days, written advice can be provided via QParents (preferred method). Please note that elective absences during school term, including family holidays are strongly discouraged. For further information please see the HOLIDAY section of the handbook.

If you are unable to access QParents our [Absence Form](#) is available on the school website or from Administration.

Extended Absence Process (more than 10 school days)

If your child is to be absent for more than 10 school days you must request an exemption from compulsory schooling from the Principal. Please note that elective absences during school term including family holidays are strongly discouraged. For further explanation please see the HOLIDAY section of the handbook. The necessary form to complete is an [Application for Exemption from Compulsory Schooling](#), available on the school website or from Administration.

Early Departure

Parents are requested to avoid elective commitments during the school day and to make every effort to schedule specialist appointments outside of school hours to minimise disruptions. It is recommended to contact the class teacher in advance of booking any appointments to check the class schedule and discuss how to minimize lost learning time.

Students remain with their class until a parent arrives at the door with a departure ticket, to collect them. It is also recommended to check 24 hours in advance to confirm where the class will most likely be located at the intended time of collection. Please note that class schedules are approximate and may be subject to unexpected change.

To authorise collection by someone other than a child's parent/caregiver please email admin@indooroopillyss.eq.edu.au the name of the person who will be collecting your child and their relationship to the child. Without this authorization, your child will not be released from our care.

At the time you wish for your child to be collected they must FIRST be signed out in administration by a parent/caregiver or authorized delegate and a time-stamped ticket is generated. The ticket must be handed to the staff member supervising the class or playground area.

This process ensures:

- only parents/caregivers or authorized delegates are able to collect students from school
- there is no additional responsibility placed on teachers to organize students for early departure
- students remain with their class to minimize lost learning time and

- the school has an accurate record of students onsite in the event of an emergency

Please be aware of the following:

- Parents should allow ample time to find a suitable parking space, visit the office to sign their student out, collect their student from class and travel to their appointment location.
- Parents need to collect their child from their classroom or playground area.
- The school does not arrange for students to be ready at the office waiting to be collected during the school day. Exceptions may be granted for parents/caregivers under extenuating circumstances eg. Those who are physically unable to walk to their child's classroom or have a newborn baby.
- Students will not be released from their classroom until the teacher is handed a departure ticket.
- Students will not be released early to wait for parents outside the school grounds or at the school gates.
- Students are not permitted to leave the school grounds unless accompanied by an adult.
- Collection during break times can be challenging as children play in multiple locations.

End of Day Departure from School

Arrangements for Prep students

Prep concludes at 2:50pm and children must be collected from their classroom by a parent or other caregiver. It is expected that arrangements are made for prompt collection of students. Older siblings may collect Prep students from their classroom by 3:05pm.

Parents collecting their children are requested not to wait directly outside Prep classrooms as this causes a distraction and may disturb the teacher and children. Prep teachers will open the door when it is time to collect the children at which time parents and caregivers should approach and identify themselves to the teacher before each child is released. Prep students remaining at the classroom by 3:05pm will be escorted to the office for collection.

Arrangements for Year 1-6 students

Years 1 - 6 conclude at 3:00pm. Children either move directly to their meeting point, After School Care or a bus stop. We request that parents arrange a meeting point that is out of sight of the classroom so as not to disturb the teacher and children before 3:00pm. We know ISS children are capable of organising their own belongings and meeting the parent or caregiver at an agreed location away from the classroom. This practice fosters independence and minimizes congestion on stairs and walkways. When the 3:00pm bell rings, children in Years 1-6 will leave their classroom and meet their parents.

Parents collecting their children from pick up zones are requested to arrive from 3:05pm when children have moved to the waiting areas. We anticipate around 20 minutes for a staggered arrival of vehicles and allow a 5-minute buffer for traffic variation. Please aim to arrive by 3:20pm at the latest. Any students not collected by 3:25pm will be escorted to the office; details are recorded and parents will be notified. The school office closes at 3:30pm and it will be necessary for parents to speak to a member of the Leadership Team after this time. Late collection of consistent or serious nature may be referred to police as a matter of child safety.

AWARDS

Students in Years 3-6 are eligible for a range of awards. Annual Awards Ceremonies are held at the end of the school year.

Years 3-6

Class Academic Award

The Class Academic Award is presented annually to the highest achieving student in each class. Teachers compile data from a range of academic performance sources throughout the year to determine the recipient of this award.

Class Citizenship Award

The Class Citizenship Award is presented annually to one student in each class who has shown exceptional citizenship, within the school, throughout the year.

Year 6 Only

School Dux Award

At the end of the year, teachers in Year 6 will compare student assessment results from a variety of sources (standardised tests, classroom tests, work samples, etc.) to identify the most outstanding academic student for the year. The Dux award is presented to the identified student at the Awards ceremony.

School Sports Award

This award will be presented to the student in Year 6 who has excelled in the sports associated with the Queensland Primary Schools Sporting Association. To be eligible for this award the student must have:

- represented Metropolitan West Region in at least one sport
- displayed sportsmanship in all school sporting activities
- involvement in a variety of sports at and beyond school level

School Music Award

This award is presented to a student who shows exceptional musical talent and contributes to the school music program in a number of ways.

Rebecca Sparrow Writer's Award

Teachers identify an outstanding writer from classroom material and 'writing on demand' if necessary. The winning student is recognised at the Awards Ceremony.

RSL Citizenship & Mobsby Memorial Citizenship Awards

These awards are presented to Year 6 students who have shown exceptional citizenship and service to others within and beyond the school.

Keith Warwick Memorial Student Leadership Award

This is presented to a Year 6 student leader who has excelled in their role throughout the year.

BEHAVIOUR MANAGEMENT

Consistent with the requirements of the education department's policy on the Code of School Behaviour, our school has established a [Student Code of Conduct](#) which aims:

- to support responsible behaviour that acknowledges and protects mutual rights
- to enhance the development of positive and productive relationships through the provision of a supportive and stimulating learning environment.

To achieve our goals, we strive to establish and maintain an environment in which the dignity and worth of each individual, quality interpersonal relationships and fair and just practices are valued. We work to eliminate harassment, bullying, inappropriate language, aggression and other socially unacceptable behaviours.

The Indooroopilly State School Values education program underpins all our behaviour management practices as we aim to teach children to take responsibility for their own choices and actions. Our school's core values have been identified by the school community and underpin all school activities.

The Behaviour Management Plan Overview is presented to and discussed with families at the time of enrolment.

BIRTHDAYS

If you wish to share birthday treats to celebrate your child's birthday please check in advance with the teacher to determine if there are particular requirements. Please note that there is no fridge or freezer space to accommodate treats brought from home. Treats should be ready to hand out to individual children eg cupcakes NOT a whole cake to be cut.

Due to the prevalence of allergies and dietary requirements it may be necessary for treats to be given out at 3pm to be taken home so parents can determine if their child is able to partake. It is preferred that all treats are commercially prepared with comprehensive ingredient labelling.



Class sets of ice blocks can be ordered from the school tuckshop. Please email at least one week in advance to ensure there is sufficient stock available- tuckshop.manager@isspandc.org.au.

BOOKLISTS

Prep - Year 6 Booklists are released in Term 4 via our school website and parents may either purchase from retail outlets or place an order through an on-line process.

<https://indooroopillyss.eq.edu.au/enrolments/booklists>

BRING YOUR OWN DEVICE (1:1) – YEARS 5 & 6

It is our vision that empowered students are conscious, connected creators and consumers that demonstrate Digital Literacy Skills to thrive in an ever-evolving world. Students in Year 5 and 6 engage in a 1:1, one student: one device, program. This is an initiative that allows students to bring their own agreed upon device to school and use it for educational purposes under the direction of their teacher for enhancing learning experiences. Regular access and authentic use of a device allows for seamless integration of technology into the teaching and learning cycle.

Information is published during the students' Year 4 school year to allow parents time to purchase a device for their child. The school partners well with families to ensure this program is equitable and every child is set up for success.

Further information is published on our website- <https://indooroopillyss.eq.edu.au/curriculum/bring-your-own-device>.

BPOINT see INVOICES

BUDDY PROGRAM

Our buddy program involves students in Years 6 'adopting' students from Prep or Year 1. The children meet regularly for a range of activities including:

- Development of gross motor skills
- Art & craft
- Science investigations
- Co-operative learning experiences

This fosters the development of positive social skills for both the older and younger children.

PUBLIC TRANSPORT – Buses and Trains

Students catching public transport are identifiable as representatives of the school by their school uniform. It is expected that they behave appropriately in accordance with the behaviour expectations detailed in our student code of conduct.

The nearest train station is a 1.1km walk via Finney Rd and Station Rd to a pedestrian underpass on Coonan St.

Brisbane City Council bus services transport students to and from our school to local areas. Bus stops are located on Moggill Road, just outside the school. A morning bus service stops in Taringa Parade.

Students will require a [Go Card](#) which can be purchased from various retailers.

It is recommended to write your child's first name and a parent phone number on the card.



Public transport timetables and bus route details are available from the [Translink](#).

Please read the following safety tips for catching public transport <https://www.qld.gov.au/transport/public/school/travel>

Walk with your child to and from their bus stop or train station until they are confident to do it alone. You should always meet them at the actual stop—never across the road.

Teach your child:

- which bus or train to catch and where to get on and off it (write it down for them)
- to have their Go Card ready before the bus or train comes
- to stand back from the side of the road or platform when the bus or train comes
- to wait for the bus or train to stop before getting on or off it
- to respect the driver and the other passengers
- not to distract the driver (for example, by calling out or being too loud)

- to keep their body inside the bus or train at all times
- to wait for the bus to drive away before crossing the road.

CAMPS

Students in Years 4, 5 and 6 have the opportunity to participate in an outdoor education program suited to their interests and physical development. Attendance at school camps is at the discretion of parents and is conditional upon students' behaviour and conduct. Parents should carefully consider the needs of their child in deciding whether camp will be an appropriate and enjoyable experience for them. Invoices must be paid in full by the due date for students to participate.

CHANGE OF DETAILS

It is essential that the school be notified of any change of details or student information. This information is kept up to date in our school data system so it can be accessed in an emergency. Please use your QParents account or email administration to notify the school promptly of current details.

Please advise us:

- If you change your residential address, mobile phone number, work phone number or email addresses.
- If there is a change in your emergency contact people or their phone numbers.
- If there is a significant change to your family circumstances
- If there is a change to your child's custody/care arrangements.
- If any significant changes occur with regard to your child's health.
- If there is a change to any court orders relating to your child.
- If you feel we should know of any other changes which concern your child.

CHAPLAIN see SUPPORT SERVICES

CLASS GROUPINGS

Class groupings are organised to ensure as even a distribution of students' abilities and needs as possible. The groupings are named by letters of the alphabet (e.g., class 5A, 5B, 5C) to indicate proximity to the administration building. Balanced classes are formed by taking into consideration a variety of student attributes eg social skills, academic capacity, EALD level, behaviour, learning challenges, disability. Classes may be multi-age and include more than one year level.

CO-CURRICULAR ACTIVITIES

A variety of activities are offered throughout the year which students may choose to attend. Most activities are offered on a rotational basis at lunchtime. Each term schedules of the current options available to the year level are displayed in classrooms and may include Future Problem Solving*, Debating*, Robotics*, Litter Busters, Chess and Mindful Colouring. At times other options may be offered according to available space and the interests and availability of our staff eg guided drawing, Rubix cube, origami or gardening.

Many options are offered to all students in the Year level up to a particular number of participants each session. Those activities marked * require a commitment to regular attendance and group projects with some participants representing the school in competitive events.

Students in Years 3-6 are welcome to join the school choirs. The Year 3 choir rehearses during class time and students in the Year 4-6 choirs rehearse before school. More information is available from our website including a link register for the Choral Program- <https://indooroopillyss.eq.edu.au/curriculum/music>.

COMMUNICATIONS

Ensuring our community receives information in a timely manner is a priority. The best way to ensure you receive all necessary communications is to check email regularly and read our newsletters.

Email accounts used by the school

It is recommended to add the school's domains to the safe sender list for your email account. The help section of your email system will provide you with instructions. Actioning this will ensure our emails are not sent to junk or spam.

Emails are sent from admin@indooroopillyss.eq.edu.au and noreply@indooroopillyss.eq.edu.au.

Staff email addresses all have the format *@eq.edu.au. To mitigate cybersecurity concerns we do not publish staff emails

addresses online. Please contact our office to request your class teacher's email address.

Email etiquette and expectations

School staff will communicate messages mostly via e-mail. Any urgent messages will be communicated via telephone. If you choose to email our staff, please understand they are entitled to their *Right to Disconnect*. When you send e-mails, staff may be expected to respond only between 8am and 5pm and endeavour to do so within 48 hours of receipt. If the subject requires investigation or research, your email may be acknowledged with an indication that an appropriate response may be expected after this has occurred.

Please be thoughtful about who is copied as a recipient of any emails and respect that the first point of contact should be the class teacher. If the teacher is unable to address the matter to the point of resolution you are then welcome to contact a Deputy Principal and subsequently the Principal if needed.

Telephone 3327 2333

For general school business, our telephone is attended during normal office hours (8:00am – 3:30pm). Requests to speak to teachers may only be granted outside teaching sessions. A message bank operates outside office hours.

Our Absence Line 3327 2360 operates 24/7; however, it is preferred that notifications for absences and late arrivals are made in writing via QParents. The Absence Line may be used to record a brief message with only essential information ie students name and class, the reason for absence and the duration of absence eg Indi Thefrog, class 2X, is sick today.

If you are notified of a missed call from the school to your mobile please note that the school phone number is displayed as the caller ID for all phone extensions in the school. Before returning our call, first check for a voice message to understand the nature of the call and which staff member attempted to contact you. Our administration staff will need this information to connect you with the correct person.

Administration are able to convey urgent messages to students regarding changes to pick up arrangements, providing there is sufficient time remaining in the school day and the class is in their regular classroom. Our staff will try our best to convey the message as soon as practicable. To minimize interruption to teachers we ask that this only occurs if absolutely necessary, not just as a reminder.

Newsletters

Two newsletter formats are issued in alternating weeks via email. It is recommended that parents take note of key information and dates in their own diary.

The **Indooroopilly Informer** is published online. This informs parents about teaching and learning, contains details of important events and celebrates achievements of our students. Families manage their own subscription to the fortnightly [Schoolzine](#) newsletter. This free subscription will ensure that a link to the Indooroopilly Informer newsletter is emailed to you as each edition is published. [Please click here to download newsletters](#)- current and past editions are available.

The **Indi Incidental** is smaller format newsletter which may be emailed to ISS families if there is new information to share with families. This has an operational focus with calendar dates and event information.

Term newsletters are issued by the teachers to provide an overview of Year level curriculum and date claimers for events.

Class What's App groups – run by parents, to inform and connect parents

Using What's App groups is an initiative of the P&C to send information to the whole school, specific year levels or one class. These messages may relate to community events or volunteering. Class Parent Representatives will also post messages specific to the class. Sometimes school communications may be duplicated by group moderators in the What's App groups.

There are What's App groups for parents in each class. Messages are sent to the whole class by the Class Parent Representative. Group members share a common chat screen to see each other's messages. At enrolment parents are invited to share their contact details with the Class Parent Representative to receive their invitation to join. We encourage parents of each class to connect with each other in a meaningful and productive way, using the platform to meet other parents, seek help and have questions answered. At any stage of the year parents are also welcome to join these groups. Parents should not use this group or forum to discuss matters pertaining to school or student management rather, parents should speak to school leadership or their class teacher if they have such concerns.

Social Media Accounts

The [Indooroopilly State School Facebook page](#) and the [ISS P&C Facebook page](#) are other ways to keep up with celebrations, school events, advertisements for coming events and information to educate the ISS community.

Student Mobile Phones and Smartwatches

Students are not permitted to use personal mobile phones or smartwatches for communications during the school day. They must be switched to silent before they enter the school grounds. Year 5 & 6 students store their phones and smartwatches in the class safe. Students in younger grades visit administration for safe storage of their phones and smartwatches. At 3pm students can check their messages or contact their parents regarding after school arrangements.

COMPETITIONS – EXTERNAL

Students in our school often participate in community, state, national or international competitions for both academic and creative problem-solving challenges. These competitions may require a fee and may be out of school hours. Participation is voluntary.

COMPLAINTS MANAGEMENT

Please refer to Appendix 5 for our Procedure to address and resolve parent/carer concerns. A procedure is in place to address and resolve parent concerns with children or learning, including behaviour management. In the first instance, please contact the class teacher to discuss matters related to your child or other children. If the teacher is unable to address the matter to the point of resolution, you are then welcome to contact a Deputy Principal and subsequently the principal if needed. For concerns with school management or regarding a staff member or school operations, please contact administration for the details of the appropriate staff member to address the matter. If a resolution can't be reached at the school level, parents/caregivers will be referred to the appropriate Education Queensland Office.

CONSENT MANAGEMENT

Consent to participate in school activities is provided via QParents. This includes access to online services, all incursions, all excursions, and school camps. Each consent request outlines the who, what, where, when, why and costs of the activity. Families without access to QParents will need to complete a hard copy version of the consent request.

At enrolment, the school requests a parent's permission to use images of their student, publish their name, and copyright material. The default name usage is for the student's first preferred name only. This permission is for publication of the student's own work, their name and any photographs or recordings of the student for school related purposes eg school newsletters, school magazine, school social media platforms, and marketing materials. Details of the permission sought are outlined on the State School Consent Form, and parents are able to apply limitations. Consent can be updated at any stage in writing by completing a new form.

CURRICULUM

Indooroopilly State School implements the Australian Curriculum. As part of the transition to Version 9 of the Australian Curriculum, Indooroopilly is undertaking a staggered transition over a multi-year rollout. ISS implemented Australian Curriculum Version 9 Mathematics in 2024 and will implement Version 9 English in 2025. Other learning areas will be implemented from 2026. A curriculum overview is published on our website- <https://indooroopillyss.eq.edu.au/curriculum/teaching-and-learning>.

DAILY ROUTINE

A bell or music is sounded at the following times to alert both teachers and students.

	Prep	Years 1 & 2	Years 3 – 6
Supervised play as directed by staff in designated areas.	It is highly recommended that parents supervise their own children until handover to the class teacher	8:30am	8:30am
Prepare for class and line up	8:50am	8:50am	8:50am
Students enter classrooms and class rolls are marked	8:55am	8:55am	8:55am
First teaching session	9:00am	9:00am	9:00am
Morning tea*	11:00am	11:00am	11:00am
Playtime*	11:15am	11:15am	11:15am

Middle teaching session	11:30am	11:30am	11:30am
Lunchtime*	12:45pm	12:45pm	1:15pm
Playtime*	1:00pm	1:00pm	1:30pm
Afternoon teaching session	1:30pm	1:30pm	2:00pm
School concludes – students move promptly to meeting points or to after school care	2:50pm Prep students collected from classrooms	3:00pm	3:00pm

*15 minute eating time and playtime may be alternated to allow multiple year levels rotational access to playspaces.

DEBATING CLUB (Years 5 & 6)

Students interested in public speaking and debating are invited to participate in an initial four-week training program, from which teams are selected for participation in the Queensland Debating Union Round Robin competitions held in Terms 3 and 4.

EAL/D – see SUPPORT SERVICES

EARLY DEPARTURE – see ATTENDANCE

EMERGENCY CONTACT INFORMATION

Parents are the primary emergency contacts. Sometimes the school is unable to connect with parents, and it is requested that families nominate at least one alternative person who may assist in locating you or relaying a message. During the school day it may be necessary to contact you urgently in the event of illness or injury, or we may need to discuss forgotten lunch boxes or clarify pick-up arrangements. Please inform the school of any change to contact details for parents or alternate emergency contact people.

If you arrange for someone to care for your child while you are away, please inform the school office. Please include their contact details and the duration your child will be in their care, so we are aware of who to contact in case of an emergency or if your child is sick at school. Please provide information in writing via email to admin@indooroopillyss.eq.edu.au.

EMERGENCY EVACUATION & LOCKDOWN PROCEDURES

We follow a well-documented and detailed policy with regard to lockdown procedures and emergency evacuation of our school buildings. Each semester we have evacuation and lockdown practices to ensure familiarity and confidence. This policy is adopted to ensure the safety of your children.

Any visitors and volunteers on site during these drills should follow the directions of staff members. Children are to remain in the care of school staff during any emergency procedure or drill. Parents are requested not to remove their child from the class or assembly point.

ENROLMENT MANAGEMENT

The school has an Enrolment Management Plan to ensure that we provide an educational service to cater for local families. We offer enrolment to students residing within our defined catchment area. Out of catchment enrolment is restricted to ensure we do not exceed our enrolment capacity ie the number of students that can be accommodated within the school's existing learning spaces (classrooms). We do offer out of catchment enrolment to concurrent siblings ie where a new sibling would be attending in the same school year, regardless of residency outside the school catchment. Any family that relocates outside the ISS catchment becomes eligible to transfer to their new catchment school, however there is no requirement to do so. The Enrolment Management Plan, map of our catchment area and enrolment pack can be found on the school website <https://indooroopillyss.eq.edu.au/enrolments>.

EXCURSIONS/INCURSIONS

Throughout the school year, various year levels undertake excursions and/or incursions. These learning opportunities are an integral part of the school program, and enhance, through first-hand experiences, many of the concepts the teachers develop with regard to a particular unit. Full details of these excursions/incursions will be provided to parents prior to each event. Consent for participation must be provided via QParents. Invoices must be paid in full by the due date. On most occasions, full school uniform MUST be worn as the children concerned are representing our school. Our school community has made the decision to use seat-belted buses for all excursions, except for short trips within the local area.

FAMILY DETAILS

On enrolment, details are obtained e.g., address, which parent/s reside at the student's address, telephone numbers, e-mail addresses, emergency contacts, court orders etc. It is very important that these records are kept up to date. Please notify us promptly if any alterations need to be made so we can contact parents during the school day, particularly in the case of illness or an emergency and to ensure student safety. Currently only the student's address can be updated via QParents. Any changes to parent information should be communicated via email to admin@indooroopillyss.eq.edu.au or in person at administration.

FIRST AID

First aid can be provided by any staff member within the capability of their training. All classrooms and playground duty bags are equipped with regular bandaids, other first aid supplies are available in the administration office. Ice may be applied for minor swelling. For injuries of a serious nature, parents may be contacted to collect their child for medical treatment or an ambulance may be called if appropriate. If a student has an injury to their neck, face or head, or any persistent pain, their parents will be informed. Phone calls are made to report head knocks however minor, as a precautionary measure to alert parents to the nature of the injury and the possibility of concussion. Staff have first aid training, however are not qualified to provide medical advice. Please seek the opinion of a medical professional if you have concerns regarding any injury.

FOOD AND DRINK

Each day, students have 2 opportunities to eat. Each break time has a 15 minute period for eating. Prep class also have a 5 minute snack break during the first teaching session. Teachers will advise if other classes also adopt this practice.

Please note the following recommendations:

- We encourage healthy food options and drinking plain water. Save other drinks and treat foods for home.
- Children are not to share food with others due to the risk of food allergies and to respect the dietary practices of other families. Please see the *BIRTHDAYS* section for information about bringing food to share for celebrations.
- Please do not bring glass food containers or water bottles to school. Breakages can occur accidentally, and broken glass is hazardous for everyone.
- Lunchboxes are kept outside the classroom.
 - It is recommended to include a freezer brick in an insulated lunch bag for foods that require cold storage so they do not spoil.
 - Please ensure your child's lunchbox can be secured. From time to time there are issues with native birds accessing food from lunchboxes.
- Water is available from bubblers near all classrooms. Students are encouraged to bring a refillable water bottle to school, made of either plastic or metal.
- The school does not provide cutlery or access to microwaves, fridges or freezers for student's food.
- Remember to label all food and drink containers with your child's name and class.

FREE DRESS DAYS

On special advertised occasions, the P&C or Student Council organise a free dress day instead of wearing the school uniform. There may be a theme e.g., silly socks, a particular colour, clothing of your culture, pyjamas, book character, or a sports team. Gold coin donations may be made to raise funds for a nominated charity or the P&C or the Student Council. Clothing must be sun-safe and appropriate for regular participation in school activities. Students must wear enclosed shoes and a broad-brimmed hat.

FUNDRAISING

The school and Parents and Citizens' Association, along with affiliated bodies, conduct a variety of fundraising activities throughout the year. The funds raised allow us to provide a wide variety of enhancements. Your support for these programs is appreciated.

FUTURE PROBLEM SOLVING

A humanities/English critical and creative inquiry program where students work in collaborative groups to complete a 6-step academic booklet. Topics researched relate to upcoming issues of concern e.g., food loss and waste, drones, robotics. This is a lunchtime co-curricular program. Indooroopilly State School competes in local, state, national and international competitions and has achieved success at national and international level.

GUIDANCE OFFICER – see SUPPORT SERVICES

GRADUATION - Year 6

Each year, at the end of Year 6, parent volunteers and staff co-ordinate a special graduation event to celebrate the completion of primary school years.

HATS

Children are required to wear a broad-brimmed, royal blue school hat or legionnaire's cap before school, during breaks, on excursions, interschool sports and other organised activities outside the classroom. If an approved hat is not worn, children are required to remain in a covered area. *No hat, no play* or to be exact ***no hat, no playing out in the sun***. This is an agreed condition of our sun safe policy. Constant references to the dangers of over exposure to the sun are made, particularly in the summer months. Appropriate school headwear is available from the Uniform Shop. Parents are asked to encourage their children to wear uniform hats while travelling to and from school.

HEAD LICE

Head lice are a recognised problem in all schools. To assist us in controlling this problem, we would appreciate it if you would follow this procedure:

- If your child contracts head lice, notify the school immediately. A general warning can then be issued to other year level members along with a factsheet and treatment advice.
- Do not return your child to school until they (and, it is suggested, the remainder of the family) have been treated with a recommended method eg conditioner left in the hair overnight or apply a suitable lotion available from the pharmacy, then use a fine-toothed nit comb to clear the hair of all head lice and their eggs (nits).
- All students with hair below collar length are to wear their hair either completely tied back or plaited.
- Regular weekly checks should be conducted at home for ALL children using a nit comb will assist you in checking further possible "outbreaks".

HOLIDAYS

The 2026 school calendar is included as Appendix 10. There are 12 weeks of the calendar year allocated as school holidays with 4 school terms, each of 10 weeks duration.

Family holidays should align with school vacation periods. Students should maintain regular attendance at school to benefit from the quality educational program available at our school.

We appreciate the benefits of strengthening family connections and cultural value of international travel however this should always occur within the school holidays. Parents have a responsibility to ensure their children attend school every day unless they have a reasonable excuse. The principal does not consider holidays a reasonable excuse and are not included in the Department of Education criteria for exemption from compulsory schooling.

The curriculum is delivered in a series of units across each semester. It is important that students do not miss any instruction, consolidation of learning or assessment. It is highly recommended that all students are present for the first week of each school term as this is a vital period for setting students up for success. The only weeks of the year where no new instruction occurs are the last week of Term 2 and Term 4. Absences at any other time will impact your child's learning and potentially their academic result.

If parents wish to travel for more than 10 school days, they must apply for an exemption from compulsory schooling and explain the essential nature and reason for the prolonged duration of the proposed absence. Please do not commit to travel plans before the principal has considered your application. It may be recommended that you adjust your travel dates or shorten the period of travel to more closely align with the school vacation period and not impact on the scheduled assessments.

Please note that the following conditions will apply during prolonged absence from school:

- The school is exempt from providing an education program. The school is only required to provide access to an educational service to students in attendance at school. We do not offer any alternative learning model.
- Class teachers will not provide learning materials or coursework or undertake any tasks which add to their workload or detract from their responsibilities to delivering an education program to students in regular attendance.
- Class teachers will not adjust schedules of teaching, consolidation of learning or assessment to accommodate family plans to travel during school term. Teaching and learning are co-ordinated on a year level schedule. Assessments are moderated across each year level. Within a year level, all students in every class are presented with equivalent learning opportunities and undertake scheduled assessments.
- Online resources in regular use by our students may not be accessible from overseas locations. The Department of

Education and many other service providers use geoblocks, preventing international access to safeguard their IT infrastructure.

- If students are absent during assessment periods, it may not be possible to provide an academic rating on the student's report card.

HOMWORK & CURIOSITY PROJECTS

Homework is appropriate to the students' year level and any questions should be directed to your class teacher.

Practical Hints for Parents

- Make homework a pleasant experience by providing an attractive and quiet work area where there is a desk and adequate lighting.
- Try to establish a predictable routine. Expect that homework should be done at the same time and in the same place each day.
- Encourage children to work reasonably quickly and efficiently.
- If assisting, keep your explanations simple and practical. Where possible, express approval and satisfaction.
- If a task cannot be satisfactorily completed in a reasonable time, stop your child working, sign the homework book and contact your child's teacher.
- Monitor projects so that they are not left until the due date.
- Some year levels use digital platforms for the completion of homework tasks. Please check with your child's teacher as to homework expectations and requirements. These may be collaborative work spaces.

Qld Government guidelines for homework

The guidelines recommend the following maximum homework minutes per week:

Prep: Generally, students will not be set homework other than daily reading /15mins per day

Years 1, 2 and 3: Up to but generally not more than 1 and a half hours per week / 20mins per day

Years 4 and 5: Up to but generally not more than 2-3 hours per week / 25mins to 35mins per day

Year 6: Up to but generally not more than 3-4 hours per week / 35mins to 45mins per day

Homework Tasks

Prep – Year 2 homework tasks may include:

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

In Years 3 – 6, some homework can be completed daily or over a weekly or fortnightly period and may include:

- daily independent reading
- opportunities to revise or master core knowledge and skills
- use of digital platforms for targeted learning
- extension of class work, projects and research
- coordinated work across different subject areas.

Curiosity Projects

From time to time optional Curiosity Projects are offered for children to create projects on topics shaped by special themed weeks, such as NAIDOC week, Science Week or Multicultural month. They provide an opportunity for children to choose to investigate one or more suggestions. Students in Year 2-5 are encouraged to complete these projects with parents or independently. Parents are encouraged to discuss their children's plans with them and are welcome to assist (not take over!) if they want to. Students may choose to share their learnings with the rest of the class, at a time negotiated with their class teacher. Children may have the opportunity to share at assembly or through newsletters, depending on the number of projects submitted.

Principles of Curiosity Projects

1. No assessment to allow children the opportunity to develop the habit of lifelong learning.
2. Elective- The ability to choose to complete a curiosity project allows children to work out whether their schedule allows time to complete these in the time given.

We hope your children enjoy being curious and creative.

HOUSES

House teams are organised for athletics and swimming carnivals. On enrolment, families are placed in one of the following houses:

- Eucalyptus – Green
- Grevillea – Red
- Wattle – Yellow
- Dianella – Purple
- Banksia – Orange

Students are welcome to wear a T-shirt in their house colour for interschool sporting events eg Cross Country, Athletics Carnivals and Swimming Carnivals. T-shirts are not available from the Uniform Shop but may be purchased from many retail stores.

ILLNESS and INFECTIOUS/CONTAGIOUS DISEASE

To help keep our school community as healthy and safe as possible we require all children who are physically unwell to remain at home until they are fully recovered and able to participate fully in normal school routines. If your child is ill, please be considerate and do not send them to school until they are well. Remember that a sick child is better off at home resting and being cared for by a parent as they will not recover properly if sent to school sick, miserable and unhappy.

To reduce the risk to others in the school community, children who are infectious should not be at school. Please refer to Appendix 2 for the exclusion periods for infectious illnesses as required by Queensland Health. Children should not attend school during the exclusion period. Please inform Administration of any diagnosis of infectious illness as the school may be required to alert the school community to any risk, particularly where there are vulnerable persons with complex medical conditions. The identity of any unwell students is entirely confidential.

If children become unwell during the school day, parents will be contacted to collect their children promptly so they may rest and recover at home. There are only 2 beds in the school sick bay so children need to be collected as soon as possible by a parent or authorized adult. Please note that no medications will be provided to unwell children unless prescribed by a medical professional. School staff cannot administer over the counter medication to manage fever or pain.

INDOOR LUNCH ROUTINE

On occasion, weather conditions are unsuitable for outdoor breaks, so provisions are made for children to eat under covered areas or in classrooms and visit the toilets.

INSTRUMENTAL MUSIC PROGRAM (Strings and Band)

Instrumental Music teachers visit our school on a weekly basis to give tuition to students in Years 4-6 who have auditioned and been selected in Band (brass, woodwind and percussion) and to Years 3-6 students who have auditioned and been selected in the Strings program. Children are withdrawn from normal classes for music lessons on an individual or small group basis. Rehearsals are conducted weekly before school. Some of the larger instruments are on loan from the school. Children participate in the school Bands or String Ensembles. A District Music Camp is conducted each year for Year 5 & 6 students who qualify by audition. For further information, contact the school office.

INTER-HOUSE SPORTING CARNIVALS

Athletics Carnivals are usually held in Term 2. Successful Year 3-6 competitors from this event may be selected to participate at district trials.

Cross Country events are held either in Term 1 or Term 2. All children are encouraged to participate in the courses of varying distances adjacent to the school grounds in Moore Park. Successful Year 3 – 6 competitors may be selected to participate at a district or regional level.

Swimming Carnivals are held during Term 4. All children are encouraged to participate in the variety of events offered to cater to all levels of swimming ability. Successful competitors may be selected to participate in the district swimming trials.

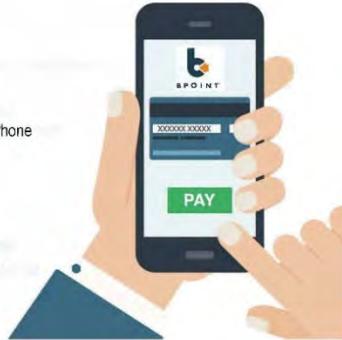
INTERNET

Each of our classrooms, specialist teaching areas, Library and the Administration Building have internet access. Upon enrolment, an ICT Agreement form is provided to parents/students for signing to ensure all parties are aware that use of the internet is for educational purposes only. Students are able to access the internet via laptops (Years 2-6) and iPads (Prep-Year 1) for their learning and study purposes.

INVOICES



- 1. Online System**
Access via **ANY** Computer or Smart Phone
- 2. Payments Accepted:**
MasterCard | VISA
- 3. Secure Payment Method**
Easy to Use Interface
www.bpoint.com.au/payments/dete



- Invoices are issued with a due date. To ensure payment arrives in the school account by the due date payment should be made before 5pm of the day prior.
- Invoices are issued to one parent per student and will appear in their email account and QParents account.
- All payments are made online via BPoint, we operate a cashless office (with the exception of gold coin donations for fundraising purposes).
- If you require an payment plan for a specific invoice please contact our Business Manager, Taryn Lowe, tlowe79@eg.edu.au to discuss arrangements to pay the invoice in full before the due date.

LATE ARRIVAL- see ATTENDANCE

LEARNING ENHANCEMENT TEAM

Indooroopilly State School is committed to working collaboratively with the wider school community to promote an inclusive culture for all students. Our Inclusion Team, led by a Head of Inclusion, helps enact this commitment. We believe that students from all social, cultural, community, family backgrounds and of all identities can succeed.

Learning Enhancement Teachers work with classroom teachers, parents, Education Queensland departments and external agencies to collaborate on any adjustments needed to allow students to fully participate in the curriculum and school life alongside their peers. The needs of every student and class are different and the approach is carefully considered and tailored to ensure inclusivity.

Learning Enhancement teachers share their expertise to provide an inclusive lens throughout planning stages, co-teach where beneficial to students, assist with modifying and delivering assessments and provide opportunities for students to experience positive social interactions during break times. The Inclusion Team also ensures positive transitions between year levels and sets all students up for a successful year.

We have high expectations of all students, recognising that with the right support and adjustments, all students can succeed.

LIBRARY

Our extensive school library is available to children for borrowing purposes at lunch time each day and during their designated weekly class borrowing time. The library is also used as a flexible learning space for teachers to conduct whole class and small group learning experiences.

LOST PROPERTY

Small valuable items eg watches, jewelry, glasses and GoCards are kept by administration for safekeeping. All other lost property items are displayed on shelves near the Uniform Shop. Please keep this area tidy when searching for your child's property. Items found by outside school hours care are kept in the hall. In Terms 1 & 4 lost property is also collected at the pool.

If all uniform items and all personal possessions are clearly labelled with the child's FULL NAME and CLASS, they may be

returned. Please cross out previous names on any items purchased second hand. All items belonging to students, including lunchboxes, drink bottles, every item of clothing, socks and shoes, hats, swimming items, sports equipment, library bags and school bags should be clearly labelled.

At the end of each term, unclaimed items in useable condition may be sold as second-hand items at the Uniform Shop.

MEDICATION

All medications must be delivered to school by a parent and stored at the administration office. All medications are distributed by trained staff.

As instructed by the Department of Education, school staff will only administer medication that:

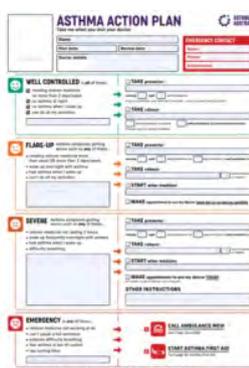
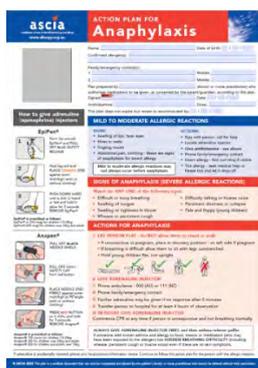
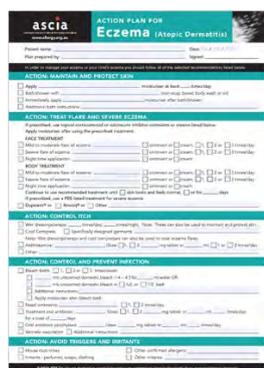
- has been prescribed by a qualified health practitioner (e.g., doctor, dentist) or listed on an action plan and
- is in its original container and
- has a pharmacy label showing the doctor’s name, child’s name, dosage and time to be administered.

Office staff will ask you to complete and sign Section A of a [Consent to Administer Medication](#) form. If your child requires more than one medication, you will need to complete a form for each medication.

If you wish your child to self-administer medication (Ventolin, insulin etc.) parents must seek approval from the principal using Section B: of the Consent to Administer Medication form. Please note- in all cases and at any time, the principal may disallow student self-administration for health and/or safety reasons.

Please note all medications must be purchased in Australia on prescription from a qualified medical practitioner and have a pharmacy-issued label with the prescribing doctor’s name. Medications and products that you choose to buy online or over-the-counter eg from supermarkets, chemists, naturopaths or homeopaths do not meet the guidelines. Students are not permitted to self-administer these medications or products or bring them to school.

Action Plans will be required for certain medical conditions including eczema, asthma, allergies and anaphylaxis. These are standard plans prepared by a medical professional.



MEETINGS

- Parents and Citizens’ Association: 4th Monday of each month at 6.00pm.
- Affiliated bodies: When notified through the school newsletter.
- School Council: When required, however, at least once per term.

MOBILE PHONES AND OTHER ELECTRONIC DEVICES – ‘Away for the Day’

Besides Year 5 and 6 students as part of the BYOD program, students are not permitted to bring their own iPads, iPods, tablets, digital cameras or games to school. Whilst we prefer that students do not bring mobile phones to school, we understand that some do at the request of their family, particularly if they walk or cycle to and from school, use public transport, or are responsible for the care of younger siblings before or after school. Should you choose for your child to bring a phone to school, please make sure they are aware of their responsibilities, as there are consequences for misuse of these and other digital / technology devices.

In accordance with Queensland Government legislation, students are not permitted to access mobile phones at school. Year 5 & 6 students hand their phones to the class teacher every morning for storage. All phones and smart watches must have notifications silenced. Students must not access their phone for any purposes throughout the school day. Any phone calls home to parents or caregivers are made via the school office.



Outside the school grounds before or after school hours, students using their phone should do so for the sole purpose of contacting a parent or caregiver. Students should not be using their phone to access apps, websites or social media. Parents and students are reminded that it is unlawful to take, store or share photos of others without express permission. We have these rules in place to minimise the risk to students and to respect the boundaries that families have in place regarding access to digital platforms etc.

Students who breach these rules will be asked not to bring their phones to school. Parents/caregivers are asked to refrain from calling or messaging their child/ren whilst at school.

Smart watches should be worn for the sole purpose of referring to the time. Students are not to use them in any other manner whilst at school. Notifications must be silenced.

It is recommended that parents check their child's phone or device regularly, to ensure appropriate usage and access.

Inooroopilly State School has digital values called HONOUR Online which are aligned to our commitment to promote digital intelligence. Messages are distributed through class assemblies. Please check the school newsletter for consistent messages to share with your children

MUSIC PROGRAM

The music program is delivered by specialist teachers. The program consists of the following:

Class Lessons - the children in all year levels participate in weekly music lessons. At all levels, singing is used to develop reading, writing, performing and listening skills.

Choirs - our students are encouraged in Years 3 - 6 to join choral singing groups which participate in a number of competitive and non-competitive activities throughout the year. Rehearsals are held both before and during school time.

Instrumental Music - Students in Year 2 are invited to apply to the Strings program for Years 3-6. Students in Year 3 are invited to apply to join the Band Program for Years 4 - 6.

All students who are members of bands or string groups are required to wear PERFORMANCE UNIFORM during official performances. As representatives of our school, it is important that all students are correctly attired.

NAMING PERSONAL ITEMS

Please place your child's FULL NAME and CLASS conspicuously on **ALL** personal possessions so they may be returned. Please cross out previous names on any items purchased second hand. All items belonging to students, including lunchboxes, drink bottles, every item of clothing, socks and shoes, hats, swimming items, sports equipment, library bags and school bags should be clearly labelled.

NAPLAN- National Assessment Program in Literacy and Numeracy

In the first term of 2026, all students in Years 3, 5, 7 and 9 across Australia participate in the common national tests for reading, writing, language conventions (spelling, grammar and punctuation) and numeracy. These tests form part of the National Assessment Program agreed to by all Australian Education Ministers. Results from these tests are usually issued later in the year.

The NAPLAN test window starts on Wednesday 11 March 2026 and finishes on Monday 23 March 2026. A schedule of events will be published in the school newsletters.

Please click here for an information brochure-

<https://www.nap.edu.au/docs/default-source/default-document-library/naplan-information-brochure-for-parents-and-carers.pdf>

NEWSLETTERS

Indooroopilly Informer. A newsletter containing details of important events and celebrations of student and staff achievements is sent via a link in an email and posted on the school website. Families can [subscribe](#) to the newsletter.

Indi Incidental. A small format newsletter may be emailed directly to parents, if it is required to highlight any operational and safety matters.

Term Overview. Each year level produces a term overview outlining the curriculum content and any incursions, excursions or camps. Class teachers customize these with the class schedule for lessons that have specific requirements eg swimming gear or library books.

OUT OF SCHOOL HOURS CARE

Please direct any enquiries to Indooroopilly Outside School Hours Care- <https://ioshc.org.au>. IOSHC is an independent service with its own administration. Families undertake arrangements for OSHC entirely separately to school enrolment.

Before School Care operates every school day from 6:30am – 8:45am during school term.

After School Care operates every school day from 3:00pm – 6:00pm during school term.

Vacation Care & Pupil Free Day Care operates in the school hall from 6:30am – 6:00pm.

PARENTS AND CITIZENS ASSOCIATION

The Indooroopilly State School Parents & Citizens Association (ISS P&C) is a vital part of life at our school. The P&C has a productive partnership with the School Leadership Team and its Community to promote the interests of the school and facilitate its development and further improvement to achieve the best possible outcomes for our students.

Interested parents and friends of the school are invited to attend our P&C meetings which are held on the fourth Monday of each month either in the school library and/or online via Microsoft Teams, commencing at 6:00pm. For more information please email secretary@isspandc.org.au or visit the school website- <https://indooroopillyss.eq.edu.au/our-community/pandc>. Please also like and follow the [ISS P&C Facebook page](#) to keep up with the latest information.

PARKING, TRAFFIC MANAGEMENT AND ROAD SAFETY

Parking

Please refer to Appendix 7 for a map of street parking regulations as prepared by Brisbane City Council.

Street parking is available for parents in Russell Terrace, Taringa Parade and nearby streets. The available spaces are heavily used at peak times. There are several “No Parking” areas on streets near the school that are clearly signposted and “No Stopping” areas indicated by yellow line marking on the road against the curb.

Parking is available in Moore Park in 3 marked areas and along the dirt road with signs clearly indicating “No Parking” along the western side and in the turning area. A pedestrian bridge across the creek in Moore Park provides access to the school grounds through the back gates near J Block.

To avoid the traffic and parking congestion close to the school you can also choose to park further from the school and walk with your children. There are also pedestrian only routes from Carinya St via a tunnel under the freeway, from Newcomen St through Moore Park, from Vincent St to Thorpe St and from Usher St to Moggill Rd.

Disability Parking

Two accessible parking spaces are available however only for students who require accessible parking to enter and exit their vehicle and these spaces are used on a shared roster between parents. Unfortunately there are no suitable locations on the street in close proximity to the school for the council to provide any accessible parking for adult visitors. Please contact the school office for approval for a vehicle to enter the school grounds to access a suitable space to drop off or collect students who require accessible parking:

- driveway at Taringa Parade beside the pool to access the top platform of the school
- Russell Terrace service carpark on bottom oval to access K block and J block lifts
- Russell Terrace new building entrance opens Term 2 to access the middle platform of the school

School Drop Off and Pick Up Points

Parents may drop off and collect children near the school entrances on Taringa Parade and Russell Terrace or in Moore Park near the pedestrian bridge, close to the J Block entrance.

Stop Drop/Pick Up and Go zones

'2 minutes is the limit' Two minute "Stop Drop/Pick Up and Go" zones are located on Russell Terrace and Taringa Parade. These are intended for continuous loading/unloading of passengers. Please drive to the end of the zone before loading or unloading, join the queue at the end and move forward as the vehicles advance. To keep the queue moving drivers should remain in their vehicles at all times in these zones, moving forwards with the queue and exiting safely as soon as their passengers load/unload. The MAXIMUM time in these zones should be 2 minutes. If children are ready and organised with their belongings they can exit/enter the vehicle in a shorter space of time.

Please note: If you wish to walk your children to the gate or their classroom you should find alternate parking. We expect drivers to remain in their vehicles in the loading zones and keep moving forwards in the queue. Russell Terrace, Taringa Parade and the Moggill Road intersections become gridlocked when the loading zone queues can't progress due to parked vehicles.

'Timing is everything' Please time your arrival in the afternoon for when your children will be ready for collection. It is essential not to arrive too early in the afternoon and block the zone. It is not necessary to arrive immediately after 3:00pm. Our staff supervise students waiting on the footpath. 3:05pm would be the earliest any student would be expected to be ready for collection. The flow of vehicles greatly improves when there is a staggered arrival of vehicles between 3:05pm and 3:20pm. It takes on average 20 minutes for all students to be collected and we allow a 5 minute buffer for traffic congestion. If children are not collected by 3:25pm they are escorted to the office, details are recorded and parents will be notified.

'Look up at the sign or you could get a fine' Be aware that streets around Indooroopilly State School are monitored by Queensland Police and Brisbane City Council parking patrols using cameras mounted on patrol vehicles. Fines may be issued on the spot or vehicles may be photographed and fines issued in the mail for violations of traffic or parking regulations including:

- exceeding 40kph in school zones
- blocking intersections and school crossings while queueing
- illegal U turns
- parking across driveways, in driveways and on footpaths/road verges
- using driveways for 3 point turns (maneuvers must be completed on the road, vehicles must not enter driveway)
- illegal parking in all streets adjacent to and near the school and within Moore Park
- stopping in loading zones for longer than 2 minutes (even if you remain in your vehicle you may be fined if you stay for longer than 2 minutes)
- stopping where yellow line marking against the curb indicates "no standing" (even to join a queue in a loading zone)

Bus stops

Brisbane City Council bus stops are located outside the school on both sides of Moggill Road. A morning bus service uses a stop on the far side of Taringa Parade. After school the outbound bus stop on Moggill Road is supervised until 3:25pm.

Children should be capable of independently hailing the correct bus route and enact their back up plan if they miss the bus or the bus does not arrive in the expected timeframe.

Supervised School Crossings

Accredited crossing supervisors are employed by the Department of Transport, Road Safety. They assist students to cross Taringa Parade and Russell Terrace at designated crossings from 8:00am – 9:00am and 2:50pm – 3:30pm each school day. Students should wait behind the yellow line on the footpath and wait for the supervisor to stop the traffic and blow their whistle.

Taringa Parade/Russell Terrace Drop Off and Pick Up Points

These loading zones are supervised in the afternoon by monitors. The primary responsibility of the monitors is to supervise the students. Where possible they also facilitate movement of vehicles through the loading zones to ensure they are used effectively and safely. Please show respect to our staff when they are in the 'Stop, Drop, Go' zones, enforcing safety measures and - appropriate use of loading zones.

It is the responsibility of the students to walk to their pick up points promptly after school, to watch for their parent's vehicle and be ready to load with all their belongings into the passenger area of the car.

Being considerate of other road users and our neighbours is important. Please drive and park responsibly by complying with the following practices:

- The loading zones are No Parking zones from 7:00 – 9:00am and 2:00 – 4:00pm. During these times you are only able to Stop, Drop-off or Pick-up, and Go. Please check signage for current information.
- Every time you drop off or pick up students in the loading zones, ALL vehicles must move to the top of the zone before unloading or loading. Please drive as far up the zone as possible before stopping to maximise the available space for other users.
- Parking across driveways is illegal. Please be considerate of our neighbours and leave clear access to houses and businesses. Registrations of any vehicles parked across driveways may be reported to the police and council
- Waiting in 'Stop Drop Go' zones on either side of the road in Russell Tce and Taringa Pde, for longer than 2 minutes prevents traffic flowing. In the morning, please leave the zone immediately after you unload. Please refine your afternoon arrival time for between 3:05pm and 3:20pm. Children take time to reach the loading zones so vehicles arriving too early blocks the loading zone. Staff are on duty until 3:25pm to provide a 5 minute buffer for minor traffic delays.
- Do not get out of your vehicle in 'Stop, Drop, Go' zones. Children should independently load and unload and keep their belongings in the passenger area of your vehicle. If your children have large instruments to load in the luggage area of your vehicle please arrive after 3:15pm when the loading zone is less busy.
- Please do not turn around in the Moore Park Baptist Church car park on Taringa Pde or in the Vet's car park in Russell Tce. Turning around in their driveways and parking areas endangers pedestrians and fellow road users.
- There is no parking in the overflow zone after the pedestrian crossing on Taringa Pde. This is a 2-minute zone for vehicles that need to move from the pick-up zone adjacent to the school gates to wait for students that have not arrived in the loading zone at their expected time.
- Parking on or near pedestrian crossings endangers the lives of all pedestrians. Yellow lines on the road against the curb and 'No Standing' signs clearly define these areas. It is important that there is a clear view for the crossing supervisor to be able to safely enter the road to stop traffic and assist children to cross the road.

Being a calm, patient and considerate driver; following directions from staff; following parking regulations and following road rules provides a great role model to your children. Thank you for keeping everyone safe around our school.

PAYMENTS see INVOICES

PERSONAL PROPERTY (Sports equipment, toys etc)

Children are personally responsible for the safekeeping of any property they bring to school.

- Toys, collectable items and treasures should not be brought to school because they may be lost or broken.
- Balls and tennis racquets should be clearly named.
- If balls go out of bounds or out of the school grounds, students are not permitted to retrieve them. Some areas are unsafe eg embankments and staff will not enter these areas. Balls outside the school may be collected before or after school under a parent's supervision.
- If balls go on the roofs of buildings, staff are not able to retrieve them. Periodically external contractors may attend the school and may clear balls from roofs in the course of their work.

PHOTOGRAPHS

Each year we engage the services of a commercial photographer to photograph both class groups and individual portraits. Families may order copies of these photographs. Prior notice of dates will be provided via the school newsletter.

PREPARATORY (PREP) YEAR PROGRAM

Prep is the first formal year of schooling. Children enrol for the school year in which they turn 5 by 30th June. A child's birth certificate or other formal documentation is required to prove their date of birth. Enrolment applications can be submitted from Term 2 of the school year prior to attendance.

The possibility of early entry is only considered for students born 1 month later than the age requirement ie turn 5 by 31st

July. There is a rigorous screening process for early entry applicants and the principal's decision is binding. Please check with the school office for details.

Children born 1 July 2021 to 30 June 2022	Prep 2027	Enrol from Term 2 2026
Children born 1 July 2022 to 30 June 2023	Prep 2028	Enrol from Term 2 2027
Children born 1 July 2023 to 30 June 2024	Prep 2029	Enrol from Term 2 2028
Children born 1 July 2024 to 30 June 2025	Prep 2030	Enrol from Term 2 2029
Children born 1 July 2025 to 30 June 2026	Prep 2031	Enrol from Term 2 2030

QPARENTS



QPARENTS is a secure, online portal created by the Department of Education and Training to provide parents of Queensland state school students with access to their child's information including attendance, invoices, consent to participate in school activities and online services, calendar of school events and school report cards. QPARENTS can be used online or as an App on a smart phone. QPARENTS allows parents to securely access information about their child and provide updates eg absence notifications, medical conditions and change of student's residential address.

Click on the following link to learn more about QPARENTS-
<https://alt-qed.qed.qld.gov.au/about-us/departments/apps/qparents>

RELIGIOUS INSTRUCTION

Queensland state schools embrace a multitude of cultural, religious and non-religious beliefs. Under the Education (General Provisions) Act 2006, schools are to provide Religious Instruction (RI) if approached by a faith group seeking to provide RI and students of that faith attend the school. RI informs students about the beliefs and values of a particular religion. It is delivered by volunteers of a faith group using instructional materials approved by that faith group.

RI is required to be consistent with legislation and Department of Education policies and procedures including:

- All RI instructors must hold a blue card
- All RI instructors complete compulsory Student Protection and Code of Conduct training
- RI instructors are only entitled to deliver the approved RI program outlined below
- A school staff member will be present during the delivery of RI
- Participation in RI is optional with students not participating supervised by school staff in other locations
- Students are allocated to RI based on information provided by parents on the completed Application for Student Enrolment form unless other written instructions have been provided to the school
- From Year 1 any student may participate in RI if a parent has provided written instructions to the school
- Parents will be advised if a faith group requires funds to cover the expense of materials used in RI
- Parents will be advised of any changes to the RI program to ensure they are able to make an informed decision on their child's participation
- RI is timetabled for one 30 minute session each week that RI is scheduled
- Students not participating in RI will be provided with other instruction and supervised by school staff in a separate location. Other instruction must relate to part of a subject area already covered in class and may include personal research and/or assignments; revision of class work; creative writing or literacy and/or numeracy activities; include online programs currently accessed by the students (i.e. Mathletics); wider reading such as independent reading appropriate to the student.

Details of the following options available for students in Years 1-6 are provided on our website-
<https://indooroopillyss.eq.edu.au/co-curricular/religious-instruction>

- Bahá'í religious instruction
- Buddhist Religious Instruction
- Christian Religious Instruction
- Hinduism Religious Instruction
- Islam Religious Instruction
- Judaism Religious Instruction
- Students not participating in RI

REPORTING TO PARENTS (Student Progress)

Reporting to parents takes two forms:

- Parent/teacher interviews which are offered to families in Semester 1 and 2;
- Semester reports are available on QParents and emailed to parents at the end of Semesters 1 and 2

If you have any concerns regarding your child's progress throughout the year, do not hesitate to contact the class teacher.

SCHOOL ANTHEM AND SONG

In 1996 one of our parents wrote our school anthem after consulting with students. The anthem is sung on formal occasions and can be found at the back of this handbook along with lyrics of our 2017 school song. The school song is for less formal occasions and was created after a consultation period with staff and students.

SCHOOL CAPTAINS AND STUDENT LEADERSHIP ROLES

Leadership roles are highly valued at Indooroopilly. All students are encouraged to actively participate in one or more roles both at a class and whole school level throughout their primary years in preparation for active citizenship in the future. In Term 4, students in Year 5 are encouraged to self-nominate for student leadership positions in readiness for Year 6. These positions include school captains, house captain, library captain, technology captain, sports captain, music captain, environmental captains and citizenship captains. Other leadership opportunities are available for students as they participate in extra curricular programs (e.g., choir, strings, band etc.) and the Student Council in Years 3 to 6.

SCHOOL BADGE

The school badge bears our school motto – *Honour above all*



SCHOOL COLOURS

Official School Colours

Royal Blue
White
Yellow

House Colours

Eucalyptus – Green
Grevillea – Red
Wattle – Yellow
Banksia – Orange
Dianella -- Purple

SCHOOL COUNCIL

The School Council has the following functions:

- Approving plans and policies of a strategic nature and other documents affecting strategic matters, including the annual estimate of revenue and expenditure for the school
- Monitoring the school's strategic direction
- Monitoring the implementation of the plans, policies and other documents
- Advising the principal about strategic matters

The members of the School Council are:

- Principal of the school
- a representative of the Parents and Citizens' Association
- 4 elected parents
- 4 elected staff members

Further information is available on the school website- <https://indooroopillyss.eq.edu.au/our-community/school-council>

SCHOOL MOTTO

'Honour above all' is the school motto. It appears on the school badge and has been used as the structure for our Honour Values - Honest, Optimistic, Nurturing, Organised, Understanding, Responsible.

SCHOOL RULES

School rules exist to ensure the safety of all children. Our school rules and Student Code of Conduct align with our Values program. Along with our HONOUR values, we observe the following rules at school which involve common sense behaviour, respect for self, others and property, and healthy, safe actions and behaviours:

- Be respectful
- Be responsible
- Be your best



SEVERE WEATHER EVENTS

Heat wave

Indoor breaks may be required when weather conditions pose an extreme risk of heat illness eg ambient temperature above 36°C AND relative humidity above 30%

Physical activity may be limited when there is a high to very high risk of heat illness eg ambient temperature 31 – 35 °C AND relative humidity above 50%. Responses may include limiting the intensity or duration of activity and it may be required to have indoor breaks.

Dangerous storm activity

During a dangerous weather event the principal will decide if a school lockdown or other measures are necessary to keep our students and staff safe e.g., predicted severe electrical thunderstorm, dangerous winds, large hail, and intense localised rainfall leading to flash flooding. If this is expected to occur at around 3:00pm or during the pick up period before 3:30pm, a message will be posted on the school website and Facebook page and if appropriate, sent to parents via email or SMS. Various contingencies are in place for the 10-20 minutes usual duration of intense storm activity.

Responses may include:

Option 1. Shelter in Place – Children stay in classrooms or move to agreed spaces in their year level to wait out the storm. This option would be used if a storm is occurring/imminent at 3:00pm.

Option 2. Children who travel home by themselves and children whose parents collect them after 3:15pm from pick up zones are asked to Shelter in Place to wait out the storm. Children whose parents collect them before 3:15pm are released to go straight to pick up zones. This option may be used if a storm is expected after 3:15pm.

Option 3. Children who travel home by themselves move to the Tuckshop covered area until it is safe to leave whilst other children are released to move to pick up zones. This option is for a storm expected to arrive after the time most children have usually been collected from pick up areas but before children who are walking would arrive home or when children would still be waiting at bus stops.

Option 4. Parents may be encouraged to collect their children after 2:00pm to avoid a particularly dangerous storm predicted to coincide with pick up time. Staff will supervise children who are not collected early according to Options 1, 2 or 3.

Option 5. If conditions deteriorate, staff supervising at bus stops and in pick up zones may escort students to shelter until the storm has passed eg move from Taringa Parade to pool changerooms, move from Moggill Rd bus stop to under B block, move from Russell Terrace to K block covered area, move from Moore Park to the Prep covered area.

SOCIAL MEDIA PROFILES

The school has a Facebook page which is used to share and showcase school events and activities. This is another way of keeping up to date with school events. Please visit and “like” the official [Indooroopilly State School Facebook](#) page.



SOCIAL WORKER – see SUPPORT SERVICES

SPECIALIST PROGRAMS

Students benefit from the service offered by our specialist teachers which includes, but is not limited to, the following:

- Music Teachers
- Instrumental Music Teachers
- Health and Physical Education Teachers
- Languages other than English (LOTE) Teacher (Mandarin Chinese)
- Inclusion Support Teachers
- The Arts teachers
- Digital and Design Technology

We also access a number of 'off site' professionals.

SPORT

Sporting activities are an important part of the school curriculum and children are encouraged to join in at all levels. As well as intra and inter-school sport activities, a wide range of skills are developed during weekly class lessons conducted by our Physical Education teachers.

Interschool Sport

Years 5 and 6 students participate in interschool sport with other local schools. There are two, 4-week seasons which are held on Fridays in Term 2 and Term 3. Students either participate in school-based sport or competitive inter-school sports. Some options incur a cost. All students leaving the school grounds for inter-school sport must be in full school uniform, including a broad-brimmed hat. Brisbane City Council buses are hired for students to travel to other locations.

Private sports coaching at school

On-site coaching is sometimes offered by external companies. Please contact providers directly for further information.

Guse Tennis	Before school coaching 3271 3852 https://gusestennis.com.au/
Go Sports	Before school coaching 0478 079 928 www.gosports.com.au
Element Swimming	Before and after school lessons and squad training 1800 979 739 https://www.elementswimming.com.au/indooroopilly

STEM (SCIENCE, TECHNOLOGY, ENGINEERING AND MATHEMATICS)

Students have opportunities to engage in STEM activities through enhanced curriculum delivery, partnerships with STEM specialists and extra-curricular programs e.g., Robotics club. The school has a specialised STEM-resourced room that classes access as and when appropriate.

STUDENT CODE OF CONDUCT

Consistent with the requirements of the Department of Education's policy on The Code of School Behaviour (2006), our school has established a Student Code of Conduct which aims to:

- Focus on our school core values
- Support responsible behaviour that acknowledges and protects mutual rights, and
- Enhance the development of positive and productive relationships through the provision of a supportive and stimulating learning environment.

To achieve our goals, we strive to establish and maintain an environment in which the dignity and worth of each individual, quality interpersonal relationships and fair and just practices are valued. We work to eliminate harassment, bullying, inappropriate language, as well as aggressive and other socially unacceptable behaviours.

At our school, we accept that everyone has rights and responsibilities. The teachers provide appropriate instruction through a range of strategies and expect students to uphold our school values and our code of conduct which focuses on

care, respect, courtesy, valuing property and the good image of the school. Basic rules are specified for the classroom, the playground and for school-wide activities.

Our preferred practices emphasise preventative, corrective and supportive actions through the use of non-confrontational language. Where appropriate, teachers and students negotiate classroom reward systems and apply consequences for infringements that are fair, just, certain and logical. When necessary, students may require additional support through a counselling and welfare program which utilises resident and off-site expertise. A copy of our [Student Code of Conduct](#) can be accessed via our website.

STUDENT COUNCIL

The Student Council consists of all School Captains as well as elected class representatives from Years 3 – 6 (Years 5 and 6 students also represent Years Prep, 1 and 2). The Student Council meets on a regular basis to discuss a wide range of issues raised by the students. Class representatives are presented with their badges at a special assembly in Term 1.

STUDENT RESOURCE SCHEME (SRS)

Our school's Prep and Instrumental Music programs are funded by a Student Resource Scheme to contribute to the specific additional costs associated with providing resources for these programs. The items required under this scheme are not funded by school grants – they are items that parents would otherwise be required to purchase individually at far greater expense. The SRS funds these purchases, providing cost savings through bulk purchasing.

The Prep SRS is a cost-effective way of providing students with the resources they need to engage with the curriculum. As well as the Booklist resources that parents supply at the start of each year, the school purchases the additional resources, consumables and materials needed to support curriculum requirements of these programs.

SUNSMART STRATEGY

A SunSmart school is one that has a comprehensive sun protection policy with total school community support. The policy outlines expectations for curriculum, behaviours and the school environment. Hats, sunglasses, swim shirts and sunscreen are important components. Broad-brimmed school hats are worn when students are outdoors. Students without hats must remain in covered areas at break time. Sunscreen is available in classrooms. Parents are requested to encourage their children to apply sunscreen to their face, neck, arms and legs before coming to school.

SUPPORT FOR FAMILIES FROM NON-ENGLISH-SPEAKING BACKGROUNDS (NESB) -

With over 50% of our families and students having a language background other than English, we have volunteer liaisons to represent some of the 50+ different language groups here at ISS. These liaisons can assist with many things, including the enrolment process, translation of documents, interpreting in interviews and connecting new families with others. Contact the office if you would like to volunteer to assist or ask if there is a language liaison in our parent community who may be able to help you.

Below are some of the liaisons from the P&C Association and our school staff.

Mandarin/Cantonese - 需要翻译帮助的家庭请联系Hong indross.chinese@gmail.com

Russian - Русскоговорящие семьи, которым нужна помощь переводчика, могут обращаться к Юлии Эбблвайт по следующему адресу yuliyaebblewhite99@hotmail.com

Tamil - மொழிமெயர்ெப்பில் உதவி ததவைெெடு குடு ெங்கள் ெொசுகிவய vsoma1@eq.edu.au இல் மதொடர்பு மகொள்ளவு

SUPPORT SERVICES

A range of support services are available to the school.

Advisory Visiting Teachers

Advisory visiting teachers provide specialist services to our school on a needs or criteria basis eg speech, hearing, vision, autism, ADD, ADHD, occupational therapy. They assist teachers in the management and design of programs for students identified with specific social, emotional, behavioural and learning needs.

Chaplain

Our school has a Chaplain on site on a part time basis. The Chaplain supports students and staff in classrooms and around the school. Contact with the School Chaplain can be made through class teachers. A school chaplain is a safe person for young people to connect with at school and provides a listening ear, caring presence, and a message of hope. Chaplains run positive, fun activities for students and assist in fostering supportive, caring school communities.

Working with other members of the school's support team, the chaplain cares for students struggling with issues such as difficult relationships with other children or family members, poor self-esteem, family breakdown, and depression. The partnership between the school and the chaplaincy service, supported by local churches, businesses and community organisations, provides a network of local support and assistance. These positive relationships help young people to face difficult issues, and provide hope, connection, meaning, and purpose. The chaplaincy service is available to everyone in the school community regardless of their religious beliefs.

EAL/D Teachers (English as an Additional Language or Dialect)

Students for whom English is an additional language receive support, when necessary from onsite specialist teachers. Classroom learning programs are complemented by teaching basic speaking and reading skills. Classroom support is provided by monitoring student progress and providing advice and appropriate materials. Students may be withdrawn from class for short periods eg 1 hour of intensive work. Regular feedback is provided to teachers.

Guidance Officer

A Guidance Officer is available on a part time basis, 4 days per week. The GO offers a range of services including the assessment of students referred via the school student services committee. Tests may include standardized cognitive, behavioural and psychometric tests. Access to the GO is via a referral service and can be arranged via the Principal or a Deputy Principal. The GO determines appropriate help and support including further referral to community health agencies and/or Education Queensland's specialist services. The GO works closely with families, school staff and a range of other professionals to ensure the best educational outcomes for students.

Speech Language Pathologist

A Speech/Language Pathologist is available on a part time basis to assess, review and provide support for students during the year. Parents are contacted to discuss the results with the pathologist.

Occupational Therapists and Physiotherapists

The Inclusion Team regularly review student data to ensure that the school consults with occupational therapists and physiotherapists to assist students requiring additional support.

Social Worker

A Social Worker is available on a part time basis to support children's mental health and social and emotional well-being in the school setting. Services provided include psychosocial assessment, individual counselling, group work and family support. They work collaboratively with the Inclusion Team to provide holistic support for students within the school setting. If you would like to know more, please speak with your class teacher or contact the office.

SWIMMING

Swimming instruction

In Term 1 and Term 4 swimming instruction occurs in our heated school pool during school Physical Education lessons. Lessons are conducted by the Physical Education teachers with teacher aides and volunteer parent helpers. Children are required to wear swimmers, a bathing cap and sun shirt. Goggles are recommended. Swimming is part of the curriculum and all students are expected to participate in lessons unless medical or physical issues prevent them from doing so. Written advice is required if your child is unable to participate. Prep students swim in Term 4 only.

Friday Night Swim Club



In Terms 1 and Term 4 the P&C operates a Friday night swim club. There is a free swim from 5:45pm with events starting at 6pm, and BBQ and canteen available. Parents must attend to supervise their swimmers, and volunteers are essential for club nights to run - we need all families to take turns across a variety of roles to ensure club nights run smoothly! There is a \$50 membership fee for each swimmer, which will help to cover running costs, lifeguard costs and the end of season awards and celebration in Term 1. All school age swimmers from the local area are welcome!

Each swimmer needs to be nominated each week in their preferred events, via the [Swim Club Connect](#) Meet Manager app. This app has a small subscription fee, but allows the swim club to arrange heats, sign up volunteers, time races and keep track of personal bests with ease. [Click here for registration instructions.mailto:](mailto:fridaynightswimclub@isspandc.org.au) If you have any questions please email fridaynightswimclub@isspandc.org.au or come along for a trial.

Private Swimming Lessons

A before-school, after-school and holiday swimming program is conducted by Element Swimming throughout the year. The program is supervised by a qualified coach and provides classes for a range of abilities from beginner to advanced as well as squad training. Full details are available via the [Element Swimming](#) website.

TENNIS COURTS

Our tennis courts are available for hire after 6pm on school days and on weekends by [booking online](#). Please contact the P&C for information tennis.coordinator@isspandc.org.au.

Private tennis lessons for students are offered before school. Please contact Wayne Guse (coach) on 3271 3852 for further information.

THE RESILIENCE PROJECT

 The importance of supporting student mental health and wellbeing is well established. Nurturing student wellbeing in safe and inclusive school environments helps children and young people to be resilient, confident and lifelong learners. Resilient and confident students not only perform better academically but are more likely to develop and maintain healthy, positive relationships and make responsible lifestyle choices.

We have chosen to partner with [The Resilience Project](#) to improve staff, student and family wellbeing. TRP provides audio-visual materials and printed resources for TRP lessons. A workbook for each student includes a reflective journal. Lessons include individual and group activities related to the key pillars of gratitude, empathy, mindfulness and emotional literacy.

Over time, supporting children to develop positive habits to integrate wellbeing strategies leads to improved mental health. When children are calm and happy, improvements occur in academic results and behaviour.

Presentations and webinars will be available throughout the year for our whole school community – including students, staff and parents.

TUCKSHOP

tuckshop.manager@isspandc.org.au

The school tuckshop operates for the convenience of students and staff. The tuckshop is operated in a purpose-built facility and managed by a paid convenor under the direction of the P & C Association. The service operates five days per week for the purchase of morning teas and lunches.

An online ordering system operates via [Flexischools](#). Orders must be placed by 8am.

Morning Tea is only available to Year 1 – 6 students. It is collected from the tuckshop by individual students.

Lunches are available for all year levels. Orders are collected by class monitors and distributed in the classroom.

UNIFORM DRESS STANDARD

Indooroopilly State School's Uniform & Appearance policy is endorsed by the ISS School Council and P&C. It requires that all students wear approved school uniform every day. A note from a parent is required when a student is not in correct or complete school uniform explaining why, and when this will be rectified.

The school community believes that a uniform dress standard helps in the promotion of the image of the school. The uniform encourages students to uphold that image by accepting that every time they wear the uniform, they are representing the school and its values. We seek parent co-operation in accepting their part in the shared responsibility needed for the maintenance of our uniform dress standard.

Please ensure your child wears;

- a broad-brimmed royal blue school hat every day. Baseball caps or other hats are unacceptable.
- correct footwear, primarily black or white shoes without bold colours or laces. Shoes must be enclosed shoes, not

- sandals, and suitable for all physical activities. Primarily black or white shoes without bold colours or laces
- socks should be no longer than ankle length and either black or white
- hair that sits below collar length tied back completely and fringe secured out of eyes.
- ribbons, scrunchies and other hair accessories should be royal blue, yellow or white
- no jewelry except for a watch, religious or medical items, and small stud earrings (hoop or ring styles of earring are not permitted as they pose more of a safety risk)
- no nail polish or make-up is to be worn (students will be directed to remove nail polish and make-up)
- winter attire should be royal blue to align with the school colours, if not purchased from the Uniform Shop
- any items of cultural dress worn in addition to uniform items must be royal blue, yellow or white
- stockings or leggings can only be worn under dresses, skirts or shorts and should be navy blue or white. Royal blue is not readily available for these items.
- long sleeved shirts may be worn under the ISS polo or dress and should be royal blue, yellow or white.

Please ensure that every item of clothing is clearly labelled with the child’s FULL NAME and CLASS.

UNIFORM SHOP

uniform.manager@isspandc.org.au

The Uniform Shop is operated by a paid convenor and parent volunteers on behalf of the P&C Association. Both new and second-hand uniform items are available from the Uniform Shop, which is situated on the ground level of B Block (near the tennis and basketball courts). The Uniform Shop welcomes donations of second-hand items in a suitable condition for sale.



The Uniform Shop is open during school term on Tuesdays and Thursdays from 8:15am – 9:15am. EFTPOS facilities are available. Online orders for new uniforms can be placed via [Flexischools](#). The cut off time for online orders is 4pm of the day prior to service. Online orders can either be collected from the Uniform Shop or placed in the class tray for collection by the teacher then sent home with your student.

Please refer to Appendix 1 and the school website for the current price list and to preview items and sizing in the lookbook-
<https://indooroopillyss.eq.edu.au/facilities/uniform-shop>

USER PAYS SCHEME

As part of our curriculum enhancements, and in moving away from textbooks, the school sources subscriptions to learning support services including Mathletics, Accelerated Reader and Seesaw for use by students. Subscriptions are purchased by the school with a bulk discount and fees are invoiced to parents without profit to the school. Each year level subscribes to age-appropriate services and programs as detailed in our booklists, and parents are invoiced accordingly.

VACATION CARE (See “Out of School Hours Care”)

VALUES PROGRAM – H.O.N.O.U.R. Values

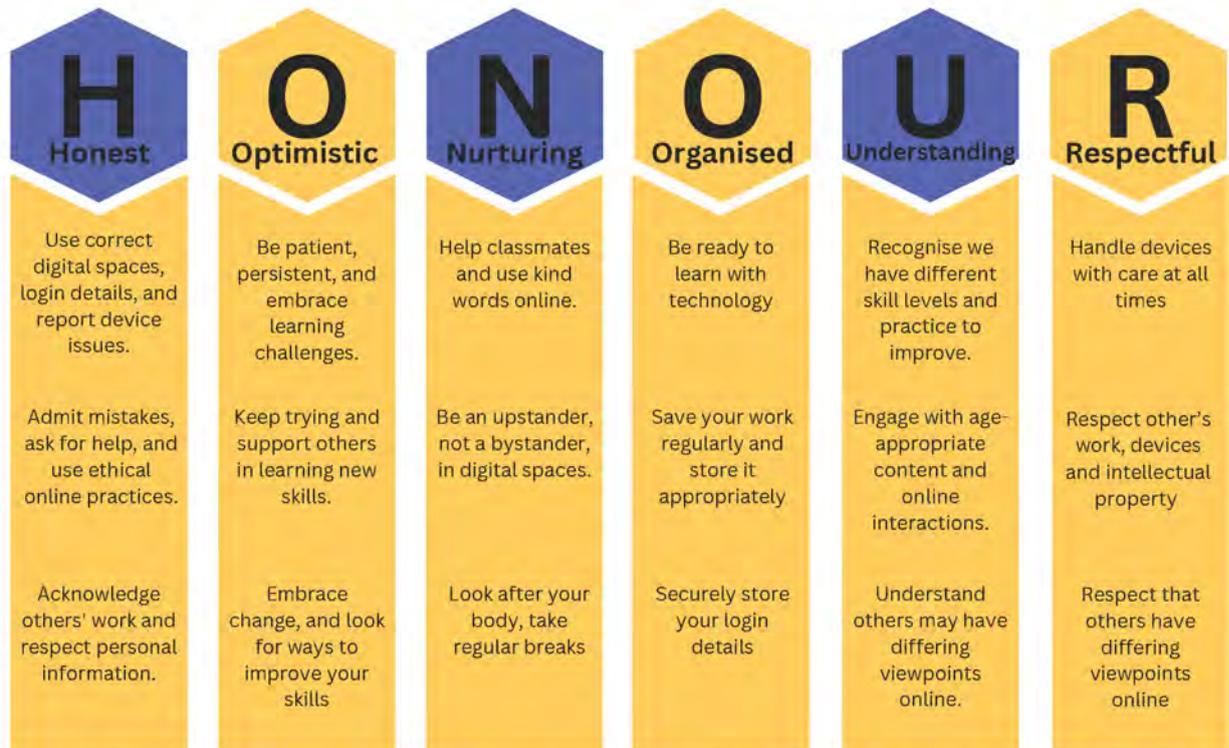
Our school motto has been used as the structure for our six values – **“Honour Above All”**.

We strive to incorporate Values education in our day-to-day learning environment in a meaningful and relevant way. We focus on instilling a set of core values into the daily life and actions of each child. Students, staff and parents work together through successful relationships and partnerships based on mutual respect. Our core school values have been identified by the school community and underpin all school activities.

H	Honest	Be sincere, truthful and always show integrity.
O	Optimistic	Be positive, do your best and endeavour to succeed.
N	Nurturing	Care for, support and include others by showing kindness and consideration.
O	Organised	Take ownership and responsibility to be a self-managed learner and strive for excellence.
U	Understanding	Celebrate our uniqueness, compassion and tolerance towards others. Show empathy towards others.
R	Respectful	Treat our school property and each other in a respectful manner, showing regard for our school and community values.

HONOUR Online

[HONOUR Online](#) is the digital intelligence version of the school values program. It supports students to work safely and respectfully in the digital world.



HONOUR-ONLINE



Our Values Coach- Indi

Indi is the school 'Values Coach'. Indi is pictured in various locations around the school, displaying messages that remind our students of our values and expectations. Indi often attends special events and HONOUR Values parades.



VISITORS

Any person visiting the school that is not a parent must sign a Register of Visitors in the administration office and be issued with a distinctive temporary visitor badge to wear whilst on site to identify them as permitted personnel. Staff will confirm they are holders of valid Blue Cards and have undertaken Student Protection Training.

VOLUNTARY CONTRIBUTIONS

Each year we write to every family requesting supporting by making voluntary contributions to our school, to provide additional resources for your children to use in their classroom as part of their education. While our school receives funding from the government, your support in providing this voluntary contribution greatly assists our school and enables us to enhance programs and resources to benefit your children.

The school encourages families to give an annual voluntary contribution to support the school, in the enhancement of curriculum programs throughout the year. We ask for a voluntary contribution of \$75 per student, as approved by the P&C. The specific intent for the funds raised is to improve resources available to the students. In recent years voluntary contributions have updated and upgraded reading resources across the school, including expanding our range of reading texts to support the implementation of new units and versions of the Australian Curriculum. We very much appreciate any financial contribution your family is able to provide to improve resources available to the students.

VOLUNTEERING

Parent volunteers are welcome in classrooms by arrangement with class teachers. Our Physical Education Staff also appreciate volunteers for sporting events, coaching interschool sport teams and swimming lessons. Classroom teachers often welcome the opportunity to have extra assistance from parents eg listening to small groups of students while reading; volunteering for swimming lessons in Prep -Year 2 classes; assisting with excursions or sports events. Parents with particular skills (e.g., art, computer skills etc.) are especially invited to share these with the children. Teachers will advise parents at the beginning of the school year of the range of tasks available and convenient times to assist. Class Parent Reps may also put a notice in the class Whats App group requesting volunteers during the year either for supporting the class or participating in P&C events.

The following procedures assist school staff to maintain a safe environment for our children and parent volunteers:

- Parents must abide by the Parent Responsibilities as described in the Behaviour Management Plan.
- Before acting as a volunteer, parents must provide their declaration from the [Key Messages Guide of the Mandatory All Staff Training](#) program. Volunteers for swimming and those helping with activities that do not include their own children must hold a valid Blue Card.
- We ask that all parent volunteers sign a Register of Volunteers at the classroom or event location upon arrival and wear a distinctive temporary volunteers identification badge. This helps to identify permitted volunteers and to account for all persons on site in the event of an emergency evacuation. Upon departure, the volunteer badge should be returned as part of the sign-out procedure.

WEBSITE

Our [school website](#) contains information about our school and its community. It is designed to assist parents, students and staff and is updated on a regular basis.

The following sections of our website may be of interest:

Our School: [Principal's welcome](#); [Mission and values](#); [Rules and policies](#)

Curriculum: [BYOD](#); [Music](#); [Health & Physical Education](#); [Teaching and learning](#)

Co-curricular: [Academic](#); [Sports](#); [Clubs](#); [Religious Instruction](#)

Facilities: [OSHC](#); [Tuckshop](#); [Uniform Shop](#)

Community: [P&C](#); [School Council](#)

Supports & Resources: [Student services & support programs](#); [High capacity students](#); [Behaviour management](#)

WHATS APP CLASS GROUPS (P & C)

Indooroopilly P&C uses an app called Whats App to send out messages, notices of events and organize volunteers. The chat function provides a way to meet other parents, seek help and have questions answered. We encourage parents of each class to connect with each other in a meaningful and productive way. Please contact your class Parent Representative to join the group for your class.

WRITERS' WORKSHOP

Students in Years 3 – 5 have the opportunity to apply for the annual two-day Writers' Workshop. Students spend a day offsite working with an author and the following day is spent conferencing and completing their texts. A booklet is published at the end of the camp to celebrate student outcomes.

APPENDIX 1. UNIFORM SHOP PRICE LIST(from 1st October 2025, prices subject to change)

ITEM	SIZE	PRICE
UNISEX		
Cotton Hat	XS, S, M, L, XL	\$10.00
Legionnaire Cap	One size	\$8.00
Unisex Polo	4, 6, 8, 10, 12, 14, 16, 18, 20	\$40.00
Unisex Performance Shirt	4, 6, 8, 10, 12, 14, 16, 18	\$48.00
Swim Cap	One Size	\$9.00
Unisex Shorts - larger sizes only	L, XL, 2XL	\$23.00
GIRLS		
Girl Shorts (pleated front)	2, 4, 6, 8, 10, 12, 14, 16	\$25.00
Scrunchy ***	Blue, one size	\$3.00
Dress (only available for Year 1 – Year 6 students)	5, 6, 8, 10, 12, 14, 16	\$55.00
Girl Performance Pants	4, 6, 8, 10, 12, 14, 16	\$42.00
BOYS		
Boy Shorts (gathered front)	2, 3, 4, 6, 8, 10, 12, 14, 16	\$21.00
Boy Performance Pants	4, 6, 8, 10, 12, 14, 16, 18	\$44.00
BAGS		
School Bag	One size	\$59.00
Library/Swimming Bag	One size	\$10.00
Landscape Homework Bag	One size, blue	\$9.00
Chair Bag	One size	\$11.00
WINTER		
Tops (Unisex)		
Fleecy Jumper	4, 6, 8, 10, 12, 14, 16	\$42.00
Fleecy Jacket	4, 6, 8, 10, 12, 14, 16, 18	\$52.00
Microfibre Jacket	4, 6, 8, 10, 12, 14, 16, 18	\$68.00
Bottoms (Unisex)		
Fleecy Pants	4, 6, 8, 10, 12, 14, 16	\$38.00
Microfibre Pants	4, 6, 8, 10, 12, 14, 16, 18, 20	\$53.00
Leggings *** (to be worn under skirt, dress or shorts)	4, 6, 8, 10, 12, 14, S, M, L	\$22.00/\$26.00

*** No refund / Exchange for hygiene purposes

APPENDIX 2. EXCLUSION PERIODS FOR INFECTIOUS/COMMUNICABLE DISEASES



Time Out
Keeping your child and other kids healthy!

Queensland Health



- Information for a number of infectious conditions that may require¹ exclusion of children from school, education and care services.
- Additional public health *recommendations* that apply to children and adults.
- To assist medical practitioners, schools, preschools and childcare facilities to meet the public health *requirements¹ and recommendations.*

^{*}Refers to contagious conditions as per the Public Health Regulation 2018.
¹ Observing the exclusion period meets the intent of the Public Health Act 2005 for a person to be non-infectious. See schedule 4 of the Public Health Regulation 2018 for a complete list of contagious conditions and their exclusion criteria.
² Doctors should notify the local Public Health Unit as soon as possible if children or staff are diagnosed with these conditions. Refer to page 2 for Public Health Unit contact details.

Condition	Person with the infection	Those in contact with the infected person (The definition of "contact" will vary between diseases)
*Chickenpox (varicella)	EXCLUDE until all blisters have dried, and at least 5 days after the onset of symptoms. ¹	EXCLUSION MAY APPLY EXCLUDE non-immune pregnant women and any child with immune deficiency or receiving chemotherapy. Advise to seek urgent medical assessment. <i>Contact your Public Health Unit for specialist advice.</i> Also see Shingles Information below.
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 weeping. Sores should be covered with a dressing where possible.	NOT EXCLUDED
Conjunctivitis	EXCLUDE until discharge from eyes has ceased unless a doctor has diagnosed non-infectious conjunctivitis.	NOT EXCLUDED
*COVID-19	EXCLUDE until symptoms have resolved, normally 5–7 days.	NOT EXCLUDED
Cytomegalovirus (CMV)	NOT EXCLUDED pregnant women should consult with their doctor.	NOT EXCLUDED pregnant women should consult with their doctor.
Diarrhoea and/or Vomiting <i>Including:</i> <ul style="list-style-type: none"> • amoebiasis • campylobacter • cryptosporidium • giardia • rotavirus • salmonella • *gastroenteritis <i>but excluding:</i> <ul style="list-style-type: none"> • *norovirus • shigellosis • toxin-producing forms of E.coli (STEC) 	<p>Exclusion periods may vary depending on the cause.</p> <p>EXCLUDE a single case until the person, has no symptoms ¹ (includes vomiting if applicable), is feeling well and they have not had any loose bowel motions for at least 24 hours or if the person has confirmed norovirus exclude for at least 48 hours.¹</p> <p>EXCLUDE all persons who prepare or serve food until they have not had any diarrhoea or vomiting for 48 hours.</p> <p>NOTE: If there are 2 or more cases with diarrhoea and/or vomiting in the same location, which may indicate a potential outbreak OR a single case in a food handler, notify your Public Health Unit.</p> <p>Diarrhoea: 3 or more loose stools or bowel movements in a 24 hour period that are different from normal and/or escapes a child's nappy.</p> <p><i>See information below if norovirus is confirmed or considered likely as the cause of diarrhoea and vomiting.</i></p> <p>NOT EXCLUDED</p>	
*Enterovirus 71 (EV71 neurological disease)	EXCLUDE until written medical clearance is received confirming the virus is no longer present in the person's bowel motions. ¹	NOT EXCLUDED
Fungal infections of the skin and nails (ringworm/tinea)	EXCLUDE until the day after antifungal treatment has commenced. (No exclusion for thrush).	NOT EXCLUDED
Glandular fever (mononucleosis, Epstein-Barr virus)	NOT EXCLUDED	NOT EXCLUDED
*German measles (rubella) ¹	EXCLUDE for 4 days after the onset of rash ¹ or until fully recovered, whichever is longer. Pregnant women should consult with their doctor.	NOT EXCLUDED pregnant women should consult with their doctor.
*Haemophilus influenzae type b (Hib)	EXCLUDE until the doctor confirms the person is not infectious and has completed 4 days of appropriate antibiotic treatment. ¹ <i>Contact your Public Health Unit for specialist advice.</i>	EXCLUSION MAY APPLY <i>Contact your Public Health Unit for specialist advice.</i>
Hand, foot and mouth disease	EXCLUDE until all blisters have dried.	NOT EXCLUDED
Head lice	Exclusion is not necessary if effective treatment is commenced before next attendance day (i.e. the child does not need to be sent home immediately if head lice are detected).	NOT EXCLUDED
*Hepatitis A²	EXCLUDE until at least 7 days after the onset of jaundice; ¹ OR for 2 weeks after onset of first symptoms, including dark urine if there is no jaundice. If a person is asymptomatic <i>contact your Public Health Unit for Specialist advice.</i>	NOT EXCLUDED <i>Contact your Public Health Unit for specialist advice about vaccination or treatment for children and staff in the same room or group, children transferring to another centre and new enrolments.</i>

November 2022



Condition	Person with the infection	Those in contact with the infected person ¹
Hepatitis B and C	NOT EXCLUDED cover open wounds with waterproof dressing.	NOT EXCLUDED
Hepatitis E	EXCLUDE until at least 2 weeks after the onset of jaundice.	NOT EXCLUDED
Human immunodeficiency virus (HIV/AIDS)	NOT EXCLUDED cover open wounds with waterproof dressing.	NOT EXCLUDED
Influenza and influenza-like illness	EXCLUDE until symptoms have resolved, normally 5–7 days.	NOT EXCLUDED
*Measles ²	EXCLUDE until the doctor confirms the person is not infectious but not earlier than 4 days after the onset of the rash. ¹ <i>Contact your Public Health Unit for specialist advice.</i>	EXCLUSION MAY APPLY NOT EXCLUDED vaccinated or immune contacts. EXCLUDE immuno-compromised contacts (including those receiving chemotherapy) until 14 days after the appearance of the rash in the last case. EXCLUDE non-or incompletely vaccinated contacts, without evidence of immunity. <i>Contact your Public Health Unit for specialist advice.</i>
Meningitis (bacterial)	EXCLUDE until well and has received appropriate antibiotics.	NOT EXCLUDED
Meningitis (viral)	EXCLUDE until well.	NOT EXCLUDED
*Meningococcal infection ²	EXCLUDE until the treating doctor confirms the child is not infectious and at least 24 hours of appropriate antibiotics have been completed. ¹ <i>Contact your Public Health Unit for specialist advice.</i>	NOT EXCLUDED <i>Contact your Public Health Unit for specialist advice about antibiotics and/or vaccination for close contacts.</i>
Molluscum contagiosum	NOT EXCLUDED	NOT EXCLUDED
Mumps	EXCLUDE for 5 days after onset of swelling. Pregnant women should consult with their doctor.	NOT EXCLUDED pregnant women should consult with their doctor.
*Norovirus	EXCLUDE until no symptoms and no loose bowel motions for 48 hours. ¹	NOT EXCLUDED
Roseola, sixth disease	NOT EXCLUDED	NOT EXCLUDED
Scabies	EXCLUDE until the day after treatment has commenced.	NOT EXCLUDED
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
Shiga toxin-producing E.coli (STEC)	EXCLUDE until diarrhoea has stopped and 2 samples have tested negative. <i>Contact your Public Health Unit for specialist advice.</i>	EXCLUSION MAY APPLY <i>Contact your Public Health Unit for specialist advice.</i>
Slapped cheek syndrome, fifth disease (parvovirus B19, erythema infectiosum)	NOT EXCLUDED pregnant women should consult with their doctor. Note: Children are contagious until 24 hours after the fever resolves. Rashes generally occur after the infectious period has passed.	NOT EXCLUDED pregnant women should consult with their doctor.
Shigellosis	EXCLUDE until there has been no diarrhoea or vomiting for 48 hours. <i>Contact your Public Health Unit for specialist advice.</i>	EXCLUSION MAY APPLY <i>Contact your Public Health Unit for specialist advice.</i>
Shingles (herpes zoster)	EXCLUDE all children until blisters have dried and crusted. EXCLUDE adults if blisters are unable to be covered. NOT EXCLUDED in adults if blisters can be covered with a waterproof dressing until they have dried.	EXCLUSION MAY APPLY <i>Contact your Public Health Unit for specialist advice, including advice for pregnant women and any person who is immuno-compromised (including receiving chemotherapy).</i>
Streptococcal sore throat (including scarlet fever)	EXCLUDE until 24 hours of appropriate antibiotics have been completed.	NOT EXCLUDED
*Tuberculosis (TB) ²	EXCLUDE until written medical clearance is received from the relevant Tuberculosis Control Unit.	NOT EXCLUDED
*Typhoid ² and paratyphoid fever ²	EXCLUDE until appropriate antibiotics have been completed. ¹ Stool sample clearance will be required, <i>contact your Public Health Unit for specialist advice.</i>	EXCLUSION MAY APPLY <i>Contact your Public Health Unit for specialist advice.</i>
*Whooping cough (pertussis) ²	EXCLUDE until 5 days after starting appropriate antibiotics or for 21 days from onset of cough AND confirmed that they are not infectious. ¹ <i>Contact your Public Health Unit for specialist advice.</i>	EXCLUSION MAY APPLY for contacts of an infected person. <i>Contact your Public Health Unit for specialist advice regarding exclusion of non-or incompletely vaccinated contacts.</i>
Worms	EXCLUDE until diarrhoea has stopped for 24 hours and treatment has occurred.	NOT EXCLUDED

This is an assistive tool, it is not intended to replace clinical assessment, management or judgment.

If you have any medical concerns, contact your healthcare provider or 13 HEALTH (13432584)

For further advice on the information within this poster, contact your nearest Public Health Unit via 13Health or at www.health.qld.gov.au/system-governance/contact-us/contact-public-health-units

Further information on recommendations:

- Communicable Diseases Network Australia (CDNA) guidelines <https://www1.health.gov.au/internet/main/publishing.nsf/Content/cdnasongs.htm>
- National Health and Medical Research Council publication: infectious diseases in early childhood and education and care services, 5th edition www.nhmrc.gov.au/guidelines-publications/ch55
- Queensland Department of Health Communicable Disease Control Guidance <http://disease-control.health.qld.gov.au>



Use this QR Code to access a digital copy of this poster or visit www.health.qld.gov.au/public-health/schools/prevention

APPENDIX 3. CUMULATIVE IMPACT OF REGULAR ABSENCE & LATE ARRIVAL

Arriving just a little bit late perhaps doesn't seem like a big deal but did you know your child's best learning time is the start of the school day? That's when every minute counts the most!!

Students enter classes at 8:55am. Teaching starts at 9:00am

A child who misses..	misses..	In a year they miss..	and over 13 years of schooling they miss..
10 minutes per day	50 minutes per week.	Nearly 1 and a half weeks of school	Nearly half a year of education!!
20 minutes per day	1 hour 40 minutes per week.	Over 2 and a half weeks of school	Nearly one year of education!!
Half an hour per day	Half a day per week.	4 weeks of school	Nearly one and a half years of education!!
An hour per day	1 day per week.	8 weeks of school	Over two and a half years of education!!

Whole Day absences add up. To perform their best children should attend school every day unless they are unwell. That means not taking extended holidays or not missing school for non-essential reasons.

If your child misses..	that equals..	which is..	and over 13 years of school that's..	which means the equivalent of..
1 day per fortnight	20 days per year	4 weeks per year	Nearly 1.5 years	Finishing in Year 11
1 day per week	40 days per year	8 weeks per year	Over 2.5 years	Finishing in Year 10
2 days per week	80 days per year	16 weeks per year	Over 5 years	Finishing in Year 7
3 days per week	120 days per year	24 weeks per year	Nearly 8 years	Finishing in Year 4

Being on time and attending every day from 9:00am – 3:00pm will allow your student the best opportunity to succeed at school and is a habit that will serve them well throughout life.

Every Day Counts at Indooroopilly State School

APPENDIX 4. GUIDE TO REASONABLE AND UNREASONABLE EXCUSES FOR ABSENCE FROM PRIMARY SCHOOL

Parents should be encouraged to ensure their child misses as little school as possible. The school will work with families with respect and sensitivity to encourage them to have the child attend school to maintain a sense of routine. An appropriate response will be underpinned by the interests of the child.

The Principal will exercise professional judgement in determining if the explanation provided by a parent is reasonable explanation and the following are taken into consideration: the duration and timing of the absence, the student's past attendance record, the student's particular circumstances.

Reason	Description	Examples
School activity	Student is participating in an authorised school activity for school purposes.	<ul style="list-style-type: none"> Performing in school choir or band Attending a hospital school
Attendance not required	Student is not required to attend school as it is not included in their educational program.	<ul style="list-style-type: none"> Subject to a Public Health direction Students on a part-time educational program
Excursion	Student is participating in a school excursion.	<ul style="list-style-type: none"> Visits to venues outside the school School camps and overnight excursions
Sorry Business	Aboriginal or Torres Strait Islander student is participating in Sorry Business	<ul style="list-style-type: none"> ATSI Grief or cultural activities related to a bereavement
Off campus activity	Student is participating in an authorised activity that is away from the school campus.	<ul style="list-style-type: none"> Attendance at a Positive Learning Centre
Family reasons	Student is absent due to family circumstances beyond the influence of the student.	<ul style="list-style-type: none"> Moving house Transport issues Family member is ill or in hospital
Holiday	Student is on holidays. Families are requested to align travel with scheduled school holidays.	
Illness and health-related reasons	Student is unwell or attending a health-related appointment.	<ul style="list-style-type: none"> All reasons related to health including illness, health appointments, mental health concerns and school refusal.
Natural disaster	Student is unable to attend school due to an extreme weather event or natural disaster.	
Other	No other absence reason code is suitable	<ul style="list-style-type: none"> Religious observances Cultural events eg NAIDOC week Funeral attendance Extra-curricular assessment eg AMEB exam Legal matters eg.attending court Non-representative sport events Passport renewal or consular visit High school appointment
Sport	Representative sport at district, region, state or nation at an event recognised by the school.	<ul style="list-style-type: none"> District and Regional trials State championships School Sport Australia events
Exemptions	Student has been granted an exemption from schooling for a period greater than 10 consecutive school days.	<ul style="list-style-type: none"> diagnosis of terminal medical condition illness & not participating in hospital education diagnosed mental health condition

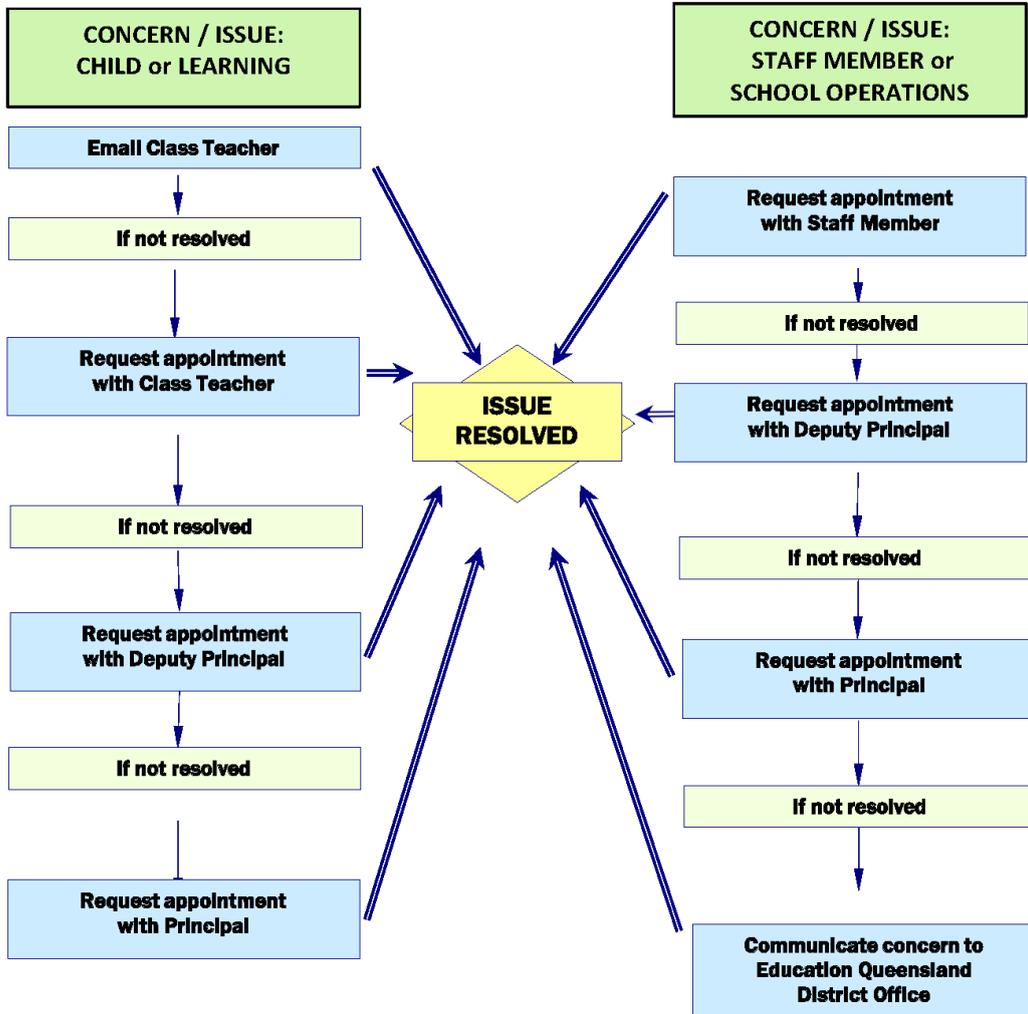
Unreasonable excuses for absence from school

The excuse given for a student absence may be deemed as unreasonable by the principal e.g.,

- No reason provided for absence
- Leisure activities
- Shopping
- Haircuts
- Visiting friends and relatives
- Celebrating birthdays

APPENDIX 5. PROCEDURE TO ADDRESS AND RESOLVE PARENT CONCERNS

Procedures to address and resolve Parent/Carer's concerns



Deputy Principal

Prep	Amy Howkins	ahowk1@eq.edu.au
Year 1 & 2	Wendy Fender	wfend1@eq.edu.au
Year 3 & 6	Julie Bliss	jmbli0@eq.edu.au
Year 4 & 5	Steve Box	sbox6@eq.edu.au

Principal	Debbie Spanner	dspan3@eq.edu.au
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APPENDIX 6. SCHOOL ANTHEM AND SONG

School Anthem (1996)

Chorus

*Forever Indooroopilly,
honour above all.
See us in blue and gold
determined and bold,
And ready for the call.
Forever Indooroopilly, wisdom
from the start,
Do your best is the rule, at our
caring school,
Indooroopilly in our heart.*

*Because we learn,
because we care,
Our hearts are always
beating there,
So we will forever share
Indooroopilly.
Because we're young,
because we're free,
Our voices sing with
certainty,
That forever we will be
Indooroopilly.*

Chorus

School Song (2017)

*Ind'roopilly here we
stand,
Different faces from
many lands
Everyone belongs,
United strong
together
Together connected, together we
care,
Curious, creative, together we
share.
Our future's here shining
bright
Honour above all.*

*Questions bring ideas to life.
Transforming hearts and minds.
Taking risks, learning as we
grow,
Climbing steps to reach our
goals.
Stepping up with
confidence,
We hold our
heads up high.
Ind'roopilly we
stand tall
Honour above all.*

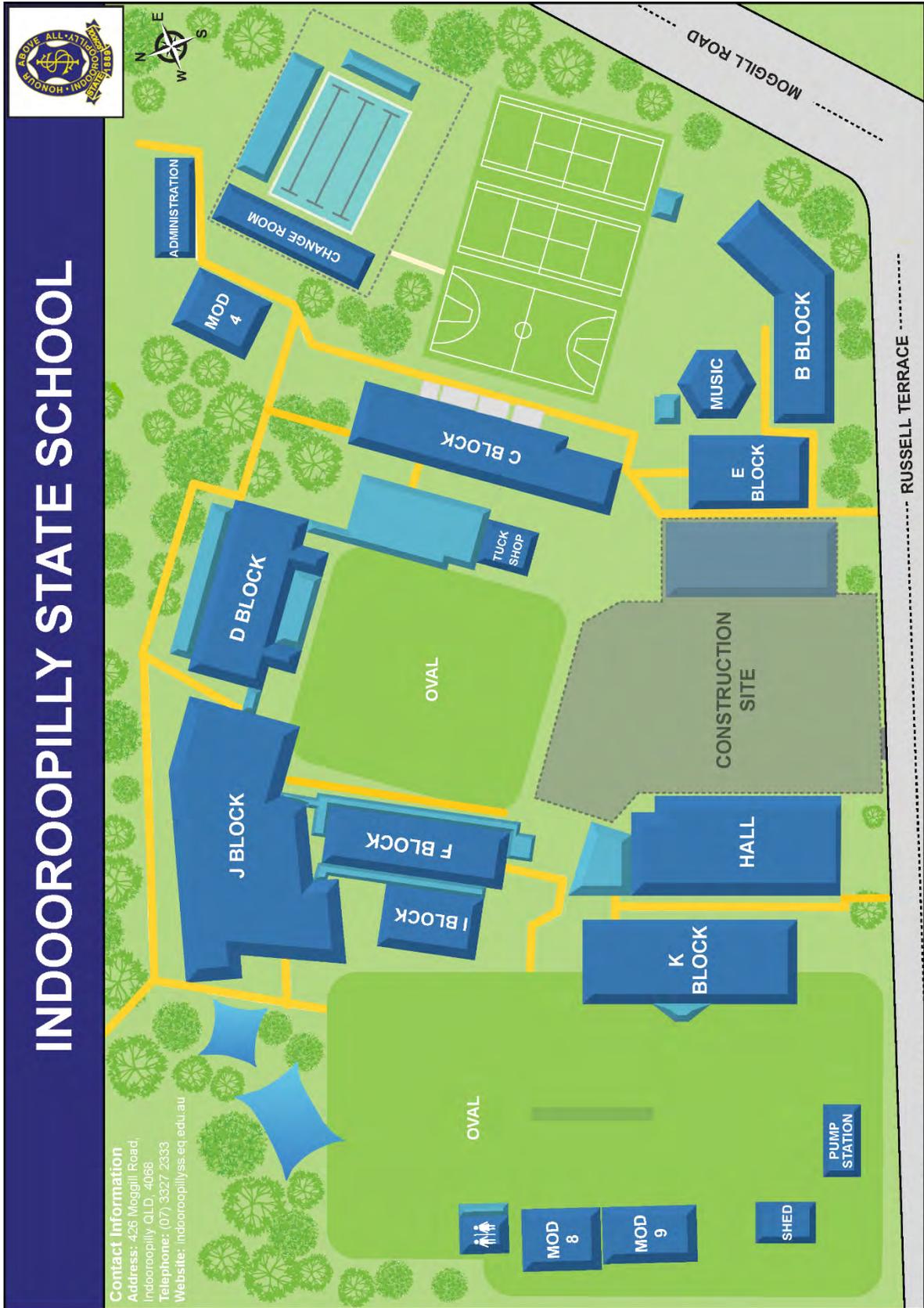
APPENDIX 7. STREET PARKING MAP

INDOOROOPILLY STATE SCHOOL



APPENDIX 8. SCHOOL MAP

Changes to building access may occur due to construction activities.



2026

School calendar

Queensland state schools

DECEMBER 2025	JANUARY	FEBRUARY	MARCH	APRIL
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
MAY	JUNE	JULY	AUGUST	SEPTEMBER
S M T W T F S 31 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 30 31 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
OCTOBER	NOVEMBER	DECEMBER	JANUARY 2027	FEBRUARY 2027
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 31 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28

- School holidays
- Public holidays
- Staff professional development/student free days
- Part public holiday after 6 pm

There are 195 school days in 2026.

Semester 1, 2026 commences for teachers on 22 January and for students on 27 January.

Staff professional development days

Staff professional development days for teachers are 22 and 23 January, 16 and 17 April and 4 September 2026. Schools are able to decide when they undertake the required hours for professional development for the flexible days, as long as they are on the flexible days, in the school holidays or out of school hours.

Public holidays

Queensland public holidays are set by the Minister for Industrial Relations.

Public holidays for local show days are not shown due to diversity of dates across the state.

Final dates for student attendance

20 November is the final date for Year 12 attendance for receipt of a Senior Statement. 27 November is the final date for student attendance in Years 10 and 11.

Some schools in regional, rural and remote areas will close for the summer holidays on 4 December.

The information in this calendar was correct at the time of publication but may be subject to change.

For more information and the latest version of this calendar, visit

www.education.qld.gov.au

