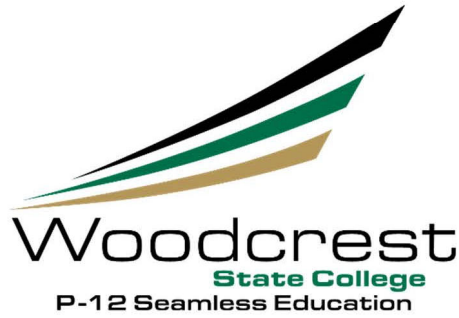




PRIMARY PARENT GUIDE 2025



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FROM THE EXECUTIVE PRINCIPAL /PRIMARY PRINCIPAL

Dear Parents and Carers,

Woodcrest State College is a unique school with amazing facilities, enthusiastic students, committed staff and supportive parents. The College is situated within the city of Springfield, which is continually growing in population and infrastructure. We will begin the 2025 school year with approximately 1750 students from Prep to Year 12, including approximately 750 students in our Primary school.

Across the college, we are focussed on building a culture of belonging where our students feel welcomed, challenged academically and supported to achieve a preferred pathway. Every child deserves access to an exceptional education that leads to a life of choice, not chance. Our school has established a great tradition of our students achieving academic excellence, with students offered a variety of learning pathways that cater for their educational needs and interests, including Technology, Sports and Arts programs. This is supported through our state-of-the-art facilities – technology hub; fully equipped gym; industry standard catering facility; professional dance studio, which our Primary students access for specialist programs.

Located on our College site is also a Trade Training Centre, known as Western Technical Excellence Centre (WestEC). This centre partners with TAFE southwest to provide a range of certificate courses that provide our students with the skills and qualifications for immediate employment or to further education.

Throughout the school, a dedicated and professional team of staff contribute to the learning of each student, tracking and monitoring student progress to enable every student the opportunity to experience success.

I look forward to welcoming your family as you join our fabulous college community.

Regards



Debbie Hansen
Executive Principal
Woodcrest State College



Nikki Finch
Primary Principal
Woodcrest State College



STARTING LEARNING IN 2025

Being in the right place

The first day

At the start of the 2025 school year, students in Prep – Year 6 commence the academic year on Tuesday 28th January. Students move directly to their class. Staff will be available in the Canteen area should you need assistance.

Students commencing after the start of the school year will be advised of their commencement date once their enrolment application is accepted. On their first day, they will need to arrive, wearing their full school uniform, at 8:30am at Student Services where they will receive their school class. Their Peer Supporter will conduct a tour of the school, introduce the student to key people and help them find their first class.

PRIMARY CAMPUS BELL TIMES FOR 2025

Before 8:30am	Parents are reminded not to arrive before this time. Students arriving before this time should be booked into OSHC.
8:45am	Warning Bell
8:50am	Roll marking – Class starts
9:00am	First session: Classes and specialist lessons commence.
11:00am	First break (40 mins)
11:40am	First break ends - Second session: Classes and specialist lessons commence
1:10pm	Second break (30 mins)
1:40pm	Second break ends - Third session: Classes and specialist lessons commence
2:50pm	Departure bell

PLEASE NOTE

All visitors to the College must report to the Campus Admin, Primary Admin or Student Services for induction and sign in.

Arrival and Departure

Students should arrive after 8:30am and leave before 3:15pm. All students are required to report to the following areas

Prep – Class blocks

Yr 1-2 to go to C Block

Yr 3-4 to go to G Block

Yr 5-6 to go to H Block

Pickup and Drop off

Students can be dropped off at the 'Stop Drop and Go' area in front of the primary entry. If you wish to walk your student to their class, parking is available in the council car park located at the front of primary admin. There is no parking available in the College grounds.

Contact Details

It is important that the College can contact parents and guardians at all times. Parents/guardians should advise the College of any change of student or parent personal details by completing a change of personal details form located on the College web site woodcrestsc.eq.edu.au and return it to enrolments@woodcrestsc.eq.edu.au or Student Services Office.

Contact Information

Campus Administration	3280 2444	office@woodcrestsc.eq.edu.au
Primary Campus		primary.office@woodcrestsc.eq.edu.au
Secondary Campus		secondary.office@woodcrestsc.eq.edu.au
Website		www.woodcrestsc.eq.edu.au
College Map		Available on College website

Hours of Operation

Campus 8:00am to 3.30pm

January holiday hours of operation:

Monday 20/1/25 - Friday 24/1/25

9.00am – 3.00pm

FINDING THINGS OUT

School communication to parents/guardians is generally sent via email or SMS.

How do I receive communication from the school?

Our primary communication source is via email through a program we use called Compass. This allows us to send emails in bulk to our large parent/carer community. Compass is a web-based system that is accessible on any modern web browser or by using the 'Compass School Manager' app available for IOS or Android. Use of Compass and accessing this portal will allow you to:

- View up-to-date class and school attendance information
- Approve or enter upcoming, or past, absences for your child
- Update your registered email and mobile number (used for SMS alerts) details
- Access information regarding upcoming events and news

The school communicates news through the following social media accounts:

- Facebook: <https://www.facebook.com/WoodcrestStateCollege>
- Instagram: https://www.instagram.com/woodcrest_state_college
- YouTube: <https://www.youtube.com/@woodcreststatecollege879>

The calendar of events is available on Compass and our website.

I want to contact a teacher

Teachers provide emails to parents at the start of the year. Please contact the Primary Office on primary.office@woodcrestsc.eq.edu.au

I want to find a school policy

The following Woodcrest State College policies and procedures are available on the school's website - <https://woodcrestsc.eq.edu.au/support-and-resources/forms-and-documents/documents>

- Assessment Policy
- Attendance Policy & Procedures
- BYOD Student Policy
- Debt Management
- Electronic Devices
- Enrolment Management Plan
- Handling Complaints
- Homework Policy
- Refund Policy
- Sun Smart Policy

WHAT DO I DO WHEN....

My child will be absent

To inform the College of your child's absence, please make contact by 8:45am on the day of absence in one of the following ways.

- Create an attendance note via the compass app (preferred option) <https://woodcrestsc-qld.compass.education/>
- Absence telephone line 3280 2460 and select option 2
- Absence email notification Student_Absences@woodcrestsc.eq.edu.au

In your message, please advise of your child's name, year level, the date of absence, the reason for absence and the expected duration of absence.

All correspondence in relation to an absence must be received directly from the parent/guardian. Messages that are presented on a student's device will not be accepted as an authorised parent/guardian request.

I want to request extended leave for my child

Extended leave arrangements should be raised and negotiated with the Primary Principal. Applications for extended leave are approved if they meet the guidelines and application categories outlined by Education Queensland.

My child will be late to school

All students who arrive after 9am are considered late to school. All students who arrive after 9am must report to Student Services to sign in. The following options to report late arrivals are:

1. Create an attendance note via the compass app from 8:50am to the estimated time of arrival and select a reason from the options available. (this is the preferred option)
2. Call 3280 2460 with a short message stating the students full name, estimated time of arrival and reason for being late.
3. Present to student services with your student
4. Send a note with your student.

I would like my child to leave school early

If your student needs to leave the school during the school day the following options to be used are:

- Create an attendance note in Compass from the time of pickup to 2:50pm and select a reason from the options provided (preferred option).
- Phone 3280 2444 and select option 2. Provide full name of student, year level and outline the reason for pick up.
- Student is to present to the Student Services building with a note from a parent/carer stating pick up time and reason for pick up.
- Teachers will be notified of early departure via email and student services will call the classroom for pick up.

Pick Up Procedure

- Please present to Student Services with Photo ID or specific identification that will identify you as the parent/carer.
- Student services will print out a departure slip which must be kept on you until you leave the school property.

Students do not have permission to meet outside of school gates and a parent/carer must be identified by staff at student services. Please ensure you have Photo ID. Your student will meet you at student services.

Note: If the person collecting the student is NOT listed as an emergency contact and we do not have permission from the parent/carer we will not be able to release the student.

My child has lost something

Lost property is managed by Primary Admin. Please ensure you label student's clothing and personal items so we can endeavour to return the lost items to your child.

Woodcrest State College
P-12 Seamless Education

Attendance - Every Day Counts

1 or 2 days a week doesn't seem much but.....

If your child misses....	That equals....	Which is....	and over 13 years of schooling that is....	Which means the best your child might perform is....
1 day per fortnight	20 days per year	4 weeks per year	nearly 1.5 years	equal to finishing in grade 11
1 day per week	40 days per year	8 weeks per year	over 2.5 years	equal to finishing in grade 10
2 days per week	80 days per year	16 weeks per year	over 5 years	equal to finishing in grade 7
3 days per week	120 days per year	24 weeks per year	nearly 8 years	equal to finishing off grade 4

DID YOU KNOW?
When students attend school they:

- ✓ Can achieve their full potential
- ✓ Have better career prospects
- ✓ Learn how to look after themselves and be healthy
- ✓ Grow in confidence
- ✓ Keep up with work and homework
- ✓ Make new friends

GOOD ATTENDANCE
Being in school at least 97% of the time.

REMEMBER...
Your education is important so don't miss out!

Woodcrest State College P-12

My child would like to buy lunch

The P&C at Woodcrest State College operates two canteens which provide a wide variety of healthy food at reasonable prices. One is located in our Primary Campus and the other in our Secondary Campus. The canteens operate on a daily basis during the year for lunch. A menu and price list is available on our P&C website:

<https://www.wscpc.com.au/secondary-canteen/>. We use an online ordering system called SchoolShop Online. All online orders need to be in by 8:45am for same day delivery. If you miss the cut off there is a modified menu you can order from 8:45 – 9:45. Primary students can only purchase snacks and ice-blocks over the counter at break times.

We also have a new way to pay. E-Wallet gives students the freedom of purchasing lunch with ease. More information can be found <https://schoolshoponline.net.au/default.aspx>.

My child has a health condition

Parents/carers provide current information to the College about their child's health condition/s, including written information from health professionals (e.g. doctor). An **Individual health plan/Emergency Health Plan** must be provided for any student:

- whose parents are requesting support outside the scope of first aid
- who is known to be at risk of a health emergency due to a diagnosed health condition.
- who requires health support procedure/s during school or school-related activities.

The school may seek Parent/Carer consent to refer to the State School Nursing Team to support staff and students with managing health conditions.

My child requires medication at school

All **medications** you provide for the school to administer to your child must be prescribed by a qualified health professional who is authorised to prescribe medications under the [Medicines and Poisons Act 2019](#) e.g. doctor, dentist, optometrist. State schools refer to these professionals as 'prescribing health practitioners' (practitioners).

For any medication to be administered to a student during school hours and/or during school-related events, provide the school with:

- a completed [Consent to administer medication form](#).
- the medication (in its original container, with intact packaging) with a completed current pharmacy label (that indicates that it is prescribed medication), and/or
- other written medical authorisation signed by the prescribing health practitioner, including:
 - a signed letter, or other signed written instructions
 - a Medication order to administer 'as-needed or routine' medication at school;
 - a completed and signed health plan

Medication should always be supplied to the school in its original container with the internal packaging intact i.e. sealed foil strip, sealed blister pack. Where packaging of individual medications is not intact i.e. the foil is no longer sealed around the tablet, the safety of the medication could be compromised and the school is unable to accept the medication.



Examples of prescribed medication intact packaging from Guidelines for the administration of medications in schools procedure pictured above

For further information, refer to the [Administration of medications in schools procedure](#) and the [Managing student's health support needs at school procedure](#).

If you have any queries, please contact the school administration by email to admin@woodcrestsc.eq.edu.au or via phone 07 3280 2444.

My child requires extra support

The Woodcrest State College Student Support Services team consists of:

- Guidance Officers
- Chaplain
- School Based Youth Health Nurse
- Youth Support Coordinator
- English As Another Language or Dialect (EAL/D) Teacher
- Inclusion Teachers and Inclusion DP
- Social Worker
- EQ Speech and Language Pathologist
- EQ Occupational Therapist and Physiotherapist
- Beyond the Broncos Student Support Officer
- Community Education Counsellor (CEC)

If your child requires extra support contact the primary office on primary.office@woodcrestsc.eq.edu.au.

Phones away for the day

Mobile phones are not permitted in the Primary School. Any student with a mobile phone must hand it into their teacher before school starts and collect it at the end of the day. Teachers will lock the phone into a mobile pouch and keep them safe during the day.

LOOKING THE PART

Students are required to wear the school uniform. We ask them to wear it and carry themselves with pride. Full details of the uniform requirements can be found at <https://woodcrestsc.eq.edu.au/facilities/uniform-shop>.



Prep Only

Sport Shirt & Shorts

Sport Shirt & Skort

Track pants / Long Shirt

Outerwear



Jewellery/Make up/Piercings – see website

- Canvas style shoes and slip-on shoes are not acceptable in any situation
- Headwear other than the WSC cap or bucket hat are not permitted e.g. beanie, bandanas, visors
- Hoodies/non-school jumpers are not acceptable and are not permitted.

QPARENT

The QParents web and mobile application provides a more convenient, easier way for parents and legal guardians of Queensland state school students to interact with their child's school. Parents will have secure, online access to their child's student information, anytime, anywhere, through a smartphone, tablet or computer.

QParents allows parents to connect instantly with their child's school to access and manage their child's student information, including:

- Downloading exam timetables and assessment planners
- Viewing unpaid invoice details, payment history, and making payments online
- Viewing and updating personal student details, including medical conditions, address and enrolment details

OUR VISION

Inspiring Students

OUR PURPOSE

Provide high quality learning opportunities for Prep to Year 12 Students to develop their character, skill and attributes to enable them to choose their preferred pathway.

OUR VALUES

Respect, Responsibility, Resilience



- Upcoming events list showing school events, exam and assessment dates, and excursions

QParents will assist both staff and parents in sharing and responding to information in an efficient and effective way.

QParents does not replace the traditional ways you communicate with our school, but it will provide another way to communicate with us and obtain information.

More information about QParents at <https://qparents.qld.edu.au/#/about>

COLLEGE STATIONERY LIST

Our stationery suppliers, to help you with your booklist orders this year, are a local company "The Study Store". They provide this service to a number of other local schools in the areas of Greater Springfield, Greenbank and Jimboomba. Please follow the instructions on your stationery lists provided.

[BOOKLIST LINK ON COLLEGE WEBSITE](#)

COLLEGE PHOTOS

MSP Photography is a locally owned and operated business. MSP Photography is one of Australia's largest school photography service providers, photographing around 1.3 million pre-school, primary school and high school students across Australia each year.



Have your child's school memories captured forever in Term 1 on the Monday 24 February 2025 and catch-up day on the Friday 28 February 2025.

Class, individual and ID card photographs will be taken at this time. All students must comply with the College Uniform Policy.

COLLEGE TRANSPORT AND BUS COMPANY CONTACTS

Bus travel is provided by Bus Queensland. Information about this service can be accessed by contacting Translink on 3288 1333 or translink.com.au

STUDENT RESOURCE SCHEME (SRS) – PREP TO YEAR 6

The education of children in state schools is a partnership between parents and the Government, under the Education (general Provisions) ACT 2006 (QLD), the cost of "instruction (teaching), Facilities (buildings) and administration (schools operation costs, power, water ETC) are met by the state. State funding does not extend to individual student resources such as textbook, equipment for personal use and items used/consumed by the student in the classroom. Parents are responsible for supplying these items that are required to assist with students learning. If buying them individually this can become extremely costly for families, therefore to ease the burden of this to parents, Woodcrest State College operates a Student Resource Scheme.

The college has the ability to bulk purchase educational items through government approved supplier's programs, allowing us to provide resources at a reduced rate to what single purchases can source. Participation in the scheme is voluntary and parents/ caregivers are under no obligation to join the scheme, however if you elect no to join the scheme, you will need to provide all necessary textbooks, resources and materials for your student for the whole year.

The student resources scheme operates under the policy and guidelines of the Department of Education and is endorsed annually by the P&C Association. Payment options are available and should you be experiencing financial difficulties, please contact the Finance Business Manager to discuss your options.

We look forward to building a strong partnership with you to ensure the best educational experience for your students.

Prep- Year 6	
Parent contribution of the scheme = \$85, This is the equivalent of \$2.13 per school week.	
Student Resources Scheme Inclusion	Cost
Core curriculum learning resources – class sets of readers, reading supplies, sight word booklets, home readers, handwriting cues/cards atlas, dictionary, thesaurus, art materials, paint brushes, science consumables	\$30
Music – music sheets and musical instruments	\$10
Mathletics	\$15
Digital device access including Bee Bots, class sets of iPad or laptops, iPad apps	\$30
Total	\$85

Further information can be found in the Student Resource Scheme handbook available on our website.

Financial Difficulties

We acknowledge some families can experience financial difficulties. Parent / caregivers in these circumstances are invited to contact the Business Manager (Finance) to discuss individual payment options. All discussions will remain confidential.

Large Family Discount:

Woodcrest State College is committed to offering support to families to meet the needs of providing text books and other resources to their children while attending school. A discount is offered to parents or caregivers with four or more children. This discount will be extended to parents who submit the application form and fulfill the specified terms and conditions. The application form is accessible on our website, and it is the responsibility of the parent or caregiver to avail themselves of it.

Non – payment of Fees

Students with outstanding fees may be denied the opportunity to participate in non-compulsory , non-curricular activities. For example: FISAF, celebration days, formals and shirts.

Non-participant in Student Resource Scheme

Where students elect not to join the Student Resource Scheme, they will be required to purchase all resources including textbooks and consumable items. A full list can be found in the Student Resource Scheme (SRS) booklet found on our website.

EXCURSIONS

Excursions are an important component of the school's curriculum. They build on opportunities for students to develop their understanding of their environment & to consolidate their learning.

Throughout the year students will be invited to take part in excursions or incursions at an additional cost. Most excursions/incursions will cost between \$15-\$40. At the beginning of each year a list of excursions will be planned by the class teacher and will be published to the community when finalised in early 2025.

CAMPS

During Primary education, students will be given the opportunity to experience a school camp during Year 5. The approximate cost of this is \$350-\$400 depending on the venue.

SWIMMING

All students will have the opportunity to undertake swimming lessons during the year.

Prep, Year 1 and Year 2 – Term 4

Year 3 – Year 6 – Term 1

Woodcrest State College offers a 5 week swimming program to students during Term 1 & Term 4. During the 5 week program students receive 5 x 45 min lessons with a swimming instructor with Waterworx. Approximate cost is \$44.

EXTRA SCHOOL ACTIVITIES

Before a student is invited to participate in extracurricular and optional school activities, a parent is expected to

- fully pay the Student Resource Scheme participation fee; or
- pay the Student Resource Scheme participation fee up to and including the term in which the school activity takes place; or
- make regular on-going payments towards the Student Resource Scheme annual participation fee, as previously arranged; or
- be exempted by the Principal from paying all or part of the Student Resource Scheme participation fee; or
- return the Participation Agreement Form opting out of the SRS and supply their student with all resources on the subject requirements list supplied by the College.

Example of extra school activities:

FISAF Program	\$160
End of year celebration day	\$40
Senior Shirt	\$33
Gala Day Sport	\$40

INSTRUMENTAL MUSIC

Instrumental music is built on comprehensive combination of learning styles and experiences. Our Instrumental music specialists include a Strings Teacher Years 3 to 12 and a Multi-Instrumental Teacher (Brass, Woodwind, Percussion) Years 4-12 who deliver inclusive lessons for students to develop increasing confidence and musical sensitivity. For more information please refer to our Instrumental Music Enrolment Handbook on our school website .

<https://woodcrestsc.eq.edu.au/SupportAndResources/FormsAndDocuments/Documents/Curriculum/2024%20Instrumental%20Music%20Enrolment%20Handbook.pdf>

YMCA OUTSIDE SCHOOL HOURS CARE

The YMCA of Brisbane would like to take this opportunity to introduce ourselves and to thank Woodcrest State College for welcoming us into your community to provide Outside School Hours Care (OSHC). We are absolutely thrilled to be your provider of choice and cannot wait to meet you all. Our YMCA OSHC service offers a wide range of fun, stimulating and relevant programs that reflect real world experiences and home settings.

This helps encourage a sense of community amongst the children, facilitates leadership development and allows your child to practice social skills in a supported and caring environment. YMCA Woodcrest State College OSHC activities and plans are aligned with the YMCA Mission – to provide opportunities for children to grow in body, mind and spirit – underpinned by our values of Honesty, Caring, Respect and Responsibility.

We blend this philosophy with the National Quality Framework 'My Time Our Place' and Woodcrest State College's educational principles to develop relevant, engaging and most of all FUN activities for your child whilst in our care. YMCA Woodcrest State College OSHC operates from 6.30am to 8.40am and 2.50pm to 6.30pm Monday to Friday. Vacation care (Holiday Club) will operate from 6.30am – 6.30pm.



YMCA Brisbane
107 Brunswick St
Ferntree Gully QLD 4006
M: 07 3253 1700
F: 07 3253 1709
ymcabrisbane.org

Please take time to view our website ymcachildcare.com.au/outside-school-hours-care/Woodcrest or contact the service awc@ymcabrisbane.org - 0476 897 956 for a Family Information Pack. Our team looks forward to answering all of your questions and to meeting you and your children soon.

Warm regards, The YMCA OSHC Management Team

For more information visit the School's website woodcrestsc.eq.edu.au/facilities/out-of-school-hours-care

GETTING INVOLVED

P&C Association – Canteen & Uniform Shop

The Woodcrest State College P&C Association encourages close cooperation between the school, parents/guardians and the wide community. P&C members work with the Executive Principal and school staff on behalf of students' families to foster an interest amongst the parents/guardians in educational matters as well as fundraising to provide financial resources for the school.



They endeavour to invest back into school through resources that enhance student learning and improve the school environment. Meetings are held twice a term at the College and online via Zoom. Meetings start at 5.30pm and run for approximately one hour. Everyone is welcome and encouraged to attend. More information about the meetings and events run by the P&C, including membership forms, can be found via the following link to the **P&C PARENT HANDBOOK** or joining our Facebook page 'Team Woodcrest'.

The P&C at Woodcrest run two businesses within the school grounds. The Canteens and the uniform shop. Our Canteens aim to provide your children with healthy lunchtime options. Our uniform shop provides the school with all their uniform needs. We strive to provide the children of Woodcrest with the best quality uniform for the best price. Please visit page 15 for more information.

Please head over to our 'Team Woodcrest' Facebook page or our website www.wscpc.com.au to find the most up to date canteen menus, uniform pricing lists, and event information.

To continue we require volunteers – mums, dad, grandparents and friends – to help prepare and serve food. If you can help for at least one day (maximum of 4 hours) every four weeks, please contact our Canteen on 0428 126 886 or canteen@wscpc.com.au.

Uniform Shop - Purchasing Options

Our uniform shop is operated by our P&C Association and is onsite only. This has allowed us to offer online ordering as our preferred way of purchasing items from the uniform shop. Primary student orders will be delivered to student's classes via the Primary Canteen lunch baskets. Secondary student orders will need to be collected from the Secondary Canteen at either break time.

For those that prefer to come in store for purchases, the opening times during the terms are; **Monday 8am-10am, Wednesday 2pm-4pm & Thursday 8am-10am**. Please join our 'Team Woodcrest' Facebook page for holiday opening hours.

Please note the Uniform shop is closed Monday 27 January due to the Public Holiday

To get in contact with the uniform shop please email uniforms@wscpc.com.au.

P&C Membership

Want to become a member of the Woodcrest P&C?
An online membership form is available through the below QR Code





SPORTS UNIFORM P-12

UNISEX SPORTS SHORTS.....\$38
 UNISEX SPORTS POLO.....\$33
 SKORT (PRIMARY ONLY).....\$34

FORMAL UNIFORM YRS 10-12

MALE FORMAL SHIRT.....\$35
 FEMALE FORMAL BLOUSE...\$35
 UNISEX FORMAL SHORTS.....\$45
 FORMAL SKIRT.....\$46
 UNISEX TIE.....\$20

WINTER UNIFORM P-12

FLEECE JACKET.....\$45
 TRACK PANTS.....\$37
 LONG SLEEVE POLO.....\$39

ACCESSORIES

CAP.....\$12
 BUCKET HAT.....\$15

The uniform shop is run by our very own
 P&C Association and is onsite only.

In store opening hours are **Monday 8am-10am, Wednesday 2pm-4pm & Thursday 8am -10am**. Join 'Team Woodcrest' on Facebook for holiday opening hours.

To get in contact with the uniform shop please email uniforms@wscpc.com.au