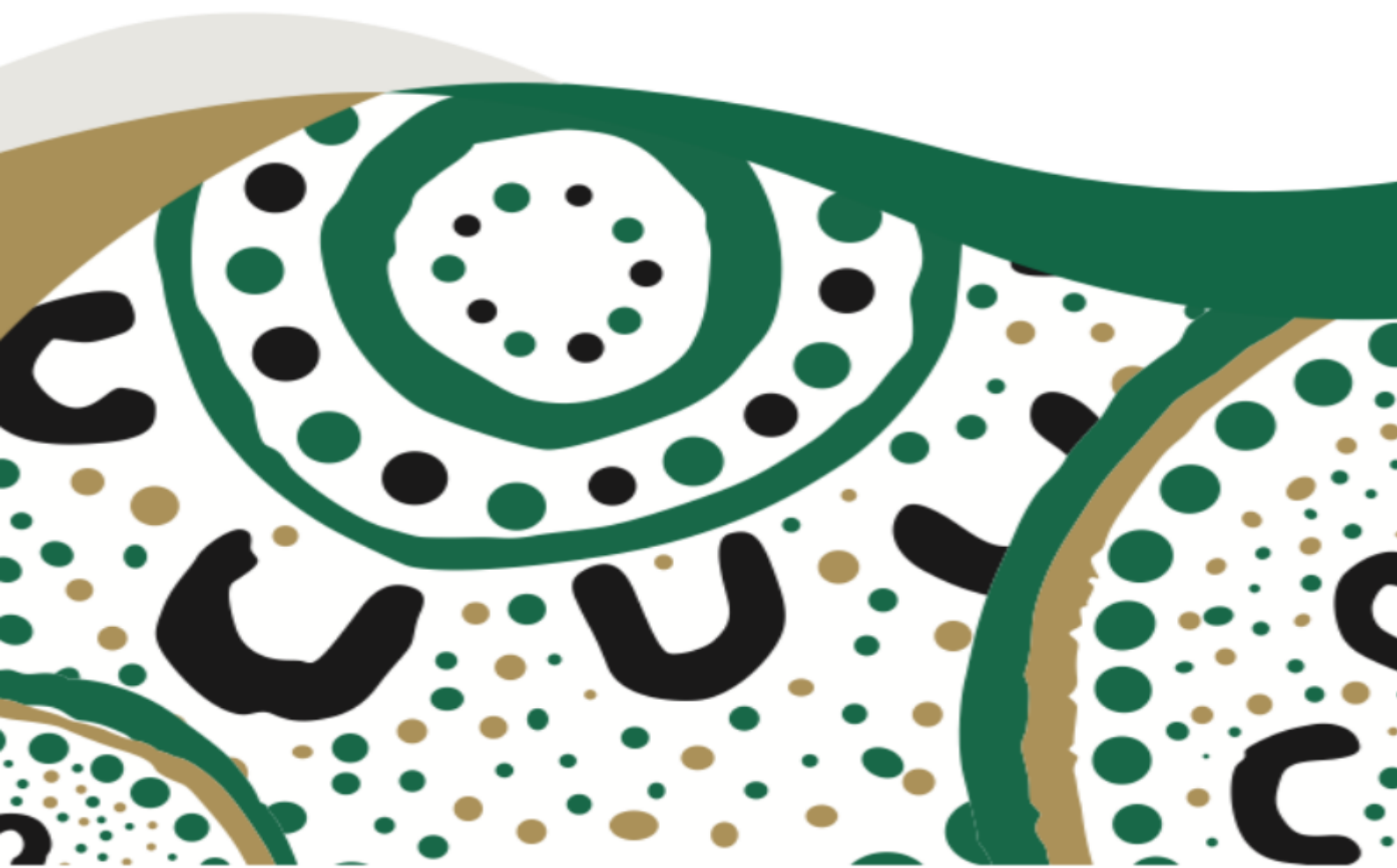


PARENT GUIDE

2026



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PRINCIPAL'S WELCOME

Every child deserves an outstanding education that leads to a successful life. At Woodcrest State College, we are committed to delivering a dynamic and future-focused learning environment that meets the evolving needs of our students and community in the Greater Springfield area.

Our priorities of **Belonging, Curriculum, and Pedagogy** guide every decision and action we take. We are dedicated to creating a welcoming and inviting school culture where every student feels confident, connected, and capable. Woodcrest students experience a sense of belonging that is nurtured through strong wellbeing programs, respectful relationships, and meaningful engagement in the life of the College.

Equally, our commitment to **Curriculum** ensures students access a rigorous, well-aligned program that provides clarity, challenge, and opportunity. From strong academic offerings to pathways in the Arts, Sport, and Technology, our curriculum is intentionally designed to meet diverse aspirations while preparing students for success in further study, employment, and life beyond school.

Through a focus on **Pedagogy**, we empower teachers to deliver engaging, interactive, and consistent learning experiences. Students benefit from high-quality instruction that motivates them to think critically and creatively, supported by clear learning intentions, targeted feedback, and our Explicit Teaching Model. Teachers are provided with ongoing professional learning aligned to Version 9 of the Australian Curriculum and the updated Senior Syllabus, ensuring every lesson counts and every student progresses.

We are also proud of our state-of-the-art facilities, including a technology hub, industry-standard catering facility, professional dance and drama studios, and a fully equipped gym. Our partnership with the Western Technical Excellence Centre (WesTEC) plays a vital role in connecting schooling, further education, and industry. By delivering robust technical training and practical, industry-aligned learning experiences, WesTEC equips young people with the skills, knowledge, and direction required to pursue their chosen pathways.

At the heart of our College is a team of passionate educators, committed to continuous improvement and driven by the belief that no student should be left behind. Using data-informed practices, positive behaviour for learning (PBL) systems, and a culture of high expectations, we ensure every learner is known, challenged, supported, and inspired to achieve their best.

We invite your family to join our thriving College community and become part of a culture where Belonging, Curriculum, and Pedagogy work together to create confident learners, ready to embrace their future with capability and purpose.

Regards



Debbie Hansen
Executive Principal



Nikki Finch
Primary Principal



Jessica Brown
Secondary Principal

COLLEGE EXECUTIVE TEAM

Executive Principal	Debbie Hansen
Primary Principal	Nikki Finch
Secondary Principal	Jessica Brown
Pathway Principal	Alfio Balsamo
Dean of College (P-12)	Kelly Uittenbosch
Deputy Inclusion (P-12)	Natasha Prince
Executive Business Manager	Lee Hobson

COLLEGE EXTENDED EXECUTIVE TEAM

Primary Leadership Team

Primary Principal	Nikki Finch
Deputy Principal (P-Yr 2)	Adam Farinazzo
Deputy Principal (Yr 3 – 6)	Scott Fields
HOD Curriculum (P-Yr 3)	Shilo Butler
HOD Curriculum (Yr 3-6)	Perry Bengie
Deputy Principal Inclusion	Vanessa Miell
Guidance Officer	Susan Bourke

Corporate Services Leadership Team

Executive Business Manager	Lee Hobson
Business Manager (HR Teaching)	Bianca McGuire
Business Manager (HR Support Staff)	Berni Butler
Business Manager (Facilities)	Nakita Nilsen
Business Manager (Finance)	Jacque Allen

Secondary Leadership Team

Secondary Principal	Jess Brown
Deputy Principal (Yr 7 & 10)	Michelle Hampson
Deputy Principal (Yr 8 & 11)	Holly Green
Deputy Principal (Yr 9 & 12)	Andrea Field
HOD English	Ben Parr
HOD Math	Viet Hoang
HOD Science	Kellie Nicholson
HOD ITD	Ngaire Mayo
HOD HPE	Michelle Gianotti
HOD Arts	Lisa Schneidewin
HOD Senior Schooling	Sharon Hackman
HOD Teaching and Learning	Petula Pym
HOY (Yr 7 & 10)	Steve Lennon
HOY (Yr 8 & 11)	James Somerville
HOY (Yr 9 & 12)	Sarah Kinninment
Guidance Officer (Yr 7, 8 & 11)	Catherine Roos
Guidance Officer (Yr 9, 10 & 12)	Greg Jordan

COLLEGE CONTACTS

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

All parents/carers must report to Primary or Campus Administration for Admin appointments or Campus Student Services for attendance, sick bay, enrolments or early departures.

Contact Information

Address:	38 Nev Smith Drive, Springfield Qld 4300
Phone:	3280 2444
Website:	www.woodcrestsc.eq.edu.au
Email:	General office@woodcrestsc.eq.edu.au
	Primary Office Primary.office@woodcrestsc.eq.edu.au
	Secondary Office Secondary.office@woodcrestsc.eq.edu.au
	Enrolments: enrolments@woodcrestsc.eq.edu.au
	Accounts: accounts@woodcrestsc.eq.edu.au

OUTSIDE SCHOOL HOURS CARE (OSHC)



YMCA Woodcrest OSHC
38 Nev Smith Dr, Springfield Qld 4300
(Located inside Woodcrest State College)
Phone: 0476 897 956
Email: awc@ymcabrisbane.org

More information can be found: <https://www.ymcachildcare.com.au/outside-school-hours-care/woodcrest/> or the School's website woodcrestsc.eq.edu.au/facilities/out-of-school-hours-care.

Contact the service awc@ymcabrisbane.org - 0476 897 956 for a Family Information Pack.

Hours of Operation

Before School Care	6:30am – 8:40am
After School Care	2:50pm – 6:30pm
Vacation Care (Holiday Club)	6:30am – 6:30 pm

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.

ABOUT OUR COLLEGE

Woodcrest State College is an innovative school that provides the ultimate learning experience for the needs of the students in the greater Springfield Area. The College was founded in 1998 and is the original school in the vibrant hub of Springfield. The 'Education City' concept was established and fostered at Woodcrest State College. From the enrolment of 80 in its first year, the College now delivers a quality education to more than 1700 students from Prep to Pathways. Also forming part of our Campus are C&K Woodcrest Community Kindergarten, After School Hours Care and the WesTEC Trade Training Centre.

Our Vision

We foster a culture of belonging that promotes engagement in learning and supports students to achieve excellence and be successful in their future pathways.

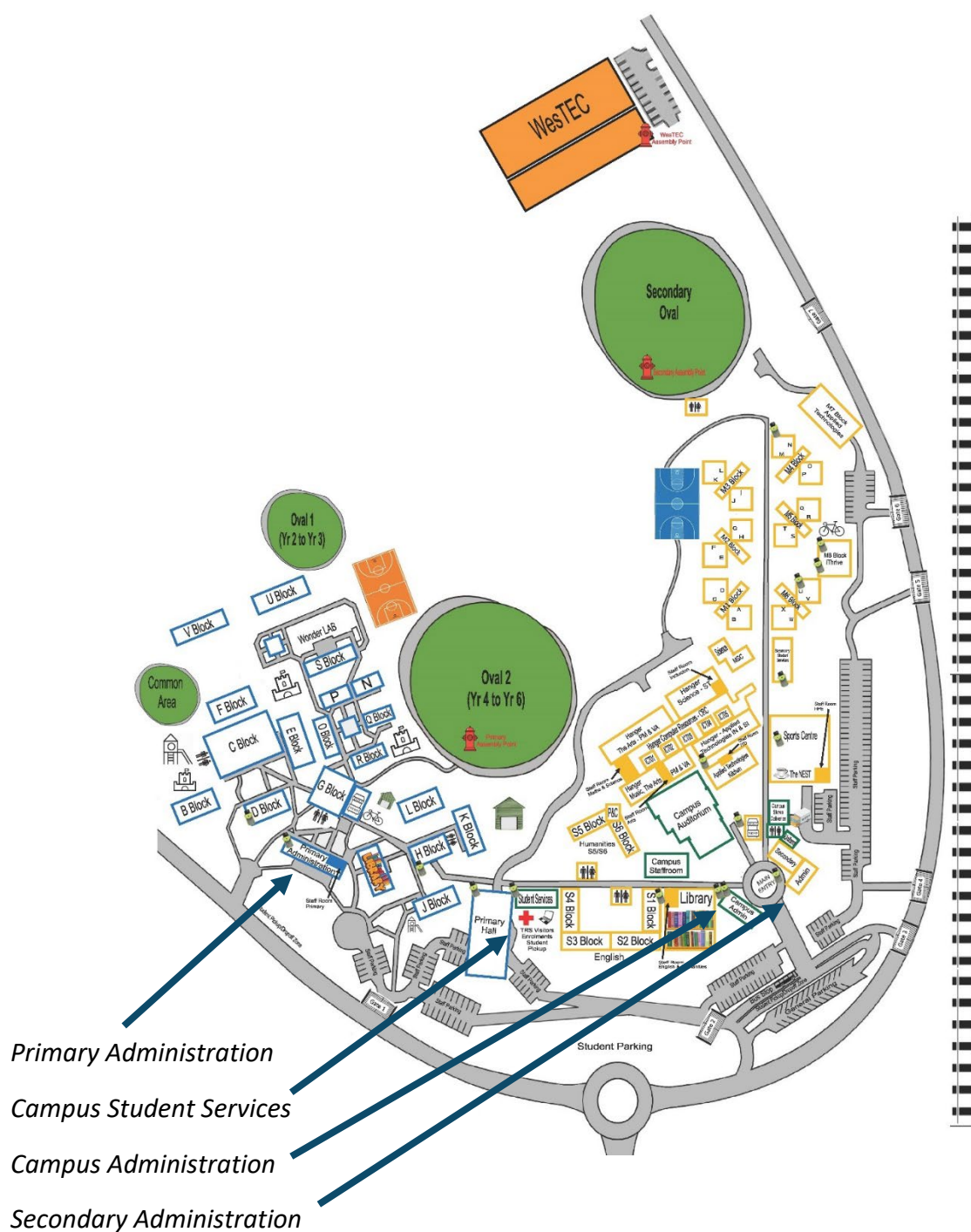
Our Values



Our Impact

- Engagement in Learning
- Student Success
- Successful Transitions
- Parent and Community Engagement
- Positive School Culture

COLLEGE MAP



TERM DATES

2026 Start Dates:

- Prep to Year 6: commence on Tuesday 27 January, 2026.
- Years 7, 11 and 12: commence on Tuesday 27 January, 2026.
- Years 8, 9 and 10: will commence Wednesday 28 January, 2026.

Student's who enrol 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 at Campus Student Services at 8:30am, wearing full school uniform. They will receive their timetable, student planner and be supported to find their class.

Term Dates 2026		
Term 1	Tuesday 27 January to Thursday 2 April	10 Weeks
Term 2	Monday 20 April to Friday 26 June	10 Weeks
Term 3	Monday 13 July to Friday 18 September	10 Weeks
Term 4	Tuesday 6 October to Friday 11 December	10 Weeks

DAILY TIMETABLE

PRIMARY CAMPUS		SECONDARY CAMPUS	
Before 8:30	Students arriving at school sit with their school bags in 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 These areas are supervised from 8:30am	Before 8:30am	Students encouraged to arrive from 8:30am
8:45am	Warning Bell	8:45am	Warning bell
8:50am	Roll marking	8:50am	Roll marking – students attend their Roll Class and prepare for the day
9:00am	First session: Classes and specialist lessons commence	9:00am	Period 1
10:10am	First break (40 mins)	10:10am	Period 2
11:00am	Second session: Classes and specialist lessons commence	11:20am	First break (40 mins)
11:40am	Second break (30 mins)	11:55am	Warning bell
1:10pm	Third session: Classes and specialist lessons commence	12:00pm	Period 3
1:40pm	Departure bell	1:10pm	Second break (30 mins)
		1:35pm	Warning bell
		1:40pm	Period 4
		2:50pm	Departure bell

Please note:

All visitors to the College must report to the Campus Admin, Primary Admin or Campus Student Services for induction and sign in. Students arriving after 9am must report to Campus Student Services to sign in.

COMMUNICATION BETWEEN SCHOOL AND HOME

Student Planner (Secondary Students)

The student planner is an organisational tool for students. Students are encouraged to enter all homework and assignments each day, allowing for students to carefully plan so all tasks are completed on time.

Effective use of the Student Planner

1. Each student should have this planner at every lesson on every day
2. Use the diary to record homework, assignments, exam dates and reminders
3. Check your diary every afternoon for homework and/or reminders that are due
4. Keep the planner in good condition and graffiti free
5. If lost, it must be replaced at the student's expense.

School communication to parents

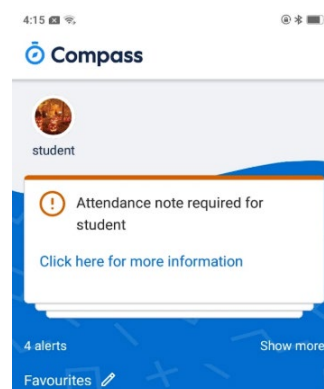
School communication to parents/carers is generally sent via email or SMS.

How do I receive communication from the school?

COMPASS

Our primary communication platform is **Compass**, which allows us to send timely updates and information to our entire parent/carer community. Compass is web-based and can be accessed via any modern browser or the *Compass School Manager* app (available for iOS and Android). Use of Compass and accessing this portal will allow you to:

- Book your Parent/Student/Teacher conferences
- View up-to-date attendance information
- Approve or enter past or upcoming absences
- Update your registered email and mobile number (used for SMS alerts)
- Access information regarding upcoming events and news



QPARENTS

QParents complements Compass by providing access to additional information not currently available through Compass.

Using QParents, you can:

- Pay invoices and excursions
- Update address, contact, and medical details
- Access current and past report cards and NAPLAN results
- Provide online consent for activities and excursions

We encourage all parents/carers to sign up for both Compass and QParents to ensure you receive comprehensive and up-to-date information from the school.

More information about QParents is available at: <https://alt-qed.qed.qld.gov.au/about-us/departments/apps/qparents>

To register for QParents, please contact the school at admin@woodcrestsc.eq.edu.au

Social Media

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>

Calendar of Events

Key dates and upcoming events is available on Compass and our website: <https://woodcrestsc.eq.edu.au/calendar-and-news/events-calendar>.

I want to contact a teacher

Primary School

For Primary students, the best person to contact regarding your child's learning is their classroom teacher for Primary and Year Level Coordinator in Secondary. Students, parents, and carers can email teachers directly or through Compass.

To arrange a meeting or request a return phone call, please contact the College Office on **3280 2444**, or email:

- primary.office@woodcrestsc.eq.edu.au
- secondary.office@woodcrestsc.eq.edu.au

When visiting one of our school offices in person, staff will check availability and arrange a suitable meeting time or return call.

Appointments with Staff

Parents/carers are always welcome to discuss student concerns or other school matters. To ensure communication is directed appropriately:

- For Primary, classroom teachers remain your first point of contact.
- For Secondary, initial contact should be made through the Year Level Coordinator, who will liaise with your child's teachers as needed.

Appointments with Principals, Deputy Principals and Heads of Department are arranged through the relevant Campus Administration Office.

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 Charter
- Debt Management
- Electronic Devices Policy including phone 'away for the day' policy and procedures
- Enrolment Management Plan
- Homework Policy
- Refund Policy
- Sun Smart Policy
- Dress Code
- Student Code of Conduct

WHAT DO I DO WHEN....

My child attends sick bay

If a student presents to sick bay at Campus Student Services feeling unwell or requires further care beyond basic first aid, parents/carers will be contacted to collect the student. This ensures the student's health & safety are prioritised and allows for appropriate care to continue at home or through a healthcare provider if needed. Students will not be released to go home without collection from an approved parent/carer/emergency contact.

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/carer. Messages that are presented on a student's device will not be accepted as an authorised parent/carer request.

I want to request extended leave for my child

Extended leave arrangements should be raised and negotiated with the Principal. Applications for extended leave are approved if they meet the guidelines and application categories outlined by Department of 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 will be late to school

School starts at 8:50am. Students arriving between 8:50am and 9:00am are to go directly to their classroom/roll class to be marked present.

School Gates will be locked at 9:00am and you will be required to report to Campus Student Services to sign in.

All students who arrive after 9am are considered late to school. All students who arrive after 9am must report to Campus 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 student's full name, estimated time of arrival and reason for being late.
3. Present to Campus Student Services with your student.
4. Provide your student with a note to hand to staff when signing in.

My child needs to leave school early for an appointment – planned departures

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

Primary

- 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 Campus 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 Campus Student Services will call the classroom for pick up.

Secondary

Option A

- Student reports to Campus Student Services before roll class (8:50am) with communication from parent/carer.
- Student will be issued with an early departure slip that needs to be presented to your teacher at the departure time.
- Student MUST reports to Campus Student Services to sign out and exit Campus

Option B:

- Parent/carer communicates with College via one of the following options
 - Create an attendance note in Compass
 - Phone (07) 3280 2444
- Student will be issued with an early departure slip that needs to be presented to your teacher at the departure time. Student needs to collect early departure slip from Campus Student Services before school starts.
- Student reports to Campus Student Services to sign out.

Attendance at school is compulsory by law if you are under 16 years of age and have not completed Year 10.

Pick Up Procedure

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

- Students must report to Campus Student Services.
- Students will receive an **early departure slip**, which must be kept on the student until the student has left College grounds.
- Parent/carers must attend Campus Student Services to collect student.
- Parent/carers are required to present Photo ID or specific identification that will identify you as the parent/carer

Note: If the person collecting the student is not listed as an emergency contact on OneSchool 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 Administration or Secondary HOY Hub. Please ensure your child's clothing and personal items are labelled so that in the event of an item being lost, we can endeavour to return the item to your child. If your child is notified that a named item belonging to them is waiting to be collected by them, please ask them to go to Primary Administration or Secondary HOY Hub to collect the item/s. Students should not bring valuable personal items to school.

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/carers 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'.

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

- a completed a [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. Students are not permitted to carry medication in their bags unless they have approval to self-administer medication (e.g. asthma or EPI Pen).



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 Campus Administration on 3280 2444.

CANTEEN

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 website. We use an online ordering system called SchoolShop Online. All online orders need to be in by 8:45am for same day delivery. Please note phones cannot be used for payments at the canteen. Students must use an alternative method of payment for food and drinks during school hours.

Primary

Mon – Fri First break – online and counter sales / Second break – online and counter sales

Secondary

Breakfast 8:00am to 8:30am – counter sales

Lunch First break – online and counter sales / Second break – online and counter sales

PHONES AWAY FOR THE DAY

In line with the Queensland Government's *Phones Away for the Day* directive, our school follows a **Phone & Electronic Device "Away for the Day" Procedure**. As required by government guidelines, all students must:

- Keep mobile phones & headphones switched off and stored away in their bags for the entire school day.
- Disable notifications on wearable devices (e.g., smartwatches) during school hours.

Previously, students were required to store their phones in individual pouches. Moving forward, this step will no longer be compulsory. Instead, students must ensure their phones and earphones are switched off, out of sight, and securely stored in their school bag for the entire school day. Our expectations are outlined below:

- Students may choose to store their phone in a mobile phone pouch if they would like additional protection.
- Phones and earphones must be switched off, kept out of sight, and stored in bags by **8:45am** each day, and remain away for the entire school day.
- Phones cannot be used for payments at the canteen. Students must use an alternative method of payment for food and drinks during school hours.
- Smartwatches must be placed in flight mode with all notifications disabled during school hours.

- Students bring phones and earphones to school at their own risk. The school accepts no responsibility for lost, stolen, or damaged devices.
- Students are prohibited from using personal mobile data connections to bypass Education Queensland network security. This behaviour breaches Woodcrest State College's Student Code of Conduct and may result in disciplinary action.
- **Secondary student–parent/carer Contact:** During the school day, if students need to contact their parent/carer, they can request to make a phone call through the HOY Hub. Likewise, if parents/carers need to get a message to their child, please phone Campus Administration on **(07) 3280 2444**.
- **Primary school students:** The current process for our Primary students remains unchanged. Students will arrive at school, request a pouch from their teacher for the day, place their phone in the pouch and collect their phone at the end of the day.

It is important to note that while the storage method has changed, the expectations around phone and electronic device use remain the same. Students are not permitted to use their phones or earphones during school hours, and all devices must remain away and unseen until the school day has concluded.

If students are observed using their mobile phone or earphones during the school day, secondary students will be directed to the HOY Hub to hand in their mobile phone or device for the remainder of the day. An SMS will be sent to parent/carers via Compass. Continued use of mobile phone/devices or refusal to comply with these instructions will result in other disciplinary actions.

BRING YOUR OWN DEVICE (BYOD)

Bring Your Own Device (BYOD) at Woodcrest State College is a 1-1 laptop program for students in Years 6-12. It is a term used to describe a digital device ownership model where students use their personally owned device to access the department's information and communication (ICT) network. BYOD:

- Recognises the demand for seamless movement between school, work, home and play
- Assists students to improve their learning outcomes in a contemporary educational setting
- Assists students to become responsible digital citizens enhances the teaching learning process and achievement of student outcomes as well as the skills and experiences that will prepare them for their future studies and careers

Access to the department's ICT network is provided only if the mobile device meets the department's security requirements which, at a minimum, requires that anti-virus software has been installed, is running and is kept updated on the device. Students are responsible for the security, integrity, insurance and maintenance of their personal mobile devices and their private network accounts.

LOAN DEVICES

The College has a limited number of loan devices available for families experiencing difficulty meeting the financial costs of the BYOD program. To discuss this option further please contact the Business Manager on accounts@woodcrestsc.eq.edu.au.

STUDENT RESOURCE SCHEME (SRS)

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 purchasers can source.

The student resource 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.

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/carer 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 carers with four or more children. This discount will be extended to parents/carers 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/carer to avail themselves of it. Link can be found:

[https://woodcrestsc.eq.edu.au/ourenrolments/EnrollingAtOurCollege/Documents/2025 Large Family Discount Form.pdf](https://woodcrestsc.eq.edu.au/ourenrolments/EnrollingAtOurCollege/Documents/2025%20Large%20Family%20Discount%20Form.pdf)

Non – payment of Fees

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

Non-participant in Student Resource Scheme

Participation in the scheme is voluntary and parents/ carers are under no obligation to join the 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.

CAMPS

During Primary education, students will be given the opportunity to experience a school camp during Year 6. In Secondary School, students will be given the opportunity to experience a school camp during Years 7 and 9. The approximate cost of these camps is \$350-\$450 depending on the venue.

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	\$62 (Nationals \$50.50 if applicable)
End of year celebration day (Year 6 – Year 12)	\$45.50 - \$65.45 (depending on year level)
Year 6 Senior Polo Shirt	\$35.20
Year 12 Senior Jacket	\$95
Year 12 Formal	\$160

Please note: all amounts are based on 2025 prices and are subject to change depending on 2026 costings.

SPORTS

SWIMMING – PRIMARY STUDENTS

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.

AFL EXCELLENCE PROGRAM

The AFL School of Excellence program aims to create active, well rounded and connected young people who excel in AFL and are prepared to overcome challenges, achieve success and positively contribute to their community. The program provides students in Years 7-9 with the opportunity to develop their skills and provide a genuine learning pathway in AFL and sports studies through schooling and beyond. Students will study AFL as part of their junior secondary curriculum studies.

Students in the program will gain access to a high-quality sporting program developed in partnership with AFL Queensland with recognised accredited AFL coaches and teachers. Students will study HPE together for the academic year and will be engaged in extracurricular AFL excursions and activities.

The program focuses on a holistic approach to talent development which is made up of 4 core areas:

1. **Athlete Development:** Enhancement of fundamental skills, fitness, game knowledge and performance habits.
2. **Promoting Personal Growth:** Through the development of leadership skills, wellbeing, communication and teamwork.
3. **Community:** Increased participation in the Greater Springfield AFL Community whether it's on the field as a player, or umpire, or off the field as a coach or volunteer at the local AFC club.
4. **Future Pathways:** Students will be provided with a range of career pathways through the practical experience in AFL and related areas such sports performance, sports psychology and nutrition along with the opportunity to gain qualifications in areas such as coaching and umpiring. The AFL program will have direct alignment to senior pathways in the senior phase of learning including Certificate III in Fitness, Physical Education and Sport and Recreation

SELECTION AND APPLICATION PROCESS:

Students wishing to apply for the AFL Excellence Program are required to complete the following steps:

1. Submit an Expression of Interest <https://woodcrestsc.eq.edu.au/extra-curricular/sports>
2. Complete a Woodcrest College Enrolment Enquiry if a new student
3. Attend an AFL Excellence Trial Day (Details regarding the trial will be provided upon receipt of the Expression of Interest.
4. Successful applicants will receive a Letter of Offer via email.
5. To accept the offer, parents/carers must reply to the offer email and pay a \$50 confirmation fee (credited towards the AFL Excellence Program fee)

SPORT ACADEMIES - SECONDARY

We offer students the opportunity to be involved in a huge range of sports to complement their academic learning. From Years 7-12, we strive to develop students to reach their full potential as athletes. We have 2 Academy programs on offer: Netball and Volleyball.

Woodcrest State College students have the opportunity to participate against the neighbouring schools in interschool sport Gala Days. These Gala Days provide an opportunity for students to participate in a competition and progress through to Metropolitan finals.

More information can be found on our website <https://woodcrestsc.eq.edu.au/extra-curricular/sports>.

MASCOT AND HOUSES

All students within the college are connected to one of our four College Houses. These houses are used for sporting carnivals including Cross Country and Athletics. Along with our carnivals, students taking part in multiple inter-house competitions throughout the year for different events across the calendar.

Kingfishers	Purple
Bandicoots	Green
Falcons	Orange
Wallabies	Yellow



INSTRUMENTAL MUSIC

Instrumental music is built on a comprehensive combination of learning styles and experience. 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. More information can be found on our website <https://woodcrestsc.eq.edu.au/extra-curricular/music-activities>.

PICKUP AND DROP OFF

Students can be dropped off at the 'Stop Drop and Go' area in front of the primary and campus entries. If you wish to walk your primary student to their class, parking is available in the council car park located at the front of primary and campus admin. To keep students safe, no parent/carers should enter the College grounds via a vehicle unless permission has been granted for special circumstances.

Please note that the internal school gates are opened and closed at various times throughout the day to ensure the safety of our students.

Morning gate times: Open 7am and Closed 9am

Afternoon gate times: Open 2:30pm and Closed at 5:30pm

Access to the school outside these times must be via administration buildings.

STUDENT PARKING

Students who drive to school may apply for permission to park onsite. If approved the following conditions apply:

- Student vehicles must be parked only in the designated grassed area near Campus Student Services.
- The maximum speed limit within the school grounds is 5km/h
- Once parked by 8:45am, student vehicles must remain parked and are not to be accessed or moved until the end of the school day.
- The parking permit is issued to the registered student driver only. Transporting passengers is not permitted under this permit without written parental consent for the passenger on the permit application form.

To apply for a parking permit, please contact Secondary Administration (secondary@woodcrestsc.eq.edu.au)

HOMEWORK CENTRE


Woodcrest's Homework Centre (Yr 7 – 12) provides a supervised learning environment in the Secondary Library in which students can complete their homework and/or assessment with additional support from Staff.

Homework Centre sessions are supervised by teacher aides and occur after school currently 3pm to 3:45pm Monday to Thursday. Confirmation of which days will be communicated to parents/carers early 2026.

To register your child's attendance please fill out the Homework Centre Student Registration Form located on our school website: <https://woodcrestsc.eq.edu.au/facilities/library>

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



- 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.

Footwear

School shoes should be leather or vinyl sports/trainer shoes, lace-up or Velcro straps, with adequate foot support. Canvas style shoes and slip on shoes are not acceptable in any situation. In specialist classes including sport, science, manual arts or hospitality workshops, students must have appropriate footwear which complies with workplace health and safety requirements.

Acceptable

Formal Uniform – Years 10 to 12

- Black leather school shoes (lace-up, slip-on (top of the foot must be covered), or Velcro straps)
- All black leather or vinyl sports shoes with no visible brand names



Hair, Jewellery, Make Up & Piercings

- Maximum of two piercings in the lobe of each ear
- Plain gold or silver studs up to (5mm in diameter) or plain gold or silver sleepers (up to 20mm in diameter)
- Clear plastic piercing retainers
- Solid plugs for stretched piercings that match the colour of the wearer's skin
- One watch (may need to be removed for WH&S reasons during certain activities)
- Light foundation make up
- Hair must be of natural colour, neat and tidy and pulled back where necessary to comply with WH&S
- No visible necklaces and at times they may need to be removed for WH&S
- One signet style ring only

Year 10-12 Formal Uniform

Acceptable

- Full formal uniform is to be worn on Mondays, Wednesdays and Fridays by Senior Secondary students (Year 10-12 only) and at specific formal events during the year including photo day.
- College branded current year Senior Jacket (Year 12 only)
- Year 12 Journey Student shirts are not accepted on Formal Uniform days
- Leggings and black stockings may be worn under skirts and shorts

Visual Examples of Uniform



UNIFORM SHOP - PURCHASING OPTIONS

Our uniform shop is onsite or online via <https://woodcrestsc.eq.edu.au/facilities/uniform-shop>. 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 who prefer to come in store for purchases, the opening times during the terms are:

Monday	7:30am – 9:30am
Tuesday	Closed
Wednesday	2:30pm – 4:30pm
Thursday	7:30am – 9:30am
Friday	7:30am – 9:30am

Please join our 'Team Woodcrest' Facebook page for holiday opening hours. Please note the Uniform shop is closed Monday 26 January due to the Public Holiday.

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

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.



School portrait photographs will be taken in Term 1 on Monday 23 February 2026 with a catch-up day on Friday 27 February 2026.

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

YEAR 6 SHIRT

Year 6 students at Woodcrest State College have the opportunity to purchase a *Senior Polo Shirt* for approximately \$35.20 – a meaningful keepsake of their final year at the Primary School. The Senior Shirt is an optional item and not compulsory part of the school uniform. Therefore, only students who choose to participate in the Student Resource Scheme (SRS) and have no outstanding fees will be eligible to order and pay for a shirt.

YEAR 12 EVENTS & SENIOR JACKET

Year 12 Senior Jacket

Year 12 students at Woodcrest State College have the opportunity to purchase a *Senior Jacket* for **\$95** – a meaningful keepsake of their final year at the College. The jacket design, chosen by 2025 Year 11 student vote, is available to order in two rounds. Starting in Term 3 2025 for Year 11 students, delivery for the first round is expected in Term 1 2026. The second and final round will close in February 2026 with delivery expected in Term 2 2026.

The Senior Jacket is an optional item and not a compulsory part of the school uniform. Therefore, only students who choose to participate in the Student Resource Scheme (SRS) and have no outstanding fees will be eligible to order and pay for a jacket.

If purchased, the Senior Jacket is permitted to be worn:

- As part of the college uniform;
- To any organised school events outside the normal school hours of 9:00am to 3:00pm and
- Only by the person the Senior Jacket is purchased for.

A finalised design for either a 2027 jacket or jersey will be sent to Year 11 families in Term 3, 2026.

Year 12 Formal

The formal venue and date are yet to be decided for 2026.

In order to assist families in planning, we are notifying you of an estimated cost. We expect the cost of the formal to be approximately **\$160**. This may vary slightly depending on the final costings in 2026.

At Woodcrest State College, we want every eligible student to have the opportunity to celebrate their achievements and the end of their schooling journey at the Formal. To help make this possible, we work together with students and families to meet a few key expectations including attendance, assessments and fees are paid (or a payment plan with the College is in place and followed).

Throughout the year, if a student is at risk of not meeting these expectations, the College will make contact with families to provide support and work together to help the student get back on track.

Our goal is for every student to enjoy this milestone celebration. The College is committed to working in partnership with students and families to support all eligible students in meeting these expectations and participating in this significant school event.

Further information will be forwarded in 2026.

Year 12 Graduation

Date claimer: Further information will be provided in 2026.

SENIOR EDUCATION AND TRAINING (SET) PLANNING

SET planning is a process designed to guide your child on a successful pathway throughout senior secondary and beyond Year 12 into post-school education and work. The aim of SET planning is to provide your child with the skills and knowledge needed to develop a genuine career pathway, and a life of personal choice. SET planning begins with career exploration activities in junior secondary and builds in Year 10, when your child commits to their proposed pathway by developing their SET plan.

SET planning involves you, your child and the school working together to develop a plan for achieving success throughout Years 11 and 12 and beyond. This may involve providing individualised planning and transition support for students with diverse learning needs to ensure success for all students.

Participation in the SET planning process empowers your child to make informed decisions about their own future and to take ownership of their pathway plan, along with the support of their parents/carers and the school. A clear plan of action will provide your child with a roadmap to guide their way and help maintain focus throughout Years 11 and 12. If their pathway plan changes as they settle into their senior secondary program, the school will support your child to review and refine their SET plan.

A compulsory SET-P information night and meeting will be held with both student and parent/carer in Terms 2 and 3.

PARENT VOLUNTEERS

Volunteers have a special place in our school and assist in many ways. Woodcrest State College appreciates and values their time and effort in assisting us. Their support enriches the students experience and strengthens our college community.

At Woodcrest, we want every person – students, staff, families, contractors, visitors and volunteers to feel safe, valued and respected.

To further assist us to provide a safe environment and a positive educational climate for all staff and students, volunteers are required to:

- Attend a face to face induction every Calendar year and
- read and sign the Volunteer Induction Guide includes:
 - Code of Conduct
 - Mandatory Training
 - Emergency Procedures
 - Blue Card information (incl Restricted Employment and Restricted Person Declaration)

P&C MEMBERSHIP

Want to become a member of the Woodcrest P&C?

An online membership form is available through the below QR Code

