INTRODUCTION

Welcome to Forest Hill State School. Our school has a current enrolment of approximately 125 students from Prep to Year Seven. The school services the township of Forest Hill and the surrounding districts of Laidley, Gatton and Glenore Grove.

Forest Hill State School provides the following:
- safe, supportive school environment
- extension and learning support where required
- an integrated curriculum with a strong literacy focus
- networked Information Communication Technology (ICT)
- pleasant school grounds
- close links between the school and home
- supportive Parent and Citizen and volunteer groups

I trust you will have a pleasant and rewarding time with our school. Please feel free to phone me at any time to answer any questions or queries you may have.

Brooke Pickett
Principal

SCHOOL DETAILS

Address: Church Street, Forest Hill, Qld. 4342
School Phone No. 5411 2111
School Fax No. 5411 2100
Email: the.principal@forehillss.eq.edu.au
Website: www.forehillss.qld.edu.au
Office Hours 8:30 – 3.00 Mon to Fri
Principal: Brooke Pickett
Administration: Anne Sippel
SCHOOL CALENDAR - 2013

<table>
<thead>
<tr>
<th>Term 1</th>
<th>Term 2</th>
<th>Term 3</th>
<th>Term 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>From Tuesday 29th January</td>
<td>Monday 15th April</td>
<td>Monday 8th July</td>
<td>Monday 7th October</td>
</tr>
<tr>
<td>To Thursday 28th March</td>
<td>Friday 21st June</td>
<td>Friday 20th September</td>
<td>Friday 13th December</td>
</tr>
</tbody>
</table>

Please note:
- Pupil Free Day Thursday 24th and Friday 25th January
- Pupil Free Day Monday 21st October

STAFF

Forest Hill State School consists of the following staff; a teaching Principal, 5 Classroom Teachers, 1 Senior Learning Support Teacher, 1 Admin Officer and 6 Teacher Aides. A number of specialist staff visit the school on a regular basis including Physical Education, Music, Special Needs and Guidance Teachers, as well as School Chaplain and Butterfly Counselling.

PURPOSE

At Forest Hill State School we provide a high quality education that makes a positive difference to the lives of our students. Our goal is to equip them for the future to enable them to contribute to a socially, economically and culturally vibrant society.

SCHOOL CURRICULUM

The curriculum, which comprises nine Key Learning Areas, describes a core of the Australian Curriculum and Essential Learnings.

The nine key learning areas are:
- English
- Mathematics
- Science
- History
- Studies of Society and Environment
- Technology
- The Arts
- Health and Physical Education
- Languages other than English (LOTE)
ABSENTEEISM

EVERY DAY COUNTS AT FOREST HILL
It is vitally important that the school is kept informed of students’ whereabouts. We are legally required to account for all children in our care on a daily basis and therefore need to know exactly where to find our students. Please phone the school or write a note explaining the reason for any absences. After 3 days of unexplained absenteeism, the school will make parental contact to ensure student safety and wellbeing.

ALLERGY AWARENESS

Procedures are in place for reducing the risk for children with allergies. Staff are trained to recognize allergic reactions and in the use of an epipen. Parents should inform the school of any known allergies when children are enrolled.

ARRIVAL AT SCHOOL

Students are not to be at school prior to 8.30am. In the morning students are to play at the front and underneath the school building. They are not to play on any playground equipment. Late Arrivals must be signed in at the office by a parent/guardian.

BEHAVIOUR- RESPONSIBLE BEHAVIOUR PLAN

Our school community has developed a Responsible Behaviour Plan for Students. A major component of Forest Hill State School’s whole school approach to positive behaviour is the promotion of the 6 C’s: Co-operation, Courtesy, Care, Common Sense, Self Control and Consideration.

These 6 values are clearly articulated to students in the following way:

<table>
<thead>
<tr>
<th>Value</th>
<th>Expectations</th>
<th>Practice</th>
</tr>
</thead>
<tbody>
<tr>
<td>Co-operation</td>
<td>Work as one big team – students, staff, parents and community members.</td>
<td>Take turns, listen to group members, value all opinions, share responsibilities and resources</td>
</tr>
<tr>
<td>Courtesy</td>
<td>Acknowledge others, speak politely and positively, use good manners.</td>
<td>Polite greetings, smile, listen, no ‘put downs’, speak with a nice tone in your voice, use please and thank you at all times</td>
</tr>
<tr>
<td>Care</td>
<td>For yourself and others, for the environment.</td>
<td>Look after younger children, friends, peers, adults who need help, put rubbish in the bin, admire, with your eyes and mouth, the fauna and flora</td>
</tr>
<tr>
<td>Common Sense</td>
<td>Think first</td>
<td>Think before you act – ‘Is this the best way to deal with this?’</td>
</tr>
<tr>
<td>Self Control</td>
<td>Accept that we are all responsible for our own actions</td>
<td>Stop, Think, Do</td>
</tr>
<tr>
<td>Consideration</td>
<td>Tolerate and accept that everyone is different</td>
<td>Student physical abilities, background, family and culture are all different</td>
</tr>
</tbody>
</table>

In our supportive school environment, we model and teach behaviour to develop positive attitudes towards learning, positive personal qualities and respect. Students will be constantly reminded of the expectations throughout the year and your support would be appreciated.
BICYCLES / SCOOTERS

Children riding bicycles to school must walk them into the school grounds, park them in the racks provided, then walk them out of the school grounds at the end of the day. The wearing of bike helmets is compulsory by law and is reinforced at school. Good bicycle safety and sense is expected at all times – please discuss safety issues with your child.

The safety of bicycles/scooters parked within the school grounds cannot be guaranteed and children should secure their bikes with a padlock and chain.

Students must dismount and walk bicycles/scooters across the zebra crossing.

BOOKCLUB

The school participates in Scholastic Book Club. Each month children will bring home a catalogue suited to their age. Orders are taken and purchased items are sent home upon delivery. The school receives rewards for participating in the program.

BOOK LISTS

A comprehensive list of requirements for each year level is provided and distributed in term 4 for the following year. It is very important that children have all requirements for the start of each year so they can participate fully in class. Parents experiencing financial difficulty in obtaining requisites are asked to advise the Principal.

BUS SERVICES

A bus service is available to students attending this school. The service is operated by Alice Lerch and covers a restricted area between Forest Hill township and the Warrego Highway. The school office can put you in touch with the bus operator.

CHAPLAINCY

A chaplaincy program is an optional service introduced into Forest Hill State School to provide students, staff and parents with support which may have a religious and/or spiritual component. Chaplaincy services provide an additional adult role model in schools. Whilst personally modelling and owning their own faith positions or belief, chaplains avoid any implications that any one religion, denomination or other set of beliefs is advantageous or superior to any other denomination, religion or belief.

Our chaplaincy program is compatible with policies and practices that apply to delivery of any service in a multi-faith and multicultural state school community. A chaplaincy program is inclusive of and shows respect for all religious and non-religious beliefs and other stances represented in the school community. All activities and events provided within a chaplaincy program are non-discriminatory and equitably available to students of all beliefs who choose to participate. Religious Instruction is not part of a school's chaplaincy program and occurs only in accordance with legislation and departmental policy.

Local Chaplaincy Committee
Forest Hill State School Chaplaincy runs under the guidance of the Local Chaplaincy Committee (LCC), with representatives from parents and staff, local Churches, and Scripture Union (the major employing authority for school chaplains in Queensland.) The Local Chaplaincy Committee is charged with representing the diversity of religious, faith and non-religious beliefs in the school.
community. Members of the LCC understand the cultural and religious customs and needs of individuals and groups within the school and range of services and support currently available and/or required.

Funding
Chaplaincy at Forest Hill State School is funded through a combination of a federal government grant (if applicable) and through donation; from local Churches, community organisations and individuals (as applicable). School funds provided by the Queensland government for educational purposes are not used to support chaplaincy services.

CARS IN THE SCHOOL GROUNDS
Parent cars should not enter the school grounds at any times unless a specific reason exists (eg. delivering or collecting heavy equipment). Care should be taken when driving within the grounds, as children would not expect to see a car moving around the school site. Education Queensland accepts no responsibility for damage caused to vehicles within school grounds.

CHANGES IN FAMILY CIRCUMSTANCES
Please advise the office where there are family changes such as estrangement, divorce, custody orders, bereavement, illness or injury. It is also vital to keep new contact information, addresses and phone numbers current in case the school needs to contact parents/caregivers.

COLLECTION OF MONEY
All money sent to school for official purposes, is to be placed in the collection box between 8:30am and 3:00pm. For security, money should be sent in an envelope that is clearly marked with name, year level and purpose.

EARLY DEPARTURE
If it is necessary for your child to leave school prior to 3.00pm they will need to be signed out at the office.

ENROLMENTS
Enrolment forms may be collected from the school office. Parents of new enrolments are required to make an appointment for an interview with the Principal. In most cases students will be able to attend Forest Hill State School the day after the interview. Proof of age will be required for all admissions.

Prep Enrolments -
- Is full-time and the first year of schooling.
- Prep is available to all children of eligible age and there are no waiting lists
- Children need to be 5 by 30 June in the year they enrol in Prep
- Target prep class size is 25 children.
Birth date:  
- Birth date: 2009  
- Birth date: 2010  
- Birth date: 2011  
- Birth date: 2012  
- Birth date: 2013  
- Birth date: 2014

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</thead>
<tbody>
<tr>
<td>Child born 1 July 2004 to 30 June 2005</td>
<td>Prep</td>
<td>Year 1</td>
<td>Year 2</td>
<td>Year 3</td>
<td>Year 4</td>
<td>Year 5</td>
</tr>
<tr>
<td>Child born 1 July 2005 to 30 June 2006</td>
<td>Prep</td>
<td>Year 1</td>
<td>Year 2</td>
<td>Year 3</td>
<td>Year 4</td>
<td></td>
</tr>
<tr>
<td>Child born 1 July 2006 to 30 June 2007</td>
<td>Prep</td>
<td>Year 1</td>
<td>Year 2</td>
<td>Year 3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Child born 1 July 2007 to 30 June 2008</td>
<td>Prep</td>
<td>Year 1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Child born 1 July 2008 to 30 June 2009</td>
<td>Prep</td>
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</tbody>
</table>

The age requirements for Prep enrolment are set by Education Queensland and cannot be varied by the school.

**EMERGENCY PROCEDURES**

A continually updated evacuation and lock-down procedure, familiar to staff and teachers, for fires or other emergencies is practised at the school. All visitors to the school are expected to participate if a drill is notified.

**EXCURSIONS**

Educational Excursions are part of the school curriculum and organised at the discretion of the class teacher. Costs are kept to a minimum. It is in the interests of all children to participate in these activities. Written permission notes, which are given out well in advance of a proposed excursion, must be returned before any child may leave the school. School uniform, is necessary for these excursions.

**EXTRA CURRICULAR PROGRAMS**

**Sport**
The school has a very strong participation and performance record in school sport. Interschool sport is held annually for cross country and athletics. District sports trials are held in a wide variety of sports and district Swimming, Athletics and Cross Country Carnivals are held each year. Friendly games are held in Speed Soccer and Netball usually in term 3 against the Laidley cluster of schools.

**Other Programs**
Throughout the year students have the opportunity to participate in a range of competitions and clubs. In 2012 students participated in Murder Under the Microscope and Premiers Reading Challenge.

Lunch time programs provided for students include Lego Club, Computer Club, Environment Club, Construction Club, Board Game Activities and Ball Game Competitions.

**HATS**

Forest Hill State School is a Sun Smart school and strongly enforces the No Hat, No Play policy. Children must wear wide brimmed hats at all times when in the sun. Bucket hats and caps are not acceptable.
HEAD LICE

Occasionally there are outbreaks of head lice. In the event of an outbreak of Head Lice, a notice will be sent to the families of all children in the class or classes where the outbreak occurs.

Regular checks of hair by parents does keep outbreaks to a minimum. If your child does become infected, s/he should remain at home until treatment with an effective solution has been carried out. It is also advisable, especially for a child’s self image, to remove all eggs from the hair (a slow process). Follow-up treatment after 5 days is required.

HOUSES

All pupils are placed in one of two houses, namely:

- Kent (yellow)
- Weinholt (purple)

Students use these house groupings for competitions within the school.

LEAVING SCHOOL GROUNDS

Children are not permitted to leave the ground at any time without parent’s and Principal’s permission. The names of students leaving the school ground or departing early are recorded.

LIBRARY

The library is an integral part of our school and the children are welcome and encouraged to use this facility. Please ensure that our books are well cared for. A Library Bag is essential in the lower grades. It is necessary so that your child can borrow from the school library.

LOST PROPERTY

To prevent the loss of property please mark all belongings clearly with your child’s name and check periodically to make sure marking has not faded. Please follow up immediately an item is lost. Lost Property is stored underneath the school building.

MEDICATION - ADMINISTRATION TO PUPILS

Strict new procedures have been developed by the Queensland Government regarding prescription and over-the-counter medication in schools. Our school is committed to working closely with parents and students to highlight the risk of students misusing these medications.

All parents/caregivers must:

- notify the school in writing of a health condition requiring medication at school
- request in writing if school staff are to administer medication or assist in the management of a health condition
- notify the school in writing of any requests and/or guidelines from medical practitioners including potential side effects or adverse reactions
- provide the medication in the original labelled container to the nominated staff member
- ensure the medication is not out of date and has an original pharmacy label with the students’ name, dosage and time to be taken
- notify the school in writing when a change of dosage is required. This instruction must be accompanied by a letter from a medical practitioner
- advise the school in writing and collect the medication when it is no longer required at school.
NEWSLETTER

The school newsletter will be forwarded to you each fortnight informing you of school news. The newsletter is given to the eldest child in the family attending our school. The first newsletter of the term will contain a term planner.

At the end of each term the school also produces a highlights publication.

PARADES

Tuesday – Friday: a short parade is held at 8.50am under the main building.
Monday: full parade, including Student of the Week Awards, school song, National Anthem, and other important messages. Parade commences at 8.50am in the undercover area of the main building.

Parents are more than welcome to come along to all parades.

PARENTS AND CITIZENS ASSOCIATION

Have a say in your child’s future and attend the meetings, which are held every third Monday of the month at the school at the alternate times of 3.30 and 5.30pm. A reminder is published in the school newsletter. Everyone is welcome to attend.
The P&C is a very active body within the school and holds regular fundraising events. It also conducts a tuckshop made up of parent volunteers. Please support and assist our P&C where you can.

REFUND POLICY

Refunds will be considered upon receipt of a written request.

RELIGIOUS EDUCATION

Forest Hill State School embraces a multitude of cultural, religious and non-religious beliefs and encourages students to grow and develop as a whole person, in particular, in beliefs, values and attitudes. Forest Hill State School respects the background and beliefs of all students by not promoting, or being perceived as promoting, any particular set of beliefs in preference to another.

Religious instruction is not a program or syllabus provided by the Department of Education and Training (DET).

Religious Education instructors visit the school each week to conduct classes. If parents wish their child to participate in these lessons, please send a note to the school office.

REPORTING TO PARENTS

Schools are required to report to parents twice a year. This is done at the end of each semester. We encourage parents or caregivers to keep in touch with teachers if any concerns arise regarding the progress of their child.
SCHOOL SPORT – INSURANCE COVER

Parents are advised that the Department does not have Personal Accident Insurance cover for students. Physical education, particularly contact sports, carries inherent risks of injury. It is a personal decision for parents as to the type and level of private insurance they arrange to cover students for any accidental injury that may occur.

SCHOOL DAY

8.50am  First bell - go to parade area
11.00am  1st break starts
11.40am  Bell rings – students use toilets, get drinks and assemble in parade area or move to classrooms.
1.00pm  2nd break starts
1.25pm  Bell rings. Students assemble in parade area or move to classrooms.
3.00pm  Dismissal

SCHOOL UNIFORM

☐ We are a uniform school and students are expected to be in full school uniform.
☐ Uniforms are available for purchase from the school.
☐ Shirts are expected to be tucked in, except when playing.

<table>
<thead>
<tr>
<th></th>
<th>Girls</th>
<th>Boys</th>
</tr>
</thead>
<tbody>
<tr>
<td>Uniform - Summer</td>
<td>• Gold sports shirt</td>
<td>• Gold sports shirt</td>
</tr>
<tr>
<td></td>
<td>• Black shorts/skort (mid length)</td>
<td>• Black shorts (rugger style in short or long legs)</td>
</tr>
<tr>
<td></td>
<td>• Gold hat broad brimmed</td>
<td>• Gold hat broad brimmed</td>
</tr>
<tr>
<td></td>
<td>• Predominately black or white enclosed shoes and white socks</td>
<td>• Black shoes and white socks</td>
</tr>
<tr>
<td></td>
<td>• No bike pants or leggings</td>
<td>• Thongs, ugg boots, gum boots are not appropriate</td>
</tr>
<tr>
<td></td>
<td>• Thongs, ugg boots, gum boots are not appropriate</td>
<td></td>
</tr>
<tr>
<td>Uniform - Winter</td>
<td>• Gold pullover and jacket</td>
<td>• Gold pullover and jacket</td>
</tr>
<tr>
<td></td>
<td>• Black track pants</td>
<td>• Black track pants</td>
</tr>
<tr>
<td>Hair</td>
<td>Hair should be a natural hair colour</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Hair should be tied back out of face</td>
<td></td>
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<tr>
<td></td>
<td>Hair accessories (scrunchies, ribbons, clips, band and head bands)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>should be preferably in school colours</td>
<td></td>
</tr>
<tr>
<td>Make Up</td>
<td>Nails should be an appropriate length for HPE and safety issues</td>
<td></td>
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<tr>
<td></td>
<td>Nail polish is not permitted</td>
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</tr>
<tr>
<td></td>
<td>Lip balm is permitted (natural, clear coloured)</td>
<td></td>
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<tr>
<td></td>
<td>No facial make up or mascara</td>
<td></td>
</tr>
<tr>
<td>Jewellery</td>
<td>Only 1 ear ring per ear (sleeper or stud)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>No body or facial piercing are allowed</td>
<td></td>
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<tr>
<td></td>
<td>One watch</td>
<td></td>
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<tr>
<td></td>
<td>Medical bracelets are allowed</td>
<td></td>
</tr>
<tr>
<td></td>
<td>No bangles or necklaces</td>
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</tr>
</tbody>
</table>
SICK CHILD PROCEDURES

Parents will be notified immediately, by staff, in cases of serious accident or illness. In an emergency the following procedure will be adopted:
(1) Attempt to phone parent or guardian.
(2) Phone ambulance, if necessary.
(3) Follow-up with parent/hospital.
Any injury requiring first aid, which cannot be dealt with by the staff of the school, will be reported to the Laidley ambulance. THERE WILL BE NO HESITATION IN CALLING AN AMBULANCE AS THE WELFARE OF OUR STUDENTS IS OF PARAMOUNT IMPORTANCE.

SPECIAL EDUCATIONAL SERVICES

(1) Support Teacher - Learning Difficulties (STLD):
A Support Teacher visits our school weekly to:
(a) assist teachers to develop programs for children with needs
(b) diagnose difficulties

(2) Guidance Officer:
A Guidance Officer is available to help children who have been identified as having major difficulties:
(a) socially
(b) emotionally
(c) educationally
(d) a combination of the above.
Parental permission must be obtained before any testing can be carried out by the Guidance Officer. Parents will always be informed of the results and subsequent programs.

(3) Speech Therapy:
A speech therapist visits our school to:
(a) help children who have been identified as having major difficulties
(b) assist teachers to develop programs for children with needs

(4) Dental Services:
The Dental Van from the Department of Health School Dental Service visits our school biannually. Highly trained therapists and dentists treat children and train them in dental hygiene free of charge. Parental permission is required and no work will be carried out without first advising you of the required treatment.

(5) Special Needs - Inclusive Education:
A support teacher regularly visits our school to develop programs for students who have been ascertained with a disability.

SWIMMING

At Forest Hill State School, we encourage all children in years 4 to 7 to attend swimming lessons, which is part of the Health and Physical Education curriculum. Swimming occurs in term 4. Details of swimming days, times will be forwarded home with a permission note.
Students must wear a swim shirt in the water and earrings must also be removed. Thongs are allowed to be worn to and from the pool, however students must change back into school shoes.
VALUABLES

Money
We discourage children from bringing more money to school than necessary. Money can be left with a teacher or the office for safe keeping. Expensive toys and playthings are not allowed at school.

Mobile Phones
Students are discouraged from bringing a mobile phone to school, however if required, the phone must be handed into the office for the duration of the school day.

Toys/Trinkets
Toys and trinkets from home very often become lost or broken at school. It saves a lot of time and heartache if these are left at home. Any toys that find their way to school will be cared for in the office until the end of the day. Staff cannot assume responsibility for any loss or breakage.
## Recommended minimum periods of exclusion from school

<table>
<thead>
<tr>
<th>Disease</th>
<th>Period of exclusion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chicken pox</td>
<td>Child to be excluded until fully recovered.</td>
</tr>
<tr>
<td>Mumps</td>
<td>Child to be excluded until fully recovered.</td>
</tr>
<tr>
<td>Rubella (German Measles)</td>
<td>Child to be excluded until fully recovered. NB Girls can now be vaccinated from year 1.</td>
</tr>
<tr>
<td>Viral Hepatitis</td>
<td>Child will be readmitted on receipt of a medical certificate of recovery or on subsidence of symptoms but not before 7 days after onset of jaundice.</td>
</tr>
<tr>
<td>Measles</td>
<td>Child to be excluded at least 7 days from the appearance of rash or until a medical certificate of recovery is provided.</td>
</tr>
<tr>
<td>Scarlet Fever</td>
<td>Child to be excluded until appropriate medical treatment and a medical certificate of recovery is provided.</td>
</tr>
<tr>
<td>Whooping cough</td>
<td>Child to be excluded for 4 weeks from onset of illness and until a medical certificate of recovery is provided.</td>
</tr>
<tr>
<td>Head lice</td>
<td>From time to time outbreaks of headlice will occur throughout the school or in individual classes. When this occurs children are to be treated.</td>
</tr>
<tr>
<td>Ringworm</td>
<td>Child will be readmitted when appropriate treatment has commenced supported by a medical certificate. Lesions (sores) must be covered. Except in the case of the scalp, a lesion under the scalp, a lesion under treatment with paint is accepted as being covered. If an ointment is being used, a dressing must be applied.</td>
</tr>
<tr>
<td>Scabies</td>
<td>Child will be readmitted when appropriate treatment has commenced.</td>
</tr>
<tr>
<td>Conjunctivitis</td>
<td>Child to be excluded until discharge from the eyes has ceased.</td>
</tr>
<tr>
<td>School sores</td>
<td>Until sores have fully healed. The child may return to school provided the appropriate treatment is being applied and that sores on exposed surfaces are properly covered.</td>
</tr>
</tbody>
</table>
Forest Hill School Song

How fair is our far-spreading Lockyer Vale
In bright, sparkling sunshine or Winter’s dull pale.
But the spot we love best of the beauty spots here
Is our school, Forest Hill, where our dreams are fulfilled.

Proudly, with honour, we strive and believe
The best school in Queensland our goal to achieve.
And with love for our country our motto will remain
Forest Hill, Pride, Love, Truth and Honour prevail.

Forest Hill, Pride, Love, Truth and Honour prevail.