

Annandale State School

INTERNATIONAL STUDENT HANDBOOK



CRICOS PROVIDER NUMBER 00608A

REVIEWED DATE: SEPTEMBER, 2025.



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Welcome

The Annandale State School community.

Annandale State School is a large primary school located in the suburb of Annandale at the base of Mt Stuart. The school is situated in the heart of the tropical city of Townsville, North Queensland, Australia.

The school has a student enrolment of approximately 750 students, in classes from Prep to Year 6.

The student community has a rich cultural diversity that contributes to opportunities for students to develop as socially aware global citizens.

Annandale State School is one of five schools (four primary and one high school) in the Mt Stuart Cluster of State Schools. The schools in the Mt Stuart Cluster are mutually supportive in preparing students to become life-long learners.



Principal's Message

Congratulations on choosing Annandale State School for your child's primary education. We are thrilled to welcome your family into our vibrant community. As one of North Queensland's largest primary schools, we pride ourselves on providing a holistic, high-quality education through the dedication of our experienced staff, who work closely with families and the broader community.

Our school is a rich tapestry of cultures, with over 30 distinct backgrounds represented. This diversity creates a dynamic learning environment, where students develop an appreciation for inclusivity and community spirit.

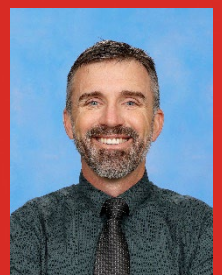
At Annandale, education is a partnership. Together, we each have an essential role in fostering a safe, respectful, and nurturing learning environment for our students, families, and staff. This collaborative approach is central to our "Annandale Attitude," a set of desired dispositions supported through our core values—Be a Learner, Be Safe, Be Respectful—that guide our interactions and aspirations.

Our mission is to provide purposeful learning experiences aligned with the Australian Curriculum, nurturing each child's love of learning and building their social skills, helping them learn to be friends and active, positive members of the community.

We encourage you to collaborate with us throughout this journey. While our expertise lies in delivering quality education, you know your child best. By working together, we can ensure your child thrives and reaches their full potential.

Our leadership team look forward to meeting you and your child at an enrolment interview, where we can begin the rewarding partnership with you and an exciting journey of learning and growth for your child.

Trevor Buchanan
PRINCIPAL





OUR MOTTO:

Creating the Future

At Annandale State School we believe that every student matters, every day and that each student can achieve their very best.



Our Mission



At Annandale State School our motto is *CREATING THE FUTURE*. Our mission is to provide purposeful learning experiences aligned with the Australian Curriculum, nurturing each child's love of learning and building their social skills, helping them learn to be friends and active, positive members of the community.

Through a working alliance with cluster schools, a seamless educational pathway is delivered from the early phase of learning to high school and adult life. As educational partners, we also work together to ensure smooth transitions occur at the key junctures of schooling.

Annandale State School engages with members from our wider community including to help inform the school's strategic direction and school improvement.



We expect students to...

- Attend every day possible. Our target is for at least 95% attendance of the school year
- Engage with all learning experiences in the classroom
- Demonstrate positive learning and social behaviours
- Make age appropriate progress in achieving Literacy and Numeracy outcomes

Programs to Support Learning

- **Positive Behaviour for Learning (PBL)** is a school wide approach to promoting positive behaviour. As a school we believe in first teaching expectations and using restorative processes to strengthen student relationships.
- **EAL/D International School Program (ISP)** is weekly support for English as a Second Language Learners in the areas of reading, writing, speaking and listening from Prep to Year 6. This occurs both through intensive teaching and general classroom support.
- **Intensive Teaching Support** is a focused program for students identified as 'At Risk' for literacy development. Intensive short term lessons focus on bridging gaps in a student's literacy knowledge.

Important School Information

Administration Office: (07) 4729 5111

Open: 8:00 am to 3:30 pm

Outside School Hours Care (OSHC): 0448 904 495

Address: Cnr Oleander Street and Yolanda Drive,
Annandale Qld 4814

Email: principal@annandaless.eq.edu.au

Absences: absent@annandaless.eq.edu.au

Enrolment: enrolment@annandaless.eq.edu.au

Website: annandaless.eq.edu.au

Newsletters: Newsletter can be accessed at the end of each fortnight on the school website and can be converted in a number of languages.

CRICOS Provider Number 00608A

Policies and Procedures

All policies and procedures that relate to the management and operation of our school are available through our School Administration Office and on the school website from forms and documents.

Leadership & Support Teams

Principal: Trevor Buchanan

Leads the strategic direction, business operations and educational programs of Annandale State School.

Deputy Principal (Prep – Year 2): Samara Koidis

Leads teaching teams in Prep to Year 2 to deliver the Australian Curriculum and support student learning, engagement and behaviour.

Deputy Principal (Year 3-6): Jeanette Mudie

Leads teaching teams in Year 3 to Year 6 to deliver the Australian Curriculum and support student learning, engagement and behaviour.

Head of Special Education Services: Colleen Carr-Pauline

Leads the **Inclusion Team** to support students in successfully accessing learning. Coordinates targeted specialised support such as speech language and occupational therapy services.

Head of Department - Student Services: Lisa Sweeney

Leads the **Student Wellbeing Team** to provide universal and targeted support that addresses student induction, engagement, attendance, behaviour and peer support.

Head of Department – Curriculum: Jeni Lee

Leads the **Academic Team** to provide curriculum development support for teachers, library services support and EAL/D support.

Guidance Officer – Maria Musumeci

Provides intensive guidance, counselling and assessment for identified students.

Daily Routine

8:45 am	Morning Connection
8:50 am	School Commences
8:50am – 11:00am	First Learning Session
11:00am – 11:10am	Supervised eating time
11:10am – 11:40am	Recess/Play
11:40am – 1:20pm	Second Learning Session
1:20pm – 1:30 pm	Supervised eating time
1:30pm – 1:50 pm	Recess / play
1:50pm – 2:50 pm	Final Learning Session
2:50 pm	School finishes for the day



International Student Program

Annandale State School is proud to be recognised as a school of choice for International families and their children.

In addition to our quality academic programs, our individualised approach to pastoral care ensures that children feel safe and cared for at all times. In this environment, all students are able to work to their potential and achieve outstanding outcomes – both academic and personal.

International students are an important and celebrated group in the Annandale State School community. Our International Student Program aims to maximize the learning outcomes for all international students and to promote their involvement in our wider school. We believe this provides a valuable opportunity for all of our community to form a deep respect for diversity and to develop a global view of the world.

If an EAL/D student achieves below a C for English, they will be provided with small group intervention to assist them with the English language.



INTERNATIONAL STUDENT COORDINATOR

Annandale State School has a dedicated International Student Coordinator on staff. This role is responsible for overseeing the delivery of our high quality International Student Program and supporting individual students during their enrolment. Our International Student Coordinator is also the key contact person for the families of International Students – acting as a liaison between school staff and families.

Annandale State School's International Student Coordinator is **Mrs Tegan Hart**. Families can contact Tegan during her work hours on Thursday and Friday by phone: **(07) 4729 5111** or email: thart45@eq.edu.au at any time.

Mr Trevor Buchanan (Principal) is the International Student Leadership Team Coordinator and **Ms Leisel Nordine** is the International Student Administration Coordinator who you will have contact with during the enrolment process at Annandale State School.

Application and Enrolment



EQI APPLICATION

- All International Student applications for Annandale State School are managed through Education Queensland International (EQI).
- EQI recommends the services of its trained and registered education agents to assist with your application.
- Please contact EQI for agent contacts in your country or visit the EQI website: eqi.com.au
- Application forms can be downloaded from the EQI website.
- Complete the application form and attach the required documents as listed in the checklist.
- Forward the documents to EQI for processing: EQInternational@qed.qld.gov.au
- Successful applicants will receive a Confirmation of Enrolment (CoE)

SCHOOL ENROLMENT PROCESS

International Students can be enrolled into Annandale State School once EQI have issued a Confirmation of Enrolment.

1. On arrival in Queensland, make an appointment with our International Student Coordinator and a nominated school leader.
2. During the Enrolment Interview, provide the following paperwork:
 - Student's CoE
 - Dependant Student School Notification Form
 - Parent's passport
 - Student's passport
 - Visas (in passport or a Visa grant documentation from DIBP)
 - Proof of address
3. Once all documentation is provided, the student will be enrolled.

VISA REQUIREMENTS

All international students must meet the Australian Department of Immigration and Border Protection's mandatory requirements for student visas, including:

- satisfactory course attendance
- satisfactory academic progress
- compliance with the school's behaviour policy.

Student's academic progress, attendance rates and behaviour records will be regularly monitored by our International Student Coordinator to ensure compliance with DIBP's requirements.

Any issues will be raised in advance with parents.

AGENTS

Annandale State School staff do not work with education agents. All contact with agents should be directed to EQI.

PAYMENT OF FEES

All international students pay their fees to EQI. The tuition fee that is charged for dependent children varies according to the level of schooling for which they will be enrolled.

These fees cover:

- Access to a Queensland Government school
- All teaching costs
- EAL/D – English as an Additional Language or Dialect support (if required)

These fees do not cover:

- Passport and visa application fees
- Travel expenses or personal items
- School Lunches
- Musical instruments or costs associated with extra curricula activities
- School uniforms, textbooks and stationery items
- School excursions, camps, special events

These fees must be paid prior to the beginning of the school year. A copy of your receipt should be brought to the International Student Coordinator.

International Student Orientation Program

Annandale State School offers a specialised orientation program for all international students and their families. This program includes:

ENROLMENT INTERVIEW

(Parent, student, Interpreter if required, relevant school staff)

- Formal introduction of International Student Coordinator and a School leader.
- Discussion and completion of enrolment paperwork.
- Sharing Parent Handbook including general school routines and expectations.
- Determination of appropriate enrolment – year level and class.
- Discussion of individual student needs – including academic and pastoral care services.
- Overview of International Student Handbook.
- Parent and student questions.
- Complete a Bandscale Entry Level Checklist.

SCHOOL INDUCTION

- Tour of school – including library, meeting areas and classrooms
- Formal introduction of Classroom Teacher
- Overview of International Student support

CLASSROOM BUDDY

Upon commencement at school, each student will be assigned a classroom buddy. This student peer will help with transition including navigating the school grounds, connecting with friends and learning school routines.



Multi-Cultural Programs

Annandale State School is proud to enrol students from a wide range of cultural backgrounds. We celebrate the diversity of our community at special events throughout the school year. Indigenous and International perspectives are also embedded into our learning program under the Australian Curriculum. In 2021 Annandale S.S. built a 'Yarning Circle' in the school grounds for classroom and play time use. The Yarning Circle is connected to the beliefs and traditions of Australia's Aboriginal and Islander community.

TEACHING AND LEARNING PROGRAMS

Our academic programs are focused on building students' foundational skills, attitudes and values to ensure they achieve their individual potential. Literacy and numeracy skills are taught explicitly as well as embedded in Annandale State School's extended curriculum. The core areas of study for all year levels are aligned with the Australian Curriculum.

In addition to engaging classroom-based learning activities, many aspects of our curriculum are delivered by specialist teachers, including:

- Health and Physical Education (All year levels)
- Music studies (All year levels)
- Languages – Chinese (Year 1, 2, 3, 4, 5 and 6)
- Technology
- Instrumental Music (elective for Years 3 to 6)

Phases of Learning

Our academic programs are divided into two key phases of learning. Each stage is approached as a unique, yet interdependent step in the broader education pathway.

JUNIOR PRIMARY (PREP TO YEAR 2)

The quality of learning experiences in a child's earliest years plays a significant role in setting the foundations for lifelong development, including

language acquisition, participation and achievement in formal schooling as well as social and emotional skills development.

At Annandale State School, our Prep program celebrates the importance of a quality early years education by providing our students with an enriched learning environment that promotes social awareness and independence. Our child-centred approach focuses on the development of fundamental literacy and numeracy skills as children pursue their individual interests and follow their natural curiosity.

MIDDLE & UPPER PRIMARY (YEARS 3 TO 6)

Annandale State School's approach to these year levels reflects our understanding of the unique educational needs of young adolescents. Our Middle/ Upper Primary program supports the intellectual, social, emotional, moral and physical development of our students. Learning experiences encourage active learning, strong relationships, co-operation, and the development of independent learning skills.



Technology and Resources

Annandale State School provides a well-resourced learning environment for students. In addition

to our classrooms being filled with age-specific resources, students have access to specialist teaching environments.

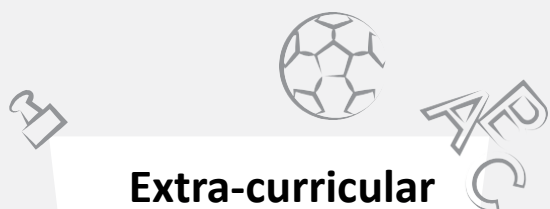
SPECIALIST TEACHING ENVIRONMENTS

Our students have access to a number of specialist teaching environments, including Instrumental Music Classroom, Special Education Centre, Library, multiple computer labs, undercover sports areas and a range of sporting fields.

TECHNOLOGY

Annandale State School provides a diversity of digital hardware and platforms for students to support their learning. This includes iPads, Desktop Labs, Mobile Laptop Labs and robotics and coding hardware. Students further access a number of digital platforms to support and extend their classroom learning.





Extra-curricular

MUSIC

In addition to the general study of music - which is provided as a core component of our academic program – Annandale State School also offers students the opportunity for more focused instruction.

Participation in these programs is generally accessed through an audition process.

Instrumental Music: Students in Year 4, 5 and 6 are considered for admission into the Brass/Woodwind section of the Program, while Year 3 students are considered for the String section.

Ukulele Club: Years 5 and 6 students.

Choirs – Junior - Year 3 and 4 students and **Senior** - Year 5 and 6 students.

LANGUAGES

The extended Annandale State School curriculum provides all students with the opportunity to engage in different languages and cultures.

In Year 1 to Year 6, our students are instructed in Chinese (Mandarin).

Our Languages teacher leads the students through functional aspects of the language – immersing them in the culture and traditions.

STEAM

Students in Year 3 to Year 6 are provided extension opportunities through programs aligned with Science, Technology, Engineering, Arts and Mathematics (STEAM). These include coding, robotics, interschool STEM challenges, Optiminds, Chess and Maths Fiesta.



SPORTS and PHYSICAL ACTIVITIES

Annandale State School promotes good health and nutrition through the Government dental hygiene program and Life Education Van visits.





Our Physical Education program engages all students in fun, active skill development across a number of sports.

Students in Year 2, Year 3 and Year 5 are offered a swimming program in Term 4 each year.

Year 5 and 6 students may nominate to participate in a range of Inter-school sporting teams throughout the year. Participating students play against other state and private schools at various venues across Townsville during school hours.

Various sports are also offered before and after school within the school grounds.

All students are allocated to a sporting team upon enrolment at Annandale State School. Students compete in these teams for school based sporting events such as Cross Country, Athletics and Swimming. Our teams are named after sporting icons.

Bradman	House colour is Red	
Fraser	House colour is Blue	
Freeman	House colour is Yellow	
Perkins	House colour is Green	

Excursions and Camps

Our students' learning is enhanced through participation in school excursions. When planning excursions, our teachers ensure:

- The activity complements students' academic programs
- Safe ratios of adults to students as per activity requirements
- Students not participating in the excursion are supervised and provided with an alternative program at school
- Specific processes are in place if students are being transported in private vehicles
- Careful selection and preparation of all parents/ volunteers participating in the excursion.

Our school regularly reviews and updates our excursion procedures using Education Queensland's Curriculum Activity Risk Assessment.

All school excursions and camps are approved by our Principal.

Library Programs

All classes visit our library weekly to borrow reading material to take home and return the following week. Students can also access the Library and lunch time programs including games, craft and challenges at both breaks.

Students are responsible for the care of our Library resources. Loss or damage may incur a replacement fee.

Homework

A balanced approach to homework plays an important role in a child's education.

At Annandale State School, we promote homework as not only an opportunity for students to develop self-discipline and independence, but also for parents to see and share their children's education.

PHASE: PREP – YEAR 2

Duration: 60 minutes per week **Focus:** Reinforcing literacy **Common Tasks:**

- Daily reading to, with and by parents/caregivers. Each student takes a home reader folder home that will provide guidance.

- Discussions about books.
- Linking concepts with familiar activities (e.g. shopping, cooking).
- Conversations about what is happening at school.
- Opportunities to write for meaningful purposes.
- Preparation for oral presentations.

PHASE: YEAR 3 – YEAR 6

Duration: 2-3 hours per week

Focus: Reinforcing new concepts and independence

Common Tasks:

- Daily independent reading.
- Class work from each subject area (as required) including written tasks.
- Extension of class work, projects and research (as required).

Assessment

Assessment helps teachers make decisions about your child's knowledge and ability.

Most assessment in primary school is based on a range of evidence including classroom teacher's direct observations or reflections on students' work, diagnostic, summative and formative assessment which is aligned with the Australian Curriculum.

Throughout the year, all class teachers complete standard, school-wide assessment of their students. The evidence from these assessments informs teacher planning and differentiation to support students' learning programs.

Under DIBP's visa requirements, International Students must maintain satisfactory results in all subjects

in order to continue in the program. Annandale State School is required to monitor the students' performance, and inform EQI if any students' results are not satisfactory.

NATIONAL TESTING

Annually, Year 3 and 5 students in Australia undergo the National Assessment Program – Literacy and Numeracy (NAPLAN) tests. There are 4 tests, completed over 3 days: Language Conventions, Writing, Reading and Numeracy. The results of these tests provide the school with comparative data to help inform school wide responses and potential next steps for individual students. Parents also receive a report showing how their child performed against agreed national benchmarks.

Student Progress Monitoring

The Annandale State School International Student Coordinator, together with classroom teachers and school leaders, regularly monitor the academic progress, attendance rates and behaviour records of all International students.

One tool used for this monitoring is known as Bandscaling. EAL/D students are individually assessed every six months and their academic progress plotted on the Bandscale.

This monitoring ensures that early intervention strategies can be implemented to support children's learning and in addition maintain Visa eligibility.

Parents are invited to contact the classroom teacher or our International Student Coordinator at any time to discuss their child's progress.

Parent Information Sessions

At times throughout the year, Annandale State School will host both formal and informal parent events. The focus of these gatherings may vary – from introducing curriculum changes, sharing helpful tips about helping your child's learning at home to open discussions about an important, emergent topic. All events are advertised in our newsletter, website and on Facebook.



Reporting to Parents or Guardians

While our classroom teachers are available to discuss your child's progress throughout the school year by booking an appointment, there are key times of year when the school formally reports to parents.

PARENT INFORMATION SESSION

At the beginning of each year our teachers open their classrooms to talk about the year ahead with students and their families. This provides parents with an opportunity to visit their child's classroom and speak directly with the teacher regarding the programs being undertaken throughout the year.

PROGRESS MEETINGS

At the end of Term 1 and Term 3, parents and guardians are invited to attend Parent-Teacher meetings to discuss individual student progress. This is an important checkpoint for parents before formal academic reporting at the end of each semester.

ACADEMIC REPORTING

At the end of each semester (Last week of Term Two and Four), families will receive a written report, detailing the academic and behaviour performance of their child. These reports provide an overview of your child's academic achievement against the Achievement Standard, attendance and general behaviour across all aspects of school life.

REPORTING SCALE

The following 5-point scale is used to report student achievement in Prep to Year 2:

- Applying
- Connecting
- Working with
- Exploring
- Beginning

The following 5-point scale is used to report student achievement in Year 3 – Year 6

- A
- B
- C
- D
- E

An 'N' is used in exceptional circumstances, when there is insufficient summative assessment evidence to make a judgement about a student's level of achievement. An 'N' can be used when a student has recently arrived (new to state schools or new to the school) or they have extended absences. An 'N' can be used for EAL/D students.



Family and Community

INVOLVEMENT

Parents and families are an important part of our school community. Annandale State School encourages families to become involved in their child's broad education experience with us by keeping in regular communication with teachers and volunteering in class or our school.

COMMUNICATION

Open communication between home and school underpins a great school experience for children and all involved.

FROM THE SCHOOL

To ensure that you always know what is happening in our school, we provide important information through the following:

- Class newsletters or emails
- Fortnightly school E-Newsletter can be found on the school website. In addition a link will be sent home at the end of each week during term. There are options for selecting multiple languages to read this document online.
- School Website – annandaless.eq.edu.au
- Parent information nights and special events
- School assemblies
- Facebook

FROM YOUR FAMILY

We encourage you to share any news, concerns or questions with our school.

General events in your family life - such as illness, new babies and visitors - can be a source of excitement or concern for young children, and so may affect their behaviour. Please let your classroom teacher know of any such events. Please feel free to discuss any problems or queries with your classroom teacher before or after school – especially in regards to your child's progress, the school or the class program.

Teachers will be happy to make appointments for longer discussions. As soon as the bell goes to start the day it is the responsibility of the Teacher to begin their instructions with the class.

CONTACTING STAFF

Should you wish to speak at length with your child's teacher it is best to book a dedicated time with the class teacher. This will allow for an uninterrupted meeting.

You may contact your child's teacher by leaving a message through our School Administration Office. Many of our teachers may also make use of their professional email account for communication with families. We encourage you to speak directly with your child's teacher to negotiate the best way of staying in regular contact.





School Assembly

We hold three different types of assemblies. Assemblies are held every Monday from 2:20pm.

Whole School Parades are held 3 times each term. At these parades, Prep to Year 6 meet in the shed and we acknowledge students who have demonstrated our Annandale Attitude.

Cohort Parades are up to 4 times each term and broken in Prep to Year 2 and Year 3 to Year 6. At these parades we acknowledge students through our student of the week awards.

Year Level Parades are held up to 4 times each term. At these parades, class teachers facilitate conversations with students and they celebrate student behaviour based on our PBL focus.

For special events throughout the year, whole school assemblies will be held in our Shed.

Parents, guardians and family members are always welcome to attend. Parades are advertised weekly as part of the weekly updates.

Annual School Report

Each year, Annandale State School publishes an Annual School Report. This report outlines our achievement across a number of key performance areas, including student learning outcomes, resource management and community engagement. Electronic copies of the report are available on our school website.

Volunteering

Our school welcomes the active support of our parents and community members.

Whether it is volunteering on event days, supporting a reading program in class, supervising a school camp or offering a hand at a working bee. All help is greatly appreciated.

All volunteers must complete an annual induction and mandatory training with one of our school leaders.





General Information

STUDENT CODE OF CONDUCT

Productive learning and positive behaviour are inextricably linked. We believe that effective learning takes place when all members of the school community – students, staff, parents and visitors

- acknowledge and abide by a set of fundamental expectations.

The Annandale State School Code of Conduct is based on three core expectations: **Be Safe, Be Respectful** and **Be a Learner**. Annandale State

School endorses a whole school approach intended to promote and support appropriate behaviours in all students. To facilitate this approach, the school has implemented the School Wide **Positive Behaviour For Learning (PBL)** framework as a means to revise and develop strategies and procedures to promote a safe, supportive and disciplined school environment.



Important principles that guide our work under our PBL framework include:

- Appropriate behaviour needs to be explicitly taught.
- For some students, extra support will be required in both teaching and reinforcing such behaviour.

Students of Annandale S.S. are also taught concepts from the **Zones of Regulation** program to assist with controlling their own emotions.

Annandale State School offers interventions to support the teaching and reinforcing of appropriate behaviour at different levels.

These include:

- Whole school expectations – for all students, staff and community,
- Positive behaviour monitoring – for students requiring extra encouragement.
- Intensive – for a small number of students displaying challenging and/or persistent inappropriate behaviour.

Details about our Code of Conduct and Positive Behaviour For Learning (PBL) framework and interventions are documented in our Student Code of Conduct available from our website.

STUDENT RECORDS

Individual student records are kept on file at our school. Copies of student's report cards, absence details, record of behaviour issues and contact information are available to parents/guardians upon written request, addressed to the principal.

KEEPING US UP-TO- DATE

It is important that you inform the school as soon as possible if there are any changes to:

- contact details
- medical information
- family circumstances

CUSTODY / PARENTING ARRANGEMENTS

Information regarding your family circumstances is essential to help us to understand and support your child while at school, in the most appropriate and legal manner. A copy of a court order or custody order is necessary so that school staff can help ensure the legal circumstances are fully understood by the school.

ABSENCE

If your child is to be absent from school for any time, we ask that you advise us as soon as possible by:

- Emailing the school absence email address, or
- Calling the school's absence line, or
- Sending a note to the class teacher, or
- Recording the information in QParents.

Multiple unexplained or unauthorised absences will be investigated by the school's administration team. Please note, if you plan for your child to be away from school for 11 days or more, you are required to submit an Application For Exemption from Compulsory Schooling (available from the school administration office).

OUTSIDE SCHOOL HOURS SUPERVISION

Students are not to arrive at school before 8:00am. It is also expected that students will depart the school grounds by 3:10pm. If students require supervision outside of these times, please contact our OSHC provider.

ARRIVING LATE

If your child arrives at school after classes have started, please take them to Student Reception in the Administration building for a late pass. Regular late attendance will be investigated by the classroom teacher and the school Administration team.

LEAVING EARLY

If your child needs to leave school early, please report to Student Reception for an early pass. On presentation of the pass to the teacher students will be permitted to leave the school grounds early. Students can only be signed out by an authorised emergency contact.

VISA REQUIREMENTS FOR ATTENDANCE

Like all students of Annandale State School, International Students should strive to attend school on every school day of each term. Students who are sick and absent from school will be required to obtain a valid medical certificate.

International Students who are absent from school for a period of five (5) consecutive days may be asked to demonstrate why they should not be reported for failure to meet course requirements in accordance with the National Code 2007 and the EQI International Student Application Form Terms and Conditions of Enrolment.

If the student's attendance falls below 80% for a term, Annandale State School is required to report the student to EQI. If the student's attendance falls below 70%, EQI must report the student to DIBP for non-compliance of the student visa conditions.

INTERNET ACCESS

The Internet provides our students with valuable learning experiences – offering access to information from around the world. All websites accessed through school devices are filtered through Education Queensland's Managed Internet Services. Parents are advised of the web program proposed to be accessed by the students. Parental permission is gained prior to students accessing these sites. Together with the supervision of our teachers, we aim to minimise the risk of students being exposed to harmful information. Student access to the internet is monitored through individual logins and passwords.

MOBILE PHONES ACCESS

All state schools require students to keep mobile phones switched off and away for the day this includes disabling notifications and internet connectivity on wearable devices, such as smart watches, during school hours. At Annandale State School, students must hand mobile phones and devices such as iPads or similar into the office upon arrival at school. These can be collected when departing the school.

Suspension or Cancellation of Enrolment

International students can be withdrawn from studies through **deferral** (delaying the commencement of the enrolment), **suspension** (temporarily delaying enrolment during a school term) or **cancellation** (stopping the enrolment).

FAMILY INITIATED DEFERRAL, SUSPENSION OR CANCELLATION

Families wishing to defer, suspend or cancel their child's enrolment must meet one of the following conditions:

- Unavailability of enrolment at school;
- Visa delay;
- Compassionate and compelling circumstances – these are generally beyond the control of the student or family, and have an impact on the student's progress or wellbeing (e.g. serious illness or injury, death of a close family or major political upheaval or natural disaster in the home country). Supporting documents must be provided upon application e.g. Medical certificates; police reports etc. and kept on the student's file. Please contact our International Student Coordinator or EQI for more information.

SCHOOL INITIATED DEFERRAL, SUSPENSION OR CANCELLATION

In very rare circumstances, Annandale State School may consider suspending or cancelling the enrolment of an International Student. Should this occur, families will receive a letter of notification from our Principal. In some instances for extended suspensions, the family will be given 20 working days to submit an appeal. No changes to the student's enrolment will be made until the internal appeals process is complete.

EQI COMPLAINTS AND APPEALS

Complaints are first dealt with informally at schools. If not resolved, a formal complaint can be made to EQI by email: EQInternational@qed.qld.gov.au.

Certain decisions can be appealed. Appeals must be lodged within 20 working days of being given written notice of a decision. EQI accepts complaints or appeals by post to PO Box 15050, City East, Qld 4002. However, email is preferred, to ensure matters are resolved as quickly as possible.

Complaints Processes

The Department of Education, Training and Employment has a clear policy and process for schools to deal with any complaint received by parents/carers, community members, staff or students. Our objective is to ensure that all complaints are dealt with in a fair and equitable manner to achieve an effective resolution for all parties.

Under our policy, all complaints must be documented. You should be aware that if you are making a complaint about a staff member, in most instances, the staff member will be told of the complaint and offered the right of reply. When making your complaint, you should ensure that you:

- Provide complete and factual information in a timely manner.
- Deliver your complaint in a calm and reasoned manner.
- Avoid making frivolous or vexatious complaints, or providing deliberately false or misleading information.

COMPLAINTS PROCESS:

1. Make an appointment to discuss your complaint with the class teacher in the first instance

- Discuss the complaint and give them the opportunity to suggest a solution.
- The teacher will make a record of your complaint and advise their Line Manager of the outcome.

2. Discuss your complaint with your Deputy Principal or the Principal

- If, after approaching the teacher, your complaint remains unresolved, make an appointment with your Deputy Principal.
- Put your complaint in writing.

3. Contact your local Department of Education office

- If, after speaking to the Principal, your complaint remains unresolved, you have the right to contact your local Department of Education office.
- Complaints may be lodged by telephone or in writing. It should be specific and outline the steps you have already taken with the school to resolve the issue.
- The school will be notified of your complaint.



School Uniforms and Extras

All students of Annandale State School must uphold our Dress Code Policy. This policy not only encourages equity among students but also promotes the school's Sun Smart Policy.

Full uniform must be worn by all students participating on excursions. Uniforms are purchased through

School Locker - Townsville
Domain Shopping complex,
Shop 1B, 161 Duckworth St,
Garbutt, Qld 4814

INAPPROPRIATE CLOTHING

Items of clothing such as thongs, scuffs, flip flops, slide-ons, sleeveless shirts and caps/beanies are not permitted to be worn.

HATS

No hat....no play!

All students are required to wear a named wide brimmed hat to play in the playground at all times.

School hats with sporting house colours are available from the School Locker.

FOOTWEAR

For personal safety and general health, students must wear their enclosed school shoes and socks at all times. Students are also expected to wear shoes when travelling on the bus to and from school or excursions.

JEWELLERY AND OTHER ACCESSORIES

The following items are acceptable to be worn to school: watch and earrings (small and plain studs/ sleepers). For safety reasons students may be asked to remove some jewellery when working with equipment or when playing sport.

Make up and nail polish is not encouraged and, if worn, should be discrete. Hair accessories should be kept to a minimum and appropriately coloured to match the school uniform.

SUNSCREEN

All students are encouraged to apply sunscreen for all outdoor activities together with the use of their named school wide brimmed hat.

WATER BOTTLES

All students are encouraged to bring a named water bottle to school. Drink bottles filled with **water** only are able to be used in all classrooms as needed. Drinks such as cordial, juice, milk etc are not permitted inside the classrooms.



Outside School Hours Care (OSHC)

Outside School Hours Care and Vacation Care is available on the school grounds. It is run by the PCYC, independent of the school. Services are offered through a well-equipped building located in the School's Early Years precinct.

Students enjoy a variety of outdoor games or craft activities. They also have the opportunity to carry out their homework during indoor times.

The service operates weekdays, except public holidays, from 6:30 am - 9 am and 2:50 pm - 6 pm. The service is also open for approved Student Free Days.

Costs are available on application. For further information, please call 0448 904 495 during opening hours, or email annandalefunsquad@pcyc.org.au.

Student Travel

BUS TRAVEL

A School Bus service is available through Kinetic bus service. Please contact this service directly for application and route details www.wearekinetic.com/au/townsville/tsv-school-travel

BICYCLE AND SCOOTER TRAVEL

Riding to school is a popular choice for students at Annandale State School. To ensure the safety of our students, we maintain the following expectations:

- Before starting to ride to school, children should know road safety rules and be competent riders.
- Wearing safety helmets is compulsory.
- Students are not permitted to ride their bikes inside the school grounds.
- We recommend that students use a locking device to secure bikes and scooters to the racks provided in our bike enclosure. The bike enclosure is locked by staff during school hours.

Car Parking

Car parks for parent access are located on Yolanda Drive and Casuarina Street. Staff supervise these pick up locations until 3:10pm each day. Parents must use the designated parking bays and follow all road traffic rules.



Emergency Procedures

Annandale State School has two primary emergency plans for responding to an emergency situation:

EVACUATION

An evacuation drill is also referred to as a "Fire Drill". We initiate an evacuation in response to emergencies that could occur on the school site such as fire. An evacuation is indicated by a continuous ringing of the internal alarm system. All students move to the oval under the supervision of their classroom teacher. Here, class rolls are marked to check for absences. The all clear will be given by the Principal.

LOCK DOWN

The school will initiate a lock down if students are at risk from an intruder or external threat. In a lock down all students stay locked in their classroom out of sight until the Principal/Emergency Services give the all clear.

A Lock Down is indicated by the intermittent ringing of the bell system with voice over of 'lockdown'.

Annandale State School Staff are aware of the additional support some International students may require during an emergency situation. In the majority of instances, a student's classroom teacher will provide any additional guidance and security.



Student Health

International students must have full Overseas Health Cover (OSHC) coverage for the duration of their student visa. This cover enables students to seek basic medical advice and assistance. Parents give permission for EQI and School staff to obtain any medical assistance required in the event of an accident or illness and guarantee to meet all costs.

FIRST AID

Members of our school staff are permitted only to render basic First Aid. This is immediate, temporary treatment given by the staff in case of an accident.

Should medical treatment beyond First Aid be required, parents are notified immediately whenever possible and/or the necessary treatment arranged.

In case of a serious accident, an ambulance will be called to transport the injured child to a doctor or hospital. It is understood that it is not always possible to notify parents immediately of action taken.

However, every endeavour is made to contact parents as soon as possible.

ADMINISTRATION OF MEDICATIONS

All medication to be taken by children at school must be brought to the Student Reception to be administered under the supervision of the administration team. Parents must bring medication to Student Reception and complete the

'Permission to Administer Medication' form. All medication must be labelled in the name of the child with a pharmacy prescribed label. This includes cough medicines, Ventolin, Panadol, eardrops etc. No medicines can be accepted without a completed 'Permission to Administer Medication' form authorisation from the parents/guardian.

Parents of children who suffer from any health conditions are to advise the school administration office of details. Details of any children who self-administer approved medication is required (e.g. medications for Asthma, Diabetes and Epilepsy).

HEADLICE

Like all schools, we can at times battle to keep these headlice under control. Should an incidence of headlice be reported in your child's class, an alert letter will be sent home. This will advise of the outbreak and request that parents check and if required, treat their child's hair.

ACCIDENT INSURANCE COVER FOR STUDENTS

Some school activities and physical education, particularly contact sports, carry inherent risks of injury. Parents are advised that the department does not have Student Accident Insurance cover for students.

If your child is injured at school as a result of an accident or incident, all costs associated with the injury, including medical costs, are the responsibility of the child, parent or caregiver. Some incidental

medical costs may be covered by Medicare. If parents have private health insurance, some costs may also be covered through the private health insurance. Any other costs would be borne by the parents.

Private Student Accident Insurance is an insurance policy that pays certain benefits in certain circumstances should your child have an accident. It is a personal decision for parents as to the types and levels of private insurance they arrange to cover their child for any accidental injury that may occur. Parents should contact their insurer or an approved Australian insurance broker for more information about student personal accident insurance cover for their child.

For more information, visit: education.qld.gov.au/parents/school-life/health-wellbeing/accident-insurance-cover.html

INFECTIOUS DISEASES

Annandale State School follows the following exclusion guidelines provided by Queensland Health. Families can access the 'Time Out' poster with information on specific exclusion periods by visiting https://www.health.qld.gov.au/__data/assets/pdf_file/0022/426820/timeout_poster.pdf



Common Routines for our School Community

GETTING PREPARED

School stationery: We recommend that all equipment be individually labelled with your child's name.

Uniforms: The School Locker is open 7 days a week for purchasing of school uniform items.

Class lists: Tentative class lists will be posted near the tuckshop, the week before school starts. These lists are guides only and may change.

Birthdays: We are very happy to help your child celebrate their birthday with their class friends. If you would like to bring a birthday cake, please check with your classroom teacher for any considerations (such as student allergies).

Breakfast: Please ensure your child is having a healthy breakfast every day. The benefits of having a healthy breakfast means children can concentrate more on their school tasks and learning.

Lunchbox tips: When preparing your child's lunch, please consider:

- Lunchbox/esky will require a frozen ice pack to keep the food fresh throughout the course of the school day.
- Children are not allowed to share lunches.
- Food packaging - young children can have difficulty opening some pre-packaged foods.
- Tins and cans are not allowed as they can present safety risks.
- Please advise us if your child has special dietary needs (particularly let the office know if your child has any food allergies etc).
- Please label all lunch boxes, eskies and individual containers.
- Remember to pack pieces of fruit or vegetables for Brain Break every day together with enough food for two eating breaks.

Lunchbox ideas:

- fresh fruit or vegies cut in small pieces if possible
- sandwich, roll or wrap with vegemite, eggs, salad or meat
- baked beans/spaghetti in a plastic container
- healthy food bars – easy to open
- dried fruit
- water bottle
- crackers and dip/cheese
- Yoghurt
- left over food from dinner the night before

TUCKSHOP

The 'Chill Zone' is a school tuckshop that operates for first and second break on a Tuesday, Wednesday, Thursday and Friday. Families are able to order lunch and snacks through Flexischools. Students can also buy snacks and drinks over the counter on days of operation.

Stationery Lists

At the end of each school year children are provided with a year level booklist that gives details of the necessary items for the following year. Parents and Guardians are required to purchase and name these items.

Supporting Learning at Home

Annandale State School promotes the fact that parents and staff work together in partnership to support each child's learning. We encourage families to regularly visit their child's classroom for a brief chat, to take part in daily activities or special events.

We also encourage parents to help their child to become increasingly independent - including taking responsibility for their own belongings.

WRITING

- Provide recycling materials for drawing, making patterns, and building things.
- Write notes to family members and encourage your child to write by having pencils and crayons available.
- Arrange fine motor activities such as Lego, puzzles, playdough, cutting, gardening and baking.
- Encourage your child to explore different ways to organise areas, e.g. their bedroom, play area

READING

- Nothing beats reading with your child every night. Your modelling of reading will help to establish a positive attitude to reading and words in their environment.
- Praise all efforts to read and write.
- Talk about everyday items such as signs, letters, catalogues, magazines and food packaging, number plate spotting etc.
- Label rooms and things around the house with words and/or pictures.
- Read and talk frequently about storybooks, factual books and rhymes.

MATHEMATICS

- Count everything - pointing with one to one correspondence is important.
- Encourage your child to experiment with various materials and equipment and identify shapes and colours.
- Show money to your child and talk about it.
- Talk about long/short, wide/narrow, thick/thin, front/behind, before/next, same/different, full/empty.
- Provide a variety of materials and containers for measuring things - water, grain and sand.
- Discuss quantities and actions while cooking.



**THANK YOU FOR
CHOOSING OUR SCHOOL.**

**WE LOOK FORWARD TO MEETING
AND WORKING WITH YOUR CHILD.**

Annandale State School



CONTACT INFORMATION

Telephone: (07) 4729 5111

Email: principal@annandaless.eq.edu.au

Cnr Oleander Street and Yolanda Drive
Annandale Qld 4814

<https://annandaless.eq.edu.au>

CRICOS PROVIDER NUMBER 00608A

OFFICE HOURS

School office is open between 8:00 am and 3:30 pm.

SCHOOL HOURS

8:50 am to 2:50 pm.