



# PARENT INFORMATION

*FEDERAL  
STATE SCHOOL*



**Phone**  
07 5480 8600



**Website**  
<https://federalss.eq.edu.au/>



**Address**  
40 Middle Creek Road, Federal  
Qld 4568

# WELCOME

Dear Parents and Carers,

Welcome to the Federal State School community. We are delighted to have you and your family join us.

At Federal State School, we provide a nurturing and supportive learning environment where every child is known, valued and encouraged to grow. We respect each child's individuality and use personalised learning approaches to help every student reach their full potential: academically, socially and emotionally.

Students from Prep to Year 6 are offered a range of academic, sporting, cultural and social opportunities designed to challenge, engage and inspire them. As a small school, we are able to build strong relationships with our students and families, creating a genuine sense of belonging.

We believe that strong partnerships between families and the school are key to student success, and we warmly encourage you to connect with our passionate and dedicated staff.

Welcome to our community. We look forward to supporting your child's learning journey at Federal State School.

Kind regards



Mardi Green  
Acting Principal



# ADDRESS & CONTACT DETAILS

The school address is 40 Middle Creek Road, Federal Qld 4568

Contact email and phone numbers are:

School	07 5480 8600
Student Absentee Line	07 5480 8600
Email Address	<a href="mailto:admin@federalss.eq.edu.au">admin@federalss.eq.edu.au</a>

## OFFICE HOURS

Monday, Tuesday, Thursday  
7.30am - 3.30pm

## SCHOOL TIMES

9am -3pm

The electronic roll is marked by 9.10am and by 2pm.

## DAY STRUCTURE

First bell	9:00am
First session	9:00am
Morning tea (Little Lunch)	10:45am
Second session	11:15am
Lunch (Big Lunch)	1:00pm
Third session	1:40pm
End of school	3:00pm





# SCHOOL INFORMATION

*THIS INFORMATION BOOKLET IS PLACED IN ALPHABETICAL ORDER FOR EASE OF REFERENCE.*

## ABSENCES

If your child is unable to attend school, the school office or the class teacher must be advised by the Parent/carer. This can be done by:

- An email to [admin@federalss.eq.edu.au](mailto:admin@federalss.eq.edu.au)
- A phone call to the Absentee Line ph: 5480 8600
- A note to the class teacher on your child's return to school
- Q Parents app

Families going on holidays must have written permission from the Principal for 10 days or more. Applications for Exemption from Compulsory Schooling are available from the school office.

All absences need to be explained. The office will either phone home, text or send a letter regarding unexplained absences.

## ACCIDENTS

Children who have an accident at school will be given basic first aid. In the event of your child sustaining an injury which necessitates expert attention, the ambulance will be called. In this instance, you or your emergency contacts will be contacted immediately.

It is **ESSENTIAL** that **emergency contact details** are **kept up to date**. Please notify the office of any changes to address, phone or mobile phone numbers.

## APPOINTMENTS

Parents/carers wishing to speak to a teacher or the Principal, Business Manager or Guidance Officer are advised to phone and make an appointment. This will avoid any disappointment and ensure maximum benefit from the appointment.

Please phone the school on 5480 8600 or contact the teacher directly to arrange a mutually convenient time.

## ARRIVALS AND DEPARTURES

Students are asked not to arrive at school prior to 8:30a.m. Once children arrive at school, they must not leave the school grounds without approval from the Principal.

Students who arrive after the 9.00am bell are considered late. These students must present to the school office with their parent/carer or a note from their parent/carer before proceeding to the classroom.

Parents/carers wishing to collect their child early from school must report to the school office.

It is expected that all students will depart the school grounds by 3.20pm unless they are involved in an after-school activity. Parents/carers collecting children early are required to sign them out via the office.

If a person other than the parent/carer will be collecting a child from school, authority to do so will be required by a letter or phone call.

## ASSEMBLIES

Assemblies are a chance to highlight student achievements, showcase student performances, reinforce school expectations and pass on important information.

Parents and carers are warmly invited to attend.

Assemblies are held on Friday afternoons at 2.30pm.

## BICYCLES AND SCOOTERS

For safety reasons, students must walk their bicycles and scooters while on school grounds, along the footpath in front of the school, and across the school crossing.

- Bicycles are to be parked in the bike rack enclosure near the staffroom
- Scooters are to be placed in the storage rack near the Library.
- The bike and scooter racks are out of bounds during school hours.

Students must follow all road rules when riding to and from school, and helmets must be worn at all times.

**Skateboards, e-scooters and e-bikes are not permitted at school.**

## BOOKLISTS

Booklists are compiled collaboratively by our teachers, administration staff and the P&C to ensure students have the resources they need for the school year. Students are issued with their booklists at the end of each school year for the following year. Copies are also available from the school office and on the school website.

Office Choice (Tewantin) provides a convenient booklist service at a competitive rate; however, families are not required to purchase through this supplier and may source items independently if they prefer.

If you are experiencing financial difficulty and require support with booklist costs, please contact the Business Manager confidentially – we are always happy to help.

## BUS INFORMATION

Federal State School is serviced by White Horse Coaches, who provide safe and reliable bus transport for students.

Families are encouraged to contact White Horse Coaches directly to discuss current bus routes, availability and eligibility. We currently have bus services operating from the Carters Ridge area and the Cooran area.

White Horse Coaches

☎ 5447 9870

☎ 0429 154 060

For general enquiries or assistance, families are also welcome to contact the school office.

## CAMPS AND EXCURSIONS

At Federal State School, students are offered a range of academic, cultural, sporting and social activities beyond the classroom to enrich their learning.

Most activities involve additional costs. Payment plans are available, and families are welcome to contact the school office for support.

## CAMPS

Each year, students in Years 4, 5 and 6 participate in a school camp as part of the curriculum.

Our camp program provides students with valuable opportunities to build independence, resilience and teamwork while taking part in engaging outdoor and learning experiences at a local venue.

## EXCURSIONS AND INCURSIONS

Across all year levels, students are offered opportunities to enrich their learning through excursions off-site and incursions held at school. These experiences are carefully selected to complement classroom learning and provide real-world connections.

Recent experiences have included visits to Sea Life and attending the Noosa District State High School musical, along with other local educational programs and activities.

## WATER SAFETY PROGRAM

Students in Prep to Year 6 participate in a swimming program each year in Term 1. The program may run as a week of intensive lessons or as weekly sessions over several weeks, depending on availability.

Lessons are conducted by qualified instructors at the Gympie Aquatic Centre and focus on water safety, confidence and stroke correction.

Our swimming program supports students to develop essential life skills while improving their technique and enjoyment of swimming.

## CURRICULUM

At Federal State School, our teaching and learning programs are aligned with the Australian Curriculum (Version 9) and are collaboratively developed to engage all students in high-quality, meaningful learning.

Our planned curriculum is organised around the learning areas of English, Mathematics, Science, Humanities and Social Sciences (History and Geography), The Arts, Technologies, Health and Physical Education, and Languages.

Students also participate in specialist learning programs designed to enrich their educational experience. These include Music, Physical Education and Library–Literacy, as well as Japanese as our Languages program.

We place a strong emphasis on Digital Technologies and STEM, providing students with opportunities to develop problem-solving, critical thinking and creativity through hands-on, future-focused learning experiences. Students use digital tools and technologies to support learning across the curriculum and to build essential digital literacy skills.

Through these programs, students develop academic skills, creativity, cultural awareness and confidence, while building strong foundations for lifelong learning.

## CUSTODY ARRANGEMENTS

If there is any change to the custodial care of your child, please notify the school office as soon as possible.

The school keeps confidential records of known custody matters, and copies of any relevant Court Orders must be provided. It is essential that the school is aware of current custody arrangements to ensure the safety and wellbeing of all students.

## EMERGENCY EVACUATION

Regular practices for both the emergency evacuation and lockdown of the school campus are conducted throughout the year to ensure the safety of all.

## HEALTH & ILLNESS

If your child is unwell, please keep them at home to support their recovery and to help prevent the spread of illness. The school has limited facilities and staff to care for sick children.

If a student becomes too unwell to remain in class, a parent or emergency contact will be contacted to collect them from school.

Federal State School follows Queensland Department of Education and Queensland Health guidelines. Under these guidelines, children with infectious diseases must be excluded from school for the required period.

A full list of infectious diseases and recommended exclusion times is available online via Queensland Health:

<https://www.health.qld.gov.au/public-health/schools/prevention>

## MEDICAL INFORMATION

It is occasionally necessary for a child to have prescribed medication whilst at school. Medication will only be administered under the following conditions:

- Only doctor prescribed medication can be administered. (This means that we can administer paracetamol only if it has been prescribed by a doctor)
- The medication must be sent to school in the original container with the pharmacist's label intact
- The parent/carer will be asked to sign a Medication Permission form stating time and dosage for medication
- No out of date medication will be administered
- Asthma puffers including Ventolin are the only exception to these rules. Puffers can be carried by students and administered themselves

## **MEDICAL PLANS**

Medical Plans are written in consultation with parents/carers, medical practitioners and school administration for any child who suffers from a life threatening condition. Students who require the use of an Epipen for severe allergic reactions, diabetics, asthma or students who suffer from epilepsy are examples of conditions that require a medical plan.

## **ASTHMA MEDICATION (PUFFERS)**

Any asthmatic child who is responsible for taking his/her own medication at home may now be responsible for inhalers at school at all times. Parents/carers should ensure puffers are clearly labelled with a pharmacy label including their child's name and dosage.

## **GENERAL MEDICAL INFORMATION**

Please keep the school up to date with any medical conditions/allergies your child may have. This includes information about signs, symptoms, triggers, treatment and the contact details for your medical practitioner.

## **ALLERGIES**

Families are asked to notify the school prior to enrolment if their child has any allergies or medical conditions. This allows us to put appropriate support arrangements in place where possible to ensure student safety and wellbeing.

## **DENTAL SERVICE**

The Sunshine Coast Oral Health Service has a number of dental clinics with mobile dental vans providing free dental care to school children aged from Prep – Year 10. Emergencies can be attended to by phoning 0412 706 500 or 5441 2763.

## **HEAD LICE**

This issue can be a problem throughout the year if all parents are not diligent. Please inform your teacher if your child has head lice so that other parents can be reminded to check their children's hair. If your child has head lice it will be dealt with discreetly. Keeping long hair tied back helps to reduce the chance of infestation.

## **HOMEWORK**

Homework is used to support and reinforce classroom learning and to help students develop positive study habits and responsibility. Homework expectations vary across year levels and are designed to be manageable and meaningful, with a strong focus on regular reading and basic skill practice. We encourage families to support their child by establishing regular routines and providing a quiet space for learning. If families have any concerns about homework, they are encouraged to contact their child's classroom teacher.

## **HOMEWORK IN PREP**

In Prep, homework includes picture books from our library to be read with your child to develop a love of literature, letters and sounds (phonics) activities, and home readers.

## **HOMEWORK IN YEARS 1-6**

In Years 1–6, homework generally includes spelling, mathematics and English activities to reinforce classroom learning and develop independent study habits. Homework expectations may vary between classes and year levels. For more detailed information about homework tasks and routines, parents and caregivers are encouraged to contact their child's classroom teacher.

## **INTERNET / COMPUTER USAGE**

Before students can participate in computer activities involving the Internet, the ICT Use Agreement must be completed by both the student and a parent/carer. Forms are included in the enrolment pack and must be returned upon enrolling.

Parents are urged to read the form with their child to ensure they know what they are signing. Breaches to the guidelines may result in loss of use of our computers. Cyber bullying or misuse of computers/email will not be tolerated.

## **LOST PROPERTY**

All equipment and articles of clothing should be clearly labelled with the child's name. Lost property is usually placed in the lost property box in Administration (A Block).

Students are discouraged from bringing valuables or toys to school.

The school takes no responsibility for the loss of toys, games, jewellery, cards, collectables or mobile phones.

## **LOTE (LANGUAGES OTHER THAN ENGLISH)**

At Federal State School, students in Years 5 and 6 study Japanese with a specialist Education Queensland Languages teacher. Year 4 students are also introduced to Japanese through lessons to build early language awareness and interest.

## LIBRARY

Classes have set times for borrowing. Through set learning tasks the students will also use the library for research purposes, using both printed and electronic media.

## MUSIC

All students from Prep to Year 6 attend weekly music lessons where they develop an understanding of music notation, instruments, music terminology and music appreciation. Students also have the option to participate in extra-curricular activities such as:

- Band - additional music sessions at lunch
- Instrumental Music (Online)

## NEWSLETTER

Our newsletter is distributed electronically each week. You can submit your email address to the school office to receive the newsletter via email. Paper copies of the newsletter are available, upon request from the office.

## PARENTS AND CITIZENS ASSOCIATION

The Parents and Citizens (P&C) Association provides all parents with the opportunity to support their children, our school and to meet like-minded members of the community.

There are many reasons for parents/carers to become involved in the education of your children and our school encourages as many parents/carers as possible to become involved. Your level of involvement will depend on the amount of time you have available and the skills you have. The participation of parents/carers in their children's activities has been shown to be beneficial to reinforcing to children that education is highly valued as well as providing great benefits to the school community itself. Many of the activities would not exist but for the participation of parent/carer volunteers.

Meetings are held throughout the year; more information is provided at the AGM during term 1.

On a daily basis, the P&C is involved in the following areas:

- Supporting school and classroom functions
- Uniform shop
- Tuckshop
- Fundraising activities

## P & C FACEBOOK PAGE: “We Love Federal State School”

Like the P&C hosted Facebook page to join the community of parents and remain up to date.

## P & C EXECUTIVE

The roles of the P&C Executive include President, Vice President, Secretary and Treasurer.

Their roles are as follows:

**President** - provides leadership and ensures communication between P&C, school and community.

**Vice President** - becomes familiar with P&C operations, rules and meeting procedures. Provides support and assistance to the President.

**Secretary** - collates agenda papers for each meeting record and deals with correspondence. Maintains attendance records.

**Treasurer** - responsible for compliance with the requirements of the accounting manual for P&C association. The Treasurer has overall responsibility for the financial management of the P&C, including all sub-committee accounts. The Treasurer is also responsible for the preparation of an annual budget for the P&C.

## TUCKSHOP

Our tuckshop operates every Wednesday and is run by the P&C Association with parent volunteers. To view the menu and place orders, families need to download the Flexischools app and create an account.

## PAYMENTS

Federal State School offers a range of convenient payment options:

- BPoint (preferred method) – Pay online via the link on your invoice using your unique CRN, or by phone on 1300 631 073.
- Cash – Payments can be made at the school office (Monday, Tuesday & Thursday, 8:00am–12:30pm). Please provide correct change.
- Direct Bank Transfer – Please include your child’s name and invoice number as a reference. Contact the school office for banking details.
- QParents App – Free to download and allows families to pay invoices and record student absences.

### Payment Plans

Payment plans are available for families who require support. Please contact the on 5480 8600 Business Manager to discuss options.

## **PERSON TECH DEVICES (MOBILE PHONES)**

All students must hand mobile phones, and other devices to the school office on arrival. These will be stored securely and made available to students at the end of the school day. IPODs, MP3 players and the like must not be brought to school. Any child who has a mobile phone in their possession should be sent to the office to have it housed safely for the day.

## **PETS**

We do NOT encourage pets from home to visit our school except on special occasions. This might include show and tell. Approval from the child's classroom teacher through the Principal is required before any pet may come onto the school grounds.

Our primary concern is for the welfare and safety of students and the many younger children that visit each morning and afternoon. While a dog on a lead may seem no threat, the situation will often change when a second dog appears.

We ask that dogs are not brought onto the school grounds.

## **PREP**

Federal State School's Prep program is a full day, 5 days a week program. Children attend during regular school hours.

Children must turn five by 30 June in the year they commence Prep.

Our Prep program follows the foundation level of the Australian Curriculum based on the initial stages of learning in the areas of English, Mathematics, Science, The Arts, Geography, History, Technologies, LOTE and Physical Education.

## **RELIGIOUS INSTRUCTION**

Religious instruction (RI) is offered at the school.

Students are allocated to RI based on information provided by parents on the completed Application for Student Enrolment unless other written instructions have been provided to the school.

## **REPORTING TO PARENTS/CARERS**

Our school encourages informal communication at any time during the year. Formal reporting is undertaken twice a year. At the end of each semester, written reports are provided. Parent/teacher interviews are offered twice a year.

Parents/carers are encouraged to take advantage of these times to find out what is happening at school and provide information to teachers about their child in areas that may impact on their school life.

# SCHOOL PICK UP/DROP OFF

After the bell at 3pm parents/carers can meet their children:

- At the front gate
- At the classrooms

A two-minute pick-up parking space – our “Kiss and Go” zone - is available at the front of the administration block.

The car park is located at the front of the school.

Please consider road safety rules, school crossing rules and model safe procedures for your child and others.

Please phone the school if you need a message passed on regarding changed to a pickup routine so we can advise your child and classroom teacher.

# SCHOOL RULES

At Federal State School, our school rules are guided by the values of Be Safe and I Strive, along with the principles of the 7 Habits of Happy Kids.

These frameworks support students to develop responsibility, respect, resilience and positive relationships.

Through these shared expectations, we encourage all students to make good choices, take ownership of their behaviour, and strive to be their best learners and community members.



# SCHOOL UNIFORM

The following items are the agreed items to be worn by students:

- School Polo Shirt (available for purchase at Federal State School Admin Building)
- Black wide brim or bucket hat (available for purchase at Federal State School Admin Building)
- Black skorts, skirt, shorts (purchased from any retailer eg Big W)
- Black Jumper (NO HOOD) (purchased from any retailer eg Big W)
- White Polo Shirt (required for Prep only) (purchased from any retailer eg Big W)
- Covered in shoes in any colour (eg runners, boots NO steel cap boots)



## GENERAL APPEARANCE

- A watch, signet ring, and one earring (plain sleepers or studs) in each ear for pierced ears are the only jewellery items permitted to be worn.
- Medical bracelets/necklaces are exempt from this policy.
- Facial studs of any kind are not to be worn.
- Nail polish is not to be worn to school. Nail polish remover is available in the office.
- Make up is not to be worn to school. Make-up remover is available at the office.
- Hairstyles must be neat, clean, tidy and of natural toning. Long hair must be tied back.
- Student will be asked to remove items that are not part of the uniform. Repeated offences will mean the item may be held in safe keeping until 3pm in the school office.

Please note:

- Senior (Year 6) shirts may be worn by the Year 6 students across the school week.
- District sports shirts are only to be worn when representing the school at a district sport event.
- Non-uniform days are held at the discretion of the Principal.
- Wide brimmed hats are a requirement for all outdoor activities.
- Appropriate swimwear including a swim shirt is required for school swimming lessons and water activities.
- The wearing of denim clothing and or surf/skate brand clothing is not permitted as school uniform.

## NON UNIFORM DAYS

An appropriate standard of dress is expected for all students. Children must wear clothes of a safe and conservative nature including covered shoes. Sleeveless, midriff and see-through outfits are not acceptable nor are clothes with unsuitable slogans or pictures.

## PURCHASING UNIFORMS

Our school uniforms are coordinated and managed by the P&C Association and are available for purchase through the school office.

School Office Purchases:

- Shirts: \$30
- Hats: \$10

**Payment can be made by cash (correct change only) or by bank transfer to the P&C account. BSB: 633 00 Account: 161 685 581**

*We have a number of second hand uniforms at little or no cost please contact the office to discuss if required.*

## SMOKE FREE ZONE

Please remember that our school is a smoke free zone. No one is permitted to smoke within the school grounds or within 10m of a boundary fence. By observing this rule, you are respecting the health of all children in our care and all persons in our school.

## SPORT AND PHYSICAL EDUCATION

Physical Education and sport are an important part of the core curriculum at Federal State School and are given a high priority across all year levels.

All students are expected to participate in physical activities unless medical conditions or religious beliefs prevent them from doing so. In these cases, a note from parents or carers is required so alternative arrangements can be made.

### **Interhouse Carnivals**

Students from Prep to Year 6 participate in our annual:

- Cross Country Carnival
- Athletics Carnival

These events promote participation, teamwork and school spirit across our house teams.

# SPORT HOUSES

Federal State School has two house teams:

- Skyring – Blue
- Cooroora – Yellow

Students are allocated to a house on enrolment, with children from the same family placed in the same house where possible.

Interhouse carnivals and activities are held throughout the year to encourage participation, teamwork and friendly competition. Our house system helps build school spirit, leadership and a strong sense of belonging across all year levels.

The house names reflect significant local landmarks and celebrate our strong connection to the surrounding community.



# STUDENT SUPPORT SERVICES

We provide a nurturing and supportive environment for our students where their individual needs are respected, and personalised learning approaches allow each child to have the opportunity to reach their full potential. We utilise a range of personnel, programs and services to meet the diverse learning needs of all learners.

# STUDENT SUPPORT NETWORK

Our school-based and visiting staff meet regularly to review individual students requiring additional support. Consideration of achievement, development, social and emotional needs inform recommendations given to assist the student to achieve their goals.

# GUIDANCE OFFICER

Guidance and counselling services are provided directly to students and their families. Please contact the office to make an appointment.

## LEARNING SUPPORT

At Federal State School we cater for students who have a diverse range of education support needs.

## TUCKSHOP

Federal State School's tuckshop operates every Wednesday and provides a range of healthy lunch options for students.

Orders are placed through the Flexischools app. Families will need to download the app and create an account to view the menu and place orders. Orders must be placed by the day before.

Our tuckshop is proudly run by the P&C Association with the support of parent and community volunteers. We are always grateful for volunteer assistance – please contact the school office if you would like to help.

## VISITORS & VOLUNTEERS

Please note: All visitors and volunteers must sign in and out at the school office upon arrival and departure. Any volunteer working directly with children, where the activity does not involve their own child, is required to hold a current Blue Card in accordance with Queensland legislation.

## WEBSITE

Federal State School has a school website that can be accessed from home at [www.federalss.eq.edu.au](http://www.federalss.eq.edu.au). Our website provides a wide range of information about the school.

We also have two Facebook pages to help keep our community connected.

Our official school Facebook page, "Federal State School", is managed by the school and shares important updates, events and school news.

We also have a P&C-run Facebook page, "I Love Federal State School", where families can connect, share community news and stay up to date with school and P&C activities.

# FEDERAL STATE SCHOOL - MAP





# FEDERAL STATE SCHOOL

Please contact the office if you have any questions. We are always happy to help.

