**Your ready reference to daily life at SHSS**

The following pages contain important information about daily life at Seven Hills State School and outline many of the wonderful programs and activities offered.

# SCHOOL HOURS

Classrooms open from 8.30am

Session one: 8:45 am to 10:45 am

(Brain-break / fruit or vegetable snack)

First break (lunch): 10:45 am to 11:30 am

Session two: 11:30 am to 1:30 pm

Second break: 1:30 pm to 2:00 pm

Session three: 2:00 pm to 2:50 pm

**Absences voicemail**

Telephone: (07) 3909 8360

Please leave a recorded message stating your name, child’s name, date and reason for absence.

**School office hours**

Monday to Friday - 8.00 am to 3.30 pm

School Office: (07) 3909 8333

# COMMUNICATION WITHIN THE SCHOOL

# Your child’s teacher

The primary and most important one is directly between yourself and your child’s class teacher and then the school administration. When it comes to specific questions or concerns regarding your child and their education, your first point of contact will **always** be your child’s class teacher.

# The Principal and Deputy Principal

Michelle Morrissey is the Principal and Tony Grant, the Vice Principal. Both maintain an open door policy and welcome your comment and company when you wish to speak with them.

# The School Office

Julia Eggmolesse is the Business Services Manager and Lisa Constable and Jodi Rowlings alternate at managing the front counter, assisting parents and children with everything from payments to playground accidents.

# The Newsletter

The school produces an e-newsletter every Friday. It is the primary regular communication

tool for the school and the P&C and parents are expected to subscribe and read them to receive the latest news. You will find the link under Calendar and News on the school website. Simply register and read when you receive them.

# Facebook Page

The school has an official Facebook page where information is relayed to parents, @sevenhillsstateschool. The Seven Hills Community Page, www.facebook.com/groups/PandC is another page for parents or caregivers to exchange information, ask questions and share ideas. Both are closed groups, with requests from parents or staff considered only.

# Community Care Class Reps

Each class has a class rep who communicates class specific information to parents and carers within that class via email.

This email platform has been running since 2017 and has the added benefit of a free app that you can download to have your messages pushed to your mobile device instead.

To receive messages from your class rep you will need to register your email address (if you haven’t already) at **http://  
school.schoolenews.com.au/shsscommunitycare** and/or download the free eNews app available for all mobile devices and select the class lists/s relevant to your family.

# The School Website

The school website is a source of useful information from school policies to the calendar of events. Visit [www.sevehillss.eq.edu.au](http://www.sevehillss.eq.edu.au)

# QSchools app

An Education Queensland free app available for all smartphones that reflects information from the school’s website and calendar of events.

# SERVICES AND PROGRAMS OFFERED AT OUR SCHOOL

With the exception of two sub-categories MUSIC and SPORT, we have listed the following information in alphabetical order hoping to create an easy reference tool for when you are looking for information.

The following services and programs are offered by or at the school. Many of these are run by parent volunteers and have evolved out of parent interest. If you have a particular passion or idea for a school program, you are encouraged to contact the Principal to discuss your idea further.

# ADOPT-A-FARMER PROGRAM

In conjunction with Food Connect, SHSS launched its Adopt a Farmer program with organic vegetable farmers, Franco Cencig & Michael Pettitt, in March 2009.  Franco ‘the Barefoot Farmer’ has been volunteering his time and expertise at our school since then – that's many years-worth of free organic food growing advice from someone with a life-time's experience! Franco farms in Birkdale using Organic and Biodynamic methods. He's a natural teacher and just enjoys passing on what he knows to the kids.

In 2012, Susan McKinnon joined SHSS and brings her considerable gardening knowledge combined with her teaching experience to enhance the school's Adopt a Farmer/Gardening program.

The Prep to Year 2 classes and Mrs McKinnon's class garden on a regular basis with Franco, and parents are welcome to come along. In the spirit of giving back, our community is encouraged to bring some morning tea for Franco, by way of thanks for his incredible contribution to our children's health and education.

If you would like to be involved or would   
like more information please contact   
Susan McKinnon at [smcki1@eq.edu.au](mailto:smcki1@eq.edu.au)

# ART

Visual art is a valued and important component of the syllabus at SHSS. We have a fully equipped art room that is incorporated into the school program for all classes.

From time to time, Andrea Anderson (Art teacher and Librarian) offers after-school art classes. Registration for these classes is advertised in the newsletter the term before they are to be held.

# BASTILLE DAY

Due to the school’s strong connections with the local French community and language, Bastille Day is an important day on the school calendar.   
A French themed free dress day and celebrations are held on the Tuesday closest to Bastille Day (14July), with a special parade held in the morning.

# CHESS CLUB

Chess Club is run directly after school one afternoon each week organised through the P&C. Professional coaches sourced through Gardiner Chess teach the classes, which are for all ages and abilities. Children learn a structured program, receive certificates as they attain standards and play off against their peers. There is the opportunity to receive a chess rating and attend chess competitions. Chess stretches young minds and teaches children to concentrate and think strategically. The cost is approximately $10 per class, with payment up-front for the term. If interested please contact Melissa Eggins at[melissa.eggins@gmail.com](mailto:melissa.eggins@gmail.com)

# CHOOK CLUB

'Cluckingham Palace' (our magnificent chicken coop) allows children to interact with our chickens and helps build a sustainable program.

It is maintained by the Chook Club and students have to be in year 4 or above to be a member. The chooks are open for visits by children in all class levels (except Prep) on Wednesdays and Fridays at first break. Please contact Mr Sneddon for more details: wsned1@eq.edu.au

# CLASS REP

A parent who volunteers to represent the Community Care Program in their child’s class.

A class rep’s role is to nurture a sense of school community by bringing families together at a class level and enhancing the class experience.

They may do this through:

* communicating class-based information to their child’s class
* organising social get-togethers within the class and together with other reps across year levels to connect families
* where there is interest, arranging weekend excursions that support what the children are learning in class

A class teacher will always be responsible for communicating directly with parents on matters of education.

# COMMUNITY CARE PROGRAM

The Community Care Program is a P&C parent-run program that works closely with the school and the families of the school community to foster a sense of unity and belonging.

A coordinator is responsible for the overall management of the program in consultation with the P&C Executive and the Principal. The coordinator connects and supports the parents who volunteer to be part of this important program. Volunteers can be class reps (see CLASS REPS above) or project members.

Project members volunteer to manage specific projects such as the Billycarts, the Grandparents Day, Sunday Fundays, Dad’s Day on the Green and internal Community Care administration work such as maintaining the Welcome Kit and updating policy and guideline documents.

Some of the many wonderful events the Community Care Program organises are:

* Welcome Morning tea
* Grandparents Day
* Billycart racing
* Sunday Fundays
* Staff Lunch (once a term)
* Parent’s Nights Out
* Dad’s Day on the Green
* Tea N Tissues
* Pre-Prep Family Day

# DAD’S DAY ON THE GREEN

An annual Father’s Day event, this is a fantastic afternoon where Dad’s and kids get to play together on the oval and have fun. It is hosted by Community Care and several classes.

# DROP-OFF, PICK-UP AND PARKING

SHSS is suffering the side effects of growth. The last few years has seen an increase in student numbers and the traffic congestion is a reflection of this. While the school, P&C and the council work together to devise a solution, the school community is asked to be patient and considerate. Whenever possible, please try to leave parking in Miawela Street for families with children in our youngest years and be considerate of residents in the street as well as other people trying to park in the area.

# FACEBOOK PAGE

The SHSS Community Facebook page is a wonderful place to share ideas, news or information relating to our children, school and local community. You may like to visit and subscribe if you use Facebook. The link is www.facebook.com/groups/PandC

The page is a ‘closed group’ but all you need to do is to request to join and one of the administrators will add you once they have validated you are a member of the school community. PLEASE REMEMBER if you do join this online community, use it appropriately. There are more appropriate and more efficient avenues to address school grievances.

This page is different from the official school page, @sevenhillsstateschool where school-based information only, is passed to parents.

# FUNDRAISING

The Seven Hills P&C is in charge of fundraising. They fundraise throughout the year through varied activities and events including an Easter Raffle, Mother’s Day stall, Father’s Day stall, school discos, bake sales, Trivia Night and many other fun-filled events. The P&C would love your support with volunteering or baking when asked, but there is no obligation to participate.

# GARDENING

See ADOPT-A-FARMER PROGRAM

# GLC

Seven Hills State School is part of the Gateway Learning Community (GLC) – a group of six Brisbane state schools (Balmoral State High and five primary schools: Bulimba, Cannon Hill, Murarrie, Norman Park and Seven Hills). The Gateway Learning Community was created in 2002 and has an identity unique in Queensland state education as a distinctive and successful model of a networked community of learners. The skills and collective strengths of the GLC schools – principals, teachers, students, parents and the wider community – have been harnessed in long-term meaningful partnerships and relationships.

This has enabled these schools to provide numerous value-added opportunities resulting in innovative, quality outcomes for students.

See UNDER 8’s DAY.

# GRANDPARENT’S DAY

A very popular day on the school calendar, the Grandparent Day celebrations is a joint effort between the school, Community Care and the school community. It’s held on a Tuesday - usually during Queensland Seniors Week in August. The date is advertised well in advance in the newsletter and via Class Reps so grandparents are able to make necessary travel arrangements.

A special parade is held in the morning showcasing the love and respect the kids have for their grandparents. Parade is followed by classroom visits where children get to proudly show what they have been up to in class.

Community Care organises a morning tea for the visitors outside the library once the classroom visits are finished. Class reps and the families of 4 or 5 classes cater with home-baked goodies, tea and coffee. It’s a heartfelt event that allows the school community to shine.

# GROUNDS AND BUSHLANDS

Seven Hills State School is lucky enough to be situated on 12 acres of beautifully landscaped grounds and bushland. Our outdoor space and bushland provides opportunities for quality real life learning in conservation and supports environmental studies. This environmental focus is encouraged further through our classification as a 'Land for Wildlife' school.

# IPS

Seven Hills State School is an Independent Public School (IPS). By becoming an IPS, our Principal, teachers, parents and local community have increased control and ownership over our school. We’re empowered to shape our own strategic direction and make decisions that will directly benefit our students.

We have the capacity to work directly with local businesses, industry and community organisations and greater flexibility to tailor the curriculum to directly suit the needs of our students.

More information on Independent Public Schools is available on the school website under Support and Resources tab in Documents.

# JUMP ROPE FOR HEART

SHSS often participates in the very popular Heart Foundation’s ‘Jump Rope for Heart’. When we do, students are encouraged to participate to gain an understanding of the health benefits of skipping. For more information visit [www.heartfoundation.org.au/jumprope](http://www.heartfoundation.org.au/jumprope)

# LIBRARY

Our library is a much-loved resource within the school. Students attend a half hour lesson each week in the library and get to borrow books for the week. Students are also able to borrow books before school, at first break and after school if there has been Librarian consent.

# LOST PROPERTY

Lost property all goes into a caged trolley that is kept in the undercover area near C block (under the office).

Sadly many items are never claimed so regular cleanouts are done and all unclaimed clothes are sorted and either put into the second hand shop or donated to charity. Cleanouts are advised via the newsletter so you know when it will happen.

# MUSIC:

# Choir and BVG

The SHSS choir is open to students in Years 4 to 6 and rehearses before school every Tuesday morning. New members are welcome to join at the start of each year. A boys' vocal group, known as BVG, is formed from the members of the choir. Both groups sometimes lead the National Anthem on parade, participate in the massed choral event Singfest each August and perform at the annual SHSS Gala held in October.

# Guitar Club

Contemporary style course with experienced teachers. Contact 0434 030 084 or [admin@playmusicnow.com.au](mailto:admin@playmusicnow.com.au)

# Rock Club

Rock club is for students in Years 5-6. This club is for students who are competent guitarists, keyboard players and drummers. Vocalists who enjoy working in a team are encouraged to join. We play current and classic rock/pop music and have many opportunities to perform throughout the year. Contact Kristen Kennedy on email [kkenn5@eq.edu.au](mailto:kkenn5@eq.edu.au) and Carl Lang on email clang76@eq.edu.au

# Singing for Fun

Singing for Fun is a Friday lunchtime activity, held in Angela Evans’ class.  Students are welcome to participate in singing the songs they enjoy, just for fun.

# Strings program

Year 3 students have the opportunity to apply for our Instrumental Music Program that includes Violin, Viola, Cello and Double Bass. Lessons are in small groups for half an hour and ensemble rehearsals are on Thursday mornings at 7:50am.

# Ukelele Lessons

Contemporary style course with experienced teachers. Contact 0434 030 084 or [admin@playmusicnow.com.au](mailto:admin@playmusicnow.com.au)

# Woodwind

The Band Program is available by application from Year 4. Interested students have the opportunity to learn to play the flute, clarinet or trumpet. Lessons take place in small groups and run for half an hour.

# PREP FAMILY FUN DAY

Held the day before school starts, all families with children starting in Prep that year are invited get to know each other at the Prep Family Fun Day. Invites are sent to each family and included in enrolment packs.

# OUT OF SCHOOL CARE

The YMCA runs our After School Care program and Vacation Care program.

Please see the flyer included in this kit for more information, contact details, prices and enrolment forms.

# PARADE

School assembly is held every Tuesday morning from 8.50am outside the library. Family, carers and siblings are welcome to attend.

# PAYMENTS

School payments can be made in person at the office with cash and credit card. Cash needs to be placed in an envelope with your child’s details clearly marked. BPoint is a secure payment method and can be accessed via any computer or smart phone. Payments are accepted via Mastercard or VISA.

To use, simply log into [www.bpoint.com.au/payments/dete](http://www.bpoint.com.au/payments/dete) and enter the information from your school invoice.

# P&C

We are fortunate to have a strong Parents & Citizens Association (P&C) and the support of a broad base of dedicated volunteers. The P&C is run by an Executive Team that is elected at the Annual General Meeting in March each year. This team is responsible for directing and managing all P&C operations for one school year.

The P&C meet once a month during school terms and all parents and citizens are welcome to attend. You do not have to be a P&C member to attend or to contribute, however, being a member allows you to vote on motions or issues which arise at a meeting.

The P&C raises vital funds that are directed to our two partnership streams – the School and the Community. It runs a range of sub-groups and programs dedicated to enhancing the quality of our children’s school experience and building the school community:

* Arts & Music Support Group
* Community Care Program
* Community Support Group (Nature Trail, Chook Club and Adopt-a-farmer Program)
* Grant Writing
* Grounds Maintenance Support
* Running Club
* Scholastic Book Club
* Sports Support Group
* Student Banking
* Tuckshop

Without volunteers, none of what the P&C does would be possible – please see the P&C brochure for more information on what these groups and programs entail and get involved if you can.

# SCHOOL BANKING

School Banking is offered weekly on a Wednesday through the Commonwealth Bank of Australia. Students give their bank books and deposits to their class teacher on a Wednesday morning.

For more information contact the Banking Coordinators Jane Smith at bellalily2@gmail.com or Jennie Dove at [jennie.dove@gmail.com](mailto:jennie.dove@gmail.com)

# SCHOOL COUNCIL

Seven Hills State School became an Independent Public School (IPS) in 2015 and as such had to elect a school council. The council consists of two elected parent members, two staff members, our school principal and the P&C president.

The role of a school council is to:

1. monitor the school’s strategic direction
2. approve plans, policies and documents of a strategic nature, including the annual estimate of revenue and expenditure for the school
3. monitor the implementation of the plans, policies and other documents
4. advise the school principal about strategic matters.

It is the council’s duty to perform its functions in a way that achieves the best learning outcomes for the school’s students.

More information on the role School Councils play is available on the school website under the Support and Resources tab in Documents.

# STAFF LUNCH

A quarterly event organised by Community Care and the school community to thank the school staff for their hard work and dedication to our children.

Every class is called upon once during the year to participate. Teams of 3 or 4 classes work together to host and cater for a staff lunch.

The event is held in the staffroom and run by the class reps of the rostered classes. The dates are decided upon and put into the school calendar at the start of the year.

When the time comes, your class rep will liaise with your class to let you know what’s needed and how it works.

# SPORT:

# Cricket Program

# Cricket Club is held in Cricket Season where students can practice their skills and play short games. Organised by the School Sports teacher, Miss G one afternoon per week, there are both boys and girls teams.

# Cross-country

We have our Cross country in Term 1. The schedule is broadcast in the newsletter and supporters are encouraged to bring chairs and blankets and sit along the embankment to watch. Dates and details are released when available and advertised in the newsletter.

# Houses

We have three sport houses named after Roman gods — Jupiter (yellow), Mercury (red) and Apollo (green).

# House Sport Shirts

House shirts are an initiative of the Sports Support Group and not part of the official school uniform – as such they aren’t available from the uniform shop. Shirts are available in house colours with the house name and mascot printed on their backs.

These shirts are made from a polyester Cool Dry fabric and are suitable for any sport activity. They are a tremendous source of pride for the kids at carnival time. They cost approximately $15 each and are available for order twice a year.

Upcoming order opportunities are advertised in the newsletter and printed order forms will be sent out home through classes.

# Interschool Sports

# There are lots of opportunities for students to participate in Interschool Sports activities with local surrounding schools. Activities include regional track and field events, State Cross Country, netball and soccer tournaments and even interschool Chess tournaments.

# Running Club

Running Club is a free, volunteer-based group made up of parents who meet before school on a Wednesday morning. All students from Prep to Year 6 are welcome to attend and parents are welcome to participate. All levels of fitness are accommodated for and you can attend regularly or occasionally.

To download the permission form, look in the Support and Resources tab, under Documents on the school website or pick up from the school office.

# Skipping Club

In the lead up to ‘Jump Rope For Heart’ Day, a Skipping Club is formed where students can practise and improve upon their skills for the upcoming event.

# Sports Day

Sports Day is usually held in Term 3 on the oval. The schedule is broadcast in the newsletter and supporters are encouraged to bring chairs and blankets and sit along the embankment to watch.

There is usually a fundraising cake stall and coffee van and the House March Down is worth being there for as the children march down in their houses singing war cries and banging their drums.

Dates and details are released when available and advertised in the newsletter.

# Swimming in class time

Years 1 and 2 swim during term 1.

Years 3 to 6 swim in Term 4.

* It is expected all children will attend unless excused for medical or religious reasons.
* Swimwear should not be worn to school.
* Towels and swimwear are to be brought to school in a waterproof bag to prevent books from becoming wet.
* All clothing and towels should be labelled.
* Girls should wear a suitable one-piece costume.
* Sunsafe swimming tops are required.
* Swim caps are compulsory.

Classes travel by bus to the pool (usually Colmslie Pool in Morningside). Your child’s teacher/s will advise you on days and time prior the start of the swim term.

# Swimming Carnivals

A swimming carnival is held towards the end of Term 4 for Years 3 – 6. Supporters are encouraged to come along and cheer on the swimmers.

# Tennis

Tennis lessons are held both before and after school throughout the week at the tennis court near the school oval. They are run by experienced tennis coach, Jodie Logan, who caters for all levels of ability and ages.

For more information call Jodie on 0411 281 261 or email [mandjlogan@bigpond.com](mailto:mandjlogan@bigpond.com)

# SUNDAY FUNDAYS

A relaxed school community event organised by Community Care. Families are invited to come along to the school oval on a Sunday afternoon, bring a plate to share, a rug to sit on and something for the kids to play with. There is no cost involved and it’s a great opportunity for families to get to know each other while parents talk and kids play.

# TEA AND TISSUES

A coffee date straight after drop off on the first day of school – for new prep mums and dad’s to meet other new prep parents and ease into their new school routine in company that knows exactly what they’re going through.

If your details are registered with Community Care, venue and time information will be sent to you in the last week of the school holidays.

# TUCKSHOP

**www.flexischools.com.au**

Seven Hills P&C tuckshop operates via the Flexischools online ordering system where payment is completed online.

Apart from being convenient for parents, the online orders are faster and easier for the tuckshop staff and volunteers to process – which in turn keeps the operating costs down and the viability of the tuckshop up.

Payment options include Credit, Debit, bank Transfer and Payclick. The system operates via a pre-paid account, so you don’t need to scrounge for coins in the morning. To see current menu and prices, please check the Flexischools link.

Volunteers are critical to the success and price management of our tuckshop service. It is a fun and easy way to meet other parents.

To contact our Tuckshop Convenor email [pandctuckshop@sevehillss.eq.edu.au](mailto:pandctuckshop@sevehillss.eq.edu.au) or   
call 3909 8315.

# UNDER 8'S DAY

One of the highlights of the school calendar, Under 8’s Day is held at Seven Hills State School each year and joined by all the other Gateway Learning Community Schools in the area. Events are held throughout the morning specifically for children under 8, which include ambulance, police and fire engine visits, sports such as Auskick, Cricket practice and soccer, concerts, face-painting and many, many craft and other activities. Parents are asked to participate, if they can, in chaperoning small groups of children from their child’s class. It’s a fun, unique Big Day Out that the kids absolutely love.

For more information on Gateway Learning School, see GLC.

# UNIFORMS

# Uniform shop

The Uniform Shop is currently up for tender and details will be released as soon as is finalised.

# Second-hand uniform shop

SHSS has a second-hand uniform shop run by parent volunteers and is usually open at the tuckshop on a Tuesday morning from 8.45 to 9.30am. Any other day please leave a message at the office. All garments are $5 and are in very good condition. Donations are always welcome.

Contact Alexandra Rankin on email [aranken@hotmail.com](mailto:aranken@hotmail.com) or Julie Vaughan on email j.v@optusnet.com.au

# VACATION CARE

Vacation Care is run by the YMCA.

See OUT OF SCHOOL CARE and the flyer included   
in this kit for more information, contact details,   
prices and enrolment forms.

# WELCOME MORNING TEA

Held on the Friday morning of the first week of the first term, the Welcome morning tea is catered for by the previous year’s Community Care members. This morning tea is an opportunity for new parents and carers to meet members of the school community — and a chance for returning parents to catch-up   
after the holidays.

# YOUR NOTES