

# Norris Road State School



## Parent Handbook

Welcome to  
Norris Road State School!



Website



For more information

Phone: 3261 0777

email [admin@norrisroadss.eq.edu.au](mailto:admin@norrisroadss.eq.edu.au)

or scan the QR codes

Facebook



Dear Parents and Carers,

It is with great pleasure that I warmly welcome you and your family to our school community. Beginning Prep is a very special milestone, and we are honoured to partner with you as your child embarks on their learning journey with us.

At our school, we believe that education is a strong partnership between home, school and community. Working together, we create a safe, nurturing and engaging environment where every child feels valued, supported and ready to learn. Our experienced and highly dedicated teachers are passionate about knowing every learner well and supporting each child to achieve their very best.

A key priority for our school is academic excellence through focused and explicit teaching. We have a strong and consistent approach to teaching and learning, particularly in English. This includes the explicit teaching of phonics, vocabulary and oral language, informed by evidence-based practices. Lessons are carefully structured, learning time is protected, and student progress is closely monitored to ensure all children are supported to build strong foundations from their earliest years of schooling.

Equally important to us is student wellbeing. We understand that children learn best when they feel safe, calm and connected. Across the school, we have clear and explicit processes, shared routines and consistent expectations, which support the maintenance of calm, predictable and positive classroom environments. These consistent approaches help students develop self-regulation, confidence and a strong sense of belonging, while allowing teachers to focus on high-quality teaching and learning.

We provide a comprehensive range of wellbeing and inclusion supports to meet the diverse needs of our learners. This includes targeted oral language programs, English as an Additional Language/Dialect (EAL/D) support, and a strong inclusion model to ensure students receive the right level of support at the right time. Our staff work closely with families to ensure every child is known, understood and supported both academically and emotionally.

Beyond the classroom, students enjoy a wide range of extra-curricular opportunities that enrich their school experience. These include music programs such as choirs and instrumental music, cultural and mainstream dance programs, coding and digital learning opportunities, and participation in district sport. These programs encourage creativity, teamwork, resilience and confidence.

Our school year is filled with events that celebrate learning, wellbeing and community. These include celebrations of the Arts, the Easter Hat Parade, Harmony Day, sporting carnivals such as Cross Country and Athletics Days, and Rewards Days that positively recognise student effort and achievement. These shared experiences strengthen relationships and create joyful memories for our students and families.

As parents and carers, your involvement in your child's education is vital. We value open communication and strong partnerships between families and teachers, working together to ensure your child's Prep year is a positive and successful beginning to their schooling journey.

We look forward to welcoming your family and working alongside you to support your child's learning, wellbeing and growth.

Sincerely



Melissa Burke  
Principal

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## ATTENDANCE

### Absenteeism

Each parent/carer of a child who is of compulsory school age has a legal obligation to ensure their child is enrolled in a school. The parent/carer must also ensure the child attends the school on every school day for the educational program in which the child is enrolled, unless the parent has a reasonable excuse.

From time to time a student may be absent from their educational program. Parents/carers comply with their compulsory schooling or compulsory participation obligation by providing a valid reason for these absences. Parents/carers should provide a reason for a child's absence either before or on the day of the absence or as soon as practicable.

Source: <https://ppr.qed.qld.gov.au/pp/managing-student-absences-and-enforcing-enrolment-and-attendance-at-state-schools-procedure>

If a student is absent, a reason must be provided via one of the following:

- Phone the absence line on **3261 0760**
- Email [admin@norrisroadss.eq.edu.au](mailto:admin@norrisroadss.eq.edu.au)
- Enter the absence in **QParents**
- Send a note to the student's teacher

If no reason is received, an SMS will be sent. Parents/carers are responsible for replying to this SMS with the reason for the absence.

**If you believe your child is at school and you receive an SMS, please ring the school immediately. SMS are monitored intermittently. Frequent unexplained absences will result in an enforcement of attendance.**

Students arriving after 8:30am must collect a late slip from the office to ensure parents/carers do not receive an SMS regarding their absence.

### Access to students

Should you require access to your child/ren during school hours, all requests must be made through the Administration Officer at the reception desk. This procedure is essential to ensure the safety of all students.

### Compulsory exclusion from school through illness

Students who contract illnesses such as measles, mumps, scabies etc. must remain at home for a specified minimum length of time. Periods of time for exclusion are specified in Appendix 1.

### School hours

The school day is divided into three sessions for students in Prep to Year 6 as follows:

Session 1	8:30 – 10:30 am
First break	10:30 – 11:00 am
Session 2	11:00 – 1:00 pm
Second break	1:00 – 1:40 pm
Session 3	1:40 – 2:30 pm

All students should arrive at school **no later than 8:30am. Rolls are marked at 8:30am.**

Students are required to visit the toilet, wash hands, have a drink and line up quietly in designated areas following every end of playtime bell.

Students are not to enter a classroom without a teacher being present.

### Early arrival:

Early arrivals are encouraged to join the Before School Care Program which runs from 6:30am to 8:30am. Early arrivals are not permitted to use playground equipment or school sporting equipment unless under direct teacher supervision. Students who arrive before 8:25am must go to the appropriate undercover area until the first bell rings at 8:25am.

### Late arrival:

Students who arrive late to school (after 8:30am) need to report to the school office and be issued with a late arrival slip, which is to be given to their teacher. If a student arrives after 9:00am, the parent/carer must notify the school by either phone or in person on arrival.

**Early departure:**

Parents/carers wishing to collect children prior to the end of the school day are required to attend the office to complete the early departure process. Only adults listed on OneSchool (DoE school records), or by prior authorised written advice, may collect children via this process. Once the process is complete, the student will be called up to the office. This ensures proper procedures are completed and minimises disruption to the classroom.

Early Departures from outside activities e.g. sport and excursions will require the completion of the Early Departure Process. In these situations, an early departure slip must be collected from the school to give to the teacher at sporting events. Please contact the office if you forecast collecting early in these situations.

**CURRICULUM**

Our school delivers a comprehensive curriculum aligned with the Australian Curriculum, ensuring students are taught all eight Learning Areas: English, Mathematics, Science, Humanities and Social Sciences, Health and Physical Education, Technologies and the Arts (including Music). Japanese is taught in Years 5 and 6. The curriculum is designed to develop essential knowledge, understanding and skills through three key dimensions: learning areas, general capabilities, and cross-curriculum priorities.

We place a strong focus on the explicit teaching of reading as part of English, supporting students to build the knowledge and skills needed to become confident, capable readers.

Teaching programs in all subject areas are carefully planned, documented and reviewed at each year level to ensure consistency and quality.

All students also participate in Respectful Relationships Education through Health and Physical Education and classroom lessons, as well as an annual water safety program from Prep to Year 6. At the beginning of each term, teachers provide families with a newsletter outlining the key learning areas and topics to be covered.

**Assessment**

Assessment is an important part of teaching and learning at our school. It helps teachers understand what students know, how they are progressing, and what support they may need next.

We use a range of assessment approaches, including assessment for learning (to guide teaching), assessment as learning (to support student reflection), and assessment of learning (to measure achievement).

Teachers plan and use assessment tasks that are aligned with the Australian Curriculum achievement standards and maintain an assessment folio for each student to track progress over time. We also use standardised assessments and regular reading checks to monitor student development and ensure early support where needed.

**Booklists**

Each year parents/carers will be issued with a list of student requirements for their child's year level. Booklists are available to view on our school website – [norrisroadss.eq.edu.au](http://norrisroadss.eq.edu.au)

**Homework**

Homework supports and reinforces classroom learning and helps students develop independence and responsibility as learners. Tasks are connected to what students are learning in class and may include revision and practice, applying new skills, or preparing for upcoming lessons. Teachers will clearly communicate homework expectations, including what tasks are required and when they are due. Homework may be adjusted to suit individual learning needs. In some year levels, homework may include reading online texts and completing tasks through QLearn.

**Library**

Each week students have the opportunity to borrow up to two books. The library is sometimes open at second break for students to read books, play board games, use technology and interact with friends.

**Media Room and Computer Lab**

Norris Road has a media room and computer lab which each house 30 computers. All classes have access to both the media room and computer lab. Year 3, 4, 5 & 6 have access to banks of laptops to use in their classrooms. Each classroom from Prep to Year 6 has a bank of iPads.

**Parent/Carer/Student/Teacher Meetings**

Each semester, parents/carers and students are given the opportunity to have meetings with the class teacher. These meetings provide the chance to discuss achievement and progress.

**Reporting**

At Norris Road, student reports are emailed home twice a year. As of 2026, student reports will also be accessible on QParents. These reports reflect a concise, overall judgement about the student's achievement across the Learning Areas. A range of assessment opportunities are provided for students to demonstrate their knowledge and understanding of subject matter and skills they have been taught. To ensure consistency of teacher judgement, regular moderation sessions are conducted to ensure rigorous assessment requirements are met and expectations are consistent across year levels.

**School excursions/incursions**

School excursions and incursions enhance students' learning by providing the opportunities for students to participate in curriculum-related activities outside the normal school routine. Norris Road students attend excursions or incursions that are well-planned and approved by the Principal to maximize students' learning experiences. Families are invoiced for their child's participation in these activities during the year.

**Specialist teachers**

HPE, Technology, Music, Languages, the Arts and Instrumental Music teachers provide valuable learning opportunities for all students.

**Sport and Enrichment Activities****Interschool sport**

All students in Years 4–6 may participate in the interschool sports program with the school providing most equipment. However, some sports require students to supply their own items (e.g. mouth guards for rugby league and shin pads for soccer).

School sport is usually played on Friday afternoons during school hours. Some training sessions may be held before or after school.

A participation fee applies and must be paid before the season begins. This fee covers costs such as transport, affiliation fees, and resources.

Students are expected to follow clear behaviour expectations when representing Norris Road State School in the community.

**Enrichment activities**

During terms when Interschool Sport is held, students in Years 4-6 participate in optional enrichment activities running alongside the interschool sport program. These activities are aimed at developing interest and creativity in The Arts, Robotics, Coding, Dance, Drama, Gardening and Sustainability. The options change every term as interest and expertise becomes available.

**INCLUSIVE PRACTICES**

At Norris Road State School we aim for all staff, students and families to feel welcomed, respected, included and safe. We embrace and make diversity visible as a strength, and support respectful relationships within the school community and between students. We address the different barriers experienced by students and develop strategies and plans to support inclusive education for our diverse student population.

In partnership with families, teachers, inclusion staff and relevant external agencies, students' learning strengths, priority learning areas and reasonable adjustments are identified and reviewed to support equitable access to learning.

At Norris Road State School, students are supported to participate meaningfully in learning both within the classroom and through additional targeted supports and interventions. We use a Multi-tiered System of Support across the school using student data to inform teaching and learning for all students. Support may be provided in the classroom, through differentiated teaching and adjustments, and/or through short periods of specialised instruction in the HUB or one of our designated learning spaces, based on individual learning needs and goals.

## **ENROLMENT**

### **Catchment**

The catchment defines the area of automatic enrolment to Norris Road State School. Out-of-catchment enrolments only occur when the school has the capacity to support this. At all other times, enrolment is taken from our catchment.

### **Prep**

Proof of age is required for enrolment into the Prep year.

<b>Birth Date</b>	<b>2027</b>	<b>2028</b>
Child born 1 July 2021 to 30 June 2022	Prep	Year 1
Child born 1 July 2022 to 30 June 2023		Prep

### **QParents**

QParents is an online service developed by the Department of Education that provides parents and carers of Queensland state school students with secure access to their child’s information and an easy way to communicate with the school.

Through QParents, parents and carers can conveniently access and manage a range of student information, including:

- Attendance details
- Report cards and assessment results
- Consent forms
- Invoices and payment history
- Student photo

QParents also allows parents and carers to:

- Update student details (such as address and medical information)
- Submit reasons for unexplained absences
- Notify the school of upcoming absences
- Make secure online payments

Upon enrolment, you will receive an invitation to register for QParents. Registration can be completed online via the QParents website or app, using your child’s unique EQ ID and identification documents.

Once registered, QParents can be accessed via a smartphone, tablet, or computer using either the web portal or the QParents app. We recommend using an email address that you check regularly when setting up your account.

If you experience any difficulties registering or accessing QParents, please contact the school office for assistance.

## **GENERAL INFORMATION**

Norris Road State School opened on 24 January 1977. It is located in Bracken Ridge West and bears the name of the street which runs past the eastern boundary of the school grounds. The main access to the school’s Administration building is via 28 Greenore Street.

### **Access**

The school can be accessed in the following ways:

### **Bicycle/ scooter:**

Safety is paramount. Riding a bicycle on the roadway in conjunction with larger, much faster vehicles such as cars, trucks and buses, requires a high degree of skill, knowledge and maturity.

Please Note:

- Bicycle helmets are compulsory by law
- Bicycles must not be ridden in the school grounds
- Students should walk bicycles and scooters in the school grounds at all times

### **Pedestrian:**

Pedestrian access is via Greenore Street, Peggotty Court and Pritchard Place only.

School Crossing Supervisors are on duty at the Greenore Street and Pritchard Place Crossings from 7:40am to 8:40am and from 2:20pm to 2:50pm.

For your and your child’s safety, please use pathways to enter and exit the school grounds, not vehicular entries and carpark.

Students and families who enter or exit the grounds via the Greenore Street entry must walk on the path provided. The bitumen driveway is for use by vehicular traffic only.

**Bus services:**

Brisbane City Council has public bus routes that service the school.

Please check with Translink for any route changes and bus times on 13 1230.

**Vehicular:**

Access via Greenore Street – administration staff, emergency vehicles and deliveries only.

Access via Glencam Street – staff and parents accessing out-of-school hours care for pick up and drop off before 7am or after 4pm only.

**On-site parking:**

Parking within the school grounds is available to staff members only. Persons delivering students to and collecting them from school should access on street parking and observe the "No Standing" signs in Greenore Street, Norris Road and Pritchard Place.

Parents are not permitted to drive into the school grounds. Under special circumstances, permission will be given, by the Principal, to park in the school grounds. Accessible parking is available.

A Drop Off/Pick Up Zone on Pritchard Place provides for 2-minute parking from 2:00pm – 4:00pm. All drivers must remain in their cars. To help reduce congestion, please move forward with the flow of traffic when using the Drop Off/Pick Up Zone.

Greenore Street, Pritchard Place and Peggoty Court are gazetted roads subject to parking regulations.

**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 of Education does not have Student Accident Insurance cover for students. Therefore, 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 you have private health insurance, some costs may be covered through this. Any other costs would be borne by parents/carers.

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/carers as to the types and levels of private insurance they arrange to cover their child for any accidental injury that may occur. Parents/carers should contact their insurer or an approved Australian insurance broker if they choose to take out student personal accident insurance cover for their child.

Please take this into consideration in deciding whether or not to allow your child to participate in activities.

Source: <https://education.qld.gov.au/parents-and-carers/school-information/life-at-school/accident-insurance>

**Animals in school grounds**

To ensure the safety of our students, animals are not to be brought into the school grounds unless prior permission has been sought. **Stray animals are referred to the local pound for removal.**

**Assemblies: Whole School and Year Level**

Assemblies are an important part of school life at Norris Road. They are held regularly as they promote a strong school identity and sense of community.

Assemblies start at 1:45pm and rotate between Junior and Senior classes. Dates and times are shared in the NR News for Families, on Facebook, and in Calendar Updates.

During assemblies, students, staff and school leaders share important information. Awards and other presentations are given, and classes may perform. Parents/carers and visitors are always welcome to attend.

**Before school procedures**

Students are expected to sit in the undercover areas if they arrive at school prior to the 8:25am bell.

Students, who need to make payments at the office or hand in a mobile phones, may do so and move to designated area immediately.

All other areas of the school are out of bounds, including outside classrooms and playgrounds.

**Bell Times**

8:25am	Students move to classrooms
8:30am	Class lessons commence
10:30am	First Break - eating time
10:40am	- play time
10:55am	Bell to advise end of play
11:00am	Class lessons commence
1:00pm	Second Break - eating time
1:10pm	- play time
1:35pm	Bell to advise end of play
1:40pm	Class lessons commence
2:30pm	End of the school day

**Breakfast Club**

Each Tuesday and Thursday mornings from 8:15am students are offered toast and fruit at both Junior and Senior undercover areas. Teacher Aides prepare and serve the food and the YMCA Breakfast Program supply the bread, spreads and fruit.

**Complaints management**

If you have an issue or concern about your child's education:

1. **Discuss your complaint with the class teacher**  
If you have a concern about your child's experience at school, we encourage you to make an appointment with your child's teacher as soon as possible. Sharing information and working together helps ensure the best outcome for your child.
2. **Discuss your complaint with the Deputy Principal or Principal**  
If after approaching your child's teacher your complaint remains unresolved, make an appointment to see the school's Deputy Principal or Principal to discuss the issue further.

If your complaint relates to more general school matters, including issues of school policy and issues of compliance or non-compliance, you should raise your complaint directly with the Principal. The Principal may refer your complaint to a delegate such as the Deputy Principal or Business Manager for resolution.

**Lost property**

Items are placed in the lost property bins located in the office. These bins can be checked during school hours. At the end of each term, named items are returned to their owners and unnamed items are donated to recognised charities.

**Medication at school**

Office staff can administer medication prescribed by a doctor only if a form is completed and the medication is presented in its original packaging showing all details of dosage and times stated clearly on the labels. A record of all medication administered is strictly maintained. Class teachers do not administer medication.

Self-administered medication, such as asthma puffers and EpiPens, requires special approval from the Principal under the following conditions:

- Consultation has occurred with the parent and student/s regarding arrangements for the self-administration of medications and self-management of health conditions and the risks associated with self-administration in a school setting.
- The student is responsible enough to undertake self-administration of medication at school.
- Students approved to carry their own medication should demonstrate practices of secure storage of medication that may potentially be harmful to other students as well as the safe disposal of sharps equipment.

If a student requires medication at school, Parents/Carers need to complete the appropriate form available from the school office.

All medication must be labelled and up to date (changes must be made on the label by the doctor). Medication **must** be delivered by parents/carers to the office. For safety reasons, students must not keep medication in their possession. Students with conditions such as asthma, diabetes and anaphylaxis may carry their own medication as outlined in their medical plan.

### **Mobile phones & other electronic equipment**

In accordance with Department of Education policy, students must not use mobile phones, phone-enabled watches or other personal electronic devices while on school grounds.

Students who bring mobile phones or phone-enabled devices to school are required to sign them in at the school office upon arrival for storage. Devices may be collected from the office at 2:30 pm.

Electronic games, gaming devices and similar items are not permitted to be brought to school.

Mobile phones and phone-enabled watches, are brought to school at the owner's risk. The school accepts no responsibility or liability for loss, theft or damage to these items.

### **Payment of Invoices for School activities**

An invoice is generated for school activities, such as excursions, incursions, school camps, swimming and interschool sport.

The invoice will be generated and emailed to the parent/carer once a signed consent form has been received, either via QParents digital consent or paper copy (paper copies will be phased out by 2027).

- Preferred method of payment is Qkr! app, QParents and BPoint
- EFTPOS is available at the office between 8am-3pm, Monday-Friday
- Cash payments will be phased out from the start of 2027

### **Voluntary Financial Contribution:**

The school and P&C work together to manage voluntary financial contributions. These funds support enhanced educational programs. The requested contribution is \$60 per student per year, capped at \$120 per family. Contributions above this amount are welcome and appreciated. All payments are GST-free.

### **Newsletter**

Our school newsletter, the *NR News for Families* will be available fortnightly through the school website and via email.

### **Phone calls**

To avoid unnecessary disruption to classes, messages for students will be relayed by administration staff.

### **School expectations**

Norris Road State School has identified 3 school expectations that staff and students are asked to observe.

They are:



*Be safe*



*Be respectful*



*Be a learner*

Further information can be found in the Student Code of Conduct, located on the school's [website](#).

### **School photographs**

Class and individual photos are scheduled at a fixed date in the school year. Information will be available via the newsletter.

### **School records**

It is essential that the school maintains accurate and up-to-date personal details to ensure effective communication and to enable prompt contact with families in the event of an emergency. Any changes to personal details must be provided in writing to the school office and may be submitted at any time during the year.

### **Smoking/Vaping**

Smoking/vaping is not permitted in school grounds at Norris Road State School. Smokers/vapers must be at least 3 metres from the school grounds.

### **Sports Houses**

Norris Road has three school sporting houses. Students are allocated to a house on enrolment and remain in that house for the duration of their time at the school. Siblings are placed in the same house and inter-house competitions are held in athletics and cross country.

### Visitors and volunteers in the school

We value the contribution parents/carers and volunteers make in our classrooms and in support of P&C activities. To ensure visits are safe, productive and minimise disruption, all visitors and volunteers are required to follow these protocols:

- Sign in electronically at the office, noting the reason for the visit and area being visited
- Read the *Mandatory All Staff Training Program: Key Messages Guide* at sign-in
- Pre-arrange appointments with teachers if discussing student progress or concerns
- Be mindful of minimising disruption to classroom routines and learning programs

### Windmill Café / Tuckshop

The Windmill Café is operated by the school. Students can order food either through the online system or by using a lunch order bag.

### Online Ordering

Online ordering via the Qkr! App is the preferred option, allowing easy ordering on any mobile device. Online orders **close at 8.30am**



### Bag System

1. The child's name and class are written on the front of the bag (at the top), followed by the order.
2. Money is enclosed and the amount recorded on the front of the bag.

3. Students place their orders in the café tubs provided to each class before school. Orders are then delivered to class before the lunch break, with any change attached to the bag.

*Orders **must be** placed before school*

If your child has special dietary requirements, please see our cafe convenor or phone 3261 0728.

### PARENTS AND CITIZENS ASSOCIATION

P & C meetings are held at least once each term and advertised in the NR News for Families and the school Facebook page. Please see the brochure included in your enrolment pack for more information about the P & C.

### Book Club

Scholastic Book Club operates in our school. Catalogues are distributed twice each term, and credits earned from your purchases are used by the Library to purchase new books.

### Uniform Shop

The Uniform Shop is open Monday morning 8:15am to 9:00am and Wednesday afternoon 1:00pm to 3:00pm. We endeavour to keep stock of all basic items through the year.

Senior shirts (Year 6), Performing Arts (Year 3 to 6), Interschool Sport shirts (Year 3 to 6) and sports jackets are custom, and available to order in Term 1 and Term 4.

We also operate a second-hand uniform section. Funds from these sales are donated to the Student Council annually.

Uniforms are available to purchase via the Qkr! App, and will be distributed to students in classrooms.

## **UNIFORMS**

Our school uniform consists of:

- School polo shirt
- Navy shorts/ skorts
- Navy hat (a reversible bucket hat in sports house colours is sold at the uniform shop)
- White socks
- Enclosed shoes (black school shoes or white athletics shoe)
- Navy jumper or school branded jacket

Uniform items are available from the school's uniform shop, run by our P&C Association.

Norris Road State School Uniform has been designed to be attractive, practical, sun-safe and comfortable to wear. To promote a positive school image, to readily identify our students and to minimise the appearance of social difference all students are required to wear their school uniform every day.

Our 'Sun Safe' strategy requires students to wear hats with brims for skin protection during lunch breaks and for PE lessons. **NO HAT = NO PLAY IN THE SUN!**

Students who represent the school at interschool sport, choir events or band performance are required to wear their full uniform.

### **Band & Choir uniform**

The Performing Arts Polo Shirt is available for purchase at the uniform shop.

### **Sports uniform**

The Sport/House polo shirt is available for purchase at the uniform shop.

<b>Apollo:</b>	Green Trim Polo Shirt
<b>Pegasus:</b>	Yellow Trim Polo Shirt
<b>Zeus:</b>	Maroon Trim Polo Shirt

### **Swimming**

Students must wear a swim cap, a sun safe swimming shirt and swimwear/boardshorts.

Goggles are optional. Jewellery is not permitted in the pool.

### **Jewellery**

For Workplace Health and Safety reasons, body piercings are not permitted at school, except for ear piercings. Students may wear stud earrings or small sleepers only.

Cultural jewellery is permitted. However, families should be aware of potential safety risks, such as accidental injury or tugging, particularly during physical education and sporting activities.

Please note that the school does not accept responsibility for the safekeeping of any jewellery worn by students.

## SCHOOL MAP



For more information

Phone – 3261 0777, email  
[admin@norrisroadss.eq.edu.au](mailto:admin@norrisroadss.eq.edu.au)  
or scan the QR codes below

Website



Facebook

