



# School Handbook



**Respect**    **Safety**    **Learning**

61 Orange Grove Road, Coopers Plains QLD 4108

**Email:** [admin@coopersplainsss.eq.edu.au](mailto:admin@coopersplainsss.eq.edu.au)

**Telephone:** 07 3323 9222 | **Fax:** 07 3323 9200

*All is possible in our small school*

## Quick References

### School Contacts

#### Principal

Mrs Kirrily Newton | Principal@coopersplainsss.eq.edu.au

#### Deputy Principal / Head of Department – Curriculum

Mrs Elissa Dinh | DeputyPrincipal@coopersplainsss.eq.edu.au

#### Administration

Ms Michelle Rodgers (Business Manager)

Miss Amanda Hausmann (Administration Officer) | Admin@coopersplainsss.eq.edu.au

Mrs Laura O’Callaghan (Administration Officer)

#### Absences

StudentAbsences@coopersplainsss.eq.edu.au

#### School Office

Telephone: (07) 3323 9222

Fax: (07) 3323 9200

#### Tuckshop and Uniform Shop

Telephone: (07) 3323 9206

### School Hours

8:20am	First Bell
8:30 – 10:30 am	Morning Session
10:30 – 10:55 am	Morning Tea
10:55 – 12:30 pm	Middle Session
12:30 – 1:15 pm	Lunch Break
1:15 – 2:30 pm	Third Session

### Term Dates

Term 1	27.01.2026 – 02.04.2026
Term 2	20.04.2026 – 26.06.2026
Term 3	13.07.2026 – 18.09.2026
Term 4	06.10.2026 – 11.12.2026
2027 Term 1	27.01.2027 – 25.03.2027

# Table of Contents

Quick References .....	2
School Contacts .....	2
School Hours.....	2
Term Dates.....	2
Table of Contents.....	3
Coopers Plains State School .....	4
Coopers Plains State School Staff.....	5
Learning and Engagement at Coopers Plains State School.....	6
Extra Curricula Opportunities .....	6
Chaplaincy .....	7
Early Years Cluster .....	7
Diverse Learning Needs- C.A.T.E .....	7
Enrolments .....	8
Prep enrolments for the coming year: .....	8
Mid-year and non-prep enrolments:.....	8
What Year Level? .....	8
English as a Second Language.....	9
Absences .....	9
Absences via SMS .....	9
Leaving the school grounds .....	9
QParents.....	10
Before and After School Routines .....	10
Bicycles.....	11
Bus transport .....	11
Mobile Phones and wearable devices .....	11
Communication – School and Home .....	11
School/Home co-operation .....	11
Assembly .....	12
Emergency Procedures.....	12
Accidents .....	12
Fire and Lockdown .....	12
Health and Wellbeing .....	12
Illness at School .....	12
Medication Safety at school.....	12
Hats .....	13
Stranger Danger .....	13
Toys & valuable items at school .....	13
Lost property.....	13
Photograph/Media permission .....	13
Student Code of Conduct.....	13
House groups .....	13
P&C Association.....	14
Tuckshop.....	14
Uniforms.....	14
Student Resource Scheme.....	14
Camps and Excursions.....	15
Behaviour Expectations .....	16
Behaviour Flow Chart.....	17
Playground Minor and Major Behaviours Management.....	18
Student Responsibilities.....	19



## Coopers Plains State School

*Coopers Plains State School is a dynamic learning community committed to educating students from Prep to Year 6 through the Australian Curriculum. We provide a balanced and diverse education that nurtures a love of learning and prepares students for the future.*

*Our inclusive and innovative approach ensures all students engage meaningfully at school and in society. With approximately 35% of our students from culturally diverse backgrounds, we celebrate diversity and foster a sense of belonging. Our safe and supportive environment caters to individual learning needs, helping students develop confidence, leadership skills, and teamwork.*

*Guided by our Student Code of Conduct, we establish clear expectations that promote respect, responsibility, and success. Through engaging and effective teaching practices, we maximize student achievement, enhance wellbeing, and cultivate a passion for learning. At Coopers Plains State School, we believe in quality education for all, empowering students to excel academically, socially, and creatively.*

*We welcome your family into our school.*

*Coopers Plains State School Staff*

## **Coopers Plains State School Staff**

**Principal** – Kirrily Newton

**Deputy Principal** – Elissa Dinh

**Business Manager** – Michelle Rodgers

**Administration Officer** – Amanda Haussmann

**Administration Officer** – Laura O’Callaghan

### **Classroom Teachers - 2026**

Leeanne Jackson – Prep

Jo Quinton – Prep

Linsey Rogers – Year 1

Nolan Wincen – Year 1

Shana du Plessis – Year 2

Andrew Kerswell – Year 3/4

Araluen Smith – Year 3/4

Nishalin Pillay – Year 3/4

Sue Jensen – Year 5/6

Harry Radcliffe - Year 5/6

### **Support and Specialist Staff**

Kate Atkinson - Learning Engagement Officer

Dionne Healy – Learning Engagement Officer

Melly Niotakis – Guidance Officer

Liliia Butonova – Social Worker

Siu-Ling Chan – English as an Additional Language or Dialect Teacher

Cath Peak – Health and Physical Education Teacher

Maxine Ram – Music Teacher

Joanne Underwood – Languages Teacher

John Erichsen – Chaplain

Yuki Liao – Speech Language Pathologist

Caitilyn Smith – Instrumental Music Teacher

### **Teacher Aides**

Teena Dench

Claire Dinh

Varinder Kaur

Monica Le

Emiley Peck

Anna Punter

Molly Rogers

Kelly Vuong

Leah Wilson

Lauren Wylie

### **Grounds and Cleaning**

Joe Hargreaves– Schools Officer

Nathan Wilson – Cleaner

Mercy Morente – Cleaner

## Learning and Engagement at Coopers Plains State School

The Coopers Plains State School curriculum is informed by the Australian Curriculum. The following eight learning areas are taught, assessed and reported on according to the latest version of the Australian Curriculum.

1. English
2. Mathematics
3. Science
4. History and Social Science
5. Arts- Music/Dance/Visual Arts/Drama/Media
6. Health and Physical Education
7. Languages- Japanese- Year 3-6
8. Technologies- Design and Digital

In the Early Years, staff use a range and balance of age-appropriate pedagogical approaches and characteristics to build resilience and competence and be responsive to learners' needs, as outlined below.

### Approaches

Inquiry

Event – based

Project

Play-based

Direct Instruction

Explicit Instruction

Blended Approaches



### Extra Curricula Opportunities

In addition to the above-mentioned learning areas students have the opportunity to access the following extra curricula activities-

- Instrumental music- Years 4-6
- Water safety and/or swimming- Prep-Year 6
- Respectful Relationships- Prep-Year 6
- Sporting Schools activities each term- for example- football/gymnastics/soccer/cricket. This range of activities is offered either during playtime or after school hours.
- Choir- Years 2-6
- Art Club- TBA each term
- Religious Instruction –for families who opt in, this is a Christian based model at Coopers Plains State School
- Dance – Term 4
- Loose Parts Play- Monday or Tuesday- Chaplain to facilitate



## Chaplaincy

Coopers Plains State School receives government funding to provision a part time Chaplain. Our Chaplain provides pastoral support to students on Monday and Tuesday each week. This support is delivered through a variety of ways for example- one on one well being conversations, socialisation games at playtime, gardening club, in class engagement in learning and general supervision. Chaplaincy is guided by our Local Chaplaincy Committee who meet once per term.

## Early Years Cluster

In 2021, in partnership with our local schools and Early Learning Centres, we formed an Early Years Cluster. The purpose of this group is to facilitate collaboration and strong and positive relationships that will enhance the transition journey from early learning to school. Throughout the year members of the cluster have the opportunity to participate in joint activities- Under Eights Day, Learning Fairs, visiting each other's schools and Early Learning Centres for workshops and sharing of best practice.



## Diverse Learning Needs- C.A.T.E

Our Coopers Action Team for Engagement meets each week to identify, formulate and action, support measures for students with diverse learning needs- academic, social and emotional, students with a disability, attendance and engagement in school life. This team consists of the Principal, Deputy, LEO, Guidance Officer, EAL/D Teacher, Speech Language Pathologist, Student Support Teachers and at times representatives from external agencies- for example- Occupational Therapist/Physiotherapist. Supporting our students is a collaborative partnership where families are integral to the process and communication is the key. It takes a village to raise a child.

## Enrolments

### Prep enrolments for the coming year:

The school holds information and orientation days for future Prep students between April and November. These days will prepare you and your child for the start of school the following year.

If you have a child that is due to start Prep next year then it is advisable to call the office on (07) 3323 9222. We will record your contact details and add you to our list of interested parents. We will use these details to invite you to our information and orientation sessions.

During our Parent information sessions, you will receive our enrolment pack with all the forms that you will be required to return. If you are unable to attend an information session you can pick up an enrolment pack from the school office or download the information from our website.

The Principal, Teacher or Admin team member will meet with all new enrolments. Enrolment conversations will occur during October and November, book an appointment through the office.

### Mid-year and non-prep enrolments:

Contact the office on (07) 3323 9222 to make an appointment with the Principal for an Enrolment Conversation.

Please bring to the meeting: -

- Birth certificate
- Relevant medical or allied health professional reports (if applicable)
- Reports from previous school (if applicable)
- Any Court Order documents (if applicable)
- International Students will also need to bring Passport, visas and any additional documentation

Please provide accurate personal details for yourself and your child as specified on our enrolment application. This is extremely important in case of emergencies.

### What Year Level?



<b>Student Birth Date for Enrolments for 2026</b>	<b>Class</b>
1 July 2014– 30 June 2015	6
1 July 2015 – 30 June 2016	5
1 July 2016 – 30 June 2017	4
1 July 2017 – 30 June 2018	3
1 July 2018 – 30 June 2019	2
1 July 2019 – 30 June 2020	1
1 July 2020 – 30 June 2021	Prep
<b>2027</b>	
1 July 2021 – 30 June 2022	Prep



## English as a Second Language

Australia is a culturally diverse nation where many students and their families have English as their second language. At Coopers Plains State School, we have a specialised English as an Additional Language or Dialect (EAL/D) teacher who supports identified students to access the curriculum and achieve at the same level as their English-speaking peers.

When communicating with Parents and Carers, our newsletter and eFlash service has a translation tool.

## Absences

In the event of absence, we have a range of procedures:

Advise the school via QParents, email ([StudentAbsences@coopersplainsss.eq.edu.au](mailto:StudentAbsences@coopersplainsss.eq.edu.au)) or a phone call to the office in advance or on the day.

For an illness of three days or more, a doctor's certificate may be required.

For safety reasons, when collecting your child early, (prior to 2:30pm) please come directly to the front office and sign them out in the book provided.

In the event of late arrival at school, after 8:30am, the student comes to the office to collect a late slip before proceeding to class.

**Note:** Absence without a valid excuse is taken seriously. The school may be required to use an Enforcement of Attendance form to refer persistent cases to authorities for follow up. Similarly, in the case of regular or frequent late arrivals, the school may contact parents to discuss any concerns and make recommendations for action.

## Absences via SMS

If your child is marked as away by the class teacher a SMS message will be sent to the parent/carer. This is part of a safety initiative by the Department of Education, ensuring that children are accounted for at all times.

If you receive a message, you will simply need to provide a reasonable explanation, by entering the absence on QParents, sending a return text message or calling the school. If you receive a message after already providing an explanation, please contact the school to ensure that the explanation has been successfully applied. We endeavour to minimise these occurrences.

## Leaving the school grounds

Children are not permitted to leave the school grounds during school hours except upon collection by parents/caregivers through the school office. Unauthorised departure may result in the Police being called.

## QParents

The QParents web and mobile application provides parents with secure, online access to their child's student information, including:

- Attendance and absence details, as well as the ability to notify the school of a future absence
- Digital consent forms and managing permissions
- Academic report cards
- Viewing unpaid invoice details, payment history, and making payments online
- Viewing and updating personal student details, including medical conditions and address
- Enrolment details
- Upcoming events list showing school events, and excursions.
- Engaging in their child's learning journey.

QParents also provides an efficient and effective way for parents to communicate with the school.

## Before and After School Routines

It is extremely important to ensure that students are delivered to and collected from school at an appropriate time. Students are to be dropped off at school via the Drop and Go Zone or walked to school entering via the oval gate or the front gate after 8.10am in the morning. If parents are requiring supervision of their child/ren prior to 8.10am you will need to make alternate arrangements or utilise the Out of School Hours Care (OSHC) service on site. Classrooms are open at 8:20am to allow students to prepare for the start of class lessons at 8:30am.

School concludes at 2:30pm. Students who are enrolled in and attending the OSHC service are to proceed to the designated OSHC pick-up area when the bell goes at 2:30pm. Any late arriving students will be located by OSHC staff. If any OSHC students are unaccounted for it will be the responsibility of OSHC staff to contact the family. It is also the family's responsibility to contact the OSHC if your child is absent from the OSHC.

All other students are to proceed to the Drop and Go Zone or to the Peace Garden and wait for a family member/caregiver to collect them. School staff remain with the students at the Drop and Go Zone until the second bell goes at 2:45pm. Those students that have not been collected from the Drop and Go Zone or the Peace Garden will be escorted to the office where a staff member will ring the primary contact, to inform them that their child/ren have not been collected.

If your child is to be collected by someone other than yourself, please ensure that the office has all applicable information of the person collecting, prior to collection.

If an emergency or unexpected circumstance occurs that prevents you from picking up your child by 2:45pm please inform the office prior to 2:30pm

Our onsite OSHC service is - MineNYours Childcare and they can be contacted on PH: 0450 544 977 or [www.minenyourschildcare.com.au](http://www.minenyourschildcare.com.au).

## Bicycles

Children may ride bicycles or scooters to school and store them in the racks provided. We advise students to secure their bikes with a lock and chain. For safety reasons, bicycles should not be ridden in the school grounds. Helmets are required for all bikes and scooters.

## Bus transport



Brisbane City Council buses service this school. Some students are eligible for assistance under the “School Transport Assistance Scheme”. If you think you are eligible for assistance, please contact the Brisbane City Council Transport Department.

## Mobile Phones and wearable devices

As a rule, students should not bring mobile phones or wearable devices to school. If students bring mobile phones or wearable devices to school, they will be stored in a mobile phone locker in Administration. This policy is in alignment with the adoption of this statewide approach and will support schools to maintain a strong focus on educational achievement, student wellbeing and engagement. When phones are in students’ possession before or after school hours the camera function is not to be use anywhere that the use of a normal camera would be considered inappropriate. Students who do not follow the guidelines above will have their mobile phone or electronic device temporarily confiscated and returned at end of day. Teachers and staff will not unlock the phone or read, copy or delete messages stored on the phone.

Further information around this can be found in the Student Code of Conduct available on the website.

## Communication – School and Home

Communication between school and home is a crucial feature of an effective partnership. School/home communication happens in several ways:

- Newsletter – Friday, fortnightly and newsflash messages as necessary
- Classroom newsletters once per term
- Forms, permission slips, notes
- Discussion, interviews – by appointment
- Accessing the school website at [www.coopersplainsss.eq.edu.au](http://www.coopersplainsss.eq.edu.au).
- Emergency telephone messages to the school. It is often difficult for admin staff to get messages to children after 2:00pm. It is best to make arrangements with your children before school.
- Advising of absences
- Forums offered by P&C at various times
- Information evenings, open days/evenings, meetings
- Parent representation on appropriate school committees such as LCC and PBL
- E-mails, phone calls, and communication booklets used in some family situations.

## School/Home co-operation

It is vital that parents and teachers work together for the benefit of your child’s education. Please contact the school if anything is concerning you; sometimes a short visit or phone call to the office can save many hours of unnecessary concern.

## Assembly

A whole school assembly is held every Wednesday at 2:00pm. During assembly classes may share learning experiences. Weekly awards for achievement, engagement and attendance are presented. Parents are welcome and encouraged to attend. In the event of an assembly being cancelled families will be notified.

## Emergency Procedures

### Accidents

Active supervision is undertaken to prevent accidents happening at school, although minor accidents do happen from time to time, provision of first aid will be administered at the office (ice/band aids/slings). In the case of more serious accidents the school may need to contact the child's parents/carers or the ambulance service. For this reason, it is important that our school records contain as many accurate emergency contacts as possible. In all cases, the school reserves the right to call the ambulance and have the child transported to hospital if deemed necessary. Every attempt is made to contact parents/carers as soon as possible after an accident.

### Fire and Lockdown

In the event of an emergency, students will be alerted by a siren and directed immediately to the school's oval. Lockdowns occur when there may be a danger on the school site, such as an animal, chemical spill or hostile person. In these situations, children will remain in their classrooms with a supervising adult until safety has been restored. The school runs several drills of these processes each year to ensure students know how to remain safe and calm. The school also runs playtime transitions around these processes. In the event of a lockdown or evacuation occurring an eFlash will be sent home to parents with all the necessary information.

## Health and Wellbeing



### Illness at School

From time to time, children become ill at school. If a staff member deems it necessary, parents will be contacted and asked to collect the child. For students who suffer from diagnosed medical conditions such as asthma, anaphylaxis, diabetes, etc. a health plan must be provided to the school by the child's medical practitioner as well as their emergency medication.

### Medication Safety at school

If your child requires medication at school, there are some things you can do to help.

- Only provide medication that has been medically authorised.
- Check that the medication hasn't expired.
- Provide medication in the pharmacy packaging.
- Hand medication to the school in person.
- Collect unused medication in person.
- Provide a pill-cutter if tablets need to be halved or quartered, or arrange for the pharmacist to package the medication using a dose administration aid.

## Hats

Our school promotes sun safety. All children must wear shady hats with a broad brim while playing in the grounds, on excursions and at sport. School bucket hats and broad brim hats are sold at the tuckshop. **CAPS ARE NOT PERMITTED.**

## Stranger Danger

Please reinforce safety messages with your children – warn of friendly advances, offers of sweets or treats. Please be punctual and organised when collecting your child – it is great protection. Any children not collected by 2:45pm will be asked to wait at the office and parents/carers will be contacted.

## Toys & valuable items at school

Children should not bring valuable items such as electronic games, jewellery or toys to school. These items can be very distracting in class and may get lost or stolen.

## Lost property

Please label all children's belongings including hats, clothing and bags. A box for lost property is situated in the walkway near the tuckshop. While the school will endeavour to return items to students it takes no responsibility for lost items.

## Photograph/Media permission

Parents are asked to complete a state school consent via QParents when children commence school, to give permission for photos to be published for displays, newsletters, school website or social media platforms.

## Student Code of Conduct

Our school has a comprehensive Student Code of Conduct that outlines expectations and processes followed to encourage positive relationships and ensure students perform to their potential. This document is available to download from the website.



We expect and encourage our students to be proud of their school and its reputation. Wear the uniform with pride and behave appropriately at all times.

## House groups

Upon enrolment children are assigned to one of three houses: **Logan**  
**Boyland**  
**Sherrington**

These houses determine which team the child will participate in at our yearly sport days.

## **P&C Association**

You are invited to join our Parents & Citizens Association (P&C). This successful group makes a major contribution to the school by providing support, assistance and fund-raising opportunities for resources and improvements. The P&C operates the tuckshop and uniform shop and organises special events throughout the year. The P&C meet monthly on a Tuesday from 5:30pm in the school library. All welcome to attend.

## **Tuckshop**

Our tuckshop is open Tuesday and Thursday between 8:00am and 1:00pm and operates with a convenor and volunteers. If you would like to help, please contact the convenor through the school. All volunteers are welcome, including dads and grandparents.

## **Uniforms**

At Coopers Plains we expect students to wear the school uniform every day. We believe it is cost efficient, reduces peer pressure and promotes school tone and spirit. All uniforms are available at the tuckshop. The Uniform Shop is open on Tuesday and Thursday between 8:00am and 1:00pm.

We have multiple options available for student uniforms. Uniform information and ordering forms are included in your enrolment pack or on the website.

School shoes should be fully enclosed and able to be tightened by laces or Velcro. Running shoes (joggers) are suggested on those days that students attend Health and Physical Education. White socks should be worn.

Coopers Plains State School does not have a school branded bag for sale. Any backpack that is age appropriate will be fine for your child to bring to school. Make sure that your child's bag is clearly marked with their name.

Broad-brim or bucket hats are necessary for any outdoor activity that is not under cover. Hats can be purchased from the uniform shop or from clothing retailers. Caps are not acceptable.

Navy or black leggings or stockings can be worn under shorts or skirts as necessary.

## **Student Resource Scheme**

At Coopers Plains State School, we aim to make the start of the school year easy for parents. As an alternative to providing booklists we supply everything that your child needs to participate fully in their educational program. A participation agreement will be available for you to complete via QParents. The Student Resource Scheme costs between \$70-\$110\* per child per year and can be paid by instalments throughout the year.

If you do not wish to participate in the scheme you will need to indicate this on the participation agreement on QParents. You will be given a list of required resources to purchase for your child.

\*This resource scheme is subject to change each year.

## Camps and Excursions

Students in Prep to Year 6 have the opportunity to participate in excursions/camps, depending on your child's year level.

Camps and excursions:

- develop positive relationships between students and staff
- develop students' independence
- present educational programs in a different context
- extend children's experience within a safe, supervised situation.

## Behaviour Expectations



Integral to our Student Code of Conduct is Positive Behaviour for Learning. Cooper the Possum is our school mascot promoting Respect, Safety and Learning across all environments of our school.

Positive behaviour is rewarded by consistent positive choices. Students have the opportunity to participate in the following rewards.

**Rewards Chart**

Level 5	<b>High Tea with Mrs Newton</b>	Week 10 50 Stamps (5 coins)
↓		
Level 4	<b>Movie and Popcorn</b>	Week 10 40 stamps (4 Coins)
↓		
Level 3	<b>Book</b>	30 stamps (3 Coins)
↓		
Level 2	<b>Free choice Activity for 30 minutes</b> eg: computer time, helping out in a younger class. or <b>Eating time with a person of your choice</b> eg: a brother, sister, or teacher	20 stamps (2 Coins)
↓		
Level 1	<b>Treasure box</b> eg: stationery items, bouncy balls, toy	10 stamps (1 Coin)

- 10 stamps = 1 Coin
- Once the children have earned their stamps they can choose to cash them in for a level 1 or 2 prize or save them up for a level 3, 4 or 5 prize.
- Once children have cashed them in they have to start accumulating them again.

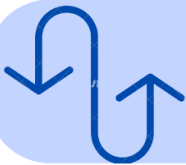
Attendance and exemplary behaviour is recognised at the weekly assembly with the presentation of class trophies, the 'Cooper's Assembly Stars' and the 'Cooper's Full House'.

# Behaviour Flow Chart

Coopers Plains State School



**Warning**



**Reminder**



**Thinking chair**



**Buddy Class**

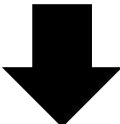
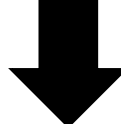

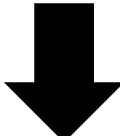
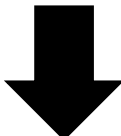
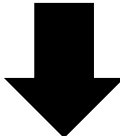






**Orange Card**



**Red Card**



<b>Playground minor and major behaviours management</b>	
<p><b>Minor behaviour</b></p> <p>Examples:</p> <ul style="list-style-type: none"> <li>No hat and playing</li> <li>Running on concrete</li> <li>Excluding students</li> <li>Late to line up</li> <li>Silliness at bubblers</li> <li>Playing with balls at line up time</li> </ul>	<p><b>Major behaviour</b></p> <p>Examples:</p> <ul style="list-style-type: none"> <li>Physical aggression/violence</li> <li>Swearing</li> <li>Refusing to listen to teacher instruction</li> <li>Defacing property</li> </ul>
<p><b>Reminder</b></p> <p style="text-align: center;"></p>	<p><b>Orange card is issued</b></p> <p style="text-align: center;"> </p>
<p><b>Student continues the behaviour</b></p> <p style="text-align: center;"></p>	<p><b>If student refuses to take card</b></p> <p style="text-align: center;"></p>
<p><b>White card is issued</b></p> <p style="text-align: center;"> </p>	<p><b>Red Card issued or text to leadership</b></p> <p style="text-align: center;"> </p>
<p><b>Student to attend the reflection room</b></p> <p style="text-align: center;"></p>	

## Student Responsibilities



- *Come to school every school day, on time, ready to learn, and join in school activities.*
- *Be respectful and kind to other students and staff.*
- *Listen to staff and follow their instructions.*
- *Follow the school rules, including not bringing dangerous things to school.*
- *Complete my homework and wear the correct school uniform.*
- *Take care of school property.*