

Undurba State School

49-57 Ogg Road

Murrumba Downs, 4503



PARENT INFORMATION BOOKLET

2025/26

Principal: *Leanne Odorico*

Deputy Principal: *Bec Bedford (Prep and Inclusion)*

Deputy Principal: *Jenny Simpson (Years 1 & 2)*

Deputy Principal: *Michelle Plank (Years 3 & 4)*

Deputy Principal: *Carolyn Borrows (Years 5 & 6)*

Business Manager: *Julia Wyer*

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TABLE OF CONTENTS

Contents

To our Stockholders _____	1
Financial Summary _____	2
Financial Statements _____	3
Notes to Financial Statements _____	4
Independent Auditor's Report _____	5
Contact Information _____	6
Company Information _____	6

“AIM FOR THE BEST”

Principal's welcome

Undurba State School is a school that has successfully developed positive partnerships with our community, school and parents/caregivers to develop and nurture all children in our care to "Aim for the best". Our school recognises that for all children to succeed, our community, parents/caregivers and school need to work in collaboration to develop the whole child. At Undurba our school is the learning hub of our community and we are proud to have been recognised for our excellence in education for all children with recognition as a State finalist in the Education Qld. **Showcase awards for Excellence in Education** in 2019.

We are a proud and strong learning community offering specialist programs including the Arts, STEAM, HPE and Health and Robotics. With state-of-the-art media and robotics rooms offering all learners opportunities to explore a range of learning experiences and opportunities to achieve our vision "empowering every learner to reach their potential and become a successful global citizen".

At Undurba we believe that learning is a life-long process and occurs best within a supportive, stimulating and challenging environment which develops self-esteem and recognises students' individual needs and abilities. Productive partnerships involving honest communication and constructive feedback between the home, teachers and students, are essential to quality learning outcomes.

Our school motto "Aim for the best" is evident in our strong focus on every student succeeding within a supportive framework of high expectation. Undurba State School has built a reputation as a caring, high achieving school, with excellent educational opportunities, including a quality curriculum, high behaviour standards and a commitment to continuing improvement and lifelong learning. We aim to provide our students with rich and rewarding learning experiences that will lead and support them as they grow.

Undurba State School focuses on growing the whole child, with a strong emphasis on academic achievement. Extension and enrichment opportunities, special interest clubs, as well as structured support for all learners provide the platform for all students to be successful. Explicit teaching of behaviour expectations and resilience and self-management skills, in addition to an extensive array of cultural, sporting and musical opportunities complete the Undurba experience.

I am privileged to lead a team of highly professional staff, who work diligently to provide an environment which supports each and every student to reach their full potential. We explicitly measure success and progress regularly. We have developed a reflective culture where regular data on achievements, progress of individual students are used to make continual judgements about the effectiveness of teaching, curriculum and make adjustments to learning programs.

Undurba signature programs including, ePAW (eLearning initiative), Positive Behaviour for Learning Program (PBL) and Balanced Reading Program enhance the school experience, and improve learning outcomes and student well-being.

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Our school community values kindness and respect. Staff members model these traits to students and families. We explicitly teach, expect and acknowledge students for treating each other and other school community members in the way they wish to be treated.

I look forward to welcoming your family into the Undurba family.

Take care

Leanne

Leanne Odorico (Principal)



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School Procedures

Absences

Regular school attendance is part of daily school life. Student absences are monitored daily. Notification of your child’s absence can occur through QParents or through the Absence line 3480 9111 explaining the reason and duration of the absence. This notification should be received prior to 8.30am which is the start of the school day. If an absence notification has not been received an SMS message will be forwarded requiring a response with an absence explanation. The SMS is a safety measure to ensure we know where our students are on school days. If parents/caregivers have informed us of a student absence, via the above notification options, an SMS will not be forwarded. The school has a responsibility to record a reason for each student’s absences on their attendance record. If an absence remains unexplained an Unexplained Absence letter will be forwarded. These letters must be completed and returned to the Office. If absences remain unexplained these will be followed up with a phone call from a member of staff.

Appointments

If you wish to speak with teachers or a member of the leadership team, please make an appointment. We appreciate your time is valuable and we try to avoid keeping anybody waiting as well as respecting the complex roles of teachers and school leaders. An appointment allows both parties to be prepared to make the most of the time together.

Assembly

School assembly is held in the School Hall each Monday from 2.00-2.30pm alternating between Prep-2 (odd school term weeks) and 3-6 (even school term weeks). The assembly is led by our Student Leaders and provides the opportunity for key messages and celebrations of our students’ achievements from the previous fortnight. All parents and carers are very welcome to attend. We look forward to sharing the great things happening at Undurba!

Bell Times

8.25am	Move from undercover area to classroom
8.30am	Morning session commences
10.35am – 11.20am	1 st Break (10.35am – 11.05am Play, 11.05am – 11.20am Eating)
11.20am – 1.20pm	Middle session
1.20pm – 1.50pm	2nd Break (1.20pm – 1.40pm Play, 1.40pm – 1.50pm Eating)
1.50pm – 2.35pm	Afternoon session
2.35pm	End of the school day

Bike/Scooter Access

All pedestrians and bike/scooter riders have the right to feel safe and be safe at all times. To ensure their safety cyclists/scooter riders have a responsibility to:

- Wear bicycle helmets correctly fastened

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- Walk with their bicycles/scooters through designated areas of the school grounds and the pathways outside the school
- Ensure their bicycles/scooters are in the designated area during school hours
- Secure the bicycle/scooter in the designated area
- Immediately leave the designated area after ensuring the safety of their bike
- Skateboards are not to be brought to school.

Bus Travel

Two bus companies service our school:

Thompson ph: 3882 1122

Hornibrook ph: 3284 1622

Parents/caregivers need to contact either company to secure information on the routes and their child's access to service. Parents/caregivers should be aware that unsafe and inappropriate bus behaviour may result in the suspension or exclusion of the child from the bus service. Students are required to ensure they have the correct funds available to access the bus service.

The school's Student Code of Conduct applies for students travelling to and from school. Students must assemble at the bus shelter immediately after school if going home by bus. To ensure the safety of all students an Undurba staff member will supervise children until buses arrive.

Car Access

Car parking is provided in the Council car park at the front of the school, in designated parking spots on Ogg Rd and at Fundurba.

Drop Off and Pick Up Zone

This zone is strictly 2-minute standing zone. Parents/caregivers should stop at the front of the line, children enter/exit the car. Children exiting the car walk along the pedestrian crossing into the front gate of the school grounds, not via the vehicular gate. When in the Drop Off Zone, ensure you remain in your vehicle and do not leave to look for children. Cars are not to park in this zone.

Staff Car Park

The staff car park is only accessible to:

- Authorised vehicles
- School staff
- Emergency services personnel

**Please note the gate is locked at all times and only accessible with a key to authorised personnel only.*

This area is not a pick up/drop off point before and after school. The school discourages children from using these 'out of bounds' areas as thoroughfares for safety reasons.

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Collecting Children

If a child is required to leave the school grounds during the day the adult collecting the child is required to report to the office with identification to sign the child out. The collecting adult will be issued with an early departure slip and directed to the child’s classroom. Please note: No child will be dismissed if an early departure slip is not presented to the teacher. A child who goes home sick during the day must also be signed out.

Communication

Ready access to clear communication is important to keep abreast of the variety of information relating to school life. There are a number of communication tools used by the school and class teachers to maximise our communication with the school community.

- School website: has general information or annually updated information relating to our school
- Newsletter: emailed fortnightly with the latest information and current calendar of events
- Undurba SS Facebook: sharing informal aspects of school life including learning, celebrations and events, some reminders may be shared through this forum
- Email: teachers will generally share class information and reminders through email, some whole school or year level specific information is also shared through email
- Parent teacher interviews: formal opportunities for parent teacher interviews are offered at the end of Terms 1 and 3. Parents/caregivers are welcome to request a meeting with their child’s class teacher outside of this cycle at a time mutually agreed upon by both parties.
- Meetings with members of the administration team are organised through appointments.

Complaints Management

There may be times when you are dissatisfied with the actions of the school. We encourage you in these instances to reach out to the school to organise a time to discuss your concerns either in person or by phone to work together for solution. If you are still dissatisfied with the outcome, please follow the Department of Education’s Complaints Framework to seek a resolution. Follow the link below for further details:

<https://qed.qld.gov.au/contact/compliments-complaints>

Dogs on the school site

Dogs are **not permitted** on school sites. Therapy or support dogs are trained for a specific purpose and are the only exemption.

Dress Standards

The school uniform is accepted as normal attire for students attending Undurba State School. Parents/caregivers enrol their child/ren at this school on the understanding that the full uniform will be worn at all times. Please refer to our Student Dress Code for further information.

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ePaw

Embedded within the Australian Curriculum is the Digital Literacy General Capability. The aim of ePaw is to create and support teaching and learning in a digital learning environment. This approach enhances our Undurba State School eLearning vision to educate and engage students utilising the rapidly developing and changing world of technology.

Students will use their device for a range of learning purposes throughout the curriculum to plan and research; apply and deepen knowledge; reflect, evaluate, share; investigate and create. It is not expected that these devices will be in constant use nor replace the important need for students to learn to read and write using more traditional forms of instruction. Similar to all teaching and learning tools in our school, the devices will be used to enrich the experience of learning.

The safe use of online learning environments is an essential for all Undurba learners. In addition to school-based resources the eSafety commission has a range of resources to support parents/caregivers and children in the safe use of online environments. Any situations of online bullying are not tolerated and can be reported by parents/caregivers directly through the eSafety commission (<https://www.esafety.gov.au/>) as well as informing the school.



Emergency Contact Information

The office requires detailed up-to-date information in case of emergency. Please inform administration staff of any changes to student or parent/caregiver information i.e. address, phone number, family circumstances and health information. Our preference is that changes are provided in writing. Parent/Carers are able to change these details themselves through the QParents app.

Grounds Access

Use of the school grounds out of hours requires the written consent of the Principal. A copy of the Principal’s letter is held by local Police. Any person on the grounds without written permission is trespassing and can be fined. Persons entering the grounds during school hours (except for parents/carers dropping of children before 8.35am) need to sign in at the Office and wear a visitor’s badge.

Health Procedures

Medication

If it is necessary for your child to receive medication while at school, the following guidelines must be followed:

- All medication including over-the-counter medications must be given to the first aid room, in the original box with a clearly marked label stating the child’s name, dosage and the Doctor’s name. To obtain the Doctor’s name on the label, you may require a script from the Doctor.
- Medication can only be administered when accompanied by all relevant documentation required through the First Aid Room. Students are not permitted to keep medication on their person or in their bag when at school.

For medication inquiries please contact the First Aid Room through the Office.

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Sickness and Accident

If children are sick or injured at school, they are sent by a staff member to the First Aid Room if it is safe to do so. First Aid is given and the child's condition monitored. If further attention is required the parent/caregiver will be contacted. It is important that phone numbers for parents/caregivers (home and work) and emergency contact numbers are kept up to date to ensure you can be contacted in the case of an emergency.

Medical Conditions

If your child has a medical condition the school must be notified immediately. Undurba State School is very fortunate to have access to the State Schools Nursing Service. For all medical conditions, our First Aid Officer will liaise with the State Schools Registered Nurse (SSRN) to determine if an Individual Health Plan is required. To access this service parents/caregivers are required to complete a State Schools Nursing Service student referral form and the Consent to Share student personal information for State Schools Nursing Service.

Exclusions from School due to Health Conditions

Children suffering infectious diseases, as defined by the Health Department Qld, may be excluded from school for varying lengths of time. Below is the link to the Qld Health table outlining the minimum exclusion periods for infectious conditions.

https://www.health.qld.gov.au/_data/assets/pdf_file/0022/426820/timeout_poster.pdf

Head Lice

Head lice appear from time to time and are worse in some seasons more than others. They may be exchanged by contact at play or they can rub off on pillows, cushions, clothing or hats. One infected child can quickly cause the spread of lice to their classmates and to anyone who comes in contact. Please check your child's hair at regular intervals and if lice are detected treat immediately. While there is no disgrace in having head lice, it is most annoying to students, teachers and other parents/caregivers if the matter is not dealt with. When there is an outbreak in the classroom an information sheet will be sent home to students in that class.

Library

Library opening times are displayed at the library entrance. Children are allowed to borrow books to take home as often as they wish. The responsibility is to ensure books are returned by their due date in the condition they were borrowed.

Lost Book Policy

If books are lost or damaged an invoice and letter will be sent home requesting return of the book or appropriate payment be made. All borrowing will be suspended until payment or book is returned. If the book is found within 3 months of the invoice being issued the replacement cost will be credited to your child's account. Replacing or paying for the lost or damaged book ensures your child can continue to access book borrowing from the library.

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Lost Property

Every effort is made to locate owners of lost property, but the child's name must be plainly marked on every article of clothing and on school books and materials. Lost property is located outside the Staff Centre on the northern side of the bag racks. At the end of each term unclaimed articles are given to a charitable organisation.

Mobile phones and Wearable Devices (Away for the Day)

From the commencement of the 2024 school year the Department of Education launched the 'Away for the Day' mobile phone and wearable device school policy. All student mobile phones at Undurba SS must be signed in at the office upon arrival at school and signed out at the conclusion of the school day.

Wearable devices must have all notifications turned off for the duration of each school day including all school events hosted off the school site such as excursions, performances, sporting events and after-hours school events such as discos and performance evenings. Contact between parents/caregivers and students during the school day is conducted via the Office not mobile or wearable devices.

Money collection (Payments)

A range of payment methods are available for parents/caregivers when paying invoices: BPoint, QParents, CentrePay, EFTPOS, Direct Deposit and cash. The preferred payment option of the Department of Education is BPoint. Cashless transactions are preferred. EFTPOS and cash payments are managed through the office only Monday-Friday between 8am-11am. Families registered through QParents can conveniently receive invoices through this app.

Strict payment due dates must be adhered to especially for school excursion and incursions. Please contact the Business Manager if you are seeking to establish payment plans to assist in the management of payments.

Newsletters

The school newsletter is electronically distributed fortnightly on Tuesdays and archived to the school website. Please advise the office of your preferred email address or if you are not receiving the newsletter so these details can be amended. The school newsletter includes the latest information including the calendar of upcoming dates to support families to be fully informed of school life.

NO SMOKING on the school site

All Qld Government sites are smoking free. Smoking is not permitted within 10 meters of the school premises and not on the school site.

Parents and Citizen's Association (P&C)

The role of the P&C is to represent parent voice in school decision making and to support school initiatives through fundraising. At Undurba SS the P&C provide two key services to our families: 'Fundurba' Outside School Hours Care and the tuckshop. Without an active P&C Executive these services would not be available for our families.

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Being a member of the P&C is a wonderful way to connect with other parents/caregivers at school and to become an active member of the school community. P&C meetings are informal and are hosted in the Life Skills room in the Hall on the 3rd Monday of the month from 6.15 – 7.30pm. If you are unable to attend meetings there are opportunities through out the year to volunteer your time to assist with fundraising activities. Your time and support for the school are always greatly appreciated. The P&C have made significant contributions to the school community through fundraising including the school tuckshop and Hall floor upgrades. They continue to partner with the school to firstly support events where we can come together as a community and secondly to raise funds in support of school improvement and resourcing projects.

Parent and Community Code of Conduct

All members of our school community are expected to adhere to the Department of Education’s Parent and Community Code of Conduct. It is important to us that we continue to foster a positive and welcoming school community which is reflected in our interactions and modelled by all adults for our students on the school site and at school events. For full details of the Parent and Community Code of Conduct click on the link below.

<https://education.qld.gov.au/parents-and-carers/community-engagement/parent-and-community-code-of-conduct>

Photographing or Filming at School Events

Throughout the year, children are involved in a range of activities. Staff photographing students at these events follow parental permissions or restrictions identified at enrolment through the State School Consent process. Permission will be sort to use student images in any promotional material or for circumstances outside of general permissions. Parent are not permitted to photograph other students at school events due to privacy restrictions.

Road Safety

School Crossing Supervisors scheme is in operation to support the safe travel of students to and from the school. Road crossings are supervised before and after school, by crossing supervisors, at the following areas and times:

- Ogg Road 7.30am-8.30am and 2.25pm-2.55pm
- Goodfellows Road 7.30am-8.30am and 2.25pm-2.55pm

Adults are asked to ensure children cross these busy streets while they are supervised and to set an example of road safety by using these crossings.

Please note: The continuation of this scheme is dependent upon the availability of suitable supervisors. Training and payment are the responsibility of the Department of Transport.

School Uniform Shop

Most uniform requirements are available from the Uniform Shop. The Undurba State School Uniform Shop is located in the Tuckshop building. Uniform pricing aims to be cost effective for families.

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Opening hours:

Term 1 and Term 4:

Monday, Wednesday and Friday 8am – 10am

Term 2 and Term 3:

Wednesday and Friday 8am – 10am

Additional opening times are offered to families at the commencement of conclusion of the school year. These times are published through the school newsletter.

Sports Houses

Upon enrolment students are allocated to one of three sports houses.

- Nimoola (meaning; on the side of the hill) - Yellow
- Uralba (meaning; between the hills) – Red
- Durakai (meaning; dense scrub) – Green

Student Resource Scheme

In 2019, Undurba State School commenced the Student Resource Scheme as a more cost-effective approach to the supply of student learning materials replacing previous Book Lists.

The Student Resource Scheme enables a significant improvement in consistent student access to core learning materials and resources. This innovative, no-profit scheme is designed to benefit students and parents, by lessening the financial burden on families, saving money and time through our capacity to bulk buy, negotiate process and coordinate resourcing. Resources are provided to students who are participating in the Student Resource Scheme from the commencement of the school year or upon commencement of enrolment if this is during the year.

The annual cost to families of the Student Resource Scheme is reviewed and endorsed by the P&C.

Student Support Resources

In addition to our wonderful class teachers and administration team there are several key staff working to support student engagement and wellbeing: Guidance Officer, Speech Language Pathologist and School-based Psychologist. These staff are utilised through our Student Services process.

Sun Safe

A sun safe policy is observed. The school requires children to have a school hat at school every day for play and outdoor learning including PE lessons. Children are to ensure their hat is with them at all times when they are not in the classroom. Adults should encourage children to wear their hat to and from school. A wide brimmed hat is the uniform policy at Undurba State School. Refer to the Undurba State School Student Dress Code for the endorsed hat as part of our school uniform.

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Tuckshop

Tuckshop is operated by the P&C and offers an affordable service to the school community Tuesday – Friday each week. Children are required to order their lunch online through the QKR app. Tuckshop orders are delivered to eating areas at 1st break only. Students are able to purchase snacks directly from the tuckshop at 2nd break. Prep students commence tuckshop ordering from Term 2 once they have had the opportunity to settle into school life.

The tuckshop offers ready to buy options for snack break which can be purchased before school and have warm, tasty pikelets on offer each morning to purchase for a quick breakfast bite. At times during the year, special meal deals will be advertised for families. These are communicated through the P&C Facebook page and the school newsletter.

Visitors and Volunteer Register

Visitors and volunteers are welcome at Undurba SS. The school embraces a range of volunteers with diverse roles within the school including individual student mentoring, Library resource support, tuckshop and P&C event volunteers and at special school events. Most importantly are opportunities for our parents/caregivers to volunteer in our classrooms supporting the learning success of our students. Volunteers are integral to our school community and enrich the life of the Undurba SS community. To easily identify visitors, the following procedures must be followed as part of our Health, Safety and Wellbeing requirements:

- All visitors/volunteers to the schools are required to sign-in on the designated iPad in the Administration office. Visitors or volunteers who are not parents/caregivers must present their current blue card for validation prior to commencing as a volunteer or visitor.
- Parents/carers who enter the school grounds between 8.35am and 2.35pm must sign in at the office prior to accessing the school.

School Song

No matter what we do, we always give our best
Our aim is always to succeed
We'll try our hardest and we're sure to pass the test
On the journey that we lead

Watch out tomorrow world, we are on our way
And you'll hear us say
We're gonna make it and we'll play by all the rules
Because we're from Undurba State School

Our school is a happy place where we all like to be
Where everybody is our friend
We'll work together in one great big family
And things will work out in the end

John Farragher, a previous music teacher, composed this song for our school.

Many past students still remember it to this day