



THE
SYCAMORE
SCHOOL

FIND YOUR STRENGTH



2024 Parent Handbook

VERSION 5

📞 07 3117 0966 ✉️ admin@sycamore.qld.edu.au 🌐 www.sycamore.qld.edu.au

🏠 TAFE Campus, 29 Windemere Road, Alexandra Hills, QLD 4161

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2024 Calendar



2024 Calendar

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Colour Key



Weekend



School Days



Public Holiday



School Holidays



Student Free Day



Student Free Day (New Staff)

Public Holidays 2024

New Year's Day
Australia Day
Good Friday

Mon 1 Jan
Fri 26 Jan
Fri 29 Mar

Day after Good Friday
Easter Sunday
Easter Monday

Sat 30 Mar
Sun 31 Mar
Mon 1 Apr

ANZAC Day
Labour Day
Ekka Holiday (Redlands)

Thur 25 Apr
Mon 6 May
Mon 12 Aug

King's Birthday
Christmas Day
Boxing Day

Mon 7 Oct
Wed 25 Dec
Thurs 26 Dec

TAFE Campus, 29 Windemere Road, Alexandra Hills QLD 4161
admin@sycamore.qld.edu.au (07) 3117 0966

2024 Key Dates

January

19	Friday	All	Meet and Greet
22	Monday	All	Meet and Greet
23	Tuesday	All	First Day of School
24	Wednesday	Prep – Year 6	SycaSocial Coffee and Catch Ups with the Principal
25	Thursday	Years 7 – 10	SycaSocial Coffee and Catch Ups with the Principal

March

6	Wednesday	All	School Photos
13-25	Wed – Mon	Years 3,5,7,9	NAPLAN
20	Thursday	Prep	Vision Screening
22	Friday	Year 10	Leadership Ceremony
27	Wednesday	All	End of Term 1

April

15	Monday	All	Start of Term 2
19	Friday	All	Autism is our Superpower Day!
23	Tuesday	Years 7 & 10	Immunisations
24	Wednesday	Years 7 – 10	Anzac Day Service

May

10	Friday	All	SycaSocial Mother's Day Coffee and Cake
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June

5	Wednesday	All	State of Origin Dress Up and Take Away Lunch Day
14	Thursday	All	End of Term 2
17	Monday	All	End of Semester Progress Meetings
18	Tuesday	All	End of Semester Progress Meetings

July

8	Monday	All	Start of Term 3
16	Tuesday	Year 10	Immunisations

August

5-9	Mon – Fri	All	Dental Health Week
10-18	Mon – Fri	All	Science Week
23	Friday	All	Book Week Dress Up Day
24	Sat	All	SycaSocial Family Picnic
27-30	Tues – Fri	All	Scholastic Book Fair
30	Fri	All	SycaSocial Father's Day Coffee and Cake

September

6	Friday	All	SycaGames and Take Away Lunch Day
12	Thursday	All	RU OK Day / End of Term 3
30	Monday	All	Start of Term 4

October

16	Wednesday	Year 6	Transition to High School Parent Information Session
25	Friday	All	World Teachers Day

November

26	Tuesday	Year 10	Graduation Ceremony and Dinner
27	Wednesday	Year 6	Graduation Ceremony and Dinner
29	Friday	All	End of Year Celebrations / End of School Year

December

2	Monday	All	End of Semester Progress Meetings
3	Tuesday	All	End of Semester Progress Meetings

2024 Fee Schedule

Tuition Fees

	Term 1	Term 2	Term 3	Term 4	Total
Prep – Year 10	\$2,380	\$2,380	\$2,380	\$2,380	\$9,520

No additional fees are payable during the year for excursions, incursions, curriculum resources or classroom stationery and materials. A laptop levy is payable if your child is provided with a school owned laptop. Laptops will remain at School.

Fees are due within 14 days of receiving an invoice.

Levy

	Term 1	Term 2	Term 3	Term 4	Total
Laptop Levy Year 7, 8 and new students in Year 9 and 10 in 2024	\$320				\$320

Other

Non-refundable Application Fee	\$250
Enrolment Deposit (held by the School and then deducted from final fee invoice)	\$1,000

Payment Options

Fortnightly	Direct debit only **Please complete a new direct debit form** <ul style="list-style-type: none"> • Payments will be deducted on Fridays • First payment 9 February 2024 • Final payment 1 November 2024 • Total of 20 payments
All other payments	Bank transfer EFTPOS (credit/debit cards) in person or over the phone

About Us

OUR VISION

To improve life outcomes for our people on the autism spectrum.

OUR MISSION

The Sycamore School provides specialist support and education to people on the autism spectrum, their care networks, and the community.

OUR SCHOOL VALUES

Respectful – We value all perspectives

Kind – We are selfless and giving

Accepting – We value uniqueness

Brave – We face out challenges with conviction

Creative – We think outside the box

Patient – We accept that all things happen in their own time

OUR CHARACTER VALUES (Junior School)

We are **Safe**

We **Participate**

We **Respect**

We **Celebrate**

Our History

The Sycamore School officially opened in January 2017 with an initial enrolment of 44 students across Prep to Year 6. In 2018 the School received accreditation to expand to high school, a significant achievement for a newly established independent school. Today, the School prides itself on providing educational choice to families of young autistic people from Prep to Year 10.

The School provides a safe and nurturing educational environment with programs supported by specialist staff, aimed at achieving academic, social, emotional, and behavioural goals.

The School's minimum criteria for enrolment is:

- The young person must have a primary diagnosis of autism spectrum disorder.
- The young person is able to participate without the need for ongoing one to one supervision.
- The young person is able to demonstrate safe behaviour towards self and others.
- The young person is able to participate in a group setting.
- The young person must turn five years old by 30th June for enrolment into the Preparatory year.
- The young person must be an Australian Citizen or hold the appropriate VISA.

Programming is focussed on the young person and what makes them unique, as we believe that this will allow for the potential of each child, and this is our motivation.

Absences

If your child is going to be absent, you must phone or email Administration prior to 8:30am. A brief reason for your child's absence is required for government reporting purposes.

Phone/Voicemail: (07) 3117 0966

Email: absence@sycamore.qld.edu.au

If your child is absent from school and we have not received notification by 9:30am, you will be phoned to confirm your child's absence and the reason why.

LATE ARRIVALS

When arriving late to School, young people and/or parents/carers must enter via the main entrance gate and report to Administration. The main entrance gate will be locked. Please press the buzzer and we will open the gate as soon as we can.

Administration will record the time and reason for your child being late. Administration will then contact your child's class to have a staff member come and collect your child and take them to their class.

When leaving could you please ensure that the main entrance gate is closed behind you.

EARLY DEPARTURES

If you need to collect your child before the end of the school day, you must notify your Collaborative Education Team and Administration as soon as possible. This allows us adequate time to prepare your child and their classmates for the change in routine from an early departure.

Enter via the main entrance gate and report to Administration. The main entrance gate will be locked. Please press the buzzer and we will open the gate as soon as we can. Administration will contact your child's class. A staff member will then collect your child from class and bring them to Administration where we will record the time and reason for departure.

When leaving could you please ensure the main entrance gate is closed behind you.

EXTENDED ABSENCES (3 DAYS OR MORE)

If your child is going to be away for 3 days or more, please notify the School of the dates they will be absent as soon as possible by emailing absence@sycamore.qld.edu.au

Acronyms and Abbreviations

BYOD	Bring Your Own Device
CAF	Celebration of Achievement Folio
CET	Collaborative Education Team
ESO	Education Support Officer
OSHC	Outside School Hours Care
PLP	Personalised Learning Plan
TSS	The Sycamore School

Administration

Administration is contactable during term and non-term weeks except for three weeks during Christmas/New Year. Please note during the school holidays there is only skeleton staff.

Monday to Thursday 8:30am – 4pm
Friday 8:30am – 3pm

Contact details:

Phone/Voicemail: (07) 3117 0966

Email: admin@sycamore.qld.edu.au

Assemblies

The School does not hold assemblies.

Bike Rack

A bicycle rack is available outside our Southern Gate. It is responsibility of the young people and parents/carers to ensure that bikes are secured with a lock.

Book Club

The School participates in Scholastic Book Club. Book Club brochures are sent home regularly. The School cannot accept cash payments. All orders are to be placed online and paid online via the Scholastic website.

Celebrations

If you wish for your child to celebrate their birthday with their class, please ensure food items sent in are individually portioned such as cupcakes, biscuits, or ice blocks. Due to safety concerns candles will not be lit on any cakes. If your family does not observe celebrations such as birthdays, Easter or Christmas please ensure you communicate this to your child's CET so they are aware and can provide alternative activities.

Change of Details

If any of your contact details change, please advise admin@sycamore.qld.edu.au.

ClassDojo

At the commencement of the school year, you will be sent an invitation to join ClassDojo. ClassDojo is for the parents/carers listed on the enrolment form. Other family members, such as grandparents, and your child are not to be added to the ClassDojo App by you.

ClassDojo is a fantastic communication tool the CET, Leadership Team and Administration use to send parents and carers classroom updates about the day, school events and photos. A free ClassDojo app is available for iPhones, iPads, and Android devices.

Whilst ClassDojo has a messaging function, the School does not use this to communicate with parents and carers. Please communicate with our staff by either phoning the school, emailing or face-to-face. We kindly ask you do not screenshot photos, add shared images to social media or share access links with other parties as this does not align with our Privacy Policy. Thank you for your support.

Collaborative Education Team (CET)

At The Sycamore School the CET for each class comprises of the Teacher and the Education Support Officer. This team works collaboratively within their individual role descriptions to facilitate teaching and learning. In addition, we have several specialist teachers and specialist support staff. At The Sycamore School young people refer to all staff by their first name (i.e., not Miss/Mr).

Communication

Parents are welcome to contact staff by phoning the school, emailing or face to face. We encourage open communication channels, but please understand CETs and specialist teachers cannot take phone calls or check emails during class time.

It may also be difficult for other specialist support staff to respond to parents and carers during class time. If you have any urgent messages, please contact Administration, who will pass your message on to the appropriate person.

School communications are sent to parents and carers via:

- School newsletter (emailed to families fortnightly during term time)
- ClassDojo
- Hard copy notes
- Email

Community Social Groups

The Sycamore School also has a community Facebook group, run by parents, for parents. All Sycamore families are welcome to join this group. Links to the group can be found below and at the bottom of each our school newsletters.

The Sycamore School Community Facebook Group (run by parents, for parents)

<https://www.facebook.com/groups/307888896250336/>

The Sycamore School - High School Parent Facebook Group (run by parents, for parents)

https://www.facebook.com/groups/259912258214389/?hc_location=group

Contact List

ADMINISTRATION		
General Enquiries	Postal: PO Box 5699, Alexandra Hills, QLD, 4161 Telephone: (07) 3117 0966 Email: admin@sycamore.qld.edu.au	
Principal	Ronwyn Collier	rcollier@sycamore.qld.edu.au 0434 552 955
Deputy Principal	Roslyn Sullivan	rsullivan@sycamore.qld.edu.au 0416 274 742
Head of Teaching and Learning	Laura Newman	lnewman@sycamore.qld.edu.au
Business Manager	Vanessa Lyle	vlyle@sycamore.qld.edu.au
Finance and Administration Officer	Cameron Ball	cball@sycamore.qld.edu.au
Administration Assistant	June E Alla	jalla@sycamore.qld.edu.au
Daily Organiser	Tamara Murphy	tmurphy@sycamore.qld.edu.au
Facilities and Grounds Officer	Damien Thomas (M, W, F)	dthomas@sycamore.qld.edu.au
IT	Smile IT	support@smileit.com.au

COLLABORATIVE EDUCATION TEAMS			
Prep/Year 1	Teacher	Izzy Fuller	ifuller@sycamore.qld.edu.au
	ESO	Shannon Waters (M, T, W, Th) Ami Symonds (F)	swaters@sycamore.qld.edu.au asymonds@sycamore.qld.edu.au
Year 1/2	Teacher	Benita Riley	briley@sycamore.qld.edu.au
	ESO	Lynda Weller-Anderson	landerson@sycamore.qld.edu.au
Year 3/4	Teacher	Tammy Simmons	tsimmons@sycamore.qld.edu.au
	ESO	Malia Timu	mtimu@sycamore.qld.edu.au
Year 4/5/6 M	Teacher	Mel Chorazyczewski	mchora@sycamore.qld.edu.au
	ESO	Emma Gillard	egillard@sycamore.qld.edu.au
Year 4/5/6 C	Teacher	Carmel Davidson	cdavidson@sycamore.qld.edu.au
	ESO	Janine Fisher (T, W, Th, F)	jfisher@sycamore.qld.edu.au
Year 7/8 M	Teacher	Monique Woods	mwoods@sycamore.qld.edu.au
	ESO	Nicole Smith (T, W) Joshua Watson (M, Th, F)	nsmith@sycamore.qld.edu.au jwatson@sycamore.qld.edu.au
Year 7/8 C	Teacher	Elliot Prentice	eprentice@sycamore.qld.edu.au
	ESO	Hayden Boyce	hboyce@sycamore.qld.edu.au
Year 7/8 S	Teacher	Steve Dick	sdick@sycamore.qld.edu.au
	ESO	Kathryn Kerridge	kkerridge@sycamore.qld.edu.au
Year 9	Teacher	Kerry Bird	kbird@sycamore.qld.edu.au
	ESO	Dan Anstey (M, T, W, Th, F) Ami Symonds (M, Th)	dansty@sycamore.qld.edu.au asymonds@sycamore.qld.edu.au
Year 10	Teacher	Kerri Richardson	krichardson@sycamore.qld.edu.au
	ESO	Dan Anstey (M, T, W, Th, F) Ami Symonds (M, Th)	danstey@sycamore.qld.edu.au asymonds@sycamore.qld.edu.au
SPECIALIST TEACHERS			
Art Teacher		Lucy Brown (M, T, W, Th)	lbrown@sycamore.qld.edu.au
STEM Teacher and Coach		Mic Calam (M, W, Th, F)	mcalam@sycamore.qld.edu.au
Wellbeing Teacher		Sherryn Clacher (M, T, Th, F)	sclacher@sycamore.qld.edu.au
Music Teacher		Janelle Skinner (W, F)	jskinner@sycamore.qld.edu.au

COLLABORATIVE EDUCATION TEAMS		
STUDENT SPECIALIST SUPPORT		
Social Worker	Mandy Scott	mscott@sycamore.qld.edu.au
Allied Health Assistant	Tania Frew	tfrew@sycamore.qld.edu.au
Behaviour Specialist	Jennifer Escobar-Cerbara (T,W Th, F)	jescobar@sycamore.qld.edu.au
Behaviour Support Assistant	Olivia Joyce (M, T, W, Th)	ojoyce@sycamore.qld.edu.au
Behaviour Support Assistant	Danial Mohany (M,T, Th, F)	dmohany@sycamore.qld.edu.au
Behaviour Support Assistant	Bianca De Abreu (M,T, W, F)	bdeabreu@sycamore.qld.edu.au
Chaplain	Emily Toms	etoms@sycamore.qld.edu.au
SPECIALIST SUPPORT		
Research Manager	TBC	TBA
Vocational Pathways Coordinator	Robyn Canham (M, T, Th)	rcanham@sycamore.qld.edu.au
Enrolments and Marketing Officer	Jemma Riding (M, T, W, Th)	jriding@sycamore.qld.edu.au

Complaints

The Sycamore School acknowledges the right of young people, parents, guardians, and carers to complain when dissatisfied with an action, inaction, or decision by the school. The School takes any complaints seriously and take all reasonable steps to address any complaints accordingly.

The School encourages young people, parents, carers, and staff to contribute to a healthy school culture where complaints are resolved with as little formality and disruption as possible. Our Complaint Handling Policy and Procedures is available on our website.

Drop Off and Pick Up Times and Locations

The Main Entrance Gate is open from 8.40am - 9:15am in the morning and in the afternoon from 2:20pm - 3:00pm. If the gate is locked, please press the intercom button to gain entry to the School. If you are inside the School and need to leave, please see Administration prior to leaving so we can unlock the gate for you.

Junior School (Prep to Year 6) commences at 9:00am and concludes at 2:30pm.

High School (Year 7 to Year 10) commences at 8:45am and concludes at 2:45pm.

Prep to Year 2 (Early Years)	
Drop Off	<ul style="list-style-type: none"> Please arrive no earlier than 8:50am each morning to allow us the time for our High School young people to enter school and begin class. Enter and exit via our Main Entrance gate. The gates will be hooked open to avoid unnecessary contact. Please actively supervise your child each morning whilst waiting for class to start. This may include the need to support their interactions with peers.

	<ul style="list-style-type: none"> We encourage families to say goodbye and leave once the CET have had a moment to say hello to you. This may be hard at first but is in the best interest for your child so that they can get their day underway. Should you need to discuss anything at length with the CET, please make an alternative time as the priority at this time is welcoming each young person and then returning to class to start the school day.
Pick Up	<ul style="list-style-type: none"> Arrive between 2:20pm and 2:30pm and leave by 2:35pm (to allow for social distancing during our High School pick up). Enter and exit via our Main Entrance gate. Please ensure a staff member is aware that you have your child safely in your care, before leaving the pick-up zone in the afternoon.
Year 3 to Year 6 (Upper Years)	
Drop Off	<ul style="list-style-type: none"> Gather outside of the Southern Gate. Remain there until the CETs open the gate at 9am. The gate is not opened before this time as there is no supervision prior to 9am. Once the gates open the children are encouraged to wait in the line designated for their class. Members of the CET will meet the children and the classes will enter one class at a time. Please actively supervise your child each morning whilst waiting for class to start. This may include the need to support their interactions with peers. We encourage families to say goodbye and leave once your child is safely through the gate. This may be hard at first but is in the best interest for your child so that they can get their day underway. Should you need to discuss anything at length with the CET, please make an alternative time as the priority at this time is welcoming each young person and then returning to class to start the school day.
Pick Up	<ul style="list-style-type: none"> Gather outside of the Southern Gate. At 2:30pm the gate will open, and CET's will come out with young people. Please ensure a staff member is aware that you have your child safely in your care, before leaving the pickup zone in the afternoon.
Year 7 to Year 10 (High School)	
Drop Off	<ul style="list-style-type: none"> Please arrive between 8:40am and 8:50am each morning to allow time for our High School young people to enter School and begin class before the Junior School families arrive. We have 'drop and go' arrivals. When entering the TAFE grounds turn right at the first roundabout and proceed to the School. Pull up to the pedestrian crossing and let your child out.
Pick Up	<ul style="list-style-type: none"> Aim to arrive between 2:40pm and 2:45pm after the Junior School families have departed. When entering the TAFE grounds turn right at the first roundabout and proceed to the School and park close to the main entrance gate. Please stay in your car and indicate your arrival to a staff member. In the event there are no parking spaces available please pull up to the pedestrian crossing and your child will be directed to you. For families with children in the Junior School please wait on the far side of the pedestrian crossing and we will direct your High School child over to you.

Excursions and Incursions

Excursions and incursions may occur throughout the year. If your child's class has scheduled an excursion, you will receive a letter outlining all the details with a parent permission slip attached. Please sign this form and return it to School as your child will be unable to attend without the signed parent permission slip.

Incursions are events that take place at School and do not require signed parent permission for your child to participate. You will receive notification that an incursion or event is occurring.

Attendance on excursions requires your child to be dressed in their School uniform and wearing appropriate closed in footwear. For all excursions and incursions taking place outside a Sycamore school hat must be worn.

Parent helpers attending class excursions are decided on a case-by-case basis. As a rule, parent helpers are not required on excursions for Years 4 -10. Excursions are well staffed and provide an opportunity to build independence and leadership skills.

External Practitioners

We encourage parents and carers to share with their child's CET the goals and areas that their external practitioners are focusing on. Requests for practitioners to connect with the school team, such as conducting observations visits, are to be made emailing the details of the request to admin@sycamore.qld.edu.au. Any requests for paperwork or reports require an allowance of 10 business days for processing and completion of this request.

At any time you receive a specialist report from an external practitioner we request you provide us with a copy as the results, strategies and advice provided in these reports assists us to better support your child. Please forward a copy to admin@sycamore.qld.edu.au to distribute to your child's CET and the specialist support team.

Onsite external therapy support cannot be facilitated at The Sycamore School. Likewise, participation in online virtual therapy sessions for individual young people can also not be facilitated during the school day. Flexible arrival and departure times can be arranged to support your child to attend scheduled therapy sessions during the school day.

Headphones

Headphones allow individualised access to online learning platforms and a wide variety of educational apps. To maximise this experience and enable our students to engage on their technology without the distraction of other noises in the classroom, we ask that each family supplies appropriate headphones for their child to use and keep at school. We understand that the choice of headphones will be influenced by cost as well as comfort for your child.

Our preferred option is a set of Bluetooth enabled headphones with Micro USB charge port, to enable charging at school and to ensure there is no tangling of headset wires or the possibility of the headphone jack breaking off in the socket. The headphones will be paired to your child's device. There are economical options available at a variety of outlets including Big W, Kmart, or Officeworks. Please do not provide "in-ear" earbuds as these are not recommended for children to use. Some of the concerns include the channelling of the noise straight into the ear canal, not blocking out other noise and transmitting the noise poorly which often leads to the volume needing to be turned up.

Homework

Our Collaborative Education Teams will not set homework for your child. This decision has been made to support your child and your family. We acknowledge a school day can be exhausting for your child and the

added expectation of supervising the completion of homework tasks each afternoon would not be supportive of your family life and may also conflict with any additional commitments with external therapists and other specialist appointments. Likewise, tasks will not be set should your family take extended leave during a school term.

Illness

If your child has any COVID or flu-like symptoms, no matter the result of any COVID tests performed, PCR or RAT, they are to stay home until they are symptom free.

Please also keep your child at home if they have any of the following:

- fever (temperature over 37.5°C)
- stomach-ache with vomiting
- stomach-ache with diarrhoea (3 or more times in 24 hours)
- cough with fever
- body sores or rash with fever
- sore eyes with pus or thick mucus
- sore throat with fever
- no appetite, are tired, pale, or not feeling well.

Should your child present at school with any of these symptoms you will be called and asked to collect them from Sick Bay in Administration.

Some illnesses require an exclusion period. Information for parents about infectious diseases and exclusion periods in Queensland early childhood education centres and schools can be found on the “Time Out” poster at [Time Out poster - keeping your child and other kids healthy](#)

Laptops

In 2024, our Year 7 and 8 students and new students in Years 9 and 10 will be allocated a School owned laptop. The laptop will remain at School, i.e., it will not be taken home for any reason. There will be an annual levy which is payable in full at the beginning of each year. The School provides each young person with a school email address and Microsoft Office 365. The School email address and Microsoft Office remains valid whilst they are enrolled at The Sycamore School.

BYOD

All other High School young people will continue to use their BYOD laptop.

We expect young people with BYOD devices to:

- Ensure the laptop is fully charged and ready to last all day.
- Keep their laptop in good working order to ensure minimal disruption to learning.
- Show respect of other students’ devices.
- Access technology as a responsible user.

BYOD Participation Agreement: Parents and young people are required to sign a BYOD Participation Agreement. The BYOD Participation Agreement outlines our expectations for our young people regarding their care, use and behaviour with their laptop especially at school.

The School takes no responsibility for theft, loss, vandalism, damage, or unauthorised access to BYOD devices.

Care and Maintenance: Young people, parents and carers are responsible for caring for, and maintaining their BYOD laptops, ensuring they are ready to be used when needed at School.

Maintenance and repair of any BYOD laptop is the responsibility of the young person and their family. If your child's laptop does require repair, we are able to lend them a laptop to use at school (not to be taken home) so that their learning is not interrupted whilst their laptop is being repaired.

Accidental Damage: If you have purchased the Lenovo Insurance Upgrade Accidental Damage Protection, please be aware that this protection is only valid for 3 years from the date of purchase.

Anti-virus software: We do not supply anti-virus software and we appreciate if you are able to, to provide it for your child.

Other programs: Your child can download and access any programs on your home wi-fi. We can only impose restrictions on content whilst they are at School. We strongly encourage you understand what programs they are using on their computer and, if need be or possible, enable parental controls. We request that programs are age appropriate and do not cause offence.

Lost Property

There is a lost property box in Administration. Please label your child's belongings. Named belongings will be returned to their owner, all other items will be placed in lost property.

Lunchboxes

The Sycamore School is not a nut-free school, and our young people can bring nut products to school. If there are any young people in your child's class with allergies, you will receive an email from the CET to advise of the processes in place to avoid contact. If you have any further questions, please see a member of your child's CET. Staff cannot heat food in microwave or cut items up for students. All food must be prepared at home and ready to eat at school.

Map



Medical Information

Upon enrolment parents and carers are asked to provide medical information about their child. Should circumstances change, parents and carers must notify the School in writing via email to

admin@sycamore.qld.edu.au

Medication

If your child requires medication during school hours, you must deliver the medication to Administration and complete and sign the [Administration of Medication Form](#) identifying the date/s and time/s the dosage is to be administered. A new form must be completed at the start of each year or anytime there are changes to medication (e.g., dosage and times).

If the same medication is needed at home, we recommend you have two supplies, one for home and one permanently left at school to save you from having to drop off and collect each day the medication each day.

All medication brought into the school must have a chemist's label which clearly identifies your child's name, and the dosage. This process includes and applies to Panadol, Ventolin, nasal sprays, skin creams and cough syrups. It is the parent or carers responsibility to ensure the medication provided to the school is within its expiry date.

Mobile Devices

Young people are not permitted to bring any mobile devices to school for use during the school day except for BYOD laptops. Mobile devices include, but are not limited to, mobile phones, laptops, tablets (including iPads), e-readers, smart watches, and handheld gaming consoles. If your child brings a mobile device to school these devices will need to be handed in at Administration at the start of the school day and collected at the end of the day. The School takes no responsibility for theft, loss, vandalism, or damage to young people's mobile devices including smart watches.

Newsletter

The Sycamore School newsletter is emailed to families fortnightly during term time. We highly recommend parents and carers read the newsletter as it contains important messages from the School. Our newsletters include a summary of what has been happening in the classrooms as well as important information, such as upcoming events and community news.

Outside School Hours Care

We do not provide an OSHC service at The Sycamore School, however, there are two local services who support our families: The Sheltered Nest and Rainbow Butterflies. You will need to make contact independently to check availability.

Contact Details:

The Sheltered Nest provide similar services and can be contacted for more details.

Contact Details:

Email: info@theshelterednest.com

Phone: 0423 626 229

Website: www.theshelterednest.com

Rainbow Butterflies provide similar services and can be contacted for more details.

Contact Details:

Email: elizabeth@rainbowbutterflies.net

Phone: 0479 197 991

Website: www.rainbowbutterflies.online

Family Day Care Providers can provide you and your child with a place in, full time care, part time care, before and after school hours care, school vacation care, care for extended hours, overnight care, weekend care, care to accommodate your shift work, and respite, or in special cases emergency care.

Educator to child ratios vary based upon the ages of the children in care but are consistently lower than long day care. Whether you are returning to work, or looking for some respite care, Family Day Care could be the right option for you and your child or children. For further information please see:

- [At Home Family Day Care Scheme](#)
- [Care for Kids](#)
- [Kids At Home](#)
- [Wynnum Family Day Care & Education Service](#)

Paperwork Requests

If you require the school to complete paperwork (e.g., NDIS forms, medical questionnaires, Confirmation of Enrolment, Letters of Support, etc.), please email your request to admin@sycamore.qld.edu.au and allow 10 business days for processing.

Parent Information Sessions and Meetings

During the year there will be opportunities for you to meet to discuss your child's progress and to celebrate their achievements. This includes but is not limited to the following:

- **Meet and Greet meetings** prior to Term 1 for you and your child to come to school, meet the Collaborative Education Team, see the classroom, and have an opportunity to discuss how we can best support your child's transition back to school to set them up for a great start.
- **Start of Term 1 Personal Learning Plan (PLP) meetings** to collaborate on the Personal Learning Plan goals for your child.
- **End of Semester Progress meetings** to review PLP goals and set new goals, discuss academic progress, and share your child's Celebration of Achievement Folio (CAF) summarising their achievements over the semester.

We value working with you collaboratively to support your child and encourage face to face communication. However, please be aware that in the morning the CET's responsibility at drop-off is to be supporting the start of day transitions and learning. If there is something that requires a length of time to discuss or is of a personal nature, please make an alternate time to meet with your child's CET so that they can devote their time and attention to the discussion.

A variety of Parent Information Sessions may be scheduled throughout the year. These sessions may be run by our CETs, Specialist Support, the Principal, Deputy Principal, or external presenters. Further information about these sessions will be published in our school newsletters, via ClassDojo School Story or by email.

People Authorised to Drop Off/Pick Up

If your child is being dropped off or collected by anyone other than the parent or carer listed on the enrolment form, please advise your child's CET which days this will be happening. You also need to ensure this person is listed on your child's Emergency Contacts list. If you ever need to update your child's Emergency Contact details, please email admin@sycamore.qld.edu.au

Pets

Pets are not permitted to be on school grounds.

Policies and Procedures

A link to our [Policies and Procedures](#) is at the end of each newsletter in the documents section. They are also located on our website.

Session Times

Junior School (Prep to Year 6) commences at 9:00am and concludes at 2:30pm.

High School (Year 7 to Year 10) commences at 8:45am and concludes at 2:45pm.

Junior School (Prep-Year 6)	
Session 1	9:00am-10:30am
Morning Tea	10:30am-11:15am
Session 2	11:15am-12:30pm
Lunch	12:30pm-1:15pm
Session 3	1:15pm-2:30pm
High School (Year 7-10)	
Session 1	8:45am-10:30am
Morning Tea	10:30am-11:15am
Session 2	11:15am-12:30pm
Lunch	12:30pm-1:15pm
Session 3	1:15pm-2:45pm

Speed Limit on Campus

The TAFE Campus speed limit is **15 km/h** and is important for the everyone's safety on the TAFE Campus.

Staggered Starts

Starting a new school year, meeting new teachers, learning new routines, and socialising with classmates can be overwhelming for some children, especially those new to our school. If altering your child's attendance hours at the start of the school year to support their transition is considered to be of benefit to your child, this will be suggested and discussed with you at your Meet and Greet meeting at the start of the year.

As is the practice in Prep settings across Queensland, we recommend and encourage our Prep families to adhere to the following staggered starts. This is to support your child to gradually adjust to their new school and classroom routines.

- Week 1 – 9:00am – 12:30pm
- Week 2 – 9:00am – 1:30pm
- From Week 3 – 9:00am – 2:30 pm – normal school hours

We will communicate with you if we believe your child would benefit from an extension of staggered starts to further support their successful transition to Prep.

Toys and Belongings

Bringing toys and belongings from home is discouraged due to the possibility for loss or breakage, with the exception of security or comfort items, and items requested by the CET for class events such as Show 'n' Tell. While every care will be taken with your child's belongings the School takes no responsibility for theft, loss, vandalism, or damage to student belongings. All belongings need to be clearly named.

Sun Safety

To reinforce and promote SunSmart behaviour parents/carers are adhered to:

- Provide a School hat for their child and ensure that they wear it to and from School.
- Ensure their child applies sunscreen 20 minutes before departing for school.
- Teach their child how to apply sunscreen correctly.
- Ensure their child has sunscreen in their bags.
- Provide sunglasses for their child to wear when practical.
- Act as positive role models by practicing SunSmart behaviour.

Our students are encouraged to:

- Be aware of the school's SunSmart Policy.
- Take responsibility for their own health and safety by being SunSmart.

Hats are available for purchase at Administration. Each classroom also has sunscreen available for reapplication throughout the day.



The Empowering Hive (The Hive)

The Empowering Hive (The Hive) provides specialised support services under the NDIS and works closely with the School. The Hive current services include psychology, occupational therapy, and speech therapy.

The Hive is in Alexandra Hills Shopping Centre and provides an option of transporting your child to and from the school to attend appointments with their therapists. The School needs a separate consent from parents/carers to allow the School to let their child go with The Hive.

Please contact The Hive for more details

Contact Details:

Email: admin@empoweringhive.org.au

Phone: 07 3461 7350

Website: empoweringhive.org.au

Trans and Gender Diverse Students

“Some people’s gender identity is different from their sex assigned at birth. This is known as being trans or gender diverse. Some people may not identify as male or female and may identify as non-binary or feel they have no gender. Schools not only have an ethical duty, but a legal responsibility to provide a safe and supportive environment that protects all students, including trans and gender diverse students.

Children and students express gender identity in many ways such as their choice of clothing, hairstyle, name and pronouns, behaviours, and social relationships. The school environment should support and affirm gender diverse students, so that they feel they can safely explore and express their developing gender identity, whatever this may be. The best approach is to always to ask a student what they need to feel respected and affirmed.” *Queensland Human Rights Commission*

At The Sycamore School support will be tailored to suit the individual needs of each child.

Generally, the following approaches will be implemented:

- A young person making a transition will be in control of timing various aspects of their transition, including when to inform other young people and staff about their transition.
- Young people are to be called by their affirmed name and/or gender and pronoun.
- School documentation will be altered so that the affirmed name and/or gender and pronoun is reflected on School records for day-to day use.

- Use of toilet facilities that match a young person's affirmed gender or that they feel are appropriate and safe for them will be supported. It is recognised that this choice may change each day or time. Gender neutral toilets are provided in both Junior School and High School.
- Uniform requirements provide gender-neutral options. It may be worn in a way that affirms the gender identity of a young person.

The following Acts outline legal rights and protections:

- *Anti-Discrimination Act (Qld) 1991*
- *Sex Discrimination Act (Cth) 1984*
- *Queensland Human Rights Act 2019*

Transport Assistance Scheme

The Non-State School Transport Assistance Scheme (NSSTAS) provides financial assistance to families transporting young people to non-state schools in Queensland. Applications must be submitted online during the month of **May for Semester One** and **October for Semester Two**. Please save these dates in your calendar.

To qualify for Students With Disability (SWD) transport assistance under NSSTAS, your child must have a disability that necessitates transport assistance to and/or from school by motor vehicle and/or public transport. Their transport needs must be confirmed on their Personal Learning Plan and be categorised as a Travel Capacity Rating of C, D, E or F. The allocation for your child will be discussed with you at your child's Personal Learning Plan meeting.

For more information and including how to apply please visit the Non-State School Transport Assistance Scheme website [Non-State School Transport Assistance Scheme](#)

Uniforms

The Sycamore School uniform consists of:

- The Sycamore School branded navy and teal polo shirt.
- The Sycamore School branded hat.
- Navy blue shorts/skirt/culottes/trousers.
- Navy blue socks.
- Black leather shoes (either formal or sports variety).
- Plain navy-blue winter wear (tracksuits, jackets, and jumpers).

Closed in shoes must be worn to school for safety. New uniforms can be purchased at Administration. Please ensure all uniform items are labelled clearly with your child's first name and last name.

Unpaid School Fees

A gentle reminder that no young person will be allowed to start a new term at the School while fees for the previous term are unpaid. If you are having difficulties paying fees please contact our Business Manager immediately to discuss options.

Visitor Sign In

Visitors must present to Administration upon arrival, sign in on the iPad, and always wear a visitor's label. You do not need to sign in as a visitor when dropping your child off in the morning and picking them up in the afternoon. However, if you are meeting with a staff member or staying for any other reason you will be required to follow the same process as visitors.

What to Bring to School

The Sycamore School provides all necessary stationery for students. There is no need to purchase books, pencils, etc. Each day your child is required to bring their school bag containing:

- If applicable, BYOD Program Laptop (High School only).
- A lunchbox or bag with morning tea and lunch (see lunchboxes section for more details).
- Two full drink bottles of water.
- A spare change of clothes, including underwear.

Please ensure all personal items are labelled clearly with your child's first name and last name. There are no special requirements for school bags so long as it can contain all items mentioned above and your child can carry it independently.

Withdrawing Your Child

If you are wishing to withdraw your child, the School requires one school term's notice, in writing, to the Principal. For example young people leaving at the end of Term 4, written notification needs to be received by the first day of Term 4.

If insufficient notice is given, one term's tuition fees will be payable.

Parents will be required to keep payments up to date until the agreed finishing date.



THE
SYCAMORE
SCHOOL

FIND YOUR STRENGTH