



THE
SYCAMORE
SCHOOL

FIND YOUR STRENGTH



Parent Handbook 2025

📞 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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2025 Calendar



2025 Calendar

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Colour Key

	Weekend		Public Holiday		Student Free Day
	School Days		School Holidays		Student Free Day (New Staff)

Public Holidays 2025

New Year's Day	Wed 1 Jan	Day after Good Friday	Sat 19 Apr	ANZAC Day	Fri 25 Apr	King's Birthday	Mon 6 Oct
Australia Day	Mon 27 Jan	Easter Sunday	Sun 20 Apr	Labour Day	Mon 5 May	Christmas Day	Thurs 25 Dec
Good Friday	Fri 18 Apr	Easter Monday	Mon 21 Apr	Ekka Holiday (Redlands)	Mon 11 Aug	Boxing Day	Fri 26 Dec

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

2025 Key Dates

January

24	Friday	All	Meet and Greet
28	Tuesday	All	Meet and Greet
29	Wednesday	All	First Day of School and SycaSocial Coffee Cart

February

5	Wednesday	Prep – Year 6	SycaSocial Coffee and Catch Ups with the Principal
6	Thursday	Years 7 – 10	SycaSocial Coffee and Catch Ups with the Principal
14	Friday	Years 7 - 10	Parent Q&A Session – Curriculum Focus
21	Friday	Prep – Year 6	Parent Q&A Session – Curriculum Focus
26	Wednesday	All	School Photos

March

12-24	Wed – Mon	Years 3,5,7,9	NAPLAN
25	Tuesday	Year 7 and 10	Immunisation
26	Wednesday	Prep	Vision Screening
28	Friday	Year 10	Leadership Ceremony

April

3	Thursday	All	End of Term 1 and Autism is our Superpower Day!
22	Tuesday	All	Start of Term 2
24	Thursday	Years 7 – 10	Anzac Day Service

May

9	Friday	All	SycaSocial Mother's Day Coffee and Cake
28	Wednesday	All	State of Origin Dress Up and Take Away Lunch Day

June

18	Wednesday	All	State of Origin Dress Up
19	Thursday	All	End of Term 2
20	Friday	All	End of Semester Progress Meetings
23	Monday	All	End of Semester Progress Meetings

July

14	Monday	All	Start of Term 3
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August

4-8	Mon – Fri	All	Dental Health Week
9-17	Mon – Fri	All	Science Week
19-22	Tues - Fri	All	Scholastic Book Fair
22	Friday	All	Book Week Dress Up Day
26	Tuesday	Year 10	Immunisations

September

5	Friday	All	SycaSocial Father's Day Coffee and Cake
11	Thursday	All	R U OK Day
12	Friday	All	SycaGames and Take Away Lunch Day
18	Thursday	All	End of Term 3

October

7	Tuesday	All	Start of Term 4
24	Friday	Year 6	Transition to High School Parent Information Session
31	Friday	All	World Teachers' Day

December

2	Tuesday	Year 10	Graduation Ceremony and Dinner
2	Tuesday	Year 10	Graduation Dinner
3	Wednesday	Year 6	Graduation Ceremony and Dinner
5	Friday	All	End of Year Celebrations / End of School Year
8	Monday	All	End of Semester Progress Meetings
9	Tuesday	All	End of Semester Progress Meetings

2025 Fee Schedule

Tuition Fees

	Term 1	Term 2	Term 3	Term 4	Total
Prep – Year 10	\$2,495	\$2,495	\$2,495	\$2,495	\$9,980

No additional fees are payable during the year for excursions, incursions, curriculum resources or classroom stationery and materials.

Fees are due within 14 days of receiving an invoice. All fees are per child, there is no family discount available for additional family members.

Levy

A laptop levy is payable if your child is provided with a school owned laptop. Laptops will remain at School.

	Term 1	Term 2	Term 3	Term 4	Total
Laptop Levy For all High School young people with a school laptop.	\$350				\$350

Other

Non-refundable Application Fee	\$250
Enrolment Deposit (Held by the School and refunded in full when young person departs or deducted from any outstanding fees.)	\$1,000

Payment Options

Fortnightly	Direct debit only **Please complete a new direct debit form** • Payments will be deducted on Fridays • First payment 7 February 2025 • Final payment 31 October 2025 • 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 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 support.
- 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 30 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 Gate and report to Administration. The Main 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 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 for an early departure.

Enter via the Main Gate and report to Administration. The Main 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 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

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 two 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

Phone/Voicemail: (07) 3117 0966

Email: admin@sycamore.qld.edu.au

Assemblies

High School assemblies are held fortnightly each term at the picnic tables under the sails in our High School playground. This is an opportunity to make announcements, share class updates and present High School Value Awards.

Awards

High School Value Awards and Junior School Superhero Awards are selected by the CET and presented fortnightly by the Leadership Team. These awards recognise and celebrate young people who exemplify the School's values and demonstrate strong character traits.

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/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/carers. Please communicate with our staff by either phoning the School, emailing or face-to-face. We kindly ask you not to take 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 Collaborative Education Team (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/carers via:

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

We aim to acknowledge emails within two business days. To support staff wellbeing, our team observes the right to disconnect outside of school hours. Emails received after work hours, on weekends, whilst on leave or during holidays will be addressed as soon as possible during the next two business days when they return to work. We appreciate your understanding and encourage communication that respects these boundaries to ensure our staff can continue to provide the highest quality of care and education for your child.

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 of 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

Our Leadership Team include our Principal, Deputy Principal, Business Manager and Head of Teaching and Learning. All areas of our School are supported by our amazing Administration Team.

Our education team is led by our Head of Teaching and Learning. In addition, we have several Specialist Teachers for subjects including Art, AUSLAN, Music, STEM and Wellbeing. We also have a dedicated team of relief staff.

To provide extra support to our young people we have our Specialist Support Team including a Behavioural Specialist, Behaviour Support Assistants, Social Worker, Allied Health Assistant and Chaplain.

CONTACT DETAILS			
General Enquiries		Postal: PO Box 5699, Alexandra Hills, QLD, 4161 Telephone: (07) 3117 0966 Email: admin@sycamore.qld.edu.au	
LEADERSHIP TEAM			
Principal		Ronwyn Collier	rcollier@sycamore.qld.edu.au 0434 552 955
Deputy Principal		Roslyn Sullivan	rsullivan@sycamore.qld.edu.au 0416 274 742
Business Manager		TBA	TBA
Head of Teaching and Learning		Chantall Opperman	copperman@sycamore.qld.edu.au
ADMINISTRATION TEAM			
Finance and Administration Officer		Cameron Ball	cball@sycamore.qld.edu.au
Administration Assistant		June E Alla	jalla@sycamore.qld.edu.au
Administration Assistant		Tamara Murphy	tmurphy@sycamore.qld.edu.au
Facilities and Grounds Officer		Mike Eden	meden@sycamore.qld.edu.au
COLLABORATIVE EDUCATION TEAMS			
Prep/Yr 1/2	Teacher	Benita Riley	briley@sycamore.qld.edu.au
	ESO	Lynda Weller-Anderson	lweller@sycamore.qld.edu.au
Year 1/2	Teacher	Liz Beattie (M, T, W, TH) Mic Calam (F)	ebeattie@sycamore.qld.edu.au mcallam@sycamore.qld.edu.au
	ESO	Ami Symonds (M) Janine Fisher (T, W, TH, F)	asymonds@sycamore.qld.edu.au jfisher@sycamore.qld.edu.au
Year 3/4	Teacher	Tammy Simmons (M, T, W, TH)	tsimmons@sycamore.qld.edu.au
	ESO	Emma Gillard	egillard@sycamore.qld.edu.au
Year 5	Teacher	Kaitlin Provost	kprovost@sycamore.qld.edu.au
	ESO	Ami Symonds (W, F) Odette Makroliolios (M, T, Th)	asymonds@sycamore.qld.edu.au omakroliolios@sycamore.qld.edu.au
Year 6	Teacher	Steve Dick	sdick@sycamore.qld.edu.au
	ESO	Leanne Welke	lwelke@sycamore.qld.edu.au

Year 7/8 K	Teacher	Kerry Bird	kbird@sycamore.qld.edu.au
	ESO	Hayden Boyce	hboyce@sycamore.qld.edu.au
Year 7/8 E	Teacher	Elliot Prentice	eprentice@sycamore.qld.edu.au
	ESO	Kathryn Kerridge	kkerridge@sycamore.qld.edu.au
Year 8/9	Teacher	Monique Woods	mwoods@sycamore.qld.edu.au
	ESO	Catherine Moulson	cmoulson@sycamore.qld.edu.au
Year 9	Teachers	Leanne Franks	lfranks@sycamore.qld.edu.au
	ESO	Nicky Sullivan	nsullivan@sycamore.qld.edu.au
Year 10	Teacher	Kerri Richardson	krichardson@sycamore.qld.edu.au
	ESO	Dan Anstey	danstey@sycamore.qld.edu.au
SPECIALIST TEACHERS			
Art Teacher		Lucy Brown (M, T, W, Th)	lbrown@sycamore.qld.edu.au
Music Teacher		Janelle Skinner (W, F)	jskinner@sycamore.qld.edu.au
Technologies Teacher		Mic Calam (M, T, W, Th)	mcalam@sycamore.qld.edu.au
Wellbeing Teacher		Carmel Davidson	cdavidson@sycamore.qld.edu.au
STUDENT SPECIALIST SUPPORT			
Behaviour Specialist		Jennifer Escobar-Cerbara (T, W, Th, F)	jescobar@sycamore.qld.edu.au
Behaviour Support Assistant		Olivia Joyce (M, T, Th, F)	ojoyce@sycamore.qld.edu.au
Behaviour Support Assistant		Bianca De Abreu (M, T, W, Th)	bdeabreu@sycamore.qld.edu.au
Behaviour Support Assistant		Jodie Andrew	jandrew@sycamore.qld.edu.au
Chaplain		Sue Sawatski	Ssawatki@sycamore.qld.edu.au
Social Worker		Mandy Scott	mScott@sycamore.qld.edu.au

SPECIALIST SUPPORT		
Enrolments and Marketing Officer	Jemma Riding	jriding@sycamore.qld.edu.au
Research Manager	Dr Sarah Glencross	sglencross@sycamore.qld.edu.au
Vocational Pathways Coordinator	Robyn Canham (M, T, W)	rcanham@sycamore.qld.edu.au
RELIEF COVER		
Relief Education Support Officer	Kellie Scullion	kscullion@sycamore.qld.edu.au

Complaints

The Sycamore School acknowledges the right of young people, parents/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.

Curriculum Approach

This year, we are introducing a structured A/B cycle approach for Years 3-10 and an A/B/C cycle for Prep to Year 2 to align with the Australian Curriculum (ACARA) Version 9.0.

The A/B cycle is a teaching framework where the curriculum content is organised into two distinct cycles: Year A and Year B. Each year focuses on specific topics, skills, and content areas within the curriculum. Over two years, this structure ensures that the young people engage with the full breadth of the curriculum for their band, meeting the required standards and providing balanced and comprehensive coverage of all Learning Areas:

- English
- Mathematics
- Science
- Humanities and Social Sciences (HASS)
- Health and Physical Education (HPE)
- The Arts (including Music, Visual Arts, Drama, Dance, and Media Arts)
- Technologies (Digital Technologies and Design and Technologies)
- Languages

For the Prep to Year 2 band, a three-year A/B/C cycle will be implemented to accommodate the unique developmental needs of younger learners and provide a broader foundation for early learning.

The A/B (and A/B/C) curriculum cycle effectively supports multi-age schools by naturally aligning with the diverse age groups and learning needs within mixed-year classrooms. This model allows young people across different year levels to engage with the same curriculum content in a staggered and

developmentally appropriate manner, ensuring that all young people experience the full curriculum over the two- or three-year cycle.

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	- All Junior School young people must be handed over directly to their CET by an adult who remains present to supervise them until they are in the care of staff. - 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. - The Early Years classes wait with parents/carers on the grassed area outside of the Junior School building prior to 9:00am. - Please actively supervise your child each morning whilst waiting for class to start. This may include the need to support their interactions with peers. - At 9am 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. - Parents are to remain outside of the School building allowing the young people to transition independently into their classroom. - 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	- Arrive between 2:20pm and 2:30pm and leave by 2:35pm. - Enter and exit via our Main Entrance gate. - Wait on the grass area outside of Junior School until the CET bring the class out to dismiss them. - 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. - If you are running late to pick up your child, please phone Administration so that we can provide reassurance to your child and bring them to Administration to wait for you.
Year 3 to Year 6 (Upper Years)	
Drop Off	- All Junior School young people must be handed over directly to their CET by an adult who remains present to supervise them until they are in the care of staff. - 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. • Please actively supervise your child each morning whilst waiting for class to start. This may include the need to support their interactions with peers and to play safely in the surrounding areas. Please discourage any climbing on the building structures as this is not safe. • 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. • Parents are to remain outside of the School building allowing the young people to transition independently into their classroom. • 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	• 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. • Please actively supervise your child if you are remaining in the waiting area for any reason. This may include the need to support their interactions with peers and to play safely in the surrounding areas. Please discourage any climbing on the building structures as this is not safe. • If you are running late to pick up your child, please phone Administration so that we can provide reassurance to your child and bring them to Administration to wait for you.
Year 7 to Year 10 (High School)	
Drop Off	• 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. • To ensure all young people are supervised before the start of school, young people should not be left at the school gate unattended before it opens at 8:40am. Please make alternative drop-off arrangements if you are unable to supervise your child until the gate opens.
Pick Up	• 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. • We encourage you and your child to use the pedestrian crossing to promote and reinforce safe road habits. • Young people not collected by 2:55pm will be taken in to wait in Administration and a phone call made to the parent/carer to confirm pick-up arrangements. • If you are running late to pick up your child, please phone Administration so that we can provide reassurance to your child and bring them to Administration to wait for you.
Young people travelling independently to and or from School	• High School young people may travel independently to and or from School. • You must provide written notification if your child will be traveling independently to and/or from school. Please email admin@sycamore.qld.edu.au and include details of the travel arrangement, such as walking, riding a bike or scooter, or using public transport and the days and times that your child will be traveling independently. Any changes to your child's independent travel arrangements must also be communicated to the school in writing. • Please ensure that you have discussed travel routes, safety precautions, and contingency plans with your child before commencing independent travel. It is your responsibility to ensure your child is aware of and follows safety guidelines for their chosen mode of travel.

Educational Program

Our Educational Program provides a foundation for young people to engage with school in a positive and meaningful way whilst supporting them to understand themselves and others, develop social and emotional skills as well as cultivate critical cognitive frameworks that support them to engage with the world around them. We plan, teach, assess, and report on the Australian Curriculum Prep – Year 10, with significant consideration, of the development of social and emotional skills.

Using a strengths-based approach and child-centred programming, all young people are provided with relevant curriculum matched to their learning needs. Young people are taught the curriculum at a level and breadth that will support their learning and enable them to move forwards and show progress. Educators employ various methods to cater to different abilities and interests within a single classroom. This may include adjusting the content, process, or product of learning to meet individual needs.

The Prep to Year 10 Australian Curriculum identifies and organises the essential knowledge, understandings, and skills that students should learn in 8 learning areas. The learning areas of English, Mathematics, Science, and Health and Physical Education comprise a single subject. The learning areas of Humanities and Social Sciences (HASS), The Arts, Technologies and Languages each comprise multiple subjects. We plan, teach, assess and report using the Australian Curriculum version 9.0.

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/carer permission slip attached. Please sign this form and return it to School as your child will be unable to attend without the signed parent/carer 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, a Sycamore school hat must be worn.

No excessive amounts of jewellery are to be worn when attending excursions. Parent/Carer helpers attending class excursions are decided on a case-by-case basis. As a rule, parent/carers 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/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 observation visits, are to be made by 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, when 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 child 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. Updated advice can be located on the Qld Health website. [I have COVID-19 | Health and wellbeing | Queensland Government](#)

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](#)

Intervention Support

Our School is committed to supporting young people who require additional assistance in Literacy and Numeracy. Intervention programs are designed to address individual learning needs and are delivered by our Literacy and Numeracy Intervention Education Support Officers under the guidance and direction of the Head of Teaching and Learning. These programs focus on providing differentiated learning experiences that target foundational skills, helping young people close gaps in their academic understanding. Through tailored instruction and consistent support, we aim to empower young people to achieve their full potential and build confidence in their learning journey.

Laptops

All High School young people 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.

Parents and young people are required to sign an ICT Acceptable Use Agreement. This agreement outlines our expectations for our young people regarding their care, use and behaviour with their laptop. Some of these expectations are summarised below.

Respect for Myself and Others

Young people must follow School Values by communicating respectfully and kindly online. Bullying, harassment, or sharing inappropriate content is not allowed. They should visit safe websites; report concerns to staff and avoid taking photos or videos without consent.

Protecting Personal Information

Young people must not share personal details like names, photos, or addresses online. Passwords should

be kept private and shared only with parents/carers, or staff. Young people should avoid answering questions that request personal information.

Access and Security Guidelines

Young people must not install unauthorised apps, use unapproved platforms, or bypass filters. They should respect copyright, avoid offensive content, and take care of their devices. Internet use is monitored, and all activity is traceable.

Accountability for Actions

Young people are responsible for their actions. Breaches may result in parents/carers being informed, restricted access to ICT, or a meeting with the Principal to resolve issues.

Library

Our School is proud to have a library that fosters a love of reading and learning. Each class may visit the Library each week, providing young people the opportunity to explore and borrow books. We encourage families to support their children in caring for borrowed books and returning them promptly once read, ensuring all young people can continue to enjoy our Library's resources.

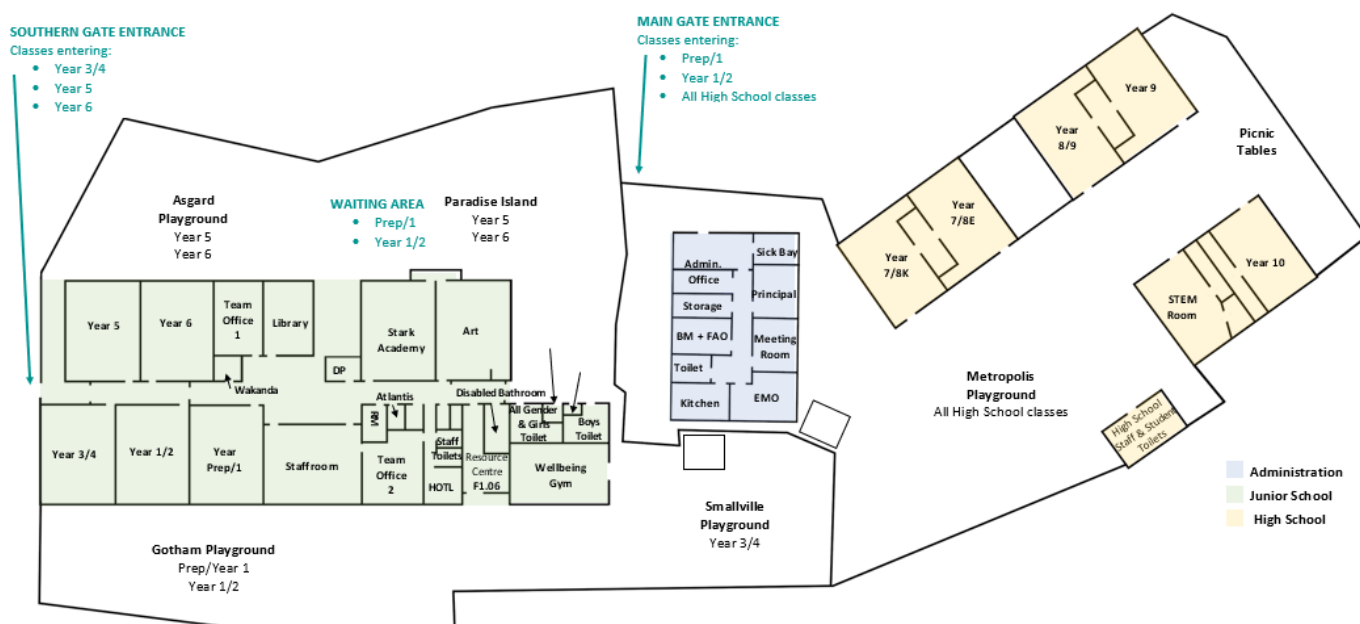
Lost Property

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 the microwave or cut items up for young people. All food must be prepared at home and ready to eat at school.

Map



Medical Information

Upon enrolment parents/carers are asked to provide medical information about their child. Should circumstances change, parents/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 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/carer's 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. 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/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 three local services who support our families: Ruby and Ollies, The Sheltered Nest and Rainbow Butterflies. You will need to make contact independently to check availability.

Ruby and Ollies

Email: admin@rubyandollies.com.au
Phone: (07) 2113 4478
Website: www.rubyandollies.com.au

The Sheltered Nest

Email: info@theshelterednest.com
Phone: 0423 626 229
Website: www.theshelterednest.com

Rainbow Butterflies

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/ren. 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.
- **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/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. The first time this person comes to collect your child, they will need to visit Administration and show photo ID. If you ever need to update your child's Emergency Contact details, please email admin@sycamore.qld.edu.au

Personal Learning Plans

A Personal Learning Plan is designed to reflect the necessary goals, adjustments and strategies required for your child to achieve their best outcomes. A whole team approach is taken when formulating the Personal Learning Plans. The goals are constructed by the Collaborative Education Team with input from the Specialist Support Team, external therapists and parents/carers.

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.

Positive Behaviour Support

Positive Behaviour Support (PBS) is a proactive approach aimed at promoting desirable behaviours and reducing challenging ones by creating a supportive environment and implementing strategies tailored to individual needs. At The Sycamore School this framework emphasises the use of positive reinforcement, clear expectations, and proactive interventions to foster a culture of respect, inclusion, and success.

Restorative Practices

Restorative Practices is an approach to fostering positive relationships, resolving conflicts, and nurturing a supportive learning environment. This approach offers a paradigm shift from punitive measures towards inclusive and restorative methods of addressing harm and conflict within our School. We believe that when individuals are provided with opportunities to engage in meaningful dialogue, express their perspectives, and take responsibility for their actions, they are more likely to develop empathy, resilience, and a sense of belonging.

Reporting Progress

A Progress Report will be provided at the end of Semester 1 and 2. As per the Australian Education Regulation requirements, it reports your child's achievement by curriculum level and achievement level. The purpose of the Progress Report is to provide a summary of achievement against the Australian Curriculum achievement standard.

The Celebration of Achievement Folio (CAF) is completed for each young person twice per year, at the end of Semester 1 and Semester 2. The CAF celebrates achievements made as well as the learning experiences had by the young person across the semester. Work samples and photo evidence of participation across the subjects are embedded and shared in the CAF.

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 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 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 of 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 young people's belongings. All belongings need to be clearly named.

Sun Safety

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

- Provide a School hat for their child to wear at 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 young people 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.

Trans and Gender Diverse Young People

“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 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 at any 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. Please ensure that the rating from your child’s PLP is entered onto your NSSTAS application form.

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. You can download an order form from our website [here](#) and email to admin@sycamore.qld.edu.au. Uniform orders can be collected and paid for at Administration. Please ensure all uniform items are labelled clearly with your child's first name and last name.

In 2025 we will be refreshing our uniform with a new logo and colours. To assist you in the transition from the old uniform to the new uniform there will be a three-year transition period where young people can wear the old uniform. From 2028 all young people will have completely transitioned to the new uniform.

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.

Vocational Pathways

Our Vocational Pathways Program is designed to provide tailored support for our High School young people. From Year 9 to Year 10, our Vocational Pathways Coordinator, in collaboration with our young people and their families, develops individual transition plans that meets their needs and matches their aspirations while acknowledging some the unique challenges young people may face as they pursue their chosen pathway. As well as providing opportunities to build life and job skills through travel training, an in-class business experience, interviewing and presentation training, real world work experience, understanding the value of money and how to budget. Year 10 Work Experience occurs on a Tuesday during Semester 2.

What to Bring to School

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

- 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/Carers will be required to keep payments up to date until the agreed finishing date.



THE
SYCAMORE
SCHOOL

FIND YOUR STRENGTH