KEY INFORMATION FOR PARENTS AND CARERS 2027



SCHOOL MISSION AND VALUES

- To provide a high-quality education to all students.
- To support all students in their learning.

We are committed to:

- Achieving student success.
- Doing whatever it takes.
- Performing at the highest standards at all times.
- Having high, achievable expectations of ourselves and others.
- Providing an engaging, enriching and beneficial educational program to each individual student.
- Being open, respectful, honest and supportive.

We value and foster:

- Safety
- Respect
- Responsibility
- Resilience



Toowoomba West Special School website

We believe that:

- All students can learn.
- We work as a team in partnership with parents and other support agencies.
- Teaching and learning looks different for each student.

TIME TO LEARN...

SCHOOL CONTACT DETAILS



The School Administration office is open

8am to 3.45pm on school days

School Phone Number is

(07) 4638 6333

The School Email Address is

admin@toowoombawestspecs.eq.edu.au





School Fax Number is

(07) 4638 6300

The School Website is



www.toowoombawestspecs.eq.edu.au





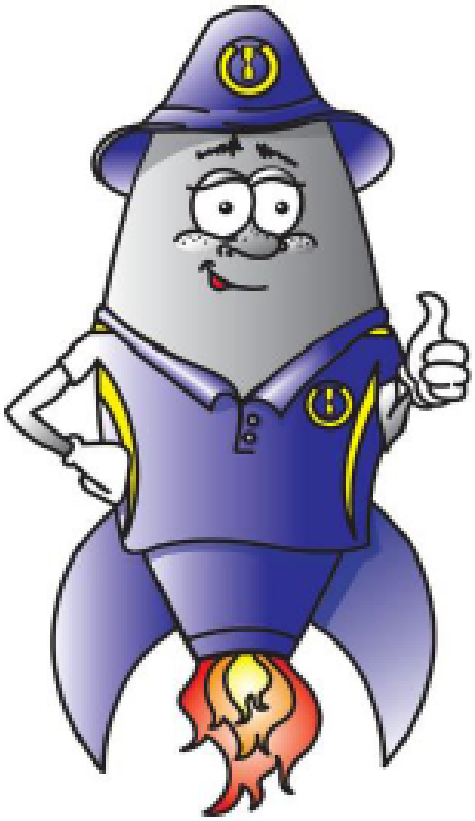


The School Facebook page is

Toowoomba West Special School

TIME TO LEARN...

Our school motto is “Time to Learn”



This is Razz Rocket our school mascot

SCHOOL CALENDAR

School starts at 8.45am
School finishes at 2.45pm

Break times
10.05 - 10.55 - 1st break (half eating, half play)
12.15 - 1.15 - 2nd break (half eating, half play)

School Terms for 2027

Term 1 - 27 January - 25 March (9 weeks)
Term 2 - 12 April - 25 June (11 weeks)
Term 3 - 12 July - 17 September (10 weeks)
Term 4 - 5 October - 10 December (10 weeks)

2027 Department of Education calendar



Holidays in Term

Friday, 16 April - Toowoomba Show day
Monday, 26 April - Anzac Day
Monday, 3 May - Labour day
Friday, 3 September - Student Free Day

Events throughout the School Year

Celebration of Learning - Wednesday Week 8 each term
Cross Country - Term 1
Under 8s Week - Term 2
NAIDOC Week - Term 3
Book Week - Term 3
Sports Day - Term 3
End of Year Concert - Term 4, Friday 3 December

Check TWSS Facebook page for the week ahead posts.

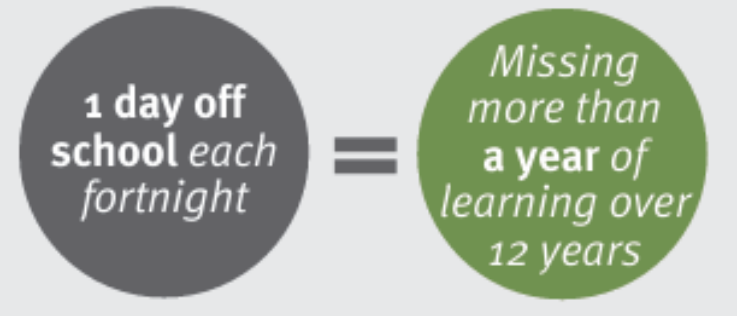
Also note specific dates will come out closer to the event.

EVERYDAY COUNTS

It is a legal requirement for school age children to attend school each school day.

Student Absences

We understand that from time-to-time students are too unwell to attend school. In these instances, please phone the school administration on (07) 4638 6333 by 8.45am on the day. Parents/guardians will receive an SMS message for unexplained student absenteeism on the day of being absent. Absences for longer than a week may require discussion with school leadership team.



Everyday Counts Qld



School Refusal

On occasion children may struggle with going to school. This can occur for a number of reasons. Please communicate with the school if you have any concerns regarding disengagement. The school actively monitors students' attendance.

COMING TO SCHOOL



School Drop-off - Quad

Please enter through Pedestrian gate (near Gate 4) and escort your child to the Quad Gate.

Staff are on duty from 8.15 - 8.45am.

Staff will greet you and your child.

School Pick-Up - Hall

Please enter through the hall pedestrian gate.

Staff are on duty from 2.30 - 3.00pm.

Right gate is Prep - Year 2 students

Left gate is Year 3 - 6 students

Year 3 - 6 students



Prep - Year 2 students

For Drop-offs and Pick-ups outside of these times please see Administration.

TIME TO LEARN...

Drop-off and Pick-up by Carers

Parents/primary carers for a student can utilise drop-off and pick-up as described on the previous page.

Carers and extended family (including those listed as emergency contacts) are permitted to drop-off and pick-up students, however it is a requirement that students be signed in or out at Administration (even during normal pick-up and drop-off times).

Administration must be notified of these arrangements in advance.





Parking

At Pick-up and Drop-off times parking at the front of the school is extremely busy. Please take care and drive safely when entering and exiting car parks on Gladstone Street.

Please note that unless prearranged with the Principal, parking on school grounds (i.e., car parks beside Administration building) is not permitted.

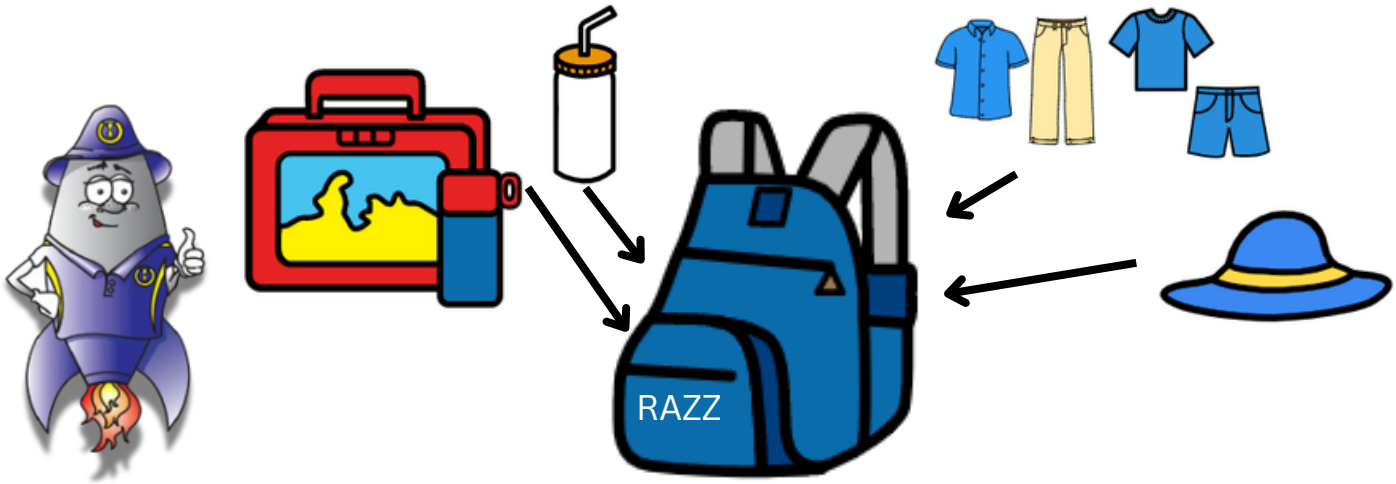
The driveway pick-up and drop-off zone (gate 4) is also reserved for taxis and buses only, unless prearranged with the Principal and a parking permit is displayed on the dash.

WHAT TO PACK FOR SCHOOL

Each day students need to bring a bag containing:

- lunchbox with food for the day
- water bottle
- hat
- spare clothing
- any specialised equipment

Please ensure all items are clearly labelled with your child's name.



Specialised Equipment

If your child requires any of the following equipment, you will need to provide on a needs basis.

- ***Incontinence aides*** (e.g. pull-ups, nappies etc)
- ***Feeding and/or medical aids*** (e.g. feeding pumps, suctioning pumps, medication administration devices etc)
- ***Movement aids*** (e.g. wheelchair, walking frames, ankle-foot orthoses etc)
- ***Sensory aids*** (e.g. chewys etc)
- ***Communication devices***

Teachers will be able to clarify the specific needs. Please note the following details for specialist equipment:



Incontinence aids

Toileting changes occur multiple times a day. Pull-ups etc can be sent in each day or alternatively a bulk pack can be sent to school with your child's name on it.



Feeding and/or medical aids



Feeding pumps, suctioning pumps and medication administration devices should be discussed with your Deputy Principal to ensure staff are trained to use the device effectively with your child.



Movement or Sensory Aids





Please communicate with classroom staff for the effective use of movement and sensory aids for your child.



Communication Devices

We encourage students to bring 'their voice' to school. If your child has their own High-tech Augmentative or Alternative Communication device and you would like them to bring it to school, please ensure you have completed







a Mobile Device Exemption form.

SCHOOL UNIFORM



Our school uniform consists of navy blue shorts or tracksuit pants, a navy blue and yellow polo shirt, a navy blue jumper and bucket hat. We are proud of our school uniform and encourage all students to proudly wear it.

Purchasing School Uniform

Purchases can be made at Administration. Administration will be open Monday - Thursday 18 - 21 January 2027 (week before school starts) for purchases.
Price list available on the website.











Dress Code

Students are encouraged to wear sun safe, appropriate clothing to school. This includes sleeved shirts, bucket hat or similar and closed in shoes.
We do acknowledge and understand that sensory needs may also need to be considered.

BACK TO SCHOOL BOOST

Back to School Boost is a Queensland government initiative to assist families with primary schooling related costs.
At Toowoomba West Special School the only school related cost is School Uniforms.

In early 2027 further information will be shared with parents and carers regarding the process for the use of Back to School Boost.



LEADERSHIP TEAM



Ms Amy
Prep - Yr 2
Deputy Principal



Mr Glenn
Very Proud
Principal



Ms Steph
Yr 3-6
Deputy Principal



Ms Rachael
Prep - Yr 2
Head of Department - Curriculum



Ms Alison
Business Services Manager



Ms Theresa
Yr 3 -6
Head of Department - Curriculum

HOUSE TEAMS

We have the Yellow House Team and the Blue House Team.

Yellow House
Students with surnames
A - L



Blue House
Student with surnames
M - Z

Students and supporters are encouraged to dress in their House colour for Cross Country and Sports Day events.

CONTACT DETAILS

It is important that we are able to contact parents and carers as needed. Please ensure that Administration has your ***most up-to-date contact information*** including phone numbers, email address and postal address.

COMMUNICATION BETWEEN HOME AND SCHOOL

We encourage regular and clear communication between home and school.

Communication methods we utilise include email, phone and writing in a communication book. If you require a meeting with the teacher please make an appointment with them. Teachers will respond at the earliest possible time to communications, however, they will be on class between 8.30am and 3pm daily and cannot be expected to respond whilst teaching.







Often at drop off and pick-up times teacher aides will be on duty.

Please ensure that if you are sharing specific information about your child it is communicated directly to their teacher through the communication methods you have established (e.g. email, communication book etc).

Q Parents

This application is free, convenient, safe and private. It allows parents and carers to manage key information including permissions, notifications and details.
For more information head to the Q Parents website.

You can create an account here using your invitation code (sent via email) or following the steps from the Create an account button.

You can download the App for free

Toowoomba West Special School Facebook

Facebook is our way of sharing with parents, carers and the wider community what is happening at Toowoomba West Special School. There is a ***weekly post*** of the week ahead to prepare students and families for what may be required. Please like and follow the Facebook page to stay up-to-date with all the latest happenings.

School Text Messages and Emails

The school sends important messages and information on a regular basis via text message or email. Please ensure your contact details are up-to-date at all times to ensure you receive this information which includes reminders of important events, holidays, term start dates, teaching and learning overviews etc. This system is also used to follow up on unexplained student absence.





Concerns

We encourage you to advocate for your child if there is a concern. Open communication allows us to understand the circumstances, share relevant information, and work towards a resolution. Before a concern becomes a grievance or complaint, please make contact with your child's teacher to discuss your concern. If you are not satisfied with the outcome or response, make contact with the school office and organise a meeting with your child's Deputy Principal to resolve the issue. **We are here to help.**

Permissions

On Enrolment Acceptance you will receive a number of permission forms including:

- use of bandaids, stingoes, sunscreen or insect repellent (please note that these permissions are completed on enrolment)
- State School Consent form (Website and Facebook)

These permissions last for the life of enrolment at TWSS.

At the beginning of each year a number of permission forms are sent home. We require a signed permission for your child to access or engage as follows:

- PBL rewards - consents provided as required
- eating eggs (produced by our school chickens)
- Mobile Device Exemption form
- Online Services Consent form (through QParents app)

Scan to access documents

Throughout the year for the purpose of excursions and learning activities there may also be other permission forms sent home.

Communication with External Agencies

For any school staff to communicate with external agencies including Paediatricians and NDIS service providers about your child we must have a completed **Third Party Consent form.** This form must detail:

- who communication can occur with
- what can be communicated
- timeframe this permission is in place for

For a copy of the Third Party Consent form please contact Administration to discuss with your child's Deputy Principal.

MEDICATION



We are able to administer medications at school adhering to strict guidelines. Medication refers to any medication including those purchased over the counter without a prescription e.g. pawpaw ointment, Metamucil, vitamin supplements, paracetamol etc.

Medication Dos and Don'ts

- ✓ Any medication to be administered in school hours must be presented to Administration by a parent or carer
- ✗ ***Do not transport medication to or from school in student belongings (e.g. school bag on the bus)***
- ✓ All medication must be presented in original packaging or pharmacy prepared pack with clear prescription label attached (this includes over-the-counter medications)
- ✗ Over the counter medications or medications with an 'as needed' or 'as required' prescription label only will not be administered without a prescription
- ✓ Prescription label contains the specific details of name of the medication, who the medication is for, dosage to be provided, how it is administered and when it is administered
- ✓ For medications that are required to be crushed and/or put into food or liquid to administer this must be stated on the pharmacist label or a letter from the doctor.

Changes to Medication

Parents/career must advise the school if there are changes to

- medical conditions or allergies
- medication (including changes to dosage or administration time)
- seizure management, feeding requirements or emergency health plans

Delivery of Medication to School

Medications must be delivered by parent or carer to Administration and the appropriate paperwork completed.

Administration will be open Monday to Thursday 18 - 21 January 2027 for those that can organise this in advance.

Emergency Medication

Emergency Medications follow the same strict guidelines as routine medication. A Deputy Principal and/or School Nurse will provide support when this is necessary.

Medication taken before school

Medications may cause side effects or adverse reactions. Informing school of medications provided in the hours before school attendance can be beneficial for staff to be aware and mindful to monitor.

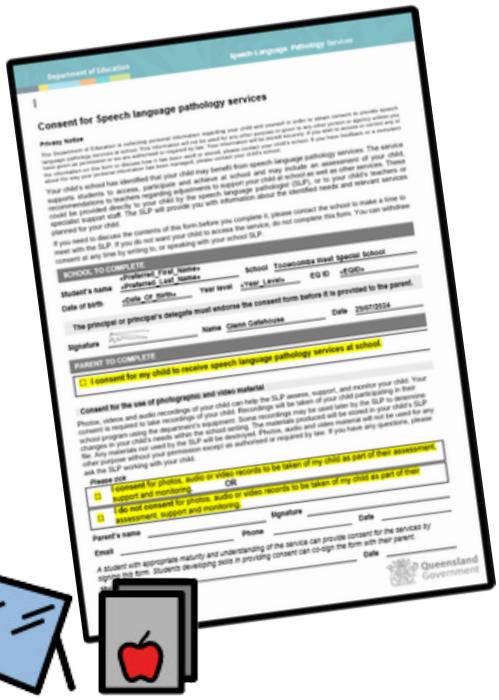
THERAPY REFERRALS

Department of Education employs Speech Language Pathologists, Occupational Therapists and Physiotherapists for targeted and specialist services for students to access curriculum.

Therapist supports are requested and provided on a needs basis by class teacher along with parent/carer permission.

Supports may include observation and/or assessment of student, providing classroom staff with training, short term 1:1 intervention or provision of specialised equipment for accessibility.

When school staff identify this need a permission form will be sent home for you to sign.











TIME TO LEARN...

NDIS SERVICE AT SCHOOL

For some students, engagement with their NDIS service providers in the school environment may be preferable. For this to occur there is a strict process we must follow that usually takes 2 - 4 weeks. If you would like this to occur for your child please follow the steps below in Term 1 - 3. No new applications will be considered in Term 4.

1. Request a NDIS provider access form from Administration or access via the link.
2. Complete the form. You can seek support from NDIS service providers to complete. Please note that the time and date for service that you provide on the form is purely a preference and will need to be negotiated with the school.
3. Return the form to TWSS Administration.
4. The request will be processed. You will receive an email confirmation or rejection.
5. If a confirmation is received please inform the NDIS service provider and have them make contact with the school.
6. NDIS service providers will then supply the school with required certified documentation and days and times will be negotiated.
7. An Access Agreement will be documented and signed by parents/carers, the Principal and NDIS service provider.
8. Service can commence as agreed.

Please note:

Service can commence from Week 6 Term 1 and will be completed by Week 8 Term 4.

ONLINE CONSENTS

We use a number of third party (non-departmental) online services for communication and curriculum delivery purposes. As some of these services may record, use, disclose or publish information we ask that you consider and sign a consent for each online service. This form will be sent home at the beginning of the school year. Following is some information about each service and how we utilise it.





Passtab

This is the iPad system we use for signing in or out with early departure or late arrival at Administration.

TD Snap

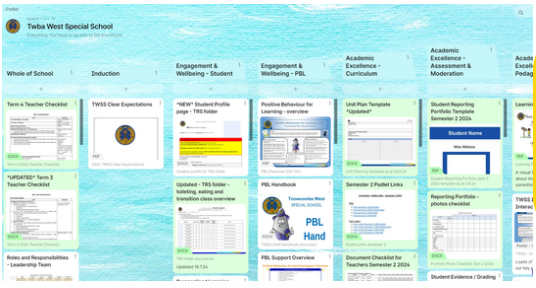
A communication app to model and provide augmentative and alternative communication for students.

ROCC Assessment

This is a communication assessment tool used to track student progress and inform student learning focus.

Communication Matrix

This is a communication assessment tool to monitor student communicative functions and inform student learning focus.



Padlet

Online collaboration tool used by staff to support planning.

TIME TO LEARN...

ClickView

A resource of videos and interactive activities to support curriculum learning.

Canva

Is an online publish tool used for photos and videos particularly for developing content for Facebook and Graduation.





Oliver

Is the system for school library management. For students to borrow and access learning resources.

Inquisitive

This is a resource for teaching Science, HASS, English and Mathematics.

Decodable Readers Australia

This is a library of decodable texts used for teaching reading.

Facebook

To communicate and share what is happening at the school with the wider community.

Boardmaker Online

Suite of learning tools for students using symbols and resource development for teachers.

Helpkidzlearn

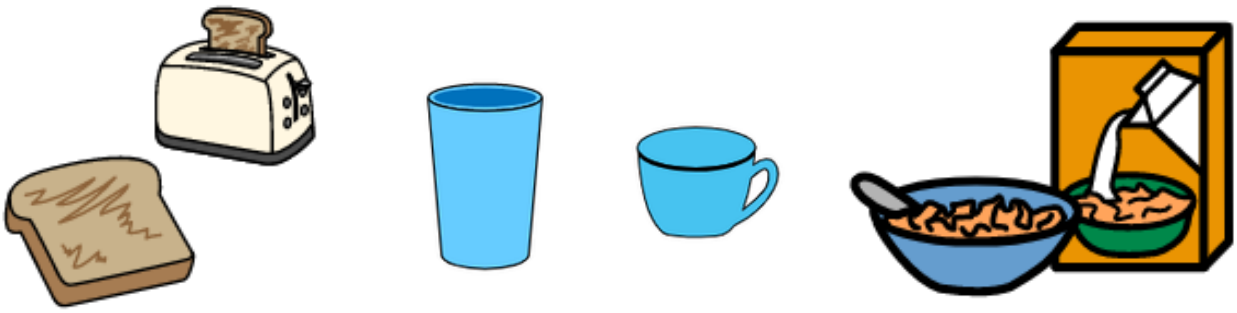
A resource for learners with special needs to develop access skills and communication.

TIME TO LEARN...

BREAKFAST CLUB

To support students being ‘Ready to Learn’ we provide a Breakfast Club each day. Breakfast club occurs in the kitchen and is accessible to every student. A staff member on duty from 8.15am prepares toast, cereal and Milo drinks.

Breakfast club is generously supported by the YMCA.



FRUIT SNACK

In addition to Breakfast Club we are fortunate to have a small, weekly donation of fruit and vegetables from New Hope Church. This is utilised as a supplement in lunchrooms. Please note, it is a supplement only for students that finish their prepared lunch and still display signs of hunger. Please send a full lunchbox based on your child’s dietary needs.



POSITIVE BEHAVIOUR FOR LEARNING

Mission Statement

We are committed to promoting a safe, respectful and responsible school community that enables our students to be resilient and reach their full potential.

Our School-wide Expectations are:









- We have focused lessons addressing the <u>Behaviour of the Week</u>
- Focused lessons target the behaviours we want to see students engaging in e.g. Use equipment as intended, Identify how I feel, Leave personal items at home etc.
- Students earn positive reinforcement including praise and star stamps for following school expectations
- Star stamps are recorded on Rockets (10 stars to a rocket) and Rockets can be exchanged for rewards
- Rewards on offer include iPad time, Dress-up play, Slurpee, bus ride and more!!!
- Some rewards require parent permission. Please ensure you have completed the PBL reward permission form.









Barbie Play



Prize Box



Slurpee



Bus Ride



Electric Train Play

TIME TO LEARN...

CURRICULUM

We teach the Australian Curriculum at Toowoomba West Special School. As all schools we are making the transition from Australian Curriculum version 8.4 to Australian Curriculum version 9 and adhering to the **K-12 Curriculum, Assessment and Reporting Framework**.

In 2027 we will provide learning opportunities as follows:

Learning Area	Year level	Semester 1	Semester 2
English v9	Prep - Year 6	✓	✓
Mathematics v9	Prep - Year 6	✓	✓
Health and Physical Education (HPE) v9	Prep - Year 6	✓	✓
Science v9	Prep - Year 6		✓
Humanities and Social Sciences (HASS) v9	Prep - Year 6	✓	
Technologies v9	Prep - Year 6		✓

Where appropriate opportunities for learning in the Arts and Languages Learning Areas will be explored, however, this will be experiential learning and not assessed.

INDIVIDUAL CURRICULUM PLANS

Students at Toowoomba West Special School have the opportunity to engage in learning as their same-age peers would with adjustments made for their abilities. This adjustment is documented on the Individual Curriculum Plan (ICP) each semester. The ICP is in one of two categories.

Highly Individualised Curriculum Access

This is for students not yet demonstrating the expectations of the Prep curriculum. Their adjusted learning focus is targeted to Literacy, Numeracy and Personal and Social elements from the general capabilities.

Different Year Level Partial Curriculum Access

This is for students demonstrating expectations of the Prep curriculum or beyond but not at their age. It allows learning focus to be adjusted at an earlier year level and for a longer period of time.

Collaboration

The ICP document is created collaboratively with stakeholders including class teacher, parent/ carers and the student (when applicable). As parent or guardian of your child you will be invited to meet with the class teacher and discuss the creation of this plan each semester.

ASSESSMENT AND REPORTING

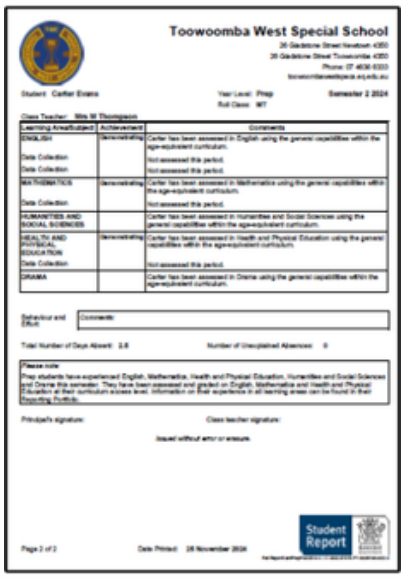
Assessment

Students are assessed at the end of a unit of work for all identified assessable learning areas. Assessments may look like a specific task or a portfolio of work. Assessments are marked based on the access level determined and discussed during the Individual Curriculum Planning meeting.

Reporting

Students receive a OneSchool report with their Achievement level for each learning area (that was assessed) at the end of each semester.

At Toowoomba West Special School we also provide a Reporting Portfolio at the end of each semester containing photographs and further details of your child's engagement in learning.


Toowoomba West Special School

Student Report



HOW WE TEACH

We firmly believe that teaching starts with the student and “Knowing your Learner” is the first step. As teachers we then utilise our knowledge of the curriculum, learning process and our learners to make informed decisions of how we teach.

At Toowoomba West Special School along with our Positive Behaviours for Learning we use Intensive Interaction, Process Central Curriculum Access and Explicit Instruction.

Explicit Instruction

This teaching method involves routines and a clear process whereby learning occurs by progressing through a sequence of modelled, shared, guided and finally independent development of knowledge and skills.

For more information check out Explicit Instruction.

Process Central Curriculum Access

This teaching method also involves careful observation of the student engaging in open-ended tasks to consider how they learn and the schema they utilise. This allows teachers to prepare activities that will be engaging for curriculum learning.

For more information on Schema check out What are Play Schemas? Why do they matter?

Intensive Interaction

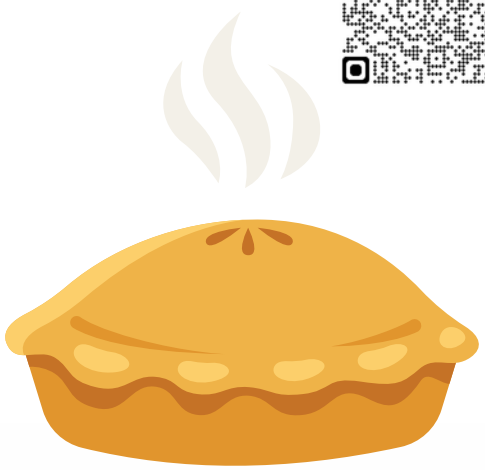
This teaching method involves careful observation of the student to facilitate and develop their use of the Fundamentals of Communication.

For more information check out So What is Intensive Interaction

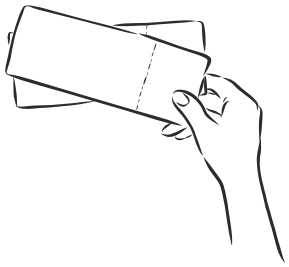
GET INVOLVED P&C

The Parents and Citizens Association for Toowoomba West Special School is a vital part of our school community. They are responsible for the uniform shop and various fundraising events across the year. Funds raised are injected into projects around the school including playground developments, camp, Senior shirts etc.

Toowoomba West Special School P&C meet via Microsoft TEAMS of an evening once a month. If you are interested in attending and becoming involved please complete a membership form and speak to Administration.







TIME TO LEARN...

MORNING AND AFTERNOON CARE PROGRAM

Multicap runs their Sun Up, Sun Down Program at Toowoomba West Special School. This program is a Morning and Afternoon Care program that will run from 6.30am - 8.30am and 2.30pm - 5.30pm on school days.

For further details in this space please use this link or ask for a flyer at the school administration office.