

Burpengary State School



Parent Handbook

2024

Website: www.burpengaryss.eq.edu.au

Facebook: <http://www.facebook.com/groups/burpengarystateschool/>

Phone: (07) 3491 0333

Absence Line: (07) 3491 0366

Office Hours: Monday-Friday 8:00am – 4:00pm

Cricos Provider Number: 00608A

Welcome to our School

On behalf of the Burpengary State School community, I extend to you and your family, a warm welcome. At Burpengary State School, we have a proud tradition of academic excellence since 1876. Our students and staff work hard to ensure that we are the school of first choice for the local community and we are an accredited international school accepting and supporting students from overseas.

At Burpengary, we strive for a quality education with endless possibilities. To achieve this ethos, we value working together with our parent community to ensure a safe, caring, disciplined and highly productive learning environment with a student-centred learning approach.

We provide high level support to enable all our students to achieve their full potential. Inclusive practice within any workplace requires patience, understanding and a differentiated approach for every learner. It is my expectation that Burpengary State School staff will endeavour to nurture your child's emotional well-being amidst having high expectations for their learning. These expectations for our students are premised on modelling ERRIC within our school – **Excellence Respect Resilience Integrity Cooperation**.

It is my belief every child needs a champion to lean on at times and to help them through challenging moments throughout their young lives. Connecting with students and our school community lays the foundation in which to build strong educationally focussed partnerships.

Burpengary State School P&C (Parents and Citizens) Association holds the traditions and values of our school community. I encourage you to consider being a part of our P&C.

I look forward to connecting with you and your child and thank you for allowing us the opportunity to partner with you over the coming years to enhance the learning for your child.



Rod Finney

Principal, Burpengary State School.

Table of Contents	
Topic	Page No.
Purpose, Mission, Values, Building Blocks	4
1. Staffing	5
2. Curriculum	6
3. Behaviour	8
4. Procedures	9
Attendance, Absences, Assembly, Bicycles, Books & Materials	9
Book fair/ Book club, Buses, Camps, Tuckshop	10
Cash collection	11
Change of information, Chaplain, Complaints, Crossing Supervisors	12
Dismissals, Dogs/pets/animals, Dress Code & Uniform	13
Black shoes, Early Arrivals/Early Departures/ Late Arrivals, Enrolments, Estranged situations	15
Excursions, Fire/ Lockdown Drills, Guidance Officer, Holidays	16
Homework	17
Library, Lost Property, Mobile Phones	18
Office Hours, Out of school hours care, Parent Communication, Emergencies, Facebook	19
Meeting with Teachers, P&C Association, Parking/ Road Safety	20
Permission to leave, Photographs/ Video Recording	21
Playground supervision, QParents, Religious Instruction	22
Reporting, Pre-Service Teachers, School Council	23
School Grounds, School Routines, School Health	24
Scooters/Skateboards/Rip-sticks, Smoking/Vaping, Student Council, SunSmart Policy	26
Swimming, Toys, Transfers, Visitors	28
Voluntary Contributions, Volunteers	29

Our Purpose

Burpengary School is committed to helping all learners through engagement in a Prep to Year 6 state education of the highest quality.

Our Mission

Our school values an all-round education which encompasses cognitive, social, emotional, physical and ethical development.

Our Vision *'Quality education, endless possibilities'*

We believe:

- That all children have the ability to learn.
- That learning is a life-long undertaking, both formal and informal, to allow children to contribute to society.
- That courtesy, tolerance and respect are fundamental to the learning partnership.
- That the work ethic is fostered by high expectations in the home/school learning partnership.

Our Building Blocks for Success are

- Excellence
- Respect
- Resilience
- Integrity
- Cooperation

These building blocks are taught explicitly and modelled at every opportunity. We encourage our parents to reinforce these with their children.

All underpinned by

- Care and compassion

1 Staffing

ADMINISTRATION & LEADERSHIP			
Principal	Mr Rod Finney		
Deputy Principals	Mrs Sarah Blair (Prep, Year 1, Year 2) Mrs Evan Barrett (Year 3 & 4) Mrs Samantha Waldron (Years 5 & 6)		
Head of Curriculum	Mrs Brooke Harris Mrs Alison McFarlane		
Head of Special Education	Mrs Michelle Owen		
Business Manager	Mrs Amanda Carr and Mrs Petrina Ollard		
Admin Officers	Mrs Shelley Wilkinson, Mrs Barbara Beams and Mrs Josie Smith		
Guidance Officer	Monika Yang		
Community Ed. Councillor	Bec Thornton		
Speech Pathologist	Rachel Stewart		
Chaplain	Tash Wardlaw		
P & C Executive Team			
President	Shannon MacDonald		
Vice President	Anna Chenoweth		
Secretary	Shanne Buchannan		
Treasurer	Rebecca Presley		
Uniform Shop	Shannon MacDonald		
Tuckshop	Maree Neeland		
Facilities			
Schools Officer	Mr Rod Ollard		
Cleaners	Linda McTaggart, Neil Farr, Taylor Langella, Amanda Southee, Pauline Kelly		
Crossing Supervisors	Helen Williams, Kelly Parsons, Valerie Causer, Gailene Vinter, Stephen Cooper		
Classroom Structure 2024			
Year Level Classes	Specialist Lessons	Value Added Programs	Extra Curricular
6 x Prep	Health & Physical Education	Kitchen-Garden	Instrumental Music: - Senior/ Junior Bands - Senior/ Junior Strings
6 x Year 1	Classroom Music		Junior Choir
6 x Year 2	LOTE		Senior Choir
6 x Year 3	Digital Technology		Dance Troupe
4 x Year 4	Dance & Drama		Junior Dance Club
1 x Year 4/5	Library		
4 x Year 5			
1 x Year 5/6			
4 x Year 6			
Other			
HIVE (Special Education Support)			
Learning Engagement (Learning support and extension)			

(Correct at time of printing in Jan, 2024)

2 Curriculum

Learning is a life-long undertaking which allows children and adults to make positive contributions to society. As an inclusive learning community, Burpengary State School, offers an educational program founded on the belief that all children have the ability to learn. Our learning community engages all stakeholders to work together in the best interest of each student. High expectations, complemented by a deep knowledge of each student and the Australian Curriculum, enables teacher's capacity to meet individual learning goals. We provide differentiated learning opportunities and experiences catering for the diverse range of learners within our school community.

As an inclusive school we:

- Support all students to engage with and contribute to our school's cultures, curriculum and communities
- Recognise the diversity of individuals and groups in our school and community as a strength and context for learning
- Maximise educational and social outcomes of all students through identification and reduction of barriers to learning, especially for those who experience disadvantage, are at risk and/or vulnerable to marginalisation
- Promote development of an inclusive curriculum to respond to the needs of all students
- Aim to equip all students to understand and value equity and diversity so they have knowledge and skills for positive participation in a just, equitable and democratic global society.

Students from Prep to Year 6 engage with:

Australian Curriculum V9 (<https://v9.australiancurriculum.edu.au/>) in English and HPE

Australian Curriculum V8.4 (www.australiancurriculum.edu.au) in Mathematics, Science, HASS, The Arts, Technologies

Students in Years 4-6 engage with:

Australian Curriculum V8.4 Languages (Japanese)

Interschool sports and Carnivals

Year 5 & 6 Gala days

Senior Swimming carnival & Junior Swimming carnival

Senior Athletics Day and Junior Athletics Day

Cross Country

Swimming lessons (Each year level will complete one week of swimming lessons each year)

A school athletics carnival is held in Term 2 (Years 3 – 6) and Term 3 (Prep – year 2)

Kitchen-Garden Program

- focused on the development of life skills including the cultivation, cooking and presentation of foods.

- Students access a diverse range of experiences including; planting, caring for and harvesting seasonal crops and cooking with the fresh produce in our purpose-built commercial kitchen. The Kitchen-Garden program is also used to support our Design Technologies curriculum.

Enrichment and Acceleration

Students with identified talents are catered for in various ways at Burpengary State School. All learning experiences are planned to cater for student differences. Students are coached to enter public speaking, Japanese speaking,

regional sporting competitions as well as band and choir competitions. Academically talented Year 6 students are identified and engage in programs in collaboration with local High Schools.

SWAT (Student Well-being and Academic Team)

At times children require additional educational and/or social/emotional support. The Student Well-being and Academic Team including Deputy Principals, Guidance Officer, Speech Language Pathologist, School Chaplain, Head of Special Education, Learning Support Teachers: Literacy and Numeracy, Special Education Teachers, and Class Teachers review student needs to maximise engagement in learning experiences and identify a range of possible support and intervention strategies and resources. This team meets weekly and is based on a teacher referral process.

Learning Engagement Program

Burpengary State School provides a Learning Engagement Program that uses student achievement data to identify students requiring support or extension.

When targeting the intervention in a Whole School Intervention Model, the school will use:

- assessment evidence
- school-based expectations, targets and goals
- classroom-based assessment tools
- systemic school-based data e.g. student semester results
- student achievement data to measure the effectiveness of the intervention
- standardised assessment targets – SPARKLE, DIBELS (ORF and MAZE)

The school will also:

- provide support for teachers in classroom differentiation practices
- coordinate literacy and numeracy resources in a collaborative approach to curriculum and intervention programs

Special Education Program

The Special Education Program at Burpengary State School supports children in all year levels from Prep to Year 6 in disability areas including Speech Language Impairment, Autism Spectrum Disorder, Intellectual Impairment, Hearing Impairment, Physical Impairment and Visual Impairment. The team (Head of Special Education, Special Education Teachers and Teacher Aides) are here to ensure the successful inclusion of students with disability in all aspects of schooling. The Special Education Program provides a support network that encourages participation and achievement for students with disability. Students are assisted to build successful relationships within an inclusive school environment through provisions such as supportive play and social skills programs. There is a strong emphasis on building healthy positive relationships between our students, classroom teachers, SEP staff and families. Students with disability are provided with adjustments to ensure that they are included in the classroom environment and that they have the opportunity to be successful in all class and school activities and events. Each student participates in the regular classroom program and they are an integral part of the school.

3 Behaviour

Burpengary State School is committed to providing a safe, respectful and disciplined learning environment for all students, staff, parents and visitors.

Our school strives to achieve a safe, stimulating and happy environment which will allow children to grow into responsible, well-adjusted citizens. We believe this is made more attainable by school staff and parents/caregivers working in partnership to implement and support consistent, age-appropriate behaviour support processes. Behaviour support at Burpengary State School is very much based on a partnership between the home and the school with parents/caregivers, teachers and children working together to create an environment for better learning and teaching.

Our five Positive Behaviour for Learning (PBL) expectations which are:

Excellence:

- Remain on task for a sustained period of time
- Set, monitor and accept feedback
- Achieve positive results through high expectations
- Be organised and ready for learning
- Be accountable for exhibiting the five building blocks
- Wear the correct school uniform

Respect:

- Demonstrate respect to all staff, peer and visitors by responding politely and following instructions promptly
- Act in a positive way that demonstrates care about themselves, others, school property and the environment
- Move around the classroom and the school respectfully
- Listen actively and demonstrate whole body listening
- Treat others with kind words and actions and respect personal space

Resilience:

- Use a variety of strategies to recover from challenges and conflicts
- Learn from experiences and make improvements
- Persist when faced with challenges
- Accept feedback and adapt behaviour
- Consider different points of view

Integrity:

- Be honest and take responsibility for actions
- Be a positive role model for others
- Have pride in actions and behaviour

Cooperation:

- Communicate effectively, understand compromise and accept new or other ideas
- Work together with others in the classroom and playground
- Build positive relationships within the learning community
- Actively participate in classrooms discussions
- Accept student differences and be inclusive

5 Procedures

Attendance

Every day at Burpengary State School is a learning day. Research clearly indicates a significant negative impact on students' learning when attendance rates are low. Our goal is for all students to have 95%-100% attendance rates. High attendance rates ensure students participate fully in all curriculum programs, have the opportunity to establish sustained friendships across all aspects of the school community and practice commitment to their learning. We believe consistent attendance is so important we acknowledge class attendance awards.

Absences

In the event of a child being absent from school for any reason, parental explanation is necessary. It is a parent's duty of care to advise the school of all absences. If you know in advance that your child is going to be absent for a period of time, early advice to the school would be appreciated. For your convenience, a dedicated student absence line has been set up by phoning a dedicated number on 3491 0366 which is a 24/7 number and leaving your child's name, reason for absence, the class teacher's name, and when their return is expected. We contact a family on the same day if a student is absent from school without explanation, this is done by a same day notification sent via text message. If, for any reason, the absence is expected to extend more than a week, it is important to contact the office, who will inform the appropriate Deputy Principal, and discuss the course of action needed.

Assembly

Our Junior School Assembly (Prep-Year 2) occur every **odd** Monday from 2:00pm – 2:45pm.

Senior School Assemblies (Year 3-Year 6) occur on **even** Mondays from 2:00pm – 2:45pm.

Students in Year 4-6 must wear their formal uniform every Monday.

Parents and community members are most welcome to attend.

Bicycles

Students riding bikes/scooter to school must wear a helmet and leave the bike securely chained in the bike racks all day. Bike racks are located via the George Street entrance near the junior oval. Pupils must walk their bicycles in and out of the grounds.

A staff member is on duty at the front entrance and back entrance to supervise the afternoon exits. It is advisable for bikes to be locked whilst at school. It is a Queensland State Government law that all children riding bicycles wear approved helmets. It is expected that children who ride bicycles to school have been instructed well in bicycle safety by their parents and can ride safely on the roads.

Books and Materials

Year level lists of books and equipment are produced and handed out to parents during Term 4. At this time "book packs" may be ordered for the following year. Please ensure that all books and materials are ready for the start of school, and are clearly labelled.

Book Fair/Book Club

Book Club is a regular opportunity for parents to buy quality literature for students. An additional benefit is that “bonus points” are generated enabling the purchase of materials for the school. Students receive brochures, usually twice a term and orders are placed online via a website or at the school office.

Book Fairs are held once per year and have a large range of books on display in our school library for one week. They are also a helpful fundraiser for the purchase of resources.

Buses

Buses depart each afternoon from the front of the school to various locations within our district. Telephone Kangaroo Bus Lines on 5498 6466 for further information. **Code of Behaviour for Bus Travel:** Staff are rostered to supervise children waiting for and boarding buses. Queensland Transport has issued a “Code of Conduct for School Children Travelling by Bus”. It includes procedures for bus drivers to follow when managing behaviour on buses. Should parents wish to view a full copy of the code please contact the bus company or our school holds one copy for reference.

Students of Burpengary State School are expected to observe Queensland Transport Code of Conduct and conduct themselves in an orderly manner while waiting for, boarding, travelling and alighting from buses. School consequences will apply for Bus misbehaviour.

Camps

Students attend camp in Year 6. It provides opportunities for students to experience learning in an environment other than the school or their homes. Camp experiences may enable students to develop outdoor recreation skills and interests. They support the school’s curriculum, provide opportunities for students to develop; independence, interpersonal skills, positive relationships, problem-solving skills and responsible attitudes.

At Burpengary State School, Camp provides learning experiences that will promote; respect, co-operation, responsibility, care and compassion, honesty, commitment

Tuckshop

A full tuckshop facility operates from the school on a daily basis from 8.30am until 2.00pm. Our tuckshop opens on the first day of school. A menu will be sent home in the first week of Term 1. For parents’ convenience we operate an online ordering system through **Flexischools**.

Go to www.flexischools.com.au and click “Register Now” in the Login Box. Then enter your child’s name, school and class, and add funds into a pre-paid account. You can log into the website at any time to place orders, up until 8.45am. As purchases are made, the funds are taken from your pre-paid account. The account can be topped up again in the same way, or set to automatically top-up via credit card when the balance falls below a pre-set minimum. At lunch time, students can simply pick up their order without the need for cash. Flexischools also offer a free dedicated helpline for parents and schools which is open 8am to 5pm (Phone:1300 361 769 Email: help@flexischools.com.au)

A bag system operates in the Tuckshop where all children can place lunch orders and afternoon tea orders on separate bags directly at the Tuckshop before school commences in the slot provided. Lunch order bags are available from the canteen.

There is a roster of parents who are willing to help in the Tuckshop. If you wish to be included on this roster, please notify the school or contact the convenor on 3491 0333.

Children are discouraged from bringing large amounts of money to school to spend at the tuckshop. Any concerns by the tuckshop convenor in this regard are brought to the Principal's attention for investigation. Children spending with note denominations greater than a \$10 note will be queried by Tuckshop staff.

Cash Collection

Cash collections occur throughout the year for performances, sports, camps and excursions etc. Payments may be made via several methods.

BPoint is the preferred method of payment for all of your school invoices, etc. Only the student's name is required, along with the CRN, invoice no. and amount. All of these details appear in the bottom left-hand corner of invoices. Please call our Business Manager (BM) if you require any further information.

To assist families in planning for upcoming expenses, please also contact the BM who can arrange payment plans or CentrePay deductions. This service is available for those families who receive Centrelink benefits. A small amount redirected from benefits each fortnight, directly to your child's account, can assist in budgeting for future events. All conversations are conducted with strict confidentiality.

If parents are unable to arrange payments via the methods above, the cash collection point at the office is open from Monday to Friday from 8.00am until 11.00am. The Cashier accepts cash, cheques or Eftpos. Please be aware that the administration office does not hold cash on the premises, therefore change is not available for payments.

Children who bring money should take it to the office on their arrival at school. No money should be left in bags. Parents are asked to assist by sending the collection money in an envelope marked with the names of the children, classes and the purpose of the payment.

Payments also may be made by direct deposit into the school's account, using the student's name as the payment reference. The bank account details are:

BSB: 064-473
Account Number: 10040674
Account Name: Burpengary State School General Account

The due date for payment for activities and events is notified to parents as far in advance as possible. Permission notes and invoices are distributed via email, together with the other details of the activity. These details are also published in the school's newsletter and copies of permission notes can be obtained from our website. **To avoid disappointment, please make particular note of the due date for payment as no money can be accepted after this time.**

Where fees are overdue the principal has the discretion to exclude any student from any optional school activity such as end of year celebrations.

Refund Guidelines

At Burpengary State School we are committed to providing a safe and supportive learning environment for students, staff and volunteers. This commitment includes the health and safety of staff and students when conducting curriculum activities in the school or in other locations. School excursions and camps enhance a student's learning by providing opportunities for the student to participate in activities, both curriculum-related and recreational, outside the normal school routine. All planned school excursions are approved by the principal and endorsed by the Parents and Citizens Association.

State schools are able to charge a fee for:

- an educational service including materials and consumables not defined as instruction, administration and facilities for the education of the student
- an education service purchased from a provider other than the school where the provider charges the school; and
- a specialised educational program.

A school fee is directed to the purpose for which it is charged. School fees for extra-curricular activities are calculated on a cost recovery only basis, according to the number of students who have indicated their attendance. Participation of students in an extra-curricular activity is indicated through payment of the fee and provision of a permission form completed by the parent.

As the school budget cannot meet any shortfalls in funding for an extra-curricular activity due to the subsequent non-participation of a student who had previously indicated attendance of the activity, fees already paid for an extra-curricular activity may be refunded in full or in part or not at all, having regard to the associated expenses incurred and the circumstances of the non-participation.

Change of Contact Information

Parents are requested to notify the school as soon as possible with any change of address, home phone number, mobile phone number, emergency contact person or other contact details such as email address. This is vital to ensure parents/carers can be contacted at any time in respect to their child/ren.

Chaplain

The chaplain's role is uniquely different to our team of teachers and administrators.

The chaplain is an additional support for the social/emotional needs of our students and works in the school for two days per week. Student support can be provided through games, school excursions, in classrooms and on camp. No religious content is undertaken while working with students without prior written parental consent. Our chaplain forms an integral part of our student support network and is seen by our students as another friendly face.

Complaints

In the first instance, parents should see the classroom teacher directly at an appropriate time outside of classroom instruction time. Parents wishing to further discuss any issues with a member of Leadership Team or Teachers are requested to make an appointment through the school's Administration Office. The Deputy Principals look after the academic, behaviour and welfare needs of students. Our friendly administration staff will direct you to the appropriate Deputy Principal. If after seeing a Deputy Principal the matter is not resolved to your satisfaction, please make an appointment with the Principal.

Crossing Supervisors

Crossing supervisors are positioned at the pedestrian crossing located at the front entrance on Station Road and the back entrance on George Street from 8.00am – 9.00am and 2.50pm – 3.20pm Monday to Friday. By law, all motorists and all adult and child pedestrians are required to follow the crossing supervisor's directions.

Dismissals

On dismissal at 3.00pm each day, children are to leave the school grounds promptly. Children catching the bus are to sit quietly in designated bus lines and wait for the staff member on duty to direct them to the bus. It is not possible to guarantee supervision after 3.00pm on any day. Children waiting to be picked up by parents **must wait inside the school gate**.

Dogs, pets and other animals

Please be advised that due to health/safety and hygiene reasons, dogs, cats, or animals of any kind are **not** permitted on the school grounds, without the prior approval of the Principal. Teachers cannot give this permission.

Dress Code & Uniform

The school expects students to wear the school uniform every day. Students not in uniform will access the school's clothing pool to change into a uniform for the day.

Casual Uniform for Prep to Year 6 is: worn every day Prep to Year 3 or any day except Assembly Days in Yr 4-6

- School Blue & Navy Polo over-shirt
- Navy School Shorts (straight leg, knee length maximum with embroidered BSS label) – for boys and girls
- Navy School Culottes (with embroidered BSS label)
- Black leather lace-up shoes or black joggers. Velcro straps are acceptable for students in the early childhood years (Prep to Year 2)
- Crew length white or navy socks.
- Navy School Broad Brimmed Hat

House Shirts: worn on sporting event days (cross country, athletics carnival etc.) and the winning house of the week, which is announced via Facebook each week.

Formal Uniform (Year 4-6 only): worn every Monday, on special occasions like school ceremonies or most excursions, and optional on any other day

Option 1

Blue front buttoned collared over-blouse with school trim on collar and sleeves, and embroidered logo. Navy pleated drop-waisted blue skirt, 2 single pleats (front and back) with embroidered BSS label, OR navy formal long dress shorts option (**not casual shorts or Culottes**).

Option 2

Blue front buttoned collared shirt with school trim on collar and sleeves, with embroidered logo. Shirt is worn over navy blue knee length dress shorts with embroidered logo (**not knit sports shorts**). Or a combination of the both options.

Winter Uniform:

- School Jacket: navy blue, with embroidered logo OR
- Navy blue pullover. Navy blue track pants.

Hair:

Hair should be of a natural colour, worn in a neat and tidy style appropriate to a primary school aged child. If hair is shoulder length or longer it is required to be neatly tied back. Hair should not obscure students' view.

Fashion trends, including, but not limited to, shaved heads, shaving designs, “mohawks”, beading, unnatural dyeing, and gel that sets the hair in unnatural styles.

Jewellery and **make-up** are restricted under Workplace Health and Safety legislation to; a watch, a signet ring, a medical bracelet or chain, one set of plain (silver or gold), small studs or sleepers worn in the ears (no colours), neither nail polish nor temporary tattoos are to be worn at school, no make-up is to be worn

NOTE: Any religious medallion (only with prior permission from the Principal after a family meeting) is worn inside clothing.

- Denim shorts, jeans, cargo pants and net basketball shorts are NOT acceptable
- Socks for boys and girls must be visible above the ankle. Sockettes are not acceptable
- Backless shoes, open toed shoes and sandals, ballet flats, and “party” shoes are not acceptable

Non-compliance with the uniform policy that is not subject to an agreement between the parent and the school may result in the following consequences: Parent Notification, Time Out, Playground withdrawal, ineligibility for Citizenship Awards, or other consequences as per the Responsible Behaviour Plan for Students.

Black Shoes Suitable for School

The Policy:

- Black leather lace-up shoes or black joggers with leather or vinyl upper preferred (see below for details). Students in the early childhood years may have Velcro straps instead of lace-ups.
- These shoes have appropriate safety features such as foot coverage for spills and drops, healthy support in the right places to support growing and active feet, and meet legislative requirements for safety in the workplace.

The reasons:

- Workplace Health & Safety- To protect students from hot spills, dropped items (including kitchen utensils), trips, falls and objects on ground during Play, Sport & HPE; Science; Kitchen/Garden and classrooms.
- Health - these types of shoes generally have a stronger heel counter with better foot and arch support for growing feet.
- Personal appearance in the school uniform

Suitable Examples:



Unsuitable Examples:



Early Arrivals/ Early Departures/ Late arrivals

Parents are requested not to send their children to school before 8.30am. Prior to this time students need to be enrolled in our Helping Hands **Out of School Hours Care** service. From 8:30am, P-3 students are to sit outside the tuckshop area and students in Year 4 – Year 6 are to sit in the Year 6 undercover area.

Children and parents are not to be at classrooms before 8.45am. All adventure playgrounds are out of bounds before and after school to all children as a matter of safety.

During the school day, on those rare occasions where a child is sick or needs to be picked up for a family emergency or specialist appointment, **parents are required to come to the office to sign students out prior to collection.**

In full-school **emergency** situations, assume that this same process must be followed. In some particular types of full-school **emergency** situations (determined by the Principal or Emergency Services Personnel), **the school will notify parents** if there is **any variation** to this important procedure.

Any student arriving late to school (after the 8.55am bell) will need to report to the office and be signed in. Students will be issued with a late slip which is given to the teacher. Any student/parent who arrives at the classroom without a pass will be redirected to the office.

Enrolments

After 2011, Prep was identified as the first year of formal schooling. This acknowledges the essential foundations established for all children in Prep including the commencement of children’s engagement with the Australian Curriculum. Children need to be 5 by 30 June in the year they start Prep. **A birth certificate must be sighted for all enrolments.** Please contact the office to organise a time for an enrolment interview with a member of our Administration team.

Burpengary State School is governed by an Enrolment Management Plan which includes a designated catchment area. For further information please visit our school website or contact the School Office. In general, at least two forms of identification clearly denoting an address in catchment is required e.g. Driver’s licence and utility bill.

Birthdate	Eligible for Prep in
Born 1 July 2018 to 30 June 2019	2024
Born 1 July 2019 to 30 June 2020	2025
Born 1 July 2020 to 30 June 2021	2026
Born 1 July 2021 to 30 June 2022	2027

Estranged Situations/Parental Access to Pupils

In these situations, it is imperative that the Principal be advised in writing as to the custody and access arrangements of the children involved. If orders (Temporary/Protection Orders and/or Family Law Court orders) have been issued, then a copy must be provided to the school at the earliest convenience.

This is to ensure that School personnel comply as far as possible with requests in relation to:

- (1) granting or refusing access to children during school hours
- (2) providing certain information to the other parent

Excursions

Each year, educational excursions are planned to certain places for the purpose of studying some aspect of the educational program first hand. These excursions provide children with valuable educational outcomes. Parents will be given as much notice as possible and prices will be kept to a minimum. Parental permission is always required. Excursions are approved by our P&C and have a risk management plan prior to approval.

Activity Risks and Insurance: Please note that the Department of Education and Training does not have personal accident insurance cover for students. If your child is injured as a result of an accident or incident, all costs associated with the injury, including medical costs are the responsibility of the parent/carer. Some incidental medical costs may be covered by Medicare. If you have private health insurance, some costs may also be covered by your provider. Any other costs must be covered by parents/carers. It is up to all parents/carers to decide what types and what level of private insurance they wish to arrange to cover their child. Please take this into consideration in deciding whether or not to allow your child to participate in school activities.

Fire/Lockdown Drills

An emergency evacuation and evasive action plan for fire and lockdown operates at school. All staff and children are aware of procedures to be followed in such an emergency, and rehearse different scenarios systematically and regularly through a fire and/or lockdown drill which is performed each term as a constant reminder of these procedures.

Parents, in the event of a real emergency, fire or lockdown at school, **please do not rush in to take your child away** as you could be prohibiting staff and emergency services from doing their job in keeping everybody safe, and endangering not only yourself, but also your child and other children. Children will be evacuated to a central location or held in a safe place until such time as it is deemed safe for parents to collect their children.

Guidance Officer

Burpengary State School has access to the services of an Education Queensland appointed Guidance Officer to provide support for students where academic concerns or other issues relating to personal or family matters arise. Parents may contact the school at any time for assistance or advice.

Holidays

QLD Term dates **2024:**

Term 1: Monday 22nd January – Thursday 28th March

Term 2: Monday 15th April – Friday 21st June

Term 3: Monday 8th July – Friday 13th September

Term 4: Monday 30th September – Friday 13th December

QLD Term dates **2025:**

Term 1: Tuesday 28th January – Friday 4th April

Term 2: Tuesday 22nd April – Friday 27th June

Term 3: Monday 14th July – Friday 19th September

Term 4: Tuesday 7th October – Friday 12th December

Homework

The Education Queensland P-12 Curriculum Assessment and Reporting Framework states that schools are required to develop a whole school approach to homework policy and communicate it with the school community. This document aims to inform the school community of their individual responsibilities

Purpose of Homework

- To give parents the opportunity to reflect on the learning experiences their students are undertaking
- To reinforce work that has been covered recently at school
- To begin to establish study habits indicative of a life-long learner
- To provide a positive communication avenue between students, parents / caregivers and class teacher

General Guidelines

- Homework must relate closely to the work taught in class and can include long term tasks
- Homework must consist of activities that are within the students' abilities.
- Weekly homework may include:

Homework consists of:

- It is an expectation that all students participate in our Reading at Home program and read for at least 10 minutes each night.
- All other homework will be communicated via the classroom teacher/ year level at the start of the school year

*** Please note students engaging in Instrumental Music Programs may be required to undertake further homework in addition to their class homework allocation (i.e. Instrument Practice).*

Parent's and caregiver's responsibilities:

- reading to or with your child, talking with them and involving them in tasks at home including shopping, playing games and physical activity
- helping them to complete tasks by discussing key questions or directing them to resources
- encouraging them to organise their time and take responsibility for their learning
- helping them to balance the amount of time spent completing homework, watching television, playing computer games, playing sport and engaging in other recreational activities
- contacting the relevant teacher to discuss any concerns about the nature of homework and their children's approach to the homework

Student's responsibilities:

- accepting responsibility for the completion of homework tasks within the set time frame
- following up on comments made by teachers
- seeking assistance when difficulties arise
- organising their time to manage home obligations, participation in physical activity and sports, recreational and cultural activities and part-time employment

Teacher's responsibilities:

- ensuring their school's homework policy is implemented
- using homework that is directly related to class work or reading and appropriate to students' learning needs
- ensuring appropriate adjustments and considerations are made to cater for students with a disability
- explicitly teaching strategies to develop organisational and time-management skills and providing opportunities to practice these strategies through homework
- giving consideration to other academic and personal development activities (school based or other) that students could be engaged in when setting homework.

Library

Burpengary has a well-resourced Library. The role of the Library is to manage the resources that support teachers and students through their learning. Each class from Prep to Year 6 will have the opportunity to borrow weekly during the designated class borrowing time. **Students must have a water proof bag to borrow.** (These are available for sale from the office and uniform shop.) The Library is open before school from 8.30am and during both recess breaks each day. In the event of a book being lost, payment for a replacement will be requested.

All children are encouraged to use the Library both for enjoyment and as an integral part of their studies. The number of books which your child may borrow depends on his/her year level. Try to encourage your child to participate in library borrowing as this is a positive way to foster a love of books and reading.

Lost Property

Any items of clothing, etc. that are found in the school grounds are returned to their owner if the item is clearly named. If no name appears on the item it is held in the lost property bin situated outside the school uniform shop until claimed.

If your child does misplace a personal item, please ensure either they or you check lost property. Of course, if all clothing, etc. is named, the problem is negated. **We cannot stress enough the importance of labelling all school items.** Periodically unclaimed lost property is given to a charitable organisation.

Mobile Phone Policy

Schools can make reasonable rules about what students can and cannot bring to school. They can ban anything which is illegal, dangerous or is likely to cause disruption or harm to the smooth running of the school and the education of other students.

The use of mobile phones & smart watches in class and the playground is disruptive to the learning environment for students and the good order of the school. The bringing of mobile phones and smart watches to school by students is discouraged. Students who bring mobile phones or smart watches to school in special circumstances should negotiate this arrangement with the office, through their parents.

Where approval has been granted for a student to bring a mobile phone or Smart Watch to school, the following should be observed:

- Mobile phones are to be turned off and handed into the office immediately upon arrival at school. They can be collected at the end of the school day.
- Smart watches are to be used as a watch only. Cellular and camera capabilities are to be disabled.
- The policy applies to students during school excursions, camps and extra-curricular activities.
- It is important that students display courtesy, consideration and respect for others when using a mobile phone.
- Mobile phones and Smart Watches should not be used in any manner or place that is disruptive to the normal routine of the school.
- In-phone cameras and Smart Watch cameras are not to be used anywhere a normal camera would be considered inappropriate.
- School disciplinary procedures will be applied where any student photographs or films any student or other person without their consent or who sends harassing or threatening messages.
- Mobile phones and Smart Watches are brought to school at their owner's risk. No liability will be accepted by the school in the event of the loss, theft or damage of any mobile phone or Smart Watch.

Office Hours

The school administration office will be attended during the hours of:

- Monday – Friday: 8.00am to 4.00pm
- The phone number for the school is (07) 3491 0333
- **student absence line number** is 3491 0366 to leave a message at any time, including after hours.

Out of School Hours Care

'**Helping Hands**' provides a before and after school care facility on the school site. They also provide Vacation Care. For more detailed information please visit the school website or see the school office. The contact number for Burpengary Helping Hands is 0458 010 433 OR 3491 0345.

Parent Communication

Newsletters are emailed each fortnight on a Friday. The school newsletter can also be accessed via the school website on www.burpengaryss.eg.edu.au and/or the school Facebook page.

Emergencies

The school has approved and tested plans for emergency procedures that we enact according to the specific needs of the emergency context. **Assume in the first instance that you do not come to the school to pick up children in an emergency situation**, as you are likely to be prohibiting staff and/or emergency services personnel from doing their primary job of keeping everybody safe – you could also be endangering yourself or children.

The primary method in the first instance for emergency notifications from the school will be sent via text messaging to the first parent contact on the enrolment form. Therefore, it is vitally important to keep all mobile phone contact information current and up to date with the school. Supplementary and secondary communication measures also include Facebook, Website Alerts and QSchools.

If the emergency scenario requires students to be fully evacuated from the school campus, parents will be alerted via text messaging and the supplementary procedures listed above. If the specific emergency scenario requires a necessary variation to the **office departure procedure**, parents will be notified by the school in emergency text messages, otherwise **ASSUME** that all departures will go through the school office.

Facebook

As part of our ongoing program to enhance communication, engage our school community we offer a Burpengary State School Facebook page. This page is designed to help keep our community up to date with the latest school news and events. We have designed this as an open page for family connections to the school, staff of the school, and a small number of appropriate community members (e.g. local Councillors, State/ Federal Government members, community representatives). We expect all users to maintain a high standard of integrity.

Parent and community feedback are essential for schools and the department. We have established processes for managing parent concerns about issues at school for their child, and the best approach is to talk directly to the school about the matter. A public forum is not the appropriate place to discuss these matters. The school Administration reserves the right to remove any inappropriate comments from the Facebook page. To connect, visit the site electronically (<https://www.facebook.com/BurpengarySS/>) to apply. Our Administrators will check the parent details against OneSchool and connect our bona fide parents.

We look forward to working with you to maintain a positive community page of which we can all be proud, and to demonstrate our strong sense of community partnership.

Meeting with Teachers

Please remember that all of our staff at Burpengary are professionals, and respect the fact that morning time is critical planning, preparation, supervision and organising time with and for their students. Our School Opinion Survey shows that parents have a 97% satisfaction rating for our staff being approachable about your child's learning needs, but I ask families to respect that before school between 8.30am and 8.55am is not a good time for meeting to discuss lengthy issues, sometimes within earshot of students and other parents, unless a prior arrangement has been made. **Please arrange appointments with your child's teacher to make certain both parties have the head space and free of distractions in order to conduct this important service.**

Parents' & Citizens' Association

The Parents' and Citizens' Association is an active group which meets on the second Monday of each month in the Hub between 5.30pm and 7.30pm. Election of office bearers takes place at the Annual General Meeting in March each year.

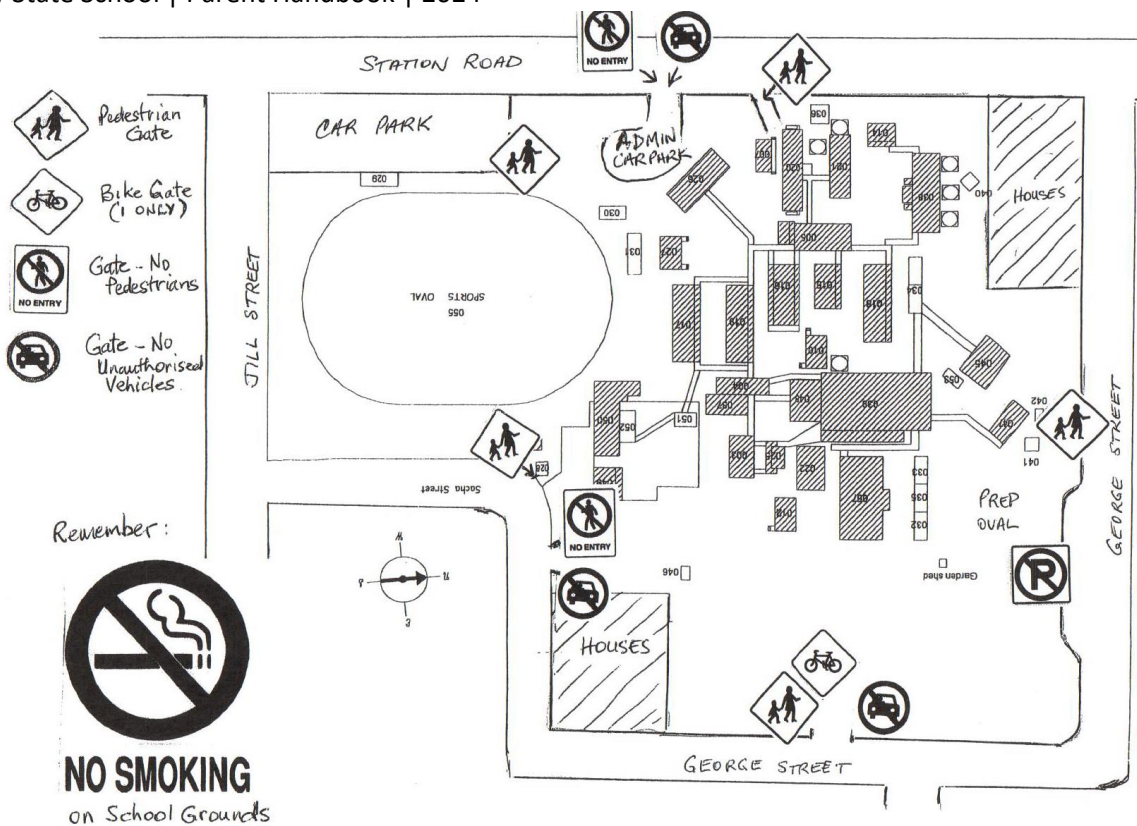
Our P & C Association depends upon your involvement and support. The main aim of the Association is to do all things possible for fundraising and the enhancement of student learning, eg purchasing technology equipment.

The P&C has various fundraising projects throughout the year which parents are encouraged to support, eg Spell-a-thon, student discos, etc. Christmas, Mothers' and Fathers' Day stalls are also run to give students the chance to shop for those special occasions.

Parking, Road Safety, Car Parks, and Stop-Drop-and-Go Zones

No unauthorised parking, or picking up/dropping off children is allowed inside the school grounds. This policy is for the protection of all children.

As a caring community, everybody needs to be highly attuned to safety for children **at all times**, and the **peak times such as afternoon pick-ups and morning drop-offs** require extra vigilance because of the high volume of children and families all moving in and around our school in a short space of time. Please exercise extreme care at these times, and meticulously follow all road rules. Crossing supervisors' control two pedestrian crossings, one at George Street and the other on Station Road – please be alert for safety at these points. Two **Stop-Drop-and-Go Zones** operate near the school – one in George Street and the other in the car park area off Jill Street. These zones enable a relatively safe and quick drop-off and pick-up for families when they are consistently used properly by everybody. Please obey all signage - under no circumstances **are vehicles to stand in the zone** longer than two minutes if the child is not immediately ready for pick-up/exit, and **under no circumstances is a vehicle to be parked and left by the driver**. When adults break rules, the behaviours model the wrong behaviours for your own children, cause safety concerns for other families' innocent children, and cause angst amongst other drivers.



Permission to Leave the School Grounds

Children will not be permitted to leave the school grounds during the school day without parental permission. If children are to be collected during the school day, please call into the office to sign your child/ren out.

Photographs or Video Recording at School Events

Education Queensland has no policy that places a blanket ban on the taking of photos or videos at school events and, instead, it is a matter for Principals to use their discretion and judgment as to the appropriate measures to be applied in the circumstances. **Such measures may comprise a ban on recording and photographs.**

There is an expectation within this school's community that family members/caregivers should be permitted to take photographs and videos of their child and their child's interactions at school events for personal family records.

Where an event occurs on school premises or on premises licensed exclusively to the school, it is at the Principal's discretion as to whether photographing or videoing occurs and on what conditions.

With parents taking photographs our advice is that, in general, the Principal may permit the recording to occur provided:

- * there are no exceptional/unusual circumstances;
- * parents/carers are made aware that recording must not be for commercial purposes or further publication of any type, including Facebook or other social media sites; and
- * indecent, offensive or unlawful recording practices are not permitted.

However, families need to know that their signed consent forms with specific guidelines and procedures about how the school deals with these images do **not apply to other individuals in their private capacity**. Where a school Principal permits parents to take photos and videos of their children and their children's interaction with other children at school events, the school and the Department have no further control over the images/recordings once they are captured.

Playground Supervision

During school hours, children are fully supervised. Recess and lunch breaks are supervised either by teachers or teacher aides. Before and after school supervision cannot be guaranteed for children.

After school, if your child is waiting to be picked up, he/she is not allowed to wait on fence lines. **Uncollected children will be brought back to the office** by staff. I would prefer parents who have that rare occasion and know that they will be late to phone ahead and have their children wait at the Administration block so the office can keep them safe. This is for emergent situations only.

QParents

Our school will be providing parents with access to this convenient, online parent portal called **QParents**. The QParents web and mobile application provides an easier way for you to interact with our school. Parents will have secure, online access to their child's student information, anytime, anywhere, through a smartphone, tablet or computer.

QParents allows parents to connect instantly with our school to access and manage their child's student information, including:

- Attendance and absence details, as well as the ability to notify the school of an absence
- Viewing unpaid invoice details, payment history, and making payments online
- Viewing and updating personal student details, including medical conditions and address

QParents will assist both staff and parents in sharing and responding to information in an efficient and effective way. It won't replace the traditional ways you communicate with our school, but it will provide another way to communicate with us!

Religious Instruction

Queensland state schools embrace a multitude of cultural, religious and non-religious beliefs. Under the *Education (General Provisions) Act 2006*, schools are to provide Religious Instruction (RI) if approached by a faith group seeking to provide RI and students of that faith attend the school.

RI informs students about the beliefs and values of a particular religion. It is delivered by volunteers of a faith group using instructional materials approved by that faith group. RI is required to be consistent with legislation and Department of Education policies and procedures.

All RI instructors must hold a blue card and participate in compulsory Student Protection and Code of Conduct training. RI instructors are only entitled to deliver the RI program outlined below. A school staff member will be present during the delivery of RI.

Participation in RI is not compulsory. Any student (except Prep students) may participate in RI if a parent has provided written instructions to the school.

Students are allocated to RI based on information provided by parents on the completed [Application for student enrolment](#) unless other written instructions have been provided to the school.

Note: *This consent remains in effect unless the parent informs the school otherwise in writing.*

A description of the RI available is provided below.

Cooperative Arrangement Religious Instruction

Authorised program: Connect Infants (published by Christian Education Publications)

Aims and goals: To teach students key components and themes of the Bible and Christian beliefs while encouraging them to apply learning to their lives.

Lesson structure: Students sing a song, listen to a story and discuss it. They then draw a picture to represent the story.

For further information, including module and/or lesson descriptors visit: <https://multifaithsri.org.au/>

Parents of students participating in these programs will be advised if a faith group requires funds to cover the expense of materials used in RI.

Other Instruction

Students who are not participating in RI will be provided with other instruction in a separate supervised location. Other instruction must relate to part of a subject area already covered in class and may include:

- personal research and/or assignments
- revision of class work such as creative writing or literacy and/or numeracy activities which could include online programs currently accessed by the students of that school
- wider reading such as independent reading appropriate to the student

Parents will be advised of any changes to the RI and other instruction programs to ensure they are able to make an informed decision on their child's participation.

(This document is part of a suite of *Religious instruction policy statement* supporting documents provided by the Department of Education for use in Queensland state schools and available at <https://education.qld.gov.au/parents-and-carers/school-information/school-operations/policy-statement>)

Reporting

Written reports are issued at the end of Semester 1 and Semester 2. Parent-teacher interviews are offered in Term 1 and Term 3. It is the school's policy to maintain open communication with home at all times. If, at any time, a parent-teacher consultation is required, be it initiated by the parent or the teacher, prompt attention to the matter would occur. Parents may request an interview at any mutually convenient time negotiated with the teacher.

Pre-Service Teachers

Burpengary State School is committed to the provision of high quality state education. Therefore, we see it is vital to support pre-service teachers by providing opportunities to access professional mentoring and practical experience in our classrooms.

School Council

The role of the Council includes (among other things) providing strategic advice to the Principal in formulating the Annual Improvement Plan and reflecting its aims and objectives in the total school budget. The School Council has elected representatives (parents and staff), the "official" members (Principal and the President of the P & C Association) and two "nominated" members (Burpengary Business Manager & a community member). The membership of 10 is as follows:

- Official Representatives: Principal and President of the P & C Association
- 3 x Parent Representatives
- 3 x Staff Representatives (2 teaching staff and one non-teaching staff)
- 2 x Nominated Community Representatives (BM and one other)

School Grounds – After Hours

Unauthorised persons on the school premises will be regarded as trespassers, unless accompanied by a member of the school staff or by a person who has written authorisation from a member of the Administration of the school.

School Routine

8.45am	All children are to move to their class and be ready to commence work by the 8.55am bell.
8.55am	School starts
10.55am	Lunch (10 mins supervised eating with class teacher)
11.35am	Class resumes
1.20pm	Afternoon Tea (10 mins supervised eating with class teacher)
2.00pm	Class resumes
3.00pm	School ceases

School Health

Accidents and Sickness

Unfortunately, accidents, sickness and children are three things that seem to go together. If your child becomes ill at school, his/her condition will be watched closely by the staff. If we consider that your child is ill enough to warrant going home, you will be contacted immediately.

In the case of an accident the following procedures will be followed. If the accident is only minor, then first aid will be administered by the staff. However, if the accident is serious enough to require medical attention, an ambulance will be called and you will be notified immediately. If we are unable to contact you, ambulance and medical attention will be sought on your behalf.

Because it is essential that we know where to contact you in the above circumstances, please ensure that we have your current phone number and address as well as up-to-date emergency contacts listed at school.

School Dental Clinic

A Department of Health school dental van visits the school at regular intervals. It is staffed by a dental therapist and dental aide.

Dental care and supervision are offered to those children whose parents have given their consent for this work. You are informed prior to any treatment being carried out. Please note – if you wish your child to be seen by the school dentist, you must first enrol him/her in this program, and a parent must accompany the child to the appointment.

Headlice

Students who are identified as having headlice by either the class teacher or member of administration the students' parents will be contacted. After headlice treatment has commenced, the child is eligible to return to school.

Headlice notes will be emailed home to parents advising of headlice in the classroom for your information and/or action.

Health, Hygiene & Infectious Diseases

Common sense must prevail in this area. Often if a child is not well, it is better to let him/her rest in bed for one day than send him/her to school and risk infecting others. As mentioned previously, if your child becomes ill at school you will be notified.

Certain infectious diseases such as chicken pox, mumps, measles and others require a child to remain at home until they have passed the infectious stage. If in doubt, consult your doctor or ring the school. You can also visit the Department of Health website: www.health.qld.gov.au

Chicken Pox, Mumps, Rubella (German Measles)	Exclude until fully recovered.
Measles	Exclude for at least seven days from the appearance of the rash.
Impetigo (School Sores)	Exclude until sores have fully healed. The pupil may be allowed to return provided that appropriate treatment is being applied and that the sores on exposed areas (scalp, face, hand or legs) are properly covered.
Ringworm	Re-admit when appropriate treatment has commenced.
Conjunctivitis	Exclude until discharge from eyes has ceased.

In all above diseases, contacts are not excluded from attendance.

In cases of Diphtheria, Hepatitis, Leprosy, Meningococcal Infection, Poliomyelitis, Streptococcal Infections, Tuberculosis, Typhoid and Whooping Cough, please contact the Principal for further information.

Medication

Strict new procedures have been developed by the Queensland Government regarding prescription and over-the-counter medication in schools. Our school is committed to working closely with parents and students to highlight the risk of students misusing these medications.

All parents/caregivers must:

- notify our school in writing of a health condition requiring medication at school through the **“Request to Administer Medication at School”** form.
- request in writing if school staff are to administer medication or assist in the management of a health condition
- notify our school in writing of any requests and/or guidelines from medical practitioners including potential side effects or adverse reactions
- provide the medication in the original labelled container to the nominated staff member
- ensure the medication is not out of date and has an original pharmacy label with the student’s name, dosage and time to be taken
- notify our school in writing when a change of dosage is required. This instruction must be accompanied by a letter from a medical practitioner
- advise our school in writing and collect the medication when it is no longer required at school
- Panadol/ Nurofen may be administered only if it has a chemist label and forms have been completed

Asthma Inhalers

Asthmatic children who are responsible for taking their own medication at home may be responsible for their own inhalers and treatment at school. (The **“Request to Administer Medication at School”** form must be completed.)

An inhaler for emergency situations is kept in the sick room.

Health Plans

Students requiring health plans to manage acute medical conditions e.g. anaphylaxis, asthma, diabetes, epilepsy etc are to provide the relevant medical information to the school from a medical practitioner. The plan must outline the explicit management steps required and a meeting is to be conducted with the relevant Administration Member and class teacher prior to implementation.

Scooters, Skateboards and Rip-sticks

Please note that skateboards and rip-sticks are banned at school and students are not to bring them to school. This is a very dangerous mode of travel at our peak drop off and pick up times. When children ride scooters to school they must leave them securely chained in the bike racks all day. Bike racks are located via the George Street entrance on the junior oval. Pupils must walk their scooters in and out of the grounds.

Smoking/ Vaping

Smoking/vaping is not permitted anywhere on the school grounds and includes any part of the surrounds where smokers can be seen by school students. Current laws stipulate the use of cigarettes, other tobacco products or electronic cigarettes within 5 metres of any part of the school boundary has been banned.



Student Council

Early each year the Student Council is formed from class representatives and the Student Leaders. Students in Year 5 and 6 elect one representative from each of their class groups, who join the Student Leaders to form the Student Council. Meetings are held each term or when required to plan fundraising activities for our sponsored charities and to discuss improvements to the school as suggested by the student body. Councillors also cater for the class group from Years Prep – 4 by bringing their suggestions or complaints to the meetings. On special occasions, the student councillors are called on to welcome distinguished visitors to our school.

SunSmart Policy

Rationale

Queensland has the highest rate of skin cancer in the world. Of all new cancers diagnosed in Australia each year, 80% are skin cancers. Research indicates that childhood sun exposure is an important contributing factor to the development of skin cancer in later life. Given that students are at school during peak ultraviolet radiation (UVR) times throughout the day, schools play a major role in both minimising students' UVR exposure and providing an environment where policies and procedures can positively influence student behaviour.

Skin damage, including skin cancer, is the result of cumulative exposure to the sun. Research shows that severe sunburn contributes to skin cancer and other forms of skin damage such as sunspots, blemishes and premature ageing. Most skin damage and skin cancer are therefore preventable.

Ultraviolet radiation (UVR) levels are highest during the hours that children are at school. As children will spend a portion of their day outdoors, we are committed to protecting them from harmful effects of the sun.

With this in mind, **Burpengary State School** realises the need to protect children's skin and educate them about SunSmart behaviour, thus reducing the risk of skin damage from exposure to the sun.

Aims

The policy aims to:

- provide ongoing education that promotes personal responsibility for skin cancer prevention and early detection
- provide environments that support SunSmart practices
- create an awareness of the need to schedule outdoor activities to support policy

Procedures

Our school recognises that winter sun also contributes to skin damage. This policy will therefore be implemented throughout the year.

The purpose of this SunSmart policy is to ensure that all children attending our establishment are protected from the harmful effects of the sun throughout the year.

Our Commitment

Burpengary State School will:

- inform parents of the SunSmart policy when they enrol their child
- include the SunSmart policy statement in the school prospectus
- increase the amount of shade in the school grounds, where possible, by building shelters and planting trees
- incorporate education programs that focus on skin cancer prevention into the school curriculum
- encourage all teachers and staff to act as positive role models for children in all aspects of SunSmart behaviour
- seek ongoing support from parents and the school community for the SunSmart policy and its implementation, through newsletters, parent meetings, etc.
- ensure that all students and staff wear hats that protect the face, neck and ears when involved in outdoor activities
- encourage students without adequate sun protection to use shaded or covered areas at recess and lunch times
- review the school dress code to conform with the Queensland Cancer Fund SunSmart clothing guidelines
- ensure students wear swim shirts during all water-based activities with the exception of competitions and carnivals
- ensure that adequate shade is provided at sporting carnivals and other outdoor events
- review the SunSmart policy in routine cycles of policy review.

Our expectations

Parents/carers will:

- provide a SunSmart hat for their child and ensure that they wear it to and from school. The Queensland Cancer Fund recommends an 8 – 10cm broad brimmed hat
- ensure that their child applies SPF 30+ broad-spectrum, water-resistant sunscreen 20 minutes before prolonged sun exposure
- ensure that their child's clothing provides adequate protection from UVR. The Queensland Cancer Fund recommends clothing with the following features:
 - dark coloured
 - collars and sleeves
 - closely woven fabric

- natural fibre
- ensure that their child wears a swim shirt during all water activities – e.g. Learn to Swim
- act as positive role models by practising SunSmart behaviour
- support the school’s SunSmart policy.

Students will:

- be aware of the school’s SunSmart policy
- take responsibility for their own health and safety by being SunSmart
- comply with SunSmart rules and guidelines by wearing suitable hats, clothing, sunscreen and sunglasses
- use shade or covered areas when outdoors
- act as positive role models for other students in all aspects of SunSmart behaviour
- participate in SunSmart education programs.

Swimming Program

Throughout the year, all classes will participate in a Learn to Swim/Water Familiarisation or Swim Skill Program appropriate to their level of water skill. The HPE specialist co-ordinates the theory component of the program at school and the practical component at the Burpengary Regional Aquatics Centre. Parents are notified by note of costs and dates.

Toys

Please note that toys and collectibles from home are banned at school and students are not to bring them to school. **Toys** include, but are not limited to, board games, make-up or hairdressing sets; and **collectibles** include, but are not limited to, marbles, yo-yos, matchbox cars, Pokémon items, dolls, or card sets. These items can cause distractions in learning time, and issues in the playground with loss of parts; breakages; disagreements, arguments or fights; and even the temptation for theft.

Transfers

Children transferring from our school to another whether it be Queensland or interstate are required to **advise the office** of the destination school. Transfers are done between the previous school and destination school. All library books, reading books, etc. borrowed by children must be returned to the school before leaving.

Visitors to the School

All visitors including volunteers must report to the main office on arrival to school and sign in. Signs are placed at the entrances to the school advising that visitors must report to the office. Sign in occurs through a dedicated iPad at the front office desk, and a visitor’s pass will be issued. Issued passes are to be worn by volunteers within the school grounds until they sign out upon departure. This is an important workplace health and safety process.

Older high school siblings collecting younger brothers or sisters require written approval from the Principal to meet siblings up to the end of Year 1 from the classroom. All children in Years 2-6 are to walk to a convenient exit and meet the older sibling there at the exit gate. All families seeking to vary this arrangement need written approval from the Principal. Entrance to the school for this purpose is by the Station Road gate near B Block only, to minimise any disruption walking through the school.

All Visitors over 18 years of age (including grandparents, Aunties et.) wishing to enter classrooms, require a BLUE CARD unless they are the birth parent. Birth parents require BLUE CARDS to attend excursions.

Voluntary Contributions

The school's budget alone could not provide for the innovations to our school equipment and facilities which give depth and variety to the curriculum, and a learning edge for your child. This year is the same single, low cost to parents of \$25 that has not changed for a number of years, and I hope will encourage every family to contribute and maintain Burpengary's edge in learning for your children. The majority of families pay these voluntary charges as they value the quality of the learning experiences available to their children at this school. Voluntary parent contributions are due to be paid by the final week of Term 1. The school has made every effort to reduce and minimise all costs to families as I am sure you are aware.

While voluntary, the money raised will go directly into the Building Fund to ensure **that every child will benefit** from refurbishment of our classroom spaces. This has the added advantage for parents of being a **tax deductible contribution**.

All payments to the Fund can be made either in cash, by cheque payable to "Burpengary State School Building Fund" or via direct deposit to:

BSB – 064-473;

Account No. – 10392039;

Account Name – Burpengary State School Building Fund.

Payments can be made at the school office (cash, cheque, EFTPOS) and a receipt will be issued at this time which needs to be retained for tax purposes.

Volunteers

At school a myriad of curriculum activities occur in all classes. These activities are often enhanced by the assistance of volunteers. At our school, we value the work of volunteers and are very grateful to them for their contribution. If you are able to volunteer some time at the school, you would be made most welcome. Some activities in which volunteers participate include:

- listening to children read
- art activities
- craft activities
- physical education activities
- book covering in the Library
- canteen
- kitchen/garden program

Please contact your child's teacher or the office if you wish to be a volunteer.

Volunteers, who are not the Principal caregiver of a child at the school, must hold a positive Blue Card. Part 6 of the *Commission for Children and Young People Act 2000* requires a person (over the age of 18 years) seeking to work with children (under the age of 18 years) in a voluntary capacity, to undergo a screening process based on his or her criminal history, to determine the person's suitability to work in child-related employment. This process must be completed and the applicant's Blue Card issued prior to commencement as a volunteer along with photo ID. Forms for completion are available from administration.

All volunteers are asked to "sign in" at the dedicated iPad provided for this purpose on the front arrival desk in the Administration Block. Issued passes are to be worn by volunteers within the school grounds until they sign out upon departure. This is an important workplace health and safety process, along with the requirement to wear appropriate footwear (i.e. closed in shoes). We are unable to allow volunteers to bring along younger child.