



Parent Handbook

Boyne Island State School
An Independent Public School

151 Malpas Street
Boyne Island, Qld, 4680
PO Box 3266
Tannum Sands, QLD, 4680

Email admin@boyneislandss.eq.edu.au

Website www.boyneislandss.eq.edu.au

Telephone 07 4979 9333

Student Absence Line 07 4979 9360

School Office Hours

8:15 a.m. to 3:00 p.m.

Parents and Citizens Association meet
6.30pm on the second Tuesday each month

Principal's Welcome

Welcome to Boyne Island State School. We are a Preparatory to Year 6 State Primary Educational institution. We view education as beginning at home, as a partnership with parents, school and community and extending throughout life. We aim to develop our students as lifelong learners in a caring, supportive environment. Our school provides a primary curriculum based on the Education Queensland approved syllabuses in conjunction with a variety of extra-curricular activities and opportunities with the aim of meeting the needs of all students as best as we are able.

We encourage parents, as partners in education, to take part in all facets of school life. We also feel that the home-school link and mutual support are of the greatest importance in helping children to reach their full potential. We will endeavour to keep you well informed regarding your child's progress and development within our school. We also invite you to communicate with us regarding any concerns about your child whilst attending our school.

Our school/parent partnership is an important factor in our endeavour to provide quality educational opportunities and learning outcomes for your child/children in a caring and supportive learning environment.

We look forward to this partnership with you.

Michael Hurst
Principal

A Welcome from the President of your Parents and Citizens Association

On behalf of the Parents' and Citizens' Association we welcome you and your child / children to the school and trust that the association will be an enjoyable and beneficial one. We look forward to working in partnership with you for the mutual benefit of all students of this school.

Your support can only ensure that this school provides the quality environment, facilities, resources and volunteers necessary for a quality education in a quality environment for your child/children.

You are invited to join us at a P and C Association meeting where we will meet with you and endeavour to make you feel welcome in our school. You may become a registered member of our association, affiliated with the Queensland Council of Parents and Citizens Associations (QCPCA).

Our meetings are held on the second Tuesday of each month from 6:30pm- 7:30pm in the staff-room, Administration Building on the first Tuesday of the month after any school vacation period.

P&C President



Principal, Michael Hurst, with 2025 School Leaders

Pedagogy Framework

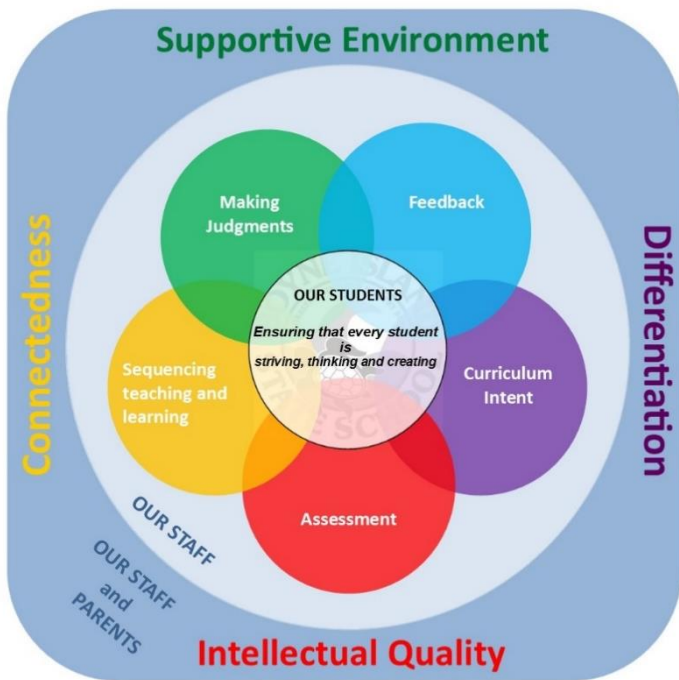
OUR VISION	OUR MOTTO	OUR VALUES
Boyne Island students striving, thinking and creating.	'A Healthy Mind in a Healthy Body'	Respect Responsibility Safety

Beliefs

Students	Student Engagement	Professional Learning & Instructional Leadership
<ul style="list-style-type: none"> Every student can be a successful learner 	<ul style="list-style-type: none"> Students trust and respect their teacher Students work at their level Students have friends at school 	<ul style="list-style-type: none"> Teachers believe in their own efficacy Administrators, teachers and support staff work in alignment and in support of each other to deliver high standards

Productive Pedagogies

Dimensions of Teaching and Learning



PEDAGOGICAL EXPECTATIONS

Students have a CAFÉ reading, CAFÉ writing goal and literacy (Daily 5) program
Spelling pedagogy is based on Words Their Way
Implement a FACE Numeracy program (students have a goal) with Mantra/SCOPE approach to problem solving* embedded.
Reading comprehension uses a Question Answer Relationship (QAR) process using literacy data to inform student requirements.
Vocabulary is expanded using the Frayer model aligned to Explicit Instruction and Interventions using STRIVE . (sourced from Unit overview and C2C)
Explicit Instruction implemented for new content/processes. Inquiry approach to activate student Thinking.*
Rapid Recall Routines occur daily for Literacy and Numeracy
Individual Support Plans (Edstudio/Oneschool) and class differentiation plans (surfboard) for reading, writing and numeracy (EdStudio) are updated.
Differentiation utilises knowing students and providing student choice building on learning preferences with tiered assessments where applicable.
Positive Learning Culture is created through a consistent schoolwide focus. eg social skills lessons delivered
Assessment framework utilised to facilitate the use of data to drive teaching practice.
Homework reading is monitored and on-line tools are differentiated ie Lexia, Mathletics and Raz Reading
Feedback provided regularly eg. each week in Maths and English books
Unit Plans documented to EdStudio with learning intent, vocabulary, assessment and what students need to 'Know and Do'. * A sequence of WILF's articulated reflecting Unit intention.

2016 Focus in Bold – High Order Thinking

Learning Environment- Quality Standards

Relationships	High Expectations	Presentation of Work	Correction/Feedback	Classroom Display	Classroom Tone
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Domains Of Teaching

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School Profile History

Our school began as a provisional school in Saint Luke's Anglican Church in 1953. We celebrated our Golden Jubilee 50th year in 2003. After moving to the site of the current Boyne Island Environmental Education Centre, the Boyne Island State School was established at its present location in 1975.

School Management

The Principal is the school's accountable officer to Education Queensland, School Council and community.

The school is an **Independent Public School** with the school Principal accountable for implementing the strategic direction determined by this group. The school receives full support and resources as an Education Queensland school.

Accountability

We implement a school-based curriculum based on the syllabuses developed by the **Queensland Studies Authority** with representatives from the State and Private systems.

Community

Our community is chiefly comprised of smelter employees, supply industry and services employees and increasingly, retirees. There have been regular influxes of people from other states and countries associated with industrial developments in the Gladstone area. Our community including our Gladstone Regional Council, Boyne Smelters Limited, Service Clubs and various businesses actively and proudly support our school.

Students

Our school's student population has fluctuated as a result of employment practices and industrial development in the area. Overall there has been a gradual increase in student enrolments with people moving in search of employment.

A Learning Support Teacher, Teachers' Aide allocations and various visiting specialist teachers meet all individual needs including appraised learning difficulties and ascertained learning disabilities with a special education support delivered within the school. Students have access to visiting specialist personnel in the form of a Speech Language Pathologist, and Guidance Officer through a referral process to better meet the needs of all students.

Assessment and Reporting

Standardised Written Reports on student achievement are issued at the end of Semester One and Two. Reports of the results of state-wide testing (Year 3 and 5) are distributed when they are received by the school, usually towards the end of term 3. **Formal Interviews** are arranged by the teacher or parents at the end of Term 1 and 3 or at any time a need arises with parent or teacher.

Curriculum Programs, Pedagogy and Learning

Our class groupings in Prep to Year 6 tend to be traditionally set up in year levels with some part-time shared teaching and multi-age or composite (combined classes) teaching taking place depending on needs and enrolments.

Instrumental Music is available from Year 4 for Woodwind and Brass. The school gives considerable support to intervention for learning difficulties through extra aide time and resourcing with a focus on Literacy and Numeracy.

Achievements –

- Above or at level for ALL aspects of literacy and numeracy on National testing.
- Enters every District sporting competition
- Vast arrange of extra curriculum activities – Robotics, Engineering Club, Choirs, Wakakirri
- Holistic education including excellence in music programs.

Our **Student Code of Conduct**, approved through Education Queensland, is reviewed cyclically as part of our operations planning, with input from staff, students, guidance officers and parents so that there are clear, fair guidelines. Behaviour is generally of a high standard and a safe and supportive learning environment has been attained.

Staffing – Teaching and Ancillary

Teaching Numbers, Support Services and Teacher Aide allocations are dependent on **census enrolment** each year and allocated by Education Queensland.

Small class sizes

Teachers, Administration and Ancillary expectations			
Prep	3 classes	11 General Teacher Aides	
Yr 1-6	18 classes	3 Cleaners	
Business Services Manager		1 Library Aide	
2 Administrative Officers		2 Guidance Officers	
School's Officer – Grounds		1 Auslan Aide	
		1 Positive Behaviour Learning Aide	
Specialists			
Music		Chaplain	
Phys Ed		Speech Language Pathologist (visiting)	
Science		Instrumental Music	
LOTE			
Leadership and Management			
Master and Learning Support Teacher		-Janelle McHugh	
Guidance Officer/Special Needs		-Melanie Radloff & Tanya Wood	
Deputy Principal		- Cathryn Murdoch	
Principal		- Michael Hurst	

Admissions of Students

In accordance with the Education General Provisions Act 2006, when enrolling for the first time in a Queensland school, your child's birth certificate **must** be produced. An Enrolment package may be requested at the office or viewed on our website. An appointment for an interview with the Principal or Deputy Principal needs to be arranged before enrolment. An Enrolment Agreement will need to be read and signed by the parents of the enrolling student/s. The Enrolment Agreement includes a copy of the school's Student Code of Conduct, Dress Code and Homework Policy as per the Education General provisions Act 2006 and associated Regulations. A Transfer Note and background check will be requested from the student's previous school before enrolment of the student.

Preparatory Year (Prep) Enrolments: (non-compulsory, full-time)

To enter Prep, a child *must have attained the age of five (5) by 30th June in the year they enrol in Prep. Target class size is 25 children. Where there are not enough children to form a separate class, children may be in a composite or multi-age class with year 1 students.* Enrolments are taken at the school's office, through application with a birth certificate or extract required for sighting.

Further information on Prep year: www.education.qld.gov.au/etrp/Prep.html

Birth date:	Eligible for Prep year in:	Eligible for Year 1 in:
Child born 1 July 2019 – 30 June 2020	2025	2026
Child born 1 July 2020 – 30 June 2021	2026	2027
Child born 1 July 2021 – 30 June 2022	2027	2028
Child born 1 July 2022 – 30 June 2023	2028	2029

Enrolment forms and Information can be found on the school website:

www.boyneislandss.eq.edu.au and e-mailed to admin@boyneislandss.eq.edu.au

Arrival and Departure of Students

~ refer also
Transport to & from school

Students should arrive at school at a reasonable time before the start time. For safety reasons they should not arrive at school too early – after 8:30 am. Classroom doors open at 8:50am.

Students are expected to leave promptly once dismissed by their teacher after the 3pm finish siren and travel directly home. Parents should ensure children are collected promptly if doing so or contact the school if an emergency arises.

When walking and riding to/from school, please advise your child not to loiter, or to visit friends' homes without permission and not to talk to strangers. If possible, have your child walk with a friend for safety. Harassment outside the school may be reported to the police as well as the school. Remember 'personal safety first!'

Pedestrian Crossing

If parents are very late in collecting their children, we have not heard from them and are concerned with the safety of students, police/family services may be contacted to collect the children for their safety.

Students and parents must use the crossing at the front of the school, and take due care in crossing the side street, Pittsbay Street, a shared zone, for their safety. *Any concerns raised, regarding breaches to road safety and rules that threaten the safety of our students, will be reported to the police and/or Transport Department along with any details obtained. Our children's safety is a priority.*

Assemblies ~ Whole School

Currently assemblies are held **every second week at 9:00 am** on Friday in the undercover area near the tuckshop. Achievements by the students are acknowledged in front of their peers. Parents are welcome to attend to encourage the students on their achievements. Our student leaders organise and conduct our assembly as part of our leadership program.

Attendance & Absenteeism

Regular and punctual attendance at school is essential by law through the *Education General Provisions Act*. Students of compulsory school age must physically attend school every day. *Students are not legally permitted to leave the school at any time during the day.* Absences from school must be advised, preferably by phoning the school absence line the morning of absence or before if absence is known prior. **(Student Absence Line is 4979 9360)**. After three consecutive days' absence, the school will telephone home if there has been no contact. *Ongoing unsubstantiated absences are reported to police and family services as the student is considered truant.*

Student supervision by staff is provided from 8:50 am to 3:00 pm each day. Students should arrive in time to organise themselves for the day. We prefer that they do not arrive before 8:30am. Seated at the covered area if they do. **Students arriving late or leaving early must sign in/out at the office.**

Leaving the School's Grounds Refer Regulations of the Education General Provisions Act 2006

In accordance with Regulations of the Education General Provisions Act 2006, once students arrive at school, they **may not leave the grounds** at any time during the day without written permission as part of our **duty of care**. If students are required to leave, **a dated written note is required from parents each time and the student is required to be collected**. The school will only release a child to the person who enrolled the child unless there is written authority or a validated phone call. Students must sign out on departure and sign in upon return. Any student who does not return without prior notification to the school is deemed truant and appropriate authorities notified.

Students **will not** be permitted to leave the grounds at lunch time for the following;

- ◆ Leaving to go shopping;
- ◆ To buy lunch;
- ◆ Go home for lunch.

Leave of absence may be granted for;

- ◆ Medical treatment;
- ◆ Dental treatment;
- ◆ Specialised Instruction;
- ◆ Other valid reasons as determined by the principal (a dispensation considered under special circumstances).

Balance Of Semesters

In accordance with the Education Act, each student is allocated **24 semesters of education based on a Year 1 to 12 education {Prep is non-compulsory}**. Students enrolled in the school are allocated the balance according to the year level in which they are placed if from interstate or the balance in accordance with their transfer papers if intrastate.

Parents need to be aware that this balance is affected by any **retention (repeating)** of their child in the state system. Repeating means that the balance of semesters will run out and parents will, in the future, need to reapply for consideration for further allocations. There is a process involving Learning Support and Guidance Officers for **requests for Retention** (repeating) as it is not generally an advisable or a realistic way of meeting learning needs. Other support mechanisms for learning needs exist.

Booklists

A list of requirements will be issued at the end of each year for the next year's grades. This lists stationery items to be purchased by parents/carers and books and consumables purchased through the school's resource scheme. We stress the importance of children having all items prior to the start of school. This helps them settle into their class and helps teachers concentrate on getting on with the teaching/learning programs.

Bus and Conveyancing

BUS TRANSPORT SUBSIDY

Certain conditions are required to be met.

Contact Queensland Transport for information on eligibility. Financial Assistance Guide is available on <http://education.qld.gov.au/finance/grants/fund/garp/html/par-stu.html>.

Change Of Details

Please ensure that if you do change your address, phone number, place of work or emergency contacts, that you advise us as soon as possible so that our records can be updated. *In any **emergency**, the school may have to contact an ambulance or doctor or police without parent's knowledge if records are not updated appropriately.*

Clothing and Uniforms

The expectation is for all students to wear the appropriate uniform – refer *Uniform Dress Code and Student Code of Conduct of the Enrolment Agreement*. Please ensure that as your child reaches Yr 6 they have enough wear and size in their uniforms for their final year – this is no excuse for not wearing the uniform and detention or removal from other activities may result. Casual Dress Days also have expectations for appropriate wear. Students are reminded of this expectation regularly. No jewellery is part of our Dress Code.

Communication - Home & School

We encourage efficient two-way communication with all parents and the community and have an 'open door' policy when possible.

However, except in exceptional situations **you should make an appointment** to see a teacher or management. Teachers have preparation to do prior to the commencement of the school day and may have other appointments after school. The school has telephone and e-mail options as well for contact purposes and inquiries.

E Mail: admin@boyneislandss.eq.edu.au

You may also communicate with your teachers using e-mail. (check first with your child's teacher).

We have a **school website** with much information on it.

www.boyneislandss.eq.edu.au

Class letters, newsletters, and communication from the office/teacher or management by telephone or e-mail can also open our communication with you. Do we have your e-mail address for our records?

Complaints Management Processes

- **Minor concerns** should be addressed with the teacher in a calm, clear and courteous manner. You may arrange an appointment with the teacher or telephone them before/after school, through the administration.
- When complaints are not resolved, an appointment with the **Deputy Principal or Principal** may be necessary.
- **Serious allegations will be reported and be investigated.** It is often wise to discuss these with the principal. They may be investigated by the Principal, Departmental Officers, the police or/and Crime and Misconduct Commission (CMC).
- Complaints referred to our Central or District Office are generally referred back to the Principal of the school unless of a very serious nature or involving the Principal, in which case the above process may apply.
- Most complaints are handled at the school level and we attempt to resolve the issue as fairly and as best we can.
- All complaints about staff, students, procedures and policies are investigated as per EQ processes and policies.
- Feedback and suggestions for improvement are most welcome as part of our ongoing review and improvement cycle.
- **Unruly, abusive or threatening behaviour by any adult in the school may result in the person being prohibited from entering the school by the principal or Executive Director as per the Education Act and relevant policy or may involve the police.**

Crossing Supervisors

During the hours of 8:00 am - 9:00 am and 2:50 pm - 3:20 pm, a crossing supervisor will be on duty on the **Malpas Street** pedestrian crossing, employed by Qld Transport. Please ensure that your family use this crossing as good habits develop early. Please keep the *No Standing* zones clear at all times. Abusive or unsafe drivers are reported to police along with their registration numbers. Police act on this information. The safety of our children comes first.

General Crossing Rules:

- No bikes, skateboards, scooters, roller blades etc. are to be ridden on the crossing – **WALKING ONLY PERMITTED**.
- When approaching the school crossing, there is a white line painted on the path. Children and adults are to remain behind this line until the crossing supervisor has stepped out onto the road and has blown **two short whistles** to indicate to pedestrians to cross the road.
- If **one long whistle** is blown; the crossing supervisor is indicating that there is an emergency; and pedestrians are to leave the crossing quickly, without running.

Detention Of Students

- Education General Provisions Act 2006

A student at a Queensland State School may be detained for a period of not more than:-

- Twenty minutes during the midday recess
- Thirty minutes after the period allocated for the school day routine

Parents are notified of any after school detentions (prior to the day) and the students are supervised across the road by the supervising teacher.

Students may be detained for a variety of behaviour or attitudinal reasons including refusal to abide by our school's Dress Code, as per our Student Code Of Conduct and Enrolment Agreement.

Discipline & Behaviour

* Refer Responsible Behaviour Plan

Our school's values need to be respected by all school community members. We expect all children and adults to observe our school and class rules, display respect, responsibility and be considerate of the safety, health, feelings and property of others within our school environment. The school's Student Code of Conduct has been developed in consultation with the school community and endorsed by the P&C Association. *Refer B.I.S.S. Student Code of Conduct and Enrolment Agreement.*

When students continue to disrupt other students' learning or endanger the health or safety of any student or adult they may be removed from the class or school as per our Student Code of Conduct and within the directives of the Education General Provisions Act and Regulations 2006. This is a school-based decision in accordance with school and Education Queensland policies and processes. A serious situation or incident as designated through this policy may require a recommendation for Exclusion from the school. Parents are kept informed of any behaviour issues by the class teacher or management and we strive to work collaboratively with student and parents in modifying behaviour and/or attitudes.

Excursions and Camps

Periodically, students from the school are invited on planned, educational excursions to areas of interest as part of their learning experiences. These are generally to sites, performances or activities which are related to their studies as determined by the class teachers through approval processes. Whenever your child is taking part, you will be notified as to the location, time and any costs involved. Payments need to be made promptly. Larger costs may be paid off if requested *up to a week before the activity*. Please Note: There is no expectation placed on teachers to organise or conduct an excursion annually - teachers need to take into account the impact on their own personal lives, the need for any excursion in relation to the Learning Program they are conducting, associated risks (including general student behaviour) and costs.

Private Transport

If **private transport** is required for excursions, the driver has to produce their driver's licence, and current certificate of registration of vehicle being used to transport students to the office before transporting students. This is kept on record for future activities.

Emergency Evacuations, Lockdowns and Drills

Each term the whole school takes part in an organised evacuation. **All visitors, including parents, who are in the school grounds at the time of the evacuation, must take part.** Visitors need to sign in/out as part of the school routine for this purpose. All classrooms, administration areas and Tuckshop have the emergency evacuation procedure on display. A long, continuous siren signals an emergency evacuation (e.g., fire or bomb threat).

At times, a lock-down may be required where classes close doors and windows. Repeated short siren bursts signal a lock-down. This may occur, for instance, if a wild storm suddenly occurs or if an environmental factor arises.

Fundraising

Our P&C Association and the Student Council are the two fundraising bodies within the school.

Various fundraising activities are held throughout the year and are advised via the school fortnightly newsletter. Our Tuckshop and Uniform shop are the main fundraisers for your P&C Association.

All fundraising must be endorsed and supported by the P&C Association.

Hats –

Our sun safety policy endorsed by the Qld Cancer Foundation

NO HAT - NO PLAY

This school's uniform and sun safety policies state that any student without a **wide brimmed or bucket** hat must stay in an undercover play area. The school has a red uniform hat. **Caps are not part** of this school's uniform. This policy is endorsed through our P&C Association, our Sun-Safe School policy, Dress Code and Student Code of Conduct.

Health & Accidents

Illness

Refer also Medication Policy Appendix 3

If your child should meet with an accident of a serious nature, every effort will be made to contact a) the ambulance first, then b) the parent immediately after. Schools do not have insurance cover for students and parents need to be aware of the importance of **keeping contact details current** for school records. Some school personnel are trained First Aid Officers.

If a child becomes too ill to continue work in the classroom, she/he is sent to the sick bay where they remain under observation from office personnel. The situation is assessed immediately and parents or ambulance may be notified pending the seriousness of the situation. Generally we ask parents to collect the child. If the child feels well enough to return to class after a rest, we allow them to do so.

No paracetamol, panadol, aspirin or similar can be administered by staff in these situations. Only current prescribed medication can be issued with a medical form completed by the parent – refer Medication policy appendix 4.

Infectious Diseases

*** Based on the National Health and Medical Research Council Guidelines – recommended minimum exclusion periods**

If in doubt, discuss this issue with your doctor. The current diseases and exclusions are tabled below:

CONDITION	CHILD WITH INFECTION	PERSONS EXPOSED TO INFECTION
Chickenpox	Exclude for at least 5 days after the first appearance of the rash and the last blister has scabbed over (Some remaining scabs are not a reason for continued exclusion)	Exclude children with immune deficiencies (eg. leukaemia or on chemotherapy), otherwise not excluded
Conjunctivitis	Exclude until discharge from eyes has ceased.	Not excluded
Diarrhoea	Exclude until diarrhoea has ceased for 24hrs	Not excluded
Cold sores (Herpes)	Young children unable to comply with good hygiene practices should be excluded while sores are weeping (Sores should be covered with a dressing where possible.	Not excluded
School Sores (Impetigo)	Exclude until treatment has started. Sores on exposed skin should be covered	Not excluded
Measles	Exclude for at least four days after rash first appears. Immunised children not excluded. Excluded children or staff may return to the school if immunised with 72hrs of contact with the first infected person.	Non immunised children/staff should be excluded until 14 days after the first day the rash appears in the last infected person.
Rubella (German Measles)	Exclude for at least four days after rash first appears.	Not excluded. (Female staff of childbearing age should check their immunity to rubella with their GP).
Glandular Fever	Exclusion not necessary	Not excluded

Medication – administering of medication by school staff.

* Refer Appendix 1

All prescribed medication must be handed in to the office and a consent form must be completed and signed by parents to authorise office staff to administer. The medication must be provided in the original container with current prescription label stating dosage, prescribing doctor's name and student's name. The office will handle only medication prescribed by a medical practitioner. **Staff cannot and will not issue non-prescribed medication** except in a situation of suspected Asthma attack, where a puffer may be administered. A register of administering and dosage is kept on record. Puffers may be kept by the user for easy availability.

School Dental Services

This government dental service is run by the Health Department and the dental caravan unit visits approximately every 12 - 18 months. Students from Prep - Year 6 may be seen by this unit. Parents are advised when the unit will be at the school and of any dental work required and permission obtained before any treatment begins. Parents may choose for their child not to have this service. The School Dental Unit can be contacted at Gladstone South School Dental: 07 4972 9362 or Gladstone West School Dental: 07 4972 9364

Head Lice Refer to appendix 3 on head lice information and treatment.

Head lice are common in schools and all other public places. Treating these is a parental responsibility and the school appreciates parents notifying us of this issue. If we are notified of headlice, we will

- a) request treatment before returning the children to school.
- b) notify classes through email so that parents/carers can begin checking and treating their families at home before returning their children to school.

Homework ~ Please refer to the Enrolment Agreement.

Homework must be purposeful and relevant to student needs and should not jeopardize the right of families to enjoy a balanced lifestyle.

Level 1 - At the first level, the primary daily, on-going responsibility given to children outside school hours is to read. Reading is a very independent and personal task, and—if it is the right book and taught properly—a very pleasurable one.

Level 2 - At the second level, we offer access to 2 on-line programs that use principles of effective pedagogy such as being at the student level, offering feedback and of sufficient engagement or interest.

Level 3 – At the third level, we offer a selection of tasks that are purposeful and relevant to student needs. They are designed to foster positive attitudes about homework, feelings of personal competence and self-regulatory strategies

The quality of homework and the effort spent on it is a stronger correlate of academic achievement than time spent on homework. Parents need to communicate any homework issues with their child's teachers appropriately. For further information please refer to our Homework Policy which can be obtained from the office or viewed on the school's website.

Lost Property

All items of clothing, hats etc. are to be **clearly marked** with the student's name so that they may locate it. A laundry marker is the better option for marking articles. Lunch boxes/drink containers, bags etc. should also be clearly marked. The lost property box is located outside the administration building at the rear. Unclaimed lost property is donated to worthy causes each term. Lost property is not our responsibility.

Money Collection

From time to time, students will bring money to school for educational activities, fund-raising, photographs etc.

Please place the money in the sealed envelope provided and write the student's name, class, amount and purpose for which it is sent, on the front of the envelope. Receipting times for payments are published in our newsletter and we encourage parents to access the payment options at this time, including **EFTPOS** facilities (for payments only). Parents should pay directly themselves to reduce the risk of loss which is not our responsibility.

Refunds

Students who are unable to attend a prepaid school activity may apply for refund of these costs with an application made to the office **within 2 days of the event** as we have to pay for the activity from the collections received and numbers attending.

****Note: If the school has had to prepay charges for events based on the number of students attending (e.g., transport costs etc.) a refund may not be possible.**

Music ~ Instrumental

We have a **specialist music teacher** who takes all Years Prep - 6 for lessons each week in areas of singing, movement, listening etc.

An **Instrumental Music** program and band is also available 1-2 days per week with woodwind, percussion and brass (WBP) instruments from Year 4 upwards. As there is **a limit** to enrolment numbers, students who apply are selected for the program by the Instrumental Music Teachers. Students in Year 3 can apply for a Music Extension class as a precursor to the Instrumental Music program.

Some of the instruments may be available from the school on loan with a hire arrangement. Parents who hire these instruments will be levied \$150 per year. Damage caused by misuse of instrument will be charged to the hirer of the instrument.

Parents may choose to purchase instruments if their child is selected and allocated an instrument to learn by the music teacher. An expectation of being selected in this program is that students will progress to participating in band performances during extra curricula activities and both parents and students need to be aware of this commitment for transport purposes.

Newsletters Fortnightly

Our newsletter is circulated electronically each fortnight, on a Monday. The school newsletter is emailed out to all families at the school who have provided an e-mail address. This newsletter is important to us for communicating to parents and the wider community, our school information, coming events, achievements, community news and is our **official communication** for school information. It is also located on the School website for your convenience: www.boyneislandss.eq.edu.au

We are happy to advertise free for non-profit organisations where space allows. Please ensure information is handed to the office midweek. Information is preferred in electronic format through the Administration at admin@boyneislandss.eq.edu.au

Parents and Citizens Association {P & C}

Our P&C is formed within the provisions of the Education Act 2006. Our P&C Association holds its meetings on the **second Tuesday of each month**, beginning at 6:30pm in the staff room of the administration building, finishing apr 7:30pm. Parental attendance is encouraged and all are most welcome. Meeting reminder dates are advised in the fortnightly school newsletter.

The **Annual General Meeting** is held in February of each year where the executive office positions of President, Vice-President, Secretary and Treasurer are nominated and elected as well as Committees for other events are formed.

There are several sub-committees of our P&C including Tuckshop (Ladies Auxiliary) and volunteers running our uniform sales and ordering.

Our P&C is also an active member of the QCPCA – Queensland Council of Parents and Citizens Association, with some of our members actively participating at the regional and state levels over the past years.

Parent and Community Helpers

~ our valued
volunteers

Child Protection Working with Children (Blue Card)

Parents are encouraged to become **voluntary helpers** in many aspects of school life as partners in their child's education. There are many ways in which you may be able to assist the teacher with class activities. These include; hearing children read, supervising small groups working independently, helping on excursions etc. Please contact your child's teacher to see how you can help.

Volunteers may also actively participate on the P and C Association, or sub-committees, in the tuckshop, uniform sales, swimming lessons, Sports Team coaching, transporting etc.

Any help is always welcome. To cover you, in case of an accident whilst helping, **you must sign in and out** on the I-pad in the office. Volunteers are covered through P&C Association insurance only. Volunteers must use appropriate behaviour, and maintain confidentiality regarding their interactions with children, following the expectations of Education Queensland's **Code of Conduct for all employees (including volunteers)**, the **Child Protection Act and policies including a 'Working with Children' check if not, currently, a parent at the school.**

Visiting State Schools

Anyone visiting a state school (except staff and students) must report to the school's administration building when they arrive. This does not apply to parents picking up their child after school but does apply if they are visiting the school for another reason. The school will ask visitors to:

- sign in when you arrive
- wear an official visitor identification at all times
- sign out when you leave.

Any person found on school grounds without visitor identification will be referred to the school's administration building.

Religious Instruction

This program is run on a non-denominational basis and is taken by church personnel or lay persons on cooperative arrangements through our district schools as designated by Education Queensland policy *and the Education General Provisions Act*.

Participation is based on what is nominated on enrolment form or changed through advice in writing. Students are removed from class and supervised in the Resource centre by a staff member, whilst the religious instruction is provided by a certified volunteer. Students who don't participate remain with their class teacher and continue with class programs.

Chaplaincy and student welfare worker services

A state school community can engage a chaplain or student welfare worker to complement other support services in the school. Chaplaincy or student welfare services may offer students, staff and parents with social, emotional and spiritual support by providing an additional adult role model in the school, and enhancing engagement with the broader community.

Chaplaincy and student welfare worker services are inclusive of, and show respect for, all religious and non-religious beliefs and other stances represented in the school community. All activities and events provided are optional, non-discriminatory and equally available to students of all beliefs. Chaplaincy and student welfare services are provided at the discretion of the school principal, in consultation with the school community.

Resource Centre

The school library and resource centre serves as a lending and reference library and is available for use by students of all grades. Students are responsible for the items that they borrow and should have a **library bag** which is supplied through the student resource scheme. This rule has been made in an effort to assist children **in caring for books** that they have on loan. Library sessions are time-tabled into the school week.

If a book is lost or damaged, parents will be notified and a **fee** will be requested to go towards the cost of the book. *Parents may also access our well-stocked library.*

Safety in Schools and Child Protection

Our school is committed to providing a safe learning environment for students and staff. Under recent legislation, principals have been given legal powers to deal with parents and visitors who do not conduct themselves appropriately whilst on school premises.

Principals may direct a person to leave school premises and not return for 24 hours, to cease certain conduct and desist in that conduct for up to 30 days, only access the school according to the principal's instructions for up to 30 days. These powers are aimed at preventing or minimising abusive, disruptive, threatening or violent behaviour and may also involve police if of serious concern.

Any concerns raised regarding treatment of a child by another person or by the child themselves is required to be referred on to relevant authorities by the Principal upon being informed of these concerns, by law.

School Day and Times

School Times: (notifications of any change made through the newsletter)

- 8:50 am ~ School siren, for start.
- 10:00 am - Fruit Break
- 11:10 am – 11.50 am ~ Play break first, 11:35 am Eating.
- 1:20 pm - 1:50 pm ~ Afternoon Recess
- 3:00 pm ~ School Finishes

The principal, in consultation with staff and parent bodies may adjust the times for breaks to suit the situation within the above times.

During the period 11:35 am – 11:50 am students are seated to eat their lunches and are dismissed back to class when the eating area is tidied.

No official supervision occurs before school and students should not arrive too early (e.g., before 8:30 am). Students who do not demonstrate responsibility and abide by school rules during this time will be directed to remain seated until the bell time. **No play** on play-forts before school. Afterschool on the Prep playground only with adult supervision of your own children until 3:20pm.

House Teams

~ *House Teams* ~

Galloping Goannas

Pacey Possums

Wily Wombats

- **Blue**
- **Yellow**
- **Green**

* Students are placed in teams on enrolment to balance team numbers. Ability is not a consideration.

Swimming Lessons

All students are required to take part in sport including swimming unless there is a **medical reason** for not doing so. Parents are requested to advise the school if this is the case, preferably by dated letter. Our Physical Education specialist takes some of the lessons as well as class teachers.

The school accesses the Tannum Sands community pool. Transport is by bus. Year 1 – Year 6 participate in this program. This occurs in term 4. There is sometimes a small cost associated with swimming (part of the pre-payment option).

Swimming is part of the Physical Education curriculum and all students in Year 1 - Year 6 are *expected to participate unless there is a medical reason for not doing so*.

The class teacher should be notified in writing if this is the case.

Note: Refunds are not available as the cost is a contribution to transport for the whole season's program.

Our Physical Education specialist organises the swimming program along with assistance from class teachers and volunteer parents to help supervise. The program relies heavily on parents to help with this supervision.

Education Queensland's guidelines advise that no jewellery, including earrings, may be worn during swimming. Everyone is to wear a swimming cap and our sun-safety policy is followed.

Transport To & From School

Students who travel by car

Parking is available in Pittsbay Court, - a shared 10km/hr zone. {Please check parking times and restrictions for this street}. Stirling Park offer limited parking – please use the crossing and Crossing Supervisors.

'Delay by 5' is a road safety initiative in the area for collecting children.

Students who travel by bicycle/scooter or walk.

A substantial bikeway is provided by the council for use. Please ensure that your children know, understand and apply the rules of the road and bikeway and please model appropriate behaviour for these rules. Students should travel directly to and from school and home unless clear arrangements are made by their parents.

An area is set aside at the front of the school for bicycles to be left during the day and they must be placed in these racks. **The riding of bicycles or other forms of transport in the school ground is permitted at lunchtime only for Year 4 to 6 students with permission.** Helmets must be worn by law.

Transfers of Students (In / Out)

In Queensland, when a student transfers from one State School to another, a **transfer note** is to be requested from the school being left. It is then forwarded to the new school via e-mail. Student information is posted on to the new school once enrolment is confirmed and previous schools contacted to obtain any further relevant information. Electronic transfers are enacted and a student number remains with the student whilst enrolled in a state school.

An Enrolment Agreement is required to be sighted and signed by the parent of the child as part of the school's enrolment package. This Agreement includes abiding by the school's Student Code of Conduct, Dress Code and Homework Policy.

Tuckshop ~ A Ladies Auxiliary sub- committee of the P&C Association

A volunteer convenor is appointed by the P&C Association to manage the Tuckshop, which relies on volunteer helpers. If you could help for one or two hours per week this would be greatly appreciated.

The school Tuckshop operates **Friday** at first lunch break only. An updated price list is issued as required.

Prep to Grade 6

All orders must be placed via the QKR App prior to 7:30am Fridays.

Volunteer parents are always needed in the Tuckshop, so if you can assist, please see the Tuck-shop convenor. This is organised on a roster basis.

Remember that Tuckshop is a P and C Association fundraiser and relies on volunteer helpers – we greatly appreciate the help if you are able to spare a little of your time for the benefit of our children.

Uniform ~ Our school's Dress Code

As per the Education General Provisions Act 2006, our school has a *Dress Code* as endorsed through our P&C Association as part of our school's Enrolment Agreement.

As such, students are expected to wear the school uniform each day. As we live in an area where skin cancer is prevalent, the uniform hats must be worn in accordance with our dress code and sun-safety policy.

Uniforms are able to be ordered via the QKR App or at the office during school hours. Uniforms will be delivered to classes on Friday mornings.

Girls Uniform

- **Black** unisex shorts or skort
- **Red/black** polo-necked shirt with school motif

Boys Uniform

- **Black** unisex shorts
- **Red/black** polo-necked shirt with school motif

House Teams

Each family in the school is divided into House Teams for sport. A *Polo-necked shirt in house colour* can be worn for sporting events.

Goannas - Blue
Possums - Yellow
Wombats - Green

Winter: • **Red/black spray Jacket with school motif**

- **Black track pants**

Or a jumper that is red or black

Footwear

Covered appropriate footwear must be worn, preferably 'jogger' style shoes for practicality with play, PE and sporting activities. Note: Thongs, sandals, fashion shoes and loose fitting shoes are a hazard and do not protect the feet. There is a guideline to inform purchases.

- ***Footwear is a Health and Safety issue.***

Socks: Normal appropriate socks may be worn. Inappropriate wear includes long, coloured or designed socks.

Hats

The school has a wide-brimmed red hat with the school motif as its uniform hat. These are reversible and have the house colours on the inside. **Remember, NO HAT - NO PLAY. No caps** are accepted as part of our uniform and these are confiscated for collection after school or, if consistent, at the end of term.

Yr 6 students' shirt. As this is their final year, students purchase a Yr 6 shirt of a specific design and our school colours. The wearing of this shirt is a privilege and symbolises their roles as responsible leaders within our school. This has been endorsed through our P and C Association minutes.

**** Please plan for the wearing of uniforms in your child's final year as they often begin to grow out of them or wear them out – forward planning in year 6 may help as we expect all students to wear the uniform as per our Dress Code, the consequences are detailed in our Behaviour Plan and our P& C Association expectations.*

Wet Weather

Wet weather policy – During lunch break, Management, specialist teachers and teacher aides supervise the eating times only for the first twenty minutes. Classes then return to rooms/areas to be supervised by their class teachers for the remainder of the break.

In the event of a storm likely to occur on release time at 3:00 pm, management, in consultation with weather forecasts, may release students earlier, into the custody of parents to avoid the storm or signal a lock-down safety procedure and withhold students until parents collect them should their safety be of concern. Parents may collect students earlier from their classrooms if they have concerns regarding the weather.

Use of School Facilities by groups and private persons

Parents and community groups may have access to the school facilities after hours through the Principal's discretion. Booking forms are available at the office. A **Public Liability insurance policy** must be sighted for organisations wishing to use the facilities as the school/Education Queensland do not accept responsibility for injuries/damages. A request and appointment needs to be made through the principal. *Note: People found on school property without authorisation from the principal may be questioned and charged by police for trespassing.*

Playgrounds

The transition between home and school is one we like to make as seamless as possible. Sometimes difficulties arise that determine we should be clear in expectations. For example, we have asked that students do not use the playgrounds or play ball games in the afternoon.

Dogs on School Grounds

- Dogs are not to be in the school grounds during class times. (Exemptions when teacher informed and dogs are used for a curriculum purpose Eg show and tell, care of pets unit)
- For student drop-offs or collections, dogs should be on a lead and under the effective control of an adult. Entry areas to classrooms should be kept clear. Dogs should not be left alone at the entry points to the school.

Medication – Administering by school staff EQ Policy

Expectations of Parents

Self Administration of Medication

Procedure for Medication Requests

These guidelines apply to medication prescribed by a medical practitioner, and which is considered essential to be administered at school for a student to achieve optimum health and to participate fully in school life.

Medication is likely to be associated with a health condition such as epilepsy, diabetes, asthma, anaphylaxis, cystic fibrosis, Attention Deficit Hyperactivity Disorder (ADHD), but may include other conditions diagnosed by a medical practitioner.

School staff must not administer over-the-counter medication, including analgesics, homeopathic or prescribed medications, unless they meet the accountability of a written request from a parent/caregiver, accompanied by written advice from a medical practitioner, and with the medication in the original labelled container. The exception is the reliever puffer, such as Ventolin, that is included for the emergency treatment of asthma under the guidelines. The containers for these are often blue.

It is reasonable to expect parents/caregivers to undertake the following in relation to the administration of medication and/or management of health conditions.

- Request the school in writing to administer prescribed medication or to assist in the management of a health condition.
- Notify the 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
- Ensure the medication is not out of date and has an original pharmacy label with the students name, dosage and time to be taken.
- Advise the school in writing when a change of dosage is required. This instruction is to be accompanied by a letter from a medical practitioner.
- Advise and collect the medication when it is no longer required at school

Contemporary management of chronic health conditions encourages students to administer their own medication, to recognise the signs and symptoms of their condition and to participate in the full range of activities offered by the school.

In schools, self-administration may apply to students who are assessed by their medical practitioner and parents/caregivers and approved by the principal as capable of administering their own medication while participating in school activities.

- self-administration of medication may include:
- monitoring blood sugar levels and the injection of insulin for diabetes;
- inhaling medication such as "Ventolin" for asthma;
- orally administering anti-convulsant medication for epilepsy; and
- orally administering enzyme replacements for cystic fibrosis.

Students approved to carry their own medication should demonstrate practices of secure storage of medication that may be potentially harmful to other students and safe disposal of injecting equipment.

- The parent/caregiver provides a written request, with guidelines and procedures from the medical practitioner, for the student to be responsible for administering their own medication.
- The principal determines if the student is capable of assuming this responsibility.
- The student and the school agree on where medication is stored and where and how it is administered.

Teachers can assist students to manage their health condition by incorporating their medication needs in the routine management of the class and school.

Privacy Statement ~ Enrolment

The Department of Education is collecting the information on this form for the purpose of school enrolment and student management. Personal information collected by the Department is protected by the Queensland Government's Information Standard 42 – *Information Privacy*.

However, in accordance with Information Sharing Protocols and Memoranda of Understanding, some of this information may be passed on to government agencies. Some of these state government agencies include Queensland Health, Queensland Transport, Queensland Police Service and Department of Families. The commonwealth government, through Centrelink, may require information for matching purposes in relation to the payment of study assistance benefits to some students.

Personal information on the enrolment form can be disclosed to other third parties, without the individual's consent, where authorised or required by law.

Attendance, Achievement, Behaviour

While students are enrolled in and attend state schools, school staff will collect personal information about their academic performance, attendance and behaviour for the purpose of monitoring their educational progress and providing educational programs to suit the needs of the student.

Year 11 and 12 student details and academic profiles will be passed on to the Queensland Studies Authority for the purpose of processing Senior Certificates and Tertiary Entrance Statements. Year 3, 5 and 7 student names are passed on to the Queensland Studies Authority for the purpose of issuing individual reports in relation to the assessment of numeracy and literacy skills of students.

* This personal information can be disclosed to other third parties without the individual's consent where authorised or required by law.

Well-being, Protection & Safety

During a student's attendance, the Department of Education may also collect personal information that relates to the well-being, protection and safety of the student. This personal information may be passed on to agencies such as Queensland Health, Queensland Police Service and Department of Families in accordance with Education Queensland's Student Protection Policy and other policies relating to student behaviour.

This personal information can be disclosed to other third parties without the individual's consent where authorised or required by law.

Children in the Care of the State – Data Matching

The Department of Education and Department of Families conduct a data-matching program to improve school achievement outcomes for children and young people in care.

The data-matching program involves a comparison, through a unique identifier, of certain personal information of children and young people in care and those children of similar age in the general school student population, including those who have specific needs. This personal information may include:

- achievement levels;
- retention rates;
- age;
- school year levels;
- school disciplinary absences; and
- student movement between schools.

You may obtain further information about the Queensland Government's privacy regime contained in Information Standard 42 – *Information Privacy* at <http://www.iie.qld.gov.au/informationstandards>

* If you have any questions about privacy or access to information, you may contact Education Queensland's Privacy Contact Officer on 3237 0546.

In Conclusion

We are proud of our school and encourage a worthwhile partnership with you in the education and development of your children.

Our school develops and reviews policies based on;

- Government Legislation and various Acts including
- the Education Act and other relevant acts such as child protection, workplace safety etc., that impact on schools and students;
- Education Queensland policies that are formed and based on relevant Acts of parliament;
- The general needs of the school community as expressed through appropriate forums such as our P&C Association, feedback from discussions, scans and surveys of our school.

We work on a continuous cycle of monitoring; reviewing and planning for improvement, setting goals and targets within this cycle responsively, in meeting the needs of our students as best we are able, together as a school community of students, parents, wider community and school personnel.

We need our parents and our community to work with us, as partners in the education of our children to develop pathways towards their future and build their individual success in a supportive and caring school environment.

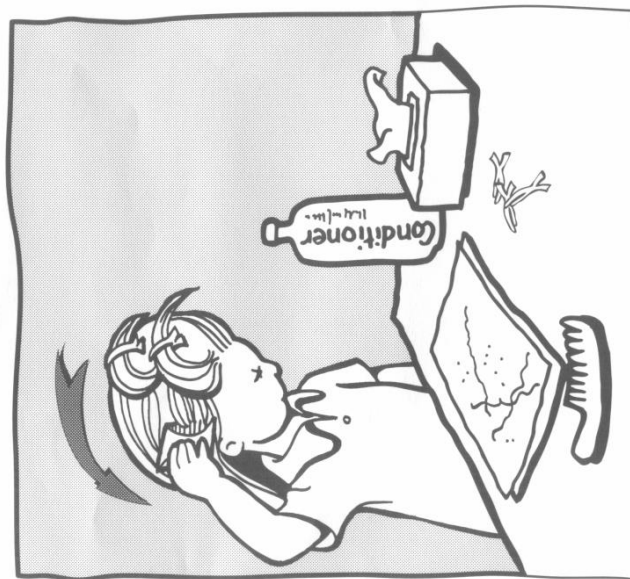
Please refer to the following school documents that accompany our enrolment package in hard copy.

- Our Enrolment Agreement including our school's
- Student Code Of Conduct
- Dress Code
- Homework Policy and guidelines.

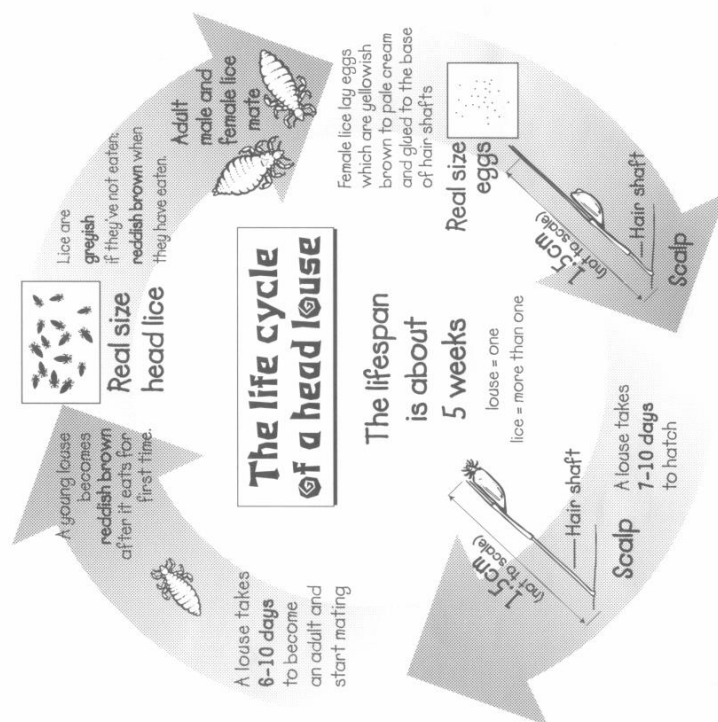
We look forward to working with you within this partnership.

Conditioner and combing : a technique for the detection and/or treatment of head lice

- Conditioner and combing is the **most effective** way of finding head lice.
 - Conditioner and combing is also an effective way of treating head lice, particularly mild conditions.
 - The conditioner stuns the lice for some minutes so they can be easily removed.
 - Conditioner and combing is cheap. It also avoids the use of head lice chemicals (insecticides).
 - Conditioner and combing is easy for older children to learn to do for themselves.
 - Using conditioner and combing every two days between chemical treatments removes young lice as they hatch from the eggs. No insecticide will kill the eggs.
- For conditioner and combing you will need:**
- white hair conditioner
 - an ordinary comb
 - a fine tooth comb
 - hair clips
 - white tissues or material
 - good light
 - a magnifying glass
 - a mirror if combing yourself
 - a plastic container
 - an old toothbrush, safety pin or dental floss



Head lice: the facts



Some facts about head lice:

- Head lice are tiny insects. They do not have wings, so they **cannot fly**. Head lice have strong claws and swing from hair to hair – they **cannot jump**.
- Head lice can only survive on **human heads**. They live on the hair and suck blood from the scalp. Head lice must feed every six hours or they will die from dehydration.
- Head lice can only be spread from one person to another by direct head-to-head contact.
- The female louse lays five to 12 eggs per day (up to 300 in her life time). Eggs remain strongly glued to the hair, even after hatching. Eggs are sometimes called nits.
- Live eggs need the warmth and moisture of the scalp to hatch and will be found up to 1.5cm from the scalp.
- Eggs that are further than 1.5cm from the scalp are either dead or hatched and do not require further treatment.
- At any one time, it is possible to have adult head lice, young lice and eggs.
- Anyone can get head lice – they have no preferences for cleanliness, hair colour, hair type, ethnicity or age.
- Only the insects (adults and young lice) can move from one head to another. Eggs cannot spread.
- Dandruff and hair particles can be mistaken for eggs.
- Head lice are a nuisance but they do **not** cause disease or illness.