Boondall State School
An Independent Public School
Dear Parents/Caregivers

Welcome all students and parents to the new school year.

This School Handbook outlines the school’s policies and procedures and can be used as a ready reference when questions arise concerning the operations of the school.

Boondall State School is a proud Independent Public School (IPS) which allows us the flexibility to innovate within our context to improve student outcomes whilst still remaining part of the state schooling system.

At Boondall State School our motto, Success by Work, underpins everything we do – from the classroom to the sporting fields to playing musical instruments. Our enthusiastic and caring teachers and support staff guide our students to grow academically, socially and emotionally and experience success in all that they encounter.

With a focus on gaining literacy and numeracy skills, our teachers develop programs which engage our students. Differentiation strategies are firmly embedded in our classrooms ensuring we support and cater for each child’s individual needs.

Our specialist teachers - Physical Education (PE), Music, Library and German, have developed unique programs for our students. Our PE program includes a comprehensive swimming program with lessons taken in our school pool. Our magnificent ovals provide an excellent environment for games and sport. Our German program commences in Year 3 and includes our students’ participation in the International competition - “Language Perfect World Championship”. Our classroom music program is complemented by an Instrumental Music Program and our library specialist works closely with classroom teachers to enhance their literacy programs.

The school prides itself on its commitment to fostering a culture of cooperation and acceptance where students learn about and appreciate diverse beliefs and influences. It is the centre of an active and supportive community who are proud of the school's diversity and inclusive culture. Many of our student’s parents attended Boondall State School which is testimony to this pride.

We all look forward to meeting you at the various school events throughout the year and working with you to ensure that your child achieves the best possible learning outcomes from their primary schooling. For further information about your child’s enrolment at Boondall State School, please do not hesitate to contact the school.

We wish you a happy association with us at Boondall State School.

Kim McNamara
(Principal)
TERM DATES

A full school calendar is available at the following links:
https://boondallss.eq.edu.au

SCHOOL HOURS OF OPERATION

Office Hours  8.00am to 3.00pm
Student arrival time  8.00am – 8.15am

Students arriving prior to 8.00am should attend the Jabiru before and after school care facility located on site.

BELL TIMES

8.15 am  Prior to doors opening at 8.15am parents and children must wait at the Undercover Area (where the Tuckshop is situated) until the first bell sounds. This is school policy designed for the protection of everyone. Once the bell has rung parents then bring their children to their classroom. It is expected that parents (or an older sibling) personally deliver children to the classroom, especially in the first term.

8.30 am  Morning session: The school day officially starts at 8.30am. This is the time for parents to leave the classroom. This may be extremely difficult at first (for both and your child!) but it is very important for their emotional independence to say goodbye at this time and to know that this will be the case each morning. Punctuality is of great importance in the daily functioning of a Prep student as it helps them to be organised and settled for the day. The roll is marked at 8.30am. Late arrivals need to get a late slip at the office before proceeding to the classroom.

10.30 am  Lunch: First break commences with a 15 minute eating time. This is the main lunch break.

10.45 am  Play: Students will be dismissed from eating areas and play time commences.

11.15 am  Middle session: Second session commences.

12.45 pm  Play: Second break commences with a 15 minute play time.

1.00 pm  Lunch: Play time ceases and second eating time begins.

1.15 pm  Afternoon session: Third session commences.

2.30 pm  School day ends. Parents are to wait in the undercover area until the bell rings, then proceed to the classrooms for pick up. It can be very distracting and disruptive for the children if they can see their parents outside the classroom, especially in the first term of the year.

Dismissal time

- Children will be allowed to leave when their parent (or older sibling) has arrived to collect them
• Any children going to Jabiru (After School Care) will be collected from the classroom by Jabiru staff. If there is someone other than a parent collecting your child, please notify their teacher prior to pick up time.

• Children will not be allowed to meet parents anywhere else (other than the classroom) until Term 2. This is for children’s safety and wellbeing as the school grounds can be a very busy and confusing place after school. After the end of Term 1, parents can arrange to meet their child at a designated area to suit them.

At no time, are any children allowed to play in the playgrounds, before or after school even if accompanied by an adult. Again, this is to ensure everyone’s safety.

Students should have left the school grounds by 2.45pm unless involved in organised activity/sport practice or attending Jabiru. **Any student not collected by 2.45pm should report to the Office.** Administration staff will attempt to contact parents and/or emergency contacts. Police may be notified if parents and/or emergency contact are not contactable.

**ATTENDANCE – EVERY DAY COUNTS**

**Absences**
All student absences must be communicated to the admin staff either by:
- telephoning the absence line on 3623 8399 (available 24 hours), or
- emailing admin@boondalss.eq.edu.au

If the reason for non-attendance is not known to the Admin staff, the absence is recorded as unexplained. Unexplained absences are brought to the attention of the Principal/Deputy Principal for investigation and are also recorded on Student Report Cards.

**Late arrival**
Students arriving at school after 8.30am must report to the office to collect a Late Slip before proceeding to classroom. Continual lateness will be brought to the attention of the Principal/Deputy Principal for investigation.

**Early departure**
If a child is leaving early parents must collect an Early Departure Slip from the office before collecting their child from the classroom.

**Leaving grounds**
Children will not be allowed to leave the grounds to buy lunch outside the school. If children are required to depart during school hours for medical and dental appointments or for other reasons, requests from the parents should be in person or by letter. When collecting students early, parents are asked to report to the office, and obtain an early departure slip.

**MEDICATION**

Parents must notify the school, in writing, of any health conditions requiring medication at school or during school-based activities including camps and excursions.

**Short term medication**
- A letter is required from the parent/s authorizing administration of short term prescription medication e.g Antibiotics. Medication cannot be given at school without this letter of authorization.
Prescribed medication must be in original box/container with attached prescription pharmacy label and includes student name, dose, time to be taken, and any relevant instructions e.g. whether medication is to be taken with food.

Long term medical condition
- a Request to Administer Medication at School permission form, completed and signed by the parent and the prescribing health practitioner, if the student has a chronic (long term) medical condition and requires routine or emergency medications.
- advice to school in writing and collection of medication when it is no longer required at school. The written information must contain the original box/container with attached prescription pharmacy label and includes student name, dose, time to be taken, and any relevant instructions e.g. whether medication is to be taken with food. If a change of dosage is required the school must receive written confirmation of the change from your doctor or specialist.

Asthma and Anaphylaxis
Parents must:
- provide an Action Plan for Anaphylaxis or Asthma completed by the student’s medical practitioner when medication is prescribed to manage emergency health conditions/situations for these health conditions.
- ensure the medication supply has not expired and is adequate for the agreed time period, and replenished as required (school may notify). “Request to administer medication” form has been completed and lodged at office.
- Children may keep asthma sprays with them provided the teacher has a written request from parents. This information should be provided via the office so an official record is kept.

The school is required by Education Queensland to keep a record of all occasions when medication is administered at the school. This record must include copies of the necessary letters from parents and medical practitioners.

Anaphylaxis
It is important that the school is aware of all students with potentially life threatening allergies, for example peanuts, tree nuts, fish, shellfish, egg, cow’s milk, sesame, soy, insect stings and certain medications. All students with known severe allergic reactions will have their photographs displayed in the school health room and will have an Emergency Action Plan for Anaphylaxis. This Action Plan must be signed by a medical practitioner and include information on signs and symptoms and the planned responses to an individual student’s severe allergic reactions. If the action plan indicates the use of an adrenaline auto injector (EpiPen), staff are trained and able to administer the EpiPen should the need arise. The school has a policy for handling risk management of students who have been diagnosed with anaphylaxis.

Request of individual class teachers to administer medication at school should not be made outside these guidelines. Students are not to self-administer medication outside these guidelines.

The tuckshop is opened on Mondays to Fridays for a wide range of food lines. Our tuckshop menu meets the “Smart Choices” healthy food guidelines. It operates during both the first and second meal breaks by a bag system. A flyer explaining the system used for ordering lunches and listing
current food lines and prices will be issued early in the year. Monday to Thursday have a menu to order from and on Friday a pre-order system for one type of food is available. Current tuckshop menus are available from our website http://boondallss.eq.edu.au/tuckshop.htm

Parents who wish to help in the tuckshop are always welcome.

HOUSE SYSTEM

Boondall School has house teams for sports and general competitions. Once enrolled, your child is placed in one of our four houses.

Cuthbert - Purple    Perkins – Red    Elliott - Blue    Fraser - Green

Groupings may vary slightly depending on numbers in each house. Children are encouraged to wear Polo shirts and hats in their house colours on sports days.

UNIFORMS

Boondall State School is a "Uniform School" and the wearing of our school uniform is policy endorsed by the Parents and Citizens Association. No variations are accepted.

All uniforms are available from the Boondall State School Uniform Shop, which is operated by the Uniform Shop Convenor and volunteer members of our Parents and Citizens’ Association.

Uniform Shop Opening Hours: Tuesday 8.00am to 8.40am

Hats policy

Prep students wear a yellow bucket hat. Children who do not have this requirement will not be permitted to play at recess times or during outdoor activities. The school promotes a NO HAT NO PLAY policy.

Girls Uniform

- Navy skort or shorts
- Navy and gold polo shirt (untucked)
- Navy and white check dress

Boys Uniform

- Navy shorts
- Navy and gold polo shirt (untucked) or Blue and white check shirt

Unisex

- Navy and gold polo shirt
- Sports house shirt (Red, Purple, Green and Blue)
- Jacket (zip up front)
- Navy wide-brimmed hat (Years 1 -7) Yellow hat for Prep students

These items are not available from Uniform Shop

- Navy socks
- Navy track pants
- Hair ties (long hair must be tied back)
- Black shoes

Parents who cannot provide a school uniform for their child should make an appointment to see the Principal / Deputy Principal.
*Please ensure that all articles of clothing are clearly named

Unacceptable items of wear/personal items
The following items are deemed not acceptable at Boondall State School:

- Items of clothing of different colours or styles not mentioned in the school uniform policy
- Caps, beanies, bandanas
- Jewellery (other than sleepers/studs) in ear lobe only or watches
- Sleepers/studs must be removed for swimming lessons and swimming carnivals
- Tattoos
- Two piece swimming togs
- Shirts, underwear or other forms of under clothing which are not completely covered by the school uniform
- Mobile phones
- Electronic games
- Music players
- Nail polish, temporary tattoos or other forms of make-up
- Coloured shoes (only black are allowed)

Important Note
- School uniform must be worn correctly
- Neat, clean appropriate attire must be worn at all times
- Fully enclosed footwear must be worn at all times including travelling to and from school
- Caps may only be worn under cricket, softball and bicycle helmets for personal hygiene
- Sports shirts only to be worn on Fridays

The school administration reserves the right to withdraw students from school representation and excursions if full school uniform is not worn.
In implementing the Australian and Queensland curriculums outlined below, Boondall State School aims to:

• provide students with the required curriculum
• assess, monitor and capture student achievement
• set high expectations for each student and respond to current levels of achievement and differing rates of learning

We keep parents informed on student progress through parent-teacher interviews and end of semester report cards.

**ENGLISH**

By the end of the Prep year, students read short, predictable texts with familiar vocabulary and supportive images, drawing on their developing knowledge of concepts about print and sound and letters. They identify the letters of the English alphabet and use the sounds represented by most letters. They listen for rhyme, letter patterns and sounds in words.

In informal group and whole class settings, students communicate clearly. They retell events and experiences with peers and known adults. They identify and use rhyme, letter patterns and sounds in words. When writing, students use familiar words and phrases and images to convey ideas. Their writing shows evidence of sound and letter knowledge, beginning writing behaviours and experimentation with capital letters and full stops. Students correctly form known upper- and lower-case letters.

**MATHS**

By the end of the Prep year, students make connections between number names, numerals and quantities up to 10. They compare objects using mass, length and capacity. Students connect events and the days of the week. They explain the order and duration of events. They use appropriate language to describe location. Students count to and from 20 and order small collections. They group objects based on common characteristics and sort shapes and objects. Students answer simple questions to collect information.

**SCIENCE**

By the end of the Prep year, students describe the properties and behaviour of familiar objects. They suggest how the environment affects them and other living things. Students share observations of familiar objects and events.

**HISTORY**

By the end of the Prep year, students identify similarities and differences between families. They recognise how important family events are commemorated.

Students sequence familiar events in order. They pose questions about their past. Students relate a story about their past using a range of texts.

**GEOGRAPHY**

By the end of Prep Year, students describe the features of familiar places and recognise why some places are special to people. They recognise that places can be represented on maps and a globe and why places are important to people.

Students observe the familiar features of places and represent these features and their location on pictorial maps and models. Students reflect on their learning to suggest ways they can care for a familiar place.
To assist your child with a smooth transition into Prep, talking about and practising the following skills in an engaging and exciting way would be helpful.

### Social Skills
- Making eye contact when speaking or being spoken to
- Listening and following through with instructions and directions
- Greetings - saying hello, goodbye, good morning etc
- Manners - please, thank you and not interrupting whilst others are speaking
- Willingness to have a go at something and to try again if unsuccessful.

### Physical Skills (Fine/Gross Motor)
- Balancing or hopping on one foot
- Playing on park equipment (climbing, running and swinging) to build muscles and co-ordination
- Finger movements ready for writing e.g. playing with sponges in the bath, pegs on the line, colouring in, cutting with scissors etc.

### Organisational Skills
- Putting shoes and socks on
- Opening lunch items - popper, packets, lunch boxes etc
- Packing and unpacking school bag
- Recognising own belongings and taking responsibility for them
- Packing away after themselves and keeping their room clean and tidy.

### Cognitive Skills
- Recognise some colours
- Recognise first name when written
- Attempt to write name (lower case - Paul not PAUL)
- Recognise numerals to 10
- Counting to 20
- Counting objects
- Recognising shapes - circle, triangle, rectangle, square
- Ability to recite common nursery rhymes
- Listening to stories and being able to recall important events/something of interest in stories
- Positional language (on, over, up, in, beside, under etc)
- Compare objects (smaller, bigger, longer, shorter)

The associated skills and attitudes are best practised in everyday activities and circumstances. For example reading numbers on letterboxes, asking your child to get 4 forks for the table or when grocery shopping, getting 6 onions, 3 apples etc. Also constructing home obstacle courses using house hold items and talking with your child about how to manoeuvre around them e.g. under the table, around the washing basket, over the wood, 3 hops to the wall.

Students are taught the *Beginner's Alphabet (QBeginners)* handwriting style, a sloped print script. Students are then progressively introduced to the *Queensland modern cursive (QCursive)* handwriting style - a sloped cursive script.
Parents can download this font from the link

https://learningplace.eq.edu.au/cx/resources/file/6ec3c227-4ee7-9d60-91cc-1eb43021a9d4/3/index.html

Parent Involvement

At Boondall State School, we believe that a positive link between home and school is essential. Parents and other family members are welcome to show support and become involved in aspects of school life.

These include:

- helping in the classroom
- attending P & C meetings every 3rd Monday of the month
- attending excursions
- assisting with swimming lessons
- fundraising activities
- assisting in the tuckshop
- donating resources from around the home e.g. boxes, cardboard tubes, material etc.

Visitors to the School

Education Queensland’s visitor and volunteer policy requires all visitors and volunteers to the school to sign in at the school office and collect a visitor’s sticker. Tuckshop helpers are able to sign in at the tuckshop and swimming helpers can sign in at the pool.

Communication

All notes are sent home via the children’s Home Folder and school newsletters will be sent via email. Please return all notes and payments in this folder. This folder needs to be returned to school every day. A school newsletter is emailed home every second Tuesday. Please collect hard copy from office if you require one, or download a copy from the school website. The school website, www.boondallss.eq.edu.au is a valuable source of information about our school.

If you need to meet with your child’s teacher to discuss a concern, please make an appointment to allow the teacher time to gather relevant information. Throughout the year each family is given the opportunity to have interviews. Please ring or email the school at any time if you have any concerns or queries.

Lunches

Fruit and Vegie Break: Every day at Prep the children stop for a short fruit and vegie break during the morning session. The idea is to promote healthy food choices. Please send in only fresh fruit or vegetables in a named container or snap lock bag for the children to eat for this break. It is only a short break so they will only have time to eat a small piece of fruit.

First and Second Break: Children need a lunch box with enough food for the day. We recommend the use of insulated lunch boxes. Although it is not strictly enforced, we ask that as much as possible, parents provide children
with items from the list of green and orange foods and keep red foods to a minimum. For more information about healthy school lunches, please visit


Containers that children can open without help are appreciated. Tin cans are potentially dangerous so they are not allowed at school. If utensils are required please send them with your child. The children will need a water bottle each day at Prep. **Please ensure all items are clearly labelled.**

**Specialist Lessons**

Each student will participate in weekly specialist lessons, receiving instruction from specialist teachers in Music, Physical Education, LOTE and Library. The aim of these lessons is to encourage a healthy mind and body as well as enthusiasm and progressive skill development in these particular areas.

Physical Education involves a range of athletic and sporting activities including swimming in Term Four. Important attributes like successful team work are also modelled and encouraged. Both athletic and swimming carnivals are held annually.

The Music program nurtures all fundamental elements of music and music appreciation. There are opportunities throughout the year for performance experiences. Students engage in activities that incorporate melody, rhythm, and harmony while learning valuable listening skills and participating in instrumental work.

Each student will attend the school library on a fortnightly basis for borrowing and literacy activities. Each student will need a drawstring library bag with their name clearly marked on it to carry their library books. Students will not be permitted to borrow books from the library without this bag. Students will learn the responsibility of caring for and returning their library books on time as well as enjoying all that the library has to offer. Students will not be permitted to borrow library books until previously borrowed books are returned.

**Out of School Hours Care - JABIRU**

Jabiru Community Youth and Children’s Services operate a before and after school care facility on school grounds from 6.00am to 8.15am and from 2.30pm to 6.00pm. They can be contacted on 3265 4279 or Bracken Ridge Jabiru – Head Office 3269 0044 (9.00am – 4.00pm)

**ORIENTATION MORNINGS**

Two Immersion Mornings are planned for 2016 Prep students and are specifically designed to give both you and your future “Preppie” a glimpse of what school has in store for them next year.

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<thead>
<tr>
<th>Who:</th>
<th>2016 enrolled Prep students and their parents</th>
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<tr>
<td>When:</td>
<td>Wednesday 14 October 9.00 am to 10.00 am</td>
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<tr>
<td></td>
<td>Tuesday 24 November 9.00 am to 10.00 am</td>
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<tr>
<td>What to bring:</td>
<td>Morning tea for you and your child.</td>
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<tr>
<td>Meet:</td>
<td>8.45 am Prep precinct outside classroom</td>
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Invitations will be sent via email closer to the date. If you have not provided your email details to the office, please do so as soon as possible.