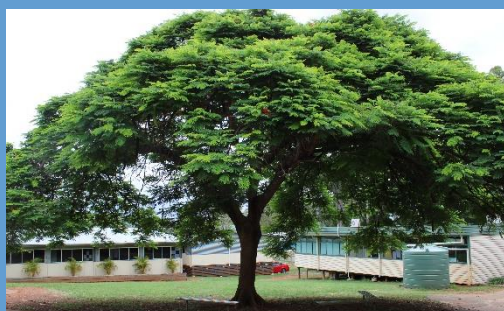


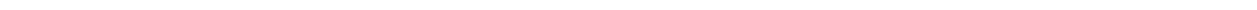


Boondall State School

An Independent Public School



Parent
Handbook



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ENROLMENT

ENROLMENT PROCEDURES

Proof of date of birth (original birth certificate) must be sighted for all new enrolments including students from interstate or from non-Queensland state schools. Passports and visa details for overseas students must also be provided.

Catchment Area. It is a department requirement that evidence of the student's principle place of residence is within the Boondall State School catchment area. Current proof of residency at the address indicated can be provided by way of *one of each* of the following:

- One primary source – a current lease agreement, or rates notice, or unconditional sale agreement, **and**
- One secondary source- a utility bill (e.g. electricity, gas) showing this same address and parent's/legal guardian's name

An enrolment package will need to be completed. The package includes:

- Application for Student Enrolment form
- State School Consent form
- Boondall State School Enrolment Agreement form
- Network Usage and Access agreement

All enrolments will require an interview with the Principal or Deputy Principal prior to commencement.

PREPARATORY YEAR (Prep)

Details of our Prep program can be found in our Prep Handbook (available on our school website).

BIRTH DATE:	Eligible for Prep Year in:	Eligible for Year 1 in:
Child born 1 July 2014 to 30 June 2015	2020	2021
Child born 1 July 2015 to 30 June 2016	2021	2022
Child born 1 July 2016 to 30 June 2017	2022	2023

More information on Preparatory Year can be found on the following websites:

<http://education.qld.gov.au/etrf/prep.html>

<http://education.qld.gov.au/etrf/faq-prep.html>.

Prep is a compulsory year of schooling. Enrolments will be taken through the school enrolment office.

BOOKLISTS

Booklists are available for each year level. Parents may purchase the items on the list as a pre-ordered book package which will be delivered to the school for collection. Alternatively you may purchase the individual items from other retail outlets. The school offers a book list ordering service via a local service provider. Every effort is made to keep the materials to a minimum and when we compile the lists with local suppliers, we look for quality within a budget. If parents are purchasing items themselves, please note the size and descriptions in the booklist carefully.

Class teachers may ask parents to purchase one or two additional items or books early in the year if required, for individual classes.

Some items on the booklist are available through the uniform shop (e.g. library bag, handwriting textbooks, chairbags and homework folder).

Booklists are available on our website.

RESOURCE SCHEME

A School Voluntary Scheme as endorsed by the P&C Association is payable yearly which provides financial contribution towards the cost of:

- Consumables used by students where the core curriculum is extended through provision of practical learning experiences and materials (eg art and craft supplies and cooking materials)
- Reproduced class workbooks and worksheets and teacher-prepared material which complement and/or substitute for textbooks (in lieu of Maths/English Text Books)

The current levy is \$50 per student. A letter is sent to all families in Term 1 each year.

FAMILY INFORMATION

ACCESS/CUSTODY

Sometimes we may have to act on parental access information which is held in our confidential school files. It is vital that this information remains current and is supported by appropriate documentation. If a change occurs regarding the parenting/caring arrangements of your child/children, please report this to the office in person immediately. It is imperative that all our information is current. Original documentation is required to be presented. We will photocopy the document and return it to you immediately.

It is essential that the principal, administration staff and class teachers are informed when changes associated with parental access issues arise so that appropriate action can be taken by the school where necessary.

FAMILY CONTACT DETAILS

For the care and protection of your children, current information on the following is essential for school records:

- changes of name
- home address
- parents' places of employment
- home and work telephone numbers
- emergency contacts (name and phone number)
- changes in serious medical conditions
- alteration to custody arrangements
- Access orders must be sighted by the school. Copies to be retained on file.

For changes to these details, please register on the QParents website or contact the school office.

QPARENTS

The QParents web and mobile application provides a more convenient, easier way for parents and legal guardians of Queensland state school students to interact with their child's 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 their child's 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
- Academic report cards
- Viewing unpaid invoice details, payment history, and making payments online
- Viewing and updating personal student details, including medical conditions and address
- Enrolment details

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

More information about QParents can be found at <https://qparents.qld.edu.au/#/about>

PRIVACY STATEMENT

ENROLMENT

The Department of Education, Training and Employment (DETE) 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 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 3 and 5 student names are passed on to the Queensland and Assessment Authority (QCAA) 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.

WELLBEING, PROTECTION AND SAFETY

During a student's attendance, DETE may also collect personal information that relates to the wellbeing, 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.

PERMISSIONS

Parents/Caregivers and children have to sign certain permissions. The permissions are all explained on the enrolment forms and can be withdrawn in writing.

PERSONAL ACCIDENT INSURANCE

Physical activity and physical education, particularly contact sports, carry inherent risks of injury. Parents are advised that the Department of Education and Employment **does not** have Personal Accident Insurance cover for students.

Education Queensland has public liability cover for all approved school activities and provides compensation for students injured at school only when the Department is negligent. If this is not the case, then all costs associated with the injury are the responsibility of the parent or caregiver. It is a personal decision for parents as to the type and level of private insurance they arrange to cover students for any accidental injury that may occur.

SCHOOL LIFE

QUEENSLAND SCHOOL TERM DATES are available from the following websites.

<https://boondallss.eq.edu.au>

http://education.qld.gov.au/public_media/calendar/holidays.html

SCHOOL OFFICE HOURS OF OPERATION

School Hours 8.00am to 3.00pm

Arrival Time 8.15am Pick time 2.30pm to 2.40pm

Students and/or parents are to wait in the Undercover Area. Students arriving prior to 8.15am should attend the YMCA *before and after school care* facility located on site.

DAILY SCHOOL SCHEDULE AND BELL TIMES

8.15 am Students may arrive at school after 8.15am. No students to be at school before 8.15am (with the exception of Outside School Hours Care – PCYC). Supervision will be in place in the covered area from **8.15am** up until the bell at 8.25am. Students then walk to their classroom to line up in preparation for the day to commence at 8.30am.

8.30 am **Morning session:** Teaching and Learning activities commence for the morning session. Children should be in class ready to begin the day.

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

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

11.10 am **Middle session:** Second session commences.

12.45 pm Eat: Second break commences with a 15 minute eating time.

1.00 pm Lunch: Eating time ceases and second play time begins.

1.15pm **Afternoon session:** Third session commences.

2.30 pm **School day ends. Students depart from the school.**

DISMISSAL TIME

At 2.30pm students are directed to the Undercover Area or Amphitheatre for pick-up.

Students should have left the school grounds by 2.40pm unless involved in organised activity/sport practise or attending YMCA.

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.

STORMS

If a storm is about to occur around 2.30pm, students will be kept in classrooms until any danger passes. Once dismissed, students will be directed to the Undercover Area for parent pick-up.

OUT OF SCHOOL HOURS CARE - YMCA

YMCA 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 07 3865 5032 or 0459 898 355
email: abl@ymcabrisbane.org

Please Note: YMCA is not a Department of Education entity, and all communications regarding outside school hours care at Boondall State School should be directed to YMCA.

ATTENDANCE

Every day at school counts!

COMPULSORY ATTENDANCE AND ABSENCES POLICY

“A parent of a child of compulsory school age is obliged to ensure that their child attends school on every school day for the educational program in which he/she is enrolled (Education General Provisions Act 2006).”

“Any time during which a student is not attending or participating in their educational program is considered an absence and requires explanation... (Education Procedures and Policy Register SMS-PR-029: Managing Student Absences)”

Regular attendance by each child is necessary for satisfactory progress to be made. Parents/carers must assume the responsibility for the regular attendance of their child/children under the Education General Provisions Act 2006. Teachers mark rolls twice daily and are required to code the reasons for non-attendance at school. Parents are requested to advise the school of reasons for any absence either by ringing the school on 3623 8399 (a message service is available out of school hours as well as during office hours) or in writing upon the student’s return to school.

It is the school’s aim to enhance learning outcomes so absenteeism is monitored carefully to ensure a student’s opportunities to learn are not impaired. Information relating to student attendance is included in the student report form issued at the end of each semester.

Absences for which a satisfactory reason has been provided are considered explained absences. Absences for which a satisfactory reason has not been provided are considered unexplained absences. When there are significant occurrences of unexplained absence or after three consecutive days of absence without explanation, the Deputy Principal/ Principal will follow up by contacting parents requesting the reason for the child’s absence.

The following table provides an indication of the impact of significant absence from school on the student’s access to learning time.

Attendance during one school year (40 weeks)	Equates to days absent during one school year ...	Which means the number of hours learning missed is ...
95%	10	50 hours
90%	20	100 hours
85%	30	150 hours
80%	40	200 hours
75%	50	250 hours

When families plan for a student to be absent for more than 10 consecutive school days, for any reason, the parent should comply with their obligations in respect to compulsory schooling or compulsory participation under policy guidelines by either:

- Completing a form to seek an exemption from their obligation through the principal or
- By negotiating with the principal to make an alteration to a student's educational program or
- By seeking to make a flexible arrangement for the student through the Principal.

If truancy is suspected, the matter will be reported to the parents and/or appropriate authorities.

ABSENCES

All student absences must be explained to the admin staff either by:

- telephoning the **absence line on 3623 8399** (available 24 hours), or
- online via QParents
- email - admin@boondallss.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 SCHOOL GROUNDS

Children will not be allowed to leave the school grounds during the school day. 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.

In cases where there are court orders involving the taking of a child from school, other than by the parents who sent the child to school, we should be fully informed. All matters concerning addresses and family circumstances are strictly confidential.

ACCIDENTS and ILLNESSES

In the case of an accident, if it is felt that attention other than that which we can give at school is required, we first attempt to contact a parent. In some cases treatment may be urgently required. Teachers then act in "loco parentis" and obtain treatment.

In this school children are brought to the Administration Block for treatment when an accident occurs. The following procedures apply where accidents occur:-

- (a) Minor cuts, bruises, abrasions are treated.

(b) In the case of a more serious accident:-

First Aid is rendered and parents are contacted and medical aid arranged.

In some serious cases the ambulance is called immediately and parents then notified.

A register is kept of such accidents.

It is important for the school to hold on its record any specific instructions parents and caregivers might have regarding emergency procedure in case of accidents. N.B In case of emergency, please ensure that your telephone contacts lodged with the school are current.

In the case of a Head Injury – please see APPENDIX 5

HEAD LICE

From time to time cases of head lice are reported to the school. As anyone can be easily infected, parents and caregivers are asked to be vigilant by periodically checking their child's hair.

If head lice are found, then immediate attention is required to prevent them from spreading. Various lotions and shampoos are available from chemists for the treatment of this problem. It is imperative that both lice and eggs are treated and removed. The hair must be completely free of lice AND eggs therefore several application of treatment will be required.

INFECTIOUS DISEASES and ILLNESSES

If a student becomes ill at school, every effort is made to contact the parents or caregivers so that arrangements can be made to have the child taken home. Students who feel ill should not leave the school grounds without permission. Students who are unwell need to be escorted home by a parent or caregiver. As we must be able to account for each student at all times we do not allow sick students to find their own way home as their condition could very easily worsen before adult supervision is provided. Please ensure the office is informed of your current contact numbers.

Children suffering from infectious/contagious diseases must be excluded from school-please see APPENDIX 6 for the Departments Time Out Chart.

MEDICATION

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

SHORT TERM MEDICATION

- A [Request to Administer Medication at School](#) form is required from the parent/s authorising administration of short term prescription medication e.g Antibiotics or pain relief tablets. Medication cannot be given at school without this form 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. *Over the counter medication must also have a pharmacy label* on with student name, dose, time to be taken, and any relevant instructions. Authority to administer medication forms are available from our website <http://boondallss.eq.edu.au>

CHRONIC OR LONG TERM MEDICAL CONDITION

- a [Request to Administer Medication at School](#) 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
- A medical management plan completed by a health practitioner detailing symptoms, risks and how the condition is to be managed at school or at school based activities
- 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).

Unfortunately over-the-counter medication **cannot** be administered by school staff.

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.

NO CHILD IS TO BRING MEDICINE, PILLS OR SPRAY TO SCHOOL TO BE SELF ADMINISTERED

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.

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.

COMMUNICATION

PHONE OR EMAIL COMMUNICATION

The school office operates between 8.00am and 3.00pm each day. Parents wishing to talk with class teachers are asked to ring before or after school to avoid interruptions to learning time. Alternatively a message or a request for the teacher or administration team member to return the call can be left with office staff to pass on to the teacher during breaks. While some topics are well suited to email, it is important to remember that email is not always read on the day it is sent and that some matters are more effectively dealt with using other forms of communication.

The school administrative team manage telephone communications. The Principal and Deputy Principals can be contacted by telephone. In most cases messages will need to be left for one of the team to return the call. It is not considered practicable to call teachers to the telephone during school sessions. Nor is it practical for parent/teacher interviews to be held during school time unless extenuating circumstances arise. Appointments for interviews may be made through the Principal or Deputy Principals.

Parents can access the school website at www.boondallss.eq.edu.au . All emails to the office are via admin@boondallss.eq.edu.au .

MESSAGE TO STUDENTS

Essential messages regarding change to pick-up arrangements should be organised prior to coming to school. In **extreme emergency** messages can be telephoned **no later than 12:45pm** to ensure message is relayed to classroom teacher and student. Every effort is made to pass on the message; however, change to class routine can delay the communication.

DENTAL SERVICE

The School Dental Service provided by the Department of Health provides, free of charge, regular dental care to all children of primary school age within Queensland. Treatment may be provided, dependent upon the particular dental situation involved, either by Dentists or School Dental Therapists working under the general direction and control of dentists. Treatment can only be provided after written parental consent has been given on the issued form. Specialist treatment is not provided, but if it is considered necessary, parents will be advised so that they may seek specialist treatment privately or at a Dental Hospital or Clinic according to their means. The number of children receiving treatment varies with each grade from 70% to 90%. Further information can be obtained by telephoning the Clinic on 3264 6217 or 1300 365 997.

PHOTOGRAPHS

Each year a photographer takes class photographs, as well as photographs of the Concert Band, choirs and Year 6 cohort. Students are required to wear their full school uniform on this day.

VISITORS

All visitors must sign in at the school office on arrival where you will be issued with a Visitor's sticker. These stickers are to be worn at all times while at Boondall State School. This identification system assists staff to maintain a safe and secure environment for our students and also ensures the annual mandatory training is completed.

All parents must sign in including parents assisting in at the tuckshop as a volunteer and parents attending school events such as classroom presentations, sports days and swimming carnivals. This is a workplace health and safety condition to keep all people on site safe in lockdown/evacuation situations.

Parents assisting with swimming must ensure they sign in at the office on the first visit to the school to ensure the mandatory training is completed. After the initial sign in, all other volunteer pool sessions can sign on at the pool.

ANIMALS ON SCHOOL PREMISES

For safety reasons, **animals are not permitted on school grounds before, during and after school**. This rule is made in the interests of our duty of care responsibilities and the safety of the school grounds. If parents or children are accompanied by animal/s to school, the animal should not enter the school grounds and must remain under supervision, outside the school boundary. It is standard practice for stray dogs on school premises, or unsupervised tethered dogs outside the school grounds to be referred to the Council. We seek the cooperation of our school community in relation to this matter. (Please note that the only exceptions to this are dogs which have been specifically trained, or are being trained, as assistance dogs (eg Seeing Eye dogs). Appropriate letters of authorisation would need to be sighted in these circumstances).

BANKING

The Commonwealth Bank of Australia offer student banking co-ordinated by parent volunteers. All students have the opportunity to bank each Thursday. Parents should check to see that money forwarded has been credited correctly as the school does not take any responsibility for this. As this is not a school organised activity, for all general enquiries please call 13 22 21 or contact the local Commonwealth Bank Branch.

EMERGENCY PROCEDURES

Each term, our school practices emergency evacuation and lockdown drills on a regular basis to ensure students and all staff are familiar with the procedures.

PAYMENTS TO SCHOOL

All payments must be placed in a clearly **named sealed envelope** stating student's name, class and reason for payment. A payment envelope will be forwarded home for excursions, camps, etc. Payments can be cash, cheque (made payable to Boondall State School) or credit. EFTPOS facilities also available at the office. **No cash-out**.

All student payments for Student Resource Scheme, Excursions, Footsteps, Instrumental Music etc can be made by EFT to the school . Deposit details below.

Boondall State School account : BSB: 064-120

Account number : 00090088

To ensure correct identification of the payment, please ensure that the **EFT payment reference** clearly includes the **STUDENT NAME & CLASS, e.g. JOE WILLIAMS PD3**

If financial difficulty is being experienced, parents should contact the Business Manager at the office personally or by telephoning the school.

Envelopes are to be returned to the office for receipting. Receipts will be issued and returned to your child via the classroom. Processing payments in this way reduces the congestion in the office at peak times.

Payments for excursions and activities will have a closing date. This date needs to be adhered to so payment processing can take place prior to the event. Please consult our Business Services Manager if you are experiencing difficulties with making payments.

REFUNDS

Money paid by parents for school excursions, camps or other school purposes will be refunded to parents when the student is unable to participate in this activity for a reason deemed acceptable by the school principal. The only exceptions to this are non-refundable camp deposits and the transport component of any excursion as these have been costed on student numbers indicating their intent to participate.

If you are eligible for a refund due to nonattendance on an excursion, please contact the office for a form to complete.

For some activities, no refund is available under terms and conditions of outside companies.

BOOK CLUB – SCHOLASTIC

During the year catalogues for books will be sent home for children/parents to purchase if desired. The school library benefits from this with points being awarded according to the amount of sales. These points can then be redeemed for resources. Order forms are sent home each month and payment is via website or at the school office.

MOBILE PHONES/IPODS/ELECTRONIC GAMES

Mobile phone use is not permitted at school.

This has been endorsed by the Parents and Citizens Association and is in place for a number of reasons including to:

- Prevent loss or theft of an expensive item
- Avoid misuse by the owner and others
- Prevent disruption to class

Mobile phones brought to school are to be left at the school office on arrival and picked up after 2.30pm each day. Students who choose not to follow these instructions are breaking school rules and risking their own property.

The School takes no responsibility for the loss or theft of mobile phones.

LOST PROPERTY

One of the major challenges is managing the accumulation of lost property. Parents must mark clothing with the child's name so that teachers have a means of identifying lost property. Trying to find the owners of unmarked lost property is both time consuming and usually without result.

A lost property box is located under B Block, near the Library stairs. At the end of each semester, unclaimed lost property is donated to charity.

It is important, therefore, that all articles and clothing which may be removed, e.g. pullovers, raincoats, hats, etc. should be clearly marked with the child's name. Children changing for sport or swimming should have all clothing marked.

Teaching and Learning

ASSEMBLIES

School assemblies are held each week in the Hall on a Friday (Year P – Year 6) at 8.40 am. Information on school activities, student achievements and relevant news is given. Parents and visitors are most welcome to attend our assemblies.

Special assemblies include:

- Captains Induction Ceremony - February
- ANZAC Day ceremony – April
- Naidoc week-July
- Year 6 Celebration of Achievement-December

SCHOOL EVENTS

Boondall State School encourages a variety of cultural experiences for its students. Many special events are organised throughout the year, for the enjoyment and enrichment of our students. The dates of these are advertised in the school calendar, on the webpage, and through notes sent home with children.

SPECIALIST CURRICULUM AREAS

THE ARTS

The wonderful thing about the Arts at Boondall State School is it allows our students to embrace the world around them in a sensory manner and communicate creatively. The Arts develop knowledge, skills and understanding in five subject areas: Music, Dance, Drama, Visual Art and Media. Our students learn how to problem solve and think critically in all Arts areas as well as developing techniques and processes specific to each Art form. The Arts enrich our students' lives while developing confident and creative individuals. At Boondall State School we embrace the Arts as a community encouraging participation in our annual M.A.D.D (Music Arts Dance and Drama) night which showcases our students' talents in these areas. Our music program also encourages participation in a variety of choral and band competitions as well as development camps.

DANCE

Dance is an art form that encourages students to explore and refine imaginative ways of moving. At Boondall State School our dance curriculum is delivered by a qualified dance specialist who is also a Queensland Ballet Ambassador. The dance curriculum involves making and performing dance as well as responding to dance while in the role of participant and audience member. Students will develop a dance vocabulary to enable them to communicate ideas about dance with others. They will be provided with many opportunities to choreograph, rehearse, perform and respond during their weekly lessons each semester. Students at Boondall State School love to perform and are provided with intensive rehearsal programs in preparation for their involvement in M.A.D.D night as well as End of Year Concert and other events throughout the year.

DRAMA

The drama curriculum at Boondall State School is delivered by a drama specialist. Students learn to communicate in the role of drama maker, performer and audience member. Students actively use body, gesture, movement, voice and language, taking on roles to explore and present real and imagined worlds. During drama our students learn to think, move, speak and act with confidence while developing the ability to maintain focus and work collaboratively. They have fun communicating stories and pretending to be different characters engaging in a variety of emotions during their weekly drama lesson each semester.

VISUAL ART

Students learn to make and respond to a variety of visual arts techniques and processes. It is through this development of knowledge, skill and understanding that they begin to appreciate and value their own and others visual art works. Although regular visual art sessions are provided by class teachers, artists from Raw Art visit each year to assist with our students' visual art development. The art created during these sessions as well as other pieces of art can be viewed in our Art gallery at M.A.D.D night each year.

MEDIA

Media arts involves creating representations of the world and telling stories through communications technologies such as television, film, video, newspapers, radio, video games, the internet and mobile media. This art form enables students to participate in the twenty-first century by investigating technologies and exploring imagery, text and sound as a means of communication. Media lessons are provided by the classroom teacher and often used in conjunction with another learning area such as Science or English.

HEALTH AND PHYSICAL EDUCATION

Physical education is an important part of the education of every Boondall State School student. All students receive a weekly lesson delivered by a Physical Education specialist. A range of skills are developed by students over their years at Boondall State School. The following is an overview of activities covered by year levels.

PREP

Gross Motor Skills, ball skills, swimming (water familiarisation Term 4). Students are also involved in a Perceptual Motor Program for an extra half hour per week throughout the year.

YEARS 1, 2 and 3

Gross motor activities and games (Year 1), manipulative skills, swimming (water confidence and stroke development, modified athletics activities, ball skills, gymnastics. Note: In Term 1, students in Year 2 are also involved in a Perceptual Motor Program for an extra half hour each week. Extension activities are also offered to selected Year 1 to 3 students who show aptitude in P.E.

YEARS 4, 5 AND 6

Swimming (stroke development and swim to survive activities), Athletics activities, Ball skills and gymnastics. In Terms 2 and 3, an HPE Extension program is offered to selected students who display an

interest and aptitude in P.E activities from these year levels. These students receive a weekly extra half hour P.E lesson which focuses on fitness and skills.

CARNIVALS

Students participate in swimming, cross country and athletics carnivals each year. Students in Years 5 and 6 can also participate in interschool football and netball carnivals.

REPRESENTATIVE SPORT

Students can trial for a variety of sports that may lead to representation in the District, Regional and State teams. The Principal must approve representatives behaviour and attendance is considered.

INTRA SCHOOL SPORT

Students in Years 5 and 6 participate in an hour of afternoon sporting activities for four weeks each term. For these four weeks, students choose from one of four sports offered and are taught skills and games by coaches and teachers in that sport. To ensure a cross section of experiences and skill development, different sports are offered each term. This program is currently run without cost to parents.

LOTE – LANGUAGE OTHER THAN ENGLISH (German)

LOTE, as a subject, promotes social and cultural understanding. At Boondall State School, German has been chosen as part of the curriculum.

All students from P – 6 have half an hour of LOTE German per week. Students will not be formally assessed in German until year 4.

A range of other cultural/language based activities are organised each year to enhance students' immersion in the German language. These have included:

- A fashion parade with German commentary
- German food days
- International language competitions

A proficiency in German gives access to the living and working language of some 100 million people around the world. For Australians who wish to participate effectively in global affairs, an understanding of the German language and culture is most helpful. German and English are closely related. A high proportion of English words are of German origin.

EDUCATIONAL EXCURSIONS AND PERFORMANCES

From time to time educational excursions are organised by teachers to reinforce the work being undertaken at school. For these experiences, students are expected to meet the cost of transport and admission fees where applicable. No child is permitted to participate without the written consent of parents.

Excursions and camps are organised by teachers to support the academic learning and social development of the students.

Parents and students are given prior warning of upcoming excursions/camps to allow as many students as possible to participate. Teachers are mindful of costs and try to ensure maximum educational benefit for minimum cost. Notes explaining details of excursions/camps are sent home with permission

envelopes attached. These envelopes must be completed and returned to the Office at least 2 days before the excursion (earlier for camps) and with correct money enclosed. Money is banked every day and no change is kept at the office.

Parents have the option of regular payments over a period of time to ensure their child is able to participate in our camping program. These payment plans are organised by our Business Services Manager.

Excursions and camps are not compulsory parts of the curriculum.

The school administration reserves the right to withdraw a student if full school uniform is not worn on excursions or if they believe a student poses a safety risk to teachers or other students. Students who do not attend an excursion are placed in other classes for the day.

MUSIC

Music plays a very important part in our lives at Boondall State School. At Boondall State School, we have exceptional music standards within our student body to enable us to provide a long-term excellence program in music for our students. We aim to extend their music education beyond the norm in both Instrumental music (IM) and classroom music (CM).

CLASSROOM MUSIC

A fully integrated music program, combining the skills and experience of one music teacher for classroom music and Instrumental Music has been developed at Boondall State School. From P-6, all students are involved in music and music performance. In classroom music every student in years 4 to 5 will learn to play the recorder and all year 6 students learn guitar in classroom music.

CHOIR

Students have the opportunity to join either the Junior Choir (Years 2 and 3): Senior Choir (Years 4-6). Choirs are entered into competitions and perform at as many local community events as possible to gain more experience.

INSTRUMENTAL MUSIC

Year 4, 5 and 6 students have the opportunity to join our Instrumental Music program. Many local community events are supported by our music groups and students learn a variety of performance mediums, including compering and stage management.

LIBRARY RESOURCE CENTRE

Boondall State School Library is air-conditioned and houses a collection of more than 44,000 resources to reflect the varied curriculum and recreational needs of our school community. Every class throughout the school visits the Library at least once a fortnight either for borrowing or lessons focusing on information literacy skills and enjoyment of literature.

We currently have a number of laptops and computers. Children use the laptops and computers to locate resources within our collection via *Oliver Inquiry* catalogue system, as well as to access the Internet and a collection of software programs on our school network. *Oliver Inquiry* can also be accessed from all classroom computers.

All children from Prep – Year 3 require a library bag when borrowing to protect the books. Parents are welcome to assist their children in the selection of books and may also borrow from our collection. If a Boondall library book is lost or damaged a replacement fee may be sought.

The Library is open for borrowing and browsing:

- before school from 8:15 am
- during first break 10:45 am – 11:15 am
- after school most days until 3:00 pm

LEARNING SUPPORT PROGRAMS

Our school community is committed to providing a supportive school environment for all students. One of the many ways this is achieved is through individualised programs for students with particular needs, whether this be in the form of intervention or extension. Some of these programs are made possible through Education Queensland funded initiatives.

Please contact your child's class teacher, the Principal or the Support Teachers Literacy and Numeracy if you have any concerns about accessing support for your own child, or if you would like to volunteer to help.

GUIDANCE SERVICES

The professional services of guidance officers attached to Education Queensland are available to the school. When particular learning needs become apparent and teachers require specialised assistance, guidance officers are consulted. For this to occur, the consent of parents is required.

REPORTING & ASSESSMENTS

PARENT-TEACHER INTERVIEWS

All parents are encouraged to engage in parent-teacher interviews organised to provide an oral report on the progress of students during each semester. From time to time, other parent/teacher meetings may be scheduled to discuss issues of concern to either the parent or the teacher.

At the end of terms 1 and 3, parent-teacher interviews are held in the School Hall. Booking is made through Parent Teacher Online via a link on the school website. Watch the school newsletter for details.

NATIONAL ASSESSMENT

NAPLAN (National Assessment Program Literacy and Numeracy) – Year 3 and 5 undertake NAPLAN tests in May each year. Reports are issued in Term 4.

REPORT CARDS

Reports are emailed to parents and caregivers of students in Prep to Years 6. These reports are issued at the end of each semester. Particulars of each child including their academic performance are maintained on the OneSchool Education Queensland data base. These records are comprehensive and include details of particular health or emotional problems which might have an impact upon on a child's progress. Parents and caregivers are urged to keep our records up to date by advising of changes of address, telephone numbers and emergency contacts.

SPORT

Outstanding sporting facilities are available at our school, including large ovals, a hall, 2 multipurpose courts, cricket nets, a pool and large undercover areas. All children from Prep to Year 6 are also involved in inter-house athletics, swimming and cross-country carnivals. Parents are most welcome to attend.

HOUSE SYSTEM

House teams for sports and general competitions are organised. Once enrolled, your child is placed in one of four houses. Siblings are allocated the same house.

Cuthbert - Purple

Perkins – Red

Elliott - Blue

Fraser - Green

Groupings may vary slightly depending on numbers in each house. Children are encouraged to wear their polo shirts and hats in their house colours on special sports days, such as cross country, athletics and swim carnivals.

SCHOOL SPORTS

Physical education (PE) and fundamental movement skills form the foundation for later involvement in sport. Boondall State School's physical education program encompasses the teaching of skills in the domain of swimming, gymnastics, ball skills and athletics and promotes lifelong participation in sport and physical activity.

Those students who exhibit a higher level of sporting skill have the opportunity to represent our Bramble Bay District (a group of 24 schools of which Boondall is a part), Metropolitan North Region (North Brisbane) and even Queensland. Students can represent at any sport endorsed by Education Queensland even if we do not offer that specific sport at Boondall.

All children from Prep to Year Six are also involved in inter-house athletics, swimming and cross-country carnivals. Parents are most welcome to attend.

SWIMMING

Our PE Specialist, together with the support of the class teachers and parent volunteers, conducts a whole school swimming program. In the swimming season (Terms 1 and 4), all classes have one or two lessons per week that emphasise stroke development, stroke correction, survival skills and fun in the water. Students are required to wear a bathing cap, suitable togs (one-piece costume for girls) and a rash shirt. Each student should have a separate swimming bag to carry wet togs and towel in. Strict supervision is maintained at all times when children are in the swimming pool area. Jewellery or band aids cannot be worn in the pool. Prep students do not commence swimming until term 4.

STUDENT COUNCIL

Our students contribute significantly to the reputation and good order of Boondall State School. Our Student Council is represented by our School Captains and representatives from Years 4 to 6. The Student Council organises activities for the students, while supporting worthy causes. Student Council meet weekly during first break.

POSITIVE BEHAVIOUR FOR LEARNING



Education Queensland requires all schools to have a Responsible Behaviour Plan for Students. In 2021 the 'Student Code of Conduct' will replace the Responsible Behaviour Plan. This information will be available on our website.

<https://boondallss.eq.edu.au/Supportandresources/Behaviourmanagement/Pages>

Boondall State School is committed to providing a safe and supportive environment for all students, staff and community members. Students are encouraged to become resilient, independent, responsible and active community members through positive and engaging learning experiences in an inclusive environment.

RISE expectations : Respect, Independence, Safety and Effort.

CODE OF CONDUCT

We are a Positive Behaviour for Learning (PBL) School and we take a school wide approach to manage behaviour. Expected behaviours are explicitly taught and data about the frequency and types of behaviours are regularly analysed and used to inform practice.

STUDENT'S CODE OF CONDUCT

- Be open, responsible and prepared to learn.
- Always be prepared for the day's work and strive to improve.
- Consider others, work co-operatively and independently in all aspects of school life.
- Be courteous and respect other people's property, beliefs, ideas and efforts.
- Always consider the safety of yourself and others.
- Have pride in yourself, your work and your school.

PARENT'S CODE OF CONDUCT

The **role** of parents/caregivers is to:

- Contribute
- Support
- Demonstrate a positive attitude towards the school
- Promote acceptable community behaviour

The **right** of parents/caregivers is to:

- Have concerns listened to

The **responsibilities** of parents are to:

- Encourage a positive attitude towards the school policy and expectations
- Support the school's policies and expectations
- Treat others with fairness
- Be a positive role model for others

As teachers are bound by a Code of Conduct and the children are expected to observe the School Rules and comply with the Responsible Behaviour Plan for Students, parents as members of the school community are expected to observe the **Code of Conduct for Parents/Caregivers**.

As a parent/caregiver of a child who attends Boondall State School, I am expected to treat teachers, children and other members of the school community with:

- respect and
- courtesy

CONTACT WITH OTHER STUDENTS AT SCHOOL

It is not appropriate for a parent or guardian to approach a child from another family in order to attempt to sort out a problem. At school, children are in the care of teachers. If a situation arises where a parent or caregiver may be less than happy about the alleged behaviour of a child, please **do not** approach/contact the child. Please contact a member of the school administration or your child's teacher to discuss the matter. This procedure should be followed in all cases.

SECURITY

A state of the art electronic security system, monitored by State Government Security, provides protection of the buildings and contents. Members of the school community who witness suspicious behaviour are urged to contact Government Security immediately on **3224 6666** or School Watch on **131788**.

PARENT INVOLVEMENT

CLASSROOM VOLUNTEERS

Many parents generously and willingly give of their time to come to the school on a regular basis to assist with the education of our students. Helpers can assist with art and craft, reading groups and other classroom activities.

Parents need to be aware that there are a number of protocols, which our parent helpers must observe in their role as parent helper. One of the most critical of these protocols is the need for confidentiality. As a matter of Workplace Health and Safety, all voluntary helpers are required to report to the office to sign in and obtain a visitor sticker upon arrival. They will also need to sign out when finished for the day. On initial sign in, mandatory training will be completed to ensure all visitors are aware of code of conduct, child protection and other safety protocols.

Please contact your child's teacher to find out how you can help. Volunteers, other than current parents of enrolled students, are required by law to hold a Suitability Card (or "Blue" card). Application forms are available from the office.

TUCKSHOP

The tuckshop is opened from Monday to Friday 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 and ordering is through Flexischools online www.flexischools.com.au. A circular 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 an online menu to order from and on Friday a pre-order system for one type of food is available. 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.

PARENTS AND CITIZENS' ASSOCIATION

Throughout the years, Boondall State School has been ably supported by parents and caregivers. The Parents and Citizens' Association (P&C) makes financial contributions to purchase additional educational resources. The P&C raise funds through the voluntary efforts of the parents, caregivers and others who are interested in the well-being of the school.

The President of the P&C and the executive team liaise closely with the Principal and the school leadership team to identify and respond to identified needs. Educational equipment and teaching aids are purchased.

Parental support for P&C activities is greatly appreciated and makes a significant difference to the quality of the learning environment.

Membership - Eligibility is based on the following criteria:-

Category A: Parents/guardians of children attending the school. Application for membership will be considered at the conclusion of an ordinary meeting so that, if accepted, the member will have voting rights at the next meeting. Category A memberships are accepted at the beginning of an Annual Meeting so that members can vote at that meeting.

Category B: A staff member of the school.

Category C: Other persons of or above the age of 18 years who are interested in the welfare of the school shall be eligible to be members of the association.

Applications for membership and recording of membership may be considered at any meeting.

Regular monthly meetings are held at the school on the third Monday of each month, commencing at 7.00pm in the Music Room. To continue provision of essential resources and facilities it is imperative that as many parents and caregivers as possible become members and supporters of the P&C Association. In this regard the P&C executive extends a cordial invitation to parents, caregivers and interested citizens to become involved in the activities and the Association.

The Swimming Club is a sub-committee of the P&C Association. A good school depends greatly on an active and interested Association.

SCHOOL COUNCIL

As Boondall State School is an Independent Public School (IPS), the school council is responsible for monitoring the school's strategic direction and approving plans and policies. Its focus is to achieve the best learning outcomes for our students.

The Boondall State School Council comprises of the Principal, P&C President, 2 staff representatives and 2 parent representatives. It meets once per term.

PARENT WAITING AREAS

There are many shaded and undercover areas with seating which are suited for waiting parents. By adults sitting in these areas, classes are not disrupted and children are not distracted from their work. Parents are asked not to wait directly outside classrooms when meeting their children. The staff greatly appreciate the consideration shown by parents and caregivers. School finishes at 2.30pm.

ROAD SAFETY PRECAUTIONS

At school, children are urged to become Road Safety conscious.

1. Always use the crossing where one is provided
2. Look right, left and right again before crossing the road
3. Observe traffic lights where provided
4. Keep to the extreme left when cycling and always in a single file
5. Keep all object and hands and feet inside the bus at all times
6. If using bus transport, after alighting from bus, wait until the bus draws away before crossing the street.
7. If riding a bike, helmets must be worn

PASSENGER COLLECTION AREA

A designated pick-up/drop-off zone is located in Roscommon Road beside the oval, near the tennis court.

Parking restrictions in Roscommon Road and Jalomy Street are clearly signed. It is recommended not to park in restricted areas and across our neighbours' driveways.

The crossing on Roscommon Road is supervised by a crossing supervisor. The crossing on the corner of Sandgate and Roscommon Roads is controlled by traffic lights.

It is highly recommended, for the safety of all, that parents and students use these designated crossings.

For the safety of students, there is no entry to and NO PARKING in the staff car park.

SCHOOL CROSSING RULES AND INFORMATION

A 'School Crossing' operates in Roscommon Road. Parents and teachers are asked to encourage their children to use these crossings and to set a good example themselves by obeying the supervisors' rules whenever they use the crossings.

PROCEDURE

At a supervised crossing the Supervisor will ask all pedestrians, both children and adult, to wait on the footpath. When a suitable gap appears in the traffic from both directions, the supervisor will extend the stop sign to face traffic, proceed to centre of crossing, with STOP sign displayed. The supervisor will blow TWO blasts of the whistle to indicate that pedestrians may then cross. Pedestrians should keep left and walk straight across. ONE whistle blast means it is not safe to cross and all pedestrians must then wait on the footpath. When all pedestrians have cleared the crossing, the Supervisor then returns to footpath. Cars should not move until the Supervisor reaches the footpath.

CHILDREN ON BICYCLES

All cyclists will dismount and walk their bicycles over the crossing. The bicycle cage is located near the Hall.

NO STANDING AREAS

The *No Standing Anytime* signs serve to protect an area either side of the crossing. **It is important that this area is kept free of all vehicles** so that Supervisors have a clear view of approaching traffic.

Supervisors are required to report the registration number and details of offenders' vehicles. Appropriate action will follow. Parents delivering or waiting for children have no exemption. Please assist supervisors to protect your children and their friends.

MOVEMENT BETWEEN HOME AND SCHOOL

All children should be thoroughly familiar with the roads and bike paths to be used between home and school. They should be made aware of any special road hazards and know road crossings and elementary rules for safety.

Children should be warned against loitering on the way home, visiting friends without your express approval or talking to strangers.

Appendix 1 - STUDENT DRESS CODE

UNIFORMS

Boondall State School is a "Uniform School" and the wearing of our school uniform is policy endorsed by the Parents and Citizens Association.

All uniforms are available from the Boondall State School Uniform Shop, which is operated voluntarily by members of our Parents and Citizens' Association. The Uniform Convenor co-ordinates the sale of new uniforms. The Uniform Shop opens every Friday 8.00am to 8.30am- closes for assembly then re-opens from 9.00am to 9.30am depending on volunteer availability.

Our student dress code consists of an agreed standard and items of clothing, which includes a school uniform that Boondall State School students wear when:

- Attending or representing their school;
- Travelling to and from school; and
- Engaging in school activities out of school hours.

The Boondall State School student dress code reflects school community standards and is consistent with occupational health and safety and anti-discrimination legislation. We will actively encourage our students to take pride in themselves and their school. One way in which this may be achieved is through adherence to the school's dress standards. As the parent/carer and provider of your child, we seek your support in this matter. Inappropriate dress refers to clothing or apparel worn by students that is deemed to be:

- Offensive;
- Likely to disrupt, or negatively influence normal school operations;
- Unsafe for student or others; and
- Likely to result in a risk to health and safety of student or others.

In circumstances where inappropriate or unreasonable dress is worn, appropriate action will be taken.

HATS POLICY

As stated in the uniforms section, headwear requirement is a navy blue wide brim hat/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.

JEWELLERY AND VALUABLES

The wearing of jewellery, apart from stud or sleeper earrings and watches, is not allowed as in some situations it may be considered dangerous. The only exception to this rule would be a medication/allergy chain. In this case a permission note would need to be sent to school by the parent/caregiver. It is advisable that no valuable personal items be brought to school, purely for security reasons. Refer to the Student Dress Code for more information.

STUDENT DRESS CODE

The Education Act has been amended to empower Parents and Citizens' Association to have the responsibility for determining a school student dress code. Boondall's student dress code has been endorsed by our P&C.

The wearing of school uniforms:

- makes it easy to recognise non-school personnel thus helping ensure the safety of all students
- removes fashion and competition as distractions from the task of learning
- promotes pride in our school
- helps remove economic, social and cultural barriers
- Students may choose from the following range of items available from the Uniform Shop:

Boy's uniform

- Navy shorts
- Navy and white check shirt

Girl's uniform

- Navy skirts
- Navy shorts
- Navy and white check dress
- Navy and white check shirt
- Navy tights or leggings
- Navy bike pants for under school dress (optional)

Gender Neutral

- Navy and gold polo shirt (untucked) – *to be worn on P.E day/ sport days only
- Sports house shirts (Cuthbert, Elliott, Fraser, Perkins) *to be worn on P.E/sport days only
- Year 6 polo shirt (specially designed each year for year 6 students only)
- Jackets (zip up front)/Navy school pullover
- Navy wide-brimmed hats or school bucket hat with school logo – minimum brim size of 6cm (yellow for prep)
- Swim bags
- Sun shirts
- Navy sock
- Black shoes or black sports joggers with black shoe laces
- Navy skivvies – worn under shirts in cool weather
- Hair ties – long hair must be tied back with black hair ties. Hair ribbons must be navy or gold only
- Navy tracksuit pants/long pants

A three (3) year phase-in period for the above school uniform commenced in 2019. If students have navy and white check options we encourage students to wear this most days with the exception of P.E/sports days. **All new students are expected to move straight into the model of formal uniform (check shirt/dress) every day with the exception of P.E and sports days.**

These items are *not* available from Uniform Shop

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



Please ensure that *all* articles of clothing are clearly named with permanent marker.

Parents who cannot provide a school uniform for their child should make an appointment to see the Principal / Deputy Principal.

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, bucket hats
- Jewellery (other than sleepers/studs) in ear lobe only
- 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
- Body piercings (other than ear lobes)
- Hair which is dyed or streaked in un-natural colours
- Caffeine-based drinks or soft drinks
- Hair artistry
- Fringes must be no longer than eyebrow length
- Coloured shoes (only black are allowed)

PLEASE 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 P.E day or sport carnival days.

The school administration reserves the right to withdraw students from school representation and excursions if full school uniform is not worn.

RELATED LEGISLATION, POLICIES AND RESOURCES

SMS-PR-022: Student Dress Code

HLS-PR-007: Occupational Health and Safety

HLS-PR-013: Developing a Sun Safety Strategy

Queensland Anti-Discrimination Act 1991

Appendix 2 – Homework Policy

Regular homework is a valuable aspect of the learning progress and contributes to the development of sound study habits. Homework is effective in supporting learning. The following key elements are sources from the [Policy statement: Homework](#). Homework:

- Is clearly related to class work
- Is appropriate to particular years of schooling
- Is varied and differentiated to individual learning needs
- Consolidates, revises and /or applies students’ classroom learning
- Develops students’ independence as a learner through extension activities such as investigating, researching, writing, designing, making
- Assists students to prepare for upcoming classroom learning, such as collecting relevant materials and information, completing surveys and audits
- is monitored by the teacher.

As a rule of thumb the following amount of time are expected per year level:

Year Level	Homework each night
Prep	5 mins
1	10 mins
2	15 mins
3	20 mins
4	25 mins
5	30 mins
6	35 mins

Nightly reading across a variety of genres should be done in addition to this time.

RELATED LEGISLATION, POLICIES AND RESOURCES

CRP-PR-010: Homework in State Schools

APPENDIX 3 – Technology

INFORMATION FOR STUDENTS AND THEIR PARENTS ON SCHOOL NETWORK USAGE

WHY ARE SCHOOLS PROVIDING STUDENTS ACCESS TO ICT FACILITIES?

To ensure young Queenslanders are well equipped to contribute fully to the information economy, the education sector is responding to the innovation directions of the *Smart State Strategy* through *Smart Classrooms*. This strategy focuses innovative programs and resources towards schools, teachers and students. An essential tool for schools in the provision of innovative educational programs is the utilisation of intranet, internet and network services. Therefore, access to these technologies is an increasingly essential part of the modern educational program provided in schools.

WHAT IS ACCEPTABLE/APPROPRIATE USE/BEHAVIOUR BY A STUDENT?

It is acceptable for students to use school computers and network infrastructure for: assigned class work and assignments set by teachers; developing literacy, communication and information skills; authoring text, artwork, audio and visual material for publication on the Intranet or Internet, solely for educational purposes as supervised and approved by the school; conducting research for school activities and projects; communicating with other students, teachers, parents or experts in relation to school work; and access to online references such as dictionaries, encyclopaedias, etc. Students can also collaborate, research and learn through Education Queensland's e-learning environment.

WHAT IS UNACCEPTABLE/INAPPROPRIATE USE/BEHAVIOUR BY A STUDENT?

It is unacceptable for students to: download, distribute or publish offensive messages or pictures; use obscene or abusive language to harass, insult or attack others; deliberately waste printing and Internet resources; damage computers, printers or the network equipment; violate copyright laws which includes plagiarism; use unsupervised internet chat; and use online email services (e.g. Hotmail), send chain letters or Spam e-mail (junk mail). Usernames and passwords are to be kept by the student and not divulged to any other individual (e.g. a student should not give their fellow students their username and password). Students cannot use another student or staff member's username or password to access the school's network, including not trespassing in another person's files, home drive or e-mail. Additionally, students should not divulge personal information (e.g. name, parent's name, address), via the internet or e-mail, to unknown entities or for reasons other than to fulfil the educational program requirements of the school.

WHAT IS EXPECTED OF SCHOOLS WHEN PROVIDING STUDENT'S WITH ACCESS TO ICT FACILITIES?

Schools will provide information in relation to student access and usage of its network and reserves the right to restrict/remove student access to the intranet, extranet, internet or network facilities if parents or students do not adhere to the school's network usage and access guideline/statement. Schools will prepare students for the possibility of unanticipated access to harmful information, materials or approaches from unknown persons via the internet (e.g. run through processes for disregarding (or ceasing access) to information, the process for reporting accidental access to harmful information and reporting approaches from unknown persons via the internet to the supervising teacher or school staff member). Where possible, classes involving internet usage by students will be prepared prior to class engagement, including, filtering and checking sites students are directed to visit. An assessment should be made of the appropriate timeframe for access to the internet for completing the set task or duration a student should have access to the internet (e.g. during schools hours, outside of school hours).

WHAT AWARENESS IS EXPECTED OF STUDENTS AND THEIR PARENTS?

Students and their parents should:

- understand the responsibility and behaviour requirements (as outlined by the school) that come with accessing the school's ICT network facilities and ensure they have the skills to report and discontinue access to harmful information if presented via the internet or e-mail;

Be aware:

- that the ICT facilities should be utilised with good behaviour as stipulated under the Code of School Behaviour;
- students breaking these rules will be subject to appropriate action by the school. This may include restricted network access for a period as deemed appropriate by the school;
- access to ICT facilities provides valuable learning experiences, therefore giving the student educational benefits in line with the school's educational program;
- the Internet gives access to information on and from a wide variety of organisations, subjects, people, places with origins from around the world; the school cannot control information accessed through the internet; and
- information may be accessed or accidentally displayed which could be illegal, dangerous or offensive, with or without the student's immediate knowledge; and
- teachers will always exercise their duty of care, but protection, mitigation and discontinued access to harmful information requires responsible use by the student.

Appendix 4 – Complaints

MAKING A COMPLAINT

During the course of your children’s school years, you may have cause to make a complaint about an issue with your child’s education. Education Queensland is committed to ensuring that all complaints are dealt with in a fair and equitable manner. There are processes and support structures in place to enable parents/carers and students to work through any issues they may have with Education Queensland provisions. When making a complaint, it is in the best interest of complaint resolution to ensure that you:

- provide complete and factual information in a timely manner
- deliver your complaint in a non-threatening and non-abusive manner and
- do not make frivolous or vexatious complaints or include deliberately false or misleading information.

You should be aware that if you are making a complaint about a staff member, that in most instances the staff member will be told of the complaint and offered the right of reply. You also have the right to have a support person participate throughout the process. If your complaint relates to suspected official misconduct or criminal activity then you should make your complaint directly to the Crime and Misconduct Commission (www.cmc.qld.gov.au/) or the Queensland Police Service (www.police.qld.gov.au/). The following 5-step procedure may assist parents/carers, and school staff to reach an outcome that is in the best interests of the student.

1. DISCUSS YOUR COMPLAINT WITH THE CLASS TEACHER

If your complaint is with your child’s teacher or relates to an issue concerning your child’s experience at school, make an appointment with that teacher as soon as possible through the school administration. Share the information you have about the problem with the teacher. Give the teacher an opportunity to tell you all he/she knows about the incident or problem. Together, both parent/carer and teacher, should then take steps to resolve the problem at this level. The teacher will make a record of the complaint and report your meeting and any outcomes to the school principal.

2. DISCUSS YOUR COMPLAINT WITH THE DEPUTY PRINCIPAL/PRINCIPAL OR ASK THE PRINCIPAL TO ASSIST BY PARTICIPATING IN INFORMAL CONFLICT RESOLUTION

Where the teacher has been approached as above but the issue remains unresolved, make an appointment with the school principal to discuss the issue further. Alternatively, you and the teacher may agree to ask the principal to act as a go-between in informal conflict resolution in an attempt to resolve the problem. If your complaint is related to the school more generally including issues of school policy or its compliance or non-compliance you should raise your complaint directly with the principal or his/her delegate. For example, the principal may refer your complaint to a deputy principal or registrar. The staff member will make a record of your complaint and work with you to resolve the issue. Complaints to the principal may be lodged in person, by telephone, writing or via electronic format through the “*Schools directory*” at www.education.qld.gov.au/schools/directory - select relevant school, then click on the email link.

3. CONTACT REGIONAL OFFICE

If you have discussed the issue with the principal and still feel that your complaint has not been addressed, you have the right to contact the Executive Director (Schools) who is the supervisor of the principal and oversees activities of schools in that particular education district of Queensland. Complaints may be lodged by telephone or in writing. Complaints should be specific in detail, and outline the steps taken to date to resolve the issue. Remember to date the letter, give your full name and address and sign it. The district office will make a record of your complaint. Anonymous complaints will only be acted upon if enough information

is provided to allow for follow up with the principal. Addresses and telephone numbers of district offices are listed under the heading Education Queensland in the White Pages of your local telephone directory and are also available through the “*Schools directory*” at www.education.qld.gov.au/schools/directory When you contact the District office you will be advised that your name and the nature of your issue will be reported back to the principal of your school. Staff at the district office will assist in seeking resolution to the issue.

4. COMPLAINT STILL NOT RESOLVED

If, as a parent/carer you feel that your issue has not been resolved through the district office process, you have a further right to make a complaint to the central office of Education Queensland. Parents/carers may choose to progress their complaint in writing to the Deputy Director-General Education Queensland. The Office of Education Queensland will seek to assist with the resolution of your complaint through referral:

- to the Executive Director (Schools) for further action or
- to another departmental unit for appropriate action.

The Office of Education Queensland can be contacted at:

Education Queensland,
PO Box 15033,
CITY EAST, Qld 4002
Tel (07) 3237 0618 or fax (07) 3221 4953.

5. INDEPENDENT REVIEW

If, as a complainant you feel that your issue has not been resolved through these formal processes the Queensland Ombudsman provides an avenue for an independent review of the Department’s decision. The Ombudsman may be contacted at:

Office of the Ombudsman,
GPO Box 3314, Brisbane, Qld 4001
Email: ombudsman@ombudsman.qld.gov.au
Tel (07) 3005 7000 or Toll Free
1800 068 908 or fax (07) 3005 7067

A role for Parents and Citizens’ Associations (P&Cs)

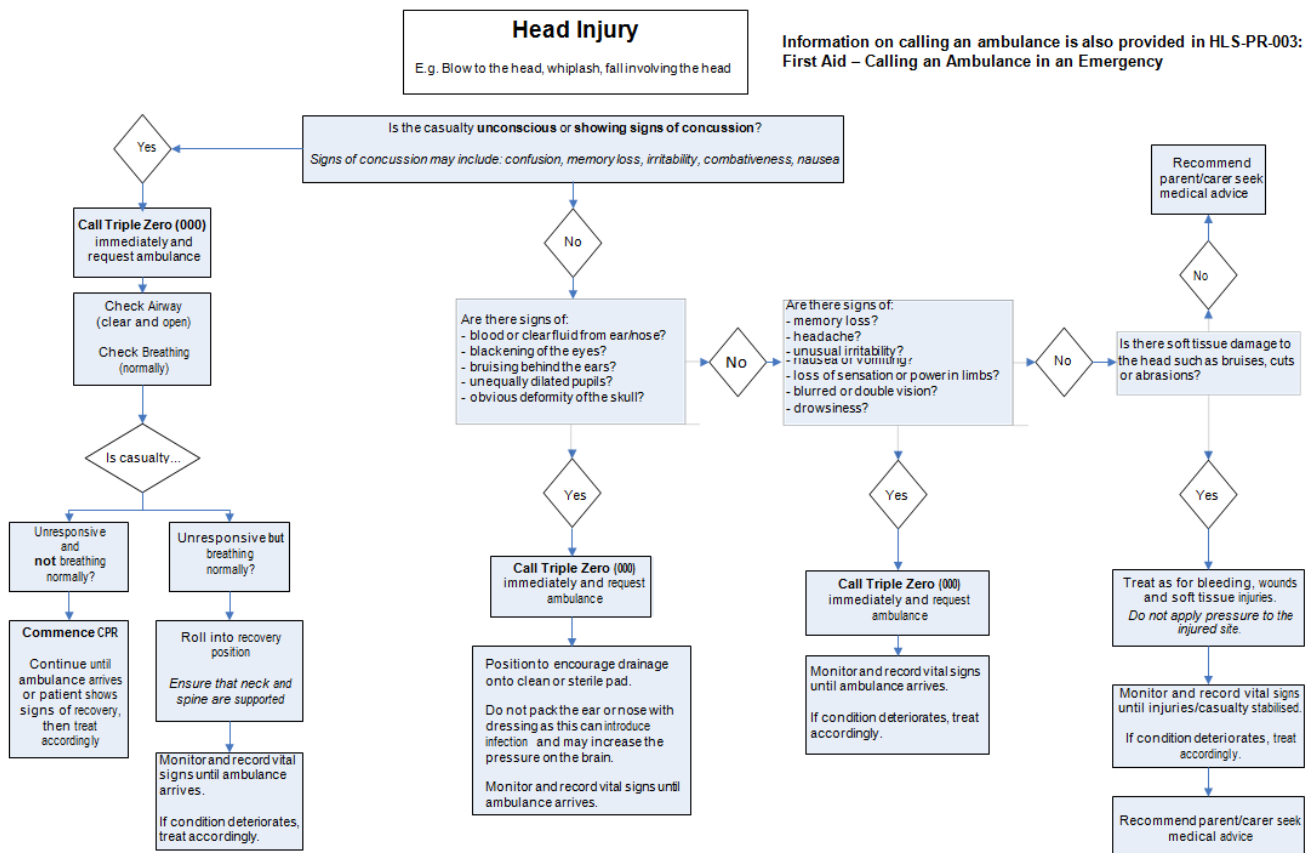
It is understandable that parents/carers may sometimes feel overwhelmed when approaching a school or the department with a complaint. While the Queensland Council of Parents and Citizens’ Associations Inc (QCPCA) does not advocate on behalf of individual parents or carers, individuals can request their own P&C to provide support in these circumstances. The P&C can in turn seek assistance from QCPCA to provide guidance in resolving the complaint.

Complaints about services that are run or managed by the P&C at your school, for example, swimming club or the tuckshop, should be directed to the P&C in the first instance.

RELATED LEGISLATION, POLICIES AND RESOURCES

CMR-PR-001: Complaints Management

Appendix 5 – HEAD INJURIES



Uncontrolled copy. Refer to the Department of Education, Training and Employment Policy and Procedure Register at <http://ppr.det.qld.gov.au> to ensure you have the most current version of this document. Page 2 of 2

Appendix 6 – Time Out Chart

Department of Health

Time out

Some medical conditions require exclusion from school or child care to prevent the spread of infectious diseases among staff and children.

This poster provides information on the recommended minimum exclusion periods for infectious conditions and will assist medical practitioners, schools, pre-schools and child care centres to meet the requirements of the Public Health Act 2005.

Condition	Exclusion of case (person with infection)	Exclusion of contacts* (person exposed to the case with the infection)
Chickenpox (varicella)	Exclude until all blisters have dried. This is usually at least five days after the rash first appeared in non-immunised children, and less in immunised children.	Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise, not excluded. Exclude any pregnant woman who is, or is presumed to be susceptible.
Cold sores (herpes simplex)	Not excluded if the person can maintain hygiene practices to minimise the risk of transmission. If the person cannot comply with these practices (e.g. because they are too young), they should be excluded until the sores are dry. Sores should be covered with a dressing, where possible.	Not excluded.
Conjunctivitis	Exclude until discharge from eyes has ceased unless non-infectious conjunctivitis.	Not excluded.
Cytomegalovirus (CMV)	Exclusion not necessary.	Not excluded.
Diarrhoea ² and/or vomiting (including <ul style="list-style-type: none"> • amebiasis • Campylobacter • Cryptosporidium • giardia • rotavirus • salmonella • viral gastroenteritis but not norovirus or shigella – see separate section)	Exclude until there has not been a loose bowel motion for 24 hours. Exclude staff whose work involves food handling until they have not had any diarrhoea or vomiting for 48 hours. If there are more than two cases with loose bowel motions in the same centre or a single case in a food handler notify your nearest public health unit.	Not excluded.
Diphtheria ³	Exclude according to public health unit requirements.	Exclude according to public health unit requirements.
Enterovirus 71 (EV 71) Neurological disease	Written medical clearance is required confirming the virus is no longer present in the child's bowel motions.	Not excluded.
Glandular fever (Epstein Barr virus (EBV), mononucleosis)	Exclusion not necessary.	Not excluded.
Haemophilus Influenza type b (Hib)	Exclude until the person has received appropriate antibiotic treatment ⁴ for at least four days.	Not excluded. Contact a public health unit for specialist advice.
Hand, foot and mouth disease	Exclude until all blisters have dried.	Not excluded.
Head lice	Exclusion is not necessary if effective treatment is commenced prior to the next attendance day (i.e. the child does not need to be sent home immediately if head lice are detected).	Not excluded.
Hepatitis A ⁵	Exclude until a medical certificate of recovery is received and until at least seven days after the onset of jaundice.	Not excluded. Contact a public health unit for specialist advice about vaccinating or treating children in the same room or group.
Hepatitis B	Exclusion not necessary.	Not excluded.
Hepatitis C	Exclusion not necessary.	Not excluded.
Human Immunodeficiency virus (HIV/AIDS)	Exclusion not necessary.	Not excluded.
Influenza and influenza-like illness	Exclude until well.	Not excluded.
Measles ⁶	Exclude for four days after the onset of the rash.	Immune contacts are not excluded. Susceptible contacts should be excluded until 14 days after the onset of the rash in the last case occurring in the facility. Immunosuppressed children or staff should be excluded (regardless of their vaccination status) until 14 days after the onset of the rash in the last case occurring in the facility.

Time out

Condition	Exclusion of case (person with infection)	Exclusion of contacts* (person exposed to the case with the infection)
Meningitis (bacterial)	Exclude until well and has received appropriate antibiotics ⁴ .	Not excluded.
Meningitis (viral)	Exclude until well.	Not excluded.
Meningococcal infection ³	Exclude until appropriate treatment has been completed.	Not excluded. Contact a public health unit for specialist advice about antibiotics and/or vaccination for people who were in the same room as the case.
Molluscum contagiosum	Exclusion not necessary.	Not excluded.
Mumps	Exclude for nine days after onset of swelling.	Not excluded.
Norovirus	Exclude until they have not had any diarrhoea or vomiting for 48 hours.	Not excluded.
Parvovirus (erythema infectiosum, fifth disease, slapped cheek syndrome)	Exclusion not necessary.	Not excluded (pregnant women should consult their medical practitioner).
Pertussis ² (whooping cough)	Exclude until five days after starting appropriate antibiotic treatment, or for 21 days from onset of coughing.	Contact a public health unit for specialist advice about excluding unvaccinated and incompletely vaccinated contacts.
Polio myelitis ³	Exclude for at least 14 days from onset of symptoms and case has recovered. Written medical clearance from doctor or public health unit is required to return to child care/school, confirming child is not infectious ⁵ .	Not excluded unless considered necessary by public health unit.
Ringworm, tinea, scabies	Exclude until the day after appropriate treatment has commenced.	Not excluded.
Roseola	Exclusion not necessary.	Not excluded.
Rubella (German measles) ³	Exclude until fully recovered or for at least four days after the onset of rash.	Not excluded (female staff of childbearing age should check their immunity to rubella with their doctor).
School sores (Impetigo)	Exclude case until has received appropriate antibiotics for at least 24 hours. Sores are not contagious if covered, or after the child has taken antibiotics for 24 hours. Weeping or crusted sores on exposed areas should always be covered with a watertight dressing until at least 24 hours post antibiotics commenced and for as long as practical.	Not excluded.
Shigellosis	Exclude until diarrhoea has stopped and two samples, taken at least 24 hours apart, have tested negative.	Not excluded.
Streptococcal sore throat (including scarlet fever)	Exclude until well and has received antibiotic treatment ⁴ for at least 24 hours.	Not excluded.
Thrush (candidiasis)	Exclusion not necessary.	Not excluded.
Tuberculosis (TB) ³	Written medical clearance is required from Queensland Tuberculosis Control Program to return to child care/school, confirming child is not infectious.	Not excluded.
Typhoid ³ , paratyphoid	Exclude until diarrhoea has stopped and two consecutive samples, taken at least one week apart, have tested negative.	Not excluded unless considered necessary by public health unit.
Whooping cough – see pertussis		
Worms	Exclude if loose bowel motions present.	Not excluded.

Footnotes

- The definition of 'contact' will vary between diseases and is sometimes complex. If concerned, contact your local public health unit.
 - Diarrhoea: the definition is two or more consecutive bowel motions that are looser and more frequent than normal or escapes a child's nappy.
 - Doctors should notify the local public health unit as soon as possible if children or staff are diagnosed with these conditions.
 - Appropriate antibiotic treatment: the definition will vary between diseases. If concerned, contact your local public health unit.
 - Observing the exclusion period meets the intent of the Public Health Act 2005 for a person to be not infectious.
- For additional information please refer to the National Health and Medical Research Council publication 5th Edition - *Staying Healthy - Preventing infectious diseases in early childhood and educational care services* http://www.nhmrc.gov.au/_files_nhmrc/publications/attachments/ch55_staying_healthy_childcare_5th_edition_0.pdf
 - or the Queensland Department of Health website at <http://www.health.qld.gov.au/cdeg/index/default.asp> for fact sheets about various communicable diseases.
 - For an electronic copy of this poster http://www.health.qld.gov.au/ph/documents/cdb/timeout_poster.pdf

For further information contact your nearest public health unit at <http://www.health.qld.gov.au/cdcg/contacts.asp>

Great state. Great opportunity.

