

PARENT INFORMATION HANDBOOK

2009



Bucasia State School

Oceans of Success | Live & Learn

STATEMENT OF PURPOSE

Providing a happy, safe environment for all children to live and learn together now and in the future.

OUR VISION

OCEANS OF SUCCESS - Making Waves @ Bucasia

OUR BELIEFS

- **All Hands on Deck** - Partnerships between students, teachers, parents and community provide for the best classroom experiences and help to produce active citizens of the future.
- **Swimming Between the Flags** - Human behaviour is learned, purposeful, changeable and in most cases, chosen.
- **Sailing Towards Tomorrow** - Teachers have a responsibility to the students first and therefore, a responsibility to themselves to review and update their level of knowledge and expertise.
- **Wind in the Sails** - Relationships must be based on support, caring and respect.
- **The Ripple Effect** - The role of the teacher is multi-faceted because children are multi-faceted. So is our curriculum.
- **Navigating Hidden Reefs** - Managing behaviour is a process involving success, consistency and natural consequences.

OUR MOTTO

Living Together, Learning Together

OCEANS OF SUCCESS
Making Waves @ Bucasia

SCHOOL WIDE PEDAGOGY

Pedagogy, in plain English, is the art of teaching. Our school takes great pride in delivering high quality teaching and learning. To do this we have agreed to some common ways of describing how we go about our teaching. We align our teaching to the key practices described below. All staff are committed to being expert in the art of teaching.

GOING WITH THE FLOW - KNOW THE CHILD

This means:

- we see the child as a whole being and cater for all aspects of their development including academic, social, emotional, physical, cultural, and spiritual.
- we provide learning experiences that allow for learning styles, developmental levels and are scaffolded to each student's needs.
- our students develop a sense of connectedness and belonging that shows a respect for themselves and others.

SEARCHING FOR TREASURE - THE CHILD'S STRENGTHS

This means:

- our first priority is the child,
- we respect and reflect their individuality and diversity,
- we ensure that success is an everyday experience for each child, developing a sense of self worth in an environment of safety and fun.
- we respect ourselves as professionals, making it our responsibility to support , share and teach each other.

EXPLORING THE DEPTHS - CHALLENGE THE CHILD

This means:

- the relevance of any activity can be critically examined,
- a depth of understanding is reached by each student commensurate with his/her ability,
- that identifying and solving problems leads to independent and self sufficient young people,
- students will take responsibility for their learning, and their behaviour, making choices that not only meet their needs, but allow them to work together in partnerships.

SETTING SAIL - MAKING LINKS TO THE CHILD'S FUTURE

This means:

- we make use of our environment and our community to provide learning experiences that connect each child to his/her world.
- real life activities, concrete objects and active involvement take us beyond our classrooms and into our lives.
- technology is not just a tool for our use, but a pathway into the future.

School Organization

Learning Phases

Our phases of learning are aligned to the key phases of development in young peoples lives. Prep, Year 1,2 and 3 are aligned to the **Early Years Phase of Learning**. Years 4 & 5 and Years 6 & 7 are aligned to the **Middle Years Phase of Learning**. Teachers are committed to building their professional and authoritative knowledge of the phases of learning so that teaching approaches meet individual needs. Teachers work cooperatively to plan sequential learning and assessment opportunities for the child for whom they work.

Our Curriculum

The 'Oceans of Success' Approach

What are the successes we are teaching for?

A CURRICULUM FOR LIFE

Qualities of a Life Long Learner
A knowledgeable person with deep understanding
Complex thinker
Creative person
Active investigator
Effective communicator
Participant in an interdependent world
Reflective and self directed learner

To maintain our focus on these successes teachers have carefully selected and sequenced the Essential learning's that are in the approved School Curriculum Plan. This approach enables us to focus on relevant learnings that will support our children as they grow and become responsible for the society in which they live.

We are aligning our learning to the following curriculum organisers:

YEAR A CURRICULUM ORGANISERS

*Culture and Identity ▲Dance	*Natural and Processed Materials ▲Technology Practices and Materials	*Time, Continuity & Change ▲Media	*Energy ▲Technology Practices
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YEAR B CURRICULUM ORGANISERS

*Systems, Resources and Power ▲Drama	*Life and Living ▲Technology Practices and Systems	*Media and Communication ▲Visual Arts	*Earth and Beyond ▲Technology Practices
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Legend: * SOSE Science ▲ Arts / ICT

Developmentally appropriate literacy and numeracy programs support all the organisers. So while children are learning how to add, subtract, multiply and divide, how to spell, read, write and punctuate and so on, the integrated learning units will support their personal, social and emotional development.

Alignment to KLA Syllabus Documents

All of the integrated units within the curriculum organisers use Key Learning Area outcomes relevant from English, Maths, HPE, Science, SOSE, The Arts, Technology and LOTE.

Other programs that may be included in the students' learning are:

- Bike Education – PCYC
- Rock, Pop, Mime
- Wakakirri
- Student Leadership Program
- Instrumental Music
- Sport and Recreation Electives
- Adopt a Cop
- Choir
- Recorder Band
- Eisteddfod
- Curriculum Days of Excellence
- Literacy and Numeracy Celebration
- Cultural Day
- “The Strut”- “Mackay Festival Of The Arts”
- National – Maths, English, Science, Spelling and Writing Competitions
- ‘GIDGITS CLUB’ – Girls using ICT’s
- Education Week

Our approach to Information and Communication Technology (ICT)

Our school is completely networked and all children have the opportunity to work online. Our strategy has been to supply computers to classrooms so that the technology is in the classrooms. An additional resource is the Electronic Learning Centre (ELC) in the Library. The ELC contains a minimum of 12 machines for group work. All teachers have Information Literacy Skills. ICT does not stand alone as a subject, but is integrated as a tool in all curriculum areas. Interactive Whiteboards are also gradually being introduced to all classrooms.

REPORTING ON PROGRESS

Parents are welcome to arrange to discuss their children's progress at any time. Teachers prefer appointments so that a time can be arranged away from class duties.

Report cards are sent home during the last week of each semester. Face to Face interviews are organised at the end of First Semester. Teachers and Parents may request interviews at the end of Semester 2.

As a school within State Schooling our learners are involved in Year 3, Year 5 and Year 7 state-wide testing as well as the Year 2 Diagnostic net process.

Your Neighbourhood School

CONTACT DETAILS

Address : Kemp Street, Bucasia Qld 4750
P.O. Box 59 Bucasia Qld 4750

Email: the.principal@bucasiass.eq.edu.au

Ph. No: Primary School (07) 49697888
Special Education Class (07) 49697815

Fax No: (07) 49697800

Office Hours 8:00 am to 3:00pm

A Quality Education

- Home Reading Schemes in the Early Years.
- Library Resource Centre – supporting Information Literacy, Literature and Technology from P – 7.
- Excursions and Class camps.
- Music and Instrumental Music programs.
- A swimming program for all students.
- Eisteddfod – Choirs, Bands, Small groups and duos.
- A strong sporting tradition.
- Chess Club (P-7)
- Excellent Facilities – Oval, Tennis, Basketball and Netball Courts, Beach Volleyball Court.
- Comprehensive Sports Program and Extra Curricular Activities
- Smart Moves – physical education programme

The information that follows is basic information to assist families organising children for school.

Please feel free to contact your child's class teacher or the office to have information or policies discussed or explained.

Please Note:

- A) there are no school fees.
- B) text books are kept to a minimum.
- C) excursions and camps may be part of the curriculum. Students are expected to attend. An invoice will be issued.
- D) Arts Council, Special Events are voluntary. A separate fee applies.
- E) The P & C Association has one main fundraiser a year. Parents may be asked to sell or buy raffle tickets.
- F) Families in financial hardship may receive special consideration. Contact the principal for confidential advice.

SCHOOL ROUTINE

School Hours

Monday to Friday 8.50am - 3.00pm

Session Times

Prep

Prep will operate each day at the same times as Yrs 1-7

Yrs 1-7

School Commences 8.50am
 First Break 11.00am - 11.35am
 Second Break 1.00pm - 1.40pm
 School Finishes 3:00pm

THE SCHOOL YEAR - 2009

Term 1 commences Tuesday, January 27

Meet the Teacher February

Interhouse Cross Country March

Day of Excellence March

End of Term 1 Friday, April 09

Term 2 Student Free Day Monday, April 20



Term 2 commences Tuesday, April 21

Anzac Day Parade , April 25

Labour Day Monday, May 4

State Education Week May

Queens Birthday Monday, June 8

Under 8's Week May

Mackay Show Holiday June 18

Day of Excellence June

Reporting to Parents June

End of Term 2 Friday, June 26

Term 3 Student Free Day Monday, July 13



Term 3 commences Tuesday, July 14

Interhouse Athletics July

Literature Festival July

Major School Fundraiser August

Rock Pop Mine August

Wakakirri August

Day of Excellence September

End of Term 3 Friday September 18



Term 4 Commences Monday, October 05

Student Free Day

Eisteddfod October

Leadership Camp November

Day of Excellence November

Carols night December

Reporting to Parents December

End of Term 4 Friday December 11



ABSENCES

Children are required to attend school regularly. We ask that children present notes, or parents phone the student absence line (07) 49 697860 - stating the reasons for all absences. Unexplained absences are recorded as such. Continued or regular absences have a critical impact on student learning.

If a child is likely to be away from school for more than a day, a telephone call to the office would be appreciated.

If a child is absent and no advice is received, teachers will issue an ORANGE Absence Advice Card. Your child will bring it home. It needs to be signed and returned.

ACCIDENTS AND ILLNESS

Children are under formal supervision daily from 8.50am until 3.00pm. However, accidents can happen and every effort is made to ensure the safety of all children. Injured children may receive treatment from the ambulance. Where possible, parents will be notified immediately, but if parents or emergency contacts cannot be contacted, the child will still receive treatment. The child will be treated at the casualty section of the Mackay Base Hospital on Bridge Road, unless otherwise stated. Minor First Aid issues may be dealt with by qualified staff. In the event of a knock to the head parents/guardian will be informed in case of delayed shock or concussion.

In the event of illness or accident, every effort is made to contact the parent/s of the child. For serious illness or injury, when a parent cannot be contacted, ambulance and/or medical attention are sought.

From time to time we need to update our Emergency Information. At least once a year, the school will send an update form home.

ASSEMBLY

On most Mondays commencing at 9:00 am we gather the school community for Assembly. Our senior students lead the proceedings. The Program includes National Anthem, Notices, Awards, Recognition of student achievement and class showcase – items that reflect the learning program. Parents are welcome to attend.

BICYCLES

Children should not borrow or lend their bicycles. The riding of bicycles in the school grounds is a Safety Issue and thus not permitted. Children should secure their bicycles with a lock and chain during school hours to prevent theft. In the afternoon children are required to walk their bicycles from the school grounds. Law requires a bicycle helmet. Children bring bicycles to school at their own risk.

Children will walk their bicycles along the footpath in front of the School.

Three bike racks are available 1. beside Library (access from Old Shoal Point Road), 2. Kemp Street (near front of school) and 3. beside the Prep building.

CARS IN AND AROUND THE SCHOOL GROUNDS

Cars and children are always a safety concern. Drivers are asked to observe the road usage signs. ***Please do not use the staff car park as a pick up or set down area. Children are not to use the car park as a pedestrian exit.*** All parking is in Kemp St, rear end in on the school side and within the line marking on the opposite side to the school.

COMMUNITY USE OF SCHOOL FACILITIES

Any group in the community is encouraged to enquire concerning the use of school facilities when they are not being used for school purposes. A copy of conditions governing such use is available from the school office.

The practice wickets and oval are available for use when they are not required by the school. A written request outlining dates, times, purpose and people involved is requested. An authorisation letter will be

provided that can be shown to Police or Security Patrols. The School tennis courts, volleyball courts and Library courtyard area are available for hire. Application forms are at the school office.

Regular Hire of Courts

Volley Ball \$10 + \$5 key deposit

Tennis Court \$ 5 + \$5 key deposit

Tennis, Volleyball & Library Courtyard Hire

Prices: \$50 Full day - \$30 Key deposit

\$30 Half day - \$30 Key deposit

For bookings please phone the school on 49697888.

Keys available at the Video Shop at Hibiscus Shopping Centre, Bucasia.

***NB** Activities such as golf, horse riding, motor cycling etc are **not** permitted in the school grounds. **The use of skates, skateboards, 'roller blades' etc are not permitted anywhere on the school premises.**

COMPLAINTS PROCESS

Getting the best for your child

From time to time you may have concerns about your child at school or the operations of the school. These concerns may grow into bigger issues if you don't talk to the school staff about them.

Bucasia State School is committed to ensuring that all parents have their concerns dealt with in a fair and equitable manner and there are processes and support structures in place to enable parents to work through issues they may have.

Concerns should initially be directed to **the class teacher** or lodged directly with **the Principal**.

If the problem cannot be resolved within the school, you should contact **District Office** at:

P.O. Box 760
MACKAY Qld 4740
Ph No: (07) 49 516 800

All District Offices also provide access to a community participation officer or an officer responsible for parent liaison.

As part of this process, the Executive Director (Schools) will be notified and involved if needed.

Parents or caregivers may also wish to contact the Queensland Council of Parents and Citizens' Association (QCPCA) on 3352 3900 or visit their website www.qcpc.org.au for help and support.

Both the QCPCA and District office have access to the Office of State Schooling, which administers the operation of all Queensland State Schools, to further resolve issues if required.

CONVEYANCE ALLOWANCE

Families living in Shoal Point, beyond the Volute St corner, are entitled to the payment of a Conveyance Allowance to attend this school.

Application forms and further information are available from Queensland Transport, Mackay
PhNo: 49531566.

CROSSINGS

There are no crossings in Kemp St. Advice from the Council and Qld Transport states that the position of driveways in Kemp St means a crossing cannot be installed to meet road safety standards. Please walk your child across Kemp St.

DENTAL SERVICE

The school dental service operates a mobile clinic at this school on a rotational basis with other primary schools. Free dental care is available to all primary (and preschool) children, as well as secondary students to year 10.

No dental treatment may be given if parents have not completed a consent form. Emergency treatment such as replacing a tooth etc can be administered (consent form is required) at the mobile clinic when it is located at other schools.

Dental care lessons are taken with classes as time permits. All children have their teeth checked by the dental therapist at least once per year.

If you have any queries or concerns please contact Victoria Park Dental Clinic on 49514745 or Mackay North Dental Clinic on 49514241 or Mobile: 0409064344

DRESS CODE and UNIFORM

The School Community has agreed that all clothing must meet certain standards. The dress code has been established to:

- allow full participation in physical activities (shorts, skirts)
- promote Sun safety & Health (broadbrimmed hat, shirt with collar, enclosed shoes and limited jewellery).
- meet individual needs of students.
- not be offensive or likely to offend.

The dress code applies to all clothing. The School Uniform has been developed to meet the Dress Code.

The Dress Code has been decided following consultation with the school community and the endorsement of the school's Parents & Citizens Association. It is expected that all students will comply with Dress Code Requirements while enrolled at Bucasia State School.

Mackay Embroidery and Marvic Embroidery are currently the suppliers of Bucasia School Uniforms. Company details are as follows:

Mackay Embroidery	-	10 Brisbane Street, Mackay	-	PhNo: 49574118
				PhNo: 49514065
Marvic Embroidery	-	15 Evans Avenue, North Mackay	-	PhNo: 49534755

Families will be advised in the School Newsletter as additional suppliers come on board.

BOYS

Shorts - Navy only - thigh high to knee length shorts (includes soccer or basketball shorts).
No cargo pants, board shorts or denim jean shorts will be accepted.

Trousers - Long - navy only.

Shirts - Jade and navy polo shirt with sleeves with gold trim and school emblem.

Socks - Navy or white.

GIRLS

Shorts - Pleated or plain shorts only (includes soccer or basketball shorts).
No cargo pants, board shorts or denim jean shorts will be accepted.

Shirts - Jade and navy polo shirt with sleeves with gold trim and school emblem

Skorts - Plain navy fabric with: a) wrap around flap, or b) overskirt

- Skirts - Plain navy fabric. Girls are required to wear bike pants or sports briefs under skirts – minimum mid-thigh length (not pleated netball type).
- Socks - Navy or white
- GENERAL**
- Shoes - Enclosed shoes only eg: joggers. No thongs or sandals are to be worn.
- Hats - Children are required to wear a hat that covers their ears. Broad brimmed hats and Legionnaires caps are acceptable. A minimum 8cm brim is required. ***Dress caps are not acceptable.*** These will be confiscated until the end of the day and collected from the office. This type of headwear does not meet the Sun Safety Policy standards and is therefore unacceptable.
- Tracksuit - Navy only.
- Jumpers - Plain navy only
- Optional Winter - Stockings, tights, long navy pants, navy wind cheaters or plain navy jackets only.
- Jewellery - **Jewellery such as watches, one signet ring, one pair studs / small sleepers are acceptable.**
Children are encouraged not to wear jewellery to school because of both safety and security reasons. Children are involved in many interactive activities and games during playtime and loose ‘dangly’ jewellery can be dangerous as well as painful if pulled at or caught up during such activities. Children who wear necklaces or bracelets for religious or health reasons need to notify their class teacher and advise them of the reason the jewellery needs to be worn. Students with pierced ears are to wear studs or small sleepers to school for their own safety. Studs/sleepers will be removed, or taped during physical activity or sports. All jewellery will be removed for swimming.
- Hair- Hair styles are required to be neat and tidy. Hair should be worn off / away from the face. Shoulder length hair must be tied back (to prevent the passing of head lice)
Hair should not have words, numbers, symbols etc ‘cut’ into the hair.
Hair accessories are to match the school uniform colours of jade, navy or gold
Make-up is not allowed

Sun Safe Requirements

Bucasia School’s Sun Safety Policy requires that:

- Hats must have a minimum 8cm brim. No dress caps are allowed.
- Shirts must have a collar (polo style with button up neck)
- Shirts must have a full sleeve (to cover deltoid muscle)

Excursions & School Events

All children must be in school uniform (including hats) if they wish to attend school events. Children who are not in full uniform may not be allowed to attend without a note from home. A bank of uniforms held at the school may be utilised for students not properly dressed.

Band Uniform

- long black trousers / skirt
- plain white shirt
- coloured vest (supplied by school)
- black shoes
- black socks

Choir Uniform

- Standard school uniform is worn by the choir

Free Dress Days

Students and families are advised of free dress days through the school newsletter. Normal dress code and sun safety requirements still apply on these days eg: collared shirt with sleeves, hat etc

General

1. Should parents/students be unsure of any element of the school’s Dress Code requirements, they are encouraged to consult with school administration prior to wearing any questionable item to school.
2. Parents need to notify the Principal (in writing) for permission to vary the agreed expectations (uniform, jewellery, hair).

ELECTIVES

As part of Sport and Recreation we offer elective learning for students in the Middle Phase of Learning (Yrs 4-7). If you have a talent or skill that could be utilised please advise our school so that we can add further to our learning program.

FINANCIAL ASSISTANCE

WHAT HELP CAN GOVERNMENT PROVIDE?

Education Queensland provides a range of financial assistance for parents who reside in Queensland and whose children attend approved schools and undertake approved courses of study. Information on schemes of assistance can be obtained from School Financial Services within Education Queensland on free call 1800 248 997.

FIRE DRILLS AND LOCK DOWN PROCEDURES

Fire drill and lock down procedures are practised each term in accordance with Education Queensland guidelines. School visitors during an alert are expected to comply with evacuation procedures.

FRIDGES

Each classroom has a refrigerator, and students are encouraged to use the fridges to keep morning tea and lunches cool during the summer months. Please consider the size of the lunch container so that all will fit.

HOMEWORK

Teachers may give homework in accordance with Education Queensland guidelines. All homework is practice of tasks relevant to the teaching program. The following is a guide in determining the amount of set homework that students might be expected to undertake. It is of course open to parents to consult with the student's teachers about additional materials or practice exercises with which parents can assist their children at home.

In the Early Phase of Learning (Prep to year 3) many activities at home or in play can assist children to develop literacy, numeracy and problem solving skills.

Homework tasks may include:

- Daily reading to, with, and by parents/caregivers or other family members.
- Linking concepts with familiar activities such as shopping, preparation of food, local environment and family outings.
- Conversations about what is happening at school.
- Preparation for oral presentations.
- Opportunities to write for meaningful purposes.

In the Prep Year, generally students will not be set homework.

In years 1, 2 and 3, set homework could be up to but generally not more than 1 hour per week.

In the middle phase (Year 4 to Year 9) some homework can be completed daily or over a weekly or fortnightly period and may:

- include daily independent reading.
- be coordinated across different subject areas.
- include extension of class work, projects and research.

Homework in Year 4 and Year 5 could be up to but generally not more than 2-3 hours per week.

Homework in Year 6 and Year 7 could be up to but generally not more than 3-4 hours per week.

INDIGENOUS STUDENTS

Indigenous Students number up to approximately 10% of the school population. Teacher aides are employed to support Indigenous students. A Community Liaison Officer based at Pioneer State High School visits Bucasia to liaise with families, and explain culture, art and traditions as well as support students in the transition to high school. Both the Aboriginal and Torres Strait flags are recognised and used at school. A parent group has been established that meets at least once per term or as needed to ensure specific student and school needs of a cultural nature are catered for.

INFECTIOUS DISEASES

Printed below are extracts from current exclusion tables for some of the more common childhood diseases. For details relating to rarer or more serious diseases, please contact the school.

Chicken Pox	-	exclude until 5 days after last lesion appears.
Mumps	-	exclude 9 days or until swelling goes down.
Rubella	-	exclude until 4 days after rash first appears.
Measles	-	exclude until 4 days after rash first appears
Hepatitis	-	exclude until fully recovered.
Ringworm	-	re-admit when appropriate treatment has commenced (medical certificate may be requested).
Scabies	-	as above
Lice	-	as above
School Sores	-	as above
Scarlet Fever	-	as above

INTERVIEWS

To discuss what your child is being taught or how they are being taught, interviews can be arranged. Avoid catching the teacher at the start of the day (eg: 8.45am). Appointments may be arranged by speaking with the Teacher via the office where a suitable time can be arranged. Interviews provide an effective way of really understanding your child's current abilities. Use of work samples, test results and criteria sheets can be used by the teacher to show Parents first hand.

INTERNET

All students have access to the Internet as part of the learning programs. The amount and type of use will depend on the current learning program. Student and parental permission forms for the Internet and email need to be completed, agreeing to the school's conditions of use each year. These are included with all enrolment forms. Internet agreements are renewed every year.

LIBRARY RESOURCE CENTRE

Student learning is supported in the school by a Teacher Librarian and a wide range of modern resources.

Housed in the library is a computer hub consisting of 12 computers for whole class technology lessons. All children are urged to take advantage of the library's resources. Supervised lunch time access is also available.

LOST PROPERTY

Please ensure that all items (especially clothing) are marked. All lost property will be kept in the Lost Property Box in the Janitor's Store. Enquires regarding lost property should be directed to the Janitor/Groundsman. Unclaimed lost property will be donated to charity at regular intervals.

The bringing of valuables to school such as, expensive toys, jewellery, radios and large sums of money is discouraged.

MANAGING BEHAVIOUR IN A SUPPORTIVE SCHOOL ENVIRONMENT

Rationale

At Bucasia State School we believe that to provide quality learning we must meet the needs of our students. We believe that teachers and students take joint responsibility for behaviour that respects individual rights through negotiating rules and consequences. We believe that teachers and students are responsible for their own behaviour. We believe that we can teach and model the skills that lead to responsible, positive and cooperative behaviour.

Values

At our school we value

- * Cooperation
- * Respect
- * Dignity
- * Safety
- * Honesty
- * Effort
- * Consideration
- * Courtesy

Objectives

To provide quality learning environments.

To model and praise acceptable behaviour.

To apply agreed consequences for unacceptable behaviour.

To solve conflict so as to maintain the dignity of all.

To establish systems for monitoring student behaviour.

To reduce the need for punitive measures by supporting students whose behaviour places them at risk.

Operating Principles

- ❖ A Code of Behaviour is displayed throughout the school.
- ❖ Parents will be asked to sign an enrolment agreement.
- ❖ An Acknowledgment Flowchart is displayed throughout the school.
- ❖ Regular review of student behaviour standards.
- ❖ A Social Justice Committee operates to advocate for, and monitor student welfare.
- ❖ Early communication with parents or carers.
- ❖ A right of appeal is available.
- ❖ Consistent application of consequences.

S.T.A.R CODE OF BEHAVIOUR - Our classrooms operate within our **STAR Code** philosophy, which provide guiding principles for a safe, supportive and engaging teaching and learning environment.

- Safety Rule – Consider the safety of ourselves, others and the school in our daily interactions.

KEEP THE SCHOOL A SAFE PLACE.

- Teamwork Rule

LEARN AND PLAY TOGETHER BY COOPERATING WITH AND CARING FOR OTHERS.

- Attitude Rule

DO YOUR BEST AT ALL TIMES.

- Respect Rule

TREAT OTHERS AS YOU WOULD LIKE TO BE TREATED, IN A FRIENDLY, FAIR, POLITE AND HONEST WAY.

School beliefs about behaviour and learning

- Our school will provide an environment that is safe, supportive, caring and challenging for all students. Our school motto is: Living Together Learning Together. We aim to create this environment by:
 - Providing a quality curriculum that is challenging, supportive and futures focussed and is responsive to the diversity of student needs within our school.
 - Facilitating an “open door” philosophy within the school, where all community members feel safe, comfortable and respected when discussing issues.
 - Expecting courtesy and respect by all school members for all school members in all communication.
 - Providing praise and celebration at every opportunity for all members of our school community.
 - Providing a positive and supportive behaviour management plan which recognises and respects the rights and responsibilities of students and staff members.

Whole-school behaviour support

- To align with our **STAR** philosophy the school promotes the following practices:

VALUE	RULES	PRACTICE
SAFETY	Safety Rule: Make the school a safe place in which to learn and work.	<ul style="list-style-type: none"> • Personal safety programs • Work place Health and safety procedures • Child Protection Policy • Code of Conduct
COOPERATION AND CONSIDERATION	Teamwork Rule: Learn, play and work together by cooperating with and caring for each other.	<ul style="list-style-type: none"> • Cooperative learning • Cooperative teaching • Conflict resolution • Teambuilding
EFFORT	Attitude Rule: Always do the very best that you can do.	<ul style="list-style-type: none"> • Quality teaching and learning programs • Learning support and special education programs • Self evaluation and self assessment • Extra curricular programs
RESPECT, DIGNITY, HONESTY AND COURTESY	Respect Rule: Treat others as you would like to be treated: <ul style="list-style-type: none"> • friendly • fairly • politely • honestly • respectfully 	<ul style="list-style-type: none"> • Non discriminatory language • Inclusive practices • Cultural understanding and awareness • Be truthful to yourself and others • Listen to all sides • Good manners • Listening courteously • Peer mediation

Targeted behaviour support

Classroom/playground support

Teachers implement planned and incidental behaviour management strategies in the classroom and playground. These strategies are aimed at teaching and developing social skills and appropriate behaviours within the day to day operation of the school.

Should the behaviours continue and need further intervention, the students may then be referred to the Social Justice Committee and begin engaging with the schools' Intensive Support Plan.

CLASSIFICATION OF BEHAVIOUR MANAGEMENT LEVELS PROCESSES

<u>LEVEL</u>	<u>BEHAVIOURS OF THE TYPE</u>	<u>CONSEQUENCE</u>	<u>MANAGEMENT</u>
LOW	<ul style="list-style-type: none"> Persistent talking Minor Disobedience Throwing sticks/stones Dishonesty In classrooms without permission Disrupting others learning. Inappropriate play eg out of bounds 	<p>May include</p> <ul style="list-style-type: none"> School Service Detention i.e in school or with class teacher Apology Time Out 	<ul style="list-style-type: none"> Parents / caregivers to be contacted by Class Teacher or Principal. Record incident in behaviour management log Involvement of Principal as necessary.
MEDIUM	<ul style="list-style-type: none"> Persistent Level 1 behaviours Persistent disobedience Teasing Bullying Insolence Swearing Dangerous play Threatening Behaviours 	<p>May include</p> <ul style="list-style-type: none"> Detention ie in school Apology Loss of Privileges After school detention School Service Time out Suspension 1-5 Days 	<ul style="list-style-type: none"> Parent/Caregiver interview / contact Record incident in Behaviour management log. Teacher records. Referral to GO Referral to Social Justice Committee Inform Principal and GO Behaviour management plan Suspension 1 – 5 days depending on incident / circumstances
HIGH	<ul style="list-style-type: none"> Severe Examples of MEDIUM Behaviours Severe misbehaviour Fighting/ Aggression Physical assault Sexual/racial harassment Wilful & persistent misbehaviour Failure to modify behaviours leading to ongoing incidents. 	<ul style="list-style-type: none"> Immediate time out Parent Interview Then, may include Detention = 5 days Behaviour Recovery Plan Loss of privileges = 2 weeks GO Referral Name in aggression monitoring list Eg. Supervised play. 	<ul style="list-style-type: none"> Immediate Time Out Parent/Caregiver interview Communication/Interview Recording in Office log Suspension Imminent Advice Suspension 1-5 days depending on incident. Additional intervention as appropriate eg (police, Department of Communities, Positive Learning Centre)

EXTREME	<ul style="list-style-type: none"> • Failure of plans from Level 3 • Drugs • Assault • Weapons • Unlawful behaviour • Vandalism • Verbal and Non Verbal abuse of staff 	<p><i>In all instances</i></p> <ul style="list-style-type: none"> • Immediate time out (office) • Parent interview organised • Suspension (in school or home) • Referral to guidance officer • Behaviour Recovery plan • Loss of Privileges = 3 Weeks 	<ul style="list-style-type: none"> • Immediate time out • Parent / Caregiver Interview • Behaviour Plan • Extra Options considered Suspension 6-20 days Exclusion • Additional intervention as appropriate eg (police, Department of Communities, Positive Learning Centre) • 6-20 day suspension – Educational program in place with external support. Possible off site intervention
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- The above examples are not an exhaustive list and by no means cover all scenarios and circumstances.

Bucasia State School also has a **Social Justice Committee** which meets regularly. The purpose of this committee is to review the educational provisions of students at risk; this includes students with behavioural issues.

Consideration of individual circumstances

Our response to individual needs and circumstances eg learning support, special education and behaviour management of children is discussed and formulated within the structures of our Social Justice committee. All referrals will be discussed and appropriately responded to within this forum. When applying consequences for unacceptable student behaviour, the individual circumstances and actions of the student and the needs and rights of the school community members will be considered at all times.

MEDICATION

PLEASE READ CAREFULLY!!!

THE FOLLOWING PROCEDURES ARE STRICTLY ADHERED TO. THEY EXIST TO PROTECT ALL CONCERNED.

1. Non-prescribed medication (including aspirin, Panadol etc) will NOT be administered to students at any State School.
2. Prescribed medications will be administered by school staff, provided all of the following conditions are met:
 - a) Parent/Guardian must **make a written request** for medication to be administered.
 - b) Medication must be in the pharmacist's container, with the pharmacist's instructions including name of the child, dosage and all specific times to be taken on the label.
 - c) Medications must be kept in the teacher's custody while at school. It will be returned to be taken home.
 - d) A cup (with a handle) is provided – clearly marked with your child's name – for water when taking medication.

These arrangements are for the protection of the children. Please help us by adhering to them. (Many parents find they prefer to call at the school and administer the medication themselves. We certainly encourage parents to do this.)

MEDICATION – SPECIAL NOTE

Asthma – Students may be permitted to be responsible for their own inhalers. This requires a written action plan by the student's doctor and permission of the parent/guardian and the approval of the Principal. Medical form from the school must be filled out.

MOBILE PHONES AND ELECTRONIC EQUIPMENT

Mobile phones are an everyday item of modern communication. To respect the learning of all, children who bring mobiles to school are required to hand them in at the office. The phones will be stored safely until it is time for the child to go home. Phones can be signed out and taken home.

NEWSLETTER

Wednesday is 'Newsletter Day'. Items of interest and information are sent home with the eldest child in each family on that day. Local people and organisations are welcome to contribute to the school Newsletter.

PARENTS' AND CITIZENS' ASSOCIATION

The P & C Association has a very important role to play in helping to determine and execute the future development of the school. Meetings are held on the second Monday of each month. The Annual General Meeting is normally held in February each year. This meeting will determine meeting times for the rest of the year. Your support is certainly needed, and will be most welcome.

PETS

Not only are dogs a nuisance, but also they can be dangerous around a school. The Council's Dog Control Officer is called to the school regularly to remove dogs that frequent the grounds if owners cannot be contacted..

PRIVACY STATEMENT

Enrolment

The Department of Education is collecting information on the school enrolment 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 Qld Health, Qld Transport, Qld Police, and Department of Families. The Commonwealth Government, through Centrelink, may require information for matching purposes in relation to the payment of study assistance benefits to some students.

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

Attendance / Achievement / Behaviour

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

Year 3, 5 & 7 student names are passed on to the Qld Studies Authority for the purpose of issuing individual reports in relation to the assessment of numeracy and literacy skills of students.

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

Wellbeing, Protection and Safety

During a student's attendance, the Department of Education 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 Qld Health, Qld Police Service and Department of Families in accordance with Education Qld's Student Protection Policy and other policies relating to student behaviour.

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

Children and Young People in the care of the state – Data-Matching

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

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

This personal information may include:

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

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

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

SCHOOL SUPPORT - SPECIALIST TEACHERS_____

The curriculum of the school is supported by the work of several specialist teachers. These include: a music teacher, a physical education teacher, a LOTE teacher, a learning support teacher, a speech therapy teacher and an instrumental teacher. The school also has access to a guidance officer.

SPECIAL EDUCATION CLASS

Attached to the school is a special education class that caters for children with special needs. An IEP (Individual Educational Plan) is developed for each student by the special needs teacher. Where possible these students are mainstreamed into normal classes with the support of teacher aides for some cultural sessions.

SPORTS HOUSES_____

For sport, the school is organised into three (3) houses. The names of these houses and their colours are:

Brampton (Red), Carlisle (Yellow), Keswick (Blue)

All children in the family are allocated to the same house. We try to ensure that children remain in the same house during their schooling with us.

SPORTS & RECREATION_____

This is held on a Friday afternoon for students in the Middle Years of Learning (Yrs 4 –7). The program includes electives and interschool sport. A bus fare is levied when games are played away from school.

Term 1 - Cross Country, inter-school sport

Term 2 - Athletics Carnival (depending on timing of State Championships), inter-school sport

Term 3 – Inter-school sport, touch

Term 4 - Inter-school sport, touch

School Teams also participate in a number of outside of school hours district competitions

- Touch Football

Parents are cordially invited to attend these functions.

SUPERVISION OF CHILDREN

1. Before School

No organised supervision is provided before 8.45am.

There are usually some teachers in attendance at school well before this time, and any teacher who becomes aware of an unsafe or undesirable activity will take steps to ensure that it ceases. However, parents are reminded that no formal arrangements are made for supervision before school.

Children should not be allowed to arrive at school before 8am. Parents who are unable to care for their own children until this time are requested to make suitable arrangements with friends or neighbours.

2. Morning Tea and Lunch

Supervision is provided by two members of staff at all times.

3. After School

Children should leave the school promptly upon dismissal, unless participating in school-organized activities.

TUCKSHOP

Due to an inability to employ a convenor or recruit volunteers the Tuckshop has been operating on a Term by Term basis providing a Meal deal option. The school tuckshop menu provides hot and cold lunches and morning teas. Tuckshop opening days are published each term in the newsletter. To order, please write child's name, class and order on a brown paper bag, include money (correct change helps, and place in the container in the classroom before school). Use separate orders for Morning Tea and Lunch. Children going to Friday Sport are asked to write 'S' on the lunch bag. The Tuckshop is always in need of volunteer helpers. Please support this service to the children when volunteers are called for.

It is an EQ requirement for school tuckshops to encourage healthy eating.

VISITORS

Visitors are welcome. Any adult visiting between the hours of 9:00 am and 3:00 pm must report first to the office and sign the visitor's books. A visitor's badge will be provided which must be worn.

VOLUNTARY SCHOOL AIDES

A number of mothers and fathers (and others) enjoy helping as voluntary school aides. These people help teachers with preparation of materials, assist with small groups of children, and share their skills and abilities. If you feel you would like to assist the school in this way, please contact the Principal or your child's teacher.

All volunteer helpers must sign the book provided in the School Office each time they are in the school. Volunteers **other** than parents will require a Working with Children check (Blue Card). This can be obtained by contacting the 'Commission for Children and Young People' PhNo: 07 3247 5525

MACKAY AREA SCHOOLS

NORTHSIDE STATE EDUCATION CONSORTIUM SCHOOLS

Offering:

- Smooth & easy transition to high school
- Scholarships for entry to year 8
- Extension and enrichment experiences for Yr 6 & Yr 7 students (Science & Technology)

PRIMARY SCHOOLS

Andergrove State School Ph No 0749554388 Website: <http://www.ndergross.eq.edu.au>
Beaconsfield State School Ph No 0749692222 Website: <http://www.beaconsfieldss.eq.edu.au>
Bucasia State School Ph No 0749546057 Website: <http://www.bucasiass.eq.edu.au>
Eimeo Road State School Ph No 0749697111 Website: <http://www.eimeoroadss.eq.edu.au>
Fitzgerald State School Ph No 0749656333 Website: <http://www.fitzgerass.eq.edu.au>
Glenella State School Ph No 0749421478 Website: <http://www.glenellass.eq.edu.au>
Mackay North State School Ph No 0749573009 Website: <http://www.macknortss.eq.edu.au>
Northview State School Ph No 0749424277 Website: <http://www.northviess.eq.edu.au>
Seaforth State School Ph No 0749590133 Website: <http://www.seaforthss.eq.edu.au>
Slade Point State School Ph No 0749551399 Website: <http://www.sladpoinss.eq.edu.au>

SECONDARY SCHOOLS

Mackay North High School Ph No 0749443200 Website: <http://www.macknortshs.eq.edu.au>
Pioneer High School Ph No 0749559222 Website: <http://www.pioneershs.eq.edu.au>

SOUTHSIDE STATE SCHOOL CLUSTER

PRIMARY SCHOOLS

Dundula State School PhNo 0749521318 Website: <http://www.dundulass.eq.edu.au>
Mackay Central State School PhNo 0749574944 Website:
<http://www.mackcentss.eq.edu.au>
Mackay West State School PhNo 0749573852 Website: <http://www.mackwestss.eq.edu.au>
Victoria Park State School PhNo 0749574487 Website: <http://www.victparkss.eq.edu.au>

SECONDARY SCHOOLS

Mackay High School PhNo 0749579179 Website: <http://www.mackayshs.eq.edu.au>