BOONAH STATE SCHOOL

Providing a personalised learning environment where we Strive To Excel and achieve BOONAH BRILLIANCE.

2016/2017 PARENT INFORMATION BOOK

PARK STREET, BOONAH QLD 4310

PHONE: (07) 5460 6333
FAX: (07) 5460 6300
EMAIL: principal@boonahss.eq.edu.au
WEBSITE: www.boonahss.eq.edu.au
FACEBOOK: www.facebook.com/BoonahStateSchool
# INDEX

Welcome .................................................................................................................. 3

School Personnel ..................................................................................................... 3

Contents

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Absentees</td>
<td>4</td>
</tr>
<tr>
<td>Activity Risks &amp; Insurance</td>
<td>9</td>
</tr>
<tr>
<td>Administration of medications in schools</td>
<td>17</td>
</tr>
<tr>
<td>Appointments</td>
<td>4</td>
</tr>
<tr>
<td>Arrival/Departure time</td>
<td>4</td>
</tr>
<tr>
<td>Bicycle/Scooter Safety</td>
<td>4</td>
</tr>
<tr>
<td>Chaplaincy</td>
<td>11</td>
</tr>
<tr>
<td>Complaints Management</td>
<td>10</td>
</tr>
<tr>
<td>Court Orders</td>
<td>7</td>
</tr>
<tr>
<td>Dress Code</td>
<td>15</td>
</tr>
<tr>
<td>Early Phase of Learning (Prep to Year 3)</td>
<td>9</td>
</tr>
<tr>
<td>Evaluation</td>
<td>10</td>
</tr>
<tr>
<td>Health &amp; Safety</td>
<td>7-8</td>
</tr>
<tr>
<td>Homework Policy</td>
<td>13-14</td>
</tr>
<tr>
<td>Instrumental Music</td>
<td>9</td>
</tr>
<tr>
<td>L.O.T.E.</td>
<td>8</td>
</tr>
<tr>
<td>Learning with Pride</td>
<td>19</td>
</tr>
<tr>
<td>Leaving the School Grounds</td>
<td>5</td>
</tr>
<tr>
<td>Lost Property</td>
<td>5</td>
</tr>
<tr>
<td>Mobile Phones</td>
<td>5</td>
</tr>
<tr>
<td>Newsletter</td>
<td>5</td>
</tr>
<tr>
<td>Parent Involvement</td>
<td>5</td>
</tr>
<tr>
<td>Parents &amp; Citizens Association</td>
<td>11</td>
</tr>
<tr>
<td>Payments</td>
<td>5-6</td>
</tr>
<tr>
<td>Playgroup</td>
<td>11</td>
</tr>
<tr>
<td>Promoting Healthy Eating</td>
<td>6</td>
</tr>
<tr>
<td>Regular School Attendance</td>
<td>18</td>
</tr>
<tr>
<td>Religious Instruction</td>
<td>11</td>
</tr>
<tr>
<td>Resource Centre</td>
<td>9</td>
</tr>
<tr>
<td>Responsible Behaviour Plan for Students</td>
<td>6</td>
</tr>
<tr>
<td>Refund Guidelines</td>
<td>16</td>
</tr>
<tr>
<td>School Access</td>
<td>6</td>
</tr>
<tr>
<td>School Assembly</td>
<td>6</td>
</tr>
<tr>
<td>School Bus Zone</td>
<td>4</td>
</tr>
<tr>
<td>School Bus Services</td>
<td>6</td>
</tr>
<tr>
<td>School Crossing</td>
<td>6</td>
</tr>
<tr>
<td>School Documents</td>
<td>9</td>
</tr>
<tr>
<td>School Pledge</td>
<td>8</td>
</tr>
<tr>
<td>School Times</td>
<td>4</td>
</tr>
<tr>
<td>School Year</td>
<td>4</td>
</tr>
<tr>
<td>Specialist Services</td>
<td>10</td>
</tr>
<tr>
<td>Sport, Sport Houses</td>
<td>9</td>
</tr>
<tr>
<td>Student Information &amp; Emergency Contact Details</td>
<td>6-7</td>
</tr>
<tr>
<td>Swimming</td>
<td>10</td>
</tr>
<tr>
<td>Tuckshop</td>
<td>11</td>
</tr>
<tr>
<td>Uniform Shop</td>
<td>11</td>
</tr>
<tr>
<td>Valuables/Jewellery</td>
<td>6</td>
</tr>
<tr>
<td>Web Site/Facebook/Apps</td>
<td>5</td>
</tr>
</tbody>
</table>
We have a conscientious and co-operative staff that is only too willing to help you. I believe in being approachable, so please feel free to discuss any matter with me in a positive, constructive manner.

Our school motto “Strive to Excel” is a reflection of our school community. We look forward to working with you to support your child in achieving Boonah Brilliance.

We hope your new or continuing association and involvement with the school will be a very happy one and a fulfilling and rewarding one for your child.

**Damien Butler**  
Acting Principal

---

**SCHOOL PERSONNEL**  
Current at time of printing

<table>
<thead>
<tr>
<th>Role</th>
<th>Names</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acting Principal</td>
<td>Mr Mr Damien Butler</td>
</tr>
<tr>
<td>Head of Curriculum/Support</td>
<td>Mrs Geraldine Stephan</td>
</tr>
<tr>
<td>Master Teacher</td>
<td>Mr Charles Moncada</td>
</tr>
<tr>
<td>Teaching Staff</td>
<td>Ms Erin Ellis, Miss Alyssa Hogan, Ms Sharolyn Johnson, Miss Laura Tomlin, Miss Kelly Lobegeiger, Mr Des Mellican, Ms Juley Nilon, Miss Aimee Parker, Miss Alana Reardon, Miss Zoe Sauer, Mrs Elizabeth Szymanski</td>
</tr>
<tr>
<td>Specialist Teachers</td>
<td>Miss Suzanne Bauer (Music), Ms Mandy Brown (STLaN – Support Teacher Literacy &amp; Numeracy), Ms Chris Campbell (Inclusive Education), Mrs Janet McKenna (PE – Physical Education), Mr Simon Francis (Instrumental Music), Ms Clare Horne (Guidance Officer), Ms Sandra Noller (LOTE-Language Other Than English), Mrs Karly Bird (Early Intervention), Mrs Gayle Wilson (Teacher Librarian)</td>
</tr>
<tr>
<td>Teacher Aides</td>
<td>Mrs Renea Francis, Mrs Wendy Freiberg, Mr Ian Glegg, Mrs Toni Hawkins, Mrs Leanne Kleier, Mrs Sandra Lankowski, Mrs Lisa Noffke, Mrs Kym Rasmussen</td>
</tr>
<tr>
<td>Administration</td>
<td>Mrs Melissa Henderson, Mrs Davina Worley</td>
</tr>
<tr>
<td>Groundsman</td>
<td>Mr Richard Worley</td>
</tr>
<tr>
<td>Cleaners</td>
<td>Ms Gayle Holmes, Mrs Melanie Hawkins, Mrs Roslyn Ballin</td>
</tr>
</tbody>
</table>
The School Year

In **2016** the dates for Semester two are as follows:

<table>
<thead>
<tr>
<th>Second semester</th>
<th>Third term</th>
<th>Monday 11 July to Friday 16 September</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fourth term</td>
<td></td>
<td>Tuesday 4 October to Friday 9 December</td>
</tr>
</tbody>
</table>

In **2017** the year commences for students on Tuesday, 23rd January. There are four terms or two semesters in each year. The dates are:

<table>
<thead>
<tr>
<th>First semester</th>
<th>First term</th>
<th>Monday 23rd January to Friday 31st March</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Second term</td>
<td>Tuesday 18th April to Friday 23rd June</td>
</tr>
<tr>
<td>Second semester</td>
<td>Third term</td>
<td>Monday 10th July to Friday 15th September</td>
</tr>
<tr>
<td></td>
<td>Fourth term</td>
<td>Tuesday 3rd October to Friday 8th December</td>
</tr>
</tbody>
</table>

**Arrival Time**

Students are expected to arrive at school between 8.30 and 8.50am. Any students at school prior to 8.30am are required to sit quietly in the Covered Play Area.

**Departure Time**

Students who have not been collected by their parents/guardian before 3:15pm will be supervised in the Office.

**Absentees**

If a student has been absent from school (or intends to be absent) a note must be forwarded or a phone call made, to explain the reason for the absence. From January 2017, all Qld State Schools will be required to alert parents to any unexplained absences for students on the day of the absence, via a text message.

Attendance at school between the ages of 6 years and 15 years is compulsory.

**School Times**

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.30 am</td>
<td>Teachers collect Students from Covered Play Area</td>
</tr>
<tr>
<td>8.50 am</td>
<td>Get Ready for Class</td>
</tr>
<tr>
<td>8.55 am</td>
<td>First Teaching Session</td>
</tr>
<tr>
<td>9.00 am</td>
<td>Morning Roll marked</td>
</tr>
<tr>
<td>11.00 am</td>
<td>First Break</td>
</tr>
<tr>
<td>11.10 am</td>
<td>Play Time</td>
</tr>
<tr>
<td>11.45 am</td>
<td>Second Teaching Session</td>
</tr>
<tr>
<td>1.15 pm</td>
<td>Second Break</td>
</tr>
<tr>
<td>1.25 pm</td>
<td>Play Time</td>
</tr>
<tr>
<td>1.45 pm</td>
<td>Third Teaching Session</td>
</tr>
<tr>
<td>2.00 pm</td>
<td>Afternoon Roll Marked</td>
</tr>
<tr>
<td>3.00 pm</td>
<td>Dismissal</td>
</tr>
</tbody>
</table>

**Appointments**

Appointments with the Principal or a teacher should be made through the office or with the teacher concerned. If there is an issue, teachers would like to know early. This way we can prevent problems developing. We are committed to working in partnership with parents to provide the best education for all our students.

**Bicycle/Scooter Safety**

If your child rides a bike/scooter to school please remind your child about the road rules they need to follow in order to keep safe on their way to school. Students are expected to dismount their bikes/scooters when they reach the main street or where indicated by road signs. Students must walk their bikes/scooters when on school grounds to ensure the safety of themselves and others. Children must wear a helmet!

**School Bus Zone**

School bus zones ensure that students are dropped off safely, and that no other road users are endangered. There are two bus zones here at Boonah SS, one at the front of the school in the main carpark and the other is in Highbury Street opposite the Police Station / Gym.
Buses require the carpark bus zone from 8am to 9am and the Highbury St bus zone from 2:30pm to 3:30pm on school days. During these hours the bus zones are “No Standing” areas and are signed accordingly. Private vehicles need to be considerate and give way to buses during those times.

**Newsletter**
To strengthen the communication between school and home a Newsletter is published fortnightly on alternate Tuesdays. Parents are requested to read the Newsletter thoroughly and to respond to any necessary items. The Newsletter is also published on the school’s website and is available by email upon request.

**Web Site, Facebook & App**
The latest information and current events as well as the Newsletter are accessible via our school’s web site: [www.boonahss.eq.edu.au](http://www.boonahss.eq.edu.au), facebook site: [www.facebook.com/BoonahStateSchool](http://www.facebook.com/BoonahStateSchool) or download the qschools app.

**Leaving the School Grounds**
Once a student has arrived at school in the morning, they are not to leave the school grounds until dismissed, unless permission is sought by parents. If students leave school early due to sickness or appointments etc parents/guardians need to receive an early departure slip from the staff in the Administration Office.

**Lost Property**
Unmarked items found at school are kept in the lost property cupboard which is located behind the Administration Office. If all clothing and equipment is marked with your child’s name, it will make the return of the lost items much easier. Marked items will be returned to their respective owners.

**Mobile Phones**
In accordance with the Department of Education and Training’s (DET’s) recommendations, Mobile Phones are NOT permitted at school. If a student needs to bring their mobile phone to school, they are required to hand it in to the Office for safe keeping. Emergency calls may be made or received through the office. Students who fail to follow this guideline will have phones confiscated, to be returned after school. Students, who repeatedly breach this mobile phone requirement, will have their phone confiscated until a parent/guardian is able to collect the phone from the school.

**Parent Involvement**
Parents are invited to participate in the school in a voluntary capacity. Examples of involvement are music, reading, policy work, a variety of sport, Tuckshop and the Parents and Citizens Association.

**Payments**
Payments made to the school for class excursions, camps etc. should be placed in an envelope marked clearly with your child/ren’s name, class and reason for payment. All payments and consent forms are to be placed into the ‘collections mail slot’ in the Office. Payment options include:

- **Cash**
  Please use correct money. Change is not available from the Office.
- **Cheque**
  For all school activities such as camps and excursions, please make all cheques out to Boonah State School. For all P&C items or events such as school uniforms, bookclub and fundraising, please make all cheques out to the Boonah State School P&C Association.
- **Credit Card / EFTPOS**
  Credit card payments can be made over the phone by calling the Office. EFTPOS is available at the Office for both Boonah State School & Boonah State School P&C payments.
EFT / Online Payments
- For all Boonah State School payments, the account details are:
  BSB: 064-402 A/c #: 00090035 **Ref:** Student Name & payment reason
- For all Boonah State School P&C payments, the account details are:
  BSB: 633-000 A/c #: 140963638 **Ref:** Student Name & payment reason

Centrepay
Centrepay is a free direct bill paying service available to customers who receive Centrelink payments. Fortnightly deductions or one-off payments can be made towards school expenses. Centrepay forms are available from the Office.

Promoting Healthy Eating
Following a suggestion at a P&C Meeting and as part of promoting healthy eating we allow all children to have a Fruit Snack about 10:00am. Only fruit or vegetables, nuts or half of a sandwich will be permitted, not any form of processed food. Our school has implemented the “Smart Choices” in all aspects of school catering. We strongly encourage parents/guardians to ensure their child/ren have a healthy lunch box. Please remind your children to drink lots of water as it is vital in keeping us as alert as possible.

School Bus Services
Students in primary school who live 3.2km or further from the nearest State School are eligible for free travel to school by bus. The bus fee is waived for families who hold a current Health Care Card. The service and its conditions are supervised by the Department of Transport. Contact the local bus company, Fassifern Coaches (Phone 5463 1407) for further advice.

School Crossing
Please encourage your children to cross the road at the pedestrian crossing and follow the Crossing Supervisor’s directions. Remember, even if you are with your children you are reinforcing their safety by using the crossing.

Responsible Behaviour Plan for Students
Included for your information is the Responsible Behaviour Plan for Boonah State School which is based on DET’s Student Code of Behaviour. A copy of the plan is provided to all families at the time of enrolment. Additional copies are available from the Office or can be downloaded from our website.

School Access
It is the Department’s Policy that everyone entering the school grounds needs to have the Principal’s permission. Visitors during school time must report to the Office. This is primarily for the safety of both our students and visitors. Outside of school times, prior arrangements should be made with the Principal.

Valuables/Jewellery
Staff accepts no responsibility for valuables and jewellery brought to school. A watch, ear studs, school badges and medical ID are the only acceptable items for students. Toys brought from home for class display will be in the care of the teacher, but toys brought for play purposes are not the responsibility of staff.

School Assembly
A whole school parade is held Fridays at 9.00am. Weekly Boonah Brilliance Awards and Boonah Boost certificates are presented each week. Families are invited to attend!

Student Information and Emergency Contact Details
When a student is enrolled at the school, important student information such as address & telephone number, emergency contact details, medical details and family circumstances are obtained and recorded. It is imperative that the school office be advised of any changes as soon as possible. Any other factors which may impact on a student’s behaviour or attitude should be
Health & Safety

made known to the student’s teacher.

Court Orders
Parent/caregivers should provide the School Principal with any court orders concerning the welfare, safety or parenting arrangements of their child/ren. New or updated court orders should also be given to the Principal. Please note that a copy of all court orders will be kept on file at school.

First Aid
Accidents are often unavoidable when students play, but through supervised and properly planned activities; these are kept to a minimum. When accidents do occur, the action taken by the school depends on the degree of injury. Minor cuts and abrasions are given first aid treatment. For more serious injuries, parents will be contacted as soon as possible, prior to any action being taken. However, sometimes the nature of the injury is such that immediate action must be taken, and in such cases the ambulance will be called. In this case, parents will be contacted as soon as possible, so please ensure your contact details are up to date.

Head lice
If an outbreak of head lice occurs, the whole class is issued with a notice. If all parents act, over the next fortnight the lice and their eggs can be eradicated. It is extremely important for you to check your child’s head for head lice on a regular basis. In the event of an outbreak parents/carers should keep checking every 2 days until there are no head lice found for 10 consecutive days. If you do find head lice, commence effective treatment immediately and be sure to complete the process of treatment. This will help prevent head lice from spreading. Teachers will reduce head-to-head contact activities while head lice are known to be around. If for any reason you are having difficulties treating the head lice on your child effectively, please contact the school. DET recognises that the occurrence of head lice is the most common insect infestation in humans throughout the world. The Department also acknowledges that although head lice infestation may affect people of any age, nationality, gender or socio-economic status, in Queensland, infestation occurs mainly in children of primary school age. It is seen as much a social issue as a health or educational issue, and the way that it is approached can have significant influence on a student’s emotional, social and educational development.

It is our responsibility as a school to:
- provide information to parents when we are aware of head lice infestation and the action that should be taken;
- implement classroom organisation and teaching programs, as well as guidelines for play, that minimise head-to-head contact during outbreaks of head lice; and
- support parents through practical advice and a sympathetic attitude to avoid stigmatising families who have difficulty complying with control measures.

As Parents/Caregivers, we ask that you:
- regularly inspect your child’s head to detect the presence of lice or lice eggs;
- ensure that your child/ren do not attend school with untreated head lice; and
- notify the school if your child is affected, and advise when treatment has begun.

It is strongly recommended that long hair be tied up and a suitable conditioner/hair spray be used to deter head lice. Please contact your child’s teacher, school office, or myself if you require more information.

Management of Health Conditions
If your child/ren suffers from any health condition such as: Anaphylaxis; Asthma; Diabetes or Epilepsy the school must be notified in writing by the parent/caregivers of this health condition. To assist in the management of a health condition, individual management plans need to be developed. These plans should be reviewed annually, signed by a parent/caregiver and revised when medication and/or health status change. Teachers, parents, medical practitioners, and where appropriate, students, may be consulted in the development of the plan.
Medication
The Queensland Government have recently changed the procedures relating to administration of routine and Emergency Medication and the management of health conditions and the department wish to inform all parents of these recent changes. A complete copy of the Department’s communication regarding the administration of medication in schools is provided at the end of this document. The extract below is relevant to most parents:

1. Administering medication at school
If your child requires staff to administer medication to your child at school, please contact the school office in the first instance to discuss your child’s requirements.

Please note, school staff will only administer medication that:

- has been prescribed by a qualified health practitioner (e.g. doctor, dentist)
- is in its original container
- has an attached pharmacy label.

Office staff will ask you to complete and sign Section 1 of the Administration of medication at school record sheet.

N.B. If your child requires more than one medication, you will need to complete a form for each medication.

Sun Smart Program
NO HAT - NO PLAY Policy:
Students are expected to wear a hat at all times they are outdoors for their own protection from the sun. We only accept the wearing of broad brimmed hats or legionnaire style caps, not peaked caps or visors. Our school community supports a NO HAT - NO PLAY Policy, so students not wearing these hats are not allowed to play outside.

What types of hats are best?
Our P&C has endorsed the Queensland Cancer Fund’s recommendations for hats. This is part of our School Dress Code attached. The Queensland Cancer Fund recommends one of the following styles:

- Broad-brimmed hat - These hats provide considerable protection from UVR to the face, neck, ears and nose. The brims must be at least 7.5cm wide. For students under 10, the brim width should be proportional to the size of the child’s head and their face should be completely shaded.
- Legionnaire hat - These hats should have a flap that covers the neck and meets the side of the front peak to provide protection to the side of the face. Baseball caps and sun visors DO NOT provide adequate sun protection as they leave the ears and neck exposed.
- Bucket hat or surfi style hat - These hats should have a deep crown and sit low on the head. The brim should be wide enough to provide the face, neck and ears with plenty of protection from the sun. A minimum width of 5cm is required at school.

SCHOOL PLEDGE
I promise to strive to excel in all I do;
To be considerate of others;
To care for my environment;
And to be a credit to my country, my school, my family and myself.

Homework
Refer to the Homework Policy.

L.O.T.E.
With the National and State push for all QLD children to be learning an Asian Language by 2017, a consultative review of our LOTE Program was conducted in 2016. The result of our community consultation was that our language from 2017 and beyond will be either Chinese or Japanese. LOTE is mandatory for students in Years 5 & 6. Students in Prep to 4 may also participate in LOTE classes where practicable.
Resource Centre
The school has a well-equipped Resource Centre which all students use. Students in Prep to Year 3 require a library bag (cloth, drawstring) or homework satchel to protect borrowed books. You are encouraged to share the reading with your child.

Early Phase of Learning
The years from Prep to Year 3 are known as the Early Phase of Learning. This vital phase lays the foundation for the rest of a student’s schooling years. Prep Year is not compulsory, but highly encouraged for all children. Please note that parents are required to produce a copy of their child’s Birth Certificate when they enroll in Prep to show that they will turn 5 before the 30th June.

<table>
<thead>
<tr>
<th>Birth Date:</th>
<th>Eligible for Prep Year in:</th>
<th>Eligible for Year 1 in:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 July 2011 to 30 June 2012</td>
<td>2017</td>
<td>2018</td>
</tr>
<tr>
<td>1 July 2012 to 30 June 2013</td>
<td>2018</td>
<td>2019</td>
</tr>
<tr>
<td>1 July 2013 to 30 June 2014</td>
<td>2019</td>
<td>20120</td>
</tr>
</tbody>
</table>

Instrumental Music
An Instrumental Music Program is conducted as an extra-curricular activity for selected students from Years 4-6 (Year 3 students selected at the discretion of the Instrumental Teacher). Band members are expected to practise for 30 minutes per day and to attend all band performances in and out of school time. To offset some of the costs of this program there is a levy of $20 per year plus $10 per term for instrument hire, making a total of up to $60 per year per student per instrument.

School Documents
The following documents are available for perusal at the school office.
- Boonah State School Annual Improvement Plan
- Boonah State School Annual Report
- Boonah State School - Student Responsible Behaviour Plan (provided upon enrolment)
- Boonah State School Strategic Plan 2014-2017

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

Sport
All students are expected to take part in sport unless there is a valid medical reason to prevent your child from participating. A note from the parent to the teacher is necessary.

<table>
<thead>
<tr>
<th>HOUSE</th>
<th>COOK</th>
<th>CUNNINGHAM</th>
<th>FLINDERS</th>
</tr>
</thead>
<tbody>
<tr>
<td>COLOUR</td>
<td>RED</td>
<td>BLUE</td>
<td>GREEN</td>
</tr>
</tbody>
</table>

Sport Houses
Intra-school competitions such as Cross-country, Athletics and Swimming may occur throughout the school year. Sport Houses are allocated upon enrolment with all siblings being in the same house group. Coloured shirts are available from the P&C Uniform shop.
Swimming
Swimming classes are held in school time for Prep – Year 6 so that students can LEARN TO SWIM. Lessons are held in Terms 1 and/or 4. All students are charged the pool entry fee (except season ticket holders) transport and lesson fees. Swim shirts must be worn by Prep – Year 6 students during all water-based activities including swimming lessons. The only exception will be that swim shirts do not need to be worn during championship races at school swimming carnivals. If parents are unable to provide a swim shirt, students may wear a t-shirt.

Evaluation
Student performance is evaluated continuously and school reports are issued to parents at the end of each semester. This individual report is based on the work done by the students during the semester and information obtained from teachers’ assessments. In the interests of your child all parents are encouraged to attend a parent/teacher interview in Term 1 & 3. Appointments to discuss your child’s progress with the principal or class teacher are made through the office or directly with the teacher.

Specialist Services
School Health Services and School Dental Services visit the school. A Speech Language Pathologist and a Guidance Officer visit the school regularly. They assess students’ educational needs. The Support Teacher (Literacy and Numeracy) arranges programs for students with learning difficulties. The Inclusive Education Teacher supports students with disabilities through the provision of whole class, small group and individual programs. You are able to refer your child to these services by seeing your child’s teacher and talking to the Principal.

Complaints Management
Complaints are responded to as a matter of priority and will be used as a mechanism for improving services to students and parents/carers. Complaints procedures are available to all students, parents and members of the public.

All complaints are handled in a positive and open way.

1. Documentation
The school documents all complaints.
Complaints are recorded and reported to the principal as soon as practicable after receiving the complaint.
Complaints can be made directly to the principal.
The record of the complaint:
• uses objective language clearly stating the facts
• contains information in chronological order as practically possible
• uses quotation marks, where appropriate and necessary
• is neatly and legibly written in biro/pen or in print in clear unambiguous language
• includes, where necessary, initialled and dated corrections
• includes signature, designation of the author, and time and date of the incident/complaint.

If the complaint is not resolved at the first point of contact, the complaint is acknowledged within five working days by telephone, in person, by email, or in writing.
Documents related to the complaint are kept and stored in accordance with the relevant departmental policies and procedures.

2. Complaints Management Phases
There are four key phases in handling a complaint, with the option of a fifth phase for review of a complaint outcome:
Phase 1. Receiving and clarifying the complaint
Phase 2. Deciding how to handle the complaint
Phase 3. Finding out about the complaint
Phase 4. Making a decision about the complaint
Phase 5. Review
Other Programs

Religious Instruction
Our school provides a non-denominational program ‘Connect’ that has been approved by the Fassifern Ministers Fraternal. This program is delivered by instructors nominated by this group and approved by the school Principal. From Year 1, your child will be placed in this non-denominational program if it is available.

Parents choose to opt-in or opt-out their child’s inclusion in Religious Instruction when they complete the Application for Student Enrolment Form. Parents who do not make any indication are assumed to have opted-out. Future changes to these arrangements can be made by notifying the Principal in writing.

Students who are not participating in RI will be provided with other instruction in a separate supervised location. Other instruction must relate to part of a subject area already covered in class and may include, but is not restricted to:
- personal research and/or assignments
- revision of class work such as creative writing or literacy and/or numeracy activities which could include online programs currently accessed by the students of that school (i.e. Spelling City, Word Mania, Reading Eggs)
- wider reading such as independent reading appropriate to the student

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

Chaplaincy
Our school enjoys the services of a Chaplain, Irene Hurren. Our Chaplain usually works each Monday and Wednesday, unless changes have been made for her to attend specific school events. While the majority of the work she does supports student health and wellbeing, with parental consent, she can also provide spiritual support if requested. The Chaplain can be contacted by email at the following address: ihurr0@eq.edu.au

For ongoing support for your child/ren, a parent/guardian consent form for “Voluntary Student Participation in Program of Chaplaincy Services” is available from the school website or from the Office.

Playgroup
Our Chaplain organises Playgroup on a Wednesday morning from 9am to 10:30am. Activities include social interaction, craft, singing, playing and storytelling. Morning tea is provided with parents socialising. A gold coin donation towards morning tea is requested. Children from 0-Pre-Prep years are most welcome.

Parents & Citizens Association
Meetings are held on the THIRD WEDNESDAY of each month in the Uniform Shop at 7.00 p.m. This body of interested people works to promote interest in education and to provide extra facilities for the school. It makes decisions about the school's educational programs and funding. Your children benefit from the P & C’s efforts. Parents join the P & C Association by attending at least one meeting. There is also a Fundraising Sub-Committee. You are invited to attend the meetings to participate in your child’s education.

Tuckshop
The Tuckshop is open each Tuesday. Procedures for ordering and purchasing food are explained by the class teachers. Students have first break and second break orders on separate bags for each food item purchased. Orders for both lunch breaks are given to the Tuckshop before school commences. Price lists and order forms for you to use will be sent home with your child in the first week of term. This valuable service is only possible through the support of volunteers to prepare and serve the food. Please contact the school if you are able to help.

Uniform Shop Opening Hours
Hours subject to change. Please refer to our School Newsletters for current opening times. We ask parents & guardians to make their uniform purchases at the times allocated above as our office staff are not able to assist.
BOONAH STATE SCHOOL
Homework Policy

Rationale
Homework provides an opportunity for children to consolidate, practise and/or extend on work covered in school. It can help to provide an insight into the children’s school lives as well as helping to instil self-discipline, responsibility and good habits as they move through and beyond school.

Objectives
- To strengthen parents’ role as their child’s primary educator.
- To strike a balance between consolidating academic work and embracing children’s wellbeing.
- To instigate and maintain a routine of study for a regular set time.

Operating Principles
- Handed out Friday to be completed and returned the following Thursday.
- Each class will use the approved BSS Homework Grid which offers a choice of English, Maths and Wellbeing tasks but will include reading and spelling as compulsory tasks (as marked with a star).
- Each task will be allocated a point value based in its complexity (Using Blooms Taxonomy).
- Each student must earn 10 points in each area (English Maths and Wellbeing) for their homework to be considered complete.
- Parents will need to sign each task as it is completed.
- Children have the option to earn more points each week.
- When children reach 300 points they will be awarded a “Homework Holiday” pass allowing a week off homework.
- Each class will also determine a weekly homework reward for those who complete their homework.
- Children who do not complete their homework will not have access to this reward or the documented benefits of homework.
- Children will receive timely feedback on homework at the bottom of their next homework grid (which can be seen by parents).

Maximum Daily Time Expectations

<table>
<thead>
<tr>
<th></th>
<th>Prep</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
<th>Year 6</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>5 mins</td>
<td>15 mins</td>
<td>15 mins</td>
<td>15 mins</td>
<td>20 mins</td>
<td>20 mins</td>
<td>30 mins</td>
</tr>
<tr>
<td></td>
<td>(15mins/wk)</td>
<td>(75mins/wk)</td>
<td>(75mins/wk)</td>
<td>(75mins/wk)</td>
<td>(100mins/wk)</td>
<td>(100mins/wk)</td>
<td>(150mins/wk)</td>
</tr>
</tbody>
</table>

Responsibilities

Our Principal should:
- Develop our school homework policy, in consultation with our school community
- Distribute our school homework policy through school website and appropriate handbooks
- Ensure our homework policy is effectively implemented throughout the school

Our teachers should:
- Ensure our school's homework policy is implemented
- Clearly communicate the purpose, benefits and expectations of all homework
- Inform parents if their child’s homework is regularly incomplete
- Check homework regularly and provide timely and useful feedback
• Use homework that is varied, challenging and directly related to class work and appropriate to students' learning needs
• Explicitly teach strategies to develop organisational and time-management skills and provide opportunities to practice these strategies through homework
• Give consideration to other academic and personal development activities (school based or other) that students could be engaged in when setting homework
• Discuss with parents and caregivers any developing problems concerning their child's homework and suggesting strategies to assist with their homework.

Our students can take responsibility for their own learning by:
• Being aware of our school's homework policy
• Discussing with their parents or caregivers homework expectations
• Accepting responsibility for the completion of homework tasks within set time frames
• Following up on comments made by teachers
• Seeking assistance when difficulties arise
• Organising their time to manage home obligations, participation in physical activity and sports, recreational and cultural activities.

The role of our parents and caregivers with homework:
• Through our Parents and Citizens' Association, our parents have a key role in the continuing development of our school's homework policy
• Reading to them, talking with them and involving them in tasks at home including shopping, playing games and physical activity
• Helping them to complete tasks by discussing key questions or directing them to resources
• Encouraging them to organise their time and take responsibility for their learning
• Encouraging them to read and to take an interest in and discuss current local, national and international events
• Helping them to balance the amount of time spent completing homework, watching television, playing computer games, playing sport and engaging in other recreational activities
• Contacting the relevant teacher to discuss any concerns about the nature of homework and their children's approach to the homework.

Mark Winrow  
Principal

Endorsed by
Boonah State School P&C Association (21/10/2015)
We care about our students, their safety and their image in the community. We believe that their appearance is a significant visible communicator about our school. In accordance with community feedback and health and safety issues, the following uniform policy is in place.

**Students must be in their school uniform at all times unless indicated otherwise.**

The P&C of Boonah State School supports a student dress code because it assists in providing a safe and supportive teaching and learning environment by:

- Ready identification of students and non-students at school
- Eliminating distraction of competition in dress and fashion at school
- Fostering a sense of belonging
- Developing mutual respect among students through minimising visible evidence of economic or social difference

The P&C Uniform Shop is available to allow for ease and convenience of purchase. Please see the Office staff for opening hours and contact details.

The **formal shirt** is to be worn on every excursion, with shorts, skorts or long navy pants.

**Jewellery:** Students may wear a watch, small ear studs or sleepers, medical tags and school badges.

**Nail Polish and Make-Up** are not to be worn.

**Temporary tattoos** should not be visible.

**Long hair** should be tied back to prevent the spreading of head-lice.

The P&C of Boonah State School supports a student dress code for Boonah State School. We believe it promotes the Objectives of Education (General Provisions) Bill 2006.

| Shirts       | • formal  
|             | • house  
|             | • pale blue everyday  
| Shorts      | • micro-fibre royal blue  
|            | • gabardine royal blue  
|            | • mesh royal blue  
| Skorts      | • royal blue  
| Hats        | • bucket, navy  
| Long pants  | • navy  
| Jackets/Jumpers | • navy  
| Shoes       | • covered and enclosed (sandshoes/school shoes)  
| Socks       | • white  

Mark Winrow  
Principal

Lara Keller  
P&C President

*Endorsed at the P&C General Meeting on Tuesday, October 16 2012*
School excursions and camps enhance a student’s learning by providing opportunities for student to participate in activities, both curriculum related and recreational, outside the normal school routine. All planned excursions are approved by the Principal and endorsed by the P&C.

State schools are able to charge a fee for:

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

A school fee is directed to the purpose for which it is charged.

School fees for extra-curricular activities are calculated on a cost recovery only basis, according to the number of students who have indicated their attendance.

Participation of students in an extra-curricular activity is indicated through payment of the fee and provision of a permission form completed by the parent.

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

If a parent wishes to apply for a refund due to their child’s non-participation in an extra-curricular activity, they may do so by completing a Request for Refund form available at the office. Where possible, the request should include the receipt relating to the payment for which the refund is being sought.

It is preferred that refunds be made as a credit against the student’s account at the school, and used to offset any future charges.

Department of Education and Training policy references:
Education (General Provisions) Act 2006
SCM-PR-002: School Excursions
FNM-PR-019: State Education Fees
1. Administering medication at school
If your child requires staff to administer medication to your child at school, please contact the school office in the first instance to discuss your child’s requirements.

Please note, school staff will only administer medication that:
- has been prescribed by a qualified health practitioner (e.g. doctor, dentist)
- is in its original container
- has an attached pharmacy label.

Office staff will ask you to complete and sign Section 1 of the Administration of medication at school record sheet.

N.B. If your child requires more than one medication, you will need to complete a form for each medication.

2. Requirements for students at risk of anaphylaxis
If your child is at risk of anaphylaxis, it is important for you to provide the school with your child’s emergency medication and their ASCIA Anaphylaxis Action Plan, completed by your doctor. This Anaphylaxis Action Plan provides the instructions for the school to administer your child’s medication in an emergency, which is specific to respond to their health condition.

3. Requirements for students at risk of asthma
If your child has asthma and requires assistance to administer their medication, it is important for you to provide the school with your child’s emergency medication and their Asthma Action Plan, completed by your doctor. An Asthma Action Plan provides specific instructions for the school to administer your child’s medication.

We recognise that some students are capable of managing their asthma without adult assistance. If you are confident that your child can confidently, competently and safely self-administer their asthma medication, let the school administration know. The school will record your decision and will not require your child’s Asthma Action Plan. Please note that if your child requires assistance in an asthma emergency, staff will provide Asthma First Aid.

4. Providing medication to the school
Before you provide the school with your child’s medication, check the expiry date to ensure it is in-date and there is enough for the agreed time period. It is also a good idea to take a note of the expiry date so that you can replace the medication before it expires.

Please note, school staff will not administer medication that you can buy over-the-counter at chemists and supermarkets (e.g. paracetamol, eye drops, cough syrup) unless it has been prescribed by your child’s qualified health practitioner. For example, the school would administer paracetamol to a student only if it has been prescribed by their dentist to be taken for a short time after dental treatment.

School staff are bound by these regulations and we hope that all parents will acknowledge and cooperate with these rules.

It is safer for all students if you can provide medication to the school in person (rather than send medication with the student). If you can’t provide the medication in person, contact the school to determine the easiest and safest approach for the school to receive the medication.

If you believe your child is capable of self-administering their own medication at school, please contact me to discuss, as this requires my approval.

When your child’s medication is no longer required to be kept at school, please collect all unused medication.

5. Working with the school to support your child’s asthma needs
For many students, asthma will be a lifelong health condition, so it is important for students as they become older and more capable, to recognise their signs and symptoms and be confident to administer their own medication independently when required.

If your child is not yet confident with this and you would like the school to administer asthma medication to your child, it would assist us if you could provide an Asthma Action Plan, completed and signed by your child’s doctor when you provide their prescribed medication to the school.

However, when you feel that your child can confidently, competently and safely administer the right dose of their own medication at the right times and can store their medication securely, let the office know. We will note/update your child’s medical records to reflect your decision.

The school only needs your child’s Asthma Action Plan if staff are administering or helping your child to administer their asthma medication, or if their emergency response is complex.

Our school has staff trained to provide Asthma First Aid in an emergency to any student demonstrating signs and symptoms of serious asthma attack.
Regular school attendance
Information for parents and carers

Did you know? Research shows that in Queensland, higher student attendance at school is associated, on average, with higher student achievement.

Why is regular attendance at school important?
Regular school attendance will mean that your child has a better chance in life. Your child will achieve better when they go to school all day, every school day.
• they learn better
• they make friends
• they are happier
• they have a brighter future.

Why must I send my child to school?
Under Queensland law, you must make sure your child of school age is enrolled and attends school all day, every school day unless they have an acceptable reason. Illness, doing work experience or competing in a school sporting event are acceptable reasons for being absent from school.

Principal’s decide if the reason given for your child’s absence is acceptable.

Avoid keeping your child away from school for:
• birthdays, shopping, visiting family and friends, if they sleep in, looking after other children, minor check ups or care such as hair cuts.

Routine medical or other health appointments should be made either before or after school or during the school holidays.

What should I do if our family is going on a holiday in school time?
You are encouraged not to schedule holidays during school time. If your family holiday is during school time, let the school know in advance and talk about what arrangements can be made for your child. Depending on the circumstances the school may be able to provide tasks for your child to complete while they are absent or assist you to organise an exemption from schooling.

Do I need to let the school know if my child has been away from school?
Yes, you must let the school know the reason why your child has been absent from school within two school days of their return. If possible, advise the school beforehand.

Are you having problems getting your child to school for some of these reasons?
• won’t get out of bed in the morning
• won’t go to bed at night
• can’t find their uniform, books, school bag …
• slow to eat breakfast
• haven’t done their homework
• watching TV
• have a test or presentation to do, have an assignment to hand in
• it’s their birthday.

If so, a set routine can help
• have a set time to go to bed
• have a set time to get out of bed
• have uniform and school bag ready the night before
• have a set time for starting and finishing breakfast
• set a time for daily homework activities
• speak about school positively
• be firm, send your child to school every school day including their birthday and the last day of term!

What should I do if my child won’t go to school?
You should contact the school as soon as possible for advice and support.

Every day counts – Is your child at school today?
www.education.qld.gov.au/everydaycounts

Queensland Government
Learning With Pride Program

Learning With Pride is an exciting program designed to promote reading to the students as a fundamental part of a healthy and active life. This is an exclusive program for our school.

The school is fortunate to have entered into a partnership with the Western Pride FC, a local National Premier League team (the second-tier competition below the A-League).

During the program, senior Pride players and coaches will read to students and hand out Learning With Pride awards.

Between visits, players will connect with the students via email and video to share reading experiences and discuss what it means to be an active student and member of the community. Another aim is to inspire our students to achieve their learning goals.

Football will form part of the program, with Pride conducting skills sessions at the school and participate in the region’s football Gala Days.

There is a growing body of research which draws a direct link between healthy bodies and healthy minds and it is hoped that this program will extract these benefits for all of our students.