

BOONAH STATE SCHOOL



Providing a personalised learning environment



where we
STRIVE TO EXCEL
& achieve
BOONAH BRILLIANCE!



Parent Information Book

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SCHOOL PERSONNEL

Current at time of printing

Principal:	Mr Mark Winrow
Head of Curriculum/Support:	Mrs Geraldine Stephan
Master Teacher:	Mr Charles Moncada
Teaching Staff:	Mrs Sam Chalk (Non-Contact Time) Miss Alyssa Hogan Mrs Gabriella Kostecki Miss Kelly Lobegeiger Miss Raeanne Maclean Mr Des Mellican Ms Juley Nilon Miss Alana Reardon Miss Zoe Sauer Mrs Sandra Stenzel Miss Stephanie Verrall
Specialist Teachers:	Miss Suzanne Bauer (Music) Ms Mandy Brown (STLaN – Support Teacher Literacy & Numeracy) Ms Chris Campbell (Inclusive Education) Mrs Sharna Richters (PE – Physical Education) Mr Simon Francis (Instrumental Music) Ms Clare Dore (Guidance Officer) Mrs Peta Hayman (LOTE-Language Other Than English) Mrs Karly Bird (STLaN - Early Intervention)
Teacher Aides:	Mrs Renea Francis Mr Ian Glegg Mrs Toni Hawkins Ms Gayle Holmes Mrs Leanne Kleier Mrs Sandra Lankowski Mrs Lisa Noffke Mrs Kym Rasmussen Mrs Kelly Schneider Mrs Rebecca Wakeham
Administration:	Mrs Melissa Henderson Mrs Davina Worley
Groundsman:	Mr Richard Worley
Cleaners:	Ms Gayle Holmes Mrs Melanie Hawkins Mrs Roslyn Ballin

*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.*

*Mark Winrow
Principal*

School Procedures

The School Year

In **2018** the year commences for students on Monday, 22 January.

There are four terms or two semesters in each year. The dates are:

First semester	First term	Monday 22 January to Thursday 29 March
	Second term	Tuesday 17 April to Friday 29 June
Second semester	Third term	Monday 16 July to Friday 21 September
	Fourth term	Monday 8 October to Friday 14 December

In **2019** the year commences for students on **Tuesday, 29 January**.

There are four terms or two semesters in each year. The dates are:

First semester	First term	Tuesday 29 January to Friday 5 April
	Second term	Tuesday 23 April to Friday 28 June
Second semester	Third term	Monday 15 July to Friday 20 September
	Fourth term	Tuesday 8 October to Friday 13 December

Arrival Time

Students are expected to arrive at school between 8:30 am and 8:50am.

Any students at school prior to 8:30am are required to sit quietly in the Covered Area.

Students arriving late must present at the school office before going to their classroom. A late slip will be issued to the student, which is to be handed to the class teacher on arrival to class.

School Times

8:30 am	Students are dismissed from the Covered Area. They are to play in the following supervised areas: <ul style="list-style-type: none"> • Prep to Year 2: Area A Playground • Years 3- 6: Oval • Students without HATS – to go to respective areas, not to play in accordance with the NO HAT – NO PLAY policy. <p>Wet Weather Children collected from Covered Area at 8:30am by Teacher.</p>
8:50 am	Students collect their bags and make their way to the classroom.
8:55 am	First Teaching Session / Roll Marked
11:00 am	First Break – Eating Time
11:10 am	Play Time
11:45 am	Second Teaching Session
1:15 pm	Second Break - Eating Time
1:25 pm	Play Time
1:45 pm	Third Teaching Session
2:00 pm	Afternoon Roll Marked
3:00 pm	Dismissal

Departure Time

Students who have not been collected by their parent/guardian by 3:15pm will be supervised in the Office. Parents who are running late are expected to contact the office or make alternate arrangements for the collection of their child/ren.

School Contacts

Address: 3 Park Street, Boonah Qld 4310

Phone: (07) 5460 6333

Fax: (07) 5460 6300

Email Principal: principal@boonahss.eq.edu.au

Email Admin: admin@boonahss.eq.edu.au

Email Absences: absences@boonahss.eq.edu.au

Website: www.boonahss.eq.edu.au

Facebook: www.facebook.com/BoonahStateSchool

Office Opening Times: 8:00am to 4:00pm - School Days

Absentees

If a student is absent from school, parents/carers should notify the school to explain the reason for absence. Notification can be done in person; via email to absences@boonahss.eq.edu.au ; by phoning 07 5460 6333 or sending in a note. Please notify the office (where possible) by 9:30am.

For student safety reasons, all Qld State Schools are required by law to alert parents to 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.

Student Information and Emergency Contact Details

When a student is enrolled at the school, important student information such as address & telephone numbers, 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 made known to the student's teacher.

Out of Home Care, Family and/or Court Order arrangements

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.

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.

Messages to Students

Locating students can sometimes be difficult due to class & administration activities.

Parents & Carers are requested to contact the Office before 1:00 pm so that messages can be forwarded to students in a timely manner.

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 Office.

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.

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 website: www.boonahss.eq.edu.au, facebook site: www.facebook.com/BoonahStateSchool or the Qschools app.

Lost Property

Unmarked items found at school are kept in the lost property cupboard which is located behind the Office. Marked items will be returned to their respective owners.

Labelling clothing and equipment with your child's name, makes the return of lost items much easier.

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/rens' 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:

- **BPOINT**
BPOINT is to be used for credit card payments online or over the phone (1300 631 073). Information printed on student invoices will be required for this payment method. The Office is no longer permitted to accept credit card payments over the phone
- **Cash**
Please use correct money. Change is not available from the Office.
- **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
- **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.
- **EFTPOS**
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

Boonah State School Refund Policy

School excursions and camps enhance a student's learning by providing opportunities for students 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.

Boonah State School Refund Policy (continued)

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

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.

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 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 Bus Zones

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 State School.

Bus zones are "No Standing" areas and are signed accordingly.

Private vehicles need to be considerate and give way to buses during those times.

Morning Bus Zone

Is located at the front of the school in Yeates Avenue (the main council carpark). Buses require this bus zone from 8:00am to 9:00am. A loading zone for passengers of 2 minutes is permitted between 9:00am and 4:00pm school days.

Afternoon Bus Zone

The Highbury Street bus zone (opposite the Gym) is in force from 2:30pm to 3:30pm on school days.

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.

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.

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.

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 when they are outdoors for their own protection from the sun. We only accept the wearing of broad brimmed hats, 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.
- **Bucket hat or surfer 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.

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. DET 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.

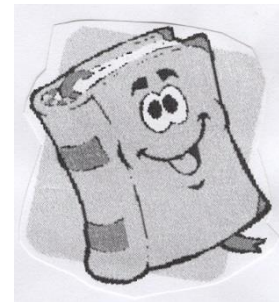
As Parents/Caregivers, we ask that you:

- ✚ 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 or the Office for more information.

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.



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. **IMPORTANT:** this plan is currently under review.

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.

Homework

Refer to the Homework Policy on Page 16-17.

L.O.T.E. (Languages Other Than English)

LOTE is mandatory for students in Years 5 & 6. Students in Prep to 4 may also participate in LOTE classes where practicable. Japanese is the language taught here at Boonah SS.

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 enrol in Prep to show that they will turn 5 before the 30th June.

Birth Date:	Eligible for Prep Year in:	Eligible for Year 1 in:
1 July 2012 to 30 June 2013	2018	2019
1 July 2013 to 30 June 2014	2019	2020
1 July 2014 to 30 June 2015	2020	2021
1 July 2015 to 30 June 2016	2021	2022

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

Boonah Boosts



The form is titled "BOONAH BRILLIANCE BOOST" in a blue header. On the left is the school crest with "PS" and "STRIVE TO EXCEL". Below it are fields for "Signed:" and "Entered:". On the right, there is a field for "Awarded to:", followed by "Class:" and "Date:" (with slashes for day, month, and year). Below these is a section "Awarded for being:" with four radio button options: "SAFE", "RESPECTFUL", "RESPONSIBLE", and "AN ACTIVE LEARNER".

Students are always encouraged to do their best in Learning, Behaviour and Relationships with others by demonstrating the 4 pillars of Safety, Respect, Responsibility and Active Learning.

Staff reward students who demonstrate brilliant qualities with “Boonah Boosts”.

Academic Awards



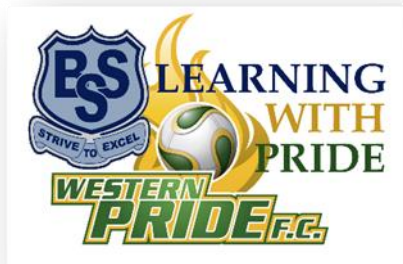
A special parade at the end of semester is held to award Academic Brilliance Awards for students in Years 3-6. These prestigious awards are presented to the top performing students in the subject areas of English, Maths & Science.

Active Learner Awards are also awarded at this parade and presented to students who meet the following criteria each semester:

- All homework and assessment completed on time
- At least 95% attendance record for the semester
- Consistently meeting all Active Learner expectations (as per our behaviour matrix) in every class

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 regularly communicate with classes and hand out Learning With Pride awards.

Between visits, players will connect with the students via email and video to share reading and

numeracy 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.

Once a semester, up to four students are awarded a “Learning with Pride” award for demonstrating their:

- ✓ Best in Learning
- ✓ Best in Behaviour
- ✓ Best in Relationships with Others

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 welcome and invited to attend!

Activity Risks & Insurance

Please note that DET 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 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.

Sport Houses

HOUSE	COOK	CUNNINGHAM	FLINDERS
COLOUR	RED	BLUE	GREEN

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 Term 1 for Yrs 3- 6 and Term 4 for Prep – Yr 2. All students are charged the pool entry fee (except season ticket holders) transport and lesson fees.

Swim shirts must be worn by 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.

Learning support (STLaN) is offered by Karly Bird (Prep-2) and Mandy Browne (Years 3-6) who provide a number of support and extension programs and provisions for students at Boonah SS to ensure that the individual needs of all students are catered for.

Support teachers work with classroom teachers and other members of staff to improve student outcomes with a focus on literacy and numeracy. A team approach ensures that all students have access to the curriculum regardless of their abilities. Differentiated curriculum is managed by the classroom teacher and developed with specialist teachers while intervention, based on current data, is managed by the STLaN teachers in consultation with classroom teachers and the administration team.

In addition STLaN teachers assist classroom teachers to identify, plan and support learning in the classroom. This may include working in the classroom as a support for the teacher, teaching lessons to small/large groups of students, working with individual students and/or withdrawing small groups or individual students for focused instruction. STLaN teachers also collect and

Specialist Services (continued)

analyse data to make judgements on students' strengths and needs to prepare and/or co-ordinate the implementation of appropriate intervention at a whole school, year level and individual level.

Focus support programs at Boonah SS include:

- **P-1 Perceptual Motor Program (PMP)** - develops gross motor and oral language skills
- **P-2 Small group phonological awareness program** (learning the semantics of spelling and sound symbol relationships)
- **Maths Seeds (P-2)**, developmental mathematics program
- **Speech\Language referrals and programs.**

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 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

From Year 1, students may participate in religious instruction if it is available and written permission has been granted by their parent or carer. 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.

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.

Religious Instruction (continued)

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 9:00am 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 **2nd WEDNESDAY of each month** in the Uniform Shop at 7:00 pm. 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 during opening hours 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 **WEDNESDAY**.
- 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

Homework is intended to be completely largely independently and should not cause stress in the family. Please ensure you stick to these maximum timeframes where possible– even if tasks remain incomplete. These timeframes are exclusive of daily reading.

Prep	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
5 mins (15mins/wk)	15 mins (75mins/wk)	15 mins (75mins/wk)	15 mins (75mins/wk)	20 mins (100mins/wk)	20 mins (100mins/wk)	30 mins (150mins/wk)

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 (27/01/2017)



BOONAH STATE SCHOOL

Dress Code

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. While every effort will be made to supply the appropriate uniform when necessary, children who are out of uniform will sit in their designated eating area during play breaks. Ongoing uniform issues will be discussed with parents to arrange a solution.

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

Shirts	<ul style="list-style-type: none">• formal• house• pale blue everyday (not from 2018)
Shorts	<ul style="list-style-type: none">• micro-fibre royal blue• gabardine royal blue• mesh royal blue
Skorts	<ul style="list-style-type: none">• royal blue
Hats	<ul style="list-style-type: none">• navy, wide-brimmed (no hat no play – children to sit in designated eating area)
Long pants	<ul style="list-style-type: none">• navy
Tights/stockings/leggings	<ul style="list-style-type: none">• navy or skin tone to be worn under shorts/skorts only
Jackets/Jumpers	<ul style="list-style-type: none">• navy
Shoes	<ul style="list-style-type: none">• covered and enclosed (sandshoes/school shoes)
Socks	<ul style="list-style-type: none">• white

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, Parade day and for special events as directed by the Principal, with shorts, skorts or long navy pants.

Jewellery: Students may wear a watch, small ear studs or sleepers, medical tags and school badges only. Other jewellery will be removed

Nail Polish and Make-Up are not to be worn. They will be removed.

Temporary tattoos must not be visible. They will be removed.

Long hair must be tied back to prevent the spreading of head-lice. Hair bands will be supplied if hair is not tied back.

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) Act 2006.

Mark Winrow
Principal

Katrina Henderson
P&C President

Endorsed at the P&C General Meeting on Thursday 20 July 2017

Administration of medications in schools

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.

Principals 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