



BRIBIE ISLAND STATE SCHOOL



Parent Information Handbook 2024

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1.0 Introduction

Thank you for considering Bribie Island State School as the school for your child/children. We have built a well-earned reputation as a school of quality. Staff members are enthusiastic, highly skilled and dedicated to building a healthy, vibrant community of which we can all be proud. Parents take an active interest in their children's education and participate in the school's development in many ways.

Students are the most important people at Bribie Island State School. We seek to develop personal strengths and talents through dynamic learning programs that support children's intellectual, social, physical, cultural and spiritual development.

At Bribie Island State School we aim to provide **"An Enriched Education For All"**. When making decisions at our school we keep this belief at the forefront of our minds. Our mission at Bribie Island State School is to create a community of life-long learners. This means that we strive to reinforce the importance of learning for our students, our staff and our parents.

We provide the individual care and attention required for children to reach their potential. At Bribie Island State School you will see:

- A school guided by clear values.
- Relevant, challenging and purposeful teaching and learning.
- Programs that are outcomes focused.
- Student leadership programs to develop confidence and personal responsibility.
- A broad range of subjects including English, Mathematics, Technology, Science, History, Art, Music, Languages other than English, Health and Physical Education.
- Enrichment programs to develop children's thinking and problem-solving skills.
- Regular Staff Professional Development to ensure contemporary, evidence-based teaching strategies and pedagogy.
- A focus on respect, rights, responsibility, care and consideration.
- Ongoing celebration of achievement, quality, excellence, effort, personal bests and improvement.
- Staff, children, parents and our local community working together.
- Some combined classes and some regular grade classes.

1.1

School Contact Details

Main Office: 07 3400 2333
Parent Room/Uniform Shop: 07 3400 2308
Student Absence Line: 07 3400 2366
Tuckshop: 0435240161
Email: admin@bribieislandss.eq.edu.au
Website: www.bribieislandss.eq.edu.au
Facebook: <https://www.facebook.com/BribieIslandStateSchool>
Also download the QSchool app.

The school telephone is attended between 8:30am and 3:30pm each day and messages for individual teachers or children can be left during this time. Teachers will return all calls at their earliest opportunity.



2.0 School Leadership

2.1 Members of the Leadership Team

Among a range of duties core roles of the leadership team include the following

Principal:	Ms Leah Mullane
Deputy Principal (Prep – Yr 2)	Ms Simone Kay
Deputy Principal (Yr 3 - 6)	Mrs Karena Aczel
Guidance Officer	Mrs Rebecca Moore
Chaplain	Mr Sean Godfrey
Business Services Manager	Mrs Lisa Ogrodniczek
Head of Special Education Services	Mrs Allison Lutton
Support Teacher Literacy Numeracy	Miss Shailee Element

2.2 Our Purpose

To create a community of successful life-long learners.

2.3 School Motto

An Enriched Education for All

2.4 School Values

COURAGE, GROWTH, ACHIEVEMENT

2.5 Explicit Improvement Agenda

Bribie Island State School's Explicit Improvement Agenda drives the teaching and learning focii for the current school year. The EIA can be viewed on the school website.

Literacy – Bribie Island State School has made a commitment to ensure the development and delivery of quality literacy programs in line with Education Queensland guidelines. At our school we have a Literacy Coach, who works with teachers, to support student learning.

Numeracy – Bribie Island State School has a strong focus on numeracy, and numeracy teaching to ensure our students are transferring classroom mathematics learning into 'real world' situations. Our school has made a commitment to providing students with quality hands-on opportunities and resources to allow for rich mathematical experiences.

Information and Communication Technology – Bribie Island State School is committed to providing students with access to current technology. All classes have access to interactive technology and computers have been organised as an integral element of the classroom. All of our classrooms have access to networked computers and these are used as a resource for learning across the curriculum. The model of 'computers within classrooms' provides regular, flexible access for whole class, small group and individual usage promoting integration of computer-based activities with other class activities.

School programs create a framework for the development of skills and competencies from Prep to Year 6. Due to the changing nature of technology, the programs are continuously monitored and adjusted. Teachers undertake yearly professional development workshops to keep abreast of these changes.

Class sets of iPads are available to all classes as are our two computer labs and 'The Zone'.

Arts and Technology – Through our Arts and Technology building, students participate in activities such as visual arts, cooking, sewing, manual arts, construction, dance and drama performances.

Brain Based Learning –

Teachers at Bribie School recognise that Brain Gym exercises help to manage the attention of the class as physical movement can enhance students' learning. Children are not good at sitting for long periods of time, nor should they have to. A well-chosen brain gym exercise can help them stretch, develop flexibility and be more alert for the learning, which is to come.

Physical movement increases the oxygen in the blood stream and leads to improved concentration. In addition, adding a movement or physical action to a learning point will help recall. Brain Gym can be used to energise or relax the class, to enhance fine and large motor movement, improve co-ordination and link to learning. A teacher might use a brain break in numeracy activities to help children remember the shapes of numbers, or practise mental arithmetic or to rehearse formulae in a distinctive way.

In Literacy it can be used to improve handwriting, awareness of shapes of letters and spelling. An example of a Brain Break movement:

With your forefinger and thumb of each hand pinched together, extend your hands out in front of your face and trace large circles in the same direction. Keep your lips and teeth together. Now trace the circles in the other direction. Now try with one hand going clockwise and the other anti-clockwise. Swap again.

Brain Break

All classes participate in Brain Break around 10:00 am each day for approximately 10 minutes. During this time the students eat brain food, drink water and stretch their legs and brain. This aids students to increase their learning for the rest of the day. Please make sure brain break food is limited to appropriate foods – eg. nuts, dried foods, vegetables and water.

Curriculum Framework

Bribie Island State School's curriculum focuses on each child's educational needs, catering to all learning styles and abilities.

Curriculum focus areas at our school are English, Mathematics and Science. Other KLA (Key Learning Areas) are HAAS (History and Social Sciences), Health and Physical Education, LoTE (Language other Than English) and Technology and ICT's (Information, Communication and Technology).

Our Head of Curriculum works alongside teachers in the classroom, to ensure a focus on providing the best learning experiences for all students.

Student Engagement and Wellbeing (STEWB)

Effective student engagement and wellbeing helps schools to create positive learning environments by developing proactive whole-school systems to define, teach, and support appropriate student behaviours.

Data shows that the program helps reduce problem behaviour and increase academic performance. Principals have also reported decreases in referrals of students to school administrators, allowing this time to be invested into other areas of school business.

Through the program, schools implement evidence-based approaches to managing student behaviour support issues at the local community level. With an emphasis on data-based decision-making, the program is evaluated regularly and practices are adjusted to make sure the process is achieving effective results for schools.

The school has adopted 3 school rules:

- Be Safe
- Be Respectful
- Be an Active Learner



The rules are referred to as 'The 3 Bees'. The rules are the basis of the whole school expectation Matrix that states behavioural expectations for all the settings and areas of the school.

2.6 Early Education in Queensland - Prep

To be eligible to enrol your child in the preparatory year, children must **be 5 by 30 June** in the year they begin prep. Also **all children enrolling in Year 1 must be six by 30 June in that year.**

Please feel free to contact the school should you require further information.

A Pre-Prep Playgroup runs every Thursday morning from 9:00am – 10:00am.

2.7 Early Childhood Education Program (ECP)

Bribie Island ECP located within the grounds of Bribie Island State School, provides support for families and develops programs for children from 3 -5 years who have been identified with significant support needs in one or more of the following areas:

- Autism Spectrum Disorder
- Speech Language Impairment
- Physical Impairment
- Intellectual Impairment
- Vision Impairment
- Hearing Impairment

Parents/Carers need to make contact with the Head of Special Education Services to make an appointment to complete an application.

Contact details:

Mrs. Allison Lutton

Head Of Special Education Services

Telephone (07) 3400 2333

Email : alutt6@eq.edu.au

3.0 School Routines

3.1 School Hours

School starts at **8.50am** and concludes at **3pm**.

We would request that children arrive at school no earlier than 8:30am. On arrival all students are to move directly to the hall where teachers will collect their class at 8.50am to commence the day's learning.

During lunch breaks, children are under the direct supervision of teachers/teacher aides at all times. Teacher aide supervision is also provided for children awaiting buses of an afternoon.

Children should not arrive at school before 8:20am. Our Out of Hours School Care provider Helping Hands is on site if required.

School Office Hours

The school office is open between 8:30am and 3:30pm.

3.2 Staff Badges

All staff wear a badge for ease of identification by parents, students and other visitors.

3.3 Visitors to the School

- All **visitors and volunteers** must report to the main office on arrival and departure from the school, electronically sign in and wear an identification lanyard with photo. This does not apply to picking up and dropping off your child in the morning or afternoon.
- Identification photo lanyards will be issued to all visitors and volunteers. All visitors are required to electronically sign in and out each day in the office, and to wear this lanyard, for both security and insurance purposes.
- Assembly: Visitors attending assembly will be exempt from the above process.
- Students are asked to avoid any person not wearing an identification lanyard and to report them immediately to a teacher or the office.
- Staff and parents are encouraged to direct anyone not wearing an identification lanyard to the office.

It is a **legal requirement** for you to **sign in** when you arrive at the school and **sign out** when you finish. We ask that all parents/guardians and visitors support these measures in the interests of security for our children.

3.4 Late Arrival of Students

Students who arrive to school after the 8:50am bell are required to report to the office, sign in and receive a late slip, which must be given to the teacher upon arrival at class. Any student who arrives late to class without a late slip will be redirected to the office.

3.5 Leaving the School Grounds

Having arrived at school in the morning, children are **not** permitted to leave the school grounds until they are dismissed at 3:00pm. Exceptions can only be made as a result of the parent/caregivers coming to the front counter in the Administration Block and specifically requesting their child to be released early. Parents **must not** attend classes during school hours to collect their children. **Office staff will contact classes and have students sent up to the office.**

3.6 Enrolment

To enrol a child, parents and caregivers are provided with an enrolment package. The enrolment package includes information about the school's enrolment forms, media consent forms, Responsible Behaviour Plan, Parent Information Handbook, and Consumables.

Parents or carers complete an application for enrolment, and must provide the following information

- Proof of date of birth (birth certificate, transfer certificate)
- Proof of immunisation
- Proof of residency for international students
 - for non-Australian residents - passport and visa.

An appointment will then be made for an enrolment interview with a member of the enrolment team.

As Bribie Island State School is not an enrolment managed school, we happily accept enrolments from any residential area.

3.7 Transfers

If your child is transferring to another school, please see that schoolbooks, library books and other property are returned to the class teacher and administration is notified of the destination school.

3.8 Newsletters

In order to keep parents informed of school activities, newsletters are issued twice a school term. Please ensure your email address is current so we can include you in our mail list. To subscribe to our school

newsletter please log onto our website: www.bribieislandss.eq.edu.au and go to the **quick links** to our **Schoolzine newsletter** and go to the **subscribe tab** on the left hand side to subscribe.

3.9 Telephone Calls

Main Office:	07 3400 2333	Tuckshop:	0435 240 161
Parent Room/Uniform shop:	07 3400 2308	Student Absence Line:	07 3400 2366

Messages to students in the afternoon. It would be appreciated if parents could finalise pick up details with their children **before school**. We understand that emergency situations do arise, but it is sometimes difficult to locate classes and students who may be out on the oval or doing a class activity other than in the classroom, especially near the end of the day.

Whilst every effort is made to ensure the delivery of messages at this time of day, delivery cannot be guaranteed.

3.10 Appointments

Parents are welcome to discuss children's issues or other school matters with members of the administration team or class teachers. It is requested that appointments be made for this purpose so that a convenient time can be selected. It is not possible to make appointments to see class teachers during teaching time. Similarly, arrival within class time to have a discussion with teachers is disruptive to the teaching and learning and is not in the best interests of our children. Please phone the school to organise a convenient time. Remember, your class teacher is your first port of call for information regarding your child.

3.11 Parent Updated Information

Upon enrolment, information is gathered from the enrolment form that is completed by parents. It is the responsibility of the parents to advise the school should there be any change in these particulars, e.g. change of address, place of employment, emergency contacts, telephone numbers, medical details etc. This information is of the utmost importance in the case of accident or sickness. Please advise the school by phone or written note should any such change occur.

3.12 Progress Reporting

Report Cards are issued via email and parent/teacher conferences are offered twice a year.

3.13 Religious Instruction

Religious instruction (RI) is offered at the school and is an "opt in" learning area.

Students are allocated to RI based on information provided by parents on the completed [Application for Student Enrolment](#) unless other written instructions have been provided to the school.

Note: *This information remains operational unless the parent informs the school otherwise 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 students
- 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.

3.14 Lost Property

Lost property is held at the school. Whilst every effort is made to return lost property to its rightful owner, it would assist greatly if parents could ensure that all belongings are named.

Lost property is displayed for claiming at regular intervals throughout the year. Parents are asked to check regularly.

3.15 Classroom Requisites

Prep

Bribie Island State School in partnership with the Bribie Island Kids Educational Support Group and the Bribie Island State School P and C are proud to announce our **Starting Strong Initiative** for all students commencing PREP in 2023 and beyond.

The Starting Strong initiative provides:

- 1 hat
- 1 shirt
- 1 shorts/skort
- 1 jumper
- 1 school bag
- 1 library bag

Plus all required stationery.

Year 1 – Year 6

Each year the school will provide a booklist recommending to parents items their child will require. It is the parent's responsibility to provide these items.

There is a **Student Resource Scheme** in place, currently \$35.00 per year. Students who are not participating in the SRS are ineligible to participate in any extra-curricular activities.

3.16 Excursions

Educational trips which broaden the educational experiences of the children are encouraged by the school. Such trips are closely associated with regular classroom instruction and programs and utilise the community and regional resources as part of the curriculum. All students are encouraged to participate in these excursions. Parents will be advised of full details regarding itinerary, program and costing of each excursion planned for respective classes. Parents, if attending, are required to be actively involved in supervising children on a voluntary basis. Often parents are required to travel separately in private cars.

Costs of excursions include travel, any entry fees and photographs (for use in learning experiences).

Suspended students are not eligible for excursions and camps if suspended at the time of the excursion/camp.

Please be aware that due to the major logistics involved in excursions, late payments after the due date will not be accepted unless approved by the Principal.

Risk Management

In the planning of any curriculum activity whether it is an 'at school' or 'out of school' activity such as an excursion, the risk management process is an integral part of that planning.

The Administration Team and staff carefully consider the health and safety requirements that apply to a particular activity in view of any potential risks to student/staff safety and devise appropriate procedures to minimise these risks.

Potential hazards may take the form of objects or equipment, activities or the environment. The following factors are considered in the risk assessment process:

- a. applicability of the activity to the students
- b. the teachers'/leaders' qualifications
- c. the physical environment for the activity; and

- d. the ratio of students to teachers/adults.

It is hoped that by following such procedures the potential for accidents or harm will be kept to a bare minimum.

3.17 Refund Guidelines for Excursions and Camps

At Bribie Island State School, we are committed to providing a safe and supportive learning environment for students, staff and volunteers. This commitment includes the health and safety of staff and students when conducting curriculum activities in the school or in other locations.

School excursions and camps enhance a student's learning by providing opportunities for the student to participate in activities, both curriculum-related and recreational, outside the normal school routine. All planned school excursions are approved by the Principal.

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 the student;
- An education service purchased from a provider other than the school where the provider charges the school; and
- A specialised educational program.

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

School fees for excursions and camps are calculated on a cost recovery only basis, according to the number of students who have indicated their attendance.

Participation of students in an excursion or camp is indicated through payment of the excursion or camp fee and provision of a permission form completed by the parent/carer.

As the school budget cannot meet any shortfalls in funding for an excursion or camp due to the subsequent non-participation of a student who had previously indicated attendance of the activity, fees already paid for an excursion or school camp 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/carer wishes to apply for a refund due to their child's non-participation in an excursion or camp activity, they may do so by completing a Request for Refund form available from the school office. Where possible, the request should include the receipt relating to the payment for which a refund is being sought.

It is preferred that refunds be made as a credit against the student's account at the school, and used for any cost in the future.

Department of Education and Training policy references:

Education (General Provisions) Act 2006

SCM-PR-002: School Excursions

FNM-PR-019: State Education Fees

3.18 Performances

Throughout the year, various groups will be invited to the school to perform. The performances will be chosen on the basis of alignment with school curriculum.

Information and notice of the performance will be given in advance in the school newsletter and the school Facebook site.

3.19 Sport

The school is fortunate in having spacious grounds, which include two full size ovals incorporating a cricket pitch, two soccer fields, a football field, netball and two basketball courts and sports hall. A tennis court is also available for private use. Enquiries for hire may be made at the school office.

A highlight of the school calendar is the Inter-House Athletics Carnival.

Students showing particular aptitude at a sport are encouraged to further their skills at a district, regional and hopefully state level.

A physical education teacher is attached to the staff and all children receive tuition in skill development on a weekly basis.

Insurance coverage in school sport

Parents are advised that the Department does not have Personal Accident Insurance cover for students. Physical Education, particularly contact sports, carries inherent risk of injury. It is a personal decision for parents as to the type and level of private insurance they arrange to cover students for any accidental injury that may occur.

3.20 Sporting House Teams

Upon enrolment students are allocated to one of our four house teams:

Kookaburras (blue)
Lorikeets (green)

Emus (yellow)
Pelicans (red)



Students are encouraged to wear house colours on sports day. Once a child is allocated to a house he/she remains in that team for the duration of his/her stay at the school. We endeavour to have all family members allocated to the same house.

3.21 Swimming

All students in years 1-6 receive swimming instruction as part of the school's physical education program. Specialists appointed by the local Aquatic Centre in conjunction with the physical education specialist take lessons. Education Queensland requires appropriate swimming costumes for all students, preferring girls to wear a one-piece suit and encourages the use of a swimming cap. Education Queensland's Sun Safety Strategy states it is compulsory for primary school children in state schools to wear sun shirts or T-shirts during school water-based activities. As part of our school Sun Safety Strategy, we provide a broad-spectrum, water-resistant sunscreen of SPF 30 for students to apply on uncovered areas of the skin such as the face and back of the hands when they are outdoors. Please ensure you notify the school and your child's teacher if your child has medical reasons for not following this strategy.

3.22 Homework

Homework is a valuable part of education and at our school, reading is the focus. Please contact your child's teacher and/or the office, if regular homework is not being completed.

3.23 School Buses

School bus services on the island are operated by Bribie Island Coaches (now owned by Caboolture Bus Lines, Ph 07 3408 2562 to enquire about organising a bus pass.

Precise routes and fare details are available from the operators.

3.24 Crossing Supervisors

The school is indeed fortunate to have the services of Crossing Supervisors, thus allowing pupils to safely cross the roads adjacent to the school. Supervisors are located at the First Avenue and Foley Street pedestrian crossings both before and after school. Please encourage your children to obey signs, follow directions and walk their bike/scooter across the crossing.

We also seek the cooperation of parents who drive children by observing the "No Standing" and "Kiss and Drop" signs outside the school, particularly those near the pedestrian crossings.

STRICTLY NO PARKING IN THE BUS DROP-OFF ZONE IN FRONT OF THE SCHOOL.

3.25 School Assemblies

School assemblies are held regularly for various sections of the school. Encouragement awards are presented at assembly and parents are always welcome to attend these assemblies (COVID rules permitting). Times for our school assemblies are advertised on the front cover of the school newsletter and on the school Facebook site.

3.26 Student Council

A group of students from Years 3-6 are elected annually for a student council. A major role of the Student Council is to engage in fund raising to benefit the school and a local charities.

3.27 School Photos

Class photographs are taken each year. It is expected that all students will proudly wear their school uniform (as outlined in our school dress code) on this day, and all other days of the year.

3.28 Managing Student Behaviour

Bribie Island State School's Student Engagement and Wellbeing has been endorsed by the school P & C and sets out the rights and responsibilities for all of our students and the processes used to manage and support appropriate behaviour. A copy of this policy is available from the office and on the school's website.

3.29 Evacuation

Various alarms on the school's electronic bell system and broadcast systems signal evacuation and lockdown situations. The whole school practises these procedures at regular intervals. A copy of the Emergency Response Plan is available for perusal at the school office, and evacuation signs and diagrams are located beside the entrance of each classroom.

3.30 Trespassing / Security

Being on school property out of school hours without permission constitutes trespassing. Police keep schools under surveillance out of hours and are keen to apprehend trespassers in an attempt to reduce vandalism and wilful damage to school property. Parents are asked to emphasise the above with children so that they do not enter school grounds after school or at weekends. A private security firm with guard dogs patrols the premises out of school hours to enhance the security at the school.

Security Cameras have been installed in a variety of locations around the school. The images recorded remain the property of the Minister for Education and cannot be accessed without approval from the Minister.

A School Watch program is implemented and parents and other community members are asked to contact 131 788 to report any concerns they see at the school out of hours.

3.31 Donations

The school can utilise many items, which enhance the programs we offer the children. Many are materials that are usually thrown away:

- cardboard/paper (toilet rolls are NOT permitted)
- material off cuts (timber, cloth, plastic containers etc);
- computer paper (new and used); and
- containers

If you can donate any of these items please give them to your child's teacher.

3.32 Money Collections

Our preferred method of payment is QKR, BPay and BPoint. EFTPOS facilities are available in the office, however payment cannot be accepted over the phone. If choosing to pay by cash, it is requested that all monies being sent to school for donations, excursions etc, be forwarded in an envelope or a zip lock bag. Please mark the envelope or zip lock bag with: child's name, class and reason for which the money is being sent. Please include the signed permission note inside the envelope or zip lock bag.

All monies are to be sent to the school **by the due date of the activity**. Children will be issued with a receipt for any payment made to the school.

3.33 Meet and Greet

An informal Welcome to BISS event will be held prior to the commencement of the school year during the Student Free Days – COVID restrictions may apply.

3.34 Smoking on the School Premises

Parents and carers are reminded that under current legislation smoking is **not permitted** in the school grounds or within 5 metres of the school boundary.

3.35 Mobile Phone Policy

A reminder that our school policy on student use of mobile phones is as follows:

Students who bring mobile phones to school must hand them in at the hall before school and collect them from the office after school. Phones will be stored in a secure place with the owner's name clearly marked. If a student needs to make an emergency phone call during school hours they can do so by contacting the office and using the office phone. The school accepts no liability for the loss of a mobile phone brought to the school.

Phones found in possession of a student will be confiscated and stored at the office for collection at the end of the school day. This includes watches with a capacity to send and receive text messages and calls.

3.36 Partners for Success

Bribie Island State School staff ensure Indigenous students and their Elders' understand the nature and demands of formal education by providing a curriculum framework which is not culturally resistant.

To reduce over-representation of Aboriginal and Torres Strait Islander 'at risk' students' four foundations are embedded into the Bribie Island State School curriculum framework.

Indigenous students:

- Become effective learners by developing self-esteem, self-confidence and pride in completing work *when they are given respect.*
- Require their *cultures and relevant implications of those cultures to be given respect.* This is achieved when aspects of their cultures are recognised, supported and integrated into educational practices.
- *Are taught well* when teachers understand a students' background and have developed a relationship of trust, flexibility and concern. Students will develop individual perseverance and problem solving skills when they *are taught well.*
- Develop regular attendance habits and *consistent participation* when supported and encouraged by school staff, elders and other members of the community.

It is important that all students at Bribie Island State School develop an informed understanding of Australia's Indigenous peoples and their cultures, and of the importance of the reconciliation process. Non-Indigenous cultures represented within the school community are invited to challenge the traditional assumptions about Indigenous cultures.

4.0 Resources / Resource Personnel

4.1 Community and Neighbours

We enjoy great support from all elements in our community. A fine example of our community partnerships is with our neighbours at the Retirement Village, the Lions and Rotary Clubs, the RSL Sub-Branch and Bribie Bowls Club, the Council Library, Seaside Museum and Busy Fingers. A strong partnership also exists between Bribie Island State High School and our school.

4.2 Library

Our library is housed in Block E. The library is well stocked with a wide variety of resources.

All class groups have a regular assigned library time in which library and study skills along with literature appreciation are taught.

Children from all levels are encouraged to borrow books. Regular borrowing is important to establish good habits with books. The use of a library bag for carrying library books to and from school is required.

4.3 Book Club

Scholastic Booksellers operate Book Club through the school library. The Lucky, Arrow and Star book clubs operate for children in the lower, middle and upper grades respectively. A Newsletter/Order form is issued to pupils on a regular basis and orders can be placed before the closing date of the offer. We recommend this service to you as these books are of good quality and are keenly priced.

4.4 Music

The school is serviced by music teachers. All classes have regular lessons with the relevant music specialist.



A choir forms part of the school music program. This group aims to achieve excellence and seek performances at community functions, eisteddfods etc.

Our school is also involved in the Departmental Instrumental Music Program, where children have the opportunity of learning a brass, woodwind, percussion or string instrument under the instruction of a visiting teacher employed by Education Queensland. Students from years 4 to 6 are eligible to receive tuition in brass (trumpet, trombone, euphonium, and French horn), woodwind (clarinet, flute, and

saxophone) and percussion (drums, xylophone etc); while children from years 3 to 6 are eligible to learn string instruments (violin, cello, bass).

Recruitment sessions (where parents are able to become more familiar with the school policy in relation to these programs) are held annually.

4.5 Support Services

Learning Support Teachers are based at our school to assist children of all year levels who may be experiencing difficulty with any aspects of school work, particularly language and reading skills.

A Guidance Officer is based at the school for 6 days each fortnight and is involved in diagnostic assessment of children referred either by class teachers, parents or administration.

Our speech therapist assesses children with speech problems and assist with appropriate Home/School programs.

Children who have been verified are supported by our Support staff.

Chaplaincy services are optional programs that may form part of student welfare activities offered in state schools. They are designed to complement schools' guidance and counselling services. A chaplaincy program is provided as a local community initiative to cater for the spiritual, religious and ethical needs of students. Programs show respect for all religious and spiritual beliefs in the community. Student involvement in any activities offered as part of a school's chaplaincy program is voluntary. Our Chaplain is Mrs Sharron Sweeney who will attend school on Monday, Tuesday and Friday. The chaplain acts as a positive role model for our students and interacts with students during lunch breaks. They also support our school community members who have experienced recent grief or loss, require assistance forming and maintaining friendships and /or demonstrate anxiety within the school environment.

4.6 Enrichment Programs

Our school has a long history of catering for students with special talents and abilities. Classroom teachers also cater for children with special talents and abilities through a variety of approaches.

4.7 Out of School Hours Care

Bribie Island State School has Out of School Hours Care available through Helping Hands. For more information please contact the coordinator on 0488 446 320.

5.0 School Health

5.1 Illness

Students who become ill at school are placed in the First Aid room located near the front office area. Parents are contacted so that they might collect the child. If parents and contact persons are unable to be contacted, the child will remain in the First Aid room under regular supervision and observation.

5.2 Injury

In the case of injury to a child who may require medical attention, the following procedure is adopted. Basic first aid is administered by school staff, while parents and ambulance are contacted. Emergency contact persons are phoned if parents are unavailable. It is therefore most important that parent contact information be kept up to date on our record cards and that any such changes are advised promptly.

The Ambulance service will be contacted should we have significant concerns and parents are not able to be contacted.

5.3 Medication

From time to time, it may be necessary for pupils to bring medication to school as part of a continuing course of antibiotics, medicine etc. With respect to medication, it is Education Queensland and school policy that the following procedures are followed:

1. All medication is to be labelled **including** the treating doctor's name.
2. Medication should be handed to the school office only.
3. The medication needs to be accompanied by written authorisation from parents/guardian stating the correct dosage and times to be administered (Consent to Administer Medication form). The dosage and times should also be stated on the container, which must be a pharmaceutical container with child's details.
4. The medication is administered by school staff as required.
5. Asthma puffers may accompany students, although we prefer these remain in the office to prevent loss. If the puffer does need to be kept on the student, then a spare should be provided to be kept in the office with a written letter provided from the doctor confirming the self-administration.
6. Medications such as asthma puffers should be kept up to date, as staff are not permitted by law to administer out of date medication.
7. All asthma medication require an Asthma Action Plan completed by the treating doctor.
8. Headache tablets and other non-prescription drugs should not be brought to school unless accompanied by a prescription from the doctor, indicating dosage and frequency of dosage.

5.4 School Dental Clinic

The school dental van is currently not based at our school. Please phone 1300 300 850 for further details.

5.5 Infectious Diseases

Recommended minimum periods of exclusion from school, prep and child care centres for infectious disease cases can be found on the attached Time Out Poster.

Important Notes

- These guidelines have been drawn up on the premise that children who have been ill with an infectious disease will not return to the school until they have fully recovered. The only exception to this rule is that children with certain skin disease may return once appropriate treatment has commenced (see table).
- These recommended periods are issued as a guide to teaching staff and medical practitioners, and may be modified in individual cases as circumstances warrant. Variation in the recommendations may be warranted in cases of local epidemics.
- In cases of doubt, or for guidance about conditions not mentioned on the list, advice should be sought from the appropriate clinician, school medical officer or a health authority.
- Sunshine Coast Regional Health Authority Unit recommends that records of immunisation status of children be accurate and kept up to date.
- Sunshine Coast Regional Health Authority, Environmental Health Unit recommends that all children should be immunised against measles, mumps, rubella, poliomyelitis, diphtheria and tetanus, according to the NHMRC recommended schedule. If this was to occur the need to exclude case contacts should not arise.
- Non-immunised contacts of cases with a vaccine-preventable disease of childhood should be referred to a medical practitioner or an immunisation clinic.
- Sunshine Coast Regional Authority, Environmental Health Unit recommends staff of schools, preps and child care centres should also ensure that they have adequate immunity to measles, mumps, rubella, poliomyelitis, diphtheria and tetanus. Immunity to rubella is particularly important for female staff of child bearing age. Schools and childcare centres will be notified by the Public Health Unit as soon as possible if attending children or staff are diagnosed with any of these conditions.

5.6 Head Lice

It is the parent's responsibility to ensure their child's head remains free of lice and nits (eggs). Weekly head inspection at home of all children in the family and prompt treatment is the preventative measure. Advice on treatment is available from the school. Should head lice be detected in a class, all members of that particular class will be issued with a notice advising of the fact and preventive measures, which should be taken.

5.7 Bicycle Safety

If students ride bicycles to and from school they must be parked **and chained** in the bike racks provided near the front of the school. This area is out of bounds to all students other than rider when they park or pick up their bikes. NO riding is permitted in the school grounds or on footpaths outside.

Students are discouraged from bringing scooters to school. If they are ridden to school they must be parked **and chained** in the bike racks provided near the front of the school. This area is out of bounds to all students other than rider when they park or pick up their bikes or scooters. NO riding is permitted in the school grounds or on footpaths outside.

All students are required to wear safety helmets in line with current Queensland Government Department of Transport legislation.

5.8 Sun Safety

Students are required to wear protective clothing, including appropriate hats, when outdoors during the school day and during school-related activities (for example, excursions/camps) to reduce students' exposure to the sun, including the following strategies advised by Education Queensland:

Hats

- Students are required to wear appropriate hats when outdoors. The only exceptions when playing sport are when a hat reduces visibility or interferes with activity skills and therefore poses a risk to students' safety; or when wearing a hat is not possible because other headwear is required to be worn for religious or safety reasons. Under these circumstances, students may remove their hats for the duration of the activity, ensuring they have applied sunscreen to uncovered skin (ideally 20 minutes) prior to participating.
- Our school uniform hats are either broad-brimmed, bucket and/or legionnaire hats.
- Staff remind students to wear hats before and during lunch breaks, and to and from outdoor activities.
- Students who do not have hats will play in the shade or an area protected from the sun.

Swim shirts

Students are required to wear swim shirts/rash vests during all water-based activities occurring at outdoor venues, except during their race/s at competitions and carnivals

Sunscreen

Our school recognises the importance of sunscreen use as a sun safe measure and implements the following strategies:

- The school supplies SPF 30 or higher broad-spectrum, water-resistant sunscreen for student use.
- Parents/carers are encouraged to provide sunscreen for their child if they don't wish their child to use the school's sunscreen

Modelling Sun Safe Behaviours

Our school promotes the importance of parents/carers, teachers, ancillary staff, volunteers and other adult supervisors as role models for students using the following strategies:

- Staff and P&C members are encouraged to consider the use of shade, sun safe hats and clothing, sunglasses and sunscreen when doing their duties, running outside activities, and when on excursions/camps.
- Parents/carers are encouraged to have their children apply sunscreen before they come to school and provide personal sunscreen for their children to use at school.

6.0 Opportunities for Parents/Guardian to participate in School Life

Parents are an integral part of the supportive environment of our school. Parents are valued for their contributions to children's schooling and ideas for the functioning of the school. We welcome all parents to our exciting school community.

6.1 Parent and Citizens Association

The Parents and Citizens Association is YOUR organisation and exists solely to advance the education of all children at the school. The Parents and Citizens Association meets monthly and meetings are held at 6.00pm. Attendance will be greatly appreciated. Meeting dates and times appear in the School Newsletter and on school Facebook site. Meetings provide a forum for discussion of all aspects of schooling, including reports on school activities, tuckshop operation and prep arrangements. While fund-raising activities certainly form a major part of the P & C's function, it is certainly not the only area addressed at our meetings.

P & C fund-raising provides the school with reading and library books, sporting equipment, maths equipment, computers and playground improvements. The P & C fund-raising sub-committee endeavours to spread these fundraising activities through the year for the benefit of all.

6.2 Tuckshop - Telephone number 0435 240 161

The school is fortunate in possessing a modern refurbished tuckshop that operates five days per week for both morning break and afternoon break periods. The tuckshop is staffed by two paid tuckshop convenors and parent volunteer helpers. Please assist by offering to help with Tuckshop. Ordering procedure and menus are advised at regular periods.

Parents are asked to be very specific when ordering children's lunches and afternoon teas. It is vital that bags are marked with the child's name and correct class name.

Parents can make place online orders for your child/ren's tuckshop order. This process is through Flexischools. Please go to flexischools.com.au

6.3 Voluntary Helpers

Class teachers welcome any assistance parents may be able to offer. The form of this assistance varies from class to class and requests for help are advised by class teachers. Examples of such help presently in action include supervision of activity and reading groups, making of maths resources, book covering, assistance with art lessons, sports coaching, to name but a few. Please check with your child's teacher for ways in which you may help.

At times, there are activities in which we involve children from several year levels. Assistance with such activities is also much appreciated.

Apart from a supervisory capacity, we often require parents who have specific skills to share these with children who may have a particular interest in the area. Skills in art, painting, construction, crafts, mechanics, electronics, music, sport and many others are required from time to time. If you have any such skills, please contact the Administration Team.

School Policy dictates that all volunteers must complete the Volunteer Induction Program run regularly by our STLaN before being placed into any area of the school.

6.4 Meetings

On a regular basis, parent meetings are organised by members of the school staff. These meetings endeavour to inform parents about curriculum and ways by which parents can support their child's learning.

6.5 Use of facilities

Community use of our facilities, including our hall, classrooms and sporting fields are encouraged. Any persons or organisations wishing to use the school facilities out of school hours, please contact the school office.

6.6 Tennis Court

The tennis court is for hire outside of school hours and during school time. All enquiries are to be directed through the school office, phone 3400 2333.

6.7 Community Support Agencies

Bribie Island Neighbourhood Centre Agencies

9 Verdoni Street
Bellara 4507 Phone 3408 8440

Caboolture Hospital

McKean Street
Caboolture 4510 Phone 5498 0600

Department of Family, Youth and Community Care

King Street
Caboolture 4510 Free Call 1800 811 810
Intake Officer Phone 5490 1000

Redcliffe-Caboolture Child and Youth Mental Health Service

80 King Street
Caboolture 4510 Phone 5499 3100

Bribie Island Community Arts Centre

Sunderland Drive
Banksia Beach 4507 Phone 3408 9288

Kids Help Line Freecall 1800 551 800

Bribie Island Aquatic Leisure Complex

Goodwin Dve
Bongaree 4507 Phone 3410 0200

7.0 Dress Code

The student dress code for Bribie Island State School consists of an agreed standard and uniform that students' wear when attending or representing their school; travelling to and from school; and engaging in school activities out of school hours.

The P & C of Bribie Island State School endorses the student dress code for Bribie Island State School because it believes that a student dress code promotes the objectives of Education (General Provisions) Act 2006. In particular, the P & C of Bribie Island State School supports the intention of a student dress code in providing a safe and supportive teaching and learning environment by:

- enabling 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 differences;
- ensuring legal responsibilities are met regarding all legislation and policy, including Workplace Health and Safety;
- promoting a positive image of our school to the local community in demonstrating that the School has high expectations of its students and that all students take pride in themselves and their school.

Student Uniform and Personal Presentation

All students at Bribie Island State School are expected to wear the full school uniform when attending or representing their school, travelling to and from school and engaging in school activities out of school hours. Details of requirements are listed below:

Day Uniform:

Navy and teal polo shirt

Navy shorts

Navy skorts

Navy long pants (winter)

Senior shirt optional for senior students



Footwear:

Students must wear black, leather/vinyl joggers/shoes that are fully enclosed, with plain white socks. Canvas or slip on shoes do not meet safety requirements and are not to be worn.

Hats:

Students are required to wear the school bucket hat or a navy wide brimmed hat, which protects their face, and back of the neck for outside activities.

Prep students, upon enrolment, are provided a free hat from the P&C. This hat is Teal in colour so that our new Prep students are easily identifiable at school.

Hair:

Students with shoulder length or longer hair must wear hair tied back. Hair ties/adornments in BISS colours are available from the Uniform Shop.

Jewellery:

The following jewellery items may be worn:

- One pair of studs or sleepers only (other body piercing is inappropriate)
- One watch
- One item of neck jewellery may be worn, only if it is of cultural or religious significance and the chain must be long enough to be tucked out of sight under the school shirt
- Rings/bracelets/anklets are not permitted

Sports Uniform

Our house colours are –

Emus – yellow

Kookaburras – blue

Lorikeets – green

Pelicans – red

These colours may be worn on sporting event days such as Sports Days, Cross country, swimming carnivals etc.

Sports house shirts are available for purchase from the uniform shop.

Specialised shoes (excluding spikes) can be worn on official sport days only.

Winter Uniform:

School jackets are available for purchase from the uniform shop. Please note that tights may be worn – but only if under other school uniform e.g. Shorts or skorts. It is not appropriate to wear just leggings or tights.

It is suggested that all school clothing be suitably discreetly labelled with the child's name for easy identification.

Consequences for not complying with the student dress code

If a student does not attend school or school related activities in the correct uniform, the Principal or their nominees may:

- Request an explanation note from parents that states why the student is out of uniform;
- If the occurrence is repeated, remind parents about the policy through a letter and discuss the issues further if necessary;
- Provide the student with the use of a second hand uniform for the day.

The school may also impose sanctions on a once only basis per episode of non-compliance. Sanctions are reflective of the severity and recentness of the non-compliance and are limited to one of the following:

- Impose a community service for a student during lunch;
- Prevent a student from attending, or participating in, any activity for which a student is representing the school; and/or
- Prevent a student from attending or participating in any school activity that is not an essential school educational program.

The only exemptions to this policy are students whose physical impairments prevent their ability to conform to the dress code or students whose families have religious or cultural grounds for conscientious objection, these will need to be discussed with the Deputy Principal or Principal, at the time of enrolment. A student's wilful non-compliance with the school's dress code, may result in the school taking disciplinary action.