A Message from the Principal

I would like to extend to you and your children a warm welcome to our school community. Whether your child is coming to school for the first time or continuing his or her education at Bundamba State School, I would like to assure you of our vital interest in every aspect of their development, as they grow socially, achieve academically, find happiness, success and security, and develop a love of learning. We provide quality educational programs across all Key Learning Areas and offer a wide range of extracurricular activities.

To help us achieve the best for your child we rely on your active interest, encouragement and support. I therefore encourage you to regularly visit the school either to discuss aspects of your child’s learning, to help in the classroom or to help in other areas of the school. Our school has a strong tradition of community involvement and service.

I hope you find this handbook useful. Please use it as a reference and if questions arise which are not answered here don’t hesitate to contact school reception.

Once again I am very pleased to welcome you to Bundamba State School and I hope you have a long and enjoyable association with this school. Together we are partners in the learning journey your child takes from Prep to Year 6 at Bundamba State School.

Yours sincerely,

Brett Williams
Principal

Aim

- To foster the social, emotional, intellectual, physical and cultural development of each student according to individual needs and abilities.

Mission Statement

- To create a community of empowered learners in an atmosphere of mutual respect and trust.
- In partnership with parents and the community, every student will be inspired to learn and accomplish academic, social, physical and cultural goals to become contributing citizens.

School Motto

- Strive to Succeed
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The School Year 2018

**Semester One**

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**Semester Two**

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**Student Free Days**

Wednesday 17, Thursday 18 and Friday 19 January  
Monday 16 April  
Monday 22 October (week 3 Term 4)

**Public Holidays**

- **Australia Day**     Friday 26 January  
- **ANZAC Day**         Wednesday 25 April  
- **Labour Day**        Monday 7 May  
- **Ipswich Show Day**  Friday 18 May (to be confirmed)  
- **Queen’s Birthday**  Monday 1 October

**School Times**

- **8.30am**    First morning bell  
- **8.40am**    Prep – Year 3 Children prepare for learning sessions. Years 4-6 Parade.  
- **8.45am**    Classes begin for Prep to Year 3 and 8.50 Classes for Years 4 to 6  
- **10.45am**   Mid-morning recess. All students sit to eat lunch in designated areas  
- **10.55am**   Children move to play areas  
- **11.25 am**  Children assemble near classrooms in preparation for next learning session  
- **11.30 am**  Classes commence for middle session  
- **1.30 pm**   Afternoon recess  
  All students MUST sit for the first 5 minutes in their designated areas. The bell will ring again and then students may move to their play areas if they have eaten their lunch and providing their eating area is free of litter  
- **1.55 pm**   Children stop playing and assemble near classrooms in preparation for next learning session  
- **2.00 pm**   Classes commence for afternoon session
2.45 pm End school day

Absences
It is the accepted practice of this school for parents to let the school office know in advance of any planned absences. This can be done in person, over the phone or in writing. If an emergency occurs or your child is too sick to attend school, parents are requested to phone the school that morning to let us know. This initiative is an added safeguard to ensure the safety and wellbeing of all students. All parents are asked to strictly adhere to this policy. If you need to take your child out of school during the day for any specific purpose ‘a student release’ form needs to be signed at the office. An Admin officer will ring your child’s classroom for your child to be collected from the office. This practice is a safety requirement of the school and Education Queensland. Every Day Counts!

Accidents at School
Despite all our care and supervision, accidents at school do happen. The only treatment staff is able to give is first aid. This is an immediate, temporary measure given by the Health Room attendant in the case of minor accidents. In the event of a serious accident, an ambulance will be called to the school and the child will be taken to the nearest hospital. Every effort will be made to contact and advise you in these circumstances. However, if you cannot be contacted, the school will act in the best interests of your child. The school is not responsible for any expenses incurred in seeking medical attention for a sick or injured child.

Address and Phone Number
Having an accurate record of your current phone number, including mobile numbers and address, is vital. In the event of an emergency we must be able to contact you. If for any reason you change your telephone number or address during the year please make a point of advising us immediately.

Ambulance
Parents should be aware that no form of insurance is provided by schools against the cost of treatment to injuries which occur at school. Ambulance cover is provided to the school by Queensland State Government.

Appointments
Parents seeking interviews with members of the Administrative Team or Teaching Staff should contact Reception for an appointment. This practice allows us to plan a time suitable to both parties. Teaching staff should not be approached by parents during teaching sessions. Parents MUST ALWAYS CONTACT THE OFFICE FIRST BEFORE VISITING A CLASSROOM.

Assemblies
Whole School Assemblies are held each week in the school hall. The day and time of these assemblies will be advertised through the school newsletter at the commencement of the school year. Parents/Caregivers are more than welcome to attend these.

Assessment
Records of assessment are collected throughout the year by teachers from a variety of tests and student work. These provide the basis of written reports to parents at the end of Semester 1 and Semester 2. Collaborative assessment is applied by teachers in co-operative teaching situations. Copies of assessment details and reports will be retained at the school for future reference. All assessment is available for parents to peruse, please ask your child’s teacher. Parent-Teacher Interviews are offered twice a year.
Attendance
Daily attendance is compulsory at school and it is important that you ensure your child comes to school every day. Please contact the school by telephone or email if your child is going to be absent. Many educational studies have shown a strong link between those children who do not attend school on a regular basis and those who are among the poorer performers within the education system – every day counts. It is a requirement of law for children to attend school. If your child arrives after 8:45am they are considered late for school and are required to report to the office for a late slip.

Behaviour Management
Bundamba State School follows the Positive Behaviour for Learning approach to Behaviour Management. This means our major focus is acknowledging positive behaviours over inappropriate ones. Every student, everyday has his/her behaviour monitored by the class teacher and other school staff, with high realistic expectations of student achievements and behaviour at our school.
We try to ensure our students display a high standard of behaviour.
All students are rewarded for being a Bundamba Learner when they are:
- Safe
- Respectful
- Responsible

Blue Card - Working with Children
If a parent volunteers to support the school in any way, although not compulsory, it is advisable to have a Blue Card. This is a check of suitability many sporting and education facilities now expect. Application forms can be collected from the office. Parents/Caregivers are required to read and agree to the Parent/Volunteer Code of Conduct document which is provided during the enrolment interview.
Acquisition of a Blue Card allows parents and adult helpers to work with all children. Forms are available from the school office.

Book Lists
At the end of each year a booklist for the following year’s basic requisites is sent home with children. These can be collected from the school office or alternatively may be mailed to parents of new enrolments.
The school voluntary contributions, which are very reasonable, cover classroom consumables.

Book Club
On a regular basis, order forms for Book Club are distributed to each class and can be returned with money to the school office by the due date. The books available from Book Club are purchased at very competitive prices and are age appropriate. Orders will be collated and when they arrive back at school will be handed out to the children. A percentage of the sales made is returned to the school in the way of books for the library.

Buses (Queensland Transport)
A variety of bus services transport students to and from our school to local areas. The main areas serviced are Ebbw Vale, Dinmore, Riverview, Byrnes Estate, Bergin’s Hill, Eastern Heights, Booval and Bundamba. Please contact Westside Ipswich Bus Company (3288 1333) if you require details of these services or if any problems should arise on the bus.
For any enquiries relating to bus passes please contact QLD TRANSPORT on 132 380.

NB: Teachers will monitor and escort THOSE CHILDREN WHO ARE PRESENT AT BUS LINES BY 2:50 PM to the Brisbane Road gate and onto the bus. Children must remain in orderly lines to walk onto their buses. If there is a long delay in bus arrival, the school office will contact the bus company. School buses carry internal cameras to help the driver with bus safety. Both the school and the bus company expect responsible behaviour on buses from our students. If, however, students are identified as being non-compliant with bus safety, they may have their bus pass revoked or banned from using the bus. Once the bus leaves the school area, no further responsibility is undertaken by any member of school staff.

**Breakfast Club**

Our Breakfast Club is held in the Sports Hall each Tuesday and Wednesday morning from 8:00am – 8:30am. The aim of the program is to give children a healthy start to the day, aiding their concentration in school and to learn about basic nutrition. Cereal, toast and fruit are provided free to all children.

**BPoint**

The Department of Education have introduced automated services such as BPOINT Internet, BPOINT Telephone and BPOINT Direct Debits to allow schools to efficiently receive credit card payments. With credit card payments over the telephone, it is recommended that parents call the BPOINT telephone number (1300 631 073) to make the payment. This number is also published on all Oneschool invoices. If parents are calling the school office to make payments, the school will recommend calling to BPOINT for secure payment collection.

**Camps**

Each year students in Year 6 participate in a school camp.

**Cash Collection**

All money is collected through the office from 8:15am each morning.

If for any reason it is not possible for accounts to be paid for excursions or camp at the required time, please see the Principal so that an agreement can be reached. We do not wish to see any child disadvantaged for financial reasons.

**Chaplain (school)**

Our school Chaplain works three days a week. The Chaplain is an important element of our Supportive School Environment and Welfare Program, and undertakes a range of activities including pastoral care, parent programs, community engagement, camps and promoting positive values. Our Chaplain supports both individuals and groups within our school community. Parents may contact the Chaplain directly for assistance through the school office.

**Classrooms and Parent Helpers**

The involvement of parents and helpers is a wonderful way to add diversity and interest to all classrooms. Classroom helpers give teachers and children valuable support in one-on-one and small groups for reading, writing, Support-a-Reader and other areas as defined by the teacher. Any involvement is valuable and if you have a skill, hobby or interest please contact the school or classroom teacher and let us know if and when you might be available.

All parent helpers and visitors to the school are expected to wear identification lanyards. These are available from school reception and are given out when you sign in and are then returned to the office when the activity has been completed.
Concerns and Issues
At Bundamba State School we value and encourage open communication with parents/carers in our community. We acknowledge there are times when matters arise that are of concern and you may wish to discuss your concerns with a member of the school staff.

The initial point of contact to support you in managing your concern is the school office. Parents/carers may present personally to make an appointment, complete a ‘Parental Matters’ slip or make an appointment via telephone on 3816 6666.

If you are unsure of the most appropriate person, office staff may also assist in determining the best person to respond to your concern.

Some situations are listed below:
- Homework (class issue) Classroom teacher
- Any class related concern Classroom teacher
- Behaviour (class issue) Classroom teacher
- Behaviour (RCR) Learning Engagement Officer
- Sports related matters (Interschool) Sport coach
- Student Welfare (Guidance/counselling) Guidance Officer
- Theft of property (classroom) Classroom teacher
- Absences (student) Classroom teacher
- Detained after school/missed bus Teacher involved/Office
- School reports Classroom teacher
- Instrumental/Music/PE/LOTE Teacher involved

Other personnel who may be of assistance are: Class Teacher, Head of Special Education Services, Guidance Officer, Learning Engagement Officer, Student Welfare Officer, Business Services Manager, Deputy Principal and Principal.

We believe that resolving concerns in the early phases minimises complications later on.

Curriculum
Curriculum at Bundamba State School is organised in accordance with the Australian Curriculum for English, Mathematics, Science and History. Other Key Learning Areas (KLAs) are organised under the Queensland Curriculum, Assessment and Reporting Framework and include Health and Physical Education (HPE), Technology and The Arts. The Language Other Than English (LOTE) is Indonesian, which is studied by students in Years 5 and 6.

We place a high emphasis on Literacy and Numeracy learning across all subjects and support the development of Higher Order Thinking Skills. Information Technology is integrated across all learning areas and students are exposed to a range of technologies to support their learning.

An Instrumental Music Program is offered to students from Year 3 for Strings and Year 4 for other instruments.

Students in Years 5 and 6 participate in various sports at school, district and regional level. These include Athletics, Cross-country, AFL, Touch Football, Netball, Basketball, Soccer and Rugby League.

Dental Clinic
West Moreton Oral Health Service provides a free dental service, including general dental treatment as well as general advice and referral letters to;
- All children from 4 years old to year 10
- Children aged 0 - 3 who have a current concession card
• All children ages 2 - 17 years of age who are eligible for The Child Dental Benefit Schedule (CDBS)

Emergency Evacuation

On a regular basis we conduct evacuation drills to ensure staff members and students are aware of how to evacuate school buildings and where to assemble in the case of fire or other emergencies. If parents or visitors happen to be on the school grounds during an evacuation drill they will be expected to participate in these drills.

The school keeps a Fire Evacuation Policy and Lockdown Procedure in the office, if required for perusal. The School Workplace Health and Safety Committee review our Fire Evacuation Policy on a regular basis.

Enrolment Agreement

The enrolment agreement sets out the responsibilities of the student, parents or carers and the school staff about the education of students enrolled at Bundamba State School.

Responsibility of Student to:
• attend school regularly, on time, ready to learn and take part in school activities
• act at all times with respect and show tolerance towards other students and staff
• work hard and comply with requests or directions from the teacher and principal
• abide by school rules, meet homework requirements and wear school uniform
• respect the school environment.

Responsibility of parents to:
• attend open evenings for parents
• let the school know if there are any problems that may affect your child’s ability to learn
• inform school of reason for any absence
• treat school staff with respect and tolerance
• support the authority and discipline of the school enabling your child to achieve maturity, self-discipline and self-control
• abide by school’s policy regarding access to school grounds before, during and after school hours
• advise Principal if your child is in the care of the State or you are the carer of a child in the care of the State
• inform the school if your child’s living arrangements change and provide details of new home address and phone number.

Responsibility of school to:
• develop each individual student’s talent as fully as possible
• inform parents and carers regularly about how their children are progressing
• inform students, parents and carers about what is to be taught each term
• teach effectively and to set the highest standards in work and behaviour
• take reasonable steps to ensure the safety, happiness and self-confidence of all students
• be open and welcoming at all reasonable times and offer opportunities for parents and carers to become involved in the school community
• clearly articulate the school’s expectations regarding the responsible behaviour plan of students
• advise parents and carers of extra-curricular activities operating at the school in which their child may become involved, for example, Program of Chaplaincy Services; religious instruction
• set, mark and monitor homework regularly in keeping with the school’s homework policy
• contact parents and carers as soon as is possible if the school is concerned about the child’s school work, behaviour, attendance or punctuality
• deal with complaints in an open, fair and transparent manner
• consult parents on any major issues affecting students
• treat students and parents with respect and tolerance.

Enrolment Management
Bundamba State School is an Enrolment Managed school. Full details can be found on the school website www.bundambass.eq.edu.au

Excursions
Excursions are organised as an integral extension to the school’s teaching and learning programs. All details including cost, venue, activities and times are approved by the Principal. Notes are sent home to parents or guardians to obtain permission. Without this written approval children will not be permitted to attend an excursion.

We try to keep the cost of excursions to a minimum. Excursions may be for a full day or part thereof. Suitable transport will be arranged and you will be informed of full details before an excursion is undertaken. On excursions, children must wear their full school uniform, including school hat. Refunds or part refunds may be available if your child is unable to participate in the excursion on the day. Please see Admin staff.

Exemption from Compulsory School
Every parent of a child of compulsory school age in the compulsory participation phase has a legal obligation to ensure their child is enrolled and attending school.

Parents can apply for an exemption from this obligation when their child cannot attend or it would be unreasonable in all circumstances for your child to attend school for a period of more than 10 consecutive school days.

Situations where an application for an exemption may be made include:
• Illness
• Family reasons
• Cultural or religious reasons

If your child is exempted from compulsory schooling, you are excused from your obligation in relation to compulsory schooling. Decisions about exemptions are made by the principal of the school the student attends.


Financial Hardship
It is the policy of our school for all children to participate fully in all of the educational opportunities we provide.

If, due to financial hardship you feel you are prevented from allowing your child to participate in a school activity, please phone the office for an appointment to see the Business Services Manager so that other arrangements can be discussed. We do not wish to see any child disadvantaged.
Fund Raising
Every year the P&G works diligently to raise funds to initiate and support school programs. All fundraising projects are recorded on a yearly planner at the first P&G meeting of the year. We encourage all parents to attend meetings and support the P & G and their fundraising activities.

Graduation
At the end of Year 6 all students participate in a Graduation Ceremony to mark the end of their primary schooling. Graduation usually takes place in the last two weeks of the school year and is held in the Activities Hall. It is an occasion where parents, students and teachers come together to enjoy and reflect on each student’s journey through their primary schooling. At the Graduation Ceremony each student receives a certificate from the school.

Guidance Officer
The school’s Guidance Officer assesses children who are experiencing educational difficulties and/or problems of emotional adjustment. The Guidance Officer is a member of the school’s Welfare Committee and meets with teaching staff on a regular basis. She also arranges appointments with parents if necessary. If you require assistance or further information please contact the Guidance Officer through the School Office.

Hats (see school uniform)
We take very seriously our role in educating children about sun safety and in this regard our school enforces a sun safe policy of ‘No Hat, No Play.’ A hat is an expected part of our school uniform. School hats are available for purchase from the uniform shop. Sunscreen is available in each classroom for children to use.

Head lice
Head lice are recognised as a problem in all schools. If left untreated they can quickly spread through a class.

We ask that you diligently adopt the following procedures:
• check all of your children for head lice on a weekly or regular basis
• notify the school immediately if head lice are detected
• keep your children at home until treated with the appropriate medication. Once treated they may return to school.

If the school detects head lice on children we will immediately contact parents and ask that the child be collected from school and kept at home until treatment has begun. Once this has happened students are expected to return to school. The School Newsletter often provides the latest information about head lice.

Homework
The importance of homework in teaching primary children the habits and skills of independent study is recognised by this school. In readiness for secondary school, tertiary study and a future career, children need to learn to undertake independent study and organise their time. Education Queensland’s guidelines for homework each week are:
• Prep: Reading and sight words
• Years 1 – 3: Up to an hour
• Years 4 – 5: Up to 2-3 hours
• Years 5 – 6: Up to 3-4 hours
As a general rule at Bundamba State School homework will be a consolidation of work already covered in class either as a daily/weekly homework sheet or completion of project work. All children from Year 1 – 6 may be required to do homework on any given night of the week. We strongly emphasise the importance of children learning basic sight and spelling words and basic number facts. These can be reinforced at home.

The homework policy of individual teachers will be explained as a part of parent teacher evenings held at the beginning of each school year. This is the best time for parents to ask any specific homework questions they may have.

The role of parents should be one of encouragement, interest and perhaps some assistance. If there are any problems with homework parents should not hesitate to speak with their child’s teacher.

**ICT’s – Information, Communication and Technologies**  
Our school has a very high interest in computers and technology. Each classroom from Years Prep-6 has the latest computer equipment and interactive whiteboards for use which are constantly kept up to date with the latest innovations. All students have access to laptops, data projectors, iPads, Beebots and digital cameras.

**Internet Usage**  
The school is continuing to increase the availability of internet resources. A student’s use of the internet is governed by Education Queensland policy. On enrolment all parents and children must sign an Internet Agreement.

**Infectious Diseases**  
The National Health and Medical Research Council has determined the periods of exclusion in relation to infectious diseases. The council recommends that we observe its instructions. Your doctor will advise you in these matters, but if you require any further information, please contact the School Office.

**Intervention**  
Intervention is a range of support programs offered to all students who are identified with specific learning needs. A Support Teacher – Literacy and Numeracy (STLaN) works very closely with teachers and parents in supporting student learning and in developing support programs. A teacher aide is employed to work with these students in small groups and in one-on-one sessions throughout the year.

Parents are kept fully informed and are involved in developing their child’s program so that the support process is a whole team approach. Students identified as requiring support in Reading, Writing or Mathematics from the NAPLAN Year 3/5 tests are provided with the necessary intervention.

**Jewellery**  
The wearing of jewellery is discouraged, except for:
- small sleepers or studs in one or each ear for both girls and boys
- a ring or bangle if unable to come off or has significant religious or health importance
- watch

All jewellery must be removed for swimming lessons and sporting events. The school will accept no responsibility for items brought to school.

**Leadership Opportunities**  
Throughout their school life it is essential that children be provided with the opportunity to become involved in activities that promote the development of leadership skills. At Bundamba State School,
major opportunities are provided in the following manner:

- School Captains
- Student Leadership Team
- House Captains – Sporting
- Music Captains
- Class Captains

Children in official positions must uphold the school Code of Behaviour and Dress Code to remain in office. Children are eligible to hold more than one position.

**Class Captains**
The role of class captain is viewed as a developmental role. Duties reflect leadership skills appropriate to the age group of each year level. Children will serve for one term and then the position is relinquished. Certificates will be presented to each child elected as Class Captain at the first assembly of each term.

- Years 4 - 6  one Captain per term
- Years Prep - 3  two Captains per term

**House Captains**
There are 3 Sport Houses at Bundamba State School and two Captains are chosen for each house. A girl and boy will be elected from a group of Year 6 candidates nominated by House Teachers. The school Sports Houses are: Belmont (blue), Claremont (yellow), Rockton (red).

**Duties of House Captains**
To co-operate with teachers in encouraging

- maximum participation in sport
- skill development
- sportsmanship

**Leaving the School Grounds**
For obvious reasons of safety no child is permitted to leave the school grounds once he or she has entered the school. If students leave the grounds without permission, the school will contact the parents and police.

**Lost Property**
Items of lost property are placed in a container located on the ground floor of F Block between the Print Room and Tuck Shop. This container is accessible between the hours of 8.00 am and 3.00 pm.

Please name all items of clothing, so they can be easily located and returned. The responsibility for finding lost property is with the child and/or parent. Items will only be stored for a term and then donated to local charities.

**Medication**
As instructed by Education Queensland, we will administer medication at school if the following guidelines are satisfied. Parents must:

- Notify the school in writing of a health condition requiring medication at school.
- Provide a written request for school staff to administer medication or assist in the management of a health condition.
- Notify the school in writing of any request and/or guidelines from a medical practitioner.
- Ensure the school is informed in writing of any adverse reactions or side effects of the prescribed medication.
- Provide the school office with the medication in the original labelled container together with a letter from a medical practitioner. Dosage and times for medication to be administered must be printed on the container.
- Ensure the medication is not out of date.
- Notify the school when a change of dosage is required.
- All changes must be accompanied by a letter from the medical practitioner.
- Advise the school in writing and collect the medication when it is no longer required at school.
- Medical administration forms are kept at the school office for parents to complete prior to medication being given.

A copy of the ‘Request to Administer Medication at School’ form is located on the school website www.bundambass.eq.edu.au in forms and documents. Download a copy, completed the top part of the form with your child’s details and email the form to admin@bundambass.eq.edu

Mobile Phones
A mobile phone or other electronic equipment brought to school is done so at the owners’ risk. The use of mobile phones is not permitted during school hours. Mobile phones must be switched off and handed in at the school office before school commences and collected at the end of each day. Administration staff will store the devices in the office but no liability will be accepted by the school in the event of loss, theft or damage.

Students must complete details in a register at the school office giving their name and a description of the phone. At the end of the school day students must sign the register to collect their phones.

Money Collection
Collection days for all monies are through the school office from 8:15am each morning. EFTPOS facilities are available for parents wishing to use debit or credit card for the payment of money.

Morning Procedures
Bell times and associated procedures as well as other significant routine matters are outlined below. Bells are sounded to remind children to prepare for learning sessions, to ensure that children are on time, and to remind teachers of dismissal times for recesses.

8.30am Bell First bell of the school day
8.40am Bell Children prepare for going into class for first learning session
10.45am Bell Mid-morning recess. All students sit to eat lunch in designated areas
11.10am Bell Children assemble near classrooms in preparation for next learning session
12.45pm Bell Afternoon recess. All students MUST sit for the first 5 minutes in their designated areas. The bell will ring again and then students move to their play areas if they have eaten their lunch and provided their eating area is free of litter
1.25pm Bell Children stop playing and assemble near classrooms in preparation for next learning session
2.45 pm Bell End school day

Music
- **Classroom**
  Every student participates in one ½ hour music lesson per week with a specialist music teacher.

- **Instrumental Music Program**
  Instrumental Music Teachers visit our school weekly to teach instruments of the orchestra. Children of musical ability from Years 4-6 are withdrawn from normal classes for music lessons and receive individual tuition. Instruments are on loan from the school and children participate in our school strings groups or concert band once they have reached an appropriate level of competence.
Within the Instrumental Music Program we encourage students to begin playing Violin, Viola and Cello in the Strings Program starting in Year 3, or Woodwind, Brass and Percussion instruments starting in Year 4. Children wear Band Uniform for performances. For further information, contact our Music Teacher.

**Newsletter**

The school newsletter is issued electronically on each alternate Tuesday and is available through the QSchools App. The newsletter contains a great deal of important school and Education Queensland information as well as tuckshop news, future dates and events, photos, classroom news and examples of student work. All parents are encouraged to read the newsletter which is only available on the school website [www.bundambass.eq.edu.au](http://www.bundambass.eq.edu.au) or through the QSchools App. Download the App to stay informed.

**Parent & Citizens Association**

P&C objectives are to promote the interests of the school and to facilitate the development and further improvement of our school. The P&C Association acts as a liaison body working with the school in events that contribute to the general benefit of all students attending our school.

Two major areas are overseen by the P&C Association:

- **Tuckshop**
  
  The Tuckshop is open Monday to Friday from 8:15am and closes at 1:45pm. Tuckshop fully complies with the Government Policy of ‘Smart and Healthy Choices’ and all foods are sold under the banner of green, amber or red foods according to their content.

- **School Age Care**
  
  The school offers supervised care before and after school. The program runs from 6.30am to the start of school each day and from the end of school to 6.00pm. Holiday programs are also available. Rates are available on application. Telephone: 3816 0833

  These areas provide a steady source of income that goes towards providing resources to the school. Their well-established history of excellent service complements our school.

The P&C Association encourages parents and caregivers, as well as members of the local community to become involved with our school. Working parties are formed for volunteers to assist with regular fundraising ventures and long-term projects. You are welcome to join in any aspect of the P&C Association for as long as you like.

P&C meetings are held once a month. At the Annual General Meeting positions on the Executive Committee become vacant and registration of new members is taken.

**Parking Areas**

*Education Queensland Policy*

Education Queensland accepts no liability for damage to motor vehicles parked within the grounds.

*Bundamba State School Policy*

No section of our school grounds is to be used by parents for parking or for “picking up” or “dropping off” children during school hours, except for SEP students, where a special permit is provided. Only members of staff and visitors authorised by the Principal may park on school property.

Parents are to use Wickham Street or designated areas of Brisbane Road for parking purposes. Ipswich City Council has advised that parking is also available near the Bundamba Swim Centre. This area is safe for parking and provides easy access to the traffic lights opposite the school. A parking area is also available on the corner of Bergins Hill Road and Brisbane Street for ½ hour parking in the morning and afternoon. The following parking areas are current in Wickham Street:

- The school bus zone at the start of Wickham Street on the school side, is from 8.30am only. No
parent is to park in this bus zone in the mornings as a safety precaution for students.

- There is reverse angle parking in Wickham Street on the school side. The first four parks are five (5) minute parking only; the remainder of the reverse angle parking zone only allows one (1) hour limit between the hours of 8.00am and 3.00pm.
- The whole of the racecourse side of Wickham Street allows “no limit” parking. If you are at school for longer periods, it is recommended you park in this area.

Important Notice:
1. No child is permitted to walk through the Race Club property. Pedestrians must use the public footpath and gate at our school’s main entrance in Wickham Street. (This precaution is taken in the interests of student safety as cars, floats and horses access this area. This is a request from Race Club Officials)
2. The Race Club has directed that cars are not to enter their property via the T.L. Cooney Avenue entrance.

Prep Year

The Prep Year curriculum is based on active learning, investigations and play. These learning experiences will assist the children to:
- Develop a positive approach to learning and school
- Develop oral language, early literacy and early numeracy skills
- Become problem solvers
- Co-operate with others
- Develop fine motor and gross motor skills

Please register now for 2017 and 2018.

Photographs
Each year we engage the services of commercial photographers to photograph class groups and the current Year 6 students. Order forms are sent home so that parents may purchase these photographs directly from the photographic company. The school does not handle the financial side of this service.

Physical Education
Our PE teacher progressively covers skills such as ball skills, athletics and dance throughout the year.

Swimming: At the end of each year children in Years 3 and 4 are involved in a swimming, water safety and survival program at the Bundamba Swimming Pool opposite the school. Days for this activity are determined each year in conjunction the officials from Bundamba Pool.

Friday sport varies throughout the year. School-based games are offered for children not involved in Interschool sport each Friday afternoon.

Interschool Sport: The senior students are involved in local interschool competitions held on Friday afternoons. Bundamba State School offers children the opportunity to participate in higher levels of sport in a range of sports for both boys and girls; these can be AFL, Rugby League, Soccer, Netball.

QSchools App
The QSchools app is a convenient way to receive up-to-the-minute information from and about schools.
While all Queensland state schools are searchable using the app, the full app features allow parents/carers to integrate with their preferred school’s website, to
allow users to see when news, events and newsletters are posted to the website. Users can also see other useful information provided by the school, such as tuckshop menus, uniform shop information, class times etc. The school community can also receive emergency announcements such as natural disasters and school closures through the app.

QSchools Version 2.1 for iOS and Android are available for free download from the iTunes store and Google Play.

QSchools Version 2.0 for Windows 8.0, Windows 8.1 and Windows phone 8 are available from the Windows Store and Windows Phone Store.

QParents

Bundamba State School is proud to be one the first schools in Queensland to offer QParents.

The QParents web and mobile application provides a more convenient, easier way for parents and legal guardians of Queensland state school students to interact with their child’s school. Parents will have secure, online access to their child’s student information, anytime, anywhere, through a smartphone, tablet or computer.

QParents allows parents to connect instantly with their child’s school to access and manage their child’s student information, including:
- Attendance and absence details, as well as the ability to notify the school of an absence
- Behaviour information
- Academic report cards
- Class timetables
- Viewing unpaid invoice details, payment history, and making payments online
- Viewing and updating student details, including medical conditions and address
- Enrolment details

QParents will assist both staff and parents in sharing and responding to information in an efficient and effective way.

It won’t replace the traditional ways you communicate with our school, but it will provide another way to communicate with us.

The benefits of QParents

**Convenience and time savings for parents**
- Parents can view or update their child’s details without having to contact the school.
- Secure 24/7 online access.
- Available anytime, anywhere — access QParents on your smartphone, tablet or computer.

**Greater transparency of information**
- Improves accountability between parents and schools by providing parents with timely access to their child’s information online.
- Allows parents to engage more deeply in their child’s schooling.

**Improved administration efficiencies for schools**
- Allows schools to streamline their administrative processes and cut down on printing.

**What is a QParents Account Owner (QPAO)?**

The school will nominate one parent or legal guardian for each student to be the QParents Account Owner (QPAO). The QPAO will be able to register for QParents to access and manage the student’s information online. A student’s QPAO will be able to view the student’s information and submit requests to update some of the student’s details.
The QPAO will also be able to invite other people (such as another parent or family member), to view the student’s information. Once invited, these people can register for QParents as “delegated viewers”. A delegated viewer can see the student’s details, but cannot make updates.

**Registering for QParents**
Simply follow the instructions in the email or letter to complete the QParents account registration process.

**Identity verification**
When registering as a QPAO, you will need to verify 100 points of identity documents online. The 100 points can be made up of documents in the following list:

<table>
<thead>
<tr>
<th>Identity Document</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Australian Passport</td>
<td>50 pts</td>
</tr>
<tr>
<td>Australian Driver Licence</td>
<td>50 pts</td>
</tr>
<tr>
<td>Australian Birth Certificate</td>
<td>50 pts</td>
</tr>
<tr>
<td>Medicare Card</td>
<td>50 pts</td>
</tr>
<tr>
<td>Australian Marriage Certificate</td>
<td>40 pts</td>
</tr>
<tr>
<td>Australian Citizenship Certificate</td>
<td>40 pts</td>
</tr>
<tr>
<td>Change of Name Certificate</td>
<td>40 pts</td>
</tr>
<tr>
<td>Australian Visa (foreign passports)</td>
<td>40 pts</td>
</tr>
</tbody>
</table>

If you only have 60-90 points of the above ID documents you can still register for QParents, but you will need to attend the school for an additional check after you have registered online.

If you don’t have sufficient documents, you might like to nominate another parent as the QPAO.

For more information on the online identity verification process, see [https://qparents.qld.edu.au/#/help](https://qparents.qld.edu.au/#/help)

**Religious Instruction**
A weekly ecumenical religious instruction program operates for all year levels except Prep. Education instruction is provided for students not participating.

**Reporting to Parents**
During the first few weeks of Term 1, classroom teachers offer parent information meetings. The purpose of these meetings is to communicate the needs, expectations, timetables and class program, and to answer any questions. Classroom teachers will send information home early in the school year about these meetings. These meetings take place in the afternoon or in the evening and usually take about an hour.

- **End Term 1:** parent/teacher interviews are held in the last week of Term 1. Notes will be sent home to arrange an interview time.
- **End Term 2:** Semester One report card will be issued at the end of Term 2 for all students.
- **End Term 3:** a second round of parent/teacher interviews are offered in the last week of Term 3. Notes will be sent home to arrange an interview time.
- **Term 3 or 4:** NAPLAN reports for students in Years 3 and 5 are distributed to parents.
- **End Term 4:** Semester Two report card is issued for all students at the end of this term.

Teachers may also wish to meet parents on an individual basis at other times during the year, to discuss a student’s particular learning needs.

Reporting between parents and teachers creates a sharing of responsibility for your child’s learning. It is an important and valuable opportunity for giving and receiving information and you are encouraged to attend interviews and meetings.

**Resource Centre/Library**
Our students gain much enjoyment and learning by using the modern facilities in our Resource Centre. Library Staff offer warm and pleasant assistance and encouragement for children to enjoy open floor space for reading, games, puzzles
and computers. As a way of encouraging your children to take an interest in reading, information gathering and participating in the many other activities available, parents/carers are welcome to visit and see the wonderful resources we have on offer. Students in Prep - Year 3 require a library bag to borrow books.

**Responsible Choices Room**

*Teaching children to respect the rights of others through responsible thinking*

**What happens when a student doesn’t follow the playground rules?**

- A series of questions will be asked……
  1. What were you doing?
  2. What is the rule? or What should you be doing?
  3. What happens when you break the rule?
  4. What will happen if you break this rule again?

**What happens in the Responsible Choices Room?**

- The student arrives with a referral slip from the playground duty teacher.
- Students in P-2 will sit for ‘time out’ in the RCR and then verbally debrief about the incident with the teacher on RCR duty
- Students in years 3-7 will debrief with the RCR duty teacher first and then complete a written, formal plan about the incident and future behaviour choices

**What happens if a student refuses to go to the Responsible Choices Room?**

- The student may be escorted to the Responsible Choices Room by the deputy principal or another member of administration or
- They may be suspended for refusal to follow directions

**School Annual Report**

Each year a School Annual Report is provided to the parent body highlighting the achievements of the school during the past year. This report is available in paper form or on the school’s website, [www.bundambass.eq.edu.au](http://www.bundambass.eq.edu.au)

**School Creed**

Our students say the School Creed at our whole school assembly each Friday and on other special occasions. Students are encouraged to practise the ideals outlined in the creed.

**School Crossing**

In the interest of safety, we strongly recommend that parents direct their children to use and obey correct crossing procedures at the pedestrian crossing on Brisbane Road. For children crossing Wickham Street, parental care/supervision is recommended. Children and parents should use the footpaths provided.

**School Musical**

Under the direction of the music teacher, the school presents a musical every two years. Students from Prep to Year 6 are invited to audition for the musical. The next musical will be presented in 2018 and is staged over 2 nights in September.

**School Uniforms**

Bundamba State School requires all students to wear the school uniform. This is part of our Enrolment Agreement.
The policy of this school and the P&C Association is to support the wearing of a school uniform for the following reasons:

- to assist us to maintain a suitable standard of dress in the school
- to develop pride in the school and in personal appearance
- to promote a sense of equality by minimising competition in dress which can embarrass or disadvantage some students
- to assist parents in providing an inexpensive standard for appropriate school dress

We rely on student and parent co-operation to maintain the suitable standard of dress at school. If at any time there is a valid reason why a child cannot wear school uniform, please send a note advising this to the class teacher or to the office.

Inappropriate uniforms or personal presentation may result in a removal from sports and other activities, or a loan of uniform for the day. Nail polish, jewellery, hair colour and body piercing are not considered appropriate at our school. Children are required to wear hats at school which can only be purchased from the Uniform Shop. The “No Hat, No Play” rule is enforced.

**Uniforms are as follows:**

**Girl’s School Uniform –**
- Unisex maroon polo neck shirt with school logo
- Unisex maroon shorts
- Year 6 students have the opportunity to purchase a Year 6 polo shirt, with the names of the whole class printed on the back.
- A school bucket hat is part of our school uniform and can be purchased at the uniform shop.

**Boy’s School Uniform –**
- Unisex maroon polo neck shirt with school logo
- Unisex maroon shorts
- Year 6 students have the opportunity to purchase a Year 6 polo shirt, with the names of the whole class cohort printed on the back.
- A school bucket hat is part of our school uniform and can be purchased at the uniform shop.

**Footwear for school –**
Shoes and socks are to be worn by both boys and girls. In hot weather sandals may be worn instead of shoes and socks. Appropriate shoes must be worn for PE.

**Thongs are not permitted to be worn at any time for safety reasons.**

All uniforms can be purchased from the P&C Uniform Shop.

**Security**

We are very conscious of our need to provide a safe environment for our students and staff. All school personnel are expected to wear identification badges and all visitors to the school must sign in at the office that identifies them with Bundamba State School. The school buildings and gates are locked each night and on weekends.

**Smoking**

Smoking in the school buildings and on school grounds is strictly prohibited. Smoking is also prohibited outside the school gate or within five metres of the school fence.
**Special Education Program**
Bundamba State School provides a flexible and comprehensive special education program. We boast an inclusive philosophy, individualised learning practices and a supportive staff culture. Staffed with specialist teachers and teacher aides the Special Education Program assists students with disabilities to access all areas of school life by:

- Working collaboratively with all teachers to make appropriate adjustments to the curriculum, communication strategies and learning environment so all students can achieve their potential
- Offering specialist programs such as living skills, social skills and play programs, fine motor programs, and communication programs in addition to the regular curriculum programs
- Promoting positive relationships between students
- Developing productive partnerships between students, their families and the community.

The Early Childhood Development Program (ECDP) has been established for children under five years of age who have a disability or suspected disability. The ECDP caters for children with:

- Autistic Spectrum Disorder;
- Intellectual Impairment;
- Speech and Language Impairment;
- Physical Impairment;
- Visual Impairment;
- Hearing Impairment and;
- Multiple Impairment

ECDPs are designed to provide specialised learning support to young children, guidance to parents and collaboration with service providers. Our Early intervention program has a primary focus on developing effective communication skills, social skills and sensory processing skills. At Bundamba State School students receive individualised program instruction and support to achieve their true potential.

**Sport and Athletics**
Children have the opportunity to participate in a variety of sports and full participation is encouraged. A variety of skills are taught as part of the Health and Physical Education Program which supports student participation and development.

Intra-school sport/activities are conducted on Fridays (Years 4-6) in early Term 1 and term 4. This is an elective program of external activities or school based games. If you have an interest or special talent with any sport, please offer your assistance.

Athletics training and carnivals take place in Term 2. Senior carnival involves Years 3 to 6. Students then have the opportunity to progress to District and State level.

**Houses**
On enrolment students are placed in one of the three sports houses:

- Belmont - blue
- Claremont - yellow
- Rockton - red

These school sporting houses are named after three heritage homes in the Ipswich district and have high significance for the students of Bundamba State School. Class teachers are allocated a sports house to offer guidance, assistance and encouragement.
Sporting Schools
Federal Government funding through the Sporting Schools Funding Program allows students in years 5 & 6 to access professional coaching sessions in a variety of sports in Terms 2, 3 & 4. Students in Year 4 are offered Bike Education which is provided by Ipswich City Council. This runs for 5 weeks in Term 3. Students in Year 2 are offered Scooter Education which is provided by Ipswich City Council. This is a one-off session which is usually held in Term 3.

Parent Code of Behaviour
Within the Metropolitan Region, Codes of Behaviour for parents and spectators are in place to ensure that good sportsmanship and appropriate behaviour is adhered to. If parents overstep the mark and depending on the severity of the offence or the number of offences, there is a process that is enforced by Queensland Education:

A warning will be issued to the offender where:
• The offender may be directed to move
• The offender may be removed by Police, and
• The offender will be unable to attend further school sporting events.

Swimming
Swimming instruction is held during Term 4 of each year for Years 3 and 4. Classes are timetabled to visit the Bundamba Pool for lessons which are conducted by trained swimming instructors. Swimming is an integral part of the education program and all children are expected to participate unless medical or physical problems prevent them doing so. Written advice is required should you not wish your child to participate in these lessons.

Student Early Departure Procedure
Parents and caregivers wishing to collect their children early from school are asked to report to the School Office to sign the “Early Departure Book”. Office staff will contact the classroom teacher and the student will meet their parent or caregiver in the school reception area.

Student Leadership
Aim
• To ensure that the opinions of the students are a valued part of decision making within the school.

Objectives
• To allow a student voice in decision making
• To provide leadership experience and training
• To encourage the development of self-esteem
• To facilitate school based student activities
• To help in the provision of resources and facilities for fellow students

Student leaders are elected from students in Year 5 for the following year who nominate by addressing leadership criteria as part of a rigorous selection process involving teachers and the children in Years 5 and 6. Elections for Leadership positions are held in November of the previous year. Students can nominate using a set of leadership selection criteria developed by teaching staff. Applicants will be short listed by teachers and from this group, the school leaders will be elected by the student body.

Student Transfers
All transfers are now done electronically and no transfer paperwork is provided to parents or students to take to their new school.
**Student Free Days**
Five days throughout the year are declared ‘Student Free’ by Education Queensland. These are days designated for professional development of teachers and staff. Children do not attend school on these days. Parents will be advised through the newsletter when student free days are approaching so that you are able to make the necessary arrangements.

**Telephone**
For general school business our telephone is attended during normal office hours of 8.15am - 3.30pm. Messages may be left with school office staff who will convey details at a suitable time. Requests to speak to teachers will be granted only outside teaching sessions or for personal, urgent matters. Students will NOT be called to the telephone. Our school number is 3816 6666.

**Tuckshop**
The tuckshop is run as a sub-committee of the P&C. The convenor manages a tireless group of volunteers who offer their time on a parent roster. Without parent volunteers the tuckshop would not be able to operate. All children ordering meals write their order on a paper bag with the correct money inside. These orders are taken at the tuckshop before school commences. Tuckshop meals are delivered to each class before the first break at 10:45am and again before second break at 1.30pm. Please call Vanessa Ramak on 3816 6666 to volunteer to help on tuckshop.

**Use of School Facilities**
It is Education Queensland Policy that everyone entering the school grounds needs to have the Principal’s permission. Visitors during school time must report to the office. Outside of school times, prior arrangements should be made with the office.