

BULIMBA STATE SCHOOL

PARENT HANDBOOK



SINCE 1866

**PROVIDING OUR COMMUNITY
WITH QUALITY PRIMARY EDUCATION
FOR OVER 150 YEARS**

Children Learn What They Live

If a child lives with criticism, They learn to condemn.

If a child lives with hostility, They learn to fight.

If a child lives with ridicule, They learn to be shy.

If a child lives with shame, They learn to feel guilty.

If a child lives with tolerance, They learn to be patient.

If a child lives with encouragement, They learn confidence.

If a child lives with praise, They learn to appreciate.

If a child lives with fairness, They learn justice.

If a child lives with security They learn to have faith.

If a child lives with approval, They learn to like themselves.

If a child lives with acceptance and praise, They learn to find love in the world.

Dorothy Law Nolte Ph.D

Bulimba State Primary School
Oxford Street
BULIMBA Qld 4171



SINCE 1866

Dear Parents and Caregivers

May we take this opportunity of welcoming you to Bulimba State School. A school that in 2016, celebrated 150 years of providing education for this community.

We are pleased to welcome you as members of the team, which has the overall development of your child as its chief priority. Our school is an integral part of the community and we regard education as a three-way process involving teacher, parent and child.

The information in this Handbook will assist you and your child to settle into our school. Nothing, however, can replace the close personal liaison between a parent and his/her child's teacher. Please endeavour to foster a co-operative teacher/parent partnership during your association with our school.

To ensure that your child gains most benefit from the opportunities offered at our school, we ask you to consider carefully the following:

- Think of Bulimba State Primary School as your school and take pride in your association with it*
- Familiarise yourself with the information contained in this booklet*
- Maintain regular contact with your school through involvement in school activities*
- Work in partnership with the school to foster the academic, social, emotional and physical development of your child.*

Kind Regards

*Michael Zeuschner
Principal*

OUR COMMUNITY

Bulimba, an old gateway to Brisbane, was originally called Tugulawah, an Aboriginal word meaning “heart shaped” indicating the “bend of the river”. The name Bulimba, although having many meanings, is believed to originate from the Aboriginal work ‘bulumba’ meaning place of magpie larks. Both Turrbal and Jagera tribes shared this area. The name Bulimba was adopted by the early European settlers.

The giant Queensland Blue Gum in Vic Lucas Park could well be the last surviving native tree before European settlement within the area. Bulimba originally was a farming community that was established in the early 1850’s. The fertile soil produced such crops as cotton, sugarcane, maize, wheat and bananas.

OUR SCHOOL

Bulimba State School was opened on the 16 July 1866 in the Wesleyan Chapel which was rented at a nominal fee pending the completion of the permanent school building towards which the local residents contributed liberally.

Bulimba State School today offers a broad curriculum including many innovative programs. The school provides education for children from Prep to Year 6.

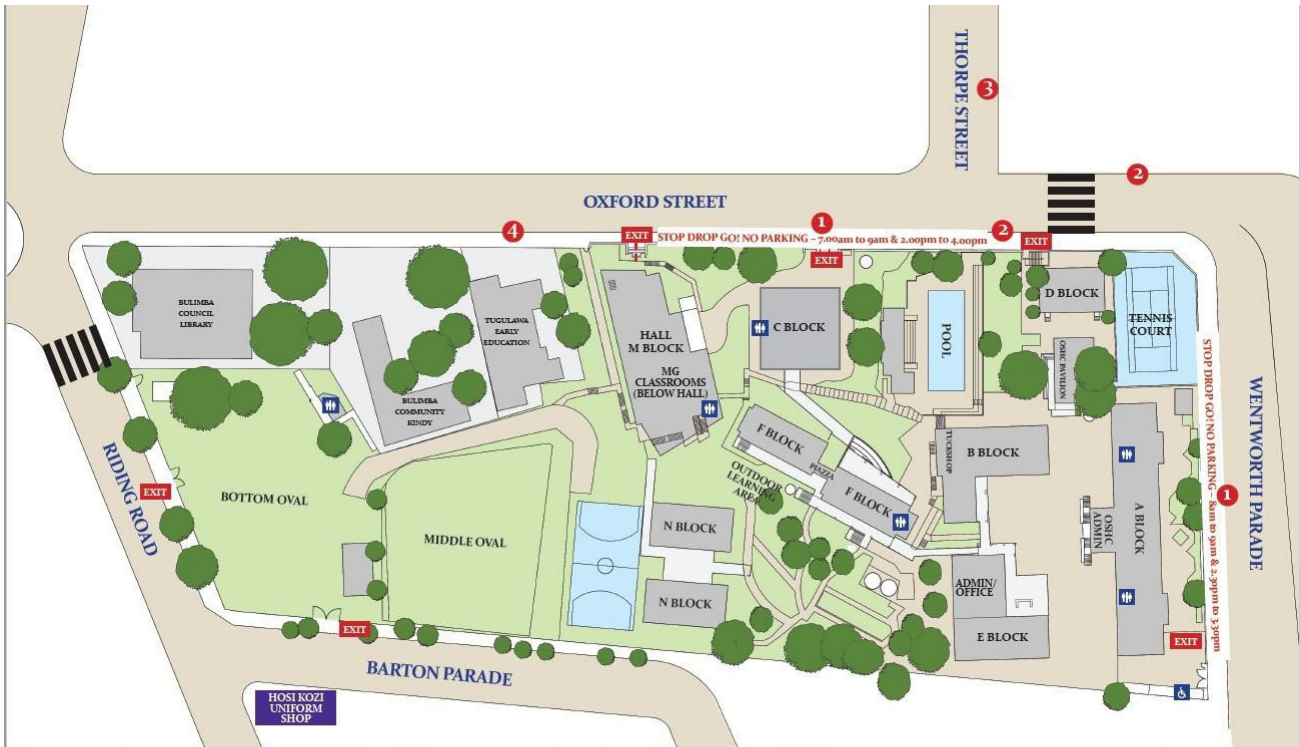
The school is staffed by a Principal, 2 Deputy Principals, 1 Guidance Officer, 1 Head of Special Education (HOSES), 2 Heads of Department (Curriculum), 31 classrooms (permanent and part-time Teachers), Specialist Teachers covering Languages, Physical Education, Classroom Music, Instrumental Music and Inclusion, 2 Business Managers, 3 Administration Officers, 18 Teacher Aides, 4 Cleaning and 2 Grounds staff.

In 2022, the school has an enrolment over 740 children in years Prep to 6.



SCHOOL MOTTO	PLAY THE GAME
OFFICE HOURS	8:00am – 3:30pm Monday to Friday
SCHOOL ADDRESS	Bulimba State School Oxford Street BULIMBA QLD 4171
TELEPHONE:	School Office 07 3395 9666 Student Absence 07 3395 9667 Tuckshop 07 3395 9623 OSHC 07 3395 9622
ABSENTEE EMAIL:	absent@bulimbass.eq.edu.au
FAX:	07 3395 9600
EMAIL:	the.principal@bulimbass.eq.edu.au
WEBPAGE	https://bulimbass.eq.edu.au
SCHOOL HOURS	8:40am – 3:00pm
	NOTES:
	(1) Students should not arrive at school before 8:15am unless attending Outside School Hours Care or a school-organised activity e.g. Choir, sport coaching, etc.
	(2) A bell is rung at 8:40am for students to enter their classroom in preparation for the day's work, beginning at 8:45am.
	(3) Formal lessons begin at 8:45am
	(4) Prep student times 8:45am – 3:00pm
P. & C.	Meets once a month. Dates, times and venues can be found on the P&C's website www.bulimbasspc.org.au

SCHOOL SITE PLAN



- 1 NO PARKING in Stop Drop and Go Zones (check signs for restrictions).
- 2 NO PARKING zones near the crossing on Oxford Street (check signs for restrictions).
- 3 Parking restrictions on Thorpe Street (check signs for restrictions).
- 4 15 minute parking in front of Tugulawa and Bulimba Kindy (check signs for restrictions).



TO REPORT TRAFFIC ISSUES CONTACT BRISBANE CITY COUNCIL ON 3403 8888 OR POLICELINK ON 131 444

CURRICULUM

The Australian Curriculum

The Australian Curriculum describes a learning entitlement for each Australian student. It sets out what young people should be taught and an expectation of the quality of their learning. The Australian Curriculum, Assessment and Reporting Authority (ACARA) is responsible for the development of a national curriculum from Foundation to Year 12 in specified learning areas. At Bulimba State School, the Australian Curriculum will be taught, assessed and reported on in all eight learning areas in all year levels from Prep to Year 6.

The learning areas outlined in the Australian Curriculum are:

- English
- Mathematics
- Science
- Humanities and Social Science (History, Geography, Civics and Citizenship, and Economics and Business)
- The Arts (Dance, Drama, Media Arts, Music, and Visual Arts)
- Languages (Italian)
- Health and Physical Education
- Technologies (Digital Technologies, and Design and Technologies)

The Australian Curriculum also outlines seven general capabilities to be taught to students from Prep to Year 10. In the Australian Curriculum, general capabilities refer to an integrated and interconnected set of knowledge, skills, behaviours and dispositions that can be developed and applied across the curriculum to help students become successful learners, confident and creative individuals and active and informed citizens. These are Literacy, Numeracy, Critical & Creative Thinking, Social and Emotional capability, Ethical understanding, Cultural Understanding and Information Communication Technology (ICT) capability.

The Australian Curriculum identifies three cross-curriculum priorities to be addressed through the learning areas; Aboriginal and Torres Strait Islander Histories and Cultures, Sustainability and Australia's engagement with Asia. These priorities provide students with the tools and languages to engage with and better understand their world at a range of levels.

At Bulimba State School, we have adopted a combination of a 'purposefully connected' curriculum' alongside a 'single curriculum' curriculum approach.

A purposefully connected curriculum:

- aligns teaching and learning across two or three curricular areas with assessment tasks, and enables reporting along curricular area lines.
- supports sound educational philosophy, such as teaching and learning for deep knowledge and understandings, and when it builds connectedness to students' lives and the world through engaging and meaningful learning contexts
- provides practical solutions to programming the range of learning areas and subjects that comprise the Australian Curriculum.

Bulimba State School offers the following learning and cultural programs and opportunities:

Classes and Groups	Programs and Pedagogies	Other Opportunities
<ul style="list-style-type: none"> • Italian Prep – Year 6 • Physical Education Prep-Year 6 • Music classes Prep- Year 6 • Stephanie Alexander Kitchen Garden Project (SAKGP) • Student Council • Environmental Club • Chess Club • Instrumental Music Year 4 – 6 • Strings, Guitar and Piano (external providers) • Tennis (external providers) • Choir and Band • Ukulele group • Drama classes (external providers) • Self Defence (external providers) 	<ul style="list-style-type: none"> • Jolly Phonics • Reading to Learn • Read it Again • Question Answer Relationship (QAR) • Polya's Problem Solving • Cultures of Thinking • Talk to Your Brain-Self and Social Awareness Program 	<ul style="list-style-type: none"> • ICAS Competitions • GEM opportunities in different areas • EcoMarine Program • Prep Buddies • Year 5 Leadership Program

General Information – Alphabetical Order

ABSENCES

If your child is absent the school requires written notification or by contacting our Student Absence line on 3395 9667 or on the Absentee Email: absent@bulimbass.eq.edu.au stating the reason for the absence e.g. sick, family reasons, holiday, etc.

- ❖ If a child has been absent for 3 days without notice, the school will contact the child's parents.
- ❖ All unexplained absences are recorded on student report cards.

ACCESS

Vehicular access is limited:

- ❖ to authorised personnel only
- ❖ to minimal staff parking

ACCIDENTS

If your child has:

- ❖ superficial wounds, they will be treated by a rostered member of staff
- ❖ injuries requiring expert medical attention, you will be contacted. However, if you are unavailable, an ambulance will be called and your child will be taken to the Queensland Children's Hospital.

Ensure that you advise the school office of any changes in phone numbers, addresses and emergency contacts.

ADMINISTRATION TEAM

The Principal has the responsibility of providing for the needs and expectations of the school community. The Principal:

- ❖ assists with any inquiries concerning your child
- ❖ is assisted by the Deputy Principals

ADMISSIONS

All Queensland children have access to a full-time Preparatory year of education before starting Year 1. Children must be six by 30 June in the year they enrol in Year 1.

APPOINTMENTS

If you would like to discuss matters of interest:

- ❖ arrange a time to speak first with child's teacher
- ❖ arrange an appointment time with the Deputy Principal of your child's sector
- ❖ plan a time which is acceptable to both parties

ARRIVAL AT SCHOOL Years 1 - 6

It is strongly recommended that your child arrives at school after 8.15am. Children arriving prior to this time are required to sit in the pergola area outside the office. Classrooms do not open until 8.40am. Children are not permitted on verandas before the first bell rings at 8.40am.

Children arriving before 8.15am are only those children participating in Tennis, Choir, Band, Run Club, Swim Club, sport's training organised by teachers, or children enrolled in Outside School Hours Care.

ASSEMBLY

This gathering of pupils/teachers and interested parents:

- ❖ is held each Monday commencing at 9.00am for Years 3-6 and each Friday for Prep -2
- ❖ is designed to build school spirit and morale through sharing information of common interest

ASSESSMENT

Throughout the year, teachers will use a variety of ways to assess the work of children. Teachers moderate children's work to ensure consistency across all classes.

School report cards are sent home at the end of each semester for all children from Prep to Year 6.

Formal Parent/Teacher Conferences for Prep-Year 6 are held at the end of Term 1 and Term 3.

ATTENDANCE

There is a very strong correlation between attendance and school achievement. Children with frequent absenteeism quite often are the ones with the lowest academic record and find it difficult to adjust socially.

Some form of new work is usually taught daily so absent children are severely disadvantaged. Although every effort is made to help children who have missed out, it is not always possible to give them the thorough teaching that was given to the whole class.

If a continued absence is forthcoming, please contact the child's teacher who may be able to offer you some guidance with continuing the child's learning over that period.

We are obliged to contact parents after three days absence if we have not been contacted. The class teacher may phone you for this information or a letter may be forwarded from the office. This is to assure us of the safekeeping of the student.

Please advise the office if your child is diagnosed with a medical condition.

BEHAVIOUR

It is expected that:

- ❖ An appropriate standard of behaviour will be exhibited by all children as outlined in our Student Code of Conduct – *Bee-ing @ Bulimba*.
- ❖ Students will be Responsible, Respectful, Courageous and Compassionate.
- ❖ Children and parents are aware of our Student Code of Conduct which is available at the school office and via our newsletter.
- ❖ Appropriate action will be taken should there be breaches of our Student Code of Conduct, which may involve parent support.



CALENDAR OF EVENTS

JANUARY	<i>School year commences. Swimming lessons commence.</i>
FEBRUARY	<i>P & C meeting School Swim-a-thon Leadership Ceremony Annual parent/teacher meetings</i>
MARCH	<i>P & C meeting Parent/teacher conferences Prep - 6 Anzac Day commemoration P & C meeting</i>
MAY	<i>Under 8's week P & C meeting NAPLAN</i>
JUNE	<i>Progress reports issued for Prep - 6 Winter vacation commences School Trivia Night P & C meeting</i>
JULY	<i>Third Term commences Inter-house Bulimba State School Track & Field Athletics Carnival Instrumental Music Camp Book Week P & C meeting</i>
AUGUST	<i>Zone sports Peer Support Program P & C meeting</i>
SEPTEMBER	<i>Spring Vacation commences Prep information day P & C meeting Parent/Teacher Conferences Prep – 6</i>
OCTOBER	<i>Fourth Term commences. Inter-school summer fixtures recommence Swimming re-commences P & C meeting</i>
NOVEMBER	<i>P & C meeting</i>
DECEMBER	<i>Annual Inter-house swimming carnival P & C meeting Progress reports issued - Prep - 6 Year 6 Graduation</i>

Other events added during the school year. A calendar will be sent home at the start of each Term.

CAMPS AND EXCURSIONS

The purpose of a camp or excursion is to broaden a child's range of experiences, provide social interaction and to give meaning to educational activities undertaken within the framework of the school.

Children therefore should be active participants in any camp or excursion undertaken. They should also be worthy ambassadors for the school.

Teachers will prepare the children to gain maximum benefit from a camp or excursion. This will occur prior to, during and after the event is undertaken. Parents should talk with their children to maximise the benefits of the experience.

Excursions are seen primarily as social activities aimed at broadening children's perspectives / horizons.

Children who do not attend excursions miss a vital shared experience with their peers and teachers. All parents are strongly encouraged to ensure that children attend. If families are experiencing financial hardship, parents are urged to contact the Principal to see what arrangements can be made. Confidentiality is assured.

Children not attending an excursion will have adequate work prepared for them to continue with under supervision for the duration of the excursion. Parents may choose to keep their child at home for the duration of the camp or excursion.

The camping program at our school has been developed to progressively introduce children to the ideas and concepts involved in such a program. These include independence, social responsibility and interaction, environmental, historical and cultural knowledge and life experience.

Year 4	Tangalooma	2 nights
Year 5	Sunday Creek	3 nights
Year 6	Kindilan Leadership Camp	3 nights
	Outback to Reef Tour	7 nights

CARE OF PERSONAL PROPERTY

Please ensure your child cares for his/her belongings by:

- ❖ ensuring your child's belongings (clothing and school requisites) are NAMED
- ❖ inspecting the lost property area (located in the Pergola) at anytime

Uncollected and unnamed items are donated to Charity each fortnight.

CLASS TERM NEWSLETTERS

These letters are:

- ❖ designed to keep you informed of the learning/teaching programs planned for your child's class
- ❖ sent home at the beginning of each term

CONCERNS

Concerns can be raised with the school administration (33959666 or the.principal@bulimbass.eq.edu.au).

Please give the school the opportunity to address issues before deciding to use social media.

CONTRIBUTION TO LEARNING

Bulimba State School is a great school made up by a community that cares about and participates in educating its children. The school administration and P&C Association have recently reviewed its approach to enhancing the schools learning environment. The outcome of this review has been the development of a new approach: **“Contribution to Learning.”** This approach is aimed at offering more benefits to students and parents through:

- The establishment of the **Bulimba State School Building Fund (BSSBF)**
- The establishment of the **Bulimba State School Public Library Fund (BSSPLF)** **Our major focus in this area will be books and technology to provide our students with the most up to date resources.**

Your much-appreciated financial assistance to **“Contribution to Learning”** can be provided in the following three ways:

- A donation to the Bulimba State School Building Fund.
The BSSBF offer **TAX DEDUCTIBLE** status to any donation over \$2.00. All contributions will be receipted by the Building Fund as a Deductible Gift Recipient for tax purposes. The Deductible Gift Recipient category of School Building Fund covers funds established and maintained solely for the acquisition, construction or maintenance of school buildings and grounds.
- A donation to the Bulimba State School Public Library Fund.
This donation is also **TAX DEDUCTIBLE** for donations over \$2.00. The Deductible Gift Recipient category of School Public Library Fund covers public funds established to maintain solely the acquisition and maintenance of resources including technology for school public library

Please make your voluntary “Contribution to Learning” payment to any of these options:

1. Bulimba State School Building Fund
2. Bulimba State School Public Library Fund

We look forward to your assistance in creating a better future for our students.

DECISION MAKING

Decision-making will be done in one of four ways:

1. Collaborative: Joint decision-making, consensus.

2. Consultative: Principal consults separately or with a group before deciding.
3. Executive Decision: Principal decides without consulting or collaborating.
4. Directive: A direct instruction from Department of Education

The Principal will determine which way a decision is to be made, dependent on the timing and the situation.

The Principal always has the right to veto, as he/she is ultimately accountable.

DEPARTURE

If you wish your child to leave school before the usual dismissal time:

1. Written authority (email) to the class teacher and copy to admin@bulimbass.eq.edu.au or a phone call to the office is required.
2. Sign your child out at the school office.
3. Please collect him/her from the office.
4. Prep children are collected from the classroom.

DOGS ON SCHOOL GROUNDS

Rationale

At Bulimba School, we have always encouraged families to take the opportunity to be healthy and green and walk to school to relieve traffic congestion. For some families with a dog, they also take this opportunity to exercise with their dog. This also provides students to see family pets as part of everyday life.

Procedures

The school will:

1. Provide an education program (Pet PET Program) for Prep students about dogs.
2. Provide information about the “Dog Policy” in the newsletter at the commencement of the year.
3. Display signage that outlines school expectations regarding dogs entering the school ground.
4. Monitor dogs in school grounds and enact this policy.
5. The Principal has the option to exclude any dog from the school site and / or report the dog to the Brisbane City Council if these guidelines are not strictly followed.
6. The Principal may need to enact special instruction or procedure in relation to this policy.

Dog owners will:

1. Ensure dogs that enter the school grounds are not known to be aggressive or dangerous.
2. Bring only one dog onto the school grounds at a time.
3. Ensure that the dog is on a leash and in the control of an adult (short leash) at all times, students are not to be placed in charge of a dog while on school premise.
4. Not tie dogs to fences or buildings or leave dogs unattended.
5. Dog owners will clean up and remove from the school ground any faeces

Students will:

1. Be provided with a dog education program.
2. Will be educated in the appropriate ways to approach dogs. Never approach a dog without the owner's permission.

DRESS

During the 2015 school year, the Bulimba State School Community reviewed the Student Code of Dress. This document outlines the standard of dress required by students. Copies are available from the office. Students are required to adhere to this School Dress Code. Some points to note:

Earrings and Other Jewellery

Children are to wear studs only. Earrings that dangle below the ear are easily caught in sport and other play. Children should be taught to be hygienic. If earrings are not properly cared for, infection can easily occur. Cheap earrings can cause many problems. Children are discouraged from wearing other forms of jewellery to school for health, safety and security reasons.

Nail Polish

Fingernail polish is not suitable for school wear. Please ensure the children do not wear polish to school. Students will be asked to remove nail polish if worn to school (see Student Dress Code).

Tattoos

There are many products available today that offer temporary tattoos as an extra. While at school, tattoos are not regarded as suitable. Students will be asked to remove temporary tattoos if worn to school (see Student Dress Code).

Hats

It is school policy that hats with a broad brim, legionnaire or bucket style are to be worn whenever children are outdoors. Please refer to our Student Dress Code for hat requirements. Skin cancer has reached epidemic proportions and the statistics of people dying or being left scarred by skin cancer is frightening. When selecting a hat for your child please consider the quality of protection it offers. NO HAT, NO PLAY, NO FUN TODAY!

PLEASE DO NOT LET YOUR CHILD BECOME A STATISTIC

Skin cancer does not suddenly occur when you reach middle age. It commences during childhood. If your children are especially fair it may be necessary to also use a sunscreen. Hats should provide all round protection. Do not forget the ears and neck.



EARLY DEPARTURE/LATE ARRIVALS

All students who arrive or depart the school premises outside of the regulated school hours must be signed in and out via the school office. Parents should report to the office so the

child's class teacher can be contacted and the student directed to the office for collection. A written note should be given to the classroom teacher on the morning of an early departure to ensure that the child is ready for collection.

ENROLMENT MANAGEMENT PLAN

Bulimba State School is one of many schools in Queensland that currently have an Enrolment Management Plan. This means that the school has a designated catchment area and total enrolment limit to help manage the overall school enrolment. Students who live within the catchment area have automatic enrolment, once proof of residency is confirmed. For information on the catchment area for Bulimba State School please contact the school office.

EXCURSIONS

If your child takes part in an excursion as part of a planned learning experience:

- ❖ your written consent is required through the permission form which must be completely filled in
- ❖ the wearing of uniform is mandatory
- ❖ behaviour is expected to follow our Student Code of Conduct
- ❖ parent assistance may be requested

EXTRA CURRICULAR ACTIVITIES

The following activities are available to interested students:

Tennis Coaching / Various Sports / Swimming Club / Self Defence Classes/ Speech and Drama Classes/Violin Classes/Piano Classes/Guitar Classes

Information is advertised in the School Newsletter and additional information is available from the office. Also see our school website for contact details for these groups.

FACT SHEETS

The Fact Sheets are available on our website. These sheets are available covering a wide range of topics.

FIRE DRILL / LOCKDOWN

Our school regularly practises evacuations and lockdowns to ensure everyone knows what to do in the case of an emergency situation. The procedures for these are prominently displayed in classrooms. Everyone (parents, staff, students, visitors) must follow the emergency procedures.

GROUNDS

During out of school hours:

- ❖ riding of bicycles, skateboards, scooters and roller skates or blades is **STRICTLY FORBIDDEN**

- ❖ permission for organised, supervised groups may be gained through application to the Principal
- ❖ the pool is definitely out of bounds to unauthorised persons
- ❖ parents can assist in school security by immediately reporting unusual happenings to the Principal or Police

HEAD LICE

This complaint is very common with school children and should not cause embarrassment. The frequency of the complaint can be reduced by parents making frequent checks of children's heads.

When evidence of infestation is observed children should be treated immediately. Once treatment is complete children should return to school. A follow up treatment should be carried out 7 - 10 days later.

Children with long hair should have it contained in some way, as experience shows that free – flowing hairstyles are most prone to infestation.

If children are notified as having head lice at school a note will be sent home. Under the Education Act General provisions, these children will be excluded until treated.

A folder of information for parents is located in the Parent Room.

HOMEWORK

Teachers allocate homework for each year level depending on their needs.

PARENT HELP WITH HOMEWORK

Parents can best help by making sure children have a quiet environment in which to work. Parents are not asked to take the role of teacher, but rather to supervise, give encouragement and discuss their child's work with them.

In some cases, teachers work closely with parents if children have a particular problem or require individualised tasks with an aspect of their work.

INFECTIOUS DISEASES

Students who are unwell and show any flu-like symptoms, rashes, fevers, sore throat, headaches etc, should not attend school. If your child becomes unwell at school, we will contact you so that your child can be collected. It may be inconvenient to be called to collect sick children but it is important we work together to ensure as many of us can stay fit and healthy.

For more information on exclusion periods, please go to <https://www.healthdirect.gov.au/school-exclusion-periods>

INSTRUMENTAL MUSIC PROGRAM & CHOIR

Instrumental Music

An excellent Instrumental Music Program is provided in which children in Years 4 – 6. There is a limit on the number of children who can participate in the program. The school has some instruments that can be used by some Year 4 students. All other students purchase their own.

Children:

- ❖ are tutored by our Instrumental Music teacher
- ❖ are withdrawn from normal classes to attend lessons
- ❖ are selected on the basis of commitment, aptitude and parental agreement with requirements
- ❖ Students are matched to instruments by the Instrumental Music teacher
- ❖ must attend a weekly practice

Choir

- ❖ Students are selected at the beginning of the year
- ❖ Must show commitment to practise and attend various activities

INTERVIEWS FOR ENROLMENT

Interviews are conducted by appointment with the Deputy Principals, for parents enrolling students.

INDEPENDENT PUBLIC SCHOOL (IPS)

In 2014, Bulimba State School became one of 80 Independent Public Schools in Queensland. By becoming an Independent Public School, Queensland Principals, teachers, parents and local communities have greater control and ownership of their schools.

The Independent Public School initiative will provide opportunities for:

- enhanced local governance
- advancing innovation
- locally-tailored workforce
- financial flexibility
- building for the future
- public accountability, transparency and performance.

Our school now has a School Council that helps to set the strategic direction of the school.

LANGUAGES - ITALIAN

- ❖ Lessons for Prep to Year 6
- ❖ Cultural Italian activities are held throughout the year

LEADERSHIP OPPORTUNITIES

Throughout their life at Bulimba State Primary School, all children will be offered many opportunities to develop their leadership skills. Major leadership opportunities are provided in the following areas for Graduating students.

- School Captains, Vice Captains
- Student Council
- Music Captain, Environmental Captain, Sport Captains, Italian Captain, Library Captain, Special Events Team, Sound Team, Arts Captain, IT Captain, Playground Buddies
- EcoMarine Ambassadors

Children who are elected as school leaders play a vital role in the school because they represent the needs and wishes of all students in a variety of formal and informal forums and meetings. Their part in the total school development is taken very seriously.

LIBRARY

- ❖ provides children with as much reading enjoyment as possible
- ❖ extends children's learning
- ❖ aids with children and teachers in resource use
- ❖ encourages all parents to become involved in the resource centre and its procedures
- ❖ assists children to be regular borrowers
- ❖ promotes a student monitor program

LOST PROPERTY

The lost property area is located in the Pergola. Lost property is displayed in the upper play area regularly and then unclaimed items are donated to charity. Please ensure all items belonging to your child/children are clearly marked with their names.



MEDICATION

Medication can only be administered to a student if a doctor has prescribed it. The medication must be brought to the school office in the original container, clearly marked with the child's name, dosage and prescribing doctor's name and contact details. Parents must complete a "request to administer" medication form and the child must report to the office to receive the medication. It is the responsibility of the parent to notify the class teacher of the time the medication is required and the responsibility of the child to report to the office for the medication. At NO time can students keep medication either prescribed or non-prescribed in their bags or on their person.

The only exception is for children suffering asthma who are able to self-administer asthma medication. The school office should be advised if this is required.

MOBILE TELEPHONES

Students who bring mobile phones to school are required to sign them in the school office on arrival.

MULTI-AGE GROUPING

Multi-age Grouping is the deliberate mixing of age groups so that children of different ages occupy the same teaching space. The value of multi-age has been recognised by Education Queensland and has been recommended by the Wiltshire Review. Children are able to work at their own level and ability and, as in traditional classrooms, are treated as individuals. Skills such as cooperation, sharing, teaching others, listening and problem solving are focussed upon as children with particular skills are encouraged to teach others the same. Younger children are encouraged to follow the routine of the classroom by observing the older children. In this way, there are positive advantages for everyone.

MUSIC

- ❖ Is co-ordinated by the classroom Music Teacher
- ❖ Involves choirs
- ❖ Features public performances
- ❖ See also Instrumental Music and Choir



NAPLAN

The National Assessment Program – Literacy and Numeracy (NAPLAN) is an annual assessment for students in Years 3 and 5.

The Years 3 and 5 tests are a National externally prepared and marked tests of Numeracy and Literacy skills for children in Years 3 and 5. The tests are conducted in May each year. When the results are returned to the school, parents are provided with a written report of their child's results.

NEWSLETTER

Newsletters are sent electronically via email on Fridays and published on the school website.

Items for the newsletter can be left at the office by Monday for inclusion the following week. Advertising space is available in the newsletter. For further details please contact the P&C.

OUTSIDE SCHOOL HOURS CARE (OSHC)

The OSHC is a business unit of the P&C Association and has been established to support families with the care of their children before and after school, during the vacation periods and pupil free days. The OSHC is not for profit with all profits going back to the service and to benefit the wider school community.

Out of School Hours Care operates Monday to Fridays between 6.30am and 9.00am, and between 3.00pm and 6.00pm during school term time and between 6.30am to 6.00pm over vacation periods. Children must be enrolled in the program before care can be given. Please contact OSHC on 3395 9622.

OSHC Objectives

- ❖ To provide a safe, supervised environment for school aged children to play and relax before and after school, and on vacation periods and pupil-free days.
- ❖ To provide programs which focus on developmental, social and recreational activities for children in a quality, caring environment.

Enrolment information can be sent via email – oshcgeneral@bulimbass.eq.edu.au

If you wish to discuss the OSHC program please contact the OSHC Office, oshcgeneral@bulimbass.eq.edu.au or 3395 9622.

PARKING AND COLLECTION

Parking and vehicle access

There is no parking available in the school grounds. There is also no vehicle access to the school grounds unless authorised by the Principal. Please ensure that you do not obstruct neighbours' property access when parking.

Drop off and collection of students:

To ensure the safety of all students, two Stop Drop and Go zones are provided. These zones are located on Wentworth Parade and Oxford Street near the school hall. There is no parking permitted in these zones from 8.00am to 9.00am and 2.30pm to 3.30pm on each school day. Parents are reminded to use these zones correctly as police and transport officers regularly patrol these areas.

PARENTS' AND CITIZENS' ASSOCIATION (P & C)

The Bulimba State School P & C Association meets monthly and is made up of interested parents and members of the Bulimba community.

The main objective of the P & C is to play an active role in providing the best possible learning environment for our children and to promote and direct parent involvement and participation in the decision-making processes of our school.

This involves working in co-operation with the school staff, providing services for parents and students and, of course, fundraising. Fundraising is a major part of the P & C workload as money raised provides resources - books, Human and Technology for use by students, teachers and parents.

Within the Bulimba P & C we have a number of subcommittees which meet to focus on more specific matters. These include:

- ❖ Smartbites / Tuckshop Committee
- ❖ Swim Club

- ❖ Fundraising
- ❖ Out of School Hours Care
- ❖ Year 6 Graduation Working Group

The P & C also provides input into the School Strategic Planning.

The P & C gives parents an organised structure to work within to provide the maximum educational opportunities for our children. All parents are cordially invited to participate in the many activities of the Bulimba State School P & C Association. We look forward to your input.

Parents now have the advantage of being able to make these payments via an online facility. These details will be emailed to parents each year.

PARENT/COMMUNITY LIAISON OFFICER

Our Community Liaison Officer works to liaise between the community and the school. Our Liaison Officer holds regular morning teas to greet any new families to our school community as well as being available to discuss any issues you may have. Working with our Liaison Officer is a band of volunteer Class Parent Representatives who liaise with our Liaison Officer and the classroom teachers to provide a valuable resource to our school. If you are interested in becoming a Class Parent Representative please advise our Liaison Officer or your classroom teacher.

PARENT INFORMATION CENTRE

This room is located in A block on the first floor and is overseen by our Community Liaison Office. The room is available for informal meetings and has:

- ❖ noticeboards with school information, community groups, buy and sell, what's on in the local area etc.
- ❖ facilities for making coffee and tea
- ❖ pamphlets from Government departments and community groups

PARENT/ TEACHER COMMUNICATION

It is important that parents communicate with class teachers regularly about changes, events or concerns that are happening for their child. This helps teachers develop a clear picture of what is important to be aware of when planning for each child. There are a number of shared teaching partnerships in our school therefore it is important to put in writing any vital information so that this information is communicated accurately between the teachers.

PAYMENT OF ACCOUNTS

While attending Bulimba State School, your child/children will have an opportunity to participate in a range of extra curricula activities. A number of these activities will require payment for participation. Notes will be sent home indicating the amount required. Invoices are also generated and emailed home. The preferred method of payment is via BPoint. The BPoint link is on the invoice.

EFTPOS is available at the office. Participation is dependent on payment. Invoices are paid through BPoint and non-invoiced payments can be made through the Qkr App. If families are experiencing difficulty in paying these costs, please contact the office. At the end of each term, a statement of account will be emailed to parents. Prompt settlement of these accounts is appreciated.

PHOTOGRAPHS

Class, special groups and family photographs are taken annually.

Details will be forwarded home to families prior to this date.

P.I.E. - PARTERS IN EDUCATION

Parents play a vital role in supporting successful learning outcomes for their children. We acknowledge that parents are their children's first teacher and value your support and engagement in your children's learning.

The research tells us that the most meaningful partnerships are those where schools, parents, students and the community work together to focus on student learning. Parent and community engagement that is effectively focused on student learning can deliver powerful outcomes.

In 2013, Bulimba State School launched the **P.I.E** program. The aim of this program is to provide parents with information and practical suggestions that will assist to cultivate a holistic learning environment. That is, attending to our children's academic, social and emotional wellbeing. Parents have had the opportunity to attend a range of workshops including Resilience, Reading and Numeracy.

We take great pride in the fact that Bulimba State School and the parent community work together in order to maximise children's learning in a safe and supportive environment.

REPEATING A PUPIL

Pupils in the early phase of learning are the most likely ones requested to repeat a year. Often children in their early years of schooling need extra time to mature and develop. Many people think that there is a stigma attached to repeating a year. However, this does not usually occur in the education climate of today, especially if children are repeated in the early years.

Children will be recommended to repeat only after consultation among parent, teacher, Principal and remedial/guidance personnel. Physical and social maturity, as well as his/her academic ability, will be considered when making any such decision.

REPRESENTING THE SCHOOL

Many children will represent the school in a variety of academic, sporting and cultural endeavours. These children will deservedly receive our praise, our support and accolades for outstanding effort. However, the highest standards of behaviour and dress will be expected of them as young ambassadors for our school.

At our school, children will be taught that, from the moment they leave home in the morning to the minute they arrive home in the afternoon, and at any other time that they wear the school uniform, their actions must reflect the highest values and standards of our school.

RELIGIOUS INSTRUCTION

Religious Instruction classes are:

- ❖ conducted on an ecumenical and combined basis for Years 1-6, with the Anglican, Uniting Church, Catholic and Baptist Church collaborating to provide a common program
- ❖ held on Wednesday morning for 30 minutes between 9.00am and 11.00am fortnightly
- ❖ Voluntary

SESSION TIMES

	Prep, 1 & 2		Years 3, 4, 5, 6
8:40am	The bell sounds	8:40am	The bell sounds
8:45am	Morning Session	8:45am	Morning Session
11:00am	First Lunch	10:30am	First Lunch
12:00 noon	Middle Session	11:00am	Middle Session
1:30pm	Second Lunch	1:00pm	Second Lunch
2:00pm	Afternoon Session	2:00pm	Afternoon Session
3:00pm	Home	3:00pm	Home

SICK BAY

Students who are ill or injured are sent to sick bay, which is located in the administration building. Members of the Bulimba State School staff hold current First Aid and CPR accreditation. You are requested to keep your contact records current to enable staff to contact you regarding your child/children at all times. If you are contacted to collect a sick student it is expected that this be arranged as soon as possible for the benefit of the student and the general community. If your child is sick before school it is generally advised that they are kept at home until well enough to return.

If your child develops any medical condition you are requested to advise the school office in writing.

If your child sustains an injury that requires expert medical attention, you will be contacted, however if you cannot be reached an ambulance will be called and your child will be taken to hospital. This is normally the Children's Hospital.

SPECIALIST OR SUPPORT TEACHERS

Our specialist and support staff:

- ❖ includes a Teacher/Librarian, Physical Education Teacher, Languages Teacher, Chaplain, Instrumental and Classroom Music Teacher, Guidance Officer, Inclusion Teachers
- ❖ Heads of Curriculum
- ❖ English as an Addition Language or Dialect Teachers, Speech Pathologist, other Advisory Visiting Staff.

SPORT

Sport is part of a comprehensive, carefully sequenced program from Prep to 6 in which:

- ❖ there are two strands - fitness and skills
- ❖ children participate in inter-school and intra-school programs with an emphasis on lifelong recreational relevance
- ❖ inter-school sports programs are offered for Years 4 to 6 usually in Term 2. Children will have the opportunity to give an expression of interest to participate in a range of sports. A note will go home indicating choices. Children in discussion with their parents will decide a number of sports that they would like to participate in. On return of this form children will be allocated to a sport. Children's participation will be confirmed when payment of the sporting levy is finalised.
- ❖ Our intra school sport houses and colours are: - Jupiter – Red, Mercury - Green, Saturn - Blue. On our Annual Sports' Days children are asked to wear a T-shirt in the house colour.

STRANGER DANGER

It must be impressed upon children that they must never go with anybody whom they do not know, even though the person may seem friendly. This will be stressed at school, but the matter will be further reinforced if parents do the same.

To avoid this situation occurring, please be punctual in collecting your children, or arrange for somebody else to collect them if you are unavailable.

In 2013, our school implemented the *Daniel Morcombe Child Safety Curriculum* as part of our Health and Physical Education Key Learning Area. The curriculum is based on principles of best practice in child safety education and centres around three key messages: **Recognise, React** and **Report**. Through a series of lessons, students will learn how to recognise, react and report when they are unsafe or find themselves in situations that can have a significant detrimental effect on their physical, psychological or emotional wellbeing.

A collaborative approach between schools, families and the community is the best way to provide safety education to children. To ensure you are fully informed, please visit the website below to learn about the curriculum and the messages your child will be receiving. We encourage you to discuss and reinforce these key safety messages with your children and please speak to your child's teacher if you have any questions.

Information about the *Daniel Morcombe Child Safety Curriculum* can be found at www.education.qld.gov.au/child-safety-curriculum

STUDENT COUNCIL

The Student Council was formed out of a need for student representation in our school. We believe that children have a right to a say in the way their school operates. Therefore, the role of the Student Council is essentially to:

- ❖ maintain an open communication link between student, teacher, community
- ❖ provide a forum to voice their views
- ❖ allow students to operate in a leadership role

Some initiatives implemented by the Student Council so far are:

- ❖ discos for Prep - Year 6
- ❖ purchase and installation of water coolers
- ❖ composting
- ❖ table and chair settings
- ❖ fundraising for selected charities
- ❖ playground equipment for Years 4 – 6
- ❖ supporting School Captain initiatives

The Student Council is comprised of two elected class representatives from Years 4 - 6, as well as, the School Captains and Vice Captains. The latter perform the role of Chairperson and Secretary. Meetings are held weekly.

Fundraising and supporting local national and international charities, are a big part of the Student Council program.

STUDENT INFORMATION

Please advise immediately:

- * If there is a change in your emergency contact number
- * If you change your address
- * If any significant changes occur with regard to your child/children's health or medical details eg: Health Plan or medication.
- * If there are any changes regarding custody or access to your child/children
- * If you feel we should know of any other changes which relate to your child

During the school year, there can be occasions when it is important that we make immediate contact with parents. We are unable to do this if our information is not current. Please help us to provide care and consideration for your child by updating your family records whenever a change occurs.

SWIMMING

Our swimming program forms part of the HPE Program during Summer, (Terms 1 and 4) for children in Years 1- 6 and Term 4 for Prep children.

Parents will:

- ❖ be required to provide written permission on initial enrolment
- ❖ receive details regarding times, hygiene and rules at the beginning of each season

Bulimba Swim Club is based at our school. Information regarding Swim Club activities are available by contacting the P&C.

TELEPHONE MESSAGES

At times, parents need to contact their child/children at school. Under normal circumstances, a message will be passed on to them.

TERM CALENDAR

At the beginning of each term, a Term Calendar is sent home. This outlines most events that will happen during the Term. It is useful to display this at home so you are aware of school events and happenings.

TRANSFERS

If you are transferring your child/ceasing enrolment, contact the office to advise details.

TUCKSHOP (SMART BITES)

Currently our tuckshop, which operates as a business unit of the P & C Association, provides the following services:

- *preparing nutritious, healthy and delicious food onsite to serve the needs of our students and staff.*
- *providing service on a daily basis during first break for online orders only. Online orders can be placed on a system called Qkr!
More info on how to order at: <https://www.bulimbasspc.org.au/foodservices>*
- *offers an over the counter service on Wednesday and Fridays at second break for students to buy snacks and drinks only.*
- *invites all interested persons to volunteer to help with preparation and sales on Fridays – email Smart Bites for more info at smartbites@bulimbasspc.org.au*
- *offers a café style service for parents before school selling barista made coffees and pastry treats*

The tuckshop relies on parent and community volunteers to enable it to operate. Each class is rostered on to volunteer once each year and the parent rep for each class will receive the class roster at the beginning of the year. Your support in volunteering is really appreciated and it is great way to meet other families!

UNIFORM

The uniform expectations for all students at Bulimba State School are detailed in the Student Code of Dress booklet available from the school office.

Students who do not wear correct school uniform will be sent to the Administration office, where parents will be contacted and/or a school uniform will be loaned for the day.

Second hand uniforms are available for sale periodically. Contact our Community Liaison Officer for further details or *refer to the school's Student Dress Code*.

VOLUNTARY TEACHER AIDES

Parents are welcome:

- ❖ to become a part of our learning assistance program, to attend in-service activities designed to assist their understanding of the educative process.

WAITING PARENTS

When collecting children, please remember:

- ❖ children must wait **INSIDE THE SCHOOL BOUNDARY**
- ❖ parking in the 'No Standing' Zone endangers our children
- ❖ police regularly check for misuse of this 'pick-up' area

WET DAYS

On very wet days:

- ❖ the lunch hour may be shortened and children move into their rooms for recreational activities.
- ❖ the school day is not shortened, unless, in rare cases, abnormal weather conditions force this alternative.

