



# **BULIMBA STATE SCHOOL PARENT HANDBOOK**



Bulimba State Primary School  
Oxford Street  
BULIMBA Qld 4171



Dear Parents and Caregivers

May we take this opportunity of welcoming you to Bulimba State School.

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

*Nicole King*

Nicole King  
Principal



## **OUR COMMUNITY**

Bulimba 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. 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, Deputy Principals, Guidance Officer, Head of Special Education (HOSES), Heads of Department (Curriculum), Classroom Teachers, Specialist Teachers, Business Managers, Administration Officers, Teacher Aides, Cleaning and Grounds staff.

## **SCHOOL INFORMATION**

**Our Motto:** Play the Game

**Our Values:** Be Respect, Be Responsible, Be Courageous, Be Compassionate

**Office Hours:** 8:00am – 3:30pm Monday to Friday

**Office Telephone:** 073395 9666

**Email:** [admin@bulimbass@eq.edu.au](mailto:admin@bulimbass@eq.edu.au)

**Webpage:** <https://bulimbass.eq.edu.au>

**P&C:** Meet once a month. More information found on the P&C website: <https://www.bulimbasspc.org.au/>

**School Hours:** 8:40am – 3:00pm

## **GENERAL INFORMATION (ALPHABETICAL ORDER)**

### **ABSENCES**

If your child is absent the school requires notification or by contacting our **Student Absence line on 3395 9667**, through QParents or on the absentee email [absent@bulimbass.eq.edu.au](mailto:absent@bulimbass.eq.edu.au) stating the reason for the absence. e.g., sick, family reasons, holiday, etc.

All absences **must be explained** and to assist with the monitoring of this, the school uses an automated attendance SMS service. Parents are asked to respond to this notification with the absence explanation.

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.



### **ACADEMIC PROGRESS**

Throughout the year, teachers will use a variety of ways to assess the work of students. Teachers moderate students' 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 in Term 1 and Term 3.

### **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 (OSHC). OSHC is recommended for students arriving earlier than 8:15am.

### **ASSEMBLY**

This gathering of students, teachers, support staff and parents is designed to build school spirit and morale through sharing information of common interest and to celebrate student achievement. Two whole school parades are held each term where student groups, choir and other perform for the whole school. Lower phase and upper phase parades are held fortnightly.

### **ATTENDANCE**

Education for your child is important and regular attendance at school is essential for your child to achieve their education best and increase their career and life options. When your child attends school every day, learning becomes easier and your child can build and maintain friendships with other children.

Arriving at school and class on time is another important aspect of attendance. Being punctual ensures that students are engaged in all learning, assists with establishing good routines and reduces classroom disruption.

### **CALENDAR OF EVENTS**

Please refer to the school website for the up-to-date calendar.

### **CAMPS AND EXCURSIONS**

Bulimba provides students with the opportunity to experience various incursions, excursions, and camps (Year 4-6). 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.

### **CARE OF PERSONAL PROPERTY**

Please ensure your child cares for their 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

### **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**

At Bulimba, we believe that positive partnerships with parents are the cornerstone of successful outcomes for students. As such, we encourage you to raise any concerns with your child's teacher or with school administration (33959666 or [Principal@bulimbass.eq.edu.au](mailto:Principal@bulimbass.eq.edu.au))

## **CONTRIBUTION TO LEARNING**

Bulimba State School is a great school made up by a community that cares about and participates in educating its children.

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.

**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.

## **CURRICULUM**

At Bulimba State School, the Australian Curriculum will be planned, 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 (HASS)
- The Arts (Dance, Drama, Media Arts, Music, and Visual Arts)
- Languages (Italian)
- Health and Physical Education
- Technologies (Digital Technologies, and Design and Technologies)

Each term, curriculum delivery is communicated through year level newsletter.

## **DEPARTURE/LATE ARRIVALS**

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](mailto: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 your child from the office.

All students who arrive to school outside of the regulated school hours must be signed in via the school office.

## **DOGS ON SCHOOL GROUNDS**

At Bulimba School, we 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.

*The school will:*

1. Provide information about the “Dog Policy” in the newsletter at the commencement of the year.
2. Display signage that outlines school expectations regarding dogs entering the school ground.
3. Monitor dogs in school grounds and enact this policy.
4. 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.
5. 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. No extendable leashed are allowed on the premises.
4. Not tie dogs to fences or buildings or leave dogs unattended.
5. Dog owners will immediately clean up and remove from the school ground any faeces

*Students will:*

1. Will be encouraged in the appropriate ways to approach dogs. This includes never approaching a dog without the owner’s permission.

## **DRESS CODE**

The Bulimba SS School Dress Code provides guidance around our expectations. 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 are discouraged from wearing other forms of jewellery to school for health, safety and security reasons.*

### ***Nail Polish & Artificial nails***

*Fingernail polish is not suitable for school wear. Students will be asked to remove nail polish if worn to school. Students are not permitted to wear artificial nails. (see Student Dress Code).*

### ***Temporary Tattoos***

*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 or bucket style are to be worn whenever children are outdoors. Please refer to our Student Dress Code for hat requirements. NO HAT, NO PLAY, NO FUN TODAY!*

### ***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. Students living outside catchment can put their names on a waitlist.

### ***EXTRA CURRICULAR ACTIVITIES***

The following activities are available to interested students:

- Choir
- Tennis Coaching
- Sports
- Swimming Club
- Speech and Drama Classes
- Violin Classes
- Piano Classes
- Guitar Classes

Information is advertised in the School Newsletter. Also see our school website for contact details for these groups.

### ***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.

### ***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.

### ***HOMEWORK***

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

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.

### ***INCLUSIVE EDUCATION/SUPPORT SERVICES***

If you or the class teacher have concerns regarding your child's progress, they may be referred to the Student Welfare Action Team (SWAT).

This team is composed on Head of Special Education (HOSES), Inclusion Teacher, Guidance Officer, Speech and Language Pathologist and Deputy Principal. They will work with your child's classroom teacher to further investigate your child's needs and collaborate on forming a plan of support.

If you become aware that your child has a disability, please inform your child's class teacher and Head of Special Education and we will work with you to form a personalised learning plan with agreed reasonable adjustments.

### ***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.

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

### ***INJURIES, ILLNESSES & 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 Queensland Children's Hospital.

### ***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.

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.

EpiPens are kept in the child's classroom. Additional EpiPens are stored in relevant locations around the school.

### ***MUSIC PROGRAM***

Music at Bulimba offers a range of extra-curricular opportunities such as; Junior and Senior Strings (starting in Year 3), Instrumental Music Lessons\*, Concert Band, Big Band, Junior and Senior Choir.

#### **\*Instrumental Music**

The 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 selection process for this begins towards the end of Year 3.

### ***MOBILE TELEPHONES AND ALL OTHER DEVICES***

Students who bring mobile phones, or other devices to school are required to sign them in at the school office on arrival. Students may then collect their phones at 3pm or on departure.

### ***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 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 and published on the school website.



## 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.

If you wish to discuss the OSHC program please or seek enrolment information, please contact the OSHC Office, [oshcgeneral@bulimbass.eq.edu.au](mailto:oshcgeneral@bulimbass.eq.edu.au) or 07 3395 9622.

## PARKING AND COLLECTION

### Parking and vehicle access

There is no parking available on 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 parents and members of the Bulimba community.

The P & C 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 for our school and special projects.

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.

### ***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 Officer. 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 via QParent. 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.

## **QPARENTS**

The QParents app 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
- Viewing unpaid invoice details, payment history, and making payments online
- Viewing and updating personal student details, including medical conditions and address
- Enrolment details
- Academic Report Cards
- Upcoming events list showing school events and excursions.

QParents will assist both staff and parents in sharing and responding to information in an efficient and effective way. You will receive an invitation code when your child has started at our school.

QParents won't replace the traditional ways you communicate with our school, but it will provide another way to communicate with us. More information about QParents can be found at <https://qparents.qld.edu.au/#/about>

## **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 voluntary and parents/caregivers give permission for students to participate. Religious instruction classes occur on rotation in some year levels.

## **SPECIALIST PROGRAMS**

Our specialist subjects include:

- Languages: Italian P-6
- Health and Physical Education
- Music
- Arts
- Digital and Design Technologies

## **SPORT**

Sport is part of a comprehensive, carefully sequenced program from Prep to 6 in which children participate in inter-school and intra-school programs.

Our intra-school sport houses and colours are: - **Jupiter – Red**, **Mercury - Green**, **Saturn - Blue**.

Students have the opportunity to participate in a variety of sporting events:

- Swimming Carnival
- Athletics Carnival
- Cross Country
- Gala Days

## **STRANGER DANGER**

Bulimba State School implements the *Daniel Morcombe Child Safety Curriculum* as part of our Health and Physical Education Key Learning Area. 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.

## **STUDENT COUNCIL**

The Student Council was formed out of a need for student representation in our school. 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.

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

## **STUDENT LEADERS**

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 Year 6 students.

- School Captains, Vice Captains
- Student Council
- Music Captains, Band Captains Environmental Captain, Sport Captains, Italian Captain, Library Captains, Special Events Team, Technology Team, Arts Captains, Technology Captains, 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

## **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. Parent volunteers are needed for the success of these lessons. Parent representatives will be in touch regarding volunteer support.

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

## **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](mailto: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!

## **UPDATING INFORMATION**

- If there is a change in your emergency contact number
- If you change 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