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10. Communications
10.1. School newsletter
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10.4. Qparents
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11. Conclusion
1. SCHOOL DETAILS

Address: 30 Baringa Drive, Baringa, 4551
Telephone: 5390 3222
Fax: 5390 3200
Student absence line: 5390 2366
School website: www.baringass.eq.edu.au
School email: admin@baringass.eq.edu.au
Office hours: 8:00 am to 3.30 pm
School location code: A109

2. PERSONNEL

Principal: Mr Noel Baggs
Deputy Principal: Mr Amos Cowling
Business Manager: Mrs Dianne Winthrop

3. INTRODUCTION

3.1. Welcome to our school

Baringa State Primary School will be opened for the first school day in 2018, catering for students from Prep to Year 6.

Our school is located at the southern end of the Sunshine Coast, Aura – City of Colour, Australia’s largest master planned community. Our school is well placed to deliver as a learning hub, as we develop and support a community of learners. Aura is a city that will be a centre for innovative educational excellence for all.

Baringa State Primary School will deliver a world class education, offering extensive opportunities in developing student’s understandings in Science, Technology, Engineering and Mathematics (STEM) as our point of difference. We are committed to the delivery of the Australian Curriculum through personalised learning for all students within an eLearning context.

Our school will include a robotics laboratory, recording studio and innovation hubs. Our great strength is the partnerships we forge between students, staff, parents and the wider community. These partnerships enable us to build on the strengths of innovation and performance and to live out our values and our commitment to providing a world class education for every student.

3.2. Vision

Baringa State Primary School is a caring, inclusive and innovative learning community, which empowers students to reach their full potential as global learners.

3.3. Our motto

Imagine Discover Together
3.4. Our Moral Purpose

Each and every member of our school community, believes that each and every student can and will achieve.

3.5. Values

Commitment is our key value (nothing without effort)

3.6. Code of Behavior standards

See the Responsible Behaviour Plan on the school’s website www.baringass.eq.edu.au

4. SCHOOL ADMINISTRATION

4.1. Daily routine

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:55am</td>
<td>Students enter classrooms under teacher supervision and prepare for the school day.</td>
</tr>
<tr>
<td>9:00am</td>
<td>First session commences.</td>
</tr>
<tr>
<td>11:00am</td>
<td>First break commences.</td>
</tr>
<tr>
<td>11:10am</td>
<td>Students remain seated to eat in designated area for 10 minutes.</td>
</tr>
<tr>
<td>11:40am</td>
<td>Play ceases and classes reassemble at classroom entrances.</td>
</tr>
<tr>
<td>11:45am</td>
<td>Middle session commences.</td>
</tr>
<tr>
<td>1:45pm</td>
<td>Second break begins.</td>
</tr>
<tr>
<td>1:55pm</td>
<td>Students remain seated to eat in designated area for 10 minutes.</td>
</tr>
<tr>
<td>2:10pm</td>
<td>Play ceases and classes reassemble at classroom entrances.</td>
</tr>
<tr>
<td>2:15pm</td>
<td>Afternoon session commences.</td>
</tr>
<tr>
<td>3:00pm</td>
<td>Afternoon session concludes. Classes are dismissed.</td>
</tr>
</tbody>
</table>

Students should arrive at school between 8:30am and 8:55am

4.2. School calendar

Information regarding school terms and holidays is available at http://education.qld.gov.au/

4.3. Attendance/absence

Children are required by law to attend School regularly and it is essential that they do so to succeed. Every day is important therefore children should not be absent without a valid excuse.

To improve our attendance procedures, we will inform parents/caregivers about any unexplained absences for their child. The school expects parents/caregivers to contact the school in advance if they know their child is to be absent. The preferred contact methods are

- Student absentee line 5390 2366
- QParents

Baringa State Primary School sends an SMS message to the parent/guardian’s mobile phone if a student is recorded as absent without an explanation. If you are not receiving text messages and believe you should be, please contact the school as soon as possible to confirm your contact details. The message will arrive on your telephone displaying the number. Parents should store this
number in their mobile phone under “Baringa SPS” so that when the message arrives, the parent can easily identify when the school is contacting them.

Alternatively, simply reply to the message from the school and add your son or daughter’s roll class, name, reason for absence or late arrival and date of absence.

If you are receiving SMS messages, it is important that you reply to the school within seven days (as per Government Legislation). The easiest way to respond to text messages is by reply SMS.

Remember – “EVERY DAY COUNTS”!

4.4 Exemptions from Compulsory Schooling and Compulsory Participation

What is an exemption and why do I need it?

Every parent of a child of compulsory school age or a young person in the compulsory participation phase has a legal obligation to ensure their child is enrolled and attending school or participating in an eligible option.

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

Situations where applications for an exemption may be made include:

1. Illness
2. Family reasons
3. Family holidays
4. Cultural or religious reasons

If your child is exempt from compulsory schooling, you are excused from your obligation in relation to compulsory school or compulsory participation. The school principal is not responsible for providing an educational program to your child, however they may provide advice on other educational options available.

Who decides to grant or not grant an exemption?

For state school students: Decision about exemptions for up to one school year are made by the Principal of the school the student attends. Decisions about exemptions for more than one school year are made by the relevant Regional Director of the Department of Education and Training, responsible for the supervision of the school you child attends.

Applying for an exemption.

You are encouraged to discuss with the school whether an application for exemption is a suitable option. The school can provide you with an application form for an exemption. It is important that supporting documentation and evidence are attached to the application.

When a decision about the exemption has been made, you will be informed in writing whether or not the exemption has been granted and if any conditions have been imposed. If you are not satisfied with the decision made, you can make a submission for the decision to be reviewed.
4.5. Arrival/departure

It is expected that all children should arrive at school by 8.55 am and all children depart from the school grounds immediately upon dismissal and proceed directly home, unless waiting for a bus, attending an arranged practice or special parental arrangements have been made. Children waiting longer than normal are required to report to Administration.

If for any reason, it is necessary for your child to be in the school grounds outside these hours, please contact the Principal so that special arrangements, where possible or practicable, may be made. Should such special arrangements not be made, the school will bear no responsibility for the supervision of your child.

Late Arrival/Early Departure

- Children who arrive after the commencement of lessons must report to the office with their parent/guardian for a late slip.
- An early departure slip must be obtained by the parent/guardian via the office and presented to the teacher. Parent/guardians must not present to the classroom unless they have reported to the office first. Students must be signed out by a mature contact as prescribed on the student enrolment, or other personnel as communicated/nominated to administration by the primary care giver. In emergency/exceptional situations only, a note from a parent or guardian or a telephone call will be acceptable.

4.6. Bicycles and scooters

Bicycles and scooters must not be ridden in the school grounds at any time as this would constitute a risk of injury to persons on the school site. Bicycles and scooters must be walked to and from the bike racks on arrival and upon departure from school. The bike racks are out of bounds to all children during the day. Where a child is unable to ride a bicycle or scooter home, for whatever reason, arrangements may be made at the office to store it for later collection.

REMEMBER: SAFETY HELMETS SAVE LIVES. Please ensure that your child is properly capable of riding a bicycle and is aware of safety rules before allowing your child to ride to school. Please consider that the riding of a bicycle requires complex skills and heightened awareness particularly in heavy traffic. Road Safety authorities advise that children may not be developmentally ready to ride safely on the road until the age of nine or ten. Bicycle riders, as road users, must comply with all regulations of the Traffic Act.

4.7. Pedestrian crossings

Children who cross pedestrian crossings must exercise extreme care. It is recommended that children select the safest route to and from school and minimise crossing main roads. Bicycles and scooters are to be wheeled across crossings.

4.8. Vehicles

Parents who arrive in vehicles to deliver, or collect students are requested to observe road safety rules with regard to parking and the

4.9. Play grounds
4.10. Leaving school grounds

Once children have arrived at school, they must NOT leave the school grounds, until normal dismissal, without the permission of the Principal. Such permission is conditional upon the receipt of a specific written request, signed and dated by a parent or guardian, except in special circumstances or emergency situations, where permission may be granted at the discretion of the Principal. A parent or guardian may make telephone contact to the Administration in cases of urgency where the need for their child to leave the school grounds was unanticipated. Under these circumstances a child may also be collected at school by a parent or guardian upon advising the school office. Where contact is by telephone, arrangements should be made to collect the child from the office, NOT from outside the school grounds.

4.11. Transfers

Children intending to transfer from our school are expected to return all school property including class materials, library resources and school instruments provided, on or before their last day at this school. Final payment of all monies owing must be completed.

Children should also arrange to collect all their personal property, including any project books and art materials held by class teachers.

4.12 Transition to High School

To assist with the transition to High School, Orientation Days and Parent Information Sessions are held by all local state high schools, towards the end of each school year. Details will be advised in advance. For further information, it is requested that you contact the high school of your choice.

4.13. Official school records

Records are maintained on every child attending the School. Current data on each child enrolled is required for the School Register and for official records such as Student Records and, if applicable, Special Education files.

Should you have a change of family circumstance, address, telephone number, etc. it would be appreciated if you would advise the office immediately so that our records be kept up to date.

4.14. Parental custody/access

It is of particular importance that the school be advised of the implementation of parental custody and access orders, or of any changes to existing orders.

It should be noted that whilst the school, in good faith, has a duty to the enrolling parent in relation to custody of a child, it must comply with existing Court Orders relevant to the rights of the noncustodial parent. Such orders affect access to records and reports pertaining to the child.

4.15. Booklists

At the end of each year, children will be given a list of books and necessary materials for the following year. All items listed are essential for your child’s education. Please attempt to have all requisites by the commencement of the school year to avoid delays in the implementation of class learning programs for your child.

4.16. Personal property
All personal items and clothing should be clearly marked with your child’s name to ensure that if lost, the owner can be readily identified. Such marking may need to be done several times a year to be effective.

Expensive items, including jewelry, games and toys, are not allowed to be brought to school. No responsibility can be taken if such items, brought to school by a child, are lost, damaged or stolen. Children should take responsible care for any monies brought to school. The following items must not be brought to school:

- Chewing/bubble gum;
- Matches, lighters;
- Explosive caps;
- Toy weapons;
- Yo-yos;
- Skateboards, roller skates, roller blades.

4.17. Mobile phone

The Student use of Mobile Phone and Electronic Devices Policy is available on the school website at https://baringass.eq.edu.au/Ourschool/Rulesandpolicies/Pages/Rulesandpolicies.aspx

4.18. Lost property

Lost property is collected and stored in the office. Children and parents are requested to check the lost property regularly.

Unclaimed lost property will be displayed in a covered area occasionally for all students to view and hopefully reclaim. Lost property is cleared at the end of each term and donated to a suitable charity.

4.19. Payments

The preferred method of payment for all school invoices is via QParents and BPoint. Any money collected in the morning by the class teacher is forwarded to the office for processing. The Cashier is open from 8.00am to 10.00am for all EFT and Credit Card transactions. All cheques must be made payable to Baringa State Primary School. When sending money to school, please enclose it in a SEALED envelope marked with NAME, YEAR, and AMOUNT AND PURPOSE on the nominated closing date. Please double seal the envelope with tape to ensure no monies are lost.

4.20. Complaints Management

If you have any issues/concerns regarding your child then the classroom/specialist teacher is usually the first point of contact. Please make an appointment to ensure sufficient time can be allocated to satisfactorily discuss your concerns.

If your issue/concern is unable to be dealt with, or discussed with the classroom/specialist teacher, then make an appointment to speak with an Administrator. All efforts will be made to resolve all issues/concerns as quickly as possible so your child can engage fully in school life; in the case of school operations then these can be clarified and enacted.

Further information regarding relevant procedures are available at http://education.qld.gov.au/schools/about/pdfs/making_a_complaint.pdf
4.21. Student Resource Scheme

The school operates a Student Resource Scheme. The purpose of the scheme is to provide a cost effective, value for money alternative to purchasing textbooks, resources, consumables and materials not included on the school’s book and stationery list, through reduced prices gained from the school’s bulk purchasing processes. Full details about the Student Resource Scheme is available on the school website.

5. CURRICULUM

5.1 Key Learning Areas

An agreed research-validated school wide Pedagogical Framework

- Implement the National Curriculum
- Quality teaching and learning
- Supported via digitally rich and connected learning environments
- Strong e-learning agenda (STEM)
- Learning personalised: respond to the individual needs of the child

See the school website for further information www.baringass.eq.edu.au/

5.2 Planning

Teachers plan in specific subject areas around the Key Learning Areas for the full implementation of the Australian Curriculum. Opportunities for all students to display their talents in various forms will be a key component catering for varied learning styles and levels of development. The basics of Literacy and Numeracy will be a critical component of the school day.

At our school

- We nurture
- We challenge
- We care
- We build relationships and trust

Our focus will be nurturing children who are ready with skills for the 21st Century through:

- Collaboration
- Communication
- Creativity
- Critical thinking
- Curiosity

Students need to know how to learn in an ever-changing world. They need to be:

- Literate
- Numerate
- Curious

All staff will use and agreed research-validated schoolwide Pedagogical Framework
• Implement the National Curriculum  
• Quality teaching and learning  
• Supported via digitally rich and connected learning environments  
• Strong e-learning agenda (STEM)  
• Learning personalized: respond to the individual needs of the child  
• We will know your children as learners (learning at different rates)

![Table]

<table>
<thead>
<tr>
<th>Writing</th>
<th>Spelling</th>
<th>Fluency with Number Facts</th>
<th>Vocabulary</th>
<th>Comprehension</th>
<th>Phonemic Awareness and Phonics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Implementation of explicit teaching instruction to improve Writing</td>
<td>Implementation of whole school direct instruction practices to improve all students’ spelling. Combined approach of phonemic, morphemic and whole-word strategies</td>
<td>Adopting a Number Sense Approach. Implementation of explicit teaching instruction to improve fluency of number facts.</td>
<td>Implementation of explicit teaching instruction to improve reading</td>
<td>Implementation of explicit teaching instruction to improve reading</td>
<td>Direct instruction practices to improve reading: PrepInitialLit F Years 1-2 Dr Michael Heggerty Literacy Resources, Inc. (LRI)</td>
</tr>
</tbody>
</table>

5.3. Assessment and reporting

Assessment and reporting will be moderated across classes to ensure consistency and continuity of programs. Reporting to parents will include formal and informal interviews, written reports and systemic reports. Parent Interviews – Stage 1 “Understanding the Learner” Term 1 and Stage 2 “Unpacking the report Card” Early Term 3.

5.4. Class structure

School staff will work on developing classes in term 4 for the following school year. Parents will have an opportunity to complete a ‘Parent Request Form’ where they can communicate information which may assist class placement. This does not guarantee a teacher. Composite classes may exist if enrolment numbers dictate necessity.

5.5. Volunteers

Volunteer involvement will be most welcome and will play an integral role in working with professionals to support classroom learning. An induction process for volunteering in the school is in place.

5.6. Individual support for students

All students receive individual attention so they can be nurtured to achieve their potential. Intervention programs will also be incorporated as the need arises. These will include academically talented, learning support and specialised programs designed to meet individual need.

5.7. Supportive school environment

Quality learning outcomes depend on schools being orderly, safe and nurturing environments. A comprehensive Code of Behaviour Policy is in place. A consistent approach to managing behaviours and helping students reach their potential is paramount. Social skills programs are taught.
5.8. Bring your own device – Years 1 to 6

All students in Years 1 to year 6 are required to bring their own iPad that meet the minimum specifications as detailed on our website at www.baringass.eq.edu.au

5.9. ICT (the role of digital technologies)

Technology is an integrated feature of classroom programs. Each classroom has access to a number of computers linked to the school network and students in Years 1 to 6 have their own iPad. Students also have access to robotics and coding devices. Generally, iPads will be locked in classrooms during breaks, unless access is authorized by teachers.

5.10. Extra-curricular activities

We are able to provide a range of activities at differing times during the year. Activities may include choir, science club, board games/chess club, strings and multi instrumental music, Prep to Year 4 swimming program, Year 5 and 6 Surf Education, interschool sport, computer club, dance, and Optiminds. Students will also participate in camps and a variety of incursions and excursions relating to curriculum units.

6. SCHOOL HEALTH

6.1 Emergency information

Accidents and other emergency situations do unfortunately occur at school. All parents are requested to advise the office of any changes to emergency information, especially in regard to emergency contacts.

It is also essential that the school be advised of any disability, illness or allergic reaction which could affect a child, so that staff might be advised to allow preventative action or appropriate treatment.

6.2. Emergency procedures

Minor accidents and medical incidents for which prescribed medication is held, will be treated at school by a qualified staff member, nominated as First Aid Officer.

Where further treatment is deemed necessary or where records indicate that parental notification of treatment is required, parents will be so advised.

For more serious accidents or medical incidents, the following procedural strands will be adopted:

- Care and comfort of the injured / ill child;
- Advice to the parent or emergency contact person;
- Contact of professional medical personnel.

Where contact cannot be made with a parent or responsible contact person or where it is deemed essential that medical treatment be urgently obtained, action in the best interest of the child will be taken at the discretion of the Principal. In most situations, this will be catered for by calling the ambulance to attend the child.

6.3. Sick children

Schools are not equipped to care for sick children and it is requested that any child who is sick before departing for school be kept at home. Should a child become sick during the day and be
unable to continue with lessons, parents or nominated care providers will be contacted to collect the child.

6.4. Medication – Administration to students

1. Where the administration of medication during school hours is essential for the wellbeing of a student, a nominated First Aid Officer authorised by the Principal will undertake the responsibility of administering that medication under the following conditions:

   a) That a parent/guardian request be provided in writing to the Principal that the medication be administered at the School;

   NB: A request form is available at the office for your use.

   b) That instructions provided must be written by the student’s Doctor or Pharmacist at the Doctor’s direction eg. Pharmacist’s directions on medication container; INSTRUCTIONS SOLELY OF A PARENT WILL NOT BE ACCEPTED

   c) That the medication container must be clearly named and indicate specific times at which the medication is to be administered as well as the specific dosage to be administered.

2. No medication will be administered should the medication be forwarded to school in a substitute container, particularly a container purporting to hold other medication for another person.

3. Notify the school in writing when a change of dosage is required. This instruction is to be accompanied by a letter from a Medical Practitioner.

4. Non-prescribed oral medications e.g. analgesics – aspirin, paracetamol etc. and over the-counter medications, cannot be given at school.

5. All medication will be secured in the Office.

6. A Register will be maintained of all medication administered at this school. While checks will be made of all students on the current medication file and every attempt will be made to ensure medication is administered, the school will bear no responsibility if students forget to attend the Office at the nominated time.

7. It is appreciated that special circumstances may require special arrangements. Please contact the Principal if you consider that such arrangements may be required. Every effort will be made to minimise difficulties.

NOTE:

- Any request for the administration of medication is current for a maximum of one school year. For continuation, a new request is required at the commencement of each school year.

- All medication should be collected either at the expiry of a treatment or at the end of the school year where treatment is continual. Any uncollected medication will be disposed of, as appropriate.
6.5. Medication – self administration by students suffering from Asthma

Asthmatic students who are responsible for self-administering their own medication at home are permitted to assume this responsibility at school, provided that written permission from a parent or legal guardian is presented to the school initially.

Where appropriate, asthmatic students may be responsible for their own inhalers at all times without the requirement for the medication to be stored in a central location, supervised by a First Aid Officer.

The need for students to use medication as a preventative measure prior to physical activity should be addressed within these guidelines.

PLEASE NOTE: Where permission is granted for asthmatic students to self-administer medication without supervision, the students are totally responsible for correct dosage and times of administration as no school record or check can be maintained. Security of inhalers must be considered.

6.6. Communicable diseases – exclusion table

Below are listed the more common childhood infectious diseases. A child who is ill with an infectious disease should not be allowed to attend school. The following periods of exclusion should be observed, as advised by Education Queensland.

<table>
<thead>
<tr>
<th>CONDITION</th>
<th>PERIOD OF EXCLUSION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chicken Pox</td>
<td>Exclude until fully recovered or at least 5 days after the eruption first appears.</td>
</tr>
<tr>
<td>Conjunctivitis</td>
<td>Exclude until discharge from eyes has ceased.</td>
</tr>
<tr>
<td>Glandular Fever</td>
<td>Exclusion is not necessary.</td>
</tr>
<tr>
<td>Impetigo (School Sores)</td>
<td>Exclude until appropriate treatment has commenced and sores on exposed surface are covered with a dressing.</td>
</tr>
<tr>
<td>Measles</td>
<td>Excluded for at least 4 days from the appearance of rash.</td>
</tr>
<tr>
<td>Mumps</td>
<td>Exclude for at least 9 days after onset of symptoms</td>
</tr>
<tr>
<td>Ringworm, Scabies, Pediculosis (Lice), Trachoma</td>
<td>Exclude until the day after treatment has commenced.</td>
</tr>
<tr>
<td>Rubella (German Measles)</td>
<td>Exclude until fully recovered or for at least 4 days after the onset of rash.</td>
</tr>
</tbody>
</table>

Regardless of the period of exclusion, a child who is unwell as a result of an infectious disease should not be allowed to attend school until fully recovered. For all of the above diseases, contacts, specifically children of school age living in the same residence as the patient, are not excluded from attendance.

For cases of the following, please contact the Principal for advice:

- AIDS;
- Diphtheria;
- Encephalitis,
- Hepatitis;
- Leprosy;
- Meningitis;
• Poliomyelitis;
• Shigellosis;
• Tuberculosis;
• Whooping Cough;
• Typhoid;
• Paratyphoid Fever;
• Meningococcal;
• Streptococcal Infection
• Scarlet Fever.

MEASLES / CHICKEN POX – SPECIAL NOTE. It is requested that parents of children who contract Measles or Chicken Pox advise the school office. This is to avoid the possibility of placing “at risk” any child attending the school who, due to therapy treatment of a medical condition, may be endangered by coming in contact with measles and chicken pox.

6.7. Headlice

If it is believed a child has headlice, the parent will be contacted and made aware of the issue. When an infestation is evident within a class group, a general memo is distributed to all parents of children in that class group requesting concerted co-operation.

In checking for Head Lice and applying appropriate treatment the Public Health Department recommends the following steps:-

• In checking for head lice, consider that the lice are hard to see, living close to the scalp and perhaps being as small as a pin head and that the eggs (nits) are easier to identify. Look for small silvery yellowish white eggs firmly stuck to the hair shaft near the scalp, particularly behind the ears and the nape of the neck. Dead nits are opaque.
• If you find lice or nits, use a head lice shampoo or lotion available from a pharmacist. Treat the hair following the directions on the label precisely. Ensure that the SCALP is thoroughly soaked and that the preparation is left on for the time recommended. PLEASE NOTE: Ordinary shampoo does not prevent nor cure the condition.
• After treatment, comb the hair to remove the nits with a fine-tooth comb, available from a pharmacist. The hair should be combed from the scalp down to the tips with the head held down over a sheet of paper.
• Check the whole family and treat the same way if affected. It is important that the treatment be repeated in a week to kill any lice from eggs which may have hatched since the first wash.
• Wash the whole family’s brushes, combs, headbands, hair ribbons etc in the special shampoo or lotion or hot water for 10 minutes and dry in the sun for a whole day.
• Check the children’s hair weekly. Consult your doctor if the previous measures do not get rid of head lice.
• When there are head lice about, keep long hair tied up or plaited. Discourage children from sharing combs, brushes, hats etc. Always suspect persistent itching/scratching of the head.
• The pillow cases of people with head lice are a very low risk in spreading head lice. Any head lice found on pillow cases will die within 6 to 24 hours. Although pillow cases are a very low risk, you may want to use a hot wash or soak in hot water for at least 30 seconds or place in hot clothes dryer for 15 minutes.
• There is no evidence to indicate that other household items are a risk of spreading head lice.
6.8. School dental clinic

Dental care and supervision is offered free to those students whose parents have given consent for treatment. The Dental Van is staffed by a dental therapist and a dental assistant who are also responsible for other schools in the area and spend part of the year working at each. Consent forms for new students are issued at the commencement of each period of operation at our school.

7. DRESS CODE

7.1. School uniform

It is an expectation that children attending this school wear the uniform which has been endorsed by our Parents and Citizens’ Association.

It is considered that the wearing of a school uniform allows our children to exhibit both a sense of identity and a sense of unity.

The wearing of school uniform at school and community functions enhances the public’s perception of our school and of our students. The manner in which our uniform is worn to present a neat and tidy appearance is an indication of individual pride in our school.

Should a child not be able to wear his/her school uniform for valid reason, temporary suitable alternative clothing is acceptable. A note would need to be provided.

The full school uniform is available on the website at https://baringass.eq.edu.au/Ourschool/Rulesandpolicies/Pages/Rulesandpolicies.aspx

7.2. Jewelry

Students are permitted to wear only the following items:

- A watch
- One small plain stud or small plain sleeper of silver or gold in the lower lobe of each ear
- Medical alert bracelets
- Religious or culturally significant pendants by written request of parent

7.3. Free dress day policy

- Sensible play clothes
- School Hat
- Closed-in shoes and socks – No heels
- No singlet tops – Boys’ and girls’ tops to have sleeves (Sun Smart School)
- No midriffs showing
- No extra jewellery
- No inappropriate writing on clothes

8. SCHOOL OPERATIONS / PROGRAMS

8.1. Homework policy

The Baringa State Primary School Homework Policy is available on the school’s website at https://baringass.eq.edu.au/Ourschool/Rulesandpolicies/Pages/Rulesandpolicies.aspx

8.2. Discovery Centre
The Discovery Centre, managed by our Teacher Librarian, is a facility for children with a wide selection of both print and non-print materials. This centre is a key learning area in the school environment.

8.3 Guidance

A Guidance Officer assists teachers and parents should a child have a determined learning or associated behavioural problem. Following assessment, the Guidance Officer may recommend to teachers and/or parents, a program to assist the child. If necessary, the Guidance Officer may recommend appropriate placement in our school Support Programs, suggest referrals to other agencies (e.g. Developmental Assistance Team, Speech Therapy, Special School) or implement a Guidance program.

8.4 Learning Support

Our school Learning Support Teacher will operate a varied program within the school to assist children.

8.5 Choir

It is anticipated that the school will develop a choir that will perform at school and community functions.

8.6 Instrumental music

Instruction by Instrumental Music Teacher will initially be available in woodwind, brass and percussion instruments for children, provided they possess the necessary attitudes and aptitudes. Based on observation and assessment, our music teacher recommends participation for suitable applicants. Parents of recommended applicants will be advised, in detail, of the program and its requirements at an advertised meeting early in the following school year.

Placement in the program is available to children transferring from another school having participated in a program with similar instruments. It is recommended that an early decision to purchase an instrument not be made without referral to either an Instrumental Music Teacher or our music teacher. A limited supply of school instruments is available for use by beginners.

8.7 Physical education

Our Physical Education teacher conducts and co-ordinates programs for all children. These programs include athletics, gymnastics, game skills and dance.

Physical Education is considered an integral part of the curriculum and all children are expected to participate regularly. No child will be exempted from regular participation unless a medical certificate or an explanatory parental note is forwarded to the school.

8.8 Sports programs

Interschool sport – several sports are played on an inter-school basis. Children involved in interschool teams must recognise that their selection is based on conditions. As representatives of our school, they are expected to act as ambassadors and behave accordingly. Representatives are further expected to dress according to the appropriate requirements of the sport and are required to co-operate with coaches with regard to practices and other commitments. Students have the
opportunity to trial for selection in District Teams in their chosen field of expertise. Further selection opportunities may then arise for Regional and State teams.

Interhouse sports - Inter-House Athletics Carnivals and Inter-house Cross Country is conducted during the year.

8.9. Houses

The school house teams are Moffat, Shelley and Kings.

8.10. Excursion/Camps

Our students may participate in a variety of educational excursions or camps which are designed to supplement and complement academic, cultural, social and sporting experiences initiated within the school. Specific information, consent forms and medical information forms will be forwarded home, to be completed by a parent or guardian, on each occasion of an excursion or of a series of excursions.

No child will be permitted to participate in an excursion or camp without parental consent. However, where it is apparent that a specific consent form has been forgotten, administrators will make discretionary decisions about a child’s participation based on information available.

Information sheets will advise the nature of the excursion or a camp, the method of travel (which is normally by bus supervised by teachers, occasionally assisted by parent volunteers) as well as any costs involved. It should be noted that every attempt will be made to keep costs to a minimum.

It is important that payments for excursions and school activities are paid by the due date — usually one week before the actual event. The school needs this time to prepare for the excursion e.g. preparation of rolls, confirmation of buses, confirmation of numbers of students attending, medical requirements. Unfortunately, we will be unable to accept late payments for excursions/activities. If you are unable to make payment by the due date please contact the Business Manager to discuss payment plan options. This policy must be enforced to ensure the safety of our students going on, or participating in, an activity.

Refund Guidelines for Excursions and Camps

School fees for excursions and camps are calculated on a cost recovery only basis, according to the number of students who have indicated their attendance. Participation of students in an excursion or camp is indicated through payment of the excursion or camp fee and provision of a permission form completed by the parent/caregiver. As the school budget cannot meet any shortfalls in funding for an excursion or camp due to the subsequent non-participation of a student who had previously indicated attendance of the activity, fees already paid for an excursion or school camp may be refunded in full or in part or not at all, having regard to the associated expenses incurred and the circumstances of the non-participation. If a parent/caregiver wishes to apply for a refund due to their child’s non-participation in an excursion or camp activity, they may complete the Request for Refund form. Where possible, the request should include the receipt relating to the payment for which a refund is being sought. It is preferred that refunds be made as a credit against the student’s account at the school, and used for any cost in the future.

8.11. Community involvement
Parents and interested citizens of our community are encouraged to become actively involved in our school. All participants in approved programs are legally covered under the authority of the Principal.

All volunteers at Baringa State Primary School (Preparatory to Year Six) are required to undertake the Volunteer Assistants Training Session prior to working at the school. On arrival and departure, all volunteers must sign the Volunteers’ Register.

At the time of publication parents of students at this school do not require a Working With Children Suitability Check (Blue Card). However all other volunteers require this suitability check. Please request an Application for Suitability Check from the office.

8.12 Assemblies

Parents are extended an open invitation to attend assemblies in the Hall each Tuesday from 2.00 pm. Certificates of Merit and Appreciation are awarded, announcements made and classes or groups present learning experiences. Special event assemblies will be held as required.

8.13. Assessment

Assessment is conducted continuously and progressively by class teachers throughout each semester, culminating in a Semester Report. A variety of strategies, including observations, work samples, anecdotal records and formal tests are used, with emphasis given to the most recent achievement thereby reflecting student growth and development and allowing for student improvement by independent study.

8.14. Reporting

Reporting is carried out in two ways.

Interviews

Opportunities exist for the arrangement of parent-teacher interviews. Interviews at an early stage of the year are intended to be based on information sharing by teachers and parents rather than information giving by the teacher. Special conferences will be arranged where it is deemed that a student may require intervention or support. Scheduled Parent-teacher interviews will be offered at least twice a year. These will be at the end of Term 1 & Term 3.

Written Reports

A written report will be issued twice a year at the end of each Semester i.e. Term 2 and Term 4. These reports provide the opportunity for either the class teacher or the parent to request an interview to discuss student performance, attitudes, effort or behaviours.

8.15. Individual student records

A student record file is maintained for each child attending the school. Within this file are accrued copies of Semester reports, assessments by learning support personnel and other relevant data including details from enrolment/information forms.

8.16. Code of Behaviour

At Baringa State Primary School our Code of Behaviour promotes a philosophy that celebrates and rewards students who regularly achieve school expectations. We believe by clearly stating school
expectations students are able to take responsibility for their actions and make appropriate behavioural choices. Students requiring support to improve school expectations will be engaging in a focussed social skilling program aimed at scaffolding behavioural choices. To maximise success for all students, staff members are committed to collaboratively implementing a structured and detailed support program for those students who may require additional support in order to achieve. Class teachers will also assist with the collection of data, and support required behaviour through individual class records. A copy of the Code of Behaviour is available at https://baringass.eq.edu.au/Ourschool/Ruleandpolicies/Pages/Ruleandpolicies.aspx

9. SCHOOL AND COMMUNITY

9.1. Parents and Citizens’ Association

All parents of children attending Baringa State Primary School and all citizens with an interest in Baringa State Primary School are welcome to join the P & C Association. Membership, once registered by the Association, affords the member cover under P & C insured Voluntary Worker and Public Risk schemes.

The role of the P & C Association is to support the management of the school for the benefit of the students. This involves determining needs, establishing and maintaining resources and facilities. As such, the P & C Association is involved in a wide range of activities which have extended beyond traditional activities. The P & C Association has established various sub-committees and action groups which assume responsibility for particular areas.

The P & C usually meets once a month.

9.2. Tuckshop

School safety and security

Our school must be seen as a sanctuary for our children. It is a purposeful place with a focus on the growth and development of our children both as students and as citizens of our society.

To make school even safer, new legislation gives Principals, departmental officers and the governing bodies of non-state schools legal powers to deal with parents and visitors who do not conduct themselves appropriately while on the school premises.

These powers assist the Principal, or the person in charge of the school, to ensure the safety and wellbeing of people at the premises, the security of the premises and the good order and management of the school. The powers allow Principals to direct a person to –

- Leave the school premises and not return for 24 hours;
- Cease certain conduct and desist in that conduct for up to 30 days; and
- Only access the school according to the Principal’s instructions for up to 30 days.

The Principal will give these “directions” in writing, which apply from that time onwards. They only relate to school premises, including sporting fields etc, under the school’s full-time control. When exercising these powers, the Principal may require a person to provide their name and residential address. It is an offence not to provide these details.

9.3. Identity badges
Identity badges will be provided for all school staff, including relief staff, for school/community office bearers and for community volunteers.

9.4. Visitor register

All visitors to our school site must report to the office and sign in our register. On departure, visitors are required to sign-off the register. Please note: the term ‘Visitor’ does not apply to parents/care givers bringing or collecting children at normally accepted times.

9.5. Student sign in / out register

Any student leaving the school site, prior to normal dismissal time, must be signed out at the office by a responsible adult who has parental/guardian authority to do so. Should the student return to school on the same day, they must be signed in by a responsible adult.

9.6. Use of school grounds and facilities

Use of school grounds and facilities requires prior approval from the Principal. Such approval to community associations, groups or individuals is subject to specified conditions; with the provision that any children are under responsible adult supervision at all times. Any fees and/or security deposits will be advised upon notification of approval.

No responsibility will be taken by the School or its staff for the supervision or welfare of such associations, groups or individuals who bear the onus of arranging any required indemnities.

9.7. Photographing or videotaping performances at school.

Due to several issues, parents/guardians may photograph their own child but no one else. This also includes videotaping of a performance. Please note that it is not our role to enforce this, but that people who ignore this request may compromise themselves legally due to copyright and privacy.

9.8. Class photographs or video

Parents are requested to advise the school if they do not want their child to be photographed with the class.

9.9. No smoking regulations

Smoking is not permitted on the school grounds. We actively promote a non-smoking environment. Breaching this 2002 legislation could attract a $1500 fine.

9.10. Outside School Hours Care (OSHC) – Camp Australia

Outside School Hours Care is provide for before and after school, and during school vacation period. Please contact the provider for information regarding this program.

9.11. Usage of Lifts

Lifts are to only be accessed by staff, contractors and delivery personnel. Student with a disability will be granted access by the relevant staff. Generally NO student access to Lifts unless prior approval has been attained.

10. COMMUNICATIONS

10.1. Newsletter
A fortnightly newsletter will be emailed to all parents.

10.2 Facebook

Please like our Facebook page for regular updates on school information.

10.3 School Website

Our school website is updated regularly with school information, policy and procedures. Visit https://baringass.eq.edu.au/Pages/default.aspx

10.4 QParents

QParents is a secure online portal that is free for all Queensland state schools to use, and gives parents an easy access to their student information twenty-four hours a day.

For more information regarding QParents visit https://det.qld.gov.au/about-us/det-apps/qparents

10.5 QSchools

Families can keep up-to-date with the latest information from our school through the QSchools app. It’s an easy way to find vital school information including events and newsletters.

The QSchools app now allows for push notifications to deliver essential information directly to a device including emergency alerts and important updates.

For more information regarding QSchool visit https://det.qld.gov.au/about-us/det-apps/qschools

11. CONCLUSION

Our school is committed to providing your child with the best possible education that will serve as a foundation for their lifelong learning needs. Simply a place where students and community want to be.