



# Parent Handbook Bungunya State School



# Parent Handbook

## Bungunya State School

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## 1. SCHOOL DETAILS

Address: George Street Bungunya 4494  
Telephone: (07) 4677 1281  
Fax: (07) 4677 1143  
School website: <https://bungunyass.eq.edu.au>  
School email: [principal@bungunyass.eq.edu.au](mailto:principal@bungunyass.eq.edu.au)  
Office hours: 8:00 am to 3.30 pm

## 2. PERSONNEL

Teaching Principal: Mrs Tammy Hayden  
Teacher: Mrs Rhianne White  
Business Manager: Mrs Lesley Hasted

## 3. INTRODUCTION

### 3.1. Welcome

Welcome to Bungunya State Primary School and thank you for making the decision to send your child to our school. Each child is special with his or her unique interests and talents and our staff strive to ensure that every student has the opportunity to reach their full potential.

Bungunya State School is located 70 km west of Goondiwindi and is part of the MacIntyre cluster of schools. At Bungunya State School, we cater for Prep to Year 6 and offer our students a safe, supportive and technology rich learning environment in which to learn. We are committed to the delivery of the Australian Curriculum through personalised learning for all of our students.

### 3.2. Vision & Values

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

Safety: We always conduct ourselves in a safe and caring manner .

Respect: We behave in a way which respects others and their property.

Responsible: We are accountable and take responsibility for our own actions.

Active Learning: We contribute to and value positive learning pathways.

### 3.3 Code of Behaviour

Refer to Responsible Behaviour Plan on the school's website <https://bungunyass.eq.edu.au>

## 4. SCHOOL ADMINISTRATION

### 4.1 Daily Routine

8:40am	Voluntary Fitness Program (Tuesday-Thursday) Quiet Classroom Activities (Monday & Friday)
9:00am	Morning Session Commences
9:55am	Fruit Break
10:05am	Morning Session resumes
11:00am	First Break Eating Time Commences
11:15am	First Break Play Time Commences
11:45am	Middle Session Commences
1:30pm	Second Break Eating Time Commences
1:40pm	Second Break Play Time Commences
2:00pm	Afternoon Session Commences
2:55pm	Home / Bus Line Assembly
3:00pm	Students are dismissed

### 4.2 School Calendar

Information regarding school terms and holidays is available at <https://education.qld.gov.au/about/Documents/school-calendar.pdf>

### 4.3 Enrolment

Prep is recognised as the first year of school in Queensland and with the introduction of the Australian Curriculum, full-time attendance in Prep gives students the foundation they need for successful learning in Year 1. From 2017, Queensland children are required to undertake Prep prior to Year 1.

To be eligible for Prep, a child must turn five years old by 30 June in the year they start Prep.

BIRTH DATE	YEAR					
	2019	2020	2021	2022	2023	2024
Child born 1 July 2013 to 30 June 2014	Prep	Year 1	Year 2	Year 3	Year 4	Year 5
Child born 1 July 2014 to 30 June 2015		Prep	Year 1	Year 2	Year 3	Year 4
Child born 1 July 2015 to 30 June 2016			Prep	Year 1	Year 2	Year 3
Child born 1 July 2016 to 30 June 2017				Prep	Year 1	Year 2
Child born 1 July 2017 to 30 June 2018					Prep	Year 1
Child born 1 July 2018 to 30 June 2019						Prep

### Enrolment age variations

Parents enrolling their child in school have the option of an early or delayed start. Enrolment age variations may be due to a child's development and readiness, and could improve their ability to learn. To read more about early and delayed entry to Prep visit: <https://education.qld.gov.au/parents-and-carers/schoolinformation/school-operations/early-and-delayed-entry-to-prep>.

For admission to Year 1, a child must turn 6 by 30 June in the year they start Year 1. Therefore to be admitted to Year 1 in 2019, a child must be 6 on or before 30 June 2019 and have completed Prep.

**If enrolling for the first time in a Queensland state primary school, a copy of the child's birth certificate (or alternative document such as passport or visa if a birth certificate is not available) must be provided. In addition, students enrolling who are not Australian citizens are required to provide proof of their enrolment eligibility through presentation of their current passport and visa.**

All new enrolments must be arranged through the school office. Enrolment packages are available from the school office as well as the school's website. An appointment will be made with the Principal for an interview with parents/guardians together with the enrolling children. It is suggested that copies of recent report cards and any other relevant information be brought to the interview to assist with class placements.

Parents of children enrolling from interstate will consult with the Principal to determine the most appropriate year level placement for their child, however since the introduction of Prep in Queensland, most interstate year levels match those in Queensland.

#### 4.4 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 method is SMS message to school mobile.

Remember – **"EVERY DAY COUNTS"**

#### 4.5 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 an application 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: Decisions 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 as to 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.

#### **4.6 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. 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 be escorted to their class teacher by a parent or guardian.
- The school should be notified in advanced of early departure. 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.

#### **4.7 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.

Parents should advise administration in writing of their intention to transfer including the name of the school to which they are transferring, the date of last day at BSS and date of commencement at new school.

#### **4.8 Transition to Prep**

Pre-prep Transition Days are held during Term 4. Details will be advised in advance. For further information, it is requested that you contact the school office.

#### **4.9 Transition to High School**

To assist with the transition to High School, an Orientation Day and Parent Information Sessions are held by Goondiwindi State High School 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.

#### **4.10 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.

#### **4.11 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.

#### **4.12 Book Lists / Student Book Scheme**

Bungunya has a book scheme in place that ensures students have all the items that are essential for their education. This P&C initiative supplies books and stationery free of charge for every child. No pencil cases are required. Students are also supplied with a Homework Satchel.

Book packs are available for parents to collect for covering and labelling during Student Free Days in the week prior to commencement of Term One. Parents are also required to supply a Library Satchel for library borrowing.

#### **4.13 Personal Property & Prohibited Items**

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. Children should not bring toys, valuables or dangerous items to school. Toys, valuables and dangerous items include:

- Trading cards
- Coins or special collections
- iPods/Devices
- Electronic Games
- Sporting Equipment
- Mobile Phones
- Weapons
- Toy Weapons or Replicas

Should children bring such items to school, they will be held at with the class teacher for collection by a parent. Items brought to school in special circumstances (Show & Tell) should be given to the class teacher for safe keeping. No responsibility can be taken for such items.

#### **4.14 Labelling and Lost Property**

Please clearly label all items your child brings to school, e.g. school bags, library bags, hats, shoes, socks, swimwear and underclothes, lunch boxes, drink bottles etc. Uncollected and unlabelled lost property will be donated to charity at the end of each term.

#### **4.15 Mobile Phones**

The Student use of Mobile Phone and Electronic Devices Policy is available on the school website.

#### **4.16 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 the Principal. 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](http://education.qld.gov.au/schools/about/pdfs/making_a_complaint.pdf)

#### **4.17 School Transport Assistance Scheme**

The School Transport Assistance Scheme is provided by the Queensland Government to assist families of state and non-state school with transporting their children to school by Private Arrangements or to a Bus Service that exceeds a nominated distance. Information regarding this Scheme and your possible eligibility can be accessed via [www.translink.com.au/schooltransport](http://www.translink.com.au/schooltransport) . Enquiries can be directed to: Translink Southern Toowoomba (Darling Downs) Phone: 46390727

#### **4.18 School Photos**

Professional school photos are taken each year and students are required to wear full School Uniform. This does not include Senior Shirts.

#### **4.19 School Permission Forms**

School permission forms can be returned to the School Letterbox located in the School Office.

#### **4.20 Payments**

Please contact the school office (Monday & Wednesday) to process payments. Payments for: Tuckshop, Uniforms, Book Club and P&C Events, should be paid to the Bungunya State School P&C Association. Payments for: Swimming, Arts Council Performances and School Organised Events, should be paid to the Bungunya State School General Account. If sending money to school, please enclose it in a SEALED envelope marked clearly with STUDENT NAME, YEAR LEVEL, ENCLOSED AMOUNT and PURPOSE on or before the nominated closing date. Please double seal the envelope with tape to ensure no monies are lost.

### **5. CURRICULUM**

#### **5.1 Key Learning Areas**

Bungunya State School has an agreed research-based school wide Pedagogical Framework:

- Implementation of the Australian Curriculum
- Quality teaching and learning
- Technology rich and connected learning environments
- Personalised learning: responding to the individual needs of the child

See the school website for further information: <https://bungunyass.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. The basics of literacy and numeracy are critical components of the school day.

<b>Curriculum</b>					
Writing	Spelling	Fluency with Number Facts	Vocabulary	Comprehension	Phonemic Awareness and Phonics
Implementation of explicit teaching instruction to improve writing	Implementation of whole school direct instruction practices to improve all students' spelling	Implementation of explicit teaching instruction to improve fluency of number facts using a number sense approach	Implementation of explicit teaching instruction to improve reading	Implementation of explicit teaching instruction to improve reading.	Direct instruction practices to improve reading: Speech Sound Pictures

#### **5.3 Assessment and Reporting**

Assessment and reporting will be moderated across classes/cluster 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**

Multi-age classrooms including Prep – Year 2 and Year 3 – Year 6.



### **5.5 Volunteers**

Volunteer involvement is most welcome at Bungunya State School. We have active volunteer programs including classroom support (literacy, numeracy, arts), library, class gardens and grounds care.

Our volunteers are highly valued and respected. The involvement of the volunteer workforce in our school enriches the educational experience of the children.

Volunteers can be anyone who wishes to provide services free of charge to the school. They are usually relatives of attending students, however, members of the wider community are also welcome. Those volunteers who do not have a child attending the school must have a Working with Children Blue Card.

All volunteers must first complete the school Volunteer Training Program. If you wish to become a new volunteer please see administration. Volunteers must sign in and out each time they volunteer at the school.

### **5.6 Individual support for students**

All students receive individual attention so they can be nurtured to achieve their potential. Intervention programs include school based learning support for students in need. Bungunya State School accesses the services of Regional Support Staff including Guidance Officer, Speech Language Pathologist and Learning Support staff.

### **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. A social skills component is included in the Health curriculum.

### **5.8 ICT**

Technology is an integrated feature of classroom programs. Each student has daily access to laptops and iPads to support their learning. Students also have access to robotics and coding devices in our Digital Technologies Program.

### **5.9 Extra-curricular activities**

Students at Bungunya State School enjoy participating in many sports, arts, self-development and community based extra-curricular activities and these include, but are not limited to, the following:

**P-6 Swimming Program:** Term 1 (5 weeks) & Term 4 (5 weeks)

**MacIntyre Cluster Schools Swimming Carnival:** Prep –Year 6 (Term 4)

**Mac Zone Swimming Carnival:** Nominated students (Term 1)

**Cross Country:** Small schools event Kioma (Term 1)

**Mac Zone Cross County:** Nominated students (Term 2)

**MacIntyre Cluster Athletics Carnival:** Prep – Year 6 (Term 3)

**Mac Zone Athletics Carnival:** Nominated students (Term 3)

**Eisteddfod – Whole School Performance** (Term 3)

**Under 8s Day:** Cluster schools participate along with Toobeah Kindy (Term 3)

**MacIntyre Young Writer's Competition:** Cluster schools and Goondiwindi Schools (Term 4)

**Camps & Excursions:** Students also participate in camps and a variety of incursions and excursions relating to curriculum units.

**Goondiwindi Show Display:** Primary Schools Display at the Goondiwindi Show. (Term 2)

**Anzac Day:** Sunset Anzac Day parade and service at Talwood. (Term 2)

## **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 current 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 (Monday & Wednesday) 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 or 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.

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

For further information go to:

[https://www.health.qld.gov.au/\\_data/assets/pdf\\_file/0022/426820/timeout\\_poster.pdf](https://www.health.qld.gov.au/_data/assets/pdf_file/0022/426820/timeout_poster.pdf)

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 Head Lice**

If it is believed a child has head lice, 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.

## **7. DRESS CODE**

### **7.1 School uniform**

It is an expectation that children attending this school wear the uniform that 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 school website: Our school>Rules & Policies

### **7.2 Jewellery**

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 Bungunya State Primary School Homework Policy is available on the school's website at <https://bungunyass.eq.edu.au/Ourschool/Rulesandpolicies>

### **8.2. Library**

The library is a facility for children with a wide selection of both junior and senior fiction and non-fiction texts. Students borrow two books from the library each week and are required to bring in a library borrowing bag for this purpose. The library is a key learning area in the school environment.

### **8.3 Guidance**

A Regional 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 approaches learning support using a three-tiered approach:

**Universal Support:** Most students can have their learning needs met through high-quality curriculum and teaching which is focused on individual improvement and delivered through the regular classroom program.

**Targeted Support:** Some students require targeted support through differentiated curriculum in the classroom. Organisational and staff arrangements may be needed to provide additional literacy or numeracy support programs.

**Intensive Support:** A small number of students may need intensive support and the involvement of Guidance, Learning Support or Behaviour Support staff. These students may operate on an Individual Curriculum Plan and/or a varied program within the school.

### **8.5 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. 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.

**Whole School Camp:** This camp is for the whole school and operates every 2<sup>nd</sup> Year on even years. While the P&C endeavours to provide part funding, parents are responsible for the cost of this camp.

**Senior Class Sydney/Canberra Camp:** Senior Class Students in Years 3-6 and operates every 4 years in the winter months - next camp due for 2021. While the P&C endeavours to provide part funding, parents are responsible for the cost of this camp.

### ***8.6 Community involvement***

Parents and interested citizens of our community are encouraged to become actively involved in our school. On arrival and departure, all volunteers must sign the Volunteers' Register.

At the time of publication, parents of students at the school do not require a Working with Children Suitability Check (Blue Card). However all other volunteers require this suitability check. Please request an Application from the office and note that volunteer work cannot commence until the Blue Card has been received and checked by school administration staff.

### ***8.7 Parade***

Parents are extended an open invitation to attend assemblies in the Undercover Area at 2:45pm each Monday. Certificates and merits are awarded and special announcements are made. School Student Leaders run these parades and engage the students in our weekly behaviour focus. Special event assemblies will be held as required.

### ***8.8 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, tests and assessment tasks are used, with emphasis given to the most recent achievement thereby reflecting student growth and development and allowing for student improvement by independent study.

### ***8.9 Reporting***

#### **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.

### **8.10 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.

### **8.11 Code of Behaviour**

At Bungunya 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. A copy of the Responsible Behaviour Plan can be found on the school website: [bungunyass@eq.edu.au](mailto:bungunyass@eq.edu.au).

## **9. SCHOOL AND COMMUNITY**

### **9.1. Parents and Citizens' Association**

All parents of children attending Bungunya 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. 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**

Bungunya State School promotes healthy eating and healthy food options are available at the tuckshop which is run by the P&C and operates fortnightly on the 2nd Wednesday each term during first break. Parents still need to pack afternoon tea (second break) and fruit (fruit break) on Tuckshop days.

Our school tuckshop provides students with the opportunity to have a homemade meal, fruit, home bake and a choice of a juice or milk popper.

Tuckshop costs \$6.00 per student and can be paid on the day with cash or direct deposited into the school P&C bank account at the beginning of each term. **Please note:** If you choose to prepay for the term please be aware that part of these monies will not be refundable should students miss a tuckshop day.

School tuckshop would not be possible without the valuable contribution of our Tuckshop Convenor (Mrs Campbell) and also relies on having parent volunteers. You can contribute by rostering on to prepare and serve on Tuckshop day (2 parents each fortnight) or by providing home bake (cake, biscuits, muffins).

Should your child have allergic dietary requirements or you require any further information please contact our tuckshop convenor.

### **9.3 Fund Raising**

The Bungunya State School P&C actively engages in fund raising opportunities and events throughout the school year. Monies raised go toward supporting school initiatives including: book packs and subsidising events. There are many opportunities for our families to be involved and work together in support of our school including:

**Book Club:** Book Club magazines go home twice per term. Every purchase via Book Club earns 20% back in rewards money for our school to purchase books for our library, classroom resources and student book rewards for School Presentation Night.

**Hell of the West:** Goondiwindi Triathlon Club host the Hell of the West Triathlon Event each year during term one. Our school provides volunteers on the day and pre-event assistance to raise money for our school.

**Athletics & Swimming Carnival Canteens:** Cluster schools take turns to provide a canteen at these events and families provide food and roster volunteers.

**Clearing Sales:** When the opportunity arises, our families provide food and roster volunteers to host a Canteen at nearby farming property clearing sales.

**NGR:** The Bungunya P&C has a registered NGR# for the receipt of Grain donated to our school as a fundraising opportunity. Bungunya State School P&C NGR# 13739912.

### **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 by a responsible adult who has parental/guardian authority to do so. The Student Early Departure Register is located with the class teacher.

### **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)**

Bungunya State School does not provide an outside of school hours care program. Outside of school hours students are to be under direct supervision of parents and care givers.

### **9.11 School safety and security**

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

To make school 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.

These directions 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.

## **10. COMMUNICATIONS**

### ***10.1 Newsletter***

A fortnightly newsletter will be distributed to parents. Please advise the school if you would prefer to have your copy of the newsletter sent via email.

### ***10.3 School Website***

Our school website is updated regularly with school information, policy and procedures. Visit [bungunyass@eq.edu.au](mailto:bungunyass@eq.edu.au)

## **11. CONCLUSION**

Bungunya State School is committed to providing your child with the best possible education that will serve as a foundation for their lifelong learning needs.