Beerwah State School

Parent Information Handbook



Home of the Kandoo Kangaroo

Telephone: 07 5436 5555
Address: 2788 Old Gympie Road
Beerwah QLD 4519
Email: admin@beerwahss.eq.edu.au
Website: www.beerwahss.eq.edu.au

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School Overview

STATEMENT OF PURPOSE

Our motto “Strive to Excel” highlights our expectation and drive to see every student achieve their very best. The school has strong traditions extending over 130 years back to its establishment in 1888. As a State School we are proud to welcome every child and their family who come through our gate.

Our school provides an education program for students from Prep to Year 6 with a Special Education and an Early Childhood Development Program providing additional support for students with identified disabilities. Beerwah State School has a comprehensive, well documented curriculum program which has a key focus in English, Mathematics and Science. Literacy is taught across all of the eight Key Learning Areas (KLA’s) and these are embedded in the teaching and learning which occurs in all classrooms.

The school embraces the Positive Behaviour for Learning framework and our mascot Kandoo the “Can Do Kangaroo” helps everyone to remember to be a Safe, Respectful and an Active Learner. Each week, all classes focus on a particular element of positive behaviour and this assists us to develop our students with strong community values.

Aligned with PBL is our commitment to the REBOOT for Learning Framework.

An enthusiastic, caring and engaging approach to teaching and learning is evident and the partnership between home and school is considered vital to the achievement of our vision of a co-operative school community supporting Safe, Respectful, Active Learning. We acknowledge the wonderful contribution of parents and the community to the success of our school.

Links are maintained with Beerwah State High and the other State Schools through our membership of the Glass House Coalition. These connections provide our school with a great wealth of additional educational, knowledge and expertise as well as providing opportunities for professional learning and moderation across local school sites.

Our focus is to enhance the development of each student’s skills, knowledge and ways of working, and to assist them to become life-long learners in the pursuit of academic, cultural and sporting excellence. “Strive to Excel”.

Contacts & Term Dates - 2027

Telephone: 07 5436 5555 (8:30am - 3:30pm)

Email: admin@beerwahss.eq.edu.au

Address: 2788 Old Gympie Road,
Beerwah Qld 4519

Postal Address: PO Box 140,
Beerwah Qld 4519

Website: www.beerwahss.eq.edu.au

School Hours 8:50am - 2:55pm	**Session Times**	
	Start and finish times are staggered to support arrival/departure	
	Program commences	Years P 8:45am, 1 - 6 8:50am
	First Break	11:00am –11:30am
	Second Break	1:00pm – 1:40pm
	End of school day	Years P- 2 2:45pm, 3 - 6 2:55pm

TERM DATES						
Term 1	Wednesday	27 January	to	Thursday	25 March	9 weeks
Term 2	Monday	12 April	to	Friday	25 June	11 weeks
Term 3	Monday	12 July	to	Friday	17 September	10 weeks
Term 4	Tuesday	5 October	to	Friday	10 December	10 weeks

School Life

Beerwah State School takes pride in in nurturing links with the local Glasshouse community. The school is part of the Glasshouse Coalition of State Schools and the Glasshouse District Sports Association. Years 5 and 6 participate in interschool sport opportunities each semester. Year 6 students can apply for the School Transition Enrichment Program (STEP) at Beerwah State High School.

Beerwah State School is represented at the ANZAC Day march and the Remembrance Day Town Service in Beerwah and participates in a range of local events. Biennially Beerwah State School presents a Concert and an Arts Week. The Concert is fully supported by the community and Arts Week enables access to local talent.

Throughout the year, students participate in camps and excursions as part of the curriculum. Students also compete in various interschool and district sports events and competitions such as the Premier's Reading Challenge, Reader's Cup and Australian Maths Competition.

Enrolments

Prep & Years 1 To 6 Enrolments

Enrolments for the Primary school are taken at any time of the year. These include enrolments in the Preparatory Year. Please see our website www.beerwahss.eq.edu.au for further explanation of our enrolment process and related enrolment forms. If you are transferring from another school, transfer documents are required to process placement after consideration is given to age and educational history of the child.

The Preparatory Year is a non-compulsory year of schooling with children attending school 5 days a week. To begin Prep the child MUST have turned 5 years old by June 30 in the year of their enrolment. Proof of birth is required. For more information about the program and age eligibility, please contact us via email admin@beerwahss.eq.edu.au , phoning 5436 5555 or visit the school office.

Early Childhood Development Program (ECDP)

An ECDP is a program the Queensland Government's Department of Education has provided for more than 40 years to support children with disability from birth to five years.

ECDPs aim to support children's early learning and help develop valuable skills children need to be successful learners now and as they transition to school.

If your child is eligible to attend an ECDP, a multidisciplinary team will work closely with your family to support your child to access and participate in education. Supports and services will vary based on your child's individual needs.

For enrolment/access or to discuss the program, please contact the Head of Special Education Services at Beerwah State School via email **admin@beerwahss.eq.edu.au** or 07 5436 5555.

Arrival & Departures

Arrival and Departure

Our school day commences at Prep 8:45am and Years 1 - 6 at 8:50am with the first bell. Students should not arrive at school too early, but should arrive with sufficient time to join their class promptly. Families should plan for children not to be at school before 8.00am. On arrival, all students must enter the grounds and assemble in the Tuckshop Undercover Area until dismissed for class. Supervision of these students does not begin until 8:30am.

At the end of the school day, parents may wait in the Tuckshop Undercover area to meet students. This will ensure that there are minimal distractions outside classrooms.

Students may not leave the school grounds during the day without written permission from parents/guardians. If departing early, students must be in the company of a parent/guardian or a responsible adult nominated by the parent/guardian. Parents must advise the school of the nominated person collecting or your student will not be released.

If parents/guardians are needing to collect a child for specific appointments, a call to the school office prior to collection is the most convenient way to ensure your child is on time for collection. All parents/guardians are required to report to the school office upon arrival to arrange early departure. Children are not to be collected by parents from the classroom prior to signing out. Children will not be allowed to wait at the school gate or to walk home unattended during the school day. If a child arrives late in the morning, after 8:55am they are to report to the office and be signed in to the "Late Arrival" register.

Prep Year

From 2017, Queensland children are required to undertake Prep prior to Year 1. Prep is a full-time program that children attend from Monday to Friday during normal school hours, generally from 8:45am to 2:45pm. Children must be aged 5 years by 30 June in the year they start Prep. Prep is the first year of school and provides the foundation for your child's education. From 2017, it is compulsory for Queensland children to undertake Prep prior to Year 1. Prep is a full-time program that children attend from Monday to Friday during normal school hours.

The Beerwah State School Prep program includes:

- Activity-based, age appropriate program
- Supportive, caring, warm, stable and challenging environment
- Flexible learning
- Comprehensive indoor/outdoor program
- The Arts and Physical Education lessons with specialist teachers
- Extensive transition to build confidence for Year 1
- Library borrowing
- Classroom & ICT Hub access to computers and ipads
- Robotic/Coding program
- Playground and sandpit just for Prep students
- Developmentally appropriate literacy and numeracy skills program



In Prep, teachers support children's learning by making connections between school and their experiences at home, kindergarten or childcare. Prep provides the foundation for your child's success at school by developing:

- the knowledge, understanding and skills detailed in the Australian Curriculum for English, mathematics, science and history (Foundation Year)
- a positive approach to learning
- independence and confidence
- creativity and problem-solving skills
- physical abilities, including gross and fine motor skills.
- social skills in learning and play
- self-organisation



Children must be aged 5 years by 30 June in the year they start Prep. To determine when your child can commence their prep year, use the prep ready reckoner calculator.

Early Years Curriculum

The prep program is underpinned by the Early Years Curriculum and provides a new learning environment with exciting things to do, see, touch and experience. Your child will find friends to share with and teachers who respect them as capable and competent learners where learning involves developing a relationship of trust. We aim to create a relaxed, secure and supportive environment where children are encouraged to investigate and explore.

We utilize the Australian Curriculum Guidelines and Early Years Curriculum Guidelines. We also recognize the 5 context for learning & development:

☆Play ☆Investigations ☆Real life situations

☆Routines & transitions ☆Focused learning & teaching

Early Years (Prep) Program at Beerwah State School

The following factors have been identified to contribute to success in learning:

- Social and emotional competence with a focus on social and personal learning
- Health and physical wellbeing, particularly in making healthy choices, gross-motor & fine-motor development
- Language development and communication focusing on oral language and early literacy
- Early mathematical understandings with emphasis on early numeracy
- Active learning processes such as thinking, investigating, imagining and responding
- Positive dispositions to learning

How can I help my child?

- Chat with your child about what they're doing at school.
- Encourage your child to experiment with a range of materials and equipment.
- Encourage your child to explore different ways to organize areas e.g. their bedroom, play area and cubby.
- Read together and talk about a range of everyday items such as signs, notices, letters, catalogues etc.
- Read and talk frequently about storybooks, factual books and rhymes.
- Make available a variety of containers and materials for measuring, such as water, grain and sand
- Involve your child in family activities that investigate mathematical ideas such as: cooking, setting the table.

Preparing for Day One

The first day of school is always a very special day in a child's life and is full of surprise, wonder, bewilderment and anxiety. For this reason we plan for the day to run as smoothly as possible. You can assist this process by ensuring your child has been enrolled prior to the first day of school. This will ensure a class and teacher have been allocated and that their desk will be waiting for them.

If your child is upset by the momentous occasion, it is best that you assure them that you will be back at the end of school, say goodbye and leave promptly.

To prepare your child before the first day the following ideas are helpful.

- Be positive and supportive.
- Take time to talk about school activities and routines during casual conversation.
  (Clarify that they will not learn to read and write on the first day.)
- Have everything labeled clearly with name and class.
- Cut out daytime sleep gradually over the holiday period.
- Encourage independence and responsibility in your child.
- Encourage and develop hygienic toilet habits – visit a urinal with boys.
- Practice putting on shoes and pulling up shorts etc.
- Pack a separate lunch and afternoon tea for the first few weeks.



Curriculum

Beerwah State School is committed to the delivery of the Australian Curriculum for all students through the Queensland Curriculum to Classroom Year Level Plans. Our curriculum is designed to teach students to be creative and confident in their lifelong learning journey. We support all students through our differentiated programs.

We implement the Australian Curriculum in the areas of: English, Mathematics, Science, HASS, The Arts, HPE, Technologies and Languages.

The links below will give more information on these Learning Areas across our school.

Information for Foundation/Prep

Information for Years 1 and 2

Information for Years 3 and 4

Information for Years 5 and 6



ICT

Beerwah State School is a digitally rich environment embracing the philosophy of 21st Century Learning. Information Communication Technologies are used purposefully throughout the learning process to achieve curriculum intent. We utilise a number of online Learning Platforms to support curriculum delivery and a personalised learning approach for students.

HPE

Our Health & Physical Education units provide the necessary skills and attitudes for students to be healthy, safe and active citizens of the 21st Century. Our school participates in the Life Education "Healthy Harold" and the

"Talk About It" Programs each year to support the wellbeing of our students as part of our HPE curriculum. These programs are aligned with The National Curriculum for Health. Students from P- 6 participate in The Life Education Healthy Harold program designed to motivate and empower young people to make smart life choices for a healthy future. Our Year 5 and 6 students engage in the "Talk About it" Puberty and Relationship Program. This program is designed to assist young people develop a positive attitude toward their personal development and provides them with information on how to look after themselves during this stage.

Sports Houses

A strong team spirit is evident across our school community. Students are divided into four (4) houses for internal school sporting events. These houses are:

Coochin (Red) **Stanley (Yellow)** **Blue Gum (Blue)** **Mellum (Green)**





The Arts

The Arts has the capacity to engage, inspire and enrich all students, exciting the imagination and encouraging them to reach their creative and expressive potential. Students engage in learning across the areas of Music, Dance, Drama, Visual Arts and Media.

Beerwah State School has an Arts Week event held every two years. On the alternate year students perform in our School Concert. On these occasions, students have the opportunity to highlight their creative talents and showcase these with the wider community.



Languages

As per the Australian Curriculum, Spanish is taught and assessed in Years 5 and 6. Sometimes, students from other year levels have an opportunity to engage in the cultural aspects of the countries that have Spanish as their native language.

Extra-Curriculum

Instrumental Music



Tuition in woodwind, brass and percussion instruments is offered to students in Years 4, 5, and 6. A fee per year applies and a commitment to rehearsal and performing in the school's Instrumental Music Ensemble is a requirement. A two year instrument loan system is available for a limited number of instruments, with an expectation of the purchase of an instrument for continuing students.

Sport



Beerwah State School is a member of the Glasshouse and District School Sports. Interschool sport is organised for the Upper School including Soccer, Netball, Cricket, Softball, Touch Football and AFL. Students also participate in Athletics, Swimming and Cross-Country. A variety of other sporting and skill development activities are also provided at school.

Religious Instruction

Religious instruction (RI) is offered at the school. The faith group/s that provide/s religious instructors to deliver an authorised program is/are listed below:

Arrangements for Programs	Participating Faith Group/s	Name of Authorised Program
Cooperative program	• Australian Christian Churches (Church on the Rise, Beerwah) • Queensland Baptists (Glasshouse Country Baptist Church, Beerwah)	• Godspace • Big Questions • Connect – CEP • Bible Society
Parents of children participating in these programs will be advised if a faith group requires funds to cover the expense of materials used in RI.		

Students are allocated to RI based on information provided by parents on the completed *Application for Student Enrolment* unless other written instructions have been provided to the school.

Note: This information remains operational unless the parent informs the school otherwise in writing.

Students who are not participating in RI will be provided with other instruction in a separate supervised location. Other instruction must relate to part of a subject area already covered in class and may include, but is not restricted to:

- Positive Behaviour for Learning activities
- Independent assignment work (years 5 and 6)
- Wider reading such as independent reading appropriate to the student

Parents will be advised of any changes to the RI and other instruction programs to ensure they are able to make an informed decision on their child's participation.



Student Support Services

At Beerwah State School our current focus is on maximising learning outcomes for all students & developing a culture whereby all students are challenged, develop their individual skills & exposed to thinking and problem solving strategies.

We are committed to ensuring that all students develop a strong foundation in literacy and numeracy in the early years as a basis for progress in all future learning.

In order to ensure that all learners reach their potential in literacy and numeracy, we have implemented programs to monitor the performance of those at risk of falling behind and to provide targeted support.

The support programs we offer are:

- In class support for students to improve literacy and numeracy
- Support-A-Talker for students in Prep
- Individual support for identified students to improve literacy and numeracy
- Intervention Program – Teacher/Teacher Aide delivered daily programs

Special Education Program (SEP)



Beerwah State School has a Special Education Program to provide additional support to students with intellectual, speech-language impairment and autistic spectrum disorders. Students with physical, hearing and vision impairment are supported through the SEP and are eligible for access from advisory visiting teachers. Students are enrolled in an age-appropriate class. Their programs are implemented in a variety of environments - classroom, special education rooms, playground, community and at home.

Each student supported by the SEP, has an IEP (Individual Education Plan) where individual goals are determined by the team of people who work with the student. The team includes parents, class teachers and SEP teachers and may also involve teacher aides, therapists and advisory visiting teachers. Special education teachers and teacher aides support students across the entire school site.

Early Childhood Development Program (ECDP)



The ECDP provides intervention programs for children 0 - 5 years with needs arising from hearing, intellectual, physical, vision, speech-language impairment, and autistic spectrum disorders or a combination of these disabilities. A special education teacher and aide currently work in the ECDP.

The ECDC offers support through outreach to local Prep Centres and may include Centre based programs for 3.5 - 6 year olds and playgroup/home visits for 0 - 3.5 year olds.

Guidance Officer

The role of a Guidance Officer can be very diverse and ideally caters for the specific needs of the local school community. Our Guidance Officer provides support by:

- providing guidance and counselling service available to all members of the school community including students and their families
- developing in collaboration with school personnel, community members and other support personnel, a welfare structure or processes in the school.
- providing specialist advice, recommendations and reports about students in areas concerning the nature of disabilities, learning difficulties, developmental levels, psychological and emotional concerns, social development, behaviour, behaviour management and welfare;
- administering, interpreting, reporting and assisting in the development of programs based on the psycho-educational development of children and students through the administration of a variety of restricted psycho-educational assessment procedures;
- providing individual or group social skills development programs and/or human relationships education,
- encouraging, promoting, mediating and facilitating positive relationships within the school community.

Rock & Water

Beerwah SS is a proud supporter of the Rock & Water program. This internationally renowned program is known as a highly effective psychological-social program based on physical tasks. The 'rock' approach refers to being inflexible, immovable, standing your ground and protecting things that are precious and irreplaceable (e.g. personal safety). However, it should only be used if absolutely necessary. The 'water' approach should always be considered first. It refers to being flexible, movable, fluid-like and sometimes just letting things go. It needs self-control, calmness but is definitely not weak. It is smart as it can achieve the goals of getting along and resolving issues with others without hurting yourself or others.

The program focuses on the concepts of being grounded, centred & focused and utilises a range of fun and engaging physical tasks that highlight the key concepts. The program is shared with specific year levels at Beerwah SS as part of health units or shared with specific groups of students. Beerwah SS has also hosted many professional development and training programs that allow staff from the school and other schools to be officially trained in the program in order to facilitate Rock and Water with more students.

Chaplaincy Program



The Beerwah State School Chaplaincy Program currently operates 1.5 days per week at Beerwah State School. Chappy Ray spends the rest of his time at the Meridan State College. The Chaplaincy Program compliments other support services in the school such as those offered by the Guidance Officer. A consent form is provided in the Enrolment Pack for you to fill in and return with the Enrolment Form and Agreement.

Enrichment Program

Although these students are capable of outstanding achievement, the learning environment is pivotal to enabling them to demonstrate and develop their abilities. They are at risk of underachieving and disengaging from learning if they are not identified and catered for appropriately.

The current focus is on maximising learning outcomes for all students and developing a culture whereby all students are challenged, develop their individual skills and are exposed to thinking and problem solving strategies. As such we also offer programs to students who have specific interests.

Programs Offered at Beerwah State School		
Choir (Junior & Senior)	Instrumental Music (Junior & Senior)	Robotics
Rock & Water	Stephanie Alexander Kitchen Garden	
Competitions		
Premier's Reading Challenge	Reader's Cup	
Australian Maths Competition	Poetry & Short Story Competition	

Stephanie Alexander Kitchen Garden

Benefits for children

Through a kitchen garden program, children learn:

- positive food habits for life
- about their natural environment, the seasons, and how to care for gardens
- practical skills, from recycling, upcycling, composting and preserving to budgeting and fundraising
- life skills, such as cooperating, sharing, critical thinking and leadership
- by doing and having fun (they don't even realise they're learning)
- to be engaged, especially those who face barriers learning in the traditional classroom environment.

Links to the curriculum

There are countless opportunities for embedding pleasurable food education into the curriculum. Kitchen garden learning is integrated with technology – from planning, designing & construction for a specific purpose eg herb

gardens and bee safe havens, developing procedural text through recipes and sharing cultures through menus and celebrations. Learn more.

A kitchen garden program can also support wellbeing programs, cross-age tutoring between students, inquiry learning, project-or problem-based learning and interdisciplinary approaches, such as STEM.

Benefits for schools

Kitchen garden programs give schools:

- practical skills for growing and preparing fresh, seasonal, delicious food
- a hub for community engagement as educators, families, students, business owners and others from the community come together to share food, learn and have fun
- an understanding of the importance of food systems, food security and sustainability
- opportunities to recruit volunteers to develop healthy, secure school communities.





Communications

Calendar of Events/Newsletters

Parents and Guardians are welcome and encouraged to join in the "Life of the School". Beerwah State School has a very busy calendar each year and every endeavour is made to give advanced notification of events. Upcoming events are flagged in the fortnightly newsletter & attached school calendar. The QParents App also notifies of coming events.

The school in conjunction with the Beerwah State School P&C Association communicates with families each fortnight. The school newsletter will be published each Thursday fortnight and released on the Skoolbag App and accessible on the school website. Other important information and flyers will be emailed as necessary. Please make a habit of sharing the newsletters with your children.



Beerwah State School's newsletter is available on our website www.beerwahss.eq.edu.au, and via your mobile phone through the Audiri & QParents App's.
Once you subscribe to the newsletter via the Audiri app, a notification will be sent to you when the latest newsletter becomes available.

Audiri App: The Audiri app provides schools with an easy way to communicate to parents/carers everything they need to know about what is going on at school, to receive our school newsletter and advise of student absences. Alerts are directly pushed to mobile phones that have the app. Download the app & enable push notifications (more information is on our website)

QParents App: The QParents app allows parents to access their student/s education profile through the Education QLD portal. Users can conveniently complete consent, view school generated invoices for excursions and make payment via the secure BPOINT portal, receive coming events notifications, add/edit student absences, add/edit contact details & medical information and view end of semester report cards. Over time, QParents will become an integral part of how we communicate with parents. Register now to enjoy the ease and convenience that QParents offers. Contact the school office to receive your invitation to register.

Website

Website		www.beerwahss.eq.edu.au
Email		admin@beerwahss.eq.edu.au
Facebook		https://m.facebook.com/BeerwahSS/

Parent/Teacher Communications

At the start of each term, teachers forward home a class newsletter with an overview of the Term ahead detailing information about upcoming special events, excursions etc. Clarification on expectations and routines for the class or year level may also be provided.

As the need arises, teachers will contact parents and arrange suitable meeting times to discuss the students' progress. Similarly, parents are encouraged to communicate with their child's teacher, information that can assist with providing for their education. However, as the time before school can be very busy for teachers as they finalise the preparations for the day and meet with their colleagues and students, it is recommended that parents/guardians make appointments to discuss important issues with teachers at a mutually convenient time.

Should parents wish to speak with the Principal, they are asked to contact the office to make an appointment for a mutually convenient time. Teachers will at various times communicate with parents by phone, email or letter.

Reporting/Interviews

Beerwah State School reports to parents through class information evenings, class expos and formal parent/teacher interviews. Formal interviews will be held twice during the year. At these interviews parents and teachers will be able to discuss the student's progress and achievements.

The school looks for growth in personality and attitude as well as in achievement of academic learning. Each child is encouraged to do the best work of which they are capable. It is wise to compare their growth in the school subjects only with respect to their own ability, and not with the achievements of other children.

Telephone Messages

Every effort is made by office staff to ensure a message is delivered, but we do request that messages for your children are telephoned through before 1:30pm, otherwise it can be difficult to ensure that they receive the message prior to the class being dismissed. To minimise the need for the passing on of messages, we would encourage families to clarify any changes in routines before the children depart for school.

Absences

We have several options available to notify of a student absence. You can use the QParents or Skoolbag app e forms call the Student Absentee Line on **5436 5588**, by emailing admin@beerwahss.eq.edu.au , in writing or phoning the school office on 5436 5555 or advise staff in person. This is a requirement by Education Queensland. If you are going on holidays please advise us before leaving. If your student will be absent for more than 10 school days an Exemption from Compulsory Schooling document will need to be completed. Every day counts.

Media/Copyright

During your child's school years, their image and work will be used for a variety of purposes which have a positive impact on the student's education, community partnerships and promote programs at our school. This could encompass:

- curriculum assessment
- data collection
- digital portfolio
- publicity through our school website, newsletter, newspapers etc

A consent form is provided in the Enrolment Pack for you to fill in along with the Enrolment Form and Agreement.

School Excursions/Camps

Throughout the year, students participate in camps and excursions as part of the curriculum. School excursions and camps enhance a student's learning by providing opportunities for the student to participate in activities, both curriculum-related and recreational, outside the normal school routine. All planned school excursions are approved by the Principal and endorsed by the Parents and Citizens Association and we endeavour to keep costs to a minimum.





Arts Week/School Concert

Beerwah State School holds an Arts Week and School Concert on alternate years. This is an opportunity for students to explore in all areas of the Arts and culminates in performances and displays in the air conditioned Hall that is equipped as a performing arts venue.




Health & Safety

Dear Parents / Caregivers

At Beerwah State School we take our responsibility to maintain the health and safety of our students and staff very seriously. This responsibility includes issues related to online choices and behaviours.

Participating in the online environment can be a positive experience, but there are also a broad range of concerns that may need to be considered, including online privacy and information protection, online etiquette, digital citizenship and knowing how to get help to deal with online issues.

As you may be aware, comments posted online about people and organisations may impact permanently on their digital reputation. This includes teachers, other staff, students and the school. There can be very real negative consequences from online posts – relationships between school staff, students and parents can be permanently damaged.

Facebook and other social networking sites are generally not private communities and, depending on an individual's privacy and security settings, comments may be read by many people and remain online indefinitely.

If you or your child are posting information online about the school, staff or students, I ask that you consider the ramifications of these comments on the school and any individuals in the school community. As a rule of thumb:

- Public discussion is most effective when it is conducted in a polite and respectful manner;
- Before posting, it is important to consider whether those people you are posting about want information, including photos and comments regarding them and their children, posted on Facebook or on other sites. Perhaps ask the people involved in the post for permission before you publish something or tag someone online;
- Rather than airing complaints or grievances in a public forum like Facebook, come and talk to the school first about how to resolve your concerns;
- Remember that as a parent you have a responsibility to supervise and regulate your own children's online activities at home and their impact on the reputation and privacy of others.

For further information on managing cyber safety, please go to
http://behaviour.education.qld.gov.au/SiteCollectionDocuments/cybersafety/social-media-and-community-online.pdf

If you have any concerns and would like to discuss further I invite you to make an appointment with me.

Scott Bowden
Principal

Illness whilst at School

We advise you to keep your child at home if they are not well. If a child is injured or becomes unwell they are seen in the first aid room in the administration block. Parents will be contacted to collect their child if they are too unwell to remain at school. **Please ensure school records are kept up to date with current contact details.**

First Aid

No medical treatment is permitted in the school except basic first-aid. This is an immediate, temporary treatment given by the first-aid officer in case of an accident. After the emergency has been met, responsibility rests with the parents, doctor or ambulance officer. The school's obligation extends to placing the injured person in the care of those responsible for child health. Please ensure that contact details are correct and up to date in case of an emergency.

Medication

Only medication prescribed by a qualified medical practitioner can be dispensed at school. **Parents must complete medication consent and administration forms and the medication must be brought to school by the parent in the original packaging with a prescription label stating the dosage and doctors name attached by the pharmacist.** The medication will be stored and dispensed according to the doctor's or pharmacist's instructions. Details will be entered in the official register upon administration of the medication. **Non-prescribed medication (such as Panadol etc) must include a prescription label with name and dosage or they cannot be administered.**

Application of Sun Block – Insect Repellent – Insect Bite/Sting Relief

Beerwah State School is a Sun Safe School and as such we provide each classroom with sun block. Based on advice from Queensland Health, personal insect repellents containing Picaridin or DEET are recommended to protect students from insect bites. Personal insect repellents should only be used according to the manufacturer's recommendations noted on the product. At Beerwah State School we prefer to use "Off" to protect students from insect bites and as part of our first aid procedures for bites and stings we prefer to apply "Stingose".

For your child to use sun block, Off repellent and Stingose at school, you are required to provide consent. Please complete the information in the Enrolment Form.

Queensland Health advises that anyone with known allergies to sun block or personal insect repellents should not use these products. Parents should check the manufacturer's recommendations before use. If you have any concerns regarding your child's use of sun block or insect repellents, you should consider seeking medical advice prior to giving consent.

Sun Safety Policy

We are very conscious of sun safety at our school and recommend that you apply sunscreen prior to your child's arrival at school. Children must have their own wide-brimmed hat to wear. Students without a hat must play in shaded or undercover areas.

Sick Children

Children that present with sickness while at school will be sent home. Children with infectious diseases eg Conjunctivitis must be excluded from school until cleared. If your child contracts Covid, Chicken Pox,German Measles, Whooping Cough or any other serious contagious diseases please inform us immediately.

Immunisation

The school supports the recommendations that all children be up to date with immunisations, which help prevent serious diseases. Please review your child's records before enrolling at school.

Communicable Diseases	EXCLUSION TIME - COMMON INFECTIOUS DISEASES
COVID–19	**EXCLUDE** until symptoms have resolved, normally 5-7 days.
Chicken Pox	Exclude until all blisters have dried. For non-immunised children, this is usually 5 days after the rash first appears, and less for immunised children. Pupil should return on doctor's advice.
Cold sores (herpes simplex)	NOT EXCLUDED if the person can maintain hygiene practices to minimise the risk of transmission. Young children unable to comply with good hygiene practices should be excluded while sores are weeping. Sores should be covered with a dressing where possible.
Diarrhoea and/or Vomiting	Exclude a single case until 24 hours after the last loose bowel motion and the person is well. Exclusion periods may vary depending on the cause.
Glandular Fever	Symptoms will preclude attendance in acute phase. Pupil should return on doctor's advice.
Hepatitis A	Readmit on receipt of a medical certificate of recovery, or on (Infectious Hepatitis) subsidence of symptoms, Exclude until at least 7 days after the onset of jaundice or dark urine.
Hepatitis B & C	NOT EXCLUDED Cover open wounds with a waterproof dressing.
Measles	Exclude for 4 days after the onset of the rash or until a medical certificate of recovery is produced. Exclude non - or incompletely vaccinated contacts, without evidence of immunity.
Meningitis	Exclude until well and has received appropriate antibiotics. Readmit on production of medical certificate of recovery.
Mumps	Exclude for 5 days after onset of swelling. Pupil should return on doctor's advice
Rubella (German Measles)	Exclude for 4 days after the onset of rash or until fully recovered, whichever is longer. Pupil should return on doctor's advice.
Whooping Cough	Exclude for 4 weeks from onset of illness and until a medical (Pertussis) certificate of recovery is produced.
Common local diseases affecting skin, hair and eyes	
Conjunctivitis (acute infection)	Exclude until discharge from eyes has ceased unless a doctor has diagnosed non-infectious conjunctivitis.
Impetigo (School Sores)	Exclude until 24 hours of appropriate antibiotics have been completed. Cover sores on exposed areas with a waterproof dressing until sores are dry and encourage handwashing.
Ringworm/ Scabies	Exclude until day after approved treatment has commenced.
Head Lice	Exclusion is not necessary if effective treatment is commenced before next attendance day (i.e. the child does not need to be sent home immediately if head lice are detected.





Travel

Safe travel before and after school and when on school excursions is vitally important.	
Riding Bikes to School	**All children riding a bike to school should be made aware of these safety rules.** The child **MUST**: • **Wear an approved helmet. Failure to do so is a traffic offence.** • Ensure bicycle is roadworthy. • Obey all road rules. • **Not** ride in the school grounds (includes pedal riding). Use bicycle paths where provided. • Park bicycle in school Bicycle Shed and secure it with their own bike lock. • **Parents must complete a Bike Shelter Permission Form** for their student to receive the code for the shelter.
Bus Travel	(a) All children travelling on buses assemble in the Under Cover Play Areas at 2.55pm. The teachers on supervision duty will direct bus lines to move to buses at correct times. Children are expected to sit quietly in the line until directed to their bus. (b) *Application Forms*, Bus Timetables, Fare Schedules and Codes of Conduct are available from bus companies. Applications must be approved before your child is eligible to use the bus. (c) ***Government Bus Fare Assistance:*** To be eligible for Travel Assistance, primary school pupils must - • Be enrolled in an approved school • Live more than 3.2 kilometres by the shortest trafficable route from both the nearest State Primary School and nearest school of the type For more information, contact TransLink or visit one of our divisional office locations or download the guide at http://translink.com.au/sites/default/files/assets/resources/travel-information/network-information/school/school-transport-assistance-scheme.pdf N.B. Ineligible children pay their fare directly to the driver.
Excursions	The P&C has developed a policy for travel on excursions. Where excursion travel is beyond a 20km radius from school, a bus with seat belts fitted is hired.
Private Vehicles Restricted Parking inside the School Grounds	**Only Authorised Vehicles may be driven into the school grounds.** **Parents are not permitted to drive into the grounds without the specific authority of the Principal.** • The car park inside the grounds near the Administration Block is limited to school personnel only. *Parents/guardians of children supported by the Special Education Program or attending the Early Childhood Development Centre have been permitted to access the central driveway to set down and pick up their children. Extreme caution must be used whilst doing so.*
Where to Park	The main car park is situated off Old Gympie Road. It has car and bus parking. It has also been designed to enable cars to set down students. • *The area adjacent to the main gate is for drop off of students only.* • *Signage indicates a "DROP OFF ZONE "and "NO PARKING".* • *Driver*s must not leave their vehicle unattended in this area. • Please place your vehicle in a SINGLE queue and wait patiently for the queue of cars to move through the "DROP OFF ZONE " then, after setting down/picking up your passengers, drive from the space with EXTREME caution. ***Do not to park in the Bus Zone and keep Exits clear. Always drive very slowly through the car park.***
Safety for Pedestrians	• In order to safeguard the children, parents are asked to escort children to and from the gate to their car. Children MUST NOT be encouraged to cross through the car park unattended. The area outside the gate is extremely dangerous with the arrival and departure of cars. • Parents dropping off/collecting children are advised not to walk through the Administration Block Car Park when moving to and from classrooms.

Tuckshop & Lunches

Tuckshop



The tuckshop is operated by volunteers and is open one day per week. Audiri notification are sent home regarding specials available each week. Follow the P&C Facebook page to get additional reminders. All lunch orders are online via the QKR! App before 5pm the day prior to tuckshop day. Lunches are collected by tuckshop monitors and distributed to students.

Please contact the P&C Association if you would like to volunteer some time and become a valuable part of our school community. Phone 07 5436 5555 or email pandc@beerwahss.eq.edu.au

Lunchbox Ideas

Involve your children in choosing their own lunch from a range of healthy options.
Fruit has more fibre and less energy than fruit juice. Fruit should be a regular lunchbox item.
Calcium is often lacking in children's diets – provide calcium rich food each day i.e. Low fat milk, cheese and yoghurt.
Cut sandwiches into different shapes - squares, triangles, animal shapes, fingers, rolled up or as small rolls.
To ensure sandwiches stay fresh, put them in a plastic wrap, snap-lock sandwich bags and\or an airtight lunchbox to prevent them from getting squashed. Use foil or greaseproof paper for smaller children who may have trouble taking off plastic wrap.
Use wholegrain or wholemeal breads (for sandwiches), and cakes rather than the low-fibre white varieties.
Save time by freezing prepared sandwiches. Choose suitable fillings such as: lean cooked meals, lean skin-free chicken, canned fish, low fat cheese, grated cheese, avocado, baked beans or a hard-boiled egg.
Include frozen foods; i.e. frozen sandwiches (see above), frozen drink bottles (leave room for expansion) or poppers, frozen oranges or mandarins, yoghurts and\or an ice pack.
Avoid peanuts or any foods containing peanut products as these can cause severe allergic reactions in some children. Discourage children from swapping or sharing their lunch for this reason.
Wash lunchboxes daily and make sure that they are completely dry with the lid off before storing. Discard all foods brought home that can become contaminated.
Encourage children to drink lots of water while at school either from water bottles (frozen overnight) or from the bubbler. Energy drinks are banned in all QLD state schools.
If children refuse foods, encourage them to just give it a try (without an unpleasant scene). If they don't like it, then try the same food item again, prepared in a different way, in a couple of weeks' time and repeat the exercise.

School Community

Outside School Hours Care

A before and after school care service is provided by **JABiRU.** They are situated in their own well-equipped room in G Block.

To make a booking or enquiry, please see one of the Jabiru staff in the Hall during care hours or telephone the Jabiru Co-ordinator on 0426 704 166 or email office@jabiru.org.au

Kandoo Joeys Playgroup



Welcome to our Kandoo Joeys Playgroup! We have incorporated Play Steps (early years play-based program) model into our program. Our mission is to work with our community to create and provide opportunities for every child to learn through play, supporting a successful transition to school.

Kandoo Joeys is open to all families in our community with before-school aged children from babies to pre-prep. The program runs every Wednesday (except first and last week of term) from 9:00am -11:00am in G Block (OSHC) at Beerwah State School.

Jump on in to enjoy the fun activities and make new friends. Bring your water bottle, morning tea and a hat and get ready to play. For more information contact playgroup@beerwahss.eq.edu.au or you can check out the Playgroup at Home Queensland website for some fun activities, blogs and resources.

P & C Committee

The Beerwah State School Parents and Citizens Association (P&C) is a vibrant and caring group of parents and other community members that promotes the interests and facilitates the development and further improvement of the school. The major functions of the P&C are:

- to foster general community interest in educational matters;
- to endeavour to bring about closer co-operation between the parents of students attending the school, other members of the community and the staff and students at the school;
- to provide advice and recommendations to the Principal of the school on issues and concerns in respect of students and the general operation and management of the school;
- to provide or assist in the provision of financial or other resources or services for the benefit of students of the school; and
- to participate in any committee or other body comprising members of the school and wider community, which will contribute to the general benefit of students attending the school.
- The P&C operates the Tuckshop and the 2nd hand uniform shop as a service to our students, families and staff. These businesses generate funds for the benefit of the students. Volunteers are always welcome at our tuckshop and are necessary to keep the tuckshop operational.
- The P&C Association are an approved volunteer organisation with Centrelink (Services Australia) so if you need to complete volunteering hours, the school is a great option. This can be extended to grandparents and

other friends, they will need to apply for a Blue Card to volunteer in the school which is an easy process we can assist with. Contact us by email and we can arrange to work out how we can help each other.

Benefits of Volunteering

1. It Makes a Difference in Your Child's Education

Students perform much better academically if their parents are involved in their school. They also have better attendance and are more likely to graduate and continue their education. When teachers know more about their students' lives at home, they can provide a more personalised learning experience.

2. You Get to Know the Teachers, Staff, and Other Parents Better

Volunteering is all about community building. Helping at your child's school is a terrific way to connect with teachers, staff, other parents, and your kid's classmates. By offering support throughout the school year and learning more about the people involved in your child's education ecosystem, you will build stronger relationships and bonds with those in the community with your child.

3. Giving Back Makes Schools Better

When parents take the time to be involved in their child's school, it shows their child they care, and that education is a family value. Teachers, administrators, and staff have so much on their plates every day. When parents volunteer at school, it frees teachers up to do what they do best – educate our children.

4. It Gives You a Chance to Showcase Your Skills

Look for volunteer opportunities where you can share your skills and expertise in a way that's fun and enjoyable. If you love baking, sign up to help with the next bake sale. If you've got a green thumb, help plant a class or school garden. Others will appreciate your skills and your child will be thrilled to share your involvement with their classmates.

5. Volunteering is Good for Your Health

Helping people changes lives and there are numerous health benefits to giving back. Volunteering not only gives volunteers a sense of purpose and deep meaning in their lives, but it's also a huge mood boost. By savouring your time spent in service to others, you'll reduce stress and increase positive, relaxed feelings by releasing dopamine.

Special Events

Monies raised through special events go toward projects such as building and upgrading facilities, upgrading the old Library into an ICT Hub and providing air-conditioning to all classrooms.

Community Easter Show - each year the P&C produces a huge event to bring the community together with an Easter egg hunt, games and market stalls. This is a major annual fundraiser and there are many opportunities for volunteers to assist with planning and running the event.



Book Fair – Each year our school holds a Book Fair to encourage students to read and purchase books.

Mother's & Father's Day Stall – These are great stalls for students to purchase cost effective gifts for a parent or carer.

The following events are held bi-annually

Concert – The school has several performances (night and day) so all families may attend.

Arts Week – This is a celebration of students' work.

Parental Involvement

Parental involvement in school activities is encouraged. There are many ways you can participate in and support your child's education. As a parent, you play a vital role in the education of your children and we welcome you to become involved in our classrooms or volunteer with P&C activities/events.

Help as a volunteer in the Tuckshop	Participate in excursions
Join the P&C Association and participate in meetings	Help out at working bees around the school grounds
Share your hobbies, interests and any special expertise	Attend parades and events
Volunteer in the Library	Assist in our Fundraising Activities





Finance

School Levies	Although the following contributions are NOT compulsory, we strongly encourage parents to support our efforts to do even more for the students at Beerwah State School by paying them at the beginning of the school year.

Student Resource Scheme - $35.00 per child per annum

A student resource scheme enables a parent to enter into a written agreement with the school that, in return for payment of a specified annual participation fee, provides for the participating student's temporary use of prescribed resources and/or for the purchase by the parent of consumables and materials for the student's use.
The operation of the scheme is required to be supported annually by the Parents and Citizens' Association (P&C), and the scheme may be managed by the school or the P&C, but not by a third party unless approved by the Principal. The school and the P&C share decision-making and responsibility for the scheme.

Participation in the scheme is voluntary, and no obligation is placed on a parent to participate. A parent's decision to participate is based on consideration of the value afforded by the scheme. A parent who does not wish to join the scheme is responsible for providing the student with the items that would otherwise have been provided to the student by the scheme. The school must develop a process to cater for students who are not participating in the scheme to ensure the student is not educationally disadvantaged through non-participation. Payment of the participation fee by the parent is a requirement for continued participation in the scheme. An unpaid fee will be subject to the school's debt recovery processes.

Book Lists & Library Bags

Booklists for the following year are distributed at the end of each year. The cost of each Year's Book List varies depending on the curriculum requirements. Library Bags are made of durable waterproof vinyl in the school colours. They are available for purchase from the School Locker, Maroochydore HomeMaker Centre and can be ordered online.

Other Contributions (Instrumental Music Program & Swimming Program)

These fees are required to be paid prior to the activity commencing.

Money Collection

Payment Window Times - 8.30am till 10.30am (Monday, Wednesday and Friday mornings) Eftpos is available.

QParents – Preferred method of payment, view your child's current consent & invoices and pay via the secure **BPOINT** payment portal.

QKR! App – P&C Tuckshop and events are ordered and purchased via the QKR App!

BPOINT - On each invoice generated by the school you will find BPOINT payment information on the bottom left hand corner of the invoice. You can complete a phone payment using credit/debit card via **BPOINT 1300 631 073** or visiting the **BPOINT Web Link**. Please quote CRN and invoice number from the BPOINT box on the invoice.

Credit on Account - A great way to stay ahead is to put credit on your student's account, via QParents or Eftpos, to be used when invoices fall due.

Statement of Accounts – Are sent out to keep you up to date with what is owing or in credit on your student account, these are emailed directly to the account owner.

Fees & Refund Guidelines

At Beerwah State School we are committed to providing a safe and supportive learning environment for students, staff and volunteers. This commitment includes the health and safety of staff and students when conducting curriculum activities in the school or in other locations.

State schools are able to charge a fee for:

- an educational service including materials and consumables not defined as instruction, administration and facilities for the education of the student
- an education service purchased from a provider other than the school where the provider charges the school
- a specialised educational program.

A school fee is directed to the purpose for which it is charged. School fees for extra-curricular activities are calculated on a cost recovery only basis, according to the number of students who have indicated their attendance.

Participation of students in an extra-curricular activity is indicated through payment of the fee and provision of a permission form completed by the parent.

As the school budget cannot meet any shortfalls in funding for an extra-curricular activity due to the subsequent non-participation of a student who had previously indicated attendance of the activity, fees already paid for an extra-curricular activity 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 wishes to apply for a refund due to their child's non-participation in an extra-curricular activity, they may do so by completing a Request for Refund form available from the school office. 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 to offset any future charges.



Dress Code

The Beerwah State School community recognises the importance of wearing of a school uniform and has endorsed the school dress code. All students are required to wear the uniform which includes a black reversable bucket hat with house colour. Uniforms must be in good condition without holes or rips.

BOYS UNIFORM		GIRLS UNIFORM	
Shirt	*School shirt with logo*	Shirt	*School shirt with logo*
Shorts	*Black*	Culottes	*Black*
	Black Microfibre or Cargo	Shorts	*Black Microfibre or Cargo*
Socks	*White or Black*	Socks	*White or Black*
Hat	*Black Reversable Bucket Hat with House Colour*	Hat	*Black Reversable Bucket Hat with House Colour*
Winter Jacket	*Microfibre (black with red trim)*	Winter Jacket	*Microfibre – black with red trim*
Winter Jumper	*Black V Neck or Black Zip Up*	Winter Jumper	*Black V Neck or Black Zip Up*
Winter Pants	*Black Track Pants*	Winter Pants	*Black Track Pants or LongTights*



Shirt & Shorts



Skorts & Shorts



Jacket & Shorts



Jacket & Skirt



Winter Uniform

Athletics – House Colours

Students are encouraged to wear sun safe T-shirts in house colours for our School Interhouse Carnivals. Sport Houses are Coochin (**red**), Mellum (**green**), Stanley (**yellow**) and Blue Gum (**blue**).

Hats

The school hat is a *black reversable bucket hat with a house colour,* that offers good sun protection. Caps are not permitted. The school's sun safe policy is "**NO HAT – NO OUTSIDE PLAY**".

Hair

Hair should be of a natural colour, worn in a neat and tidy style appropriate to a primary school aged child. If hair is shoulder length or longer, it is required to be neatly tied back. Hair should not obscure students' view.

Fashion trends, including, but not limited to, shaved heads, shaving designs, "mohawks", beading, unnatural dyeing, and gel that sets the hair in unnatural styles are not permitted.

Jewellery and make-up

Jewellery and make-up are restricted under Workplace Health and Safety legislation to; a watch**,** a signet ring**,** a medical bracelet or chain**,** one set of plain (silver or gold), small studs or sleepers worn in the ears (no colours)**,** neither nail polish nor temporary tattoos are to be worn at school**,** no make-up is to be worn including false eyelashes and fingernails.

NOTE: Any religious medallion (only with prior permission from the Principal after a family meeting) is worn inside clothing.

- Denim shorts, jeans, cargo pants and bike pants are NOT acceptable. Length should be mid-thigh.
- Socks for boys and girls must be visible above the ankle. Sockettes are not acceptable
- Backless shoes, open toed shoes and sandals, ballet flats, crocs and "party" shoes are not acceptable (excluding medical conditions with permission)
- Year 6 Shirts are not to be worn on excursions or ceremonies

Black Jumpers

Please note that students may wear plain black V Neck or Zip Up jackets if you are unable to purchase our school jacket. Hoodies are not permitted.

Deodorant and Perfume

Aerosol deodorant, perfume and sprays are not permitted on school grounds

Non-Uniform Days

On special "non-uniform days" or on the rare occasion that the school uniform is not ready to be worn, the clothes worn by the student should reflect the style of the uniform. As the clothing should be "sun safe", it should include a collared shirt with sleeves over the shoulder and a wide brimmed hat. Where unsuitable clothes are worn to school, parents will be contacted to bring to the school a change of clothes.

School Uniform Shop

School uniforms are available from the School Locker, Maroochydore HomeMaker Centre. Ordering is available online or in store. Sometimes the P&C will have secondhand uniforms available, to enquire email pandc@beerwahss.eq.edu.au.

PLEASE NAME/LABEL ALL STUDENT'S BELONGINGS

Homework Policy

At Beerwah State School we believe that homework provides students with opportunities to practice and consolidate literacy and numeracy foundations through activities provided by class teachers as well as everyday home tasks. It helps students to create a pattern behaviour for lifelong learning beyond the classroom. It should enable students to have conversations with family members about classroom learning.

When assigning homework, teachers take into account the need for students to have a balanced lifestyle, including sufficient time for family, recreation, physical activities, sports and cultural pursuits.

Class teachers will identify homework essentials for all students that are appropriate to their year level (oral language activities, home reading, sight words, spelling etc).

Homework that enhances student learning:
- is purposeful and relevant to students needs
- is appropriate to the phase of learning (early, middle and senior)
- is appropriate to the capability of the student
- develops the student's independence as a learner
- allows for student commitment to recreational, family and cultural activities.

Homework can engage students in independent learning to complement work undertaken in class through:
- practice and revision to consolidate essential literacy and numeracy learning (practising for mastery)
- applying knowledge and skills in new contexts (a topic of interest, an authentic local issue)
- pursuing knowledge individually and imaginatively (investigating, researching, writing, designing, making)
- preparing for forthcoming classroom learning (collecting relevant materials, items, information).

Students can take responsibility for their own learning by:
- accepting responsibility for looking after their homework materials (home reading, homework folder)
- practising literacy and numeracy skills through homework activities.
- asking for help
- organising their time to manage home obligations, participation in physical activity and sports, recreational and cultural activities

Parents and caregivers can help their children by:
- reading to them, talking with them and involving them in tasks at home including shopping, playing games and physical activity
- helping them to complete tasks by discussing key questions or directing them to resources
- encouraging them to organise their time and take responsibility for their learning
- encouraging them to read and to take an interest in and discuss current local, national and international events
- helping them to balance the amount of time spent completing homework, watching television, playing computer games, playing sport and engaging in other recreational activities
- contacting the relevant teacher to discuss any concerns about the nature of homework and their children's approach to the homework.

Homework Schedule The amount of time students should spend on homework each week			
Prep	Optional activities	Years 4 - 5	Generally no more than 1 hour per week
Year 1 - 3	Generally no more than 1 hour per week	Year 6	Generally no more than 1 hour per week

Participation

Students in Years 1-6 are expected to be responsible for taking their homework book/ folder home each week and returning it to school on the designated. Day. It is expected that students will have attempted the homework essentials identified by the class teacher. This effort is rewarded through classroom PBL acknowledgement. In addition, teachers will also email to parents/carers the homework activities for the week. If students are not complying with this routine, class teachers will make contact with parents/carers to discuss support. Students and/or their parents/carers may also request optional activities from the class teacher that are available through Study Ladder, which gives access to a free online account.

Mobile Phone & Electronic Equipment

Phones away for the day. This policy reflects the importance the school places on students being safe, respectful and responsible whenever they are using personal technology devices at school; and should be read in conjunction with the Responsible Behaviour Policy.

Personal Technology Devices include mobile phones, MP3 players, cameras, video cameras, PDAs, iPods, iPads, Laptops, tablets or other Video/Computer gaming equipment including those with Bluetooth technology. All mobile phones must be switched off when on school grounds.
The school does not encourage bringing personal technology devices to school, unless for educational purposes. This is due to risk of damage, theft and general distraction and/or disruption associated with them. No responsibility is taken by the school for the security of these devices at school.

Personal Technology Devices at School
Should devices be necessary at school, a letter of permission from the parent must be submitted and approved by the teacher and principal. The device should be handed to the teacher on arrival and collected at the end of each day.

Mobile Phones
Mobile phones can be handed to the office, switched off and signed in through the mobile phone register. This includes smart watches which must have the blue tooth switched off during school hours. Mobile phones signed in at the office can be collected at the end of each day.

Recording Voice and/or Images
Every member of the school community should feel confident and participating fully and openly in all aspects of school. Students are forbidden from using their devices to record any images/voices.

Personal Technology Devices at School as an Assistive Technology
If the device is used as assistive technology and approved as such, these will need to be approved by the Principal and used in accordance with their educational purpose.

Discipline / Confiscation
If these devices are used inappropriately, the devices will be confiscated by school staff and may be collected at the end of the day from the school office unless required for further investigation. Breaches of this prohibition may result in discipline.
Permitted personal technology devices used contrary to this policy and the responsible behaviour policy on school premises will be confiscated by staff. The will be made available for collection from the office at the end of the day, unless required to be kept for purposes of disciplinary investigation, when it will only be returned in the presence of a parent.
Devices potentially containing evidence of criminal offences may be reported to the police. In such cases, police may take possession of such devices for investigation purposes and students and their parents will be advised to contact Queensland Police Services directly.
Students who have a personal technology device confiscated more than once will not be permitted to have a personal technology device at school for at least one month, or longer if deemed necessary by the Principal.
N.B. the sending of text messages or posting of statements to websites that contain obscene language and/or threats of violence may amount to bullying and or harassment or even stalking and will be subject to disciplinary action and potentially police investigation.

Private Device Access to Education Queensland Network
Approval must be obtained from the Principal to connect private devices to the network for educational purposes. Students must follow departmental network usage guidelines. These devices may be permitted limited connection and must meet certain security protocols:

- latest version of reputable virus protection installed on device to be connected
- all files downloaded to the department's network must be scanned using appropriate virus software
- advice will be provided to all students and their parents on appropriate security practices (e.g. virus scanning before removing file from home computer and again on download to school network)
- advising teacher/supervisor as soon as any breach of security is suspected.

School ICT Network Usage

The use of learning technology resources at Beerwah State School includes the acceptance of certain responsibilities. Students must agree to the following and sign in the appropriate are area in the Enrolment Agreement:

Why are schools providing student access to Information Communication and Technology (ICT) facilities?

To ensure young Queenslanders are well equipped to contribute fully to the information economy, the education sector is responding to the innovation directions of the *Smart State Strategy* through *Smart Classrooms*.
This strategy underpins the growth and improvement in innovative programs and resources in schools for teachers and students. Essential tools for providing these innovative educational programs are the intranet, internet, email and network services. These technologies are vital for the contemporary educational program provided in schools. At all times students will act in line with the requirements of the Code of School behaviour and the specific rules of their school.

What is acceptable/appropriate use/behaviour by a student?

It is acceptable for students to use school computers and network infrastructure for:

- assigned class work and assignments set by teachers;
- developing appropriate literacy, communication and information skills;
- authoring text, artwork, audio and visual material for publication on the Intranet or Internet for educational purposes as supervised and approved by the school;
- conducting general research for school activities and projects;
- communicating or collaborating with other students, teachers, parents or experts in relation to school work;
- accessing online references such as dictionaries, encyclopaedias, etc.
- researching and learning through the Department's e-learning environment.

What is unacceptable/inappropriate use/behaviour by a student?

It is unacceptable for students to:



- use the IT resources in an unlawful manner
- download, distribute or publish offensive messages or pictures;
- insult, harass or attack others or use obscene or abusive language;
- deliberately waste printing and Internet resources;
- damage computers, printers or the network equipment;
- commit plagiarism or violate copyright laws;
- use unsupervised internet chat;
- use online email services (e.g. hotmail), send chain letters or Spam e-mail (junk mail)
- knowingly download viruses or any other programs capable of breaching the Department's networks security.

Usernames and passwords are to be kept private by the student and not divulged to any other individual (e.g. a student should not share their username and password with fellow students).
Students cannot use another student or staff member's username or password to access the school's network, including not trespassing in another person's files, home drive or e-mail.
Additionally, students should not divulge personal information (e.g. name, parent's name, address, phone numbers), via the internet or e-mail, to unknown entities or for reasons other than to fulfil the educational program requirements of the school.
Students and parents are to employ caution with the use of mobile devices e.g. USBs, particularly as these devices can store significant numbers and sizes of files some of which may be unacceptable at school e.g. games and "exe" files which may contain viruses. **Please note that personal files on USBs may be deleted by the Department's malware protection.**

What is expected of schools when providing student's with access to ICT facilities?

Schools will provide information in relation to student access to and use of the network and reserve the right to restrict/remove student access to the intranet, internet, email or other network facilities if they do not adhere to the school's network usage and access guideline/statement.

Schools will prepare students for the possibility of unanticipated access to harmful information, materials or approaches from unknown persons via the internet or email.

Schools will ensure that students are aware of Occupational health and safety issues when using computers and other learning devices

Schools that are implementing or have implemented the 1 to1 Learning Program need to ensure all steps have been taken to provide a safe and effective learning environment for students while meeting the Department's standards for network usage and access security.

What awareness is expected of students and their parents?

Students and their parents should:

- understand the responsibility and behaviour requirements (as outlined by the school) that come with accessing the school's ICT network facilities;
- ensure they have the skills to report and discontinue access to harmful information if presented via the internet or e-mail;
- be aware that:
  - access to ICT facilities provides valuable learning experiences for students and supports the school's teaching and learning programs;
  - ICT facilities should be used appropriately as outlined in the Student Code of Conduct;
  - the Principal may determine that student privately owned devices may not be used at the school;
  - students who use a school's ICT facilities in a manner which is not appropriate may be subject to disciplinary action by the school, including restricting network access;
  - despite departmental systems to manage all access to information on the Internet, illegal, dangerous or offensive information may be accessed or accidentally displayed;
  - Teachers will always exercise their duty of care, but avoiding or reducing access to harmful information also requires responsible use by the student.







Behaviour



Positive Behaviour for Learning

Beerwah State School is committed to providing a safe, respectful and disciplined learning environment for students and staff, where students have opportunities to engage in quality learning experiences and acquire values supportive of their lifelong wellbeing.

All areas of Beerwah State School are learning and teaching environments. We consider behaviour management to be an opportunity for valuable social learning as well as a means of maximising the success of academic education programs. We believe behaviour is learned and can be re-learnt with explicit teaching through PBL lessons delivered by teachers once a week and as needed.

Our Positive Behaviour Plan outlines our system for facilitating positive behaviours, preventing problem behaviour and responding to unacceptable behaviours. Through our school plan shared expectations for student behaviour are clear to everyone, assisting Beerwah State School to create and maintain a positive and productive learning and teaching environment, where ALL school community members have clear and consistent expectations and understandings of their role in the educational process.

The school embraces the Positive Behaviour for Learning approach and our mascot Kandoo the "Can Do Kangaroo" helps everyone to remember to be a Safe, Respectful and an Active Learner. Each week, all classes focus on a particular element of positive behaviour and this assists us to develop our students with strong community values.

Our school community has identified the following school rules to teach and promote our high standards of responsible behaviour:

- Be safe
- Be respectful
- Be an active learner



Our school rules have been agreed upon and endorsed by all staff and our school P&C. They are aligned with the values, principles and expected standards outlined in Education Queensland's Code of School Behaviour.

Universal Behaviour Support

The first step in facilitating standards of positive behaviour is communicating those standards to all students. At Beerwah State School we emphasise the importance of directly teaching students the behaviours we want them to demonstrate at school. Communicating behavioural expectations is a form of universal behaviour support - a strategy directed towards all students designed to prevent problem behaviour and provides a framework for responding to unacceptable behaviour.

A set of behavioural expectations in specific settings has been attached to each of our three school rules. The Schoolwide Expectations Teaching Matrix (next page) outlines our agreed rules and specific behavioural expectations in all school settings.



Beerwah State School

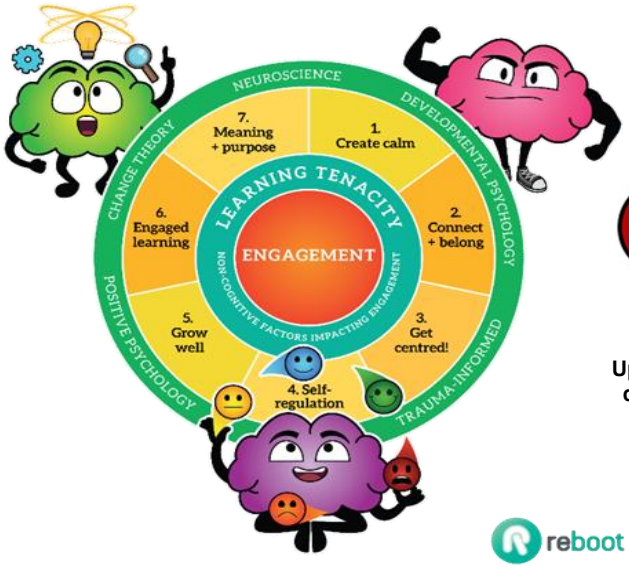
Behaviour Expectations Matrix



AT ALL TIMES WE:		
Use kind words Include others Follow instructions promptly Use safe hands, feet and objects		
Safe	**Respectful**	**Active Learner**
All Settings		
• Be on time • Shoes on feet • Use the Kandoo High 5 • Ask for and accept help • Report issues to an adult • Right place, right time, right way	• All devices turned off, in bags or at the office • Look after the environment • Respect privacy of others • Be polite and use manners • Use all facilities appropriately • Respect other's opinions • Be a bucket filler	• Be prepared for learning • Be active listeners • Learn from mistakes • Use devices with permission • Effort equals success • Ask for help
Classroom		
• Allow others to learn • Keep your area clean • Walk in the classroom • Arrive on time to class • Use equipment for its purpose	• Take turns • Listen to others and value others' opinions • Communicate problems appropriately • Support others in their learning	• Stay on task • Be an active participant • Use technology for learning
Non Classroom		
• Keep to the pathways • Keep my cool • Walk on the concrete • Hats on heads	• Use inside voices near classrooms • Show kindness and respect • Space and privacy in toilets	• Participate in activities • Follow the rules of the game • Show good sportsmanship
Community		
• Wear a helmet when riding • Cross at the crossing • Wear a seatbelt in vehicles • Follow the laws	• Think twice before posting online • Treat others respectfully online	• We accept challenges in different environments with different people • We look after our physical and emotional safety

reboot
the learning we need

7 Step Framework



5 Faces

1. How do you feel?
2. What do you need?
3. How can I help?



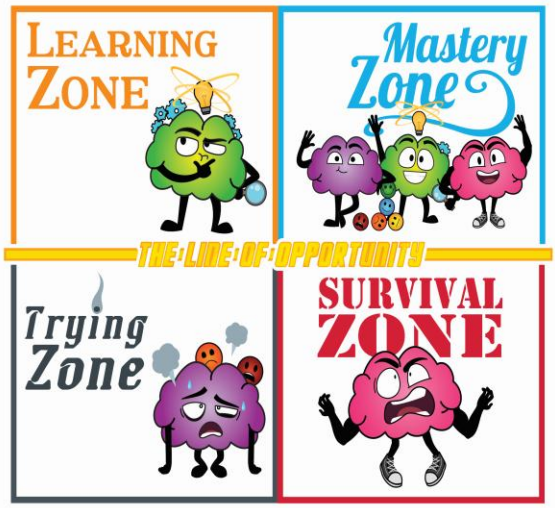
1	2	3	4	5
Upset, angry, depressed, scared	Negative, frustrated, confused, sad	OK, fine, alright, average	Comfortable, positive, pleased	Excited, happy, pumped

Reboot is a brain-based program that works with the whole school to help us all become more calm, happy and productive.

Our teachers are using Whole Brain Teaching and Learning to help students feel valued, connected and motivated in class. We know that every single one of our students is capable of learning and growing and making a great contribution. With Reboot we are helping everyone to recognise that learning can sometimes feel hard or uncomfortable, but with effort and persistence we will all learn and grow.

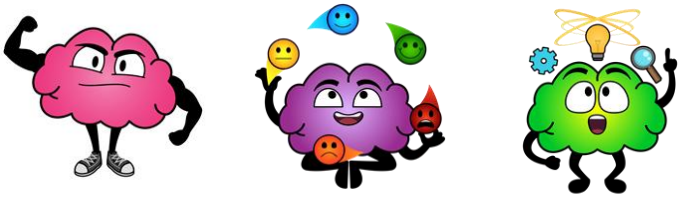
You might hear about the Wild or Emotional Brain and ways to stay up in Smart Brain. You might see the 5 Faces or witness your children using Strategies to overcome Speedbumps and Roadblocks. These are all Reboot terms we are using to help our children become more powerful and independent learners.

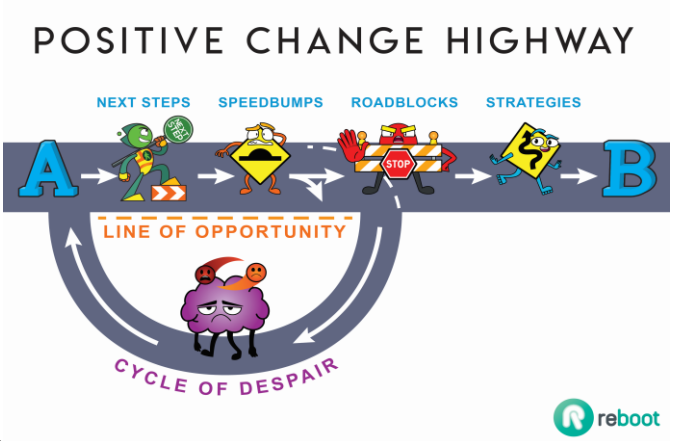
4 Quadrants of Learning



The 3 Brains

Wild Brain | Emotional Brain | Smart Brain





Making a Complaint

During the course of your children's school years, you may have cause to make a complaint about an issue with your child's education. Education Queensland is committed to ensuring that all complaints are dealt with in a fair and equitable manner. There are processes and support structures in place to enable parents/carers and students to work through any issues they may have with Education Queensland provisions.

When making a complaint, it is in the best interest of complaint resolution to ensure that you:

- provide complete and factual information in a timely manner;
- deliver your complaint in a non-threatening and non-abusive manner and
- not make frivolous or vexatious complaints or include deliberately false or misleading information.

You should be aware that if you are making a complaint about a staff member, that in most instances the staff member will be told of the complaint and offered the right of reply. You also have the right to have a support person participate throughout the process.

If your complaint relates to suspected official misconduct or criminal activity then you should make your complaint directly to the Crime and Misconduct Commission (www.cmc.qld.gov.au/) or the Queensland Police Service (www.police.qld.gov.au/).

The following 5-step procedure may assist parents/carers, and school staff to reach an outcome that is in the best interests of the student.

1. Discuss your complaint with the class teacher
2. Discuss your complaint with the Principal or ask the Principal to assist by participating in conflict resolution
3. Contact Regional Office (NorthCoastRegion@qed.qld.gov.au)
4. Complaint still not resolved
5. Independent Review

A guide to making a complaint with contact number/addresses for the steps above is available at the school office.

Insurance Cover for Students

Some of the school activities and physical education, particularly contact sports, carry inherent risks of injury. Parents are advised the Department of Education and Training does not have student accident insurance cover for students.

If your child is injured at school as a result of an accident or incident, all costs associated with the injury, including medical costs are the responsibility of the parents or caregiver.

Some incidental medical costs may be covered by Medicare. If you have private health insurance, some costs may also be covered by your provider. Any other costs must be covered by parents.

Student accident insurance pays some benefits in certain circumstances should your child have an accident.

It is up to all parents/caregivers to decide what types and what level of private insurance they wish to arrange to cover their child. Please contact your insurer or an approved Australian insurance broker if you wish to take out student personal accident insurance cover for your child.

Ready Reference

Beerwah State School Website	https://beerwahss.eq.edu.au
eHealth Record	https://myhealthrecord.gov.au/internet/mhr/publishing.nsf/content/home
eSafety Information	https://esafety.gov.au/esafety-information?from=cybersmart
Cyber World	https://beerwahss.eq.edu.au/Supportandresources/Formsanddocuments/Documents/Resources/safe-cyberworld.pdf
Get Set for Life	http://www.health.gov.au/internet/main/publishing.nsf/Content/FE84658DAECAEE62CA257BF0001CACDC/$File/GetSet4LifeBrochure.pdf
Managing Head Lice	http://conditions.health.qld.gov.au/HealthCondition/condition/14/165/351/Head-Lice
Bullying No Way	http://bullyingnoway.gov.au/
Parent Helpline	http://www.parentline.com.au/
Parents & Families	https://www.qld.gov.au/families/
Kids Helpline	https://kidshelpline.com.au/kids/
Queensland Cursive Handwriting	https://learningplace.eq.edu.au/cx/resources/file/6ec3c227-4ee7-9d60-91cc-1eb43021a9d4/3/index.html
Raising Children	http://raisingchildren.net.au/link.aspx?id=13939
Subscribe to Newsletter	http://beerwahss.schoolzineplus.com/subscribe

WE WELCOME YOU AND YOUR FAMILY

SAFE

RESPECT

ACTIVE LEARNER

We look forward to your interest and your visits as we consider you to be a very important part of your child's education.

Please do not hesitate to discuss any queries or worries that you have regarding your child with us. We will do our best to help or to put you in contact with somebody that can.

We trust it will be a happy and worthwhile year for you and your child and that you enjoy your involvement with whole school.

