



**BANKSIA BEACH STATE SCHOOL**

**PROSPECTUS**

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## **Welcome to our School**

Welcome to Banksia Beach State School. Banksia Beach State School provides education for primary age students from Prep to Year 6. The school was established in January 1992 and has a current enrolment of just under 1000. Banksia Beach State School is located on beautiful Bribie Island and is just a 50 minute drive to Brisbane.

In 2013, Banksia Beach State School was named as an Independent Public School in recognition of the high quality education opportunities offered to students in the areas of academia, sport, music and citizenship. Banksia Beach State School offers Programs of Excellence in Academia, Sport and Music. We lead the way in offering education experiences to promote the growth and development of well-balanced, confident young students.

The sense of community at Banksia Beach State School is nurtured through our values of respect, pride, unity and excellence. Every student counts at Banksia and everyone is valued.

Thank you for making the decision to be a part of our dynamic Team Banksia – I trust you will enjoy the wonderful experiences provided every day at our great school.

Kind Regards

Martin Leach  
Principal

**Our Purpose:**

Banksia Beach State School is a school focussed on achieving excellence – where high expectations are embedded in curriculum teaching and learning.

Our Purpose is to ensure:

- Our students achieve their highest potential in all areas.
- Our parents support and encourage their child/children to achieve his/her highest potential.
- Our teachers motivate, engage and enable students to achieve success.

Our Mission is to:

- Provide every child with the opportunities to attain his/her full potential within a supportive and caring environment which recognises effort and perseverance.
- Celebrate the successes of all children in all areas of their lives and to encourage risk taking and initiative to ensure growth and improvement.

Our Vision is to:

- Develop a culture in the school where high expectations and aspiring to excellence is the norm for all.
- Develop shared commitment to achieving Brand Banksia – Excellence.
- Provide quality educational experiences in a safe and supportive environment.
- Provide a strong academic, sporting and performing arts culture.
- Provide exceptional teaching for all students ensuring all children can perform to the best of their abilities.

## **THE BANKSIA BEACH STATE SCHOOL STAFF AND COMMUNITY AGREE THAT WE WILL WORK TOGETHER TO PROVIDE:**

### **Quality Curriculum Programs to all Students**

- All students are offered a variety of high standard educational programs which reflect ACARA and the Curricular Framework for Banksia Beach State School.
- Opportunities in sport, music and citizenship offer interested students a forum in which to achieve and grow.
- Students and staff promote mutual respect and support.

### **Effective Teaching Using a Skilled, Confident and Responsible Workforce**

- Adoption of ACARA and use of quality resources – human, digital and physical – to assist with effective delivery of all curriculum areas and the highest quality learning outcomes for every student.
- All students are catered for as individuals through personal goal setting, SMART targets and differentiated curriculum.
- All staff at Banksia Beach State School utilise teaching methods which promote negotiated learning outcomes.
- Professional Development opportunities are available to ensure that our teaching professionals deliver quality pedagogical practice.

### **Improved Learning Outcomes for all Students**

- All children achieve a high level of competency in literacy and numeracy.
- All teaching staff develop a differentiated curriculum to ensure the highest quality outcomes for every child.
- Banksia Beach State School promotes community support and interaction through volunteer programs, citizenship involvement and community sponsorships.
- Assessment tasks moderated in every year level.

### **An adoption of ICTs to enhance Teaching, Learning and Management**

- Interactive White Boards in every classroom and related digital resources ensure effective teaching is available for every student, every day.
- Information Technology enhances teaching/learning processes in all areas of the curriculum for all students.
- Parents understand how technology complements their child's education.

### **A Safe, Supportive and Productive Learning Environment**

- All students have a high level of self-esteem, self-confidence, self-discipline and demonstrate positive interactions and co-operation through adopting the values of our school.
- The school community has excellent, well-managed resources and facilities.
- Behaviour of all individuals at Banksia Beach State School is of the highest standard at all times.
- Everyone at Banksia Beach State School is a valued team member.

## **AT BANKSIA BEACH STATE SCHOOL WE VALUE PRIDE.**

What have you done today that you are proud of?

### **Do we build pride?**

Yes, this is happening at Banksia Beach State School because:

#### **Students are:**

- Wearing full school, sport or band uniform on the appropriate days.
- Showing a positive attitude to being part of *Team Banksia*.
- Praising each other and celebrating each success with genuine enthusiasm.
- Encouraging pride in each other by reminding each other about our values of Unity, Respect and Excellence.

#### **Staff are:**

- Wearing Banksia colours or staff shirt to outside events eg. Triathlons, Gala Days, Touch Football.
- Speaking positively about all aspects of our school in all forums, including digital.
- Ensuring all students feel part of our *Team Banksia*.
- Recognising and encouraging all high level performances.
- Publicly acknowledging all achievements and celebrating progress and success.
- Recognising and encouraging each child's progress and success, regardless of starting point.

#### **Parents are:**

- Providing students with correct uniform and all equipment required to participate fully in school activities.
- Speaking positively about all aspects of our school in all forums, including digital.
- Positively supporting all outside school activities.
- Publicly acknowledging all achievements.

## **AT BANKSIA BEACH STATE SCHOOL WE VALUE UNITY.**

### **Are you part of our team?**

#### **Do you value all members of our team?**

Yes, this is happening at Banksia Beach State School because:

#### **Students are:**

- Displaying school spirit by working together to achieve great results in all areas of school life.
- Getting along with everyone and supporting each other in all endeavours.
- Daring to do their best, taking risks and striving for excellence.
- Setting and achieving SMART goals.
- Acknowledging and praising others who achieve excellence.
- Wearing the Banksia Beach State School uniform with pride and loyalty – maintaining our high standards.

#### **Staff Are:**

- Working as a member of *Team Banksia* by showing flexibility, co-operation, respect and commitment to every school student, staff member, program and activity.
- Setting high expectations for every child.
- Providing a supportive learning environment where students feel comfortable taking risks to achieve higher outcomes.
- Facilitating, motivating and rewarding the achievement of high goals and targets.
- Always striving to have children understand that high standards are everyone's responsibility.
- Focusing on the individual potential of each student and supporting his/her achievements.
- Organising, planning and modelling informed goal setting.
- Delivering the highest quality educational service through continuing professional growth and improvement.

#### **Parents are:**

- Supporting and speaking positively about all staff and students and their endeavours to reach high standards and the full potential of every student.
- Resourcing children adequately to ensure they are ready and organised for school life.
- Collaboratively celebrating success.
- Involved and informed with all school events and activities.

## **AT BANKSIA BEACH STATE SCHOOL WE VALUE RESPECT.**

### **Are you showing respect to everyone in the community?**

#### **Are your relationships professional but friendly?**

Yes, this is happening at Banksia Beach State School because:

#### **Students are:**

- Following school rules, routines and directions by all staff members.
- Well-mannered and courteous at all times.
- Interacting positively with each other.
- Showing respect through appropriate behaviour in all situations and occasions.
- Listening, appreciating and encouraging others' points of view.
- When wearing Banksia Beach State School uniform, displaying appropriate behaviour at all times.
- Caring for the environment.
- Caring for property belonging to the school, other people and themselves.

#### **Staff are:**

- Demonstrating positive interactions with others in all situations by being well-mannered and courteous.
- Listening, appreciating and encouraging alternate points of view.
- Speaking positively about all aspects of our school in all forums, including digital.
- Understanding and appreciating student diversity and ensuring equity for all students.
- Caring for the environment.
- Caring for property belonging to the school, other people and themselves.

#### **Parents are:**

- Demonstrating positive interactions with others in all situations by being well-mannered and courteous.
- Speaking positively about all aspects of our school in all forums, including digital.
- Caring for the environment.
- Caring for property belonging to the school, other people and themselves.
- Listening, appreciating and encouraging alternate points of view.
- Interacting with class teachers during times that don't intrude on student learning.

## **AT BANKSIA BEACH STATE SCHOOL WE VALUE EXCELLENCE.**

### **Am I doing my best?**

#### **How can I help someone achieve his/her best?**

Yes, this is happening at Banksia Beach State School because:

#### **Students are:**

- Striving to achieve their highest potential in all areas.
- Asking for feedback and acting on that feedback to improve outcomes.
- Daring to do their best, taking risks and striving for excellence.
- Setting and achieving SMART goals.
- Aiming for continued improvement in all endeavours, never becoming complacent.
- Acknowledging and praising others who achieve excellence.

#### **Staff are:**

- Setting high expectations for every child.
- Facilitating, motivating and rewarding the achievements of high goals and targets.
- Never settling for mediocrity in any area.
- Focusing on the individual potential of each student and supporting his/her achievements.
- Organising, planning, informing and modelling goal setting.
- Delivering the highest quality curriculum delivery.

#### **Parents are:**

- Supporting all staff and students in their endeavours to achieve the highest standards and potential.
- Collaboratively celebrating success.
- Ensuring they are involved and informed.



## **STAFFING:**

The Principal, Mr Martin Leach is supported by three Deputy Principals. As principal he oversees the entire school.

- Deputy Principal Mrs Ellen Mead - Prep and Year 1
- Deputy Principal Mrs Heidi Haydon - Year 2 and Year 3
- Acting Deputy Principal Mr Jay Wilson - Years 4, 5 and 6.

Banksia Beach state School currently has 39 classes and is also supported by a Special Education Unit which caters for children with special needs.

Our administration team, our dedicated classroom teaching staff and support staff all work together to ensure that our values are enacted and evident every day.

## **ABSENCES:**

If a child is absent from school for any reason a parental or carer explanation is necessary. Advice may be by letter upon the child's return to school, a call to the office absence line (PH 3408 5366) or website – *Register Absence* button.

State schools are required to notify parents on the same day that any student is absent from school without explanation. Once rolls have been marked in the morning, any unexplained absence will have a SMS message sent to the student's parent. For this reason, always ensure that your contact details are update to date with our school office.

For extended absences, please advise the school at the earliest opportunity.

We are required by law to contact a family if a student is absent from school for three (3) consecutive days without explanation.

## **ADOPT-A-COP**

The school is involved in the Adopt-a-Cop program. The program endeavours to create a close friendship between students and the Police. Our Adopt-a-Cop speaks to the children on stranger danger, road safety and bicycle safety and is available through the Bribie Island Police Station on 07 3410 9222.

## **ASSEMBLIES:**

Assemblies are held at 2.30pm.

Year 4 – Year 6 assembly is held every second Wednesday (odd weeks).

Year 2-3 assembly is held alternate Wednesdays (even weeks).

Prep-Year 1 assembly is held every second Tuesday (even weeks)

Assembly may include a concert item from a different class each week. Certificates and Awards are given out for personal achievements. Parents and community members are most welcome to attend.

**BEHAVIOUR:**

The highest standard of student behaviour is expected at all times whilst your child is at school, representing our school or travelling to and from school. Our aim is for all Banksia Beach State School students to develop self-disciplinary habits which will improve and develop throughout their school, adolescent and adult lives.

All members of our school community – teachers, students, parents and volunteers are all expected to display behaviour which reflects the school values of Respect, Pride, Excellence and Unity. These values are explained and displayed in every classroom and a copy of the Behaviour Management Plan is available from the office upon request.

**BICYCLES, SKATEBOARDS AND SCOOTERS:**

All bicycles, skateboards and scooters must be left in the bike racks all day. Bike racks are located in the lockable cage at the front of the school, at the back of the Year 2 block and beside the Year 1 classrooms. Students must walk their bicycles in and out of the grounds. It is advisable for bikes to be locked whilst at school if not in the cage. Thefts are rare but not unknown. It is a Queensland State Government law that all children riding bicycles wear approved helmets. It is expected that children who ride bicycles to school have been instructed well in bicycle safety by their parents and can ride safely on the roads.

**BOOKS AND MATERIALS:**

Year level lists of books and equipment are produced and handed out to parents during Term 4. At this time “Book Packs” may be ordered through the P&C Association for the following year.

Book lists are also available via the school website [www.banksiabeachss.qld.eq.edu.au](http://www.banksiabeachss.qld.eq.edu.au)

Please ensure all books and materials are clearly labelled. Please check with your child and your child’s teacher throughout the year regarding their stocks of books, pencils, erasers, glue, etc.

**BOOK FAIR:**

Book Fairs are held twice each year. A large range of books are offered for sale and are on display for a week in the Library. All purchases help the school raise funds for the purchase of new books for the Library.

**BUSES:**

Buses depart each afternoon to Banksia Beach, White Patch, Bellara, Bongaree, Woorim, Sandstone Point and Ningi.

Telephone Bribie Island Coaches on 3408 2562 for further information.

**CODE OF BEHAVIOUR FOR BUS TRAVEL:**

Administration members are rostered to supervise children waiting for and boarding buses.

Queensland Transport has issued a “Code of Conduct for School Children Travelling by Bus”. It includes procedures for bus drivers to follow when managing behaviour on buses. Should parents wish to view a full copy of the code, our school holds one copy for reference.

Students of Banksia Beach State School are expected to observe Queensland Transport Code of Conduct and conduct themselves, in an orderly manner while waiting for, boarding or alighting from buses.

#### **CAMP POLICY:**

##### **Year 5 & 6 Camps:**

Each year the Year 5 & 6 students are involved in a school camp with focuses on leadership skills, team work and risk taking in a safe and supportive learning environment. These skills are vital for the children as they take on leadership roles such as school captains and sports house captains.

It is expected that as a result of attending this camp, children will have:

- Developed communication skills
- Identified personal strengths and competencies
- Set goals for themselves
- Developed leadership skills
- Formed and enhanced friendships
- Worked within a team (and developed co-operation, trust and respect)
- Resolved conflicts in a fair manner
- Learned a little about group dynamics and developed decision making skills

#### **CANTEEN:**

A full canteen facility operates from the school on a daily basis from 8:30am until 2:00pm. Our canteen opens on the first day of school. A menu will be sent home early in the year and each term and is also available on the school website.

We offer an online ordering system for lunches, uniforms, sporting and music requirements – via the Qkr! app. This app can be downloaded via the App Store (iPhone) or Play Store (Android)

A bag system also operates in the canteen where all children are requested to place lunch orders and afternoon tea orders on separate bags directly.

For further information, or if you wish to be included on the canteen roster, please contact the Canteen via the school office.

#### **CHANGE OF DETAILS:**

Parents are requested to notify the school as soon as possible with any change of address, phone number, email address or emergency contact person. Please note invoices and newsletters are sent out electronically.

### **COMPLAINTS:**

In the first instance, parents should see the classroom teacher directly. Parents who wish to discuss any issues further with a member of administration are requested to make an appointment through the school's Administration Office.

### **CROSSING SUPERVISORS:**

Crossing supervisors are positioned at the pedestrian crossing located on Sunderland Drive from 8:00am – 9:00am and 2:50pm – 3:20pm Monday to Friday.

### **DISMISSALS:**

On dismissal at 3:00pm each day, children are to leave the school grounds promptly. Children catching the school bus are to sit quietly in designated bus lines and wait for the teacher/teacher aide on duty to direct them to the bus. Children waiting to be picked up by parents **must wait inside the school gate.**

Out of school hours and vacation care is available from **Helping Hands** located in Modular 13. Please contact them for further information on 0448 080 489.

### **DOGS:**

Due to health, safety and hygiene concerns, dogs are **not** permitted on the school grounds at any time. Service dogs are an exception to this rule.

### **EARLY ARRIVALS:**

Parents are requested not to send their children to school before 8:30am. Should the need arise to be at school before that time, Out of School Hours Care is available. All other children are requested to wait outside the canteen until 8:30am where children can sit and wait while reading a book. Books are available from the trolley located in this area. Children and parents are not to be at classrooms before this time as it is used by staff for meetings and preparation.

### **ENRICHMENT PROGRAM:**

Various student groups within the school are provided opportunities to participate in varied enrichment and extension activities including science, sporting teams, STEM and Instrumental Music. All learning experiences are planned to cater for student differences and talents.

Students are encouraged to enter academic testing programs including English, Maths and Science from the University of NSW. Students are nominated by class teachers, however if you wish your child to be included in this program you may nominate them at the beginning of the year and make payment for each test you wish your child to take. Entry fees are required for each test. An invitation to participate will be included in a newsletter early in the year.

The performance bands, choir and dance troupes represent our school at both competitions and community events. Sporting teams provide opportunities for children to reach representative level in several sports. Please also refer to *Programs of Excellence*.

#### **ENROLMENTS:**

Children must be 5 by 30<sup>th</sup> June in the year they enrol in Prep. **A birth certificate must be sighted for all enrolments.**

All new enrolments are made through the Enrolment Officer in administration.

Banksia Beach State School is governed by an Enrolment Management Plan. For further information please contact the school's enrolment officer on 3408 5333.

*Prep enrolments information – please refer to page 19*

#### **EXCURSIONS:**

Occasionally, educational excursions are planned for the purpose of studying some aspect of the educational program first hand. Such excursions are valued educational experiences and when undertaken, provide children with valuable educational outcomes. Parents will be given as much notice as possible and prices will be kept to a minimum. Parent permission is always required.

#### **FIRE/LOCKDOWN DRILL:**

An emergency evacuation and evasive action plan for fire and lockdown operates at school. All staff and children are aware of procedures to be followed in such an emergency. A fire and lockdown drill is performed each semester as a constant reminder of these procedures.

Parents, in the event of a real fire or lockdown at school, **please do not rush to the school to take your child away without first informing the teacher of your intentions.** Children will be evacuated to a central location and parents are requested to pick up children from that location.

#### **FREE DRESS DAY:**

Usually held once per term. These days are held as a fundraising event for Student Council projects. Please ensure that students are dressed in an appropriate sun-safe manner with closed in shoes.

#### **GUIDANCE OFFICER:**

As an Independent Public School, Banksia Beach State School has access to the services of an Education Queensland appointed full-time Guidance Officer to provide support for students where academic concerns, or other issues relating to personal or family matters arise. Parents wishing to access the Guidance Officer will need to speak with their child's teacher in the first instance before teacher referral to administration.

## **HOMEWORK:**

Homework plays three major roles in a child's education. Firstly, it is used to reinforce work that has been covered recently at school. Secondly, it encourages the child to develop positive study habits, which are vital to success in higher education. Thirdly, and arguably most importantly, homework provides an avenue where school and home may be linked; parents can share in work that children are experiencing at school.

Homework quantities will vary for each year level and will involve some writing, reading, skill development and for the older year levels some assignment and project work.

### **Parents and caregivers can help their children with homework by:**

- being interested in the tasks
- providing a suitable place for the homework to be undertaken
- reading with their children
- talking with them and involving them in tasks at home including shopping, playing games and physical activities
- 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 issues regarding homework

### **Students may take responsibility for their own learning by:**

- being aware of the school's homework requirements and discussing with their parents or caregivers homework expectations
- accepting responsibility for the completion of homework tasks within set time frames
- following up on feedback from teachers to improve future homework
- negotiating with the class teacher if homework is too difficult or time constraints are too short
- organising time to ensure that all obligations – homework, family, sport, cultural and leisure – are met

### **Teachers may assist students establish a routine of regular independent homework by:**

- setting homework on a regular basis
- clearly explaining all homework expectations
- differentiating homework to reflect individual learning needs for both the academically challenged and the academically able children
- providing feedback in a timely manner to improve the quality and understanding of all tasks
- scaffolding organisational and time-management skills to assist children deal effectively with all commitments, both school and home
- negotiating with students who experience difficulty with homework requirements

Further information may be obtained by accessing DETE's website on homework:  
<http://education.qld.gov.au/parents/pdf/homeworkpolicy.pdf>

### **HOME READING:**

All children in Prep and Years 1, 2 and 3 will be provided with levelled home reading books. We ask that parents take the opportunity to hear their children read every day. Parents will be asked to sign and make comments on the reading that students do at home. The class teacher will constantly assess reading and decide when a new reading level is appropriate. Home reading for Years 4-6 will be done through normal borrowing at the Resource Centre each fortnight.

Some digital resources are now available to children and parents and this information will be sent home as appropriate.

### **INDEPENDENT PUBLIC SCHOOL STATUS:**

Banksia Beach State School was named as an IPS in 2013. This status is in recognition of the success of our high performing school which offers quality curriculum and co-curriculum programs.

Being an IPS school allows for more flexibility in curriculum delivery, staffing and funding models to ensure the best outcomes for all students.

Community groups and businesses are welcome to sponsor targeted areas of Banksia's programs. If you wish to be involved in this, please contact the school office for more information.

### **JEWELLERY:**

For safety reasons, a watch and sleeper or stud earring in pierced ears are the only forms of jewellery which may be worn in the primary school. Religious medallions etc. may be worn beneath the uniform. All earrings are to be removed for swimming lessons and inter-school sports. **All other visible piercings are not permitted.**

### **LATE ARRIVALS:**

Any student arriving late to school (after the 9.00am bell) will need to report to the office and be signed in. Students will then be issued with a late receipt which is then given to the teacher. Any student/parent who arrives at the classroom without a pass will be redirected to the office.

### **LOTE:**

Indonesian is the LOTE (Language Other Than English) studied at this school.

At present Year 5 & 6 students have 1 hour of LOTE per week

**LOST PROPERTY:**

Any items of clothing etc, that are found in the school grounds are returned to their owner if the item is clearly named. A lost property box is located near the canteen and all items with no names are held in the lost property bin until claimed.

If your child does misplace some personal items please check in lost property. Periodically, unclaimed lost property is given to a charitable organisation.

**MOBILE PHONE POLICY:**

Mobile phones may be carried to school, however should be turned off and safely stored at the office or with the class teacher. Phones may be used after school to facilitate family communication. All phones brought to school are the responsibility of the student and his/her parent. *No liability will be accepted by the school in the event of loss, theft or damage to any mobile phone.*

**MUSIC:**

Our school employs a qualified full time classroom Music Teacher who conducts lessons each week for Prep to Year 6.

Performance Choirs are trained under the guidance of the Music Teacher and perform within the school, at competitions and various functions within the community. An annual levy applies to the Performance Choir.

**OFFICE HOURS:**

The school administration office is open during the hours of 8am to 3.45pm Monday to Friday (school days)

Phone: 3408 5333

Email: [info@banksiabeachss.eq.edu.au](mailto:info@banksiabeachss.eq.edu.au)

Web: [www.banksiabeachss.eq.edu.au](http://www.banksiabeachss.eq.edu.au)



You can also find us on Facebook and Twitter.



**PARENT NEWSLETTERS:**

The school newsletter is sent electronically each fortnight to all parents.

**PARENTS & CITIZENS' ASSOCIATION:**

The Parents and Citizen's Association is an active group which meets on the third Tuesday of each month in the meeting room located in the Resource Centre or in the school hall. Meetings are held at 1:00pm. Election of office bearers takes place in March each year.

Our P&C Association depends upon your involvement and support. The main aim of the Association is to do all things possible for the enhancement of student learning. The P&C have been involved in extensive fundraising and have completed or supported many initiatives around the school, including IWB and air conditioning for every classroom.

The P&C has various fundraising projects throughout the year which parents are encouraged to support eg., Easter raffles, Mother's and Fathers' Day Stalls.

**PARENT-TEACHER REPORTING:**

Parents receive a formal report each semester.

Parent interviews are offered at the end of Term 1 and again in Term 3. Parents may also organise meetings in consultation with the teacher at any time if you have a concern.

A Parent Information Evening is held early in Term 1 to explain the program which your child will be offered in that year.

**PARKING:**

Parking spaces have been provided outside the front of the school for parents and visitors. People using this carpark are asked to **reverse** park for the safety of children. Please obey the designated signs located in the carpark.

**No unauthorised parking, picking up or dropping off of children is allowed inside the school grounds.** This policy is for the protection of all children.

**N.B.** Facilities have been provided for the arrival and departure of special needs children. Only cars with a **school** parking permit are allowed to use this area.

**PAYMENTS:**

Payment for all school activities and charges can be made online via BPOINT as this is the preferred method of payment. BPOINT is a secure online payment portal supported by the Commonwealth Bank which enables parents and caregivers to pay the school via credit card or debit card. Payments can also be made via the Qkr! app.

Payments may also be made at school Monday to Friday mornings between 8.30am and 9.30am at the payment window located in the office. The payment window accepts cash and credit card.

#### **PERFORMING ARTS:**

An instrumental music program of brass (trumpet, trombone, tuba, euphonium), woodwind (clarinet, flute and saxophone) and percussion (drums, xylophone and cymbals) is offered as an extra-curricular activity.

We currently have 3 instrumental music teachers who specialise in various areas of instrumental music.

Band rehearsals and sectionals are held outside of school hours.

Dance Troupe – the school also has a dance program available for qualifying students.

Contact the school office for further information.

An annual levy applies to this activity.

#### **PERMISSION TO LEAVE THE SCHOOL GROUNDS:**

Children will not be permitted to leave the school grounds during the school day without parental permission. If children are to be collected during the school day, please report to reception to sign out your child/ren. Upon signing out you will be given an early departure slip for the classroom teacher.

#### **PHYSICAL EDUCATION:**

Banksia Beach State School has a Physical Education Specialist teacher and Years 1 – Year 6 have one lesson per week. These are designed to develop skills, fitness, strength, coordination and agility.

A Perceptual Motor Program is undertaken for two hours each week by Prep students to develop gross motor skills.

Older students have the opportunity to compete in interschool teams in various sports each term. A school athletics carnival is held in Term 2. Swimming lessons for Years 1 – Year 6 are conducted in Terms 1 and 4 and a Senior Swimming Carnival is held in Term 1.

#### **PLAYGROUND SUPERVISION:**

During school hours, children are fully supervised. Recess and lunch breaks are supervised either by teachers or teacher aides. Administration staff are usually also in the playgrounds on a daily basis. Trained First-Aid officers deal with all injuries. For more serious accidents parents or caregivers are contacted as soon as possible.

## PREP SCHOOLING:

Prep is a full-time early education program offered in schools from Monday to Friday during normal school hours 9:00am – 3:00pm.

Prep is integrated fully into the rest of the school. Classrooms and other facilities are located in school grounds. All Prep children wear the Banksia Beach State School uniform.

Prep provides the foundation for your child's success at school by developing:

- a positive approach to learning
- independence and confidence
- thinking and problem-solving skills
- language skills
- early literacy and numeracy foundations
- physical abilities including gross and fine motor skills

Children will need to be 5 by 30<sup>th</sup> June in the year they start in the prep class.

BIRTHDATE	Eligible for Prep Year in:	Eligible for Year 1 in:
1 July 2015 – 30 June 2016	2021	2022
1 July 2016 – 30 June 2017	2022	2023
1 July 2017 – 30 June 2018	2023	2024

More information and a prep age calculator can be found at <https://www.qld.gov.au/education/earlychildhood/prep/enrolments>

Community kindergartens and other child care providers will offer programs for children prior to the Prep Year.

Prep enrolments open at the beginning of March each year.

Automatic acceptance of enrolments occurs for in-catchment applications. Out of catchment applications are placed on a waiting list and are notified in September regarding their acceptance of their application.

Both parents or caregivers and Pre-Prep students attend an interview in Term 3 and 4 and a Pre-Prep program is also offered in Term 4 to ensure a smooth transition into school life. Parent information sessions are conducted during this time so that all questions and concerns may be addressed.

# Programs of Excellence

Banksia Beach State School offers Programs of Excellence in the areas of Academia, Performing Arts and Sport. Limited vacancies exist in Year 2 – Year 6 for students who wish to apply for enrolment under a Program of Excellence.

## ACADEMIC

- Provide academically able students with a negotiated curriculum which reflects their needs and abilities.
- Emphasis will be placed on providing an independent learning environment which may utilise any of the following: acceleration, mentor programs, contracts, dual enrolments or extension programs.
- Optimise academically able students' opportunities to achieve their potential.
- Provide a learning environment which both challenges and supports academically able students to pursue excellence.
- Provide an opportunity for academically able students to engage in learning at a level appropriate to their cognitive ability.

## PERFORMING ARTS

- To provide students who have demonstrable ability in either music or dance an opportunity to develop high level performance skills.
- To provide a differentiated and negotiated curriculum which allows students to access all core requirements of ACARA while pursuing skill development in dance, voice or their chosen orchestral instrument.
- To provide a learning environment which provides both support and challenges to extend and develop performance skills and repertoire.
- To provide and encourage performance opportunities within both the school environment and the wider community.
- To support students with instruction, mentoring and exposure to opportunities in the Performing Arts field in readiness for transition to secondary school programs of excellence.

## SPORTING

- To provide students who have identified sporting ability, an opportunity to develop high level skills.
- To expose students with sporting ability to a variety of sporting pursuits in which their abilities can be applied.
- To develop in students advanced team skills and thinking strategies associated with game play and sportsmanship.
- To support students, through skill acquisition and practice, to achieve representative success in their chosen sport at club competition.
- Optimise opportunities for students with high level of sporting ability to achieve at District, Regional and State level.
- To provide a pathway for students into secondary school programs of excellence.

**PUBLIC SPEAKING:**

Selected students from Year 6 are mentored to develop confidence and speech preparation. Student participate in the annual RSL Speaking Competition.

**REPORTING:**

Written reports are issued electronically at the end of each semester.

Formal parent-teacher interviews are offered for each child at the end of Term 1 and during Term 3. It is the school's policy to maintain open communication with families at all times and either the parent or the teacher may request an interview at any mutually convenient time.

**RESOURCE CENTRE (Library):**

The role of the Resource Centre is to manage the resources that support teachers and students. Classes may borrow books weekly or fortnightly under the supervision of the class teacher.

**Students from Prep to Year 1 must have a library bag to borrow.**

The Resource Centre is open before school from 8:30 and during lunch times on Monday – Thursday. In the event of a book being lost, payment for a replacement may be requested. The number of books which your child may borrow depends on his/her year level. Encourage your child to participate in library borrowing as this is a positive way to foster a love of books and reading.

**RELIGIOUS INSTRUCTION:**

Qualified Religious Instruction members conduct lessons each term. Participation is optional.

**SCHOOL COUNCIL:**

As an Independent Public School, we have established a School Council. The role of the Council is to assist with formulation of the Annual Improvement Plan and ensuring that its aims and objectives are reflected in the total school budget. School Council meetings are held once a term.

The membership is as follows:

- Principal
- P&C President
- 3 x Parent Representatives
- 3 x Staff Representatives
- 2 x Community Representatives

### SCHOOL GOUNDS – AFTER HOURS:

Unauthorised persons on the school premises will be regarded as trespassers, unless accompanied by a member of the school staff or by a person who has written authorisation from a member of the Administration of the school.

### SCHOOL ROUTINE:

<b>8:30am - 1st Bell</b>	Prior to 8:30am students are to wait quietly near the Canteen area – no play.  Students move quietly to classrooms to prepare for the day.
<b>8:50am – 2nd Bell</b>	School begins – children should be in class and ready to commence work.
<b>9:00am</b>	Bell rings to indicate all classes have begun – students arriving after this time must report to the office for a late receipt.
<b>11:00am</b>	Lunch break eating time.
<b>11:15am</b>	Playtime commences.
<b>11:40am</b>	End of play, students should prepare for class (toilet, wash hands, drink) and return to line up area.
<b>11:45am</b>	Classes resume.
<b>1:15pm</b>	Second break eating time.
<b>1:25pm</b>	Playtime commences.
<b>1:40pm</b>	End of play, students should prepare for class (toilet, wash hands, drink) and return to line up area.
<b>1:45pm</b>	Classes resume.
<b>3:00pm</b>	School ceases.

### SCHOOL HEALTH:

#### Accidents and Sickness:

If your child becomes ill at school, his/her condition will be watched closely by the staff. If we consider that your child is ill enough to warrant going home, you will be contacted immediately.

In the case of an accident the following procedures will be followed. If the accident is only minor, then first aid will be administered by qualified staff. If the accident is serious enough to require medical attention, an ambulance will be called and you will be notified immediately. If we are unable to contact you, ambulance and medical attention will be sought on your behalf.

***It is essential that we know where to contact you in the above circumstances. Please ensure that we have your current phone number and address as well as up-to-date emergency contacts listed at school.***

### **School Dental Clinic:**

A Department of Health school dental van, staffed by a dental therapist and dental aide, visits the school at regular intervals.

Dental care and supervision are offered to those children whose parents have given their consent for this work. You are informed prior to any treatment being carried out. Please note – If you wish your child to be seen by the school dentist, you must first enrol him/her in this program.

### **Health, Hygiene & Infectious Diseases:**

If your child is not well, please keep them at home to avoid infection. If in doubt, consult your doctor or ring the school.

A time out poster can be found at

[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).

This poster provides the recommended minimum exclusion periods for infectious conditions.

You can also visit the Department of Health website: [www.health.qld.gov.au](http://www.health.qld.gov.au).

### **Medication:**

Strict procedures have been developed by the Queensland Government regarding prescription and over-the-counter medication in schools. Our school is committed to working closely with parents and students to highlight the risk of students misusing these medications.

All parents/caregivers must:

- Notify the school in writing of a health condition requiring medications at school.
- Complete Education Queensland's "Administration of Medication" form if school staff are to administer medication or assist in the management of a health condition.
- Notify our school in writing of any requests and/or guidelines from medical practitioners including potential side effects or adverse reactions.
- Provide the medication in the **original** labelled container to the office staff.
- Ensure the medication is not out of date and has an original pharmacy label with the student's name, dosage and time to be taken.
- Notify our school in writing when a change of dosage is required. This instruction must be accompanied by a letter from a medical practitioner.
- Advise our school in writing and collect the medication when it is no longer required at school.

***Please note that analgesic, cough mixtures and all non-prescription medication will not be administered by school staff and should not be brought to school.***

### **Asthma Inhalers:**

Asthmatic children who are responsible for taking their own medication at home, may have their own inhalers with them at school.

An inhaler for emergency situations is kept in the admin building.

### **SPECIAL EDUCATION UNIT:**

The Banksia Beach Special Education Unit (e-Hub) embraces the philosophy of Inclusive Education for students with Special Needs and caters for students with a diverse range of low incidence disabilities.

The e-Hub comprises of the Head of Special Education Services, Integration Support Teachers, full-time Teacher Aides, casual Teacher Aides, working in co-operation with the Learning Support Teachers in a "Support Team" model. This team works under the direction of the Inclusive Services Committee.

A program is also available for children aged from birth to the beginning of Prep.

### **STUDENT COUNCIL:**

Early each year the Student Council is formed from class representatives and the school captains. Students in Year 4, 5 & 6 elect representatives from each of their class groups. Meetings are held fortnightly to plan fund raising activities for our identified projects and to discuss improvements to the school as suggested by the student body. Councillors also cater for the class group from Year 1 – Year 3, by bringing their suggestions or complaints to the meetings. Student Council representatives may be called upon to assist at fundraising events (eg., Disco).

### **SUNSMART POLICY:**

#### **Rationale:**

Queensland has the highest rate of skin cancer in the world. Of all new cancers diagnosed in Australia each year, 80% are skin cancers. Research indicates that childhood sun exposure is an important contributing factor to the development of skin cancer later in life. Given that students are at school during peak ultraviolet radiation (UVR) times throughout the day, between 10:00am – 3:00pm, schools play a major role in both minimising student's UVR exposure and providing an environment where policies and procedures can positively influence student behaviour.

Ultraviolet radiation (UVR) levels are highest during the hours children are at school. As children will spend a portion of their day outdoors, we are committed to protecting them from harmful effects of the sun.

With this in mind, **Banksia Beach State School** realises the need to protect children's skin and educate them about SunSmart behaviour, thus reducing the risk of skin damage from exposure to the sun.



Students will wear a broad brimmed school approved hat at all times when outdoors. Parents will supply 30+ broad spectrum sunscreen at all times. When participating in water-based activities all children are required to wear a sun shirt.

#### **SWIMMING PROGRAM:**

In Terms 1 and 4, students from Years 1 – Year 6 participate in a Learn to Swim/Water Familiarisation or Swim Skill Program appropriate to their level of water skill. The PE Specialist co-ordinates this program which takes place at the Bribie Island Aquatic Leisure Centre. Parents are notified by note of the cost and dates.

#### **TRANSFERS:**

Children transferring from our school to another, whether it be in Queensland or interstate, are required to advise our school's Enrolments Officer of the destination school. Transfers are done between the schools. All library books, reading books, music instruments etc borrowed by children must be returned to the school before leaving.

#### **UNIFORMS:**

The school and sporting uniforms are available through the School Locker Uniform Shop at Banksia Beach State School each Tuesday and Thursday morning from 8.00am – 10.30am.

Alternatively, you may wish to visit the School Locker Superstore located at North Lakes or online at [service@theschoollocker.com.au](mailto:service@theschoollocker.com.au).

#### **Girls Uniform:**

Dress (Maroon/White/Grey Check) – Formal uniform  
Shirt (Maroon/White/Grey Check) – Formal uniform  
Grey Pleated Skirt/Skort  
Maroon Polo Shirt  
Black Shoes/Grey Socks  
Maroon broad-brimmed Hat

#### **Boys Uniform:**

Shirt (Maroon/White/Grey Check) – Formal uniform  
Grey Shorts  
Maroon Polo Shirt  
Black Shoes/Grey Socks  
Maroon broad-brimmed Hat

Children are expected to wear uniforms to school every day. **Formal uniforms are required on assembly days**, however may also be worn on any day.

A policy of **No Hat No Play** exists. Children also require a hat to participate in PE lessons. Please refer to our SunSmart Policy on our school website.

Please name all clothing.

Closed in black shoes are required for safety reasons and are also endorsed as part of the P&C uniform standard.

#### **VISITORS TO THE SCHOOL:**

**All visitors including volunteers must report to the main office on arrival to the school and sign in.**

Signs are placed at the entrances to the school advising that visitors must report to the office.

**Exception: Assembly** – Parents/caregivers are welcome to attend assemblies – there is no need to sign in at the office.

#### **VOLUNTEERS:**

At school a myriad of curriculum activities occurs in all classes. These activities are often enhanced by the assistance of volunteers. At our school, we value the work of volunteers and are very grateful to them for their contribution. If you are able to volunteer some time at the school, you would be made most welcome. Some activities in which volunteers participate include:

- Listening to children read
- Art activities
- Craft activities
- Physical education activities
- Book covering in the Shared Learning Centre
- Support-a-Reader tutors
- Canteen

Please contact your child's teacher or the Volunteer Coordinator (via the office) to register your interest. Volunteers who do not have a child at the school, must complete an application for suitability notice. Part 6 of the Commission for Children and Young People Act 2000 requires a person (over the age of 18 years) seeking to work with children (under the age of 18 years) in a voluntary capacity, to undergo a screening process based on his or her criminal history, to determine the person's suitability to work in child-related employment. Forms for completion are available from the administration.

The Volunteer Co-ordinator will complete an induction program with each volunteer at the start of the program. There are also opportunities to undergo training in support programs that are free of charge and held on site each term.

All volunteers are asked to sign in the Administration Block before proceeding to class areas.