"Our School is a Family Affair"
Be Safe
Be Respectful
Be Responsible

Part of the:
Central Queensland District;
Fitzroy Central West Region of schools;

"Learning Beyond Boundaries"
School Address
52599 Burnett Highway
Bouldercombe QLD 4702

Postal Address
As above

Telephone  Fax
4912 4777   4912 4700

Email
the.principal@bouldercss.eq.edu.au

Website
www.bouldercss.eq.edu.au

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

School Calendar – 2016 (as at 01/11/15)

Term Dates
Term 1  Monday 25 January - Thursday 24 March
Term 2  Monday 11 April - Friday 24 June
Term 3  Monday 11 July - Friday 16 September
Term 4  Tuesday 4 October - Friday 9 December

Student Free Days
Term 1  Thursday 21 and Friday 22 January
Term 4  Monday 17 October

Public Holidays
Tuesday 26 January  Australia Day
Friday 25 March  Good Friday
Monday 28 March  Easter Monday
Monday 25 April  ANZAC Day
Monday 2 May  Labour Day
Thursday 16 June  Rockhampton Show Holiday
Monday 3 October  Queen’s Birthday
Parental Involvement

The increased effectiveness of this school will be partly achieved through stronger links between the school and the home. A strong partnership between school and home will greatly increase the effectiveness of your child’s education. Further:-

We also believe that:

- A child's performance is strongly influenced by the parent's attitudes and expectations.
- Achievement levels rise when parents are directly involved in their child's schooling.
- Parental participation can increase goodwill and communication and help develop a sense of community within the school.
- Because of their broad experience and understanding of their children, parents have many ideas and skills useful to the school.

Parents can assist in the following ways:
(a) Read the newsletters and bulletins that come home each week with your child.

(b) Talk to him/her about the school events.

(c) Write an occasional note to the teacher, expressing appreciation for something good that has been organised for the children.

(d) Attend parent and teacher evenings or afternoons.

(e) Join the P&C Association and attend the meetings.

(f) Accept an invitation to help in the classroom-
   - reading to a small group, or hearing a child read;
   - assisting with the preparation of teaching aids;
   - typing some of the children’s stories;
   - helping to illustrate these stories in book form;
   - helping in the library;
   - participating in working bees;
   - helping with sporting programs;
   - recounting your particular experiences on certain topics for the children;
   - helping supervise children while teachers may be involved in other areas;
   - assisting with tuckshop.
**Accounts**

Throughout the year students are invoiced for various curriculum based activities such as touring performances, camps and swimming programs. Accounts are expected to be paid in a timely manner. The cost of camps and programs vary from year to year and efforts are made to keep costs to a minimum. Camps are subsidised by the P&C and the Project Club.

Money should be sent to the school in a sealed envelope with the child's name clearly marked on it by the due date. Advance payments can be made to the school at any time. These payments will be credited to the students account and applied to costs as directed by the parent. Other options now available for payments are: Direct Deposit, Bpay and Bpoint. Details for these can be found on your invoice.

If you have difficulty making payments please make an appointment to speak to the Principal about a payment plan.

**Appointments**

Where possible, appointments should be arranged for a mutually convenient time and can be arranged through the office or with your child’s class teacher.

**Arrival / Departure**

Children have been asked not to enter the school grounds before 8:30am. No child should be playing with the school sports equipment before school. All children should ensure that they are prepared to commence work at 9:00am. There should be no major games, eg cricket, soccer and football, played anywhere in the school before 9:00am. Arrangements may be made with the Principal and staff to try to accommodate the children of working parents for early arrivals. There is no formal supervision of students before or after school. In the interests of safety all students should be collected by 3:05pm unless waiting for the bus. All students waiting for parents are to remain under the main school building. Unless under parental supervision, NO students will be allowed to play on the fort before or after school.
Cars and Parking

The ‘drop off’ (bus) area between the two main front gates may be used by parents to drop off children in the morning. Parents entering the school of a morning are asked to park in the parking spaces provided.

In the interest of student safety, the following guidelines should be followed:-

- Students are to wait under the school building until their parents arrive. No students are to wait out the front of the school for parents.

- Parents with children in the Preparatory (EEC) building should park in the car park that extends past the Preschool and past the Playground Fort. Parents of other students are asked to park in the car park which extends from the main entry down towards the tennis court.

Chaplaincy Program

The Chaplaincy Program has been an integral part of the school’s caring and supportive network since 2008. Support is given to staff and parents in fostering the physical, mental and social development of our students. Available on Mondays and Thursdays, the Chaplain also provides a listening ear and gives compassionate support to children experiencing personal and emotional issues.

Compulsory Attendance

Regular attendance by each student is necessary for satisfactory progress to be made. Therefore parents must assume responsibility for the regular attendance of their children.

In order that the Regulations under the Education Act are carried out, parents are requested to provide an explanation (verbally or by note) regarding a student’s absence from school. Frequent unexplained absences will be investigated by the school.

To report absences during office hours please phone 4912 4777 or after hours 4912 4766.
Correspondence

Any notes should be sent to the school in a sealed envelope with the child's name clearly marked on it.

Conveyance Allowance

The following provides a summary of the various types of conveyance allowance.

Funding is available for parents to assist with the transport of children to school if you meet the following criteria.

1. Primary school students Prep-6 must live more than 3.2km by the shortest trafficable route from the nearest state primary school.

2. Primary school students Prep-6-7 must live more than 1.6km from the nearest available bus run.

Application forms are available from Department of Transport. It is important that the distances are correct otherwise the Department of Transport could enforce penalties.

Dental Service

Free dental treatment from the School Dental Service is available to children from 4 years of age to their last day enrolled in grade 10. Dental examinations and treatment can be accessed through a school dental clinic. A mobile van no longer visits our school, please contact Dental Van at Waraburra State School. The majority of treatment is carried out by dental or oral health therapists who are highly trained and skilled in dentistry for children. More specialised treatment may be carried out by the Dentist who also advises parents with respect to orthodontics or other dental specialties.

For further information please contact Oral Health Services by phoning 4920 7553.

Discipline

Please refer to the document, “Responsible Behaviour Plan for Students” which has been issued to all families or given to new families upon enrolment.
**Enrolments / Transfers**

A birth certificate or other documentary evidence must be produced when the child is being enrolled into our school.

If you intend moving to another school please advise the office so that a Transfer Certificate may be prepared.

**Preparatory Year:** From 2007 all Queensland children have access to a non-compulsory preparatory year of education before starting Year 1. From 2008 the compulsory school starting age increased by six months. Children must be six by 30th June in the year they enrol in Year 1. Children must turn five years of age by 30th June, 2013 to enrol in Prep classes for 2013.

**Educational Outings**

From time to time your child will be given the opportunity to participate in various educational and sporting outings. Prior to these, parents will be notified of the date and the purpose. Parents may at this stage withdraw their consent if they so wish by contacting the school. Where payment is necessary, it would be appreciated if could be returned by the required date. Where appropriate, your child's medical history will be taken from his/her personal details sheet. However, if there are any changes or other problems prior to the excursion, please let us know. Parents will be required to sign a general consent form at the beginning of the year to cover such outings. All students are required to wear full school uniform when attending off-campus activities.

**Equipment / Building Use**

School oval and tennis courts are available for parent and community use. The main building and classroom areas are out of bounds. Use of the school buildings for meetings can be arranged through negotiation with the school office.

**Health Issues**

Please contact us if you have any concerns relating to the health of your child. Your child's health and cleanliness is essential.

If your child is ill please ensure that they have a recovery period at home to decrease the chances of infecting others. If any of the following health issues are evident parents will be notified so that the recommended treatment can commence.

The following list details exclusion times for various illnesses:
Health Issues (continued)

CHICKEN POX - Until fully recovered or at least 5 days after eruption first appears. Some remaining scabs are not an indication for continued exclusion.

CONJUNCTIVITIS (Acute infectious) - Until discharge from eyes has ceased.

DIARRHOEA - Exclude until diarrhoea has ceased.

GLANDULAR FEVER - Exclusion not necessary.

HEAD LICE - Until head has been treated. Constant checking by parents is extremely important. Headlice are hard to see as they live close to the scalp and the hair must be parted to see them. A louse may be as small as a pinhead, but is usually larger. The eggs (nits) are easy to identify. Look for small silvery white eggs firmly stuck to the hair shaft, particularly behind the ears and the nape of the neck. Anything not firmly attached to a hair is not a nit. Nits found further than 1cm (1/2 inch) from the scalp do not indicate active infestation. If you find lice or nits, a head lice shampoo or lotion and a fine tooth comb from a pharmacist is recommended for treatment.

MEASLES - At least 4 days from appearance of rash.

MUMPS - At least 9 days from onset.

RING WORMS - Exclude until day after treatment has commenced.

RUBELLA(German Measles) - At least 4 days after onset of rash.

SCHOOL SORES - Until appropriate treatment has commenced and exposed sores are covered.

Homework

Teachers hand out homework on a weekly basis. Please discuss homework with the class teacher if you have any questions.

House System

There are two houses – Crocodile Creek (green) and One Mile Creek (yellow). They are arranged according to families. Houses are almost numerically equal. The major Interhouse Competitions are the Athletics and Swimming Carnivals. Two Sports Captains from Year 6 are elected by students and staff at the end of each year.
**Interschool Sport**

We do not participate in Interschool Sport at present. This is mainly due to high costs and our choice of sports being soccer and netball which do not play in the same season any more. However, sport is conducted within our school. Our students in years 4-6 participate in an Interschool competition with various sports.

**Late Arrivals/Early Departures**

Students arriving after 9am or leaving before 3pm must be signed in or out by a parent or guardian. A reason also needs to be stated. The Student Sign in /Out book is located in the Administration Office.

**Library**

Children are allowed to borrow books from the school library for home reading, but they are responsible for returning them in good condition and on time. At times children may also take reference books home for research projects. Encyclopedia sets are not available for borrowing. All students from Prep – Year 6 should have a plastic or cloth bag to carry their library books between school and home. Books that are lost or returned damaged will incur a minimum standard replacement fee of $10.00.

**Lost Property**

Please ensure children’s clothing and belongings are clearly named, particularly hats and shoes. Discarded property will be collected and stored in the lost property area which is outside the tuckshop area. Parents are welcome to inspect the lost property box at any time. At the end of each term any remaining unclaimed property will be distributed to local charities. No responsibility will be taken by the school for the property.
Lunches

Parents are responsible for supplying **healthy lunches** and **afternoon teas** for each child. **Softdrink, potato chips, chocolates and lollies should not be included in lunch boxes.** **Chewing and Bubble Gum are not permitted at school.** Each class has a fridge for use by students. It would be appreciated if parents could be mindful that space in the refrigerators is limited. **Fruit/Vegetable break:** A short break midmorning is provided for students to have a fruit/vegetable snack. Please send along fruit or vegetables that are cut up and ready to eat.

Medical

The following procedure will be carried out in the event of injury:

- Minor accidents, scratches, bruises, etc will be treated by a teacher or teacher aide.
- Accidents of a more serious nature will be treated appropriately with parents and the ambulance notified if necessary. Instructions from the child’s personal sheet will be followed regarding parents’ preferences. **It is essential that the personal sheet be filled out carefully and accurately.**
- In serious cases the ambulance will be called and subsequent care will be undertaken even when the parents cannot be contacted.

If your child has sores, cuts, etc. these should be dressed and attended to at home each day. The school will not be responsible for looking after these types of wounds, except in exceptional circumstances. The child may be sent home to receive adequate attention.

**Medical Information:** It is important that the medical information and emergency contacts for each student are accurate and up to date.

**Medications:** Parents/Guardians are responsible for ensuring that the appropriate paperwork is completed (available from school office) for students requiring doctor prescribed medications to be administered during school hours. Under no circumstances are children to be responsible for the “self-administration” of medications. Only Doctor prescribed medications will be administered during the normal school day (eg antibiotics, ritalin, etc.). Medications must have a pharmacy label attached stating the child’s name and instructions.
Mobile Phones/I Pods/MP3 Players

Mobile phones are discouraged. Where a parent/caregiver deems a mobile phone is an essential item for their child at school, the mobile must:

- Be turned off whilst at school;
- Be handed in to the office during school hours;
- Not be used during school hours.

Mobile phones are highly transportable and very small. As such they are common targets for theft. The school will not pursue issues in relation to lost or stolen student mobile phones.

I Pods, MP3 Players and other electronic devices should not be brought to school. No responsibility will be taken for any equipment of this type if it is brought to school by the students.

Newsletters

The school newsletter is forwarded home weekly with the eldest child in the family. It can also be found on the school website under the “Calendar and News” tab.

Please take the time to read the newsletter to ensure you are kept informed of weekly and up-coming events.
**P & C Association**

**Membership:** Any parent or other interested citizen.

**Meetings:** The P&C Association meets on a monthly basis at the school. All parents are invited to become active members of the Association.

**Aims:**
1. To give parents and citizens an opportunity to be involved with the school and hence their children's education.
2. To oversee the raising of money, its administration and its expenditure in accordance with the provisions of the Constitution and the stated aims of the Association.
3. To improve the educational and sporting opportunities of our children.

An active and well supported Parents and Citizens Association is a necessity for any school. It is able to provide many advantages and opportunities that the children may otherwise not have had. The Parents and Citizens Association has been able to provide resources through fundraising endeavours.

The Association also provides you with the opportunity not only to know what is going on in the school but to a large degree have a say in what goes on.

**Parade**

Parade is held each Monday afternoon at 2:45pm. Parents and friends are invited to attend this assembly.

**Pre-Prep Program**

Bouldercombe Play Group and any families with pre-prep age children are invited to join the Prep class weekly from Term 3 to Term 4 to participate in a range of activities. Please see the newsletter for more information and dates.

**Religious Instruction**

Students from Year 1 – Year 6 are offered Religious Instruction at Bouldercombe State School. Parents/guardians are issued with the appropriate permission forms for the child/ren upon enrolment.
**Reporting**

Formal reporting to parents on children’s progress occurs three times per year:-
- A formal interview is offered to all parents at the end of Terms One and Four.
- Written reports are sent home at the conclusion of Semesters 1 & 2.

Parents may arrange a meeting to discuss their child’s progress at any stage throughout the year.

**Road Safety**

The children, whether they ride or walk, are to obey the road rules and only cross the Burnett Highway at the school crossing. **This means crossing only at the school crossing provided.** The children have been instructed to stand back from the road and only to cross when there is no traffic. If cars stop the children have been instructed to wave them on. Please observe the school zone signs when travelling at the times indicated. Parents should ensure that all children be suitably restrained in their cars. Supervision for students crossing the road is part of our formal rostered duty.

**School Project Club**

Our School Project Club has three main objectives:-
- To contribute to the leadership and running of school activities;
- To fundraise to support our school camping program;
- To fundraise for community projects or charities.

Each year, a Project Club Executive is elected by students and staff. Monthly meetings are run by executive and are attended by students in Years 5 and 6.
**School Timetable**

- 8:55am  Bell rings
- 9:00am  School commences
- 11:10am Lunch
- 11:25am Play
- 11:47am Bell rings
- 11:50am Recommence instruction
- 1:20pm  Afternoon Tea
- 1:35pm  Play
- 1:47pm  Bell rings
- 1:50pm  Recommence instruction
- 3:00pm  Dismissal

**Sun Safety Policy**

*HLS-PR-013: Developing a Sun Safety Strategy* outlines how Queensland schools develop and implement sun safety strategies to protect students from dangers of over-exposure to the sun. The policy has been revised to include the following requirements:

- swim shirts must be worn by Prep to Year 6 students during all water-based activities with the exception of competitions and carnivals; and
- all state schools must provide an SPF 30+ broad spectrum water based sunscreen for all students to use on uncovered areas of the skin, such as the face and the back of the hands for all outdoor activities.

Teachers are not required to apply sunscreen for students. Teachers can provide assistance to students who may be experiencing difficulty in applying sunscreen if necessary.

**Telephone Calls to the School**

Please feel free to ring the school regarding any matter you feel is important. A message may be left at the office any time during the day.

Where possible (unless an emergency situation arises) if you need to speak to a staff member could you please ring before or after school or during lunch or afternoon tea breaks thereby minimising disruption to classes. An answering machine will be in operation when the office is unattended. The student absence line number is 4912 4766 (24 hour access).

**Toys**

Children are discouraged from bringing toys, games, trading cards and tamogotchis etc to school. **The school will not pursue any issue in relation to lost or stolen toys.**

**Transport**

While our general method of transporting students is by bus, occasions arise when help is needed transporting children to and from sporting events or educational outings. If you are able to help, either inform the staff member involved or the office. If you are transporting children can you please ensure that they all wear seatbelts and behave appropriately in the vehicle. If any problems arise regarding this please inform the staff member involved or the principal.

**Tuckshop**

Tuckshop is conducted by volunteer Tuckshop Convenors. Menus are sent home on the newsletter prior to the week tuckshop is held. Order forms and money need to be submitted by the due date to ensure orders are filled.
**Uniforms**

Bouldercombe State School is a uniform school and as a result the wearing of full school uniform is expected. School uniforms, endorsed by the P & C, are available for purchase from the school tuckshop (see newsletter for opening times).

Broad-brimmed hats form part of our Sun Smart Procedures and as a result are COMPULSORY. These can be purchased from the P & C’s uniform shop.

**Closed shoes** must be worn **daily**.

Jewellery should not be worn by either male or female students. If necessary, they may wear sleeper/stud earrings, medical and religious chains and a watch. Students should not wear nail polish to school. Mobile phones are not to be brought to school.

**Shirts:** Uniform T-shirts are kept in stock and are available at the uniform shop.

**Shorts:** The lower section of the uniform is black shorts/skorts/skirts. The P & C stock mock mesh unisex black shorts.

**Sport Shirts:** Crocodile (green) & One Mile (yellow) shirts can be worn on HPE days and sporting events. Adult sizes are available.

Waterproof bags are also available.

**School Yard / School Grounds Maintenance**

Parents/families are encouraged to assist with garden maintenance, eg. weeding, etc. whenever they can. Any assistance with these jobs is greatly appreciated by our school community. Anyone who visits the school should ensure that they sign in and out in the office.

**Visitors/Volunteers**

All visitors are to report to Administration to sign the Visitor/Volunteer Booklet (except classroom volunteers who sign in on the rooms).