

Bohlevale State School

Information Booklet 2010

www.bohlevales.eq.edu.au

BOHLEVALE STATE SCHOOL



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Bohlevale

*A SCHOOL COMMUNITY, COMMITTED TO A SHARED
RESPONSIBILITY IN FOSTERING LIFELONG LEARNING*

Learning, Leading, Living!

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SCHOOL COMMUNITY VALUES & BELIEFS

VALUES

The Bohlevale School community values:

- * our children as future citizens
- * respect for people and the environment
- * supportive, co-operative and caring relationships
- * collaborative decision making
- * commitment and open mindedness
- * open communication
- * critical, creative thinking in lifelong learning
- * education for all - students, teachers, parents and other community members.

BELIEFS

We believe:

- The prime role of the school is the education of children towards active citizenship.
- The school community ought to address the intellectual, physical, emotional and social needs and interests of the child as an independent individual and as an individual within groups.
- Learning is a shared responsibility between the learner, the home and the school.
- The school community ought to provide an environment that will foster risk taking, learning how to learn and a lifelong commitment to learning.
- Learning experiences should be meaningful, purposeful and appropriate and allow time for reflection.
- Communication and co-operative decision making are vital to the development of the child and the school community
- Fostering a strong community spirit will assist in promoting a healthy learning environment.

ANTI-BULLYING FRAMEWORK

At Bohlevale State School we are committed to providing a caring, friendly and safe environment for all our staff and students so they can teach and learn in a relaxed and secure environment. Bullying of any sort prevents this being able to happen and prevents equality of opportunity. We aim to build a strong supportive culture so that bullying and anti-social behaviour is not acceptable under any circumstances.

Bohlevale State School is implementing proactive strategies that teach students how to work and play in the classroom and playground. This framework is positive and consistent across Prep to Year 7.

Rights and Responsibilities

All staff, students and parents have the right to

- Mutually respectful and positive interactions at all times within the school community
- Be included in a safe, supportive and happy work environment
- Be kept informed and involved
- Procedural fairness underpinning any decisions made
- Be listened to and supported as needed

The responsibilities of staff, students and parents in preventing and responding to reports and observations of bullying, include:

- Acknowledging adults as role models of both pro-social, cooperative behaviour and of bullying behaviour
- Promoting cooperation and pro-social behaviour among all school clientele
- Adults being available and open to talking with students about bullying
- Encouraging parents to discuss bullying with the school and their children in a developmentally appropriate manner
- Encouraging positive action in non-involved students to provide support for students who are bullied
- Being observant to signs of bullying
- Reporting every incident of bullying
- Treating reports of bullying seriously
- Intervening in bullying incidents to shift the power balance away from the individuals bullying

BEHAVIOUR MANAGEMENT

Our Responsible Behaviour Plan for students is based on respect, and a belief that we all have certain rights and responsibilities. Our Whole School Plan is constantly under review. Documents are available from the office, for your perusal. Your comments and feedback are invited.

At Bohlevale, we have only three school rules, which apply to all school activities and form the basis for individual classroom approaches.

1. Respect Yourself
2. Respect Others
3. Respect Property

The Level system comprises three levels of consequences that apply to any student misbehaviour in either the classroom or playground. These levels are only to be utilized if less intrusive strategies such as rule reminders, eye contact, buddy teachers are not successful.

Level 1 is given for low level misbehaviour and is designed to give children maximum responsibility for their behaviour and minimum interference to school routines. Students are required to move to a designated area of the room and think about their behaviour. They indicate when they are ready to speak

with the teacher regarding future behaviour. A Level 1 issued in the playground will require the student to sit on a red spot.

Level 2 is given when a student refuses to comply with a Level 1 consequence or has had two Level 1 consequences for similar misbehaviours in succession. They are required to move to a designated area of the room to think about their behaviour. They then make an appropriate written plan. Time may need to be made up in the Thinking Room for work missed due to completion of the planning sheet and thinking time. Level 2 issued in the playground will require the student to be sent to the Thinking Room to think and complete their written plan.

Level 3 is only given when a student chooses a dangerous behaviour or uses confrontational or abusive language. The student is sent to the office where they sit and think for twenty minutes and make an appropriate written plan. Once again the student is required to go to the Thinking Room for work missed due to completion of the planning sheet and thinking time. At this level, parents are notified in writing of their child's behaviour.

BUSES

Buses provide transport to and from school for a large proportion of our students. All enquires regarding bus passes and other entitlements are to be made through Hermit Park Bus Service on 4779 1658 or 4779 0537. They are situated at 25 Ross River Road, Townsville.

Please support our efforts to ensure the safety of all children, including your own, by advising them of the need for sensible and responsible passenger behaviour at all times.

As well, government legislation provides a process which all can use in order to resolve any behaviour issues on the buses. You are encouraged to find out about this and use it. If the community uses the provisions of this legislation consistently and vigorously; safer, happier bus travel will exist for all. Details of the Transport Department's Code of Conduct for bus travel can be found at www.transport.qld.gov.au

ABSENCES

For legal reasons governed by the Education Act as well as a need to be informed regarding the welfare of children, it is necessary for parents or guardians to contact the school in some way, to advise of the circumstances regarding any absence of a child from school. It is preferable that a written note be sent to the child's teacher as a written note is more reliable and more likely to communicate the message clearly, than is a telephone message passed on, on your behalf. **Schooling commences at 8.30a.m.** Regular lateness is a disruption to your child's school program and will be recorded on the official school rolls.

CASH COLLECTIONS

These occur throughout the year. We do all we can to minimise costs associated with school activities, which clearly align with the curriculum. Unless the matter is extremely urgent, we will advise you of these requests at least four weeks before the money is due. No money will be accepted after the due date for final collection.

The Cash Register is located at the main office, second window from the side door. Cash collection times will be **BETWEEN 8.00am AND 9:00am ONLY MONDAY TO FRIDAY. No money will be accepted at any other time. Under no circumstances will money be accepted after 9.00am on the closing date for any activity.** This is a necessary condition because of the need to adhere to efficient financial management systems within the Education Department.

PLEASE REMEMBER..... CASH COLLECTION TIMES BETWEEN 8.00am AND 9:00am MONDAY TO FRIDAY... EXCEPT FOR THE FIRST TWO WEEKS OF SCHOOL WHEN FOR YOUR CONVENIENCE CASH COLLECTION IS - 8.00am – 12:00pm

CYCLONES

The cyclone season in North Queensland can extend from December through to May although these storms are relatively rare at the extremes of this period.

Children's safety is of utmost importance and we need to be fully prepared. Complacency and confusion can place lives at risk.

The Regional Executive Director will decide, in consultation with the Principal when a school is to be closed. Local radio stations are informed where a closure is notified outside of school hours.

DAILY ROUTINE

Time management is an important aspect of modern life. In order to best match the clock with the climate, we operate as a "COOL SCHOOL".

- The timetable is what we consider to be the best option suited to our tropical climate
- Children have the option of eating their main meal during the morning or afternoon break
- We provide the same amount of play time in total as for other schools, but have two breaks in order to limit prolonged periods in the sun
- We have maximised the period of prime learning time by organising a 2 hour morning period

The Daily Routine is as follows: Prep – Year 7

8:25a.m.	First Bell
8:30 - 10:30a.m	Lessons
10:30 - 11:00a.m.	First Break
11:00 - 12:50p.m.	Lessons
12:50 - 1:30p.m.	Second Break
1:30 - 2:30p.m.	Lessons
2:30p.m.	Dismissal

DAMAGE TO PROPERTY & RESTITUTION

Schools receive an annual budgetary allocation for the purpose of minor maintenance. This includes normal wear and tear and deterioration of minor fittings over time.

However, we do experience the unfortunate results of vandalism, malicious damage and wilful destruction of facilities, sometimes during school hours and on other occasions out-of-hours.

It is the policy of this school community that whenever wilful damage can be proven and the identity of the perpetrators substantiated, parents and caregivers will be invoiced for the costs of the damage, and restitution will be expected.

Investigation of such instances will be placed in the hands of the police as the lawful authority and followed up by the appropriate processes of the law, including pressing of charges if necessary.

EXPENSIVE TOYS and THINGS PRECIOUS

Unless children are bringing such items for activities such as 'show and tell' and even then it is considered a potential risk that loss or damage will occur, children must not bring such possessions to school.

We take no responsibility for property should this advice be ignored.

MOBILE PHONES

Mobile phones coming to school can interfere in our core business through:

- Inappropriate or unwanted text messages
- Ringing or messaging in class time
- Use of mobile phone cameras

We understand parents might want to contact children before or after school and students might want the extra safety of having a phone while walking home.

During school hours parents are welcome to phone the office and messages from parents will be passed on to the students.

Please observe the following:

- Students are encouraged to leave mobile phones at home.
- Loss or theft of mobile phones, like any valuable item, remains the responsibility of the owner, not the school.
- If students wish to bring a mobile phone to school it must be clearly named and left at the office to be picked up after school. It will be locked in the strong room. The phone will be signed in and out.
- If a student has a mobile phone at school, in class or in the playground, the teacher will have the student immediately deliver it to the office. There it will be kept in the secure area until after school. It is the student's responsibility to collect the phone and it will only be returned after 2.30pm.

FIRST AID AND ILLNESS

In the case of accident whilst your child is at school, **first aid only will be given**. We have staff members with current Senior First Aid qualifications.

Because we have no qualification beyond that basic level, we will always do our best to act, erring on the side of over-caution. Whenever the slightest doubt exists, we will refer cases to the parents/designated contacts. A courtesy note will be sent home to parents if their child presents at sick bay during the day with a minor ailment.

Therefore please ensure we have the **current contact number for yourselves** or another adult you know and to whom you can entrust your child's welfare, as well as the current medical practitioner you use.

Whenever these details change, it is very important you let us know.

In cases of emergency we will contact the appropriate medical people and then yourselves or your designated contact. We don't wish to use precious time in an emergency, contacting you before medical help.

If you want us to do otherwise, please notify the school in writing of your preferred alternative.

Sick children should not be at school. Often children become ill during the day and need to go home. At school we do not have the facilities to care for children who are ill. Illnesses are often highly contagious and therefore children remaining at school whilst ill spread the sickness. We will call parents or emergency contacts in these circumstances and we require the child to be collected from school.

In the event you are called to collect your child from school due to illness or injury, you **MUST** make some arrangement for him/her to be picked up. You or the delegated person will be required to sign your child out of school when collecting them.

PLEASE REMEMBER TO ADVISE US, (PREFERABLY IN WRITING), OF ANY CHANGES TO YOUR EMERGENCY CONTACT DETAILS OR USE THE PROFORMA REGULARLY PUBLISHED IN LINKS (our school newsletter).

HEALTH RELATED EXCLUSIONS as recommended by the Department of Health are as follows:

CONDITION	CHILD WITH THE INFECTION	PERSONS EXPOSED TO THE CHILD WITH THE INFECTION
Chickenpox and shingles	Exclude for at least five days after the first appearance of the rash and the last blister has scabbed over. (Some remaining scabs are not a reason for continued exclusion)	Exclude children with immune deficiencies (eg. Leukaemia or on chemotherapy), otherwise not excluded
Conjunctivitis	Exclude until discharge from eyes has ceased.	Not excluded
Cytomegalovirus	Exclusion not necessary	Not excluded
Diarrhoea (campylobacter, cryptosporidium, giardia, rotavirus, salmonella, shigella)	Exclude until diarrhoea has ceased for 24 hours.	Not excluded
Glandular Fever (mononucleosis)	Exclusion not necessary	Not excluded
Hand, Foot and Mouth Disease	Exclude until all blisters have dried.	Not excluded
Hepatitis A	Exclude until 7 days after the onset of illness or jaundice. Readmit with a medical certificate of recovery	Not excluded
Hepatitis B	Exclusion not necessary	Not excluded
Hepatitis C	Exclusion not necessary	Not excluded
Herpes ("cold sores")	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).	Not excluded
Human immune-deficiency virus (HIV AIDS virus)	Exclusion is not necessary unless the child has a secondary infection	Not excluded
Impetigo ("school sores")	Exclude until treatment has started. Sores on exposed skin should be covered.	Not excluded
Influenza & influenza like illness	Exclude until well	Not excluded
Measles	Exclude for at least four days after the rash first appears.	Immunised children not excluded. Non-immunised children and staff should be excluded until 14 days after the first day the rash appears in the last infected person. Excluded children and staff may return to the school or centre if immunised within 72 hours of contact with the first infected person.
Bacterial Meningitis and Meningococcal infection	Exclude until well.	Not excluded.
Mumps	Exclude for 9 days or until swelling goes down.	Not excluded.
Parovirus (erythema infectiosum, slapped cheek or "Fifth Disease")	Exclusion not necessary.	Not excluded.
Ringworm, Scabies, Head Lice	Exclude until day after approved treatment has commenced.	Not excluded.
Rubella (German Measles)	Exclude for at least four days after the rash first appears.	Not excluded. (Female staff of childbearing age should check their immunity to rubella with their GP).
Streptococcal infection (including scarlet fever)	Exclude until child has received antibiotic treatment for at least 24 hours.	Not excluded.
Tuberculosis	Exclude until well and approval to return has been given by a Public Health Unit Physician or delegate.	Not excluded.
Typhoid Fever (including paratyphoid fever)	Exclude until well and approval to return has been given by a Public Health Unit Physician or delegate.	Not excluded unless advised by public health authority.
Whooping Cough (pertussis)	Exclude for 14 days from onset of coughing or	Household contacts who have received < 3

CONDITION	CHILD WITH THE INFECTION	PERSONS EXPOSED TO THE CHILD WITH THE INFECTION
	until child has taken five days of a 7-day course of antibiotics. (erythromycin)	doses of pertussis vaccine should be excluded from childcare until they have taken 5 days of a 7 day course of erythromycin, or from 14 days after their last exposure to the infection.

HEAD LICE

Bohlevale's policy related to head lice infestation aligns with Education Queensland's, summarised below.

Education Queensland recognises that the occurrence of head lice is the most common insect infestation in humans throughout the world. Education Queensland acknowledges that although head lice infestation may affect people of any age, nationality, gender or socio-economic status, in Queensland, infestation occurs mainly in children of primary school age. It is seen as much a social issue as a health or educational issue, and the way that it is approached can have significant influence on a student's emotional, social and educational development.

Parents have the prime responsibility for the detection and treatment of head lice on their children.

Schools take into account that the main route of transmission for head lice is head-to-head contact and promote general measures that help in the prevention of infestations.

Students suspected of having live head lice or eggs present in their hair are not removed from class or school. Such students are provided with information to take home to their families and a letter requesting immediate treatment be commenced.

School practices:

- When the presence of head lice at school is suspected, volunteers authorised by the principal may physically check for head lice only under the following conditions:
 - If the parent provides consent;
 - If the child agrees;
 - If infection control guidelines are observed; and
 - If student confidentiality is assured.
- School staff, or other willing adults authorised by the Principal, may visually check (no physical contact) students for head lice providing that sensitivity to student confidentiality is assured;
- Inform parents/caregivers of the school's reasonable expectation that:
 - parents will regularly inspect their child's head to detect the presence of lice or lice eggs; and
 - When infestation is suspected, inspect all household members and treat them if required.
- Advise parents to be vigilant, particularly during periods of heavy lice infestation;
- Implement classroom organisation and teaching programs, as well as guidelines for play, that minimise head-to-head contact during outbreaks of head lice.

Recommended practices for Parents:

- Regularly inspect each child's head to detect the presence of lice or lice eggs;
- Immediately treat a child on discovery of lice or lice eggs;
- When infestation is suspected, inspect all household members and treat them if required.
- Notify the school if a child is affected, and advise when treatment has begun.

Bohlevale School promotes the Conditioner and Comb method of treatment in accordance with current research into effective practices in the management of head lice.

HOME AND COMMUNICATION

Clear communication is very important. Children, despite the best of intentions, can 'mix-up' a message in translation. Many difficulties can be avoided and misconceptions resolved if you take a little time to contact the school when confusion exists.

Contact with teachers is important. However, telephoning is often extremely difficult because of teaching commitments. Therefore a short note is often the best way to clarify issues with a teacher. If you wish to meet with a teacher, please arrange an interview time through the school office. If you have a complaint or questions about any aspect of our school's functioning, please speak to us about it as soon as possible.

H.R.E. (HUMAN RELATIONSHIPS EDUCATION)

The school has an approved program of H.R.E. which fits into various aspects of the range of Key Learning Areas. For the coverage of Sexuality, an aspect of the H.R.E. curriculum, we engage outside agencies such as "Family Planning Association" Education officers. When these sessions are run they occur in school time. All parents are notified of the details and have the choice of permitting their child's participation or otherwise. Your choice will be requested in writing at the appropriate time, prior to the sessions each year.

BOOK LISTS AND VOLUNTARY CONTRIBUTIONS TO SUPPORT LEARNING

Each year a list of requirements is drawn up by teachers for each year level and you have the choice of purchasing the items yourself as per the booklist or pre-ordering a book pack from Office Max to be delivered on a nominated day. At the end of this handbook you will find the current booklist and the current fee costs.

The annual voluntary contribution of \$50 for EVERY child from Prep- to Year 7, covers items such as Technology, in particular the provision of Interactive White Boards, school booklets, homework sheets, photocopying, diary, cooking, music books, and non-consumable items which can be shared for example calculators and atlases.

This payment is to be made in the first two weeks of Term 1 unless a payment plan is made with the Business Services Manager.

NEWSLETTER

Our newsletter *LINKS*, is published each Wednesday and given to the youngest child in the family. *LINKS* is the most regular and important communication medium for this school community. School administration, teachers, parents, children and non-profit community groups who serve the interests of Bohlevale students may use it to communicate. Items must be submitted to the office by Friday 10am each week. The current edition of *LINKS* can also be found on the school website.

LOST PROPERTY

We advise you to mark all items of clothing clearly with your child's name. Also, we recommend you counsel your children to bring to school nothing that is valuable. This includes jewellery, card collections, toys etc. You are advised strongly to prohibit your child having such things at school. If brought to school

it is TOTALLY at the owners' risk. No responsibility will be accepted for loss of possessions which may occur as a result of contravening this policy.

At the end of each term, all unmarked items are given to a suitable charity. If something is missing, please feel free to check the lost property container located near the staffroom.

RELIGIOUS EDUCATION

Religious Education is offered to children for one half-hour session per week if volunteer instructors are available. For most denominations the program is run co-operatively using a commonly agreed course of instruction materials and subject matter. If you wish to have your child included in Religious Education classes where they are available, written permission is required.

MUSIC

The Arts is a specified Key Learning Area in primary school.

As one of the arts, music provides an opportunity for aesthetic development.

There are three main divisions of Music within this school:

- classroom (including choral and recorder bands)
- instrumental (strings, woodwind, brass and percussion)
- recorder

Classroom music aims to develop general musicianship skills through a developmental Kodaly based program. The program includes singing, reading, writing, moving, composing analysis of music, basic instrumental performance and a variety of well-sequenced musical activities and games. Lessons are scheduled weekly and are an essential part of our well balanced curriculum within the school.

The Instrumental Program is offered to all students within the school, starting in Year 3 for stringed instruments and Year 5 for orchestral, woodwind, brass and percussion. Our school is able to make available a number of instruments for use by students within the program. As your child progresses, he/she becomes a member of our fine performance ensembles.

Recorder is used in the classroom music programme from Year 3, with formal lessons in Year 4.

Guitar lessons are available from a private tutor and fees are payable to the tutor.

MEDIA PUBLICATIONS

It is a legal requirement that parent/caregiver permission must be obtained prior to publication of photographs/videotapes in any media publication such as newsletters, newspapers, television etc. Please indicate accordingly on the enrolment form.

DANGEROUS ITEMS ON SCHOOL SITE

Dangerous items and materials must not be brought to school under any circumstances. Dangerous items would include knives, lighters, matches, sling shots, ammunition, crackers, spray cans, tools, wire and darts. Breaches of this policy may result in a consequence in accordance with the Responsible Behaviour Plan for Students.

Dangerous materials would include all types of chemicals, make-up and any tobacco, alcohol or pharmaceutical products.

If in doubt please check with your child's teacher about the suitability of an object for display or use at school.

TOILET ACCESS

For reasons related to learning efficiency, proper supervision of students, security and all possible guarantee of child safety, minimising property damage and training for personal time management, children are expected to attend to toileting needs **PRIOR TO SCHOOL, DURING RECESS OR AFTER SCHOOL.**

Therefore, children will only be permitted to visit toilets in class time if there are special circumstances as advised by parents.

Children are encouraged to have a water bottle in class to ensure maintenance of fluid intake as well as having a drink during recess.

MEDICATION

Teachers or other school staff **CANNOT** administer **any** medication without written instruction from a doctor or chemist.

These instructions must include:

- Doctor or Pharmacist's name
- Child's name
- Dosage amount
- Dosage times..... full details
- Your signature and the date

Unless these conditions are met, medication will not be administered under any circumstance. Details of all medication taken are kept in an official register.

The guidelines approved by the Director-General of Education for administration of medication to students are as follows:

General

- (a) Should medication prescribed by the student's medical practitioner be required to be administered while the student is at school or involved in school approved activities, a **parent/legal guardian must, in the first instance, make a written request** to the Principal of the school.
- (b) A teacher or other adult person on the school staff authorised by the Principal to give medication to a student, may accept responsibility to give medication to a student while at school or while involved in school-approved activities, following the written request from a parent/legal guardian.
- (c) Where a teacher or other adult person on the school staff authorised by the Principal to give medication to a student, is to administer medication, the instructions provided **should be written on the medication container by the pharmacist at the medical practitioner's direction.** The teacher or other authorised person **should not** accept the instructions solely of the parent/legal guardian. The **instructions** on the medication container **need to indicate specific times at which medication is to be administered,** as well as the quantity of medication to be administered.

- (d) At no time should any medication provided for one student be administered to another student.
- (e) At all times, medication must be kept in a secure place. (One exception, in selected cases, is that of inhaler therapy for asthma. On written permission from a parent/legal guardian, and with the approval of the school Principal, the student may be responsible for the inhaler.)
- (f) All unused medication is to be returned to the parent/legal guardian of the student.

Oral Medication

- (a) A teacher or other adult person on the school staff authorised by the Principal to give medication to a student, may give oral medication, provided it is given strictly in accordance with instructions written on the medication container by the pharmacist at the medical practitioner's direction and is requested by a parent/legal guardian in writing.
- (b) Non-prescribed oral medications (**such as analgesics and over-the-counter medications**) **should not be administered by teachers or other persons on the school staff.** Eg: Panadol
- (c) Children should not self-administer medications as identified in (b).

UNIFORM – Student Dress Code

Bohlevale State School has a student dress code which has the full support and endorsement of the P and C and our school community. School uniform should be worn with pride by students at all times and full compliance with the dress code at all times is expected. The Student Dress Code is referred to in the Responsible Behaviour Plan for Students in accordance with the Education (General Provisions) Act 2006.

Every day uniform

- sky blue polo shirt with school badge and red trimmings and
- navy blue shorts/netball skirt/culottes
- House polo shirts can be worn on inter-house sport days and Physical Education lessons days

Foot protection

Closed-in shoes with white ankle socks are required. Preferred shoe colour is black. Thongs and sandals of any type are not appropriate for school due to safety factors. No closed-in footwear – no play (Workplace Health and Safety).

Hats

As Bohlevale is an accredited SUNSMART school, hats are a part of the uniform. Students must wear a wide brim (6-10cm minimum brim) hat or legionnaire hat. School hats are available from the Tuckshop. If the school hat is not worn, preferred hat colour is navy blue.

NO HAT – NO SUN. Children who do not have a hat will be required to stay under a roofed area.

Jewellery

The following items are the only jewellery permissible at school:

- a watch,
- signet ring,
- plain (silver or gold) sleepers or studs

All jewellery must be removed during formal sporting activities e.g. netball, swimming, football, soccer, hockey etc. (This has been mandated by Workplace Health and Safety regulations).

Students wearing jewellery other than permissible items will be required to remove it immediately. This will include facial piercings. Supporter bands and wristbands are not permissible accessories for school. Such items will be confiscated and returned to the student at the end of the day.

Dress Standard

It is expected that all students will have a neat and tidy appearance at all times.

Hairstyles should be tidy and appropriate for primary school children. Brightly coloured hair is not appropriate for school, and is not an accepted part of the dress code.

Make-up, face-glitter, coloured hair spray and nail polish are not permissible as part of the student dress code.

Inappropriate and unsafe garments include singlets, tank tops, sleeveless tops, and imprinted items including logos or slogans are not permitted under the dress code.

Undershirts or shorts which are visible while the uniform is being worn will be required to be removed.

If a student wears to school apparel offensive to the community standards, the following will occur:-

- The item of apparel will be temporarily confiscated.
 - (a) If it is a hat, jewellery etc. the student can readily do without it without undue hardship
 - (b) If it is a shirt, we have supply of clean uniform shirts of varying sizes in the office.

Therefore a shirt can be borrowed and returned laundered a day or two later.

(c) If it is a skirt or shorts ... the child will be expected to go or be taken home (once parents are contacted and suitable arrangements are made) and return to school more suitably dressed.

All students at Bohlevale are expected to wear the full school uniform at all times.

If a student is not able to wear a school uniform from home, the school will have clean uniforms (including uniform shorts) available at the office, and students will be required to change for the school day.

Students will not be permitted to represent the school on sports trips, excursions or any other event outside of the school if they are not fully compliant with the student dress code.

Bohlevale uniforms are available from Lowes, Stockland Shopping Centre or Lowes, Willows Shoppingtown and other uniform outlets around town. Second hand uniforms are available from our school tuckshop.

P & C ASSOCIATION

This is an important component of the school community. This group is not limited to a few. All parents are entitled to membership. We recommend strongly that you be actively involved as much as you can.

The Association meets every third Monday of the month providing that date does not coincide with holidays. Meetings are in the staffroom (A Block), commencing at 6:30pm. NOTE: The meeting times do change occasionally. So watch your *LINKS* in case changes are made through the course of the year. Reminders will be published in *LINKS* the week prior to meetings.

It is the P & C which makes decisions on many issues concerning the school. We hope to ensure that all can have input. We are always open to your suggestions of how we can improve the school.

Three major P & C activities are briefly described now.....

1. **TUCKSHOP** (phone 4729 3536) operates daily. We have a current price list [available from tuckshop or school website] which changes twice a year. The Tuckshop provides a valuable service to children and any excess funds are distributed to needy projects for the school. Voluntary help is always required and your valuable help is always appreciated. Tuckshop volunteering can be a lot of fun and a great way to meet other parents and members of the school community. The students and staff that we serve are very important to us and we pride ourselves on providing them with good quality, nutritious and safe food. We have a brochure available at the tuckshop for volunteers.

Year 2007 saw the compulsory introduction of the Smart Choices program. Only healthy food choices will be available with the abolishing of all lollies, soft drinks and fatty unhealthy foods. Key initiatives in the plan include a state wide fruit and vegetable promotion, a fit and fuelled in schools program that promotes physical activity and raising awareness about food and nutrition, physical activity and healthy weight in children.

The Queensland Government policy is called "**Eat Well, Be Active – Healthy Kids for Life**".

Our Tuckshop is open 5 days a week from 8.00am – 2.00pm. All lunch order bags with money enclosed, must be placed in the box provided at the front of the tuckshop by 9.00am. A separate bag must be provided for each break with the students' name, class and order clearly marked on the bag.

The Tuckshop also sells hats and house sports shirts and second hand uniforms (when available). We also have fundraising events throughout the year to provide extra funds for the P&C Association.

The Tuckshop's role and the food we supply is a fundamental part of our school, so let's make it "**healthy and fun**".

2. **AFTER SCHOOL CARE** operates from 2.30pm – 6.00 pm for school age children.

Our philosophy is to foremost provide an environment in which both children and parents feel comfortable and content. Our qualified staff provide a positive, warm, creative, stimulating and safe environment that encourages children to become independent problem solvers. Our program is flexible and tries to meet every child's needs from cooking, sport and craft to indoor games. We also provide healthy and nutritious food. When enrolling you will be issued with a copy of the Parent's Handbook, an enrolment form for family details and a child's own personal enrolment booklet. This is a P & C sub-committee program comprised of families who use the program. For further inquiries contact the co-ordinator, Karen Young, Ph: 4774 7446 or leave a message on the answering machine and your call will be returned.

3. **VACATION CARE** operates from 7.45am – 5.45pm for school age children during school holidays. Please contact Karen Young at the After School Care on 47 747 446.

CURRICULUM PLANNING

Curriculum

The curriculum at Bohlevale State School is based on the Essential Learnings and Ways of Working as developed by QCARF (Queensland Curriculum, Assessment and Reporting Framework).

Teachers from each year level plan integrated units of work following the cluster plan. Four integrated units are implemented each year. The teaching of Mathematics follows the cluster work program which covers all aspects of the Essential Learnings and Ways of Working.

At Bohlevale we strive to deliver quality teaching and learning experiences to develop the Essential Learnings and Ways of Working. Teachers use a wide range of teaching strategies to cater for differences in development, prior knowledge and the skills of students.

Essential Learnings

As outlined by QCARF are the essential elements for each KLA (Key Learning Area) that students need to know and understand at specific junctures across their schooling. The junctures are Grades 1 – 3, 4 and 5, and 6 and 7. Teachers implement the Essential Learnings through integrated units, Mathematics and Primary Connections.

Ways of Working

The Ways of Working are the skills in which students use the essential learnings and therefore their knowledge and understanding. All students have multiple opportunities to display their skills and processes for working in each KLA throughout each year.

7 Attributes of a Lifelong Learner

The Queensland school curriculum is designed to help students develop the attributes of a lifelong learner. The syllabus describes a lifelong learner as:

A knowledgeable person with deep understanding of a complex thinker

A creative person

An active investigator

An effective communicator

A participant in an interdependent world

A reflective and self-directed learner

ASSESSMENT AND REPORTING

There are two main reporting methods used at Bohlevale State School.

1. At the end of Term 1 and Term 3 teachers conduct parent/teacher interviews to report on progress to date.
2. At the end of each Semester (Term 2 and 4) each child receives a report card and a Student Profile that supplements the report card with relevant, sequenced and dated samples of work.

THE PARENT – SCHOOL PARTNERSHIP

The importance of parents and teachers working together is strongly supported throughout the school. It is generally accepted that when parents express confidence in the school and are involved with it in some way, the children are likely to be happier and perform better in the classroom. If children see their parents and teachers sharing common beliefs, attitudes and goals, they feel more secure.

"Meet the teacher" gatherings are arranged early in the year to give parents and teachers a chance to get to know each other. Regular communications of classroom events will ensure that this relationship is strengthened.

Parent information sessions to help you understand changed approaches to teaching and learning and how you can help your child, will also be arranged. These programs will be advertised in *LINKS* (the school newsletter) and run according to the response.

LEAVING THE SCHOOL GROUNDS

If at any time your child is required to leave the school grounds during normal hours, formal permission is required. Please follow the steps under the heading Collecting Children during School Hours. If the need is decided by us, for example an educational excursion, sports trip, etc, then we will provide details and a return permission slip for you to complete. These regulations will be strictly enforced. Whenever the school excursion involves an overnight stay, medical details will be required from you as well as that already mentioned.

We remind you of your responsibility to advise us at any time of any medical, personal condition or other information we need to know in the interests of your child's safety.

We cannot intercede in instances of custody disputation on behalf of any party unless we have a current, properly authorised court order. A solicitor's letter is not sufficient.

It is recommended strongly that children do not arrive at school too early. Supervision before school is not provided in any formal or programmed way. Teachers at that time are busily involved in meetings and other preparatory activities. The preferred arrival time is some time between 8:00am and 8:20am. Between 8 and 8.20, every student is expected to participate in "The Morning Read". Students are required to have a book to read and to sit down quietly inside or outside their own classroom only. No other play is permitted at this time.

After school supervision is available in one of two ways only:

1. Bus travellers are supervised onto the buses only until bus departure.
2. The After School Care Programme which is sponsored by the P & C Association (for more detail see P & C Association information)

No other formal arrangements will exist after school. Therefore children not involved in either of the above must depart the grounds by 2:45pm at the latest. Children involved in club sports training must go home first unless the training commences immediately after school.

COLLECTING CHILDREN DURING SCHOOL HOURS

In the interests of maximising student safety, the following system is for parents and guardians who need to collect children from the school between 8.30am and 2.30pm.

1. Come to the office (please don't go directly to the classroom);
2. The office will contact the classroom teacher;
3. The child will be sent to the office;
4. You will need to sign/date a register and indicate the time the child is leaving the grounds

Wherever possible, please notify us in writing that you intend to collect your child at a particular time on a particular day. If this is not possible, please phone.

If you wish to collect your child during a lunch time (and you have notified us of this previously), we can arrange to have your child come to the office at the appropriate time. On those occasions where you have been unable to give us prior notification, please come directly to the office and we will attempt to locate your child for you.

SUN AND SAFETY

For safety reasons it is compulsory to wear shoes, a shirt with a collar and a wide brimmed hat to school each day. Children without any of these will not be permitted to play during recess or at other break times. This rule is strictly enforced. As an accredited Sun Smart School from the beginning of 2004, all students are required to wear a bucket hat, a broad brimmed hat or legionnaire cap to play. School bucket hats are available from our tuckshop.

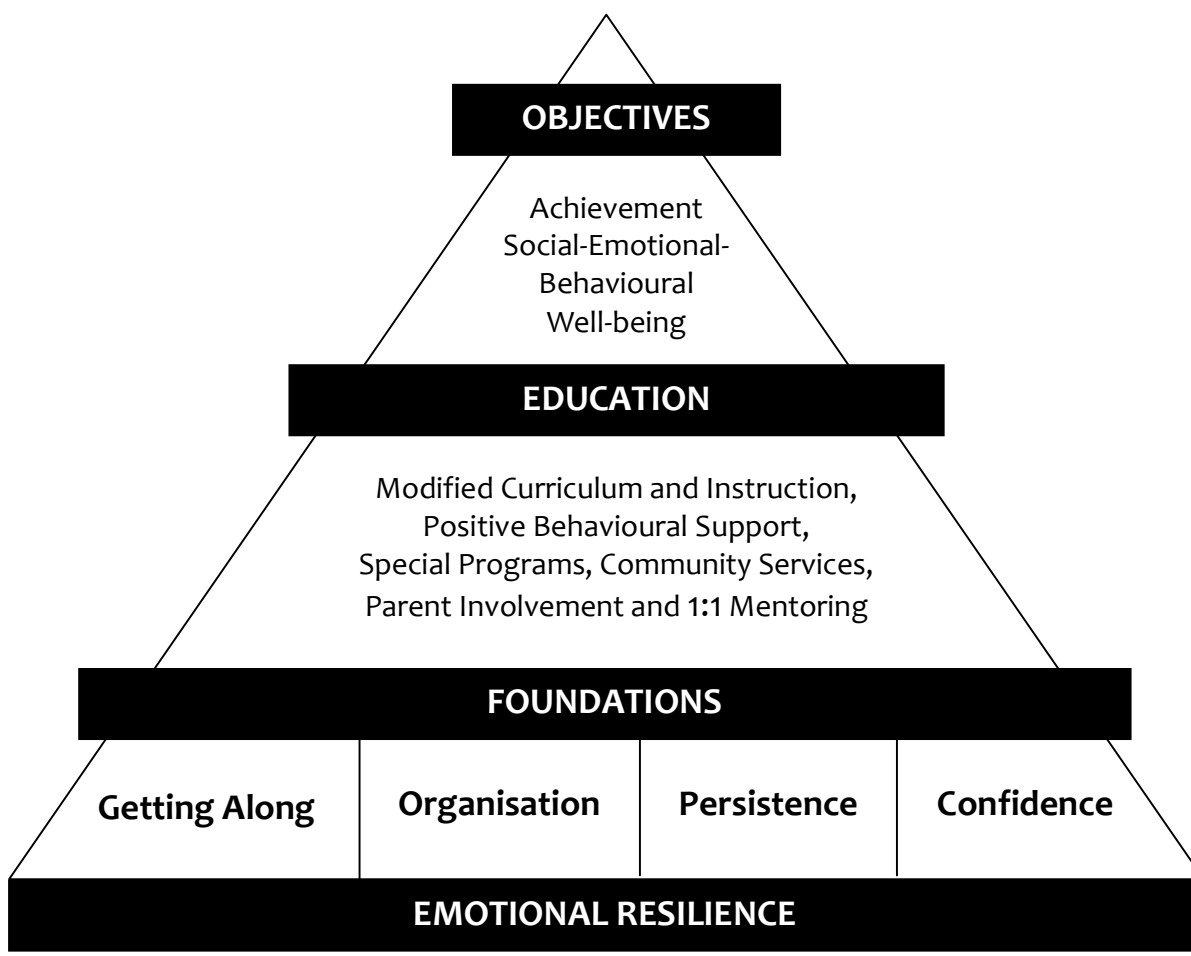
YOU CAN DO IT Education (YCDI)

This was implemented in 2005. It is a school – home approach to help children achieve to the best of their ability and experience positive social – emotional well-being.

12 Habits of the Mind support and nourish the 5 foundations for achievement and social- emotional well-being. These 5 Foundations and Habits of the Mind are taught directly to students from Prep to Year 7, in the four volume curriculum “Program Achieve”. The goals of the YCDI program are represented in the accompanying triangle.

As we believe schools and home need to collaborate to bring out the best in all children we offer the “Investing in Parents” program at different times throughout the year. This program provides our parent community with the latest information on what parents can do at home to help their children be successful in their school work and to have positive social and emotional well-being.

Teachers and Parents together can guide children in strengthening the 5 Foundations and the positive Habits of the Mind that are critical to their future success and well-being. Your child's teacher can provide or source additional information if needed.



- Social Responsibility
- Playing by the Rules
- Thinking First
- Being Tolerant of Others
- Planning my Time
- Setting Goals
- Working Tough
- Giving Effort
- I Can Do It
- Being Independent
- Taking Risks
- Accepting Myself

**HABITS OF THE MIND
(Types of Thinking)**

SUPPORT SERVICES

Support for children with the full range of learning needs including giftedness, disabilities or social problems, are available to children on a priority basis. There is sometimes a backlog of casework and therefore a waiting period. However, we do all we can to help all children and ensure their holistic learning. The Learning Support team can be contacted via the school office.

Parents and guardians, through the class teacher, in consultation with the Learning Support Teacher or Principal/Deputy Principal, are able to instigate help from the Guidance Officer, Learning Support Teacher or other Specialist agencies if it is considered necessary. However, written permission on forms available through the Learning Support Teacher/Deputy Principal must be provided by a parent or guardian first.

Other support services are available or can be recommended. Simply ask and we will endeavour to help or tell you where you can go for help from an agency outside Education Queensland. The school is provided with the assistance of other Education Queensland specialist support staff as well.

A Special Education Program for students with a verified diagnosis of disability provides support for all students with disabilities and early education support as well as support to children in Prep – Year 7.

LIBRARY

Our Library operates 5 days per week and all students have access to book borrowing and library resourcing. It is staffed by a full-time teacher librarian and a part-time teacher aide.

The Library is open Monday - Friday from 8am - 4pm [closed 10:30-11:00am]

Each class has an allocated borrowing time during the week, however students may borrow before and after school and at second break [1:00-1:30pm].

All books are due back after one week; however students may re-borrow a book for a further week by bringing the book in and requesting a renewal.

P-3 students may borrow one book at a time and require a library bag in order to borrow. Year 4-7 students may borrow two books at a time.

PHYSICAL ACTIVITY PROGRAM

Physical activity can occur in a variety of ways at school. Activity may be formal or informal, part of the school curriculum or extra-curricular. The following physical activities are provided at Bohlevale State School.

Health and Physical Education

Health and Physical Education is a Key Learning Area. It is an important dimension in a student's broad scope of development during their years of primary schooling.

At Bohlevale State School we conduct health and physical education for each class for 30 minutes on 1 or 2 days per week – depending on the year level.

Activities include – gymnastics, fitness, skipping, minor games, major games, recreational sports, dance, swimming, athletics and sports skills.

Smart Moves

All students take part in 30 minutes a day of physical activity of moderate intensity during school time. This time is in addition to PE lessons, intra-school and inter-school sport.

Activities include – gymnastics, fitness, skipping, minor games, major games, recreational sports, dance, swimming, athletics, sport skills.

Inter-house carnivals

Inter-house carnivals encompass annual all-day or half-day events such as swimming, athletics and cross-country carnivals. Dates for these events are set on the school calendar.

Intra-school sport

Intra-school sport consists of students participating in various sports and other physically active recreation experiences. The environment is non-competitive for Years 1-3 students and competitive in house for Year 4-7 students. Students are encouraged to have fun and develop their skills for other competitions.

Years 1-3	Years 4-5	Years 6-7
3 x 20 minute sessions a week	1 x 60 minute session a week	1 x 60 minute session a week
Fun Skill Games	Minor Games & Middle School Sports Series	Major Games & Senior School Sports Series

Inter-school sport

At Bohlevale State School the inter-school sport program includes summer and winter sports, inter-school carnivals and representative sport. This competition involves various sports between schools in the district.

Our school's season 1 sport timetable is shown below.

Sport	Other schools involved	Day and dates	Time
Rugby League	Thuringowa schools	8 weeks – T1 & T2	11:50am – 2:30pm
Netball	Thuringowa schools	8 weeks – T1 & T2	11:50am – 2:30pm
Hockey	Thuringowa schools	8 weeks – T1 & T2	11:50am – 2:30pm

Our school's season 2 sport timetable is shown below.

Sport	Other schools involved	Day and dates	Time
Soccer	Thuringowa schools	8 weeks – T2 & T3	11:50am – 2:30pm
Touch Football	Thuringowa schools	8 weeks – T2 & T3	11:50am – 2:30pm

Athlete Development Program

This program operates for gifted athletes in Years 4 to 7. Entry to the program is by school-based nomination, under the leadership of the Physical Education teacher.

Inter-school carnivals

Students compete in the annual district swimming, athletics and cross-country carnivals against other schools from Townsville and Thuringowa districts.

Representative sport

Students have the opportunity to gain representative selection in a number of sports throughout the year. The order for selection is first at District level [Thuringowa], then regional level [Northern] and then State. Teams from the region compete in state carnivals throughout Queensland and in many cases there is the possibility of Queensland state sides being selected.

Lunchtime Activities

Lunchtimes in schools are very active times. Other than simple play, lunchtime is a time for team training for various sports, athletics practice and cross-country training. Our school also has various types of physical activity clubs, organised inter-house and student versus teacher activities.

Physical activity and leadership

By participating in physical activity either through physical education, sport or general play in the playground, students learn many leadership qualities (eg teamwork, cooperation and understanding). These opportunities are linked to the overall school program for student leaders and are offered during:

- lunchtime activities
- school sport afternoons
- inter-school sports seasons & carnivals
- inter-house carnivals

The sport leadership program at Bohlevale State School includes:

- training and learning opportunities
- mentor support
- a time commitment from young leaders
- a means of recognition for young leaders, and
- an emphasis on personal development

We welcome you to the Bohlevale School community and look forward to working together to ensure your child has the best possible education to be successful in

Learning, Leading, Living!

in the twenty-first century.