

WELCOME

Dear parents, caregivers and community members,

We, at Ballandean State School, welcome you and your family into our community.

Following please find an information booklet that has been designed to provide you with information about our school and its policies and operational conditions.

We hope that you and your family find Ballandean State School to be as enjoyable and rewarding as we do.

If you have any further queries, please do not hesitate to contact me.

With thanks,

Kath Wenban

Principal

Staff

Cleaner:	Dianne Simpson
Principal:	Kath Wenban
Administration Officer:	Karen Kimmins
Teachers:	
Prep Year/1	Bernadette Hayes, Rachel Wise
Year 3 and 4	Christine Williamson
Year 5 and 6	Shane Andersen
Year 2 and 7	Kath Wenban, Rachel Wise
Learning Support	Sandy Velez
Music	Rachel Wise
Physical Education	Pat McCormick
LOTE	Jenny Dunn
Instrumental Music (strings)	Mr Alex Negerevich
Teacher Aides:	Sharon Gianini
	Keith Johnson
	Elizabeth Ree
	Shirley Willoughby
	Anita Owens
	Sylvie Sharrocks
	Graham King
Relief Teachers:	Various
Groundsman:	Ben Marshall (Temporary)
School Telephone:	(07) 4684 1254
School Fax #:	(07) 4684 1246
Email:	the.principal@ballandess.eq.edu.au
Website Address:	www.ballandess.eq.edu.au
Postal Address:	Ballandean State School C/- Post Office Ballandean QLD 4382

School Terms 2008

1 st Term	Tuesday 29 th January - Friday, 4 th April
2 nd Term	Tuesday 15 th April - Friday, 27 th June
3 rd Term	Tuesday 15 th July - Friday, 19 th September
4 th Term	Monday 6 th October - Friday 12 th December

Queensland Public Holidays 2008

Australia Day	Monday, 28 th January
Good Friday	Friday, 21 st March
Easter Monday	Monday, 24 th March
Anzac Day	Friday, 25 th April
Labour Day	Monday, 5 th May
Queen's Birthday	Monday, 9 th June
Christmas Day	Thursday, 25 th December
Boxing Day	Friday, 26 th December

Student Free Days 2008

Gazetted (ie: for all schools in Queensland)

Thursday January 24th, 2008

Friday January 25th, 2008

Monday 14th April, 2008

Monday 14th July, 2008

Monday 20th October, 2008

Ministerial (ie: day selected by school to meet school needs)

To be advised

Ballandean State School Vision

Preparing our students for their futures

We recognise that our school community has a responsibility to the children in our care to provide an environment that supports their learning and development as life long learners.

We believe that we can do this by providing quality educational opportunities in a caring and supportive environment. We believe that it is important to continue to develop Literacy, Numeracy, Technology and Social Skills and that this development should remain a priority for our school.

We encourage your participation as we journey through the year and we appreciate the support that you provide to us as we work towards our vision.

Our goal is to make learning fun

OUR BELIEFS

- We believe
- That our school exists for our students.
- That all students can be successful learners.
- That all staff must continue to learn together and our school must continue to improve.
- That time invested in building relationships is time well spent.
- In an open and honest partnership between students, parents, staff, and the community.
- In the unique value of people from diverse backgrounds.
- In developing well rounded learners with a commitment to lifelong learning.

OUR VALUES

At Ballandean State School, we...

- Demonstrate *CARING* for individuals and our community.
- *RESPECT* ourselves, others, property, and the environment.
- Strive for *EXCELLENCE* in all our endeavours.
- Accept *RESPONSIBILITY* for our choices and actions.
- Show *LEADERSHIP* in making positive changes.

This Information Book covers much of the information you may need to access from time to time.

Please do not hesitate to contact the school if you require clarification or if you have feedback.

General information and School Policy in alphabetical order

ACCESS TO STUDENTS

Should you require access to your child/children during school hours, it is policy that all inquiries are made through our Administration Officer or Principal in the school Administration Office. Parents/Caregivers are not permitted to directly access classrooms during lesson times.

ADOPT-A-COP

This is a valuable program where a Police Officer familiar with our school, supplies an educational program for the children and visits our assembly regularly. He is available to present instruction in a wide range of topics for the teachers, including Protective Behaviours. Our Adopt-A-Cop is Sergeant Alan Lutter and he is based at the Wallangarra Police Station. Alan is also a resource person that may be involved from time to time in our Behaviour Management program.

ATTENDANCE

Regular, punctual attendance is required unless a valid reason exists.

The reason for a child's absence is to be communicated to the school by one of the following means:

- An entry in the Home-School Communication Booklet, if applicable, signed and dated by a parent
- A separate note/letter of explanation from a parent
- Personal contact by a parent
- A telephone call by a parent to the school office (phone 46841254)

Parents will be alerted of suspected truancy.

The school is required to report detected truancy to the Juvenile Aid Bureau.

BADGES - IDENTIFICATION - Visitor / Volunteer

Any adult at the school as a visitor or working in a voluntary capacity is required to wear a badge or sticker that identifies their presence in the school.

All adults should report to the office unless

- They are a parent who has an appointment to see a teacher or
- They are bringing their child to school /collecting their child from school or
- They are a volunteer in a classroom on a regular basis

ALL Volunteers are asked to sign a "Volunteers Register" - there is one in each classroom and one in the office. Parents who volunteer to assist with the grounds can sign the "Groundscare Volunteer register"

Children should be wary of approaching any adult on campus who is not

- A member of staff,
- A (known) parent or
- wearing a badge.

Parents are requested to reinforce this safety practice with their children.

BICYCLES

Children are required to walk bicycles within the grounds and on the front footpath. Bicycles must be stored in racks near the tennis court.

Bicycles should be named.





Bicycle helmets should be attached to the bicycle.

Bicycles are stored at the owners' risk as racks are not under constant supervision -

Locking of bicycles is advisable.

BOOKCLUB

We have Four Book clubs operating at our school -

-  **Wombat- Reading age pre-school to 6 years.**
-  **Lucky - Reading age 6 to 8 years.**
-  **Arrow - Reading age 8 to 11 years.**
-  **Star - Reading age 11 to 14 years.**

The aim of these Book clubs is to encourage the enjoyment of reading amongst children and young people through books that appeal to the interests at each stage of their development.

Book club is run in conjunction with Ashton Scholastic.

Books are offered at reduced prices, selected by a team of experts with the reading ability of each group in mind. Hardcover books and books of special interest to parents and teachers are also available.

The Book club will operate through the school.

There is no membership fee and neither you, your child nor the school is under any obligation to buy books. Free copies of Wombat, Lucky, Arrow and Star News, with descriptions of all books on offer, will be sent 8 times per year.

If possible, please pay cash and enclose the correct money, together with the order form, in a sealed envelope clearly marked with your child's name and class eg. John SMITH, Year 1, (Teacher's name). If paying by cheque, please cross your cheque and make it payable to Ashton Scholastic.

The Notes Box is placed outside the Office door for children to place their orders.

BUSES

For enquiries regarding bus passes and route information:

- Colin Maher (Covers Eukey Road, Western Ballandean and Jacobsen Road run)
46841103
- Dale Crisp (along New England Highway - from Stanthorpe and Wallangarra, Wyberba)
46812299

School Transport assistance may be available - please talk to Col Maher or Dale Crisp.

The State Government also provides assistance to lower income families. Called "The Safety Net" this assistance is for families who do not receive other forms of School Transport Assistance and are on lower incomes.

CLASS FORMATION

Classes will be formed annually, the number of groups dependent on anticipated enrolment and staffing.

The Principal will form classes after consultation with and recommendations by class teachers.

No changes will be made to newly formed classes except in the event of staffing rearrangement.

CLASSROOM ASSISTANCE

At the beginning of the year, many teachers invite parents to register as voluntary helpers in their classes.

Parents can assist the class teacher in the following ways:

- Listening to children read
- Helping with group activities
- Typing children's stories
- Preparing materials for lessons
- Providing additional adult supervision for excursions
- Assisting during literacy block.
- Covering library books (at school or at home)

On each visit, voluntary helpers should record their names and times of attendance in the class Volunteers Register and receive a Volunteer Badge.

COMMUNICATION School - Home

1. LETTERS

Newsletters (The Ballandean Bulletin)

- Issued weekly (Tuesdays) to the oldest in the family.
- Contain details of achievements, requests, forthcoming events, instructions and general advice of policy etc. From time to time the newsletter will also include community information.
- The newsletter is available on the school's website.
- **All forms to be signed and returned to school will printed in yellow.**

Specific Class/Group/Team Letters

- Information on and permission for specific class, group or team activities, excursions etc.

From the Classroom

- Class news will be sent home from time to time by the class teacher

2. HOME-SCHOOL COMMUNICATION BOOKLET (Optional)

- Used by either parent or teacher for messages, requests, explanations, permissions, communicating personal needs of child

3. REPORTING

Report Forms

- School Progress Report - written record of a child's progress issued at the end of each semester.

(The original is issued for parental perusal)

- Year 1, 2, 3 Literacy and Numeracy Reports
- QSA Assessment Task Report (Year 6)
- Year 3, 5 and 7 Test Reports (Issued Term 4)

4. PARENT INFORMATION EVENINGS/AFTERNOONS

- May be held early in Term 1 to present an overview of the year level work, proposed year level and/or class activities and individual class teachers' management procedures.
- Special Information Sessions will be organised throughout the year to provide parents with information about different topics eg: Reading, mathematics; behaviour etc

5. PARENT-TEACHER INTERVIEWS (WHOLE SCHOOL)

- General all year level parent-teacher interviews organised to provide a verbal report on the social development/ behaviour and progress of their children... usually end of Term 1 (behaviour and Social aspects), term 2 and in Term 4 (overall progress).

6. INTERVIEWS (OTHER)

- Specific interviews on other occasions are to be organised at times mutually appropriate to teacher and parent.

- No interviews will be accepted during teaching time. This allows teachers to focus on teaching.

7. PUBLIC RELATIONS

Notice Boards

- At various locations on exterior walls of teaching blocks.
- For use by staff, children and community members advertisements and promotion of school activities and achievements.

COMPUTER PROGRAM (Information and Communication Technologies)

Computer related technologies enhance learning opportunities in all aspects of our school curriculum. We will be utilizing the scope and sequence plan as devised by the Queensland Studies Authority. Our Curriculum Program also provides children with the opportunity to explore, learn about and use a wide variety of computer related technologies enabling our children to be better equipped for their future. Technology also plays a role in providing a communication link between home and school through our school web site. Children will learn an increased array of skills related to ICT and applications of Communication Technology as they progress through the year levels.

CURRICULUM

Our school caters for students from Prep to Year 7. Our school is committed to a multiage philosophy of learning which gives students the opportunity to work at their level of ability.

The Key Learning Areas covered provide a range of learning experiences designed to promote academic achievement, social and cultural awareness, at all times being aware of and integrating local experience and situations.

In 2008 our school will be embracing the newly devised Essential Learnings. A school program that details how these Essential Learnings will be covered through academic programs at Ballandean School will be available as part of our Curriculum Plan. Our Curriculum Plan, Literacy Plan and ICT Plan will be available on the web.

CUSTODY

When students are subject to custody orders it is imperative that the Principal be advised personally, and in writing with supporting documentation where appropriate. This also applies to DVO's.

DAILY ROUTINE

Time	Action
<i>On arrival at school - prior to teacher arrival</i>	Children to wait underneath the main teaching block until the first TEACHER arrives. We do not want the children on the playground equipment or 'hanging' around the high school children if they get to school early.
<i>8:50</i>	First Bell - Children move towards required area
<i>11:00</i>	First Break - 45 minutes duration. Children required to remain seated for the first 10 - 15 minutes Children will not be allowed to move to play areas unless they have finished eating
<i>11:45</i>	Middle Session Commences
<i>1:15</i>	Second Break - 30 minutes
<i>1:45</i>	Afternoon Session
<i>3:05</i>	School Concludes
<i>After school</i>	Children will leave the school grounds with parents, by bus or on foot.

Please note: As, by law, teachers are not required to be at school until 20 minutes prior to the commencement of instruction and are not required to remain for more than 20 minutes after the conclusion of instruction it is strongly recommended that children do not arrive at school until 8:30 unless earlier arrival is necessary due to the arrival of buses.

In the interests of safety, children should travel directly to and from school.

Once at school, children will not be permitted to leave the grounds during school hours, without a written parental request or unless in the company of a parent or a parent's nominee.

All children arriving at or leaving the school during school hours must be signed in and out either at the office or in the classroom.

DEPARTURE FROM SCHOOL

Children are not permitted to leave the school grounds at lunch breaks without permission. It is important that if a child is required to leave the school before the normal dismissal time, the matter be referred to the class teacher or to the principal.

Children will not be allowed to depart from school during normal hours without some request from the parent, either in person or by letter. They will never be allowed to walk home, ride a bike or go to the shops by themselves once they have entered the grounds.

When it is necessary for a child to be sent home through sickness or injury, the final decision on that action will be made by the principal. No child will be sent home unless prior contact has been made with a parent or a responsible adult. It is imperative that our records show all contact information accurately (especially for emergencies).

If children are to go early from school, or are to be taken away for a short time, parents are asked to personally call at the office to collect the child and sign them out. No children will be sent to the front gate or out to the footpath.

In cases where there could be legal directions in regards to custody of children, it is important that the parent advises us, in writing, of these directions, and supply copies of the latest relevant Family Court documents.

Children are considered to be late for school if they arrive after class commences at 8.50am. This information on lateness is recorded.

DETENTION OF CHILDREN

A child at a state school may be detained for a period of not more than:

a) twenty minutes during midday recess

or

b) one half hour after the period allocated for school day routine, as a consequence for disobedience, misconduct, willful neglect to prepare home tasks or for other breaches of school discipline.

Regulation 39, Education (General Provisions) Regulations 1989

EMERGENCY CONTACTS

Please ensure that addresses, phone numbers and emergency contacts are kept current in case we need to contact you in a hurry. You, as parents, have a responsibility to your child and the school in your Duty of Care to keep the school informed of changes.

ENROLMENT

Enquiries regarding enrolment should be directed to the principal.

Enrolments for children transferring from other schools are taken at the time of transfer.

Sighting of copies of school reports, assessment results or work samples would be helpful in the year level placement of children transferring into this school; particularly for children from interstate.

The school may ask to sight the passport of any child not born in Australia to verify residency status.

Please notify the Administrative Officer in the school office as soon as possible if a child will be leaving the school.

School issues of books, equipment and library books must be returned prior to a child's departure.

A transfer will be provided on the child's last day of attendance if enrolling in another state school in Queensland.

ENTRY & EXIT: CARS

The car park is to be used by parents for setting down or picking up of children.

Only authorised personnel and taxis and cars picking up physically disabled children are permitted to enter the school grounds.

ENTRY & EXIT: CYCLISTS AND PEDESTRIANS

Before and after school, all cyclists and pedestrians are to enter and exit from the school grounds by the following paths:

- The small gate at the corner of the school grounds on the New England Highway
- Bents Road: use the main front paths.

EFTPOS

EFTPOS is NOT available at our school!

EXCURSIONS AND CAMPS

Educational trips which broaden the learning experiences of the pupils are encouraged and sponsored by the school. The trips are closely linked to regular classroom instruction and utilise the community and regional resources as part of the curriculum. Trips are well planned, supervised and conducted on locally operated buses. Excursions and camps are planned as extension activities in a range of curriculum areas.

When an excursion or camp is planned, parents will be notified by letter of details and costs.

Children must have written permission from parents to participate.

Costs usually involve a combination of bus fare and entry fee and other costs associated with the activity.

Usually, the bus fare component cannot be refunded because the hire fee per bus remains the same even if some children are absent.

FAMILY INFORMATION

For the care and protection of your children CURRENT information on the following is essential for school records.

- changes of name
- home address
- parents' places of employment
- home and work telephone numbers
- emergency contacts (name and phone number)
- changes in serious medical conditions
- alteration to custody arrangements

(Custody papers must be sighted by the school. Copies to be retained on file)

An annual update is carried out in February. For changes at other times, contact the school office.

HEALTH & MEDICAL ISSUES

1. Emergencies

- Parents will be contacted and/or the ambulance summoned if the situation is critical.

- After the emergency has been met, responsibility rests with the parent, ambulance or doctor notified.
- In cases where a child is hospitalised, the school should be notified so that an accident investigation may be undertaken.
- **CURRENT CONTACT PHONE NUMBERS ESSENTIAL (See FAMILY INFORMATION)**
- A school accident register is kept.

2. First Aid

- First aid is immediate temporary treatment given by authorised staff in the event of illness, injury or accident.
- Staff are not permitted to carry out any further treatment.
- The St John's Ambulance, Red Cross or other compliant Certificate is held by a number of staff.

3. Illness and Injury

If ill or injured...

- The child attends the Sick bed for First Aid and monitoring of condition.
- If symptoms are minor, the child will return to class when recovered.
- If the symptoms are serious, or involve a head or a back injury, an attempt will be made to contact a parent or parent's nominee (emergency contact person).
- If contact is made, the child will be released to the parent's or nominee's care.
- If contact cannot be made, the child's condition will be monitored in the Sick Room until contact is made
- A school record is kept of attendance in the Sick Room.

4. Infectious Diseases: Temporary Exclusion

Extract from Education Office Gazette 88.14.08

"Children who are unwell should not be allowed to attend school guidelines have been drawn up on the premise that children who have been ill with an infectious disease will not return to school until they have fully recovered. The only exception to this rule is that children with certain skin diseases may return once appropriate treatment has commenced."

Accordingly:

- Children contracting a communicable disease, or certain skin, hair or eye infections may be temporarily excluded.
- Parents should contact the school for conditions of exclusion. (Copy of schedule attached.)
- **COMMON INFECTIONS REQUIRING EXCLUSION**

Chicken pox, conjunctivitis (acute), glandular fever, head lice, measles and rubella (German measles), mumps, ringworm, scabies, school sores, whooping cough, human parvovirus.

Additionally:

- Education Queensland requires the school to keep an Infectious Diseases Register. Please notify the office if your child contracts an infection such as the above.

The recommended periods of exclusion from school are issued as a guide to teaching staff and may be modified in individual cases as circumstances warrant.

CONDITION	EXCLUSION OF CASES	EXCLUSION OF CONTACTS
Amoebiasis (<i>Entamoeba histolytica</i>)	Exclude until diarrhoea has ceased	Not excluded
Campylobacter	Exclude until diarrhoea has ceased	Not excluded
Chickenpox	Exclude until fully recovered or at least five days after the eruption first appears. Note that some remaining scabs are not a reason for continued exclusion	Any child with an immune deficiency (for example leukemia, or receiving chemotherapy) should be excluded for their own protection. Contacts otherwise not excluded.
Conjunctivitis	Exclude until discharge from eyes has ceased	Not excluded
Cytomegalovirus (CMV)	Exclusion not necessary	Not excluded
Diarrhoea	Exclude until diarrhoea has ceased	Not excluded
Diphtheria	Exclude until medical certificate of recovery is received following at least two negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and the other 48 hours.	Exclude family/household contacts until cleared to return by an appropriate health authority.
Glandular Fever (mononucleosis)	Exclusion is not necessary	Not excluded
Hand, Foot and Mouth Disease	Exclude until all blisters have dried	Not excluded
Haemophilus influenzae type b (Hib)	Exclude until medical certificate of recovery is received.	Not excluded. However close contacts may require antibiotic prophylaxis as advised by the Public Health Unit.

CONDITION	EXCLUSION OF CASES	EXCLUSION OF CONTACTS
Hepatitis A	Exclude for at least seven days after the onset of jaundice or illness and until a medical certificate of recovery is received.	Not excluded. Contact Public Health Unit for advice.
Hepatitis B	Exclusion is not necessary	Not excluded
Hepatitis C	Exclusion is not necessary	Not excluded
Herpes (cold sores)	Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions should be covered by a dressing where possible.	Not excluded
Hookworm	Exclusion is not necessary	Not excluded
HIV - AIDS Human immunodeficiency virus	Exclusion is not necessary unless the child has a secondary infection	Not excluded
Impetigo	Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing.	Not excluded
Influenza and influenza like illnesses	Exclude until well	Not excluded
Leprosy	Exclude until approval to return has been given by an appropriate health authority	Not excluded
Measles	Exclude for at least four days after onset of rash	Immunised contacts not excluded. Unimmunised contacts should be excluded until 14 days after the first day of appearance of rash in the last case. If unimmunised contacts are vaccinated within 72 hours of their first contact with the case they may return to school.

CONDITION	EXCLUSION OF CASES	EXCLUSION OF CONTACTS
Meningitis (bacterial)	Exclude until well	Not excluded.
Meningococcal infection	Exclude until adequate carrier eradication therapy has been completed	Not excluded if receiving rifampicin
Molluscum contagiosum	Exclusion is not necessary	Not excluded
Parvovirus (slapped cheek, erythema infectiosum, fifth disease)	Exclusion is not necessary	Not excluded
Poliomyelitis	Exclude for at least 14 days from onset. Readmit after receiving medical certificate of recovery.	Not excluded
Ringworm, pediculosis (lice), scabies, trachoma	Readmit the day after appropriate treatment has commenced	Not excluded
Rubella (German measles)	Exclude until fully recovered or for at least four days after the onset of rash	Not excluded
Salmonella, Shigella	Exclude until diarrhoea has ceased	Not excluded
Streptococcal infection (including scarlet fever)	Exclude until the child has received antibiotic treatment for at least 24 hours and the person feels well.	Not excluded
Tuberculosis	Exclude until a medical certificate from an appropriate health authority is received.	Not excluded
Typhoid fever (including paratyphoid fever)	Exclude until approval to return has been given by an appropriate health authority	Not excluded unless considered necessary by public health authorities.
Whooping cough (pertussis)	Exclude the child for five days after starting antibiotic treatment.	Exclude unimmunised household contacts aged less than 7 years for 14 days after the

		last exposure to infection or until they have received five days of a 14 day course of antibiotic therapy.
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5. MEDICATION

PRESCRIBED MEDICATION

- Some forms of medication may be administered at school by personnel authorised by the Principal.
- Such medication must be prescribed by a medical practitioner.

For prescribed medication

- Make a request in writing for the school to administer the medication. (Forms available from the office). Give details of any request and/or guidelines from medical practitioners about the medication, including possible side effects or adverse reactions.
- Provide the medication in the original container, labelled by a health-care professional or pharmacist, to the staff member responsible for administering it.
- Make sure the label on the medication shows the name of the child, name of the drug and name of the medical practitioner prescribing it, as well as the use-by-date, dosage and time to be taken.
- Advise the school in writing and collect the medication, when it is no longer required at school.

OVER-THE-COUNTER MEDICATION

Similar guidelines usually apply to over-the-counter medication, including analgesics and herbal medicines. Members of the school staff are not able to administer such medication unless they receive a written request from parents, written approval from a medical practitioner, and the medication in the original labelled container.

Unless under prescription or the above conditions have been met, ANALGESICS (Panadol, Paracetamol, Aspirin etc) will only be administered at the Principal's discretion - and this will usually involve parental permission being sought.

PLEASE DO NOT MAKE REQUESTS OF INDIVIDUAL CLASS TEACHERS TO ADMINISTER MEDICATION.

SELF-ADMINISTERING OF MEDICATION

Some students may have approval from their doctor, their parents and the principal to administer their own medication (for example, inhale Ventolin for asthma; inject insulin for diabetes). Students who self-administer must follow safe practices for carrying medication that may be potentially harmful to other students and for disposing of any associated equipment, such as injecting equipment for insulin. Parents must discuss and arrange safety practices and procedures with their children and the school principal. School First Aid Kits are equipped with asthma puffers for emergency situations. A letter from a parent is required authorising use of the puffer by the child in an emergency situation.

HEALTH SERVICES

Dental Clinic

- A mobile Dental Clinic periodically provides dental service on the premises.
- The Clinic is staffed by dental therapists and a dental nurse.
- A dentist makes regular visits to the Dental Clinic.
- Treatment is free.
- The written consent of a parent is required.
- Parents are encouraged to attend the Clinic with their children especially on a child's first visit.
- For emergency treatment when the Clinic is off site phone 0412 369373.

School Nurse

- A registered nurse from Queensland Health visits to:
- screen vision and hearing of Year 1 children
- respond to particular health concerns referred by the child's class teacher or parent (REFERRAL FORM available from school office)

HOMEWORK - TIME ALLOCATION

The schedule below is a statement of this school's policy on time allocation to homework. Times stated are maximum and should be seen as times AVERAGE children would take to complete the homework assignment.

Homework is given on Monday, Tuesday, Wednesday and Thursday only.

Year	Non written Tasks	Written Tasks	Maximum Time
1	10	Occasionally Year 1 children might be given some form of written homework	10
2	10	10	20
3	10	10	20
4	15	15	30
5	15	15	30
6	15	30	45
7	15	30	45

PLEASE read the following about homework:

- If you are finding that the homework is taking a lot longer than advised, please contact your child's teacher
- If your child has not completed their homework due to family business, please advise your child's teacher (Communication Book would be a good method)
- Parents are encouraged to help their children to make effective use of home study time, and develop good homework routines and skills.
- Consideration needs to be given to providing an appropriate place for doing homework - quiet, free of distractions (No television on!!), well lit and ventilated.
- Out of love, parents want to help their children with their schoolwork. This is wonderful that children have an interested parent they can turn to. However, if parents overdo it, they are not helping their children - they are hindering them. It's a fine line between doing too much and being there to support your child.

A few tips

- If you type your child's work, type it EXACTLY the way they wrote it. The child can find the errors.
- If asked to proof read, ask questions such as, "What should a sentence start with?" If they know the answer, then state, "Well perhaps you should check if all your sentences have a capital letter!"
- It's fine to be a sounding board for ideas e.g. "What do you think of this mum?" If a discussion follows, that the child gains ideas or content, this is great. It is not appropriate to say "Why don't you do it this way? Here I'll show you."

- Avoid writing notes / making phone calls to the teacher seeking an exemption for your child's uncompleted work when there was no valid reason. The children need to face the teacher themselves and explain.
- If a child in year 3 or above forgets to give you a permission note, they will no longer be allowed to ring home to receive verbal permission to attend. The child needs to acknowledge that they are responsible for their own actions.
- The children are never to blame Mum/Dad! Too often we hear, "Mum forgot to put my project / swimmers / hat etc. in my bag. It's not Mum's fault - it's theirs!"

We need to love and care for our children but if we do too much, our children will not develop the necessary skills and responsibilities that they will need to become independent thinkers and learners.

HOUSE SYSTEM

A house system is in operation for school based interhouse competitions - mainly in the area of Track and Field.

Children are assigned to one of the two houses.

New enrolments are allocated to houses on the basis of keeping house levels as even as possible.

Houses are:

Mitchell	Gold
Cunningham	Blue

House Athletics:

The Ballandean State School House Sports are held each year prior to the interschool competition. These carnivals are held in term 2 or 3. Usually, the House sports are held at the Ballandean Soccer Field.

All year levels are encouraged to participate in an interhouse games/sports competition as part of their physical education program.

INSTRUMENTAL MUSIC PROGRAM

In 2004, Ballandean State School provided funding for an instrumental Music Program as a trial. The program will continue as long as we have an instructor willing to travel to the school to teach the instruments and as long as parents contribute a small amount to assist with ongoing funding. Instruments can either be purchased or hired (if available). At the moment, the program is a stringed instrument program for one year.

A Loan Agreement must be completed by the parent/s of a child borrowing a school instrument which is available from the office.

An annual fee is payable to cover the cost of repairs and maintenance.

Both the child and his/her parent/s must sign a Contract before the child may commence instruction.

Children join the program if assessed as ready.

INTERNET AND EMAIL

All children will have access to the Internet and a web based email while they are at school. They will need to have access to their user name and password to log on to the curriculum server as well as their user name and password to access their web based email. In both cases, their user name will be the same - consisting of the first initial of their Christian name, the first for initials of their surname and a number (eg: jsmit2) all in lower case letters.

Children and parents must sign an internet and email permission form as prescribed by Education Queensland. The school receives reports of any inappropriate email usage and any attempt to access blocked websites. The school has subscribed to all recommended blocked website as advised by education Queensland. Children who demonstrate and interest will be taught how to assist in the management of the school webpage.

LIBRARY RESOURCE CENTRE

The Library Resource Centre is not staffed.....we rely on teachers and teacher aides to keep it maintained. Our school relies on the goodwill of parents and children to look after the books and resources, and, from time to time, to assist in covering etc. Loans are recalled at the end of each term. This involves a two week period when borrowing is not allowed.

When children do not respond to overdue notices, parents will be notified and may be requested to donate towards replacement books.

Families transferring out of Ballandean State School should ensure that borrowed books are returned to the library.

Sometimes, two book fairs are conducted each year to raise money.

MONEY COLLECTIONS

Money collections for any purpose will be accepted on all days but our preference is for you to label an envelope and place it in the Notes Box.

The money should be sent in a sealed envelope clearly marked with

CHILD'S NAME

CLASS

PURPOSE

This should be placed in the NOTE'S BOX by the child at the beginning of the day. Money for P & C Association purposes may be sent on any day in a sealed envelope notated as above.

Children should not bring large sums of money to school.

They would be unwise to leave money in their bags or in their desks during the day.

Children should either carry money on their person or entrust it to the care of a teacher until needed.

OUT OF HOURS USE OF SCHOOL GROUNDS

It is an offence under the "Educational (General Provisions) Act 1989" for persons to be on school grounds unless the person has lawful authority or reasonable excuse for being on the premises. Police have the power to prosecute persons found inside the school grounds without given permission at any time.

PARENTS' AND CITIZENS' ASSOCIATION

The Parents' and Citizens' Association meets on various Mondays (usually in every second month) at either 4.00pm or 7.00pm in the staffroom. Please check your calendar for specific dates.

Office bearers are elected at the Annual General Meeting in February each year.

The Association welcomes attendance at each monthly meeting and involvement in any of its sub-committees.

Although parents are unofficial members of the P and C due to the fact that they are parents, formal membership allows parents the right to vote at meetings and entitles them involvement in the process associated with P and C's at a broader level. Anyone wishing to become a member of the Association should sign the application form.

(Available from the school office or at a P & C Meeting. These forms will also be sent home for signatures if parents advise that they are unable to attend a meeting.

Applications for membership are approved / endorsed at the end of monthly meetings.

The P & C Association organises a number of fund raising ventures throughout the year to enhance the school's environment, resources and access by children to educational activities. These have included the installation of the air conditioners in classrooms, payment for mini excursions and assistance with the funding of the School swimming program.

The support of all parents is welcomed and valued.

PERSONAL PROPERTY - LOST PROPERTY

Lost property is collected and every effort is made to return goods to their owners. However, this is a frustrating task when property is not named. The return of property is simple and sure when articles are named, but time consuming and often ineffective when articles are not.

Children's personal property should be clearly marked with full name.

Items that require marking include class requisites, sporting equipment, purses/wallets, and any items of clothing that may be taken off such as headwear, footwear, track tops, jumpers, raincoats, swimming gear.

Please make identification markings as clear as possible and renew when faded.

Children should know where to look for their names on items of property.

All lost property is sent to the Office daily and stored in a plastic bin outside the office. Parents and children are able to check the bin for lost items.

All unclaimed lost property is delivered to a charitable organisation at the end of each fortnight.

Children should not bring valuable items to school for play. Supervision of such property is difficult and loss or damage may occur.

Items brought to school for talks or displays should be given to the teacher for safe-keeping or placed back in to the child's bag until the child takes them home.

Children must not sell or exchange items of personal property at school.

The following items are forbidden: knives, matches, lighters, water pistols, toys which fire projectiles and other articles or addictive substances that are deemed dangerous or detrimental to children' well-being.

PHYSICAL EDUCATION - SPORT

Each child is timetabled to attend one thirty minute physical education lesson per week. This lesson is conducted by the specialist physical education teacher.

Attendance at this lesson is compulsory unless a note detailing an acceptable reason for exclusion is presented.

Children are required to wear hats or caps when participating in outdoor physical education lessons.

Physical education lessons focus on fitness and skill development.

A natural extension of physical education is interhouse sport and interschool sport.

Children of each year level participate in a sports program once per week.

Children from Years 4 to 7 are eligible for selection in interschool teams that compete in the Granite Belt District Competition on Friday afternoons.

Interschool teams will function as long as they can be managed and supervised by a registered, paid teacher.

PLAYGROUP

We would love to support the operation of a playgroup so please contact us if you are interested.

RELIGIOUS EDUCATION

The Education (General Provisions) Act 1989 makes provision for the teaching of religious education in Queensland State Schools.

All children are invited and welcome to attend a class in ecumenical religious education for half an hour once per week unless a specific request in writing is made by a parent for his/her child to be withdrawn.

Children withdrawn from religious education must work independently during that period.

Families of other faiths may like to provide their children with some activity appropriate to their own beliefs to be undertaken during that period. This may include a visit during the RE period from a registered teacher of the said faith.

Children withdrawn from religious education will be seated apart from the main groups; however space restrictions and supervision requirements do not always allow children to be withdrawn completely out of earshot.

Religious education is conducted in 30-minute lessons on Thursdays from 9.00am commencing on the second Thursday of the year. There is usually no religion lesson in the last week of the year.

Instruction is given to the following groups by accredited personnel approved by the Principal.

(i) *Combined Group*: The majority of children are instructed by personnel drawn from a variety of denominations including Anglican and Catholic and other Christian groups who present an agreed to ecumenical program.

(ii) *Others*: Instruction to children by representatives of their own denomination.

SCHOOL LEADERS

Students and staff elect School Leaders and Sports House Captains. Our School Leaders, Sports House Captains and any School Monitors are announced at the end of a year to take up duties in the new year. They are presented with their badges early in the school year at an official ceremony.

SCHOOL RULES

The school code of conduct has been agreed to by staff, parents and children and aims to provide an environment whereby

- All members of the school community feel safe and valued.
- Social and academic learning outcomes are maximised for all.
- School practices involve a planned continuum from positive to preventive actions for all children.
- Non-violent, non-discriminatory and non-coercive language and practices are adopted.
- Suspension and exclusion procedures are considered only when other approaches have been exhausted or rejected.

All members of the Ballandean State School community have the right to:

- (a) be treated fairly and justly with respect and courtesy
 - (b) learn and teach without disruption from others
 - (c) work in a safe, supportive environment. Any form of harassment (physical, bullying, racist, teasing, name calling and verbal abuse etc) is not acceptable and will not be tolerated. It is VERY important that children are encouraged to REPORT any form of harassment to teaching staff soon after it occurs to enable these incidents to be thoroughly investigated.
 - (d) feel proud of themselves and achieve the best in all they do.
- Children have the right to learn in a safe and supportive environment where they are given the opportunity to develop their talents, interests and ambitions.
 - Parents can expect their children to be educated in a safe and supportive environment, which encourages care, courtesy and respect for the rights of all school community members.
 - School staff can expect they will be able to work in an orderly and cooperative environment.

Code of Conduct / Behaviour Management Policy is reviewed yearly and is presented as a separate document. This is usually sent home at the end of February after review has occurred. Feedback from parents, staff and children is invited.

These documents are also available on the school website. Please read them.

SCHOOL MEETINGS

School Meetings are held weekly. One will be held on a Monday at 1:45pm. The other will usually be held on a Friday after sport. Occasionally, a school meeting will be held before school. Formal assemblies are held throughout the year and parents are notified of these assemblies through the school newsletter - "The Ballandean Bulletin".

SPECIAL EDUCATION SERVICES

Support Teacher - Learning Difficulties (STLD) - Ms Sandy Velez (Term 1)

- services the school 1 day per week.
- provide assessments and assist with in class programs for children who qualify for learning support
- provide assistance and advice to class teachers and parents re learning concerns

Advisory Visiting Teacher - Autistic Spectrum Disorder - Ms Sandy Velez (Term 1)

- services the school for two and a half days a week
- has experience in working with children who have been diagnosed with Autistic Spectrum Disorder
- supporting the children, their parents and siblings and other members of the extended family
- assisting and providing practical support and advice with the investigation and subsequent diagnosis (which must be gained from a paediatrician) of Autistic Spectrum Disorder
- Provides, or supports the provision of resources for families of children who have been diagnosed with Autistic Spectrum Disorder
- facilitates the profiling of children enrolled at State Schools

Guidance Officer - Mr Paul Whitford

- services our school on an 'as needs' basis
- conducts academic assessments
- provides support and counselling for children, teachers and parents
- assists teachers and parents with behaviour management programs

Speech-Language Pathologist - Ms Leesa McMahon

- visits the school once per term to provide support to a small group of children identified with high level speech and language needs

Occupational Therapist - Mrs Geraldine Hollingsworth

- Ballandean School funds visits by a qualified Occupational Therapist.
- She visits the school to provide support to a small group of children identified with fine and gross motor and sensory motor needs. She also provides advice to the staff for our whole school Sensory Motor program.

STAFF MEETINGS

- Staff meet on a Wednesday afternoon from 3.15pm to discuss whole of school issues. The teaching staff meets at a separate time to discuss the school curriculum plans and associated issues.

STATEMENTS

Statements of accounts (money outstanding) may be sent home once per term. Please ensure you agree with the report and pay any outstanding amounts promptly. If you are experiencing difficulty paying or have a query regarding the statement, please contact the Admin Officer and discuss possible arrangements.

SUN PROTECTION

This is a sun safe school.

Children ARE EXPECTED to wear hats at lunchtime, for physical education lessons and when playing sport outdoors. Following is an extract from our school "Sun Safe" Policy

2. **"When playing in the sun, the children must wear a hat at all times. Hats that protect the ears and neck are part of the school uniform and the children should be strongly encouraged to wear them. "**

For many sports the children may need to wear a cap or, sometimes no headwear is appropriate from a sports safety viewpoint. Teachers of these sports will discuss this individually with the children in the team.

Children are encouraged to wear sunscreen when participating in outdoor excursions and from 2008 it will be compulsory for children to wear a swimming shirt in swimming lessons.

SWIMMING

Children participate in an organised swimming program. All parents are asked to pay for the hire of a coach to transport the children to swimming (about \$2.00 per lesson).

The school and P and C Pay for the cost of pool entry and accredited coaches.
Prior to each swimming season parents are advised of arrangements and conditions.
Written permission is required for children to participate.

TELEPHONE

Generally the Administrative Assistant will handle telephone enquiries and messages. However, the Principal will endeavour to return all calls expediently. During learning and teaching sessions, staff will not be called to the telephone (unless in an emergency), but messages will be passed on to them.

TUCKSHOP

Our school does not have a tuck shop....however in 2007 we trialled 'lunch days' once a week. Funds from these days were used to pay for Arts Council Costs. At this stage we expect that the lunch day will continue - possibly on a Thursday in 2008. More information about these days will be provided in a separate newsletter. Children are also provided with a shop price list (from the Ballandean Store) and are able to order lunches. Children are asked to place their lunch order and money in the shop basket each morning.

UNIFORMS

While the wearing of school uniforms is not compulsory in Queensland State Schools, the Department of Education does expect schools to formulate child dress standards, which comply with Departmental policy and guidelines.

Where a school community supports the adoption of a uniform as its preferred dress standard for children, such uniforms should be in accordance with relevant State and Commonwealth legislation concerning gender equity, anti-discrimination, sun safety, and health and safety.

The Ballandean State School P & C Association supports the wearing of school uniform as preferred child dress.

The school uniform consists of a range of items from which parents may select a combination that best suits their children's particular requirements.

School uniform items are all marked with the Ballandean logo. Parents can get the logo placed on other items of clothing if they wish - please contact the office to find out how this can be done.

Items include:

- (a) pleated skirt (royal blue)
- (b) polo shirt (Royal Blue and gold) long line unisex shorts (royal blue)
- (c) skorts (royal blue)
- (d) track suit or pants and sweatshirt (royal blue)
- (e) slouch hat (blue) or legionnaires cap (blue)
- (f) footwear

Track pants and sweatshirts, shorts, skorts, skirts and footwear ARE NOT always stocked by the school. Please check with the school first or visit a store such as K Mart, Big W, Target, Lowes or Best & Less.

The school also stocks brimmed hats embossed with the school emblem.

Footwear must be worn to school...and it would be great if it was worn home too!!!!

The only items of jewellery acceptable under the school's dress standards for children are wristwatches, small ear studs or sleepers that are necessary for maintaining pierced ears, commemorative/signet rings or medical tags.

Uniform items and a current price list are available from the office.

WEBSITE

Our school has a website and we are constantly endeavoring to update the site. The site is located at www.ballandess.eq.edu.au .If any parent or community member who has an interest in web page design or maintenance would like to assist, please contact the principal.