



# BIRKDALE STATE SCHOOL

## INFORMATION FOR PARENTS



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# HANDBOOK FOR PARENTS

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# BIRKDALE STATE SCHOOL

## ***Statement of Purpose***

### Vision

*Birkdale School is a community of life-long learners dedicated to excellence in teaching and learning, where diversity is embraced in a safe, just and tolerant environment.*

### We will achieve this vision through:

- *Promoting active and positive partnerships between students, staff, parents and the wider community*
- *Treating all people with respect and dignity and valuing their individuality*
- *Providing flexible, timely responses to student needs*
- *Giving each individual the opportunity to participate and to achieve their personal best*
- *Building foundations for future participation in both learning and society, providing the best possible educational resources and facilities.*

# INTRODUCTION

Birkdale State School was opened in 1916, in a marquee tent and it was not until the late 1970s that it became a large School. Enrolment in 2025 was 467 students.

School buildings are of the traditional and open plan designs.

The school has:

- a large multi-purpose hall
- two ovals
- a solar heated swimming pool
- a multi-purpose court complex – tennis, basketball
- 2 netball courts
- an artificial turf cricket wicket and practice wickets
- new interactive playgrounds.

These fine sporting facilities are enhanced by the provision of:

- shade shelters
- refurbished covered pool grandstand.

The two ovals are fitted with a pop-up irrigation system and bore.

Other facilities:

- Air Conditioned learning spaces
- a Multi Purpose Hall
- an Arts/Technology Building
- a Smart School's Classroom
- a Double Prep Building
- a Music Block
- major refurbishment of Blocks
- covered adventure playgrounds
- covered play areas for the younger students
- lockable bicycle enclosure
- covered walkways to all buildings
- covered Prep playground



Landscaping of the areas around classrooms is continuing.

# STAFFING

## **Administration**

Principal	Mr Brendan Smith
Deputy Principal	Ms Jenni Mann
Head of Curriculum	Mrs Kate Hyder
Head of Inclusion	Mrs Leesa Kirsons
Business Manager	Mrs Karen Rogers
Administrative Officers	Mrs Madonna Cossettini Miss Justine Newland

## **Teaching Staff**

20 class groups operate in the primary school during 2026, including 3 Prep classes.

The school has the services of a classroom Music Teachers, Physical Education Teacher, Head of Curriculum, Support Teachers, a L.O.T.E. (Language Other Than English) Teacher and two teachers of Instrumental Music. We are visited by a Guidance Officer, Speech Therapist, Social Worker, Chaplain and Advisory Visiting Teachers at regular intervals. In addition, a Special Education Program is attached to the school and students from this program are integrated into the general school program.

## **Support Staff**

Eleven Teacher Aides, four Cleaners and a School Officer (grounds staff) are employed. Throughout the year additional Teacher Aides are employed to help support students with reading, writing and mathematics.

The crossing in Mary Street is controlled by supervisors approved by Qld Transport Department whilst the road crossing in Agnes Street is controlled by traffic lights which can be operated by staff using a key to facilitate crossing large numbers of children.

# ENROLMENTS AND SCHOOL ATTENDANCE

The following table shows what year level children are eligible to enter as per The State Education Act.

CHILD BORN	2025	2026	2027	2028
1 July 2013 - 30 June 2014	Yr 6			
1 July 2014 - 30 June 2015	Yr 5	Yr 6		
1 July 2015 - 30 June 2016	Yr 4	Yr 5	Yr 6	
1 July 2016 - 30 June 2017	Yr 3	Yr 4	Yr 5	Yr 6
1 July 2017 - 30 June 2018	Yr 2	Yr 3	Yr 4	Yr 5
1 July 2018 - 30 June 2019	Yr 1	Yr 2	Yr 3	Yr 4
1 July 2019 - 30 June 2020	Prep	Yr 1	Yr 2	Yr 3
1 July 2020 - 30 June 2021		Prep	Yr 1	Yr 2
1 July 2021 - 30 June 2022			Prep	Yr 1
1 July 2022 - 30 June 2023				Prep

## Proof of Age (Prep & Year 1)

An original or certified copy of the child's birth certificate is required if enrolling for the first time in a Queensland state primary school.

## Compulsory Attendance

The *Queensland State Education Act, 2006* states that all students between the ages of six and sixteen years must attend a recognised school. Regular attendance is expected and absences without valid excuse are investigated. Rolls are checked regularly to detect any patterns which could indicate truancy and parents are contacted if necessary.

All absences can be notified and explained by phoning and leaving a message on the answering machine (press 2) or email [absence@birkdaless.eq.edu.au](mailto:absence@birkdaless.eq.edu.au) and by note or personal contact with the teacher or office. Students are expected to be at school prior to first bell at 8.30am. Late arrivals are required to call into the office and take a Late Note to their class teachers.

## Enrolment

On the first day of school, new students (not already enrolled) will be enrolled in the Administration block after 8.00am.

# OTHER INFORMATION

## School Terms 2026

First term commences on	Tuesday	27 January
ends on	Thursday	2 April
Second term commences on	Tuesday	20 April
ends on	Friday	26 June
Third term commences on	Monday	13 July
ends on	Friday	18 September
Fourth term commences on	Tuesday	6 October
ends on	Friday	11 December
First Day 2027	Wednesday	27 January

## Address and Phone Numbers

### Addresses and Telephone Numbers

Birkdale State School, Agnes Street, BIRKDALE Q 4159	Ph: 3286 0777
Tuckshop	Ph: 3286 0738
Uniform Shop – Wearitto	Ph: 3286 0728
Dental Clinic	Ph: 1300 300 850
PCYC Outside Hours School Care (Qld Police Citizens Youth Welfare Assoc.)	Ph: 0407 913 040 Email: birkdalesac@pcyc.org.au

### The School Day (Mon – Fri)

8.30 am	Arrive at school and go to activity area
8.30 am Bell	Students visit toilet, have a drink of water and line up
8.50 am Bell	Students must be lined up ready to move to class
8.55 am - 11.00 am	Morning Session
11.00 am - 11.15 am	Eating time
11.15 am - 11.40 am	Play time (11.15 play bell)
11.40 am Bell	Students visit toilet, have a drink of water and line up
11.45 am Bell	Students must be lined up ready to move to class
11.50 am - 1.15 pm	Middle Session
1.15 pm - 1.30 pm	Eating time (1.30pm play bell)
1.30 pm – 1.45 pm	Play time
1.45 pm Bell	Students visit toilet, have a drink of water and line up
1.50 pm - 3.00 pm	Afternoon Session
3.00 pm Bell	Home time



# ANNUAL SCHOOL REPORT

The Queensland Government has made important changes to the way that schools report on student and school performance. These changes will ensure Queensland parents receive the information they need to help their children throughout their schooling and make informed choices about schools.

Currently published on the Birkdale State School website is a minimum set of information for parents and the community to read.

The information includes:

- Total enrolments and year levels offered at the school
- Reading, Writing and Numeracy results for Years 3 and 5 Tests
- Distinctive Curriculum offered at the school
- Opportunities for the involvement of parents
- Extra-curricular activities
- Staff development priorities
- Social climate of the school, including pastoral care programs

Currently, all State Schools and many Non-State Schools provide this information to their communities through a variety of publications such as the Quadrennial School Review, the School Annual Report, and Prospectus.

We would invite you to view the Birkdale State School report at the school's website which is available on [www.birkdaless.eq.edu.au](http://www.birkdaless.eq.edu.au)

## ASSEMBLIES

School assemblies are held fortnightly. Parents and visitors are welcome to attend and share in celebrations of student success and achievement. Assemblies are a significant communication link between student families and the administration of the school. Assemblies are held alternating Fridays at 2.20 pm in the school hall.

## BICYCLE/SCOOTER RULES

It is a privilege to be allowed to park a bike/scooter in the bike cage on school property. Therefore, there are rules that must be followed if students wish to take advantage of this privilege. These are:

1. you must walk your bicycle/scooter on school grounds
2. you must use a designated bicycle gate when entering or leaving the school grounds
3. you must leave the bike cage immediately upon parking your bicycle/scooter
4. you must collect your bicycle/scooter in the afternoon and leave the grounds immediately
5. you must wear a correctly fitted and Australian standards approved helmet when riding a bicycle.

Any breach of these rules may result in the privilege being rescinded.

# BIRTHDAY CELEBRATIONS

Birthdays are important occasions for children. Young children, especially those in Prep to Year 3 look forward to the presents they will receive and the family celebrations or parties on their big day.

Recently, there has been a practice of families sending birthday cakes to share with classmates. As this is becoming more common and some of the requests have been more involved, teachers are noticing more time is being taken from valuable teaching and learning. This is of great concern as teaching time seems to be shrinking with all the outside demands on the school day.

As the curriculum is our priority for your child, we have developed some guidelines to ensure this time is not compromised.

School guidelines on Birthday Cakes:

- It will be an individual decision by each teacher as to whether he or she will facilitate the sharing of a home brought birthday cake
- Staff will not organise or be involved in “birthday parties” at school
- Cakes sent to school by parents for birthdays **must display ingredient list**
- Parents will inform the teacher if their children are not permitted to have cakes due to allergies (These children will not receive the cake)
- Teachers will not organise an alternative treat
- Parents will inform the teacher by the day before if a cake is to be sent to school for sharing
- Cakes sent to share by the class must be either cupcakes or pre-cut into the number of students in the class (Teachers will not cut cakes)
- No candles to be lit.
- Serviettes etc must be provided by the parent.



## BLUECARD

The Commission for Children and Young People and Child Guardian Act (2000) requires people who work with children (under 18) in certain categories of employment to apply for a criminal history check – the Working with Children Check.

Volunteers (who are not the immediate carer of a Birkdale State School student), who work with children or young people in our school need to apply for a Working with Children Check. The Blue Card is valid for three years unless it is cancelled due to a change in a person’s criminal history. Paid Blue Cards incur a fee. Parents volunteering in the pool with a class that is not their own child’s class, are required to have a current Blue Card.

For more information about the Working with Children Check phone the employment screening hotline on freecall: 1800 113 611.

# COMPLAINTS

During the course of your child's school years, you may have cause to make a complaint about an issue or concern you have with their education.

The Department of Education and Training is committed to ensuring that all complaints are dealt with in a fair and equitable manner. There are processes and support networks in place to enable you and your child to work through any issues or concerns you may have.

To achieve an effective resolution for all parties, when making your complaint, you should ensure you:

- provide complete and factual information in a timely manner
- deliver your complaint in a calm and reasoned manner
- avoid making frivolous or vexatious complaints
- or using deliberately false or misleading information.

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

The following four-step procedure is in place to assist parents/carers and school staff to reach an outcome that is in the best interest of the student.

## **1. Discuss your complaint with the class teacher**

If your complaint is with your child's teacher or relates to an issue concerning your child's experience at school, make an appointment with that teacher as soon as possible through the school administration. Discuss your complaint with the teacher and give the teacher an opportunity to suggest a solution. The teacher will make a record of your complaint and report your meeting and any outcomes to the school Principal. Together, both you and your child's teacher should be able to resolve the problem at this level.

## **2. Discuss your complaint with the Principal**

If after approaching your child's teacher your complaint remains unresolved, make an appointment to see the school principal to discuss the issue further. Alternatively, you and the teacher may agree to ask the Principal to act as a go between in informal conflict resolution in an attempt to resolve the problem.

If your complaint relates to more general school matters, including issues of school policy and issues of compliance or non-compliance, you should raise your complaint directly with the Principal or their delegate. The Principal may refer your complaint to a delegate such as the Deputy Principal or Business Manager. The staff member will make a record of your complaint and work with you to come to a resolution.

Complaints to the Principal may be lodged in person, by telephone, writing or via email. Principals' email addresses can be accessed through the Schools Directory at [www.education.qld.gov.au/directory/](http://www.education.qld.gov.au/directory/) - select the relevant school, then click on the email link.

### **3. Contact your local education office**

If you have discussed your complaint with the Principal and still feel that you have not reached a resolution, you have the right to contact your local Department of Education and Training office. Complaints may be lodged by telephone or in writing. Your complaint should be specific in detail and outline the steps you have taken to resolve the issue. Ensure your complaint includes your full name and address and that you have signed and dated it. It is also a good idea to keep a copy for your own records.

Anonymous complaints will only be acted on if enough information has been provided to allow for follow-up with the relevant school Principal.

When you contact your local education office a record will be made of your complaint. You will also be advised that your name and the nature of your complaint will be reported back to the Principal of your school. Local office staff will then work with you and your school to seek a resolution.

Addresses and telephone numbers for the Department of Education and Training offices are listed in the White Pages of your local telephone directory and are also available through the Schools Directory at [www.education.qld.gov.au/directory/](http://www.education.qld.gov.au/directory/)

### **4. Independent review**

If you have not been able to resolve your complaint through these formal processes, you can lodge your complaint with the Queensland Ombudsman. The Ombudsman may be contacted at:

Office of the Ombudsman GPO Box 3314, Brisbane, Qld 4001

Email: [ombudsman@ombudsman.qld.gov.au](mailto:ombudsman@ombudsman.qld.gov.au)

Telephone (07) 3005 7000 or Toll Free 1800 068 908 Fax (07) 3005 7067

### **The role of Parents and Citizens' Associations (P&Cs)**

Complaints about services that are run or managed by the P&C at your school, for example after school care or the tuckshop, should be directed to the P&C in the first instance.

## **EXCURSIONS**

All year levels are involved in excursions and incursions. They are organised by year level Teachers, approved by School Administration and presented to the P&C Association. All students are encouraged to participate as excursions are an important part of your child's learning and compliment learning outcomes and subject areas. Follow up work is carried out in the classroom after each excursion. Detailed letters are sent home to parents in the weeks prior.

Payment for excursions must be made by the requested date. Payment not made by this date could result in your child missing out on the event.

## REIMBURSEMENT POLICY

Wherever possible, money collected for an incursion or excursion is reimbursed to parents when a student is unable to attend, due to reasons such as illness. Please fill in the appropriate Refund Form with your original receipt and return to the Business Manager for approval. (Refund Form is available at the Office.) This is dependent upon the conditions imposed on the school from the Performers and Companies engaged to deliver the incursion or excursion. In many cases, these conditions require a firm payment for set numbers whether they have attended or not. The school acting as an intermediary must pay the full fee and therefore money cannot be reimbursed. All financial queries should be directed to the Business Manager at [finance@birkdaless.eq.edu.au](mailto:finance@birkdaless.eq.edu.au)

### Insurance coverage in school sport

Parents are advised that the Department of Education and Training does not have Personal Accident Insurance cover for students. Physical education, particularly contact sports, carries inherent risks of injury. It is a personal decision for parents as to the type and level of private insurance they arrange to cover students for any accidental injury that may occur.

## **EXTRA - CURRICULAR ACTIVITIES**

The school is involved in extra-curricular activities as part of the overall development of students. Some of these include:-

Instrumental Music Program

from Year 4 onwards for Brass, Woodwind, Percussion;

from Year 3 for Strings



School Bands & Ensembles

School Choirs & Performance Group

Guitar & Ukulele lessons

Rock Band

Visits to Museum, Cultural Centre, Art Gallery, GOMA

Year 6 Awards Night

Socials / Discos / Bush Dances / Fancy Dress Balls

Orchestral Concerts

Student Council for years 4 - 6

Camp (Year 6)

School Swimming Club

Inter-school Sport

Peace Keepers



Class Friends  
Elective Recreational Sports  
Book Club  
Life Education  
Library Monitors  
Computer Monitors  
Music Prefects  
Code Club  
Student Support Programs



Indoor pursuits conducted during lunchtimes in the Hub.

## **HEALTH (medical, dental)**

### **Dental Clinic**

Metro South Oral Health Services offer free dental care to all children aged 4 to grade 10 who are eligible for Medicare, children aged 2 – 17 years who are eligible for the Child Dental Benefits Schedule and children whose parents have a current Centrelink card, Healthcare or Pension Card. For any queries please phone 1300 300 850.

### **Department of Education and Training Insurance arrangements**

Volunteers acting on the approval of the Principal and who have signed in as a Visitor at the office, are covered by the Public Liability Insurance (Certificate of Currency)

Each student is covered by the Queensland Ambulance Service with access to the Queensland Public Hospital System.

Department of Education and Training acts as its own insurer. The process for making a claim against Department of Education and Training can be discussed with the School Principal.

## **ADMINISTERING MEDICATION AT SCHOOL**

### **Guidelines for the administration of routine and emergency medication in state schools**

#### **1. Administering medication at school**

If your child requires staff to administer medication to your child at school, please contact the school office in the first instance to discuss your child's requirements.

Please note, school staff will only administer medication that:

- has been prescribed by a qualified health practitioner (e.g. doctor, dentist)
- is in its original container
- has an attached pharmacy label showing child and doctor's names and dosage instructions.

Office staff will ask you to complete and sign the Consent to Administer Medication Form. New forms need to be submitted each January. If your child self administers an asthma puffer you also need to complete this form.

N.B. If your child requires more than one medication, you will need to complete a form for each medication.

## **2. Requirements for students at risk of Anaphylaxis**

If your child is at risk of anaphylaxis, it is important for you to provide the school with your child's emergency medication and their ASCIA Anaphylaxis Action Plan, completed by your doctor. This Anaphylaxis Action Plan provides the instructions for the school to administer your child's medication in an emergency, which is specific to respond to their health condition.

If you have any concerns about your child's health condition, please contact Admin/Deputy Principal.

## **3. Requirements for students at risk of Asthma**

If your child has asthma and requires assistance to administer their medication, it is important for you to provide the school with your child's emergency medication and their Asthma Action Plan, completed by your doctor. An Asthma Action Plan provides specific instructions for the school to administer your child's medication.

We recognise that some students are capable of managing their asthma without adult assistance. If you are confident that your child can confidently, competently and safely self-administer their asthma medication, please complete section A and B of the Consent to Administer Medication form and return this to the office. The school will record your decision and will not require your child's Asthma Action Plan. Please note that if your child requires assistance in an asthma emergency, staff will provide Asthma First Aid.

If you have any concerns about your child's asthma, please contact Admin/Deputy Principal.

## **4. Providing medication to the school**

Before you provide the school with your child's medication, check the expiry date to ensure it is in-date and there is enough for the agreed time period. It is also a good idea to take a note of the expiry date so that you can replace the medication before it expires.

Please note, school staff will not administer medication that you can buy over-the-counter at chemists and supermarkets (e.g. paracetamol, eye drops, cough syrup, puffer) unless it has been prescribed by your child's qualified health practitioner. For example, the school would administer paracetamol to a student only if it has been prescribed by their dentist to be taken for a short time after dental treatment.

School staff are bound by these regulations and we hope that all parents will acknowledge and cooperate with these rules.

It is safer for all students if you can provide medication to the school in person (rather than send medication with the student). If you can't provide the medication in person, contact the school to determine the easiest and safest approach for the school to receive the medication.

If you believe your child is capable of self-administering their own medication at school, please contact the office for approval and complete section A and B of the Consent to Administer Medication form and return this to the office.

When your child's medication is no longer required to be kept at school, please collect all unused medication.

Thank you for your assisting the school in keeping our students safe and healthy.

## **5. Working with the school to support your child's asthma needs**

For many students, asthma will be a lifelong health condition, so it is important for students as they become older and more capable, to recognise their signs and symptoms and be confident to administer their own medication independently when required.

If your child is not yet confident with this and you would like the school to administer asthma medication to your child, it would assist us if you could provide an Asthma Action Plan, completed and signed by your child's doctor when you provide their prescribed medication to the school.

However, when you feel that your child can confidently, competently and safely administer the right dose of their own medication at the right times and can store their medication securely, let the office know and complete section A and B of the Consent to Administer Medication form and return this to the office. We will note/update your child's medical records to reflect your decision.

The school only needs your child's Asthma Action Plan if staff are administering or helping your child to administer their asthma medication, or if their emergency response is complex.

Our school has staff trained to provide Asthma First Aid in an emergency to any student demonstrating signs and symptoms of serious asthma attack.

If you are unsure whether your child is ready to self-administer, or if your child's health condition changes, please contact the Admin/Deputy Principal to discuss further.

Thank you for assisting us in supporting your child's health needs.

## **Medical Alert Register**

The school has established a Medical Alert Register for students suffering serious health problems **e.g. severe asthma, anaphylaxis, diabetes, and epilepsy**. This Register records both medical information and an action plan. Please contact the Office Staff should your child require a Medical Alert Register entry.

## **Head Lice**

Occasionally infestations of head lice occur. Parents are asked to watch out for signs and apply appropriate treatment immediately. The School has a Head Lice information sheet, copies of which are provided for each family. Should there be an outbreak of Head Lice in your child's class, a letter requiring a parental response of your actions will be sent home. Brochures on prevention and treatment are available from the Office.

## **Infectious Diseases**

Should a student contract any of the childhood diseases such as chicken pox, mumps, measles, etc. parents are asked to refer to the Infectious Diseases Exclusion Period table on the following page. Parents are advised very strongly to have their children immunised against the common measles, mumps and rubella.

The school should be advised immediately if a student has contracted any of the following:-

Chicken Pox	Shingles	Measles	Whooping Cough
German Measles	Mumps	Diphtheria	School Sores
Glandular Fever	Meningitis	Scarlet Fever	Scabies
Ringworm	Head Lice	Coronavirus 2019	Hand, Foot and Mouth Disease
Parvovirus (slapped cheek fever)			

# Time Out



## Keeping your child and other kids healthy!

- Information for a number of infectious conditions that may require<sup>1</sup> exclusion of children from school, education and care services.
- Additional public health recommendations that apply to children and adults.
- To assist medical practitioners, schools, preschools and childcare facilities to meet the public health requirements<sup>1</sup> and recommendations.



<sup>1</sup>Refers to contagious conditions as per the Public Health Regulation 2008.

1. Observing the exclusion period meets the intent of the Public Health Act 2005 for a person to be non-infectious. See schedule 4 of the Public Health Regulation 2008 for a complete list of contagious conditions and their exclusion criteria.

2. Doctors should notify the local Public Health Unit as soon as possible if children or staff are diagnosed with these conditions. Refer to page 2 for Public Health Unit contact details.

Condition	Person with the infection	Those in contact with the infected person (The definition of 'contact' will vary between diseases)
*Chickenpox (varicella)	<b>EXCLUDE</b> until all blisters have dried, and at least 5 days after the onset of symptoms. <sup>1</sup>	<b>EXCLUSION MAY APPLY</b> <b>EXCLUDE</b> non-immune pregnant women and any child with immune deficiency or receiving chemotherapy. Advise to seek urgent medical assessment. Contact your Public Health Unit for specialist advice. Also see Shingles information below.
Cold sores (herpes simplex)	<b>NOT EXCLUDED</b> if the person can maintain hygiene practices to minimise the risk of transmission. Young children unable to comply with good hygiene practices should be excluded while sores are weeping. Sores should be covered with a dressing where possible.	<b>NOT EXCLUDED</b>
Conjunctivitis	<b>EXCLUDE</b> until discharge from eyes has ceased unless a doctor has diagnosed non-infectious conjunctivitis.	<b>NOT EXCLUDED</b>
*COVID-19	<b>EXCLUDE</b> until symptoms have resolved, normally 5–7 days.	<b>NOT EXCLUDED</b>
Cytomegalovirus (CMV)	<b>NOT EXCLUDED</b> pregnant women should consult with their doctor.	<b>NOT EXCLUDED</b> pregnant women should consult with their doctor.
Diarrhoea and/or Vomiting including: • amoebiasis • campylobacter • cryptosporidium • giardia • rotavirus • salmonella • gastroenteritis but excluding: • norovirus • shigellosis • toxin-producing forms of E.coli (STEC)	Exclusion periods may vary depending on the cause. <b>EXCLUDE</b> a single case until the person, has no symptoms <sup>1</sup> (includes vomiting if applicable), is feeling well and they have not had any loose bowel motions for at least 24 hours or if the person has confirmed norovirus exclude for at least 48 hours. <b>EXCLUDE</b> all persons who prepare or serve food until they have not had any diarrhoea or vomiting for 48 hours. <b>NOTE:</b> If there are 2 or more cases with diarrhoea and/or vomiting in the same location, which may indicate a potential outbreak OR a single case in a food handler, notify your Public Health Unit. <b>Diarrhoea:</b> 3 or more loose stools or bowel movements in a 24 hour period that are different from normal and/or escapes a child's nappy. See information below if norovirus is confirmed or considered likely as the cause of diarrhoea and vomiting.	<b>NOT EXCLUDED</b>
<i>See advice for these specific conditions below</i>		
*Enterovirus 71 (EV71 neurological disease)	<b>EXCLUDE</b> until written medical clearance is received confirming the virus is no longer present in the person's bowel motions. <sup>1</sup>	<b>NOT EXCLUDED</b>
Fungal infections of the skin and nails (ringworm/tinea)	<b>EXCLUDE</b> until the day after antifungal treatment has commenced. (No exclusion for thrush).	<b>NOT EXCLUDED</b>
Glandular fever (mononucleosis, Epstein-Barr virus)	<b>NOT EXCLUDED</b>	<b>NOT EXCLUDED</b>
*German measles (rubella) <sup>2</sup>	<b>EXCLUDE</b> for 4 days after the onset of rash <sup>1</sup> or until fully recovered, whichever is longer. Pregnant women should consult with their doctor.	<b>NOT EXCLUDED</b> pregnant women should consult with their doctor.
*Haemophilus influenzae type b (Hib)	<b>EXCLUDE</b> until the doctor confirms the person is not infectious and has completed 4 days of appropriate antibiotic treatment. <sup>1</sup> Contact your Public Health Unit for specialist advice.	<b>EXCLUSION MAY APPLY</b> Contact your Public Health Unit for specialist advice.
Hand, foot and mouth disease	<b>EXCLUDE</b> until all blisters have dried.	<b>NOT EXCLUDED</b>
Head lice	Exclusion is not necessary if effective treatment is commenced before next attendance day (i.e. the child does not need to be sent home immediately if head lice are detected).	<b>NOT EXCLUDED</b>
*Hepatitis A <sup>3</sup>	<b>EXCLUDE</b> until at least 7 days after the onset of jaundice <sup>1</sup> OR for 2 weeks after onset of first symptoms, including dark urine if there is no jaundice. If a person is asymptomatic contact your Public Health Unit for Specialist advice.	<b>NOT EXCLUDED</b> Contact your Public Health Unit for specialist advice about vaccination or treatment for children and staff in the same room or group, children transferring to another centre and new enrolments.

Condition	Person with the infection	Those in contact with the infected person*
Hepatitis B and C	<b>NOT EXCLUDED</b> cover open wounds with waterproof dressing.	<b>NOT EXCLUDED</b>
Hepatitis E	<b>EXCLUDE</b> until at least 2 weeks after the onset of jaundice.	<b>NOT EXCLUDED</b>
Human immunodeficiency virus (HIV/AIDS)	<b>NOT EXCLUDED</b> cover open wounds with waterproof dressing.	<b>NOT EXCLUDED</b>
Influenza and influenza-like illness	<b>EXCLUDE</b> until symptoms have resolved, normally 5–7 days.	<b>NOT EXCLUDED</b>
*Measles <sup>2</sup>	<b>EXCLUDE</b> until the doctor confirms the person is not infectious but not earlier than 4 days after the onset of the rash. <sup>1</sup>  Contact your Public Health Unit for specialist advice.	<b>EXCLUSION MAY APPLY</b> <b>NOT EXCLUDED</b> vaccinated or immune contacts. <b>EXCLUDE</b> immuno-compromised contacts (including those receiving chemotherapy) until 14 days after the appearance of the rash in the last case. <b>EXCLUDE</b> non- or incompletely vaccinated contacts, without evidence of immunity.  Contact your Public Health Unit for specialist advice.
Meningitis (bacterial)	<b>EXCLUDE</b> until well and has received appropriate antibiotics.	<b>NOT EXCLUDED</b>
Meningitis (viral)	<b>EXCLUDE</b> until well.	<b>NOT EXCLUDED</b>
*Meningococcal infection <sup>3</sup>	<b>EXCLUDE</b> until the treating doctor confirms the child is not infectious and at least 24 hours of appropriate antibiotics have been completed. <sup>1</sup> Contact your Public Health Unit for specialist advice.	<b>NOT EXCLUDED</b> Contact your Public Health Unit for specialist advice about antibiotics and/or vaccination for close contacts.
Molluscum contagiosum	<b>NOT EXCLUDED</b>	<b>NOT EXCLUDED</b>
Mumps	<b>EXCLUDE</b> for 5 days after onset of swelling. Pregnant women should consult with their doctor.	<b>NOT EXCLUDED</b> pregnant women should consult with their doctor.
*Norovirus	<b>EXCLUDE</b> until no symptoms and no loose bowel motions for 48 hours. <sup>1</sup>	<b>NOT EXCLUDED</b>
Roseola, sixth disease	<b>NOT EXCLUDED</b>	<b>NOT EXCLUDED</b>
Scabies	<b>EXCLUDE</b> until the day after treatment has commenced.	<b>NOT EXCLUDED</b>
School sores (impetigo)	<b>EXCLUDE</b> until 24 hours of appropriate antibiotics have been completed. Cover sores on exposed areas with a waterproof dressing until sores are dry, and encourage handwashing.	<b>NOT EXCLUDED</b>
Shiga toxin-producing E.coli (STEC)	<b>EXCLUDE</b> until diarrhoea has stopped and 2 samples have tested negative. Contact your Public Health Unit for specialist advice.	<b>EXCLUSION MAY APPLY</b> Contact your Public Health Unit for specialist advice.
Slapped cheek syndrome, fifth disease (parvovirus B19, erythema infectiosum)	<b>NOT EXCLUDED</b> pregnant women should consult with their doctor. <b>Note:</b> Children are contagious until 24 hours after the fever resolves. Rashes generally occur after the infectious period has passed.	<b>NOT EXCLUDED</b> pregnant women should consult with their doctor.
Shigellosis	<b>EXCLUDE</b> until there has been no diarrhoea or vomiting for 48 hours. Contact your Public Health Unit for specialist advice.	<b>EXCLUSION MAY APPLY</b> Contact your Public Health Unit for specialist advice.
Shingles (herpes zoster)	<b>EXCLUDE</b> all children until blisters have dried and crusted. <b>EXCLUDE</b> adults if blisters are unable to be covered. <b>NOT EXCLUDED</b> in adults if blisters can be covered with a waterproof dressing until they have dried.	<b>EXCLUSION MAY APPLY</b> Contact your Public Health Unit for specialist advice, including advice for pregnant women and any person who is immuno-compromised (including receiving chemotherapy).
Streptococcal sore throat (including scarlet fever)	<b>EXCLUDE</b> until 24 hours of appropriate antibiotics have been completed.	<b>NOT EXCLUDED</b>
*Tuberculosis (TB) <sup>3</sup>	<b>EXCLUDE</b> until written medical clearance is received from the relevant Tuberculosis Control Unit.	<b>NOT EXCLUDED</b>
*Typhoid <sup>2</sup> and paratyphoid fever <sup>2</sup>	<b>EXCLUDE</b> until appropriate antibiotics have been completed. <sup>1</sup> Stool sample clearance will be required, contact your Public Health Unit for specialist advice.	<b>EXCLUSION MAY APPLY</b> Contact your Public Health Unit for specialist advice.
*Whooping cough (pertussis) <sup>2</sup>	<b>EXCLUDE</b> until 5 days after starting appropriate antibiotics or for 21 days from onset of cough AND confirmed that they are not infectious. <sup>1</sup> Contact your Public Health Unit for specialist advice.	<b>EXCLUSION MAY APPLY</b> for contacts of an infected person. Contact your Public Health Unit for specialist advice regarding exclusion of non- or incompletely vaccinated contacts.
Worms	<b>EXCLUDE</b> until diarrhoea has stopped for 24 hours and treatment has occurred.	<b>NOT EXCLUDED</b>

This is an assistive tool, it is not intended to replace clinical assessment, management or judgment.

If you have any medical concerns, contact your healthcare provider or 13 HEALTH (13432584)

For further advice on the information within this poster, contact your nearest Public Health Unit via 13Health or at [www.health.qld.gov.au/system-governance/contact-us/contact-public-health-units](http://www.health.qld.gov.au/system-governance/contact-us/contact-public-health-units)

**Further information on recommendations:**

- Communicable Diseases Network Australia (CDNA) guidelines <https://www.health.gov.au/internet/main/publishing.nsf/Content/cdnasongs.htm>
- National Health and Medical Research Council publication: infectious diseases in early childhood and education and care services, 5th edition [www.nhmrc.gov.au/guidelines-publications/ch55](http://www.nhmrc.gov.au/guidelines-publications/ch55)
- Queensland Department of Health Communicable Disease Control Guidance <http://disease-control.health.qld.gov.au>



Use this QR Code to access a digital copy of this poster or visit [www.health.qld.gov.au/public-health/schools/prevention](http://www.health.qld.gov.au/public-health/schools/prevention)



# Inclusion Support

Birkdale State School fosters the unique development of all students. Students experience inclusive education where they can access and fully participate in learning, alongside their similar-aged peers, supported by reasonable adjustments and teaching strategies tailored to meet their individual needs.

At Birkdale State School we endeavor to be inclusive of students and offer targeted resources to students:

- With an EALD background
- Identified as Aboriginal and Torres Strait Islander
- With medical needs
- Who are gifted and talented
- With disabilities including Autism, Intellectual Disability, Vision, Hearing and Physical impairments, Mental Health Conditions, Attention Deficit Hyperactivity Disorder, Dyslexia.

Our purpose is to support children to successfully participate in school life by:

- Working collaboratively with the class teacher, to provide suggestions educational adjustments, differentiation and support
- Having an Individual Support Plan and/or Individual Curriculum Plan as required
- Liaising with Physiotherapists, Occupational Therapists, Advisory Visiting Teachers, Guidance Officers and Speech Therapists to provide individualized programs
- Working in conjunction with other agencies such as Autism Queensland and Hear for Kids as well as some NDIS providers to address specific individual needs.
- Providing a lunchtime program run by Inclusion staff where children can access a quieter alternative to the playground. Here students have the opportunity to learn social discourse and skills to interact with peers, necessary for making the transition into the playground at a later stage.

While our emphasis is on inclusion, each student's program is individualized to the degree that ensures we may best meet their learning needs.

## HOMEWORK

Homework provides students with opportunities to consolidate their classroom learning, pattern behaviour for lifelong learning beyond the classroom and involve family members in their learning. The setting of homework takes into account the need for students to have a balanced lifestyle. This includes sufficient time for family, recreation and cultural pursuits. (<http://education.qld.gov.au/parents/pdf/homeworkpolicy.pdf>)

All students at Birkdale State School have appropriate homework for the year level. Each year level focuses on the Literacy and Numeracy goals of the students and the expectations of the Australian Curriculum. For example: Year 1 would have a home reader each night, sight words to practice and number facts to learn. This would generally take 10-15 minutes each night.

As a guide	Prep/Year 1	-	10 – 15 minutes
	Year 2/3	-	15 – 30 minutes
	Year 4-6	-	30 to 60 minutes of homework per night.

# iLEARN @ BIRKDALE STATE SCHOOL



## BYO iPad @ Birkdale LEARNING BEYOND THE CLASSROOM



In 2023 Birkdale State School is a BYO iPad school for students in Years 3-6.

### Vision

Our Vision at Birkdale State School is to develop critical and creative learners that have access to all the tools necessary for the 21<sup>st</sup> Century, whilst also valuing and engaging our learners into deep thinking, problem solving and solution focused real world activities that explore the array of possibilities not just what has been done before.

### The Birkdale State School 1:1 iPad program will:

- o Provide a greater opportunity to individualise learning
- o Allow for a collaborative approach to learning
- o Enhance communication skills
- o Facilitate the development of 21st century knowledge and skills
- o Provide an engaging, interactive learning environment
- o Improved digital literacies skills
- o Strengthen links between home and school

### Usage Expectations

iPad school usage is managed by teachers to ensure:

- o posture is appropriate;
- o usage is balanced, educational and primarily targeted at learning opportunities that would not be possible without the technology;
- o students are responsible, respectful and appropriate in their usage of online environments.
- o screen time is not excessive.

### Minimum Device Specifications

Compatible Device Name
iPad 9 <sup>th</sup> Generation
iPad 8 <sup>th</sup> Generation
iPad 7 <sup>th</sup> Generation
iPad 6 <sup>th</sup> Generation
iPad Air (3rd generation)
iPad Air (4th generation)
iPad Air (5th generation)
iPad Pro (11-inch) (2nd generation)
iPad Pro (11-inch) (3rd generation)

\*The life span of an iPad is approximately 3-4 years.

### Accessories

Parents will need to also purchase **over the ear headphones with microphone & a protective case**. A waterproof carry case and screen protector is also recommended. Apple Pens/keyboards are optional.

### Apps

The BYO iPad program will require necessary apps to be installed onto the iPad device. App Lists will be provided on our school website. Ensure that all apps on the list are loaded. The majority of apps are free, but some are paid. It is a requirement of participation in the program that the paid apps are to be purchased. Please do not substitute the free version of the app as it will not offer the functions required.

### Purchasing

iPads and accessories can be purchased from a variety of resellers and we do not recommend one over another. A Birkdale SS BYO Portal with very competitive process has been set up on our website for both JB-HI-FI and Apple.

### Insurance

All devices are monitored by teachers at school and rules are in place to prevent foreseeable problems and damage; however, from time to time, accidents may occur. Parents are encouraged to provide personal insurance for their devices. Check with your preferred insurance company about personal insurance. You may want to investigate an extended Apple Care+. Please note that the school does not provide insurance coverage for the student owned devices.

### Acceptable Usage

Students and Parents will be required to sign and return the iPad Personal Device Agreement Form. This clearly outlines the school routines and expectations of the use of iPads as an educational tool.

### Students without BYO iPad

Students unable to provide a BYO iPad will have shared access to a school purchased iPads. These iPads will remain at school.

# LANGUAGE - JAPANESE

Japanese is the Language taught at Birkdale. Lessons are provided for all students.



## LIBRARY

The library is the hub of learning in our school. Beautiful displays, wonderful books, excellent computer resources and friendly, helpful staff make the library a great place for research, student projects, recreational reading and much more.

### Opening Hours:

Monday to Friday                      8.30am - 3.00pm (Both breaks)

### Borrowing Rights and Responsibilities:

Prep / Year 1:	1 book	(for 1 week)
Year 2 and 3 :	2 books	(for 2 weeks)
Year 4, 5 and 6:	3 books	(for 3 weeks)

All students in Prep, Year 1, 2 and 3 must have a waterproof Library Bag in order to borrow.

All students are expected to take care of the books they borrow. Overdue notes are issued each week. If a book is damaged, lost or stolen, the student is required to pay a standard replacement cost of \$10.00.

Parents can borrow from the fiction and non-fiction areas. In general, 5 books can be borrowed at a time.

The library is open from 8.30am every day and parents are very welcome to come into the library with their children and read a story. This is a lovely relaxing way to start the day.

## LOST PROPERTY

All lost property is kept in the lost property box in the Library Foyer.

**PARENTS ARE ASKED TO ENSURE THAT ALL ARTICLES OF CLOTHING AND EQUIPMENT ARE CLEARLY LABELLED WITH THE STUDENTS' NAMES.**

Unclaimed items will be disposed to various charitable organisations at regular intervals. Lost valuables are kept at the school office.

## MOBILE PHONES



The policy on mobile phone usage is as follows:

1. All mobile phones must be signed in at the office before school and signed out from the office after school.
2. Students may not use a mobile phone in school grounds and buildings.
3. If a student wishes to contact a parent, this will be arranged if appropriate on the land phone, through the school office.
4. Students who are required to keep a mobile phone, for those times when they are not under supervision of an adult, such as walking to and from home, must be responsible for the use of their phone during this time.
5. School staff will not recharge mobile phone batteries.
6. No liability will be accepted by the school in the advent of the loss, theft or damage of any device unless it can be established that the loss, theft or damage resulted from the Department of Education and Training's negligence.
7. Inappropriate use of mobile phones during the school day will result in suspension, if it is in breach of the 'Behaviour Code'.
8. Adults are requested to limit their use of mobile phones in school ground and buildings and to be sensitive of the privacy and security of students, other parents and staff members.

## MONEY COLLECTION



Money for excursions, camps, sporting activities and other purposes is to be brought to school on **Tuesdays and Thursdays only** and is to be taken to the Payment Window between 8.00am and 9.00am. Families making payments for more than one sibling can do so in the one transaction. Please note optional payment methods listed below.

**PAYMENT WINDOW (situated at the front of the school office)**  
**Tuesday & Thursday**  
**8.00am – 9.00am**

If paying in person, please pay on a Tuesday or Thursday morning.  
Our preferred payment method is BPOINT. We also accept EFTPOS, credit card and cash.

# BPOINT - PREFERRED PAYMENT METHOD

## PAY YOUR INVOICE BY BPOINT

We now have a new, easy way for you to pay your invoices for your child's excursions, student resource scheme, music costs, incursions etc. What are the advantages of using BPOINT?

BPOINT allows the secure collection of card payments. Parents or other customers can make payments on school invoices from their homes and offices or from their smartphones.

### **How to make a payment.**

You will receive invoices via email. If you do not receive an invoice via email please speak to the office staff to request one. The invoices include the Invoice Number and your own CRN (Customer Reference Number).

The link for making your payment, as shown on the invoice, is: <http://www.bpoint.com.au/payments/dete>

## Paying via BPOINT in QPARENTS

In **QParents**, you can make payments, view your child's payment history and payment due information. To utilise this function you must be a QParent Portal Account Owner (QPAO) with access to the student's financial information. This is an easy way to make payments directly onto the outstanding invoice and also keep a track of past and future payments. To become a QParent, please contact the school office or reply to your invitation email.



# PARENTS

### **1. Online System | Pay School Invoices**

- Pay School Invoices (SRS; Text Book Fees; Camps; etc.)
- Access via **ANY** Computer or Smart Phone

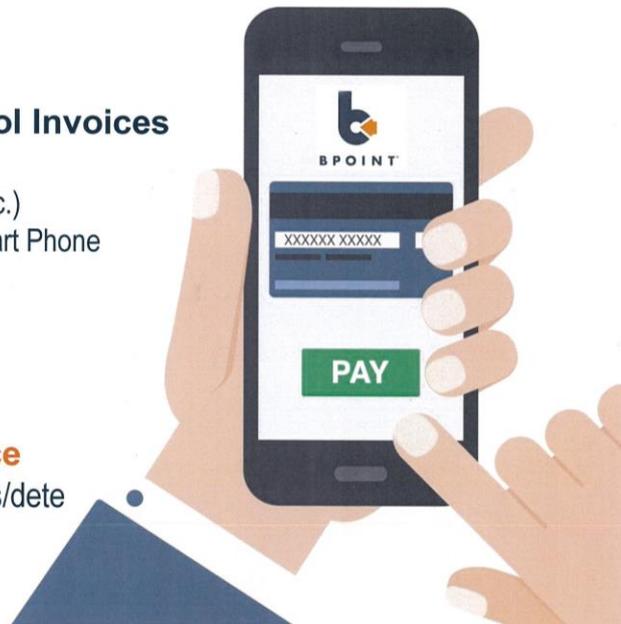
### **2. Payments Accepted:**

MasterCard | VISA

### **3. Secure Payment Method**

**Easy to Use Interface**

[www.bpoint.com.au/payments/dete](http://www.bpoint.com.au/payments/dete)





**Make a BPOINT Payment**

Billers Code: 1002534 (Department Of Education)

CRN:

Invoice Number:

Student Name:

Amount (AUD):

Select your payment option:

**TAX INVOICE**

INVOICE NUMBER: 17587  
 INVOICE DATE: 7-Nov-2014  
 INVOICE REF.: 2015L4L  
 DEBTOR ID: 244299  
 ORDER NUMBER: 4015186

David Bond  
 74 SUNSHINE AVENUE  
 MORNINGTON QLD 4394

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Ryan Bond EQ Id: 00123456789G

Item Description	Quantity	Item Price	Inv. Amount
Laptop for Learning Program 2015 Fee	1.00	260.00	260.00
<b>INVOICE TOTAL:</b>			<b>260.00</b>

Full payment of Student Resource Scheme fees are required to participate in this program

**ALL 4 fields MUST be filled in!**

**Online Card Payment**

CRN: 0001234000

Invoice No. 17587

This invoice can be paid by card via BPoint  
<http://www.bpoint.com.au/payments/dete>

**PAYMENT METHODS**

**Online Card Payment**

CRN: 0001234000

Invoice No. 17587

This invoice can be paid by card via BPoint  
<http://www.bpoint.com.au/payments/dete>

Billers Code: 012345  
 Ref: 0000123456789

**Telephone & Internet Banking – BPAY™**

Contact your bank or financial institution to make this payment from your cheque, savings, debit, credit card or transaction account. More info [www.bpay.com.au](http://www.bpay.com.au)

- In Person at
- Cheque payable to " [ ] "
- Direct Debit – A Direct Debit Request form is available from the school office for processing by the school
- Centrepay Deduction – Payment by Centrepay deduction can be arranged through the schools office

Via EFTPOS, Cash or Money Order

CRN: Customer Reference Number

## INTERNET BANKING

School's Bank A/c Name  
 BSB Number  
 Account Number  
 Activity Reference Code

**BIRKDALE STATE SCHOOL**  
**064138**  
**00090369**  
**Displayed in the excursion note**

- If you pay by the internet you will need to allow two working days for payment to show on the statement.
- It is important to use your child's NAME, CLASS AND ACTIVITY CODE as the reference when making your payment
- If we can identify the student but not the activity - Payment will be applied against the oldest debt
- If we cannot identify the student – Payment will be paid into a holding account

### PAYING IN PERSON:

- Payment by Credit Card, Debit Card (EFTPOS) or Cash
- Payment can be made at the school payment window Tuesday 8.00am to 9.00am and Thursday 8.00am to 9.00am



# MUSIC

The Birkdale Music Performance Centre offers a high profile music program with a wide variety of Choral and Instrumental Ensembles for students to participate in. Students are selected based on their musicality and sometimes by an audition process, as number limits apply to some groups. Involvement in Eisteddfods, school and district competitions and other events within the school and out in the community is encouraged. Many of the groups wear a smart looking uniform when representing the school. Costs are involved in some ensembles. Some groups are non-competitive and are for enjoyment only.

## **Choral Ensembles:**

- Bumblebees Choir (Prep and Year 1)
- Junior Choir (Year 2 – Year 4)
- Senior Choir (Year 5 – Year 6)
- Performance Group (Year 3 – Year 6)

## **Singing Clubs** – casual groups for enjoyment only

- Mini Singers (Prep – Year 1)
- Super Singers (Year 2 – Year 6)

## **Choral Development Program**

The Choral Development Program (CDP) is a program which incorporates selected students from the Junior and Senior Choirs Years 4 – 6. The program has been specifically created to bring out the best in our Birkdale voices. The focus is on developing techniques in breathing, tone, pitch, diction and harmony. This enables singing ensembles to include more diverse and complex choral repertoire. Students are invited into the program based on a selection criteria which identifies students' suitability.

## **String Ensembles** (Program commences in Year 3):

- POCO Strings (Beginner level)
- DOLCE Strings (Intermediate level – ability based)
- VIVACE Strings (Advanced level – ability based)

## **Instrumental Ensembles** (Woodwind/Percussion/Brass):

- CON BRIO Band (Beginner level)
- BRAVO Band (Intermediate/Advanced level – ability based)
- 'INFINITY' Rock Band (Top 7 students)

## **After school small group lessons with Private Tutors:**

- Guitar (Year 3 – 6)
- Ukulele (Year 1 onwards)

# **NEWSLETTERS**

Circulars and notices are emailed home to each family. The "Birkdalian" Newsletter is emailed each fortnight on a Tuesday.

To subscribe to the enewsletter, go to the following link:

<https://epublisher.net.au/public/subscription/signupForm/0ljM4>

## **PARENT/COMMUNITY INVOLVEMENT**

This school welcomes the involvement of parents and the community in general in its activities. All parents are eligible for membership of the school's Parents and Citizens' Association and/or any of its sub-committees.

Many parents and other community members assist teachers with classroom activities. Their input in the areas of art, reading, computer education, mathematics and swimming is valued. Parents assisting at school are required to sign in and out at the office and wear a visitor badge for clear identification.

Our school reaches out into the community through participation in various competitions, the annual Anzac Day Ceremony and by performing regularly at various venues.

### **Parents' and Citizens' Association**

Meetings are held on the second Monday of each month, February to December, in the School's Library commencing at 6.30pm. All parents are welcome. This may vary depending on public holidays, pupil free days etc.

The Association makes a valuable contribution to our school, especially in the way of providing amenities and in making the general community more aware of education activities.

Sub-committees of the P & C Association include the Swimming Pool Management Committee and the School Swimming Club. Each sub-committee performs a valuable function in promoting the school and raising much needed funds to supplement government grants.

# **PARENT-TEACHER CONFERENCES/REPORT CARDS**

Every year, the school provides parents with two written reports about their child's achievements based on the results of teachers' everyday classroom assessment practices. Report Cards are prepared at the end of each Semester. These reports are emailed to parents/carers via their registered One School email address. Parents are required to keep their email address up to date.

Parents are invited in, to conference with their child's teacher at the end of Term 1 and after the Semester 1 reporting period. Dates will be advertised in our school newsletter once confirmed. At other times of the year conferences may be conducted at the request of either the parent or the teacher.

Parents wishing to arrange an interview with a teacher should make personal contact or send a note to the teacher concerned. Interviews with members of the school's administrative team can be arranged through the office.

## **PARENTAL OBLIGATIONS FOR COMPULSORY SCHOOLING**

**(under General Provisions - Education, Act 2006)**

Each parent of a child of compulsory school age must ensure their child attends school on every school day required by their educational program unless the parent has a reasonable excuse. In the first instance, the Principal will determine whether a parent has provided a 'reasonable excuse' to explain a student's absence from the school.

The Principal can give leave of absence to a student to receive medical or dental or specialised instruction during the day. Principals can report any unexplained absence, or any absence that was initially unexplained and a satisfactory explanation has not been subsequently provided to the relevant authorities.

Parents should put in writing to the Principal any intended absences due to holidays being taken outside official school holiday periods.

## **PREP**

State schools in Queensland offer a compulsory five day a week full time program. Children who were born between July 1 2020 and June 30 2021 are eligible for enrolment in Prep in 2026. An 'Early Years Curriculum' has been developed specifically for use in schools with Prep classes. Prep year is compulsory.

QParents is a convenient, online parent portal available for parents.

The QParents web and mobile application provides an easier way for parents to interact with our school. Parents will have secure, online access to their child's student information, anytime, anywhere, through a smartphone, tablet or computer.

QParents allows parents to connect instantly with our school to access and manage their child's student information, including:

- Attendance and absence details, as well as the ability to notify the school of an absence
- Academic report cards
- Viewing unpaid invoice details, payment history, and making payments online
- Viewing and updating personal student details, including medical conditions and address
- Enrolment details

QParents will assist both staff and parents in sharing and responding to information in an efficient and effective way. It won't replace the traditional ways you communicate with our school, but it will provide another way to communicate with us!

## **The benefits of Qparents**

Convenience and time savings for parents

- Parents can view or update their child's details without having to contact the school.
- Secure 24/7 online access.
- Available anytime, anywhere — access QParents on your smart phone, tablet or computer.

## **Greater transparency of information**

- Improves accountability between parents and schools by providing parents with timely access to their child's information online.
- Allows parents to engage more deeply in their child's schooling.

## **Improved administration efficiencies for schools**

- Allows schools to streamline their administrative processes and cut down on printing.

## **What you need to do to get started.**

When your child is enrolled you will receive an email or letter inviting one parent or guardian for each student to become a QParents Account Owner (QPAO). The QPAO will be able to register for QParents to access and manage the student's information online. A student's QPAO will be able to view the student's information and submit requests to update some of the student's details.

The QPAO will also be able to invite other people (such as another parent or family member), to view the student's information. Once invited, these people can register for QParents as "delegated viewers". A delegated viewer can see the student's details, but cannot make updates.

When you receive your invitation email or letter, simply follow the instructions to register your QParents account. The process should take less than 10 minutes to complete. Invitations sent by email will only ever come from [no.reply@qparents.qld.edu.au](mailto:no.reply@qparents.qld.edu.au). You will not be invited to register from any other email address or organisation.

If you do not want to register you can just ignore the invitation and your child's student information will not be available to anyone through QParents.

### **Identity Verification**

When registering as a QPAO, you will need to verify 100 points of identity documents online. The 100 points can be made up of documents in the following list:

Australian Passport	50 pts	Australian Marriage Certificate	40 pts
Australian Driver Licence	50 pts	Australian Citizenship Certificate	40 pts
Australian Birth Certificate	50 pts	Change of Name Certificate	40 pts
Medicare Card	20 pts	Australian Visa (foreign passports)	20 pts

If you only have 60-90 points of the above ID documents you can still register for QParents, but you will need to attend the school for an additional check after you have registered online.

If you don't have sufficient documents, you might like to nominate another parent as the QPAO. For more information on the online identity verification process, see <https://qparents.qld.edu.au/#/help>

### **EQ ID**

You will also need to have your child's EQ ID (their Education Queensland identification number) in order to complete your QParents registration. (Refer to your invitation email or letter or this can be found on invoices or report cards.)

### **Safe and secure**

QParents is a secure portal that meets strict industry standards. The Department of Education and Training considers student information to be confidential (it is classified as PROTECTED by the Department). Only people with the right to access information about their child will be given an account. Additionally, as part of the registration process, 100 points of identity will need to be presented to prove that the person who is registering is the person the school invited.

### **Help and further information**

For more information see <https://qparents.qld.edu.au/#/about>  
For help, visit <https://qparents.qld.edu.au/#/help> or call 13 QGOV (13 74 68)

# RELIGIOUS INSTRUCTION

Religious Instruction is provided to students, in years 1 to 6, whose parents /carers have provided permission and runs for 30 minutes per fortnight. Parents/carers need to indicate a religion on their child's enrolment form or return the permission letter for their child to attend.

## STUDENT RESOURCE SCHEME & BOOK LIST

Books and materials required by students for learning are acquired through two programs: The Student Resource Scheme & Stationery & Book list Scheme.

The Student Resource Scheme can cover the following:

Consumables and curriculum materials

- *Arts and Technology Supplies i.e. paints, brushes, containers, rollers, pastels, coloured paper and cardboard, charcoal, fabrics*
- *Repographics and laminating*
- *Computer consumables*
- *Online subscriptions*
- *Senior student diary*

Booklists are distributed to students in Term 4 each year to allow parents sufficient time to prepare the necessary resources for the following year. For years 2 to 6, Birkdale State School has a specified preferred supplier <https://mtcottonrdnews.com.au/> and parents are encouraged to purchase their books through this supplier. Parents have the option to purchase from elsewhere, however we do ask that if an item has a brand specified that parents purchase the same brand. Some items can be used from year to year provided they are in good condition.

Books and stationery for Prep and Year 1 are included in the School Resource Scheme for that year level.

## SAFETY/SECURITY

The safety and security of all of our students is paramount. The following strategies are implemented:

- **Visitors:** All visitors to the school, including volunteer parents, are required to come to the Office Foyer to sign in/out and wear visitor stickers while on site. All staff members wear badges. Children and staff are advised to report adults not wearing badges to school administration. Please be aware of the emergency evacuation/lockdowns/ procedures by taking a card or reading the information available at the visitors sign on.
- **Gates Secured:** - All pedestrian access gates, excluding the ramp access in front of the Office, will close at 9am sharp and will re-open at 2:45pm daily. School staff will open/ close the gates as needed to transition students across to play on the Agnes Street Oval.

- The Staff Car Park gates (closest to the Hall) will be closed from 8:00am – 3:15pm, as unauthorised vehicular access poses a risk to the safety of our students and it is not appropriate for parents/ carers to park inside the school grounds.
  - Any students that ride a bike or scooter to / from school will now need to walk their bike/ scooter through the gate next to the Arts Tech building in both the morning and afternoons – noting that it will be closed between 9am and 2:45pm.
  - The Admin Car Park gates will remain open, however this is for deliveries, disabled parking and emergency / sick bay collection only.
  - The Mary Street access gates will be closed at 9am daily and will not re-open until 2:45pm. PCYC staff will ensure that the gates are closed / opened at these times.
- **Waiting Areas for Parents:** Four areas have been established at which parents may wait within the school grounds. They are
    - Aluminium seats in Library walkway
    - Covered Area (near Amenities)
    - Paved area outside Admin. Building
    - Adjacent to Bike Rack.

## **SCHOOL AGE CARE – PCYC**

PCYC (Qld Police Citizens Youth Welfare Association) School age care services operate from 6.30 am – 9.00 am for before school care and 3.00 pm – 6.00 pm for after school care. Vacation Care is available on enquiry.

Each application for admission will be considered on how they can best accommodate the needs of the child and the family. If the Director perceives that they are unable to provide appropriate care, all attempts will be made to access suitable support and resources.

Some parents would be eligible for fee relief. You are advised to discuss this at the time of booking with the School Age Care staff. Fees are payable on the day that care is used.

PCYC will commence also offer care on Student Free Days and Vacation Care. Contact details are available from the school office or visit the Outside School Care Building on our grounds before or after school.

Telephone 0407 913 040

Email: [birkdalesac@pcyc.org.au](mailto:birkdalesac@pcyc.org.au)

# SPORT

## School Houses

The three School Houses are:

WILSON (green); WOODGATE (red); and McNEILLY (gold).

They have been named after the first three students enrolled at the school in 1916. Students from the one family are placed in the same School House.

## Sport

Opportunities to represent Birkdale State School are offered in Athletics, Cross Country, and Swimming. If exceptional abilities are shown, students have the opportunity to represent their District (Bayside), Region (Metropolitan East), and State (QLD) in a variety of sports including Athletics, Cross Country, Swimming, Cricket, Softball, T-Ball, AFL, Rugby League, Touch Football, Basketball, Tennis, Soccer, and Netball.

## Swimming

We have our own 25 metre swimming pool on site to support swimming and water safety lessons for students in years 1 - 6.

Weekly swimming and water safety lessons are offered during Term 1 for years 1 and 2, and Term 4 for students in years 3 to 6. Students are required to wear a suitable *swimming costume* (a *one piece* for girls), a *towel*, *swimming cap*, and as a result of the Qld Govt – Developing a Sun Safe Strategy - all students are required to wear *rashie shirts/t-shirts* as well as sunscreen. All students are expected to participate unless a medical condition excludes them. A note is required if your child is unable to participate in a lesson.

If it is raining on the day that your child is swimming, please send along the swimming gear as the lesson will only be cancelled in the case of an electrical storm or torrential rain. If you are unsure of the time that your child's lesson takes place, please contact your child's class teacher.

The success of this program is also heavily reliant on parent volunteers. If you are able to support your child's swimming lesson, please keep an eye out on the school Facebook page and newsletter for our volunteer call out and respond as directed.

## Club

Birkdale Breakers Swimming Club is a sub-committee of the P & C Association and operates weekly on a Tuesday evening from Term 4 to end of Term 1 for children from ages 5 and above. Gates open from 5.30pm to 8.00pm.

For more information, visit Birkdale Breakers Facebook page.

## TOYS/PERSONAL BELONGINGS

Students should be discouraged from bringing such items to school as they cause great concern to the owner if lost, broken or stolen. Swap cards (or similar) are not permitted at school.

## TRANSPORT – School Transport Assistance Scheme

Parents are advised that the Qld Government offers a School Transport Assistance Scheme and a School Transport Assistance Program for Students with Disabilities. Visit <https://www.tmr.qld.gov.au/students> for more information.



## TRAVEL TO AND FROM SCHOOL

Students are regularly reminded of the dangers associated with travel to and from school. They are told that they must cross at the traffic lights if they need to cross Agnes Street and Birkdale Road and that they must use the crossing in Mary Street under the direction of the Crossing Supervisor. It is essential that parents, when bringing or collecting students, also use these crossings as models for children.

Our busy roads present a special danger for bicycle and scooter riders and it is strongly recommended that students under the age of ten (10) not ride bicycles or scooters to school. For students who do, we require that they walk their bicycles and scooters when in the school grounds and also when on the footpaths outside the school at times when the footpath is busy.

When riding in Mary Street, bikes should travel on the left hand side of the roadway. Bike/Scooter riders are required to enter/leave the school grounds by either the gate in Mary Street or the Agnes Street gate adjacent to the Year 1 Adventure Playground.



Bikes/Scooters are to be parked in the Bike Rack filling racks from the outside first. Students are required to leave the Bike Rack area immediately. Once again, to assist us in promoting student safety, it is asked that parents on bicycles, accompanying students, also comply with these procedures. An enclosure has been constructed to facilitate bike security.

**It is compulsory for all cyclists to wear helmets.**

Skateboards are not to be ridden / brought to school.

Motorists who bring students to school, or pick them up from school, are advised to ensure that they park only in defined areas. For your convenience a section in Agnes Street has been designated as a Stop, Drop & Go zone to allow for speedy dropping off/collecting of students. Your strict observance of this request will be appreciated. The School Crossing Supervisors have the authority to report those who do not respond to this request.

**As Prep parents must collect their children from the classroom, this time limit precludes them using the Stop, Drop & Go zone in the allotted time.**

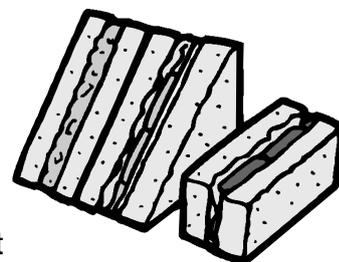
Early in the school year many parents like to deliver Year One students to their classrooms and to collect them from there at 3.00pm. However, once the students are familiar with their classrooms, parents are asked to wait for them at the school gates or another suitable place. Students should not enter the school grounds before 8.30am each school day unless attending Before School Care, supervised sporting practice or band/choir practice. Parents should be aware that students are to sit in the under cover area outside the amenities block. The school day officially commences at **8.50am**.

When students leave the school prior to 3.00pm (for medical appointments etc), it is essential that parents sign a special 'Early Leaving' book at the school office.

**Setting down and picking up students within the school grounds is not permitted**, although special permission can be granted for disabled students only. **Please do not walk through the Staff Car Parks** – children model their behaviour on adults and walking through this area in the afternoon, when delivery trucks, taxis and visitors are arriving, as well as staff driving off to afternoon meetings, is dangerous.



## TUCKSHOP

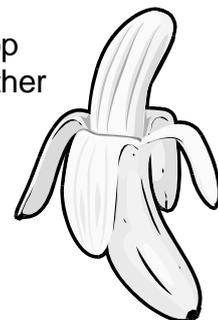


The tuckshop operates solely on a volunteer basis for both Morning Tea and Lunch five days per week. This can change as does the availability of volunteers. The majority of food offered at the Tuckshop is healthy and freshly made on the premises. Our menu also incorporates the New Smart Choices Criteria.

Students can order via Flexischools online. Please visit [flexischools.com.au](http://flexischools.com.au) for online ordering. Alternatively, refer to the Tuckshop Menu for details of menu items.

Additionally, students have the option of purchasing various items from the Tuckshop during playtime. All families are provided with a Tuckshop pricelist. Specials and other interesting items are published in the school newsletter each fortnight.

The tuckshop relies solely on parent volunteers. Parents only need to volunteer 1 or 2 days a month. Please contact the tuckshop on 3286 0738 if you are able to assist.



# HEALTHY FOOD CHOICES

Food and drinks have been classified into three categories according to their nutritional value: **GREEN, AMBER** and **RED**.

## **GREEN – Best choices**

Actively promote and encourage these foods and drinks at all times. Ensure **GREEN** foods and drinks are always available.

## **AMBER – Choose carefully**

Do not let these foods and drinks dominate your child’s choices and avoid large serve sizes.

## **RED – Limit**

Limit these to no more than 20 per cent of the foods and drinks consumed.

## The GREEN category – ‘always on the menu’

Foods and drinks categorised as **GREEN** are consistent with the *2013 Australian Dietary Guidelines* and are based on the five food groups shown on *The Australian Guide to Healthy Eating* ‘plate’. These foods and drinks should be available every day. Foods and drinks in this category offer a wide range of nutrients and are generally low in saturated fat and/or sugar and/or sodium (salt).

<b>Food</b>	<b>Examples</b>
<b>Drinks</b>	Low or reduced-fat milk and soy drinks, plain and flavoured. <p>May contain intense (artificial) sweeteners.            Suggested 375mL serve size or less (except coffee-style milk drinks).            Coffee-style milk drinks (including flavoured) may be sold in secondary school (maximum 375mL serve size).</p> Water: plain (tap, spring, mineral or sparkling), with nothing added.
<b>Bread and alternatives</b>	Bagels, burritos, crumpets, English muffins, foccacia, gluten-free, lavash, Lebanese, multigrain, pita, rye, tortillas, Turkish, wholegrain, wholemeal, white high fibre, white. Raisin and fruit bread, un-iced fruit buns, glazed hot cross fruit buns. Plain and savoury scones, pikelets and pancakes.
<b>Breakfast cereals</b>	Wholegrain, wholewheat flakes, wholegrain puffed cereals, porridge, wholewheat biscuits, low in added sugar, higher in fibre and without added confectionery.
<b>Rice, grains, pasta</b>	Plain rice, noodles, pasta, burghul, cracked wheat, polenta, couscous. Plain air-popped popcorn with nothing added.
<b>Yoghurt, custard and cheese (including soy alternatives)</b>	Low or reduced-fat cheese without added confectionery. Low or reduced-fat plain or fruit yoghurt and custard without added confectionery. <p>May contain intense (artificial) sweeteners.</p>
<b>Fruit</b>	Fresh, in-season is the best choice. Frozen, pureed or canned in natural juice (does not include dried fruit).
<b>Vegetables (including legumes)</b>	Fresh, in-season is the best choice. Frozen or canned without added flavourings. Chickpeas, kidney beans, lentils, baked beans (dried or canned), lentil patties and falafels (grilled or baked).
<b>Lean meat, fish, poultry and alternatives</b>	Unprocessed lean beef, chicken, lamb, pork, turkey, fish. Canned tuna, salmon, sardines. Eggs, nuts* (un-salted, un-roasted, dry roasted).

## The AMBER category – ‘select carefully’

Foods and drinks categorised as **AMBER** also contain some valuable nutrients, but may be too high in saturated fat and/or sugar and/or sodium (salt) to be categorised as **GREEN**. If these foods are eaten regularly or in large amounts, they may contribute to excess energy (kilojoules) being consumed.

Food	Examples
<b>Drinks</b>	<p>Full-fat milk and soy drinks, plain and flavoured.</p> <p>May contain intense (artificial) sweeteners. Suggested 375mL serve size or less (except coffee-style milk drinks). Coffee-style milk drinks (including flavoured) may be sold in secondary school (maximum 375mL serve size).</p> <p>Fruit and vegetable juice. At least 99% fruit/vegetable juice, including sparkling varieties, no added sugar (maximum 250mL serve size).</p>
<b>Breakfast cereals</b>	Higher in added sugar and lower in fibre.
<b>Yoghurt, custard and cheese (including soy alternatives)</b>	<p>Full-fat cheese without added confectionery. Full-fat plain or fruit yoghurt and custard without added confectionery.</p> <p>May contain intense (artificial) sweeteners.</p>
<b>Dried fruit, fruit leathers</b>	All types. Fruit leathers must be 100% fruit. Keep the serve size small.
<b>Fruit ice blocks, fruit jelly desserts, ice crushes and slushies</b>	<p>At least 99% fruit juice and no added sugar.</p> <p>Ice slushies and fruit jellies (maximum 200mL serve size). Fruit ice blocks (maximum 125mL serve size).</p>
<b>Meat products and alternatives</b>	<p>Burgers, patties, strips, balls, nuggets, sausages, frankfurts, saveloys (crumbed and not crumbed), stews, casseroles and curries.</p> <p>Lean processed luncheon meats, fritz, devon, chicken loaf, free flow chicken, cured meats (for example: ham, bacon). Chicken drumsticks and wings.</p>
<b>Savoury hot food items</b>	Savoury pastries, filled breads, pasta dishes, pizzas, oven-baked potato products, dim sims, spring rolls, rice and noodle dishes.
<b>Sweet and savoury snack foods</b>	Baked snack biscuits, breakfast bars, rice/corn crackers and cakes, crispbreads, fruit filled bars, flavoured popcorn, muesli bars, nut* and seed bars, sweet or savoury biscuits.
<b>Un-iced cakes, muffins and sweet pastries</b>	Some un-iced cakes and muffins that are small in serve size or have been modified to reduce the amount of saturated fat and/or sugar or with added fibre.
<b>Ice creams, milk-based ices and dairy desserts</b>	<p>Low or reduced-fat ice creams (not chocolate-coated), milk-based ices, custards and dairy desserts.</p> <p>Milk must be listed as the first ingredient.</p>
<b>Fats and oils</b>	Choose polyunsaturated and monounsaturated oils and spreads and use sparingly (for example: sunflower, safflower, corn, soya bean, olive, canola).
<b>Spreads, dips, relishes</b>	Nut* spreads, fish/chicken/meat pastes, yeast spreads, dips, salsa, relishes. Use sparingly.
<b>Sauces</b>	Tomato sauce, tomato paste, mustard, sweet chilli, BBQ, soy, satay. Choose low or reduced-salt products and use sparingly.
<b>Toppings, syrup, jam, honey</b>	Small amounts, use sparingly.

## The RED category – ‘not recommended on the menu’

Foods and drinks categorised as **RED** are not consistent with the *2013 Australian Dietary Guidelines*.

They are low in nutritional value and may also be high in saturated fat and/or added sugar and/or added sodium (salt). They may also provide excess energy (kilojoules). There is ample opportunity for children to consume these foods outside school hours at the discretion of their parents.

Food	Examples
	Any product assessed according to the Amber Nutrient Criteria, that does not meet the criteria for energy (kJ), saturated fat, sodium or fibre.
<b>Drinks</b>	Soft drinks, iced tea, cordial, sports waters, sports drinks, flavoured mineral water, energy drinks, sweetened waters.
<b>Intense (artificial) sweeteners*</b>	Any product containing intense (artificial) sweeteners* with the exception of flavoured milk, fruit yoghurts and custards.
<b>Caffeine and guarana</b>	Any product containing guarana. Coffee-style products (including flavoured), mocha, latte, cappuccino or similar, with the exception of coffee-style milk drinks. Coffee-style milk drinks (including flavoured) in primary school. Coffee-style milk drinks greater than 375mL serve size in secondary school.
<b>Fruit/vegetable juice</b>	Less than 99% juice and/or added sugar and/or greater than 250mL serve size.
<b>Jelly desserts, ice crushes and slushies</b>	Less than 99% fruit juice and/or added sugar and/or greater than 200mL serve size.
<b>Icy-poles and fruit ice blocks</b>	Less than 99% fruit juice and/or added sugar and/or greater than 125mL serve size.
<b>Cakes and slices</b>	Iced cakes and slices, doughnuts, Danishes, croissants, cream-filled buns/cakes.
<b>Confectionary</b>	All types: sold separately or added to products including; boiled lollies, carob, chocolate (including choc chips and chocolate-coated), chocolate spreads, cough lollies, 100s and 1000s, juice jellies, icing, liquorice, soft lollies, yoghurt/ carob-coated.
<b>Deep-fried food</b>	All types.
<b>Fats</b>	Cream, coconut cream, coconut milk, butter, copha, ghee, lard.

Visit NUTRITION AUSTRALIA for great breakfast and lunch ideas for children

[www.nutritionaustralia.org](http://www.nutritionaustralia.org)

# UNIFORM

## School Uniform and Dress Code

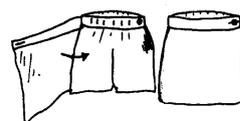
At a P & C meeting in 1999, the P & C Association endorsed the wearing of uniforms for all students. This was subsequently reviewed in 2006.

Birkdale State School is a uniform school and expects students to wear the appropriate school uniform, take pride in their appearance and follow the school dress code. Participation in school sport, music performances and school excursions require students to wear the appropriate uniform.

### School Uniform:

#### Girls Uniform -

- (1) Royal blue unisex shorts or skorts with Blue & Gold Polo shirt with logo on the front.



Closed in black shoes and white socks, not anklets, are to be worn with all options.



#### Boys Uniform -

- (1) Royal blue unisex shorts with Blue & Gold Polo shirt with logo on the front.



Closed in black shoes and white socks, not anklets, are to be worn.

Hats/Caps: Royal Blue Hat with reversable house colour.

**Winter Uniform:** Students may continue to wear the above options. On cooler days the Winter Uniform can be worn. It consists of any of the following: Royal blue track pants, royal blue zippered jacket, royal blue crew neck jumper and taslon jacket in royal blue.

Uniforms are available for order from Wearitto Smart Clothing Centres. The Wearitto Uniform shop is open on school grounds every Tuesday 8.00 am – 10.00 am and Thursday 2.30 pm – 4.30 pm. Alternatively visit <https://www.wearitto.com.au/>

- Students must at all times wear reasonable dress. Students wearing inappropriate dress will be withdrawn from class and work on an individual education program until reasonable dress can be obtained. Parents/ Carers of students attending school wearing inappropriate dress will be contacted and asked to bring appropriate clothing to the school or collect the child and return them wearing reasonable dress.
- Inappropriate dress refers to clothing or apparel that the student wears, that is, or could be deemed to be: offensive; likely to disrupt, or negatively influence, the normal operation of the school; unsafe for the student or others; or likely to result in a risk to the health of the student or others. Reasonable dress refers to clothing or apparel that would be socially acceptable, although it might not conform to the student dress code.
- Students must wear sun safe headwear to participate in all outdoor activities. A 'No sun safe hat, No play' policy applies. Students are expected to remain under covered areas/buildings should they not have the correct hat.

- Students swimming must wear suitable swimming costume (a one piece for girls), a towel, swimming cap and as a result of the Qld Govt Strategy – Developing a Sun Safe Strategy - all students, Yr 1 – Yr 6, must wear a swim shirt during all water based activities with the exception of competitions and carnivals
- Hair should be neat, naturally coloured and without embellishments (tracks, highlights, rats tails or Mohawks are not allowed). Girls' hair that is shoulder length or longer should be tied back and hair accessories should be minimal and match the school uniform. Boys' hair is to be kept above the collar, neat and tidy.
- Make up and nail polish are not appropriate for school
- Jewellery - watch
  - one flat ring only
  - one pair of studs or sleepers
  - other face/body piercings are inappropriate
  - necklaces and bangles are not to be worn

(For safety reasons, sleepers should not be worn while participating in sporting activities)

- The only jewellery permitted to be worn is watches and sleepers or studs for students with pierced ears. For safety's sake the wearing of large earrings and long necklaces is not permitted.
- Only clear nail varnish should be worn.
- Students may wear the District, Region or State sport uniform/ senior shirt/music shirt.
- Free Dress Day Clothing must be appropriate to be worn on a school day and also be sunsafe.

For inter-house athletics carnivals it is preferable that students have a T-Shirt of the house colour eg:

McNEILLY HOUSE - yellow;  
 WILSON HOUSE – green;  
 WOODGATE HOUSE - red.

Similarly, for inter-house swimming carnivals, swimming caps of the appropriate colour are desirable.

## **WORKPLACE HEALTH AND SAFETY COMMITTEE**

The school has an active Workplace, Health and Safety Committee whose primary task is to facilitate a safe environment for students and staff. The Committee meets on a regular basis, discussing health and safety issues, conducting safety audits of equipment and implementing safety drills – evacuation and lockdown.

### **School Fence**

Students, under no circumstances, are to attempt to climb over the fence as this may lead to a serious injury.