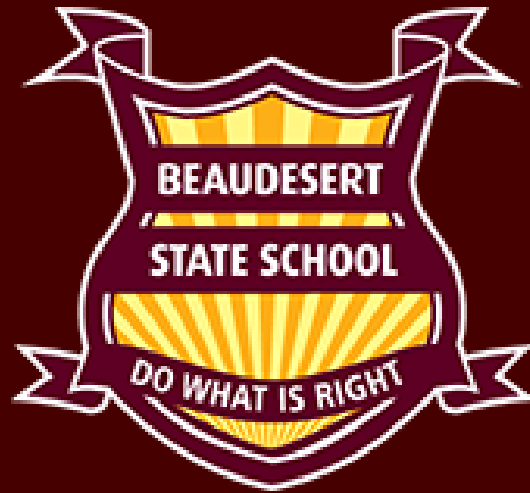




BEAUDESERT STATE SCHOOL

PARENT HANDBOOK



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School Information

PRINCIPAL:	Angela Chant
DEPUTY PRINCIPAL:	Nikki Gauld
HOSES:	Nicole Inder
HOD-C:	Harmony Collins
BUSINESS MANAGER:	Sandra Currie
ADMINISTRATIVE	Angie-Dee Day Jaye Kemp
OFFICERS:	Diana Hinton Rebecca Dalton

SCHOOL ADDRESS | 17 Tina Street
Beaudesert

POSTAL | PO Box 182 BEAUDESERT QLD
4285

PHONE | (07) 5540 1111

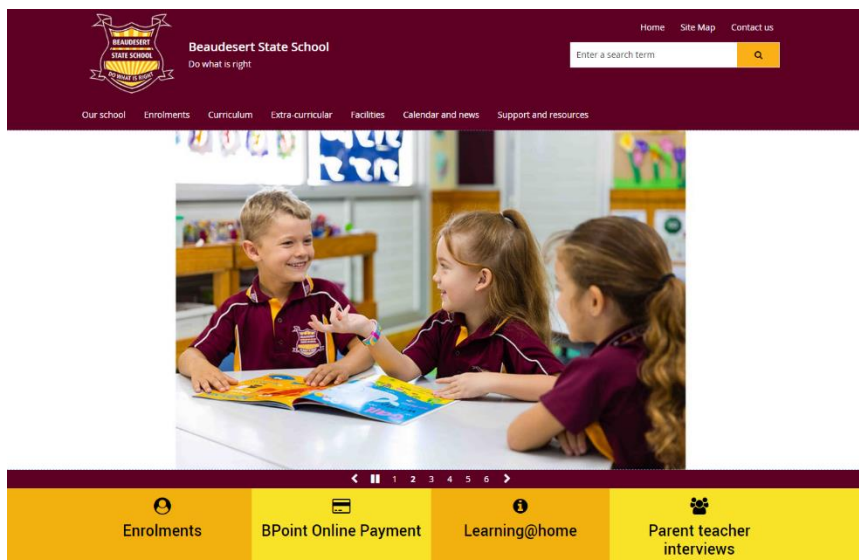
STUDENT ABSENCE SMS | 0416 905 687

E-MAIL | admin@beaudesertss.eq.edu.au
principal@beaudesertss.eq.edu.au

WEBSITE

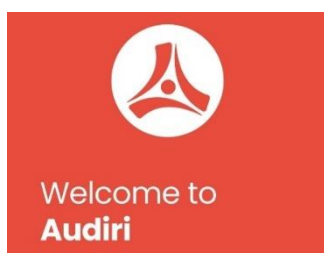
www.beaudesertss.eq.edu.au

Please visit our school website for School Annual Reports, school forms including uniforms lists, tuck shop menus and District Sports Permission Forms

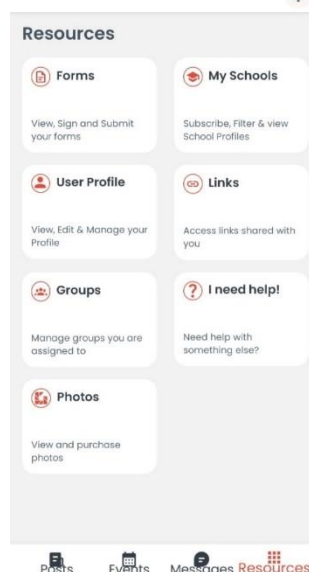
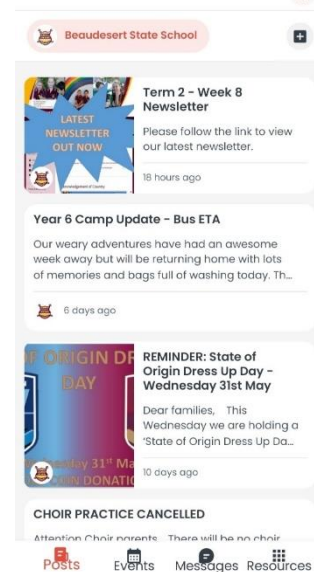


SCHOOL APP

We have our very own school app at Beaudesert State School, please download for free today from iTunes App store or Google Play by searching **Audiri**



Our App keeps you up to date with everything!
Permission forms, breaking news, contact details and much more!





A Message from the Principal

Beautesert State School has a strong reputation for providing a first class education for our students. By ensuring that our staff are highly skilled, and kept up to date with the latest research based methods, we are well placed to do our best to maximise student achievement.

Education is a partnership, and we value the interactions between school and home very highly. Research shows that highly effective schools, have highly engaged parents and community. At Beautesert State School we work hard to ensure that we form strong partnerships for the benefit of our students.

Beautesert State School has worked hard over many years to set very high standards for student behaviour, attitude and work ethic. Our 'Actions for Success' are a very clear guideline for how we expect our students to behave in order to ensure success. Our actions for success are as follows:

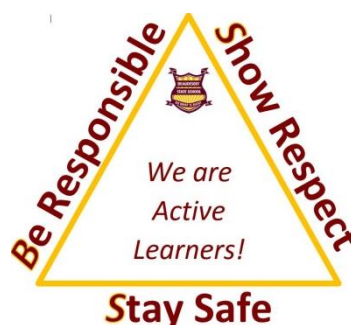
1. Organised
2. Persistence
3. Confidence
4. Getting along with others
5. Responsible Citizenship

These rules are the backbone of our expectations for students, and are not only applicable for students in our school, but are values that will place them well as future adult members of our community.

This school is dedicated to helping your child achieve his/her personal best, to develop as an independent and knowledgeable person who is worthy and socially responsible, employable, capable of self-fulfilment and capable of contributing to society with a disposition for lifelong learning.

We look forward to your child being a part of a very unique school community, a community that places a great deal of effort in the development of the whole child, and promoting responsible citizenship.

Angela Chant
Principal



ENROLMENT MANAGEMENT PLAN

Our School has an Enrolment Management Plan in place, which means that priority for enrolment is determined by a physical catchment for our school. You can view the catchment map for our school at: <http://www.qgso.qld.gov.au/maps/edmap/>

When considering enrolments 'out of catchment', the school must also ensure that we have suitable capacity for growth of enrolments within our catchment prior to considering out of catchment enrolments. Further to this, we are only permitted to carry 10% of our total enrolments as out of catchment enrolments.

If you are residing within our catchment area you will still need to bring residential proof before the enrolment application will be processed. Acceptable proof would be a current Rates Notice or Lease Agreement and an Electricity bill.

ENROLMENT AGES

Enrolment ages for Prep students are as follows:

BIRTHDATE	ELIGIBLE PREP YEAR
01/07/2019 – 30/06/2020	2025
01/07/2020 – 30/06/2021	2026
01/07/2021 – 30/06/2022	2027
01/07/2022 – 30/06/2023	2028

Enrolment ages for other year levels, 2026:

YEAR	BIRTHDATE	YEAR	BIRTHDATE
1	01/07/2019 – 30/06/2020	4	01/07/2016 – 30/06/2017
2	01/07/2018 – 30/06/2019	5	01/07/2015 – 30/06/2016
3	01/07/2017 – 30/06/2018	6	01/07/2014 – 30/06/2015

❖ EARLY ENTRY TO PREP

Children whose birthday falls in the month of July, may be able to commence Prep early if they are assessed by the school principal as being ready for school.

These are the only circumstances in which early entry to Prep is permitted under Queensland legislation.

In making a decision, the principal will consider what is in your child's best interests for achieving success throughout their schooling. While a child may be extremely capable in certain areas of knowledge or have high levels of skill, they might not have the social or emotional maturity for early entry to Prep.

BEHAVIOUR MANAGEMENT

Our school recognises that all students have the right to learn and teachers have the right to teach in a safe and supportive environment.

The school's **Student Code of Conduct** provides school rules and codes of behaviour in detail. Our policy is based on four key concepts:

- Providing a safe and supportive learning environment
- Providing inclusive and engaging curriculum and teaching
- Initiating and maintaining constructive communication and relationships with students and parents/careers
- Promoting the skills of responsible self-management

Please see the Student Code of Conduct available from reception and on the [school website](#) for further details.

SCHOOL ASSEMBLIES

- ❖ **Whole School Assembly** is held each week on a Monday from 2:10pm and is led alternately by the School Captains and Vice Captains / Student Leaders.

Format:

- Welcome to Country;
- National Anthem;
- Principal's Chair (weekly attendance update);
- Other updates from DPs / Music team / guest speakers;
- Presentation of Beauy Bucks Certificates (as earned);
- Weekly House Points for the Beauy Cup announced

In addition, approximately every fortnight, a new **PBL (Positive Behaviour for Learning) Lesson** will be shared during the Whole School Assembly. This will take the form of a PowerPoint slideshow and may include a short video. This lesson will focus on one behaviour – or specific group of behaviours – linked to the School Rules.

BELL TIMES

8:20	Oval
8:35	Beginning of day Warning Bell
8:40	<i>Morning Session Begins</i>
10:40	First Break Eating Time/Play Time
10:50	End of Eating Time Bell
11:17	End of Play Time Bell
11:20	<i>Middle Session Begins</i>
12:50	Second Break Eating Time/Play Time
1:00	End of Eating Time Bell
1:27	End of Play Time Bell
1:30	<i>Afternoon Session Begins</i>
2:50	End of the school day

BEAUY BUCKS

Beaundesert State School uses a Positive Reward system called Beauty Bucks. Students will earn Beauty Bucks points from staff members. This will also be used to determine our Bronze/Silver/Gold Certificate and Pin recipients. As a class, each week students will have the opportunity track their Beauty Bucks account and see how many Bucks they have received for the previous week and why they received them. They will also have the opportunity to purchase items from a shop set up in the school with their Beauty Bucks. It is anticipated that the School Captains/Leaders will run this shop. Students are allocated Beauty Bucks who successfully demonstrate the school rules of:

- Being Responsible
- Being Respectful
- Staying Safe

Students earn certificates of differing levels:

- Bronze,
- Silver, and
- Gold



As well as a Gold Pin to go on their uniform collar, after they achieve the Gold Certificate.

STUDENT SUPPORT SERVICES (TRIPLE S)

The Student Support Services team (**Triple S**) meets on a weekly basis to discuss the needs of students identified by the classroom teacher.

The Student Support Services team consists of:

- Head of Special Education Services (HOSSES)
- Guidance Officer
- School based Psychologist
- DoE Speech Language Therapist/s
- Deputy Principal

GUIDANCE OFFICER

A Guidance Officer is based at our school for five days per week. This role plays an integral part of the **Student Support Services (Triple S)** process, providing specialised support in the areas of:

- Psycho-educational assessment (cognitive, academic, behaviour and adaptive behaviour.)
- HRE / Life skills
- Student welfare (e.g. self-esteem, bullying, and transition into high school.)
- Child protection/protective behaviours.
- Critical incident response.

Accessing the Guidance Officer

Written permission from a parent or caregiver is required before a student can access the Guidance Officer's services. An exception to this process would be cases of an urgent or critical nature (e.g. student protection concerns, deaths and accidents, significant behaviour issues). Parents will be contacted in the event of a member of the Leadership Team or Triple S team identifying the need for a student to meet with the guidance officer.

LEARNING ENHANCEMENT TEACHERS (LET)

Our **Learning Enhancement Teachers (LETs)** work closely with our classroom teachers to develop a safe and supportive environment of learning and tolerance and acceptance of diversity. In striving for student participation and success, students with diverse learning needs are supported by the LETs in a variety of ways.

Some of these include:

- Collaborating with classroom teachers around curriculum ideas and access for students
- Development of Individual Support Plans (ISPs) and Individual Curriculum Plans (ICPs) in partnership with parents
- Supporting challenging behaviour
- Teaching students strategies to use in the classrooms
- Using assistive and adaptive technology to promote student success
- Teacher aide assistance within classrooms to support curriculum learning
- Small group focussed learning on student ISP or ICP goals
- One to one assistance for specific priority programs to support student inclusion

We offer a wide range of programs in our effort to meet the needs of our diverse learners. Some of these include:

- Social Skills Program
- Communication Skills
- Supported Play
- Intensive literacy and numeracy sessions

These programs enhance the personal and social development of students with diverse learning needs and their peers who are involved in the programs.

Students who have been identified as gifted and/or talented may require enrichment and extension to develop in-depth knowledge and understanding. These students either excel, or are capable of excelling, in one or more areas such as a specific academic area, visual and/or performing arts, physical/sporting ability, creative thinking, or interpersonal and intrapersonal skills. Teachers may introduce some elements of the curriculum from a higher year level to provide them with focussed teaching and learning opportunities. Again, these programs are developed in consultation with the **Triple S Team** and parents / carers.

INCLUSIVE EDUCATION POLICY

Students enrolled in Queensland state schools come from diverse social, cultural, geographic and family backgrounds, are of many identities, and of all abilities. Beaudesert State School is committed to students experiencing inclusive education when 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.

[Click here to view the Department of Education Inclusive Education Policy](#)

CHAPLAINCY SERVICE

A School Chaplain is a safe person for young people to connect with at school and provides a listening ear, caring presence, and a message of hope. Chaplains run positive, fun activities for students and assist in fostering supportive, caring school communities.

A Chaplains role is to provide support socially, emotionally and spiritually to the whole school community. Working with other members of the school support team, the Chaplain cares for students struggling with issues such as difficult relationships with other children or family members, poor self-esteem, family breakdown, and anxiety.

The partnership between the school and the chaplaincy service, supported by local churches, businesses and community organisations, provide a network of local support and assistance. These positive relationships help young people to face difficult issues, and provide hope, connection, meaning and purpose.

The chaplaincy service is available to everyone in the school community, regardless of their religious beliefs. Participation is totally voluntary and where spiritual content is involved; parent permission will always be required. Teaching 'Religious Instruction' is not part of the role of a school chaplain.

ADDITIONAL PROGRAMS ON OFFER AT BEAUDESERT STATE SCHOOL

Below are some of the enrichment opportunities offered at Beaudesert State School:

❖ STEM EXCELLENCE PROGRAM

An identified cohort of students are invited to become a member of our STEM Excellence Program. In this complex environment, connecting knowledge and skills across discipline areas is vital. To thrive in this world where they must navigate future career paths, young people will also need to be equipped with particular capabilities.

Our innovative program will provide extracurricular extension opportunities under the key areas of Science, Technology, Engineering and Mathematics ranging from robotics, coding, drones, construction, design challenges and representing our school in STEM competitions. Learning will be facilitated by our ICT Teacher and IT Technician one afternoon a week from 2:45pm - 4:00pm in the school Digital Technologies Lab.

This program is in partnership with Beaudesert State High School.

❖ SPORTING PROGRAMS

High achieving physical education students are identified, coached and supported to reach to their full potential throughout the year. These students are invited to participate in local, regional, district and state events in both individual and team sports. Each year Beaudesert State School competes in the Kingfisher Cup Rugby League and Netball competition.

❖ LANGUAGES -Japanese

Why learn another language? At Beaudesert State School, Japanese is taught from Year 4 to Year 6, consisting of two 30 minute lessons per week. In addition to having formal lessons, students are presented with opportunities to take part in cultural activities such as Children's Day each year.

As well as acquiring basic language skills, emphasis is given to the multi-cultural nature of Australia and to fostering an understanding of the differences and similarities between Japan and Australia.

To quote one Brazilian Exchange Student: "Enjoy your world. Know as much as you can. The first step is to learn languages. In the international arena, having people who know more than three languages is normal."

❖ PERFORMING ARTS PROGRAM

The Performing Arts, including Music, Dance and Drama, are extremely valuable to children's education, as they build confidence, foster creative thinking and develop team-work and social skills. At Beaudesert State School, every class participates in a 30 minute lesson each week, with our Arts specialist teacher with delivery and alignment of the Australian Curriculum.

During this time, students have the opportunity listen to, watch and respond to music, dance and drama, sing and play instruments, learn to read and write rhythms and melodies, learn and create dances, devise their own drama performances and perform scripted drama.

The program encourages individuals and groups to improvise and create their own performances as well as perform set pieces for various audiences.

❖ **DANCE TEAM**

Rehearsals one break per week.

Dance Team is for students from Years 3-6 who enjoy dancing and are willing to dedicate time to weekly rehearsals as well as performing at various school and community events that may arise. Each term, Dance Team will learn 1-2 dances choreographed by the teacher or students, to perform on parade or at other special events.

Below is an outline of the expectations of Dance Team:

- Commitment for the entire term
- Attend weekly rehearsals during play time
- Arrive on time to rehearsals
- Regular practice at home
- Working as a team with a positive attitude
- Media consent forms allowing photographs and video to be taken at school and public events
- Having fun!

❖ **INSTRUMENTAL MUSIC**

Students between Years 3-6 have the opportunity to participate in the Beaudesert Primary Instrumental Program. 30 minute lessons are available during school time, with an additional hour of rehearsals before or after school once students reach a certain level of playing. Performance opportunities exist throughout the year in the form of concerts at school, nursing home visits and workshops with other schools.

Students in Years 3-6 in can play violin viola or cello.

Students in Years 4-6 can play flute, clarinet/bass clarinet, alto or tenor saxophone, trumpet, trombone, euphonium, bass guitar (4 strings) or percussion.

All students are required to pay a yearly levy to participate in the program.

Some instruments are available for hire throughout the year for an additional levy.

If your child is interested in joining the Instrumental Music Program, please email Mrs Alison Steindl (astei43@eq.edu.au) for band instruments or Miss Eastman (cmeas0@eq.edu.au) for string instruments.

❖ **SWIMMING**

The CARF states that Water safety programs must:

- Align to the Australian Curriculum: Health and Physical Education.
- Provide opportunities for students to attain competencies aligned to the National Swimming and Water Safety Framework.
- Meet the expectations outlined in the Statement of expectations water safety and learn to swim programs.
- Include both classroom-based learning and water location learning across the band.

Swimming lessons will be provided to students across the band. Prep students will take part in swimming lessons and water after every year. Students will be given swimming lesson and water safety program opportunities across the Year level band. This decision has been made regarding updates to Health and wellbeing education in the Curriculum, assessment and reporting framework.

Parents will be asked to pay entry to the pool, the school covers the cost of transport and instructors. Parents will be invoiced at the beginning of each year for swimming.

A swimming carnival is held once a year for students in year 4-6. Students have the opportunity to participate in 25m and 50m events and could potentially represent the school and compete at a higher level.

RELIGIOUS INSTRUCTION

Queensland state schools embrace a multitude of cultural, religious and non-religious beliefs. Under the Education (General Provisions) Act 2006, schools are to provide Religious Instruction (RI) if approached by a faith group seeking to provide RI and students of that faith attend the school.

RI informs students about the beliefs and values of a particular religion. It is delivered by volunteers of a faith group using instructional materials approved by that faith group. RI is required to be consistent with legislation and Department of Education policies and procedures.

All RI instructors must hold a blue card and participate in compulsory Student Protection and Code of Conduct training. RI instructors are only entitled to deliver the RI program outlined below. A school staff member will be present during the delivery of RI.

Participation in RI is not compulsory. Any student (except Prep students) may participate in RI if a parent has provided written instructions to the school.

Students are allocated to RI based on information provided by parents on the completed [Application for Student Enrolment](#) unless other written instructions have been provided to the school.

Note: *This consent remains in effect unless the parent informs the school otherwise in writing.*

Christian RI: Local Christian Churches (St Mary's Parish Baptist Church and Harvest Point INC) come together to offer Christian RI on a cooperative and non-denominational basis.

Authorised Programs: Beginning with God, Connect and or Big Questions by Christian Education Publications (CEP).

Aims and goals: To inform students about the basic beliefs of the Christian faith from a non-denominational perspective. To help children explore meaning, purpose and spiritual development in life.

Lesson Structure: Connect is a three-year program presented across three levels of schooling – infants, lower primary and upper primary. The lessons are Bible based. Each lesson introduces concepts, themes, and major characters from the Old and New Testaments. Lessons also cover key Christian events such as Easter and Christmas. Students may engage with such concepts as respect, thankfulness, forgiveness and hope through story telling, music, drama, reading, writing, puzzle-solving and drawing. Program resources are written by professional educators and are age appropriate and are held once a week for a period of approximately 25mins.

For further information including module and/or lesson descriptors visit: <https://cepconnect.com.au/curriculum>

Other Instruction

Students who are not participating in RI will be provided with other instruction in a separate supervised location. Other instruction must relate to part of a subject area already covered in class and may include:

- personal research and/or assignments
- revision of class work such as creative writing or literacy and/or numeracy activities which could include online programs currently accessed by the students of that school (i.e. Mathletics and Reading Eggs).
- independent reading appropriate to the student
- <https://christianri.org.au/info-for-schools/> [Christian RI - Information for families.pdf](#)

BEFORE AND AFTER SCHOOL ACTIVITIES

❖ JABU JABUNY CLUB

The Jabu Jabuny Club is held on Wednesday afternoons in Unyah Jagun (corner of Arthur and Eaglesfield Streets) from 3:00pm. Coordinated by the Mununjali Jymbi Team, the club is an opportunity for indigenous students to enhance their awareness of Aboriginal Mununjali Culture. During the afternoon, students are provided with afternoon tea.

Activities include Aboriginal Art, Dance, didgeridoo playing, traditional games, as well as informal learning of the Yugambeh language. Parents of these students are encouraged to be involved and play a significant supportive role. If you would like your child to attend JJ Club please contact Mununjali House on (07) 5541 2575.

❖ CAMP AUSTRALIA – Out of School Hours Care (OSHC)

OSHC stands for Outside School Hours Care. An OSHC service provides education and care for primary school-age children (generally aged 5 to 12 years) outside school hours and during school holidays. Depending on your school, it can cover Before School Care, After School Care and Vacation Care. At Camp Australia, our vision is 'To support families in achieving their dreams' and to do that we take a unique approach to OSHC based on over 30 years of experience.

[Click here for more information - Beaudesert State School OSHC](#)

❖ BREAKFAST CLUB

Did you know?

- ✓ Children perform better at school when they've had breakfast
- ✓ Children who eat breakfast establish healthy eating habits for later on in life
- ✓ Children who miss breakfast have poor concentration in class
- ✓ Children who skip breakfast are more likely to miss out on important nutrients, vitamins and minerals

The 'Brekky Club' exists to support the development of good dietary habits and nutrition knowledge, and to maximize learning opportunities for our students.

It is held **every day 8:00 a.m. – 8:30 a.m.**

Students are provided with a healthy breakfast which includes cereal, milk, toast and fruit.

Brekky Club is funded by YMCA and the BSS Food Program.

REPORT CARDS AND PARENT TEACHER INTERVIEWS

Report cards are issued at the end of Semester 1 and Semester 2. Parent Teacher interviews are offered in Week 9 of Term 1 and Week 3 of Term 3. These interviews can be booked via SOBS. If you would like to discuss your child's progress with their teacher throughout the year, please contact the office or the class teacher directly to organise a suitable time.

[SOBS online booking](#)

HOMEWORK

According to the P-12 CARF, schools will develop a whole school approach to homework policy and communicate it with the school community.

Schools will monitor or review whether homework:

- is effective in supporting learning
- allows sufficient time for family, recreation, and community and cultural activities

- does not disadvantage students due to a lack of access to resources

Our school expectation is that every child completes home reading each night. If parents chose to opt in for additional homework, Mathletics and Reading Eggs tasks can be completed at home.

LIBRARY (RESOURCE CENTRE)

The Library Resource Centre is the hub of our student learning community. Over the past few years, our library has become more of a Resource Centre for housing resources for both students and teachers to access. Although we are limited with teaching spaces, we can cater for small student groups who need to cover curriculum based learning projects.

Students usually borrow at a weekly allocated time with their class teachers. Borrowing is also allowed during play breaks. Students require a suitable library bag for the purpose of protecting the library book during transit to & from school. Years 2-6 students may borrow up to 2 books at a time, while PREPS – Year 1 may borrow 1 book weekly. Each borrowed book allows for a 2 week return time before any overdue notice is sent. If books are damaged in any way while borrowed, could you please still encourage their return to the library, so we can sort out repair or replacement. After a period time if books have not been returned or have been returned but can no longer be used, parents or caregivers will be asked to donate the cost of the damaged or lost item to the school. This donation will help contribute to restocking the library. A wide variety of Junior Fiction, Fiction & Non- Fiction titles are currently available for borrowing. Shelves are regularly updated with new & popular titles suitable for broad ranges & interests. There is a NEW BOOK display at the front of the library, which children are keen to check out before they are able to borrow.

Scholastic Book Club orders are now online orders only. Once the book orders are filled they will be delivered to the library and dispersed from there.

Administration Information for Parents:

ABSENCES

If your child is going to be absent for a particular reason you can inform the school using one of the following methods:

- telephone the school on 5540 1111,
- send an SMS to 0416 905 687 or
- send a message through the BSS Audiri App

so the appropriate adjustments can be recorded.

N.B. Parents of a child who is of compulsory school age must ensure that the child is enrolled and attends school on every school day for the educational programs in which the child is enrolled unless the parent has a reasonable excuse.

The issue of absenteeism is complex and covers a range of behaviours, including chronic absenteeism, school refusal and truancy. It is important for schools to investigate the patterns and underlying causes of non-attendance so that appropriate strategies to address the specific type of absenteeism can be implemented.

There is no quick and simple solution, nor a “one-size-fits-all” approach to address absenteeism. However, partnerships between schools, parents and the local community can assist in reducing absenteeism.

School attendance management practices are crucial to minimizing absences. At the school end, we:

- identify patterns in absences quickly,
- follow-up promptly, and
- communicate clear messages to students and parents that attendance is vital.

It is widely recognised that attendance problems are best managed by early identification and intervention.

Beaudesert State School manages attendance and enrolment according to policy [Managing student absences and enforcing enrolment and attendance at state schools](#)

This policy can lead to prosecution of parents if regular attendance is not achieved.

❖ EARLY DEPARTURES

If it is necessary to arrange an early collection of your child/ren, you **MUST** attend the office **FIRST** to sign the child out **BEFORE** collecting the child/ren. All departures require a leave pass printed at the office.

If you are departing to attend an appointment with your child, but plan to return to school, you will need to be signed out and then present back to the office to sign in on your child's return to school.

❖ LATE PASSES

If your child arrives at school **after 9:00am** they will need to be signed in at the main office and late slip will be issued for the child to take to the classroom and give to the teacher

MESSAGES FROM HOME

If parents find it necessary to alter their child's routine, please notify the class teacher of the change and ensure that the child knows exactly what is required.

If contacting the office to notify your child of a change, you must do so by **12:00pm** at the latest so that messages can be passed on to both the teacher and the child concerned. Once the children have been dismissed it is difficult to ensure the message will be received by the child in time.

N.B.: WE ARE UNABLE TO GUARANTEE THAT MESSAGES RECEIVED AFTER 12.00PM WILL BE PASSED ON TO STUDENTS.

BOOK LISTS

Every effort is made to keep book/stationary requirements to a minimum. Booklists are available from the office or via our school website. The school provides pencils, erasers, rulers and whiteboards for the students. If textbooks are required, the school will provide these also.

NEWSLETTER

Our school newsletter is published once a term via Audiri and emailed out electronically to all our parents. In order to ensure you receive your newsletter, please make sure you have provided the office with a current email address. Hard copies of the newsletter can be requested and collected from the office should you not be able to receive it electronically.

APPOINTMENTS

Parents/carers are required to make appointments to speak to the Principal or Deputy Principal for school matters such as new enrolments, behaviour concerns and other arising issues that may develop throughout the year. Please note, any issue arising within your child's classroom should first be discussed with your child's teacher.

Appointments are required to ensure that sufficient time is made available to address your concerns fully. Please contact the school office to organise an appointment time.

CAMPS, EXCURSIONS AND INCURSIONS

Classes take part in excursions/incursions throughout the year as an extension of the learning experiences provided in the classroom, enhancing the curriculum being taught.

School camps, as well as providing a wealth of learning experiences in a different environment, greatly benefit the social development of students.

Parents are advised well in advance of any planned excursions or camps for their child's class. A Dollar Calendar outlining anticipated costs for the semester is sent home early in the year so that parents have the opportunity to budget well in advance for these planned activities.

REFUND POLICY

If your child does not attend a proposed camp or excursion and you have already paid, the credit will be applied again to another planned excursion or alternatively a refund can be requested for large amounts. Refunds of any credit will be issued if your child/ren leave the school.

EMERGENCIES

A policy has been developed to ensure that procedures are in place to speedily evacuate or lockdown the school area should an emergency arise. Each classroom has a set of emergency procedures.

Emergency drills for a variety of situations/times etc. will take place at least once per term. (See pages 24-26 for the Lockdown and Evacuation Procedures).

VISITORS

All visitors coming into the school must first sign in at the office whilst they are in the school grounds. When their business with the school is complete, they are required to return to the office to sign out.

LOST PROPERTY

Please make sure that your child's name is clearly written on all their belongings. Should items go missing, please visit the lost property bin located under A Block. At the end of each year everything that is unclaimed will be donated.

PAYMENT OPTIONS

At the commencement of each year, teachers submit information on proposed excursions for their class/year level. These are then costed and a Dollar Calendar sent home to parents to enable them to budget for the year ahead.

We can only include excursions/activities which teachers have planned. Throughout the year there can be offers from various venues which teachers believe would be beneficial to the students. These activities are costed and you will be advised as they come to light throughout the year. These 'extra' excursions are minimal, but occasionally do happen.

Cut off dates for payment of excursions/activities organized through the school are set well in advance and it is important that payment is received by the date specified to ensure your child's participation.

All planned activities on the Payment Register are costed and invoiced as early in the year as possible. You will receive a statement for each child once per term. Payment references are on these statements and allow you to identify what you are paying on the internet. Payments by instalments are also welcomed.

Cut off dates for excursions/activities are made in most instances two weeks in advance. This allows for us to secure seat-belted buses (P&C Policy for out-of-town excursions). Confirmation of buses and venue numbers are made at this time.

There are a number of payment options, as outlined below: -

We have various payment options to allow you to conveniently make payments towards excursions and camps throughout the year!

1. BPoint



BPOINT is now the preferred payment method for all student invoices at Queensland State Schools. BPOINT is a secure online payment portal supported by the Commonwealth Bank which enables parents and caregivers to pay the school via credit card or debit card. BPOINT can be accessed using the link below, or by calling 5540 1111 and selecting option 2. You will need your Customer Reference Number and invoice number to make these payments.

[BPOINT Online Payment](#)

2. CENTREPAY

This is a functionality provided by Centrelink where by you can elect to have an agreed amount deducted from your Centrelink payment to pay for school activities. This option can be arranged through the school.

3. INTERNET BANKING

This allows parents to pay 24/7 over the internet for any activity listed on your invoice or on the Dollar Calendar. Details are as follows-

- School's bank account name: Beaudesert State School - General A/C
- BSB number: **064-400** (CBA Branch Beaudesert)
- Account number: **00090074**
- Reference/details: The initial of your student's first name and the first four (4) letters of his/her surname. E.G for John Smith- the reference would be jsmit.
- Payments will be applied to the oldest debt for that family/customer.

4. PAYMENTS

Payments can be made **Monday and Tuesday each week between the hours of 8:30am and 3:00pm** for both students and parents to pay over the counter and receive a receipt immediately. You can pay either by Cash or EFTPOS and both Debit and Credit cards are accepted. **This is staff intensive and we cannot accept payments over the counter outside of these hours.**

Any questions please feel free to contact the office on 5540 1111.

SICK BAY

As a general rule, if a student is not well enough to participate in lessons, he/she should not be at school.

Should your child be sent to sick bay by the class teacher, you will be called to collect them and take them home.

Please make sure all your contact details are up to date.

SUN SAFETY

It is the policy of this school that each child should wear a maroon broad brimmed hat with a minimum brim width of 7cm for protection from the sun when outdoors. Caps are not considered "Sun Safe". Students are also expected to wear Sun Shirts during swimming lessons. The Lions Club of Beaudesert generously donate a sun shirt to each Prep student every year at the commencement of their swimming program in Term 4.

Sunglasses are permitted to be worn by students. However sunglasses are not a toy. To prevent long term damage to the eyes, sunglasses need to conform to the relevant Australian Standard. (For further advice, contact your Optometrist).

Children must understand that natural protection (staying out of the sun in the middle of the day, use of shade and clothing) is the best protection. Exposed areas of the skin that can't be covered up need sunscreen protection.

Remember SLIP, SLOP, SLAP & WRAP.

MEDICAL CONDITIONS

❖ ANAPHYLAXIS

Anaphylaxis is a severe and sudden allergic reaction. It occurs when a person is exposed to an allergen to which they are sensitive. The most common allergens or trigger substances that may cause anaphylaxis in school-aged children are peanuts, tree nuts, fish, shellfish, egg, cow's milk, sesame, soy, insect stings, latex and certain medications. Anaphylaxis is potentially life threatening and always requires an emergency response.

It is therefore critical that school staff, parents and caregivers are confident about the management and treatment of students who have been diagnosed by a medical practitioner as being anaphylactic or potentially anaphylactic.

The [Anaphylaxis Guidelines for Queensland State Schools](#) provides specific information on how to manage and treat students with anaphylaxis.

❖ ASTHMA

As part of our Medication Policy, a [Consent to Administer Medication Form](#) needs to be completed when a student requires Ventolin and Asthma Medication. A Risk Assessment also needs to be completed by the school nurse or office staff if the student is able to competently self-administer their own Asthma medication. A current Asthma Action Plan is to accompany the student's Asthma medication and will be kept on file and with the student's Asthma medication. ***A CURRENT ASTHMA ACTION PLAN CAN BE COMPLETED BY A LOCAL GP OR HEALTH PRACTITIONER AND NEEDS TO BE UPDATED ANNUALLY.***

Parents are requested to inform the class teacher and Physical Education teacher if their child is an asthma sufferer. Students that self-administer their Asthma medication are responsible for their inhalers at all times. Please make sure all Ventolins are in date and not empty. (For convenience, an extra inhaler can be kept at the office.) If children are asthmatic and do not bring along their appropriate medication when participating in various activities, particularly sport, they may be excluded from the activity if it is felt that they may be increasing their chances of suffering an attack by not having the preventative medication with them.

For younger children please ensure that the inhaler and spacer is left at the school office if the child is not old enough to self-administer, or you think they might lose it.

❖ TYPE 1 DIABETES

Type 1 diabetes is the type that is most commonly found in children and adolescents. It occurs because the pancreas loses the ability to make insulin. This is a lifelong condition. People with type 1 diabetes need to take insulin to stay alive. Insulin can only be administered by injection or by an insulin pump. Management of type 1 diabetes requires a combination of multiple daily insulin injections, regular blood glucose monitoring, healthy eating, and physical activity.

Nothing can prevent type 1 diabetes from occurring. Type 1 diabetes is an auto-immune, life-threatening condition caused when the body's own immune system attacks the insulin-producing cells in the pancreas and destroys them, resulting in no production of insulin. Type 1 diabetes is **NOT** a lifestyle-related condition and is not contagious.

Managing diabetes requires an understanding of diabetes and making reasonable adjustments to accommodate a student's needs. With risk management, planning and support, students with diabetes can participate safely in all school activities and have a productive and fun time at school.

INDIVIDUAL AND EMERGENCY HEALTH PLANS (IHP & EHP)

To provide specific support for a student with diabetes, it is essential for the school to have both an Individual and Emergency Health Plan to cater for the student's specific health requirements whilst they are engaged in school activities.

- The Individual Health Plan (IHP) provides a routine/ daily guideline for the management of a student's health needs and may contain instructions concerning the routine medication regime.
- The Emergency Health Plan (EHP) will provide systematic directions for the safe management of a medical emergency specific to a student's health condition and the correct use of emergency (rescue) medication.

Students with diabetes require both Individual and Emergency Health Plans to be developed and signed by an appropriately qualified health professional.

INFECTIOUS DISEASES

We require certain exclusion periods for some infectious illnesses, please see the Time Out information sheet attached to this handbook.

MEDICATION

Regulations prohibit the school from administering any form of medication whatsoever (including aspirin/paracetamol etc.) **School staff can only administer medication that has been authorised by a prescribing health practitioner.**

Prescription medication must be provided in its original pharmacy-labelled container showing the student's name and dosage instructions. Over-the-counter medications (e.g. paracetamol) can only be given if specifically authorised by a doctor.

All medication must be brought to the school office by a parent/carer, along with a completed "Permission to Administer Medication" form.

It is important that medication be prescribed for administration during school hours **ONLY WHEN IT IS ABSOLUTELY NECESSARY.** The following guidelines should be observed:

- Should medication prescribed by the student's medical practitioner be required to be administered while the student is at school or involved in school approved activities, a parent/legal guardian must, in the first instance, fill out a medical proforma which is available from the school office.
- Specific **TIMES** at which medication is to be administered, as well as the **QUANTITY** to be administered must be approved.
- It is the student's responsibility to come to the office at the appropriate time to receive their medication, preferably during first or second break. When medication is given it is recorded in the school's Medical Register.
- It is recommended that medication is supplied in blister/webster packs that can be produced at the chemist on request.
- Medication will be kept in a secure place in the office.
- All unused medication will be returned to the parent/legal guardian of the student.

Non-prescribed oral medication (such as analgesics, cough mixture, and over the counter medications) cannot be administered by school staff, unless it has been issued with a chemist label and a letter from the Doctor.

Injections other than intravenous injections may be given **ONLY** following a written request form from a parent/legal guardian to the Principal, and **ONLY** administered by authorized persons who are experienced in the procedure of giving such injections and are willing to give such injections. Injections may then only be given in circumstances where:

- there are full written instructions from the medical practitioner on the giving of such injections;
- An explanation is given by the medical practitioner of possible complications arising from the giving of such injections.
- **ALL MEDICATION IS ADMINISTERED BY APPROVED STAFF.**

If you require medication to be administered to your child, please complete the [Consent to Administer Medication Form](#) and return it with the medication as described above.

IF AT ANY STAGE INSTRUCTIONS CHANGE FROM THE ORIGINAL, THE SCHOOL MUST BE ADVISED IN WRITING.

HEALTH AND HYGIENE

Good health habits with your child / children need to be taught and encouraged at all times. Research tells us that a well-balanced diet and sufficient sleep go a long way towards physical and mental alertness. Eating healthy helps our kids to be happy, focused and ready to learn each day!

It is important that all children have a healthy breakfast and bring along a well-balanced lunch or order from the Tuckshop, and that they get lots of sleep. Drinking lots of water is also important. Lunch boxes should include at least 1 piece of fruit, a healthy sandwich and could also include vegetables, yoghurt and other easy to eat snacks. Please try to limit the amount of sugary processed foods and drinks in your child/ren's lunch boxes.

Cleanliness (e.g. care of finger nails, hands and hair; and clean uniforms) is also encouraged. Toileting, correct hygiene, appropriate use of toilets and behaviour in and around the toilets is also essential. Please discuss these issues with your child. We value your support in helping us maintain high standards in this area and seek your ongoing active assistance in this regard.

HEAD LICE

If it has been noticed that your child has live eggs and/or crawling lice in their hair, they will be sent to the office, parents will be contacted and it will be recommended that they take their child home for treatment and can return later that day. Head lice notes will be sent home with other class members to alert parents to be extra vigilant. If this note is sent home, it asks caregivers to check their child/children's head for head lice and treat if needed.

DENTAL CLINIC

A Queensland Health dental clinic is located in the grounds of Beaudesert State School. Queensland Health offers free general dental treatment to all consenting school children from 4 years of age through to completion of Year 10. Children younger than 4 and students in Year 11 and 12 can be seen in the school system if covered by eligible concession card.

FOR FURTHER ENQUIRIES AND BOOKINGS PLEASE CONTACT QUEENSLAND HEALTH ON 1300 300 850.

PLEASE DO NOT CONTACT THE SCHOOL OFFICE REGARDING DENTAL APPOINTMENTS.

MOBILE PHONES AND DIGITAL DEVICES

We recommend that students do **NOT** bring mobile phones or personal electronic device (tablet, iPad, iPod, smart watch, etc.) to school with them. If your child requires a mobile phone or digital device when traveling to and from school, it is expected that it is handed in to the office for safekeeping. If any student is found with a mobile phone or digital device in their possession during the day, it will be confiscated by school staff and not returned till 2:50pm that day. This requirement applies to all personal electronic devices, including smart watches, regardless of any "school mode", restricted or similar setting, as some devices may still enable communication functions (including emergency calling) and/or have the capability to take photos or recordings. Breaches of this prohibition may result in further discipline.

Further Disciplinary Action will be taken for any student _

1. Who photographs or films other individuals without their consent
2. Who sends harassing or threatening messages during school hours, which may amount to bullying or harassment and possible referral to Queensland Police
3. Who is caught using a mobile phone to cheat in exams or assessment tasks
4. Who has a device potentially containing evidence of criminal offences (will be reported to Queensland Police)
5. Who has a device containing Pornography (will be reported to Queensland Police)

We recommend that students don't bring iPods, DSs, iPads, MP3, Cameras, smart watches etc. No liability will be accepted by Beaudesert State School in the event of the loss, theft or damage of any mobile phone or electronic device. No responsibility will be taken for the security of these devices whilst being held at school.

UNIFORM POLICY

Beaudesert State School is a 'uniform school'. The tone of the school is enhanced considerably when all students wear the uniform. It engenders school spirit and gives individuals a feeling of identity and belonging in our school community. All students are required to wear the full school uniform each day. We seek the co-operation of all parents in ensuring that their children always wear the school uniform and in a manner which reflects pride in the school and in one's own appearance.

ALL UNIFORM ITEMS MUST BE CLEARLY MARKED WITH YOUR CHILD'S NAME.

The uniform is set out below:



- ❖ DAY SHIRT – Both girls and boys: Available in sizes 4 to 22 from the Uniform Shop. (Any item above size 16 can be pre-ordered but is not kept in stock.)
- ❖ SPORTS SHIRT - Both girls and boys: Available in sizes 4 to 22 for each house from the Uniform Shop. (Any item above size 16 can be pre-ordered but is not kept in stock.)

(If you are not sure which house your child is in, please check with the school office prior to the purchase of these shirts.)



- ❖ SENIOR SHIRTS – These are available to the Year 6's and can be worn to school on any day. These shirts are an optional shirt for the Year 6's and are not a compulsory uniform item. Can not be worn on formal occasions such as school photo day, formal parades and graduation. Order forms for Senior Shirts are sent home in Term 4 of the preceding year.
- ❖ SHORTS, SKORTS AND SKIRTS – Prep to 6:
 - Maroon microfibre shorts, available through Uniform Shop in sizes 4 to 16)
 - Maroon A-line sport skirt with built in bike pants (available in sizes 4 – 16 from Uniform Shop) .
 - Maroon Bike Pants.
 - *(Bike pants can only be worn without skirts during sport. Not available from Uniform Shop.)*
- ❖ WINTER CLOTHING - Both Girls and Boys
 - Maroon clothing (Jacket, Jumper, Track Pants, Vests and Dress Pants) for boys and girls is preferred but black leggings are acceptable in winter only.
- ❖ FOOTWEAR
 - Appropriate footwear - closed in shoes with plain socks – must be worn. (No thongs or sandals).
- ❖ HATWEAR – Prep to 6
 - ALL CHILDREN REQUIRE A MAROON BROAD BRIMMED HAT TO PROTECT THEM FROM THE SUN.
No patterns. **No school hat = no play** . The minimum width of the brim is 7cm. Available in sizes: XS, S, M, L, XL from the Uniform Shop.

❖ JEWELLERY AND MAKEUP

- Under Workplace Health and Safety, sleepers or studs are the only type of earring acceptable. Students should have no more than two studs or sleepers in each ear lobe.
- Nose, or other bodily piercings, are not permitted in primary school
- For safety reasons necklaces, bracelets and rings should not be worn unless it is of medical significance. The wearing of jewellery which has a religious significance must be discussed with the Administration. In such cases the necklace should be hidden beneath the student's shirt.
- One watch. No smart phone or device capability

- Students are not to wear makeup or nail polish or false nails at school.
- Hair shoulder length and longer is to be tied up in a neat and tidy hairstyle. Hair colour must be natural tones.

BICYCLES & SCOOTERS

Bicycles and scooters must be stored in the designated racks under Block C. They are **not to be ridden within school grounds** and must be **wheeled to and from the school gates**. All bicycles and scooters must be **securely chained and locked** in the rack area.

Approved bicycle helmets must be worn when riding, in accordance with Queensland road rules.

With the increasing use of **electric bicycles (e-bikes) and electric scooters (e-scooters)**, families are advised that:

- **Students under 16 years of age are not permitted to ride e-scooters unsupervised**
- Some e-bikes and e-scooters are **not legal for use on public roads or pathways**
- **Penalties may apply** for non-compliance with Queensland road rules
- All bicycles and wheeled devices must be **wheeled, not ridden, within school grounds**

Families are responsible for ensuring that any device brought to school is **legal, age-appropriate and safely operated**. Beaudesert State School may restrict or prohibit the use of any device considered **unsafe or unsuitable for a primary school environment**.

Further information regarding e-bike and e-scooter regulations is available via the Queensland Government **StreetSmarts** website.

PARKING AND VEHICLE ACCESS

We are committed to providing a safe environment for students, staff and community members. A part of this commitment includes a policy to manage vehicle access and parking within the school grounds and areas surrounding the school.

Below is a summary of our vehicle access and parking policy. This policy outlines who can and who cannot use each of our carparks. Your adherence to this policy will keep our students safe, and YOUR CO-OPERATION IS APPRECIATED.

PARKING IS AVAILABLE IN TINA, ECOLE AND ARTHUR STREETS (INCLUDING ARTHUR STREET CARPARK)

- All drivers are asked to observe the parking signs.
- Please take care when merging into and from parks to ensure students are not in danger.
- Observe angle parking signs.
- Do not park in bus pick-up zones.
- Observe crossing rules, and reduce speed when approaching crossings.

Crossing Supervisors are on duty before and after school on William Street and Tina Street.

PLEASE REPORT ANY TRAFFIC CONCERNS TO THE OFFICE; YOUR INFORMATION WILL BE GIVEN TO OUR LOCAL POLICE WHO WILL ADDRESS ISSUES IF NECESSARY.

STAFF CARPARKS OFF ECOLE STREET AND EAGLESFIELD STREET: - Please note these carparks are for

- Government vehicles
- Staff
- Visitors – Education Queensland
- Deliveries
- Disabled parking permit holders that have a BSS pass

PARKING IN THIS AREA FOR ANY OTHER REASON MAY ENDANGER THE LIVES OF CHILDREN AND STAFF

BUSES

Official Bus Services operate at this school. Parents who wish their children to travel to school by bus can obtain further information from the various bus companies. For complete details of bus runs please contact these companies:

Park Ridge Transit (07) 3802 1233 (Northern end of Shire)	Ned Hill 0438 446 867 (South of Beaudesert)	Graham Watt (07) 5541 3222 (Nindooibah area)
Beaudesert Buses (07) 5541 3432 (Main Local Areas)	Steve Van Hoeyen Mel Haack 0419 883 781 (Kerry area)	

It is expected that all children who travel by bus will understand and adhere to the rules as per the Code of Conduct (Link provided below)

Students have the right to travel free from harm and have their safety and well-being protected. Both students and parents have a role in ensuring safe and responsible bus travel for school students:

ROLES	
Students	Parents
Be a safe and responsible passenger	Actively support bus safety with their school-aged children
RESPONSIBILITIES	
Students	Parents
<ul style="list-style-type: none"> Be responsible for their own behaviour Act safely and responsibly Follow driver instructions, bus rules and the Code Accept the consequences of bus misconduct Respect themselves and others including their own and others' property 	<ul style="list-style-type: none"> Ensure their children are capable of travelling independently Teach their children about bus safety rules, the Code and consequences for misconduct Demonstrate appropriate bus travel behaviours to children Communicate respectfully and cooperate with the driver, operator, school and transport staff in managing misconduct Be available for discussions about the behaviour of their children

Taken from: Department of Transport and Main Roads, July 2014

To assist us in ensuring the safety of all children who travel by bus, we ask that you reinforce this Code of Conduct at home.

Copies of this document are available from <https://translink.com.au/sites/default/files/assets/resources/travel-with-us/school-travel/code-of-conduct-parents-carers-factsheet.pdf>

Parents and Citizens Association:

The P&C Association meets monthly in A Block. ALL MEMBERS OF THE COMMUNITY are invited to attend.

TUCKSHOP

Our school tuckshop is open for first and second breaks on Wednesdays, Thursdays and Fridays only. All orders are to be into the tuckshop by 8:30am.

- Separate lunch bags (not envelopes) are required for First Break and Second Break orders. Details of your child's name, class, order and which break it is required for (e.g. First Break or Second Break) should be recorded on each bag as required.
- If an item is unavailable on the menu then a substitute item will be issued, alternately if there is a shortfall in money for an order, then another item will be issued for a lesser value.
- If you do not have the correct money and require change please remind your child that there will be money in their lunch bag and to check before throwing the bag away.
- Class Monitors collect their class morning teas and lunches from the tuckshop at 10:30 a.m. and 12:40 p.m. respectively. Only the class teacher distributes the orders from the baskets.

NO ACCOUNTS ARE ALLOWED AND NO CREDIT TABS WILL BE ISSUED AT THE TUCKSHOP.

UNIFORM SHOP

Our School Uniform Shop, operated by the P&C, offers a selection of new and pre-loved uniforms.

Opening hours may vary. Please refer to the school website for the most up-to-date information, including days, times, and ordering details: www.beaudesertss.eq.edu.au

Payments can be made by cash, EFTPOS, or via the Flexischools ordering system.

FLEXISCHOOLS ONLINE ORDERING SYSTEM

Online ordering is a convenient way to place orders, providing a 24/7 payment and ordering system that can be accessed from home, work or a mobile device. Online ordering is available for a wide range of school activities including tuckshop, uniform shop, events, fundraisers, fee collection and more. Parents will still be able to order tuckshop and uniforms over the counter, however the online system does mean that the purchases can be directly credited from your bank account, avoiding the need to pay with cash.

Just go to www.flexischools.com.au and register or please see the attached brochure for more information.

Complaints:

[Making a complaint - Information for parents and carers](#)

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 and
- avoid 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 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 Deputy Principal or the Principal to discuss the issue further. Alternatively, you and the teacher may agree to ask the principal to act as a go between 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 who may refer your complaint to a delegate such as the Deputy Principal or Business Services Manager. The staff member will make a record of your complaint and a resolution worked towards.

Complaints to the Principal may be lodged in person, by telephone, writing or via email as per the school information at the front of this booklet.

3. Contact your local education Regional 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.

Queensland Term Dates - 2026:

Term 1	Tuesday 27 January to Thursday 2 April	10 weeks
Term 2	Monday 20 April to Friday 26 June	10 weeks
Term 3	Monday 13 July to Friday 18 September	10 weeks
Term 4	Tuesday 6 October to Friday 11 December	10 week

Emergency Procedures:

LOCK DOWN PROCEDURES

Priority	This procedure minimises access to the school environment and secures all persons in rooms.
Reporting the emergency	<ul style="list-style-type: none"> • Contact Emergency Services immediately on Triple Zero (000). • Notify the Regional Director.
Lockdown	<p>Signal- AO will press the Blue lockdown button 2 short bells followed by 'Lockdown, lockdown, lockdown.'</p> <p>Procedure</p> <ol style="list-style-type: none"> 1. Administration doors are locked by office personnel. 2. Classroom doors are locked by teachers. 3. Access to any and all persons denied. 4. All outside activities and lessons stop immediately and students are taken to the nearest classroom. 5. If a class or group are not on the school site the teacher should keep the students off-site until an all clear signal is given to return. 6. Staff not in their own classroom will remain in the building and/or room they are currently in until told it is safe to move. 7. Class lists/rolls are checked. 8. Report all students/persons unaccounted for to the Principal (or delegate). If you have extra students in your room report to the Principal (or delegate.) 9. Students are to remain calm and silent inside classrooms out of line of sight i.e. under desks or against walls. 10. Toilet block checked by executive staff or principal (if safe to do so) to ensure all students are safely in their rooms. <p>Staff and students remain in their rooms until told that the school is safe.</p> <p>Special considerations Students with disabilities</p> <p>Special responsibilities Support staff for students with disabilities</p>
Lockdown cancellation	<ol style="list-style-type: none"> 1. Staff and students remain in their rooms until advised by the Principal that the Lockdown procedure is cancelled. 2. AO will press Green all clear button. 3 blasts of electronic bell followed by 'Attention the emergency condition has been cleared, return to your normal conditions.'
General principles	<ul style="list-style-type: none"> • These help to prevent persons from entering the school site. • Normal school routine should re-commence as soon as possible after the event. • Staff to be vigilant in reporting the entry of unauthorised person or persons onto the school grounds.
Communications	If the lockdown goes for an extended time then the SRC informs the parents and stakeholders via Communications Strategy utilising established formats.
Pre-arrangements	<ul style="list-style-type: none"> • Facilities can be locked internally. • Visitor sign-in registers maintained in the office . • Emergency class lists kept by exit door. • Relief staff provided with Lockdown summary. • Staff and students will be made aware of this signal and its meaning and importance at regular times throughout the year.
Additional	<ul style="list-style-type: none"> • Are children en-route or returning to school through Bus Operators?

Considerations	<ul style="list-style-type: none"> • Ensure Bus/Transport Operators contact details are on file • Contact Bus/Transport Operators to advise and re-route students and staff • If possible record: <ul style="list-style-type: none"> ○ Student head count by year group ○ Staff head count ○ Bus routes, times and service contacts • Have reciprocal arrangements with neighbouring schools for placements whilst in Lockdown or utilise Town Halls etc • Identify alternative localised sites considered suitable as 'Shelter in Place' until Lockdown lifted • Consider medical/medication requirements for identified students and staff • Have you considered: <ul style="list-style-type: none"> ○ Communications with onsite ECECs, kindy's, Outside School Hours Care (OSHC) and vacation care program providers, informing them of closure, evacuation or lockdown details and requirements ○ Considerations for dealing with the safety of students and staff participating in non-routine activities e.g. off-site professional development, school camps, school excursions, off-site sports carnivals etc.
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EVACUATION PROCEDURES

Priority	Safety of students, staff, parents, members of the community and/or site visitors.
Reporting the emergency	<ul style="list-style-type: none"> • Contact Emergency Services immediately on Triple Zero (000). • Notify the Regional Director.
Evacuation	<p>Signal – AO press Red evacuation bell</p> <p>Long blasts of electronic bell followed by the words 'Evacuate, evacuate, evacuate as directed'.</p> <p>Procedure- All persons to move calmly and briskly to assembly point</p> <p>Special considerations- Students with disabilities</p> <p>Special responsibilities- Staff who support students with disabilities</p>
Evacuation assembly	<p>Assembly area/s – School Oval</p> <p>Assembly procedure</p> <ol style="list-style-type: none"> 1. Class lists/rolls are checked. 2. Bring green card to Principal (or delegate) to account for students. 3. All staff to report to Principal (or delegate) to account for themselves
Evacuation clearance	<ol style="list-style-type: none"> 1. No person is to return to any area of the school until advised by the Principal. 2. AO will press Green all clear button. 3 blasts of electronic bell followed by 'Attention the emergency condition has been cleared, return to your normal conditions.'
General principles	<p>Evacuation procedures will be displayed on Emergency Evacuation maps in all rooms.</p> <ol style="list-style-type: none"> 1. FIRST PRIORITY is to the safety of pupils and persons in the school. 2. ALL staff, parents and visitors are automatically involved. 3. CONTRACTORS should sign in on the Visitors log Ipad in the office.

	<p>4. ALL VOLUNTEERS in school should sign in on the Visitors log Ipad in the office.</p> <p>5. TUCKSHOP manager and volunteers must follow the Evacuation Procedures.</p> <p>6. PARENT HELPERS/TUTORS must follow Evacuation Procedures.</p> <p>7. NO person should be placed in a position of risk.</p> <p>8. EVACUATION drill will be conducted at least twice a year. Annual revision of the use of Fire Extinguishers will be conducted.</p> <p>PRINCIPAL OR DELEGATE is responsible for ensuring the electricity is turned off and that Emergency Services are contacted and given every assistance.</p>
Communications	<ul style="list-style-type: none"> • If the evacuation goes for an extended time then the Response Controller activates the Communications Plan to inform the parents and stakeholders via the established formats. • (If applicable) Communications with onsite ECECs, kindy's, Outside School Hours Care (OSHC) and vacation care program providers, informing them of closure, evacuation or lockdown details and requirements • Considerations for dealing with the safety of students and staff participating in non-routine activities e.g. off-site professional development, school camps, school excursions, off-site sports carnivals etc.
Pre-arrangements	<ul style="list-style-type: none"> • Site Emergency Evacuation Maps must be clearly displayed in all rooms. • Visitor sign-in registers maintained in the office. • Emergency class lists kept by exit door. • Relief staff provided with Evacuation summary.

Time Out



Keeping your child and other kids healthy!

- Information for a number of infectious conditions that may require¹ 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 *requirements¹ and recommendations.*

*Refers to contagious conditions as per the Public Health Regulation 2018.

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 2018 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)	EXCLUDE until all blisters have dried, and at least 5 days after the onset of symptoms. ¹	EXCLUSION MAY APPLY EXCLUDE non-immune pregnant women and any child with immune deficiency or receiving chemotherapy. Advise to seek urgent medical assessment. <i>Contact your Public Health Unit for specialist advice.</i> Also see Shingles information below.
Cold sores (herpes simplex)	NOT EXCLUDED 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.	NOT EXCLUDED
Conjunctivitis	EXCLUDE until discharge from eyes has ceased unless a doctor has diagnosed non-infectious conjunctivitis.	NOT EXCLUDED
*COVID-19	EXCLUDE until symptoms have resolved, normally 5–7 days.	NOT EXCLUDED
Cytomegalovirus (CMV)	NOT EXCLUDED pregnant women should consult with their doctor.	NOT EXCLUDED pregnant women should consult with their doctor.
Diarrhoea and/or Vomiting including: <ul style="list-style-type: none"> • amoebiasis • campylobacter • cryptosporidium • giardia • rotavirus • salmonella • *gastroenteritis but excluding: <ul style="list-style-type: none"> • *norovirus • shigellosis • toxin-producing forms of E.coli (STEC) See advice for these specific conditions below	<p>Exclusion periods may vary depending on the cause.</p> <p>EXCLUDE a single case until the person, has no symptoms¹ (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.¹</p> <p>EXCLUDE all persons who prepare or serve food until they have not had any diarrhoea or vomiting for 48 hours.</p> <p>NOTE: 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.</p> <p>Diarrhoea: 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.</p> <p><i>See information below if norovirus is confirmed or considered likely as the cause of diarrhoea and vomiting.</i></p>	NOT EXCLUDED
*Enterovirus 71 (EV71 neurological disease)	EXCLUDE until written medical clearance is received confirming the virus is no longer present in the person's bowel motions. ¹	NOT EXCLUDED
Fungal infections of the skin and nails (ringworm/tinea)	EXCLUDE until the day after antifungal treatment has commenced. (No exclusion for thrush).	NOT EXCLUDED
Glandular fever (mononucleosis, Epstein-Barr virus)	NOT EXCLUDED	NOT EXCLUDED
*German measles (rubella) ²	EXCLUDE for 4 days after the onset of rash ¹ or until fully recovered, whichever is longer. Pregnant women should consult with their doctor.	NOT EXCLUDED pregnant women should consult with their doctor.
*Haemophilus influenzae type b (Hib)	EXCLUDE until the doctor confirms the person is not infectious and has completed 4 days of appropriate antibiotic treatment. ¹ <i>Contact your Public Health Unit for specialist advice.</i>	EXCLUSION MAY APPLY <i>Contact your Public Health Unit for specialist advice.</i>
Hand, foot and mouth disease	EXCLUDE until all blisters have dried.	NOT EXCLUDED
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).	NOT EXCLUDED
*Hepatitis A ²	EXCLUDE until at least 7 days after the onset of jaundice ¹ OR for 2 weeks after onset of first symptoms, including dark urine if there is no jaundice. If a person is asymptomatic <i>contact your Public Health Unit for specialist advice.</i>	NOT EXCLUDED <i>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.</i>

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

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

Further information on recommendations:

- Communicable Diseases Network Australia (CDNA) guidelines <https://www1.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
- 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



2026

School calendar

Queensland state schools

DECEMBER 2025	JANUARY	FEBRUARY	MARCH	APRIL
S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S
1 2 3 4 5 6	1 2 3	1 2 3 4 5 6 7	1 2 3 4 5 6 7	1 2 3 4
7 8 9 10 11 12 13	4 5 6 7 8 9 10	8 9 10 11 12 13 14	8 9 10 11 12 13 14	5 6 7 8 9 10 11
14 15 16 17 18 19 20	11 12 13 14 15 16 17	15 16 17 18 19 20 21	15 16 17 18 19 20 21	12 13 14 15 16 17 18
21 22 23 24 25 26 27	18 19 20 21 22 23 24	22 23 24 25 26 27 28	22 23 24 25 26 27 28	19 20 21 22 23 24 25
28 29 30 31	25 26 27 28 29 30 31		29 30 31	26 27 28 29 30
MAY	JUNE	JULY	AUGUST	SEPTEMBER
S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S
31 1 2	1 2 3 4 5 6	1 2 3 4	30 31 1	1 2 3 4 5
3 4 5 6 7 8 9	7 8 9 10 11 12 13	5 6 7 8 9 10 11	2 3 4 5 6 7 8	6 7 8 9 10 11 12
10 11 12 13 14 15 16	14 15 16 17 18 19 20	12 13 14 15 16 17 18	9 10 11 12 13 14 15	13 14 15 16 17 18 19
17 18 19 20 21 22 23	21 22 23 24 25 26 27	19 20 21 22 23 24 25	16 17 18 19 20 21 22	20 21 22 23 24 25 26
24 25 26 27 28 29 30	28 29 30	26 27 28 29 30 31	23 24 25 26 27 28 29	27 28 29 30
OCTOBER	NOVEMBER	DECEMBER	JANUARY 2027	FEBRUARY 2027
S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S
1 2 3	1 2 3 4 5 6 7	1 2 3 4 5	31 1 2	1 2 3 4 5 6
4 5 6 7 8 9 10	8 9 10 11 12 13 14	6 7 8 9 10 11 12	3 4 5 6 7 8 9	7 8 9 10 11 12 13
11 12 13 14 15 16 17	15 16 17 18 19 20 21	13 14 15 16 17 18 19	10 11 12 13 14 15 16	14 15 16 17 18 19 20
18 19 20 21 22 23 24	22 23 24 25 26 27 28	20 21 22 23 24 25 26	17 18 19 20 21 22 23	21 22 23 24 25 26 27
25 26 27 28 29 30 31	29 30	27 28 29 30 31	24 25 26 27 28 29 30	28

- School holidays
 Public holidays
 Staff professional development/student free days
 Part public holiday after 6 pm

There are 195 school days in 2026.

Semester 1, 2026 commences for teachers on 22 January and for students on 27 January.

Staff professional development days

Staff professional development days for teachers are 22 and 23 January, 16 and 17 April and 4 September 2026. Schools are able to decide when they undertake the required hours for professional development for the flexible days, as long as they are on the flexible days, in the school holidays or out of school hours.

Public holidays

Queensland public holidays are set by the Minister for Industrial Relations.

Public holidays for local show days are not shown due to diversity of dates across the state.

Final dates for student attendance

20 November is the final date for Year 12 attendance for receipt of a Senior Statement. 27 November is the final date for student attendance in Years 10 and 11.

Some schools in regional, rural and remote areas will close for the summer holidays on 4 December.

The information in this calendar was correct at the time of publication but may be subject to change.

For more information and the latest version of this calendar visit

www.education.qld.gov.au