



Information Book For Parents



BMSS Information Book for Parents



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1. SCHOOL DETAILS

Address:	153 Rowley Rd, Burpengary
Telephone:	3491 4333
Absence Line:	3491 4360 or SMS: 0418 551 135
Uniform / Bookshop:	3491 1115
School Website:	www.burpengarymeadowsss.eq.edu.au
School Email:	admin@burpengarymeadowsss.eq.edu.au
Education Qld Website:	www.education.qld.gov.au
Office Hours	8:00 am – 3:30 pm
Cashier Hours	8:00 am – 12:00 pm
School Location Code	5333

2. PERSONNEL

2.01 Administration

Principal:	Stuart Hovey
Deputy Principal:	Matt King
Deputy Principal:	Tanya Sutton
Head of Curriculum:	Verena Jaiswar and Kate Negri
Business Manager:	Corinna Shirley
Administration Staff:	Mel Heron, Mandy Burger, Beck Barnes
Guidance Officer:	Jenny Neal
School Chaplain:	Leita Turnbull
Tuckshop Convenor:	Renee Wheeler

Uniform Store Convenor:	Anna Little
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2.02 Parents and Citizen's Executives

President:	Jessica Van Kempen
Secretary:	Kerrie Dowling
Treasurer:	Cindy Town
Fundraising:	Anna Little



3. INTRODUCTION

Welcome to Burpengary Meadows State School.

Our school has been proudly serving the community of Burpengary since 2007 and currently has approximately 700 children enrolled from Prep to Year 6. We are proud to provide an inclusive, caring, safe, creative, challenging, and fun environment where our children grow and learn. Our teachers and staff are experienced and dedicated professionals who are committed to supporting and championing every child so that they reach their full potential.

Burpengary Meadows State School is very proud of its culture, environment and positive reputation in the wider community. We provide a personalised approach to the needs of our children and their families. Productive and respectful relationships are at the core of building our strong partnerships with parents and carers.

Parents and carers are encouraged to become actively involved in the school by becoming part of our valued and dedicated P&C Association which fosters a sense of community, provide input into school decisions, as well as raising funds to acquire additional resources for our children. We actively encourage parents and carers to be involved in the life of the school and develop a strong home / school partnership which supports their child's education.

In everything we do at Burpengary Meadows State School, our focus is on celebrating achievement, improvement and development in a caring environment, where every child is known and valued.

I am privileged and excited at the prospect of partnering with you in your child's primary education.

Yours sincerely,

Stuart Hovey

A/Principal



3.02 Vision

At Burpengary Meadows State School, students are guided to developing a love of learning to ensure access to the knowledge, understanding, skills and creative thought that will enrich aspiration and opportunity, enabling them to connect positively with and contribute to our global community.

3.03 Mission

Our family focus provides a respectful, safe, creative and supportive, high expectations learning environment, which delivers the teaching and learning opportunities required for students to achieve their potential and maximise access to positive futures.

3.04 Operating Principles

Burpengary Meadows State School:

- Is an Education Queensland state school located in an urban community North of Brisbane.
- Is in the Sunshine Coast Region and a member of the Narangba/Burpengary State School Cluster.
- Is a P-6 co-educational primary school, organisationally focused on early and middle learning phases.
- Works in partnership with parents/carers, students and both school and local community.
- Welcomes all students and their families who are eligible to enrol.
- Encourages frequent and open communication with our school community.
- Provides inclusive, holistic, targeted and creative pedagogical practices.
- Provides quality pastoral care for individual students, in a safe and supportive learning environment, where personal accountability and excellence is nurtured and encouraged.
- Offers quality education within a broad and engaging curriculum which aligns with State and National Curriculum, Assessment and Reporting imperatives.
- Delivers focused and creative teaching and learning experiences in inspiring, engaging and aesthetically pleasing learning environments.
- Underpins strategy and operations with a student focused, can achieve excellence belief system.
- Supports all students to develop the points of reference they need to compete globally.

3.05 Core Values

Burpengary Meadows State School Community values:

- A commitment to inspiring passion for teaching and learning.
- Striving for excellence.
- Respect for yourself and others, all environments and living things.
- Care and compassion for all people, environments and living things.
- Belief in yourself and others, in what is possible and what can be achieved.
- Creative, inspiring and passionate focus on teaching and learning.
- Acceptance, tolerance and understanding of others.
- Our rights and responsibilities as active citizens.
- Honesty and integrity, diligence and hard work.
- Building and maintaining positive, productive school community relationships to enhance learning access and opportunity for every student.
- Enabling curriculum access, social, emotional and academic development for every student.
- The active part we play in sustaining our environment.

4. SCHOOL ADMINISTRATION

4.01 Daily Routine



First Bell: 8:15am

School Commences 8:30am

First break: Eating 10:30am-10:45am Play 10:45am – 11:15am

Second break: Eating 1:15pm – 1:25pm Play 1:25pm – 1:50pm

School finishes: 2.40pm

School starts at 8:30am. This gives staff adequate time to prepare their room and attend any meetings that are scheduled before this time. To afford teachers the opportunity to set up engaging learning activities, rooms are locked prior to 8:15am. Entry prior to this time is in the event that you have arranged an appointment with your child's teacher. Before the 8:15 bell, children and their families are able to wait in the appropriate under covered area; Early Learning, Middle Learning or Central (outside the tuckshop).

School finishes at 2:40pm. Please notify us, if you know that you are going to be late, by contacting the school office. When anyone other than you will be collecting children from the school, please notify the office or your child's classroom teacher either verbally or in writing.

Fruit and Vegetable Snack

At Burpengary Meadows School we encourage healthy eating and allow students to participate morning fruit and vegetable snack break. This also enhances students' abilities to concentrate through the long first learning session of the day.

4.02 Attendance / Absence

Children are required by law to attend School regularly and it is essential that they do so to succeed. As each and every day is important, children should not be absent without a valid excuse.

We advise you to keep your child at home if she/he is not well. If a student is going to be absent from school, the parent or guardian must phone the school leaving details of absence. Details should include student name, parent name, class and reason for absence. If no notification has been received, the student will be marked with an 'unexplained absence' and parents/guardians will be notified via our text message service.

The number for the absence line is **3491 4360 or SMS 0418 551 135**. Alternatively, you can email admin@burpengarymeadowsss.eq.edu.au

Term Dates For 2024 (for students)

Term 1	22 Jan – 28 March
Term 2	15 April – 21 June
Term 3	8 July – 13 September
Term 4	30 September – 13 December

Public Holidays 2024

Australia Day	Wednesday 26 January
Good Friday	Friday 29 March
Easter Monday	Monday 1 April
Anzac Day	Monday 25 April
Labour Day	Monday 6 May
King's Birthday	Monday 2 October

4.03 Arrival / Departure

It is expected that all children should arrive at school by 8.30 am so that all necessary preparations can be made for the day's work. It is also expected that all children depart from the school grounds immediately upon dismissal and proceed directly home, unless waiting for a bus,



attending an arranged practice or special parental arrangements have been made. Children waiting longer than normal are required to report to the office.

Please Note: Timetabled supervision of all students begins at 8.00am and finalises at 3.00pm each day with parents/caregivers asked to closely adhere to these times when dropping their students to school. If for any reason, it is necessary for your child to be in the school grounds outside these hours, please contact the Principal so that special arrangements, where possible or practicable, may be made. Should such special arrangements not be made, the school will bear no responsibility for the supervision of your child.

Late Arrival/Early Departure

- Students who arrive late to school (after 8:30am) MUST report to the administration office to obtain a late slip and students are to hand the late slip to the class teacher.
- On the occasion that you require your child to leave school early, an early departure slip will need to be obtained from the office. Only a parent/caregiver or a person on your emergency contact list will be allowed to collect the student from school unless otherwise arranged with office staff. Photo ID will need to be provided if other arrangements have been made. Students cannot leave school grounds, until normal dismissal, without a parent or caregiver present to collect them.

4.04 Enrolments

Burpengary Meadows State School currently operates under an Enrolment Management Plan. The school has places for students in Years P-6 who currently reside within the boundaries of our catchment area as have been determined by the Department of Education. We require parents to provide documentary evidence of proof of address at the time of enrolment. If you are unsure if you are in our catchment you can check at <https://www.qgso.qld.gov.au/maps/edmap/> or contact our office.

All enrolments are processed by the school's Administration and acceptance is at the Principal's discretion. Special documents will be required at time of enrolment including birth certificate, proof of address, current family court orders (if applicable), immunisation records and medical records (if applicable).

To facilitate enrolment procedures and the allocation of classes, special enrolment conferences are conducted.

Prep eligibility

Prep eligibility for children is from the beginning of the school year in which they will reach the age of 5 years by 30 June. All Queensland children are required to undertake Prep, prior to commencing Year 1. Early or delayed entry to Prep are options which may be considered in specific circumstances and where it is in a child's best educational interests.

Transfers

A Child already enrolled at another school may transfer to and be enrolled at this school upon presentation of three original documents of proof of residency within our school catchment area, as per the approved Enrolment Management Plan, along with suitable student identification which includes birth certificate/passport etc. Please provide sufficient advance notice of intended transfer to another school to your current school.



Children intending to transfer from our school are expected to return all school property including class materials, library resources and school instruments provided, on or before their last day at this school. Final payment of all monies owing must be completed. Children should also arrange to collect all their personal property, including any project books and art materials held by class teachers. It is recommended that children on transfer search the Lost Property Box for any personal possessions before their departure from the school.

4.05 School Requisites

Your child will need:

- Book Pack items - At the end of each year, children will be given a list of books and necessary materials for the following year.
- School bag
- School bucket hat for outdoor play (available from uniform shop)
- Fresh fruit/vegetable for Fruit Break
- Healthy lunch (first break) and afternoon tea (second break)
- Other items specific to your child. E.g. Prep children will need a spare set of clothes including underpants. A plastic bag is also recommended with spare clothing.

Please attempt to have all requisites by the commencement of the school year to avoid delays in the implementation of class learning programs for your child. It is recommended that families name all items clearly.

4.06 Student Resource Scheme

The Student Resource Scheme (SRS) is a user-charging scheme operated by schools to provide parents with a mechanism to access individual student resources that are not funded by the government. Government funding for schools does not extend to individual student resources and equipment for their personal use or consumption. Supply of these items, such as textbooks and personal laptops/iPads, is the responsibility of the parent.

The objective of the scheme is to provide parents a convenient and cost-effective alternative to individual supply of resources for their student's. Participation in the SRS is optional, and no obligation is placed on a parent to participate. However parents who do not participate are responsible for providing the student with all items that would otherwise be provided.

The cost for participation in the scheme is \$40.

4.07 Transition to High School

On completion of Year 6, students are expected to transfer to High School. To assist with the transition to High School, Orientation Days and Parent Information Sessions are held by all local state high schools, towards the end of each school year. Details will be advised in advance. For further information, it is requested that you contact the high school of your choice.

Parents who require references for high school can arrange these by contacting the Principal or the class teacher.

Should repeating Year 6 be considered desirable by a child's parents, this can only be done with the approval of the Principal whose decision is based on advice from officers of the Department including class teacher and a Guidance Officer.



4.08 Official School Records

Records are maintained on every child attending the School. Current data on each child enrolled is required for the School Register and for official records such as Student Records and, if applicable, Special Education files.

Should you have a change of family circumstance, address, telephone number, etc. advise the office in writing immediately so that our records be kept up to date.

4.09 Parental Custody/Access

It is of particular importance that the school be advised of the implementation of parental custody and access orders, or of any changes to existing orders.

It should be noted that whilst the school, in good faith, has a duty to the enrolling parent in relation to custody of a child, it must comply with existing Court Orders relevant to the rights of the noncustodial parent. Such orders affect access to records and reports pertaining to the child.

Further information about our Family Law Dispute Guidelines can be found at:

<https://burpengarymeadowsss.eq.edu.au/our-school/rules-and-policies>

4.10 Complaints Management

If you have any issues/concerns regarding your child then the classroom/specialist teacher is usually the first point of contact. Please make an appointment to ensure sufficient time can be allocated to satisfactorily discuss your concerns.

If your issue/concern is unable to be dealt with, or discussed with the classroom/specialist teacher, then make an appointment to speak with an Administrator. All efforts will be made to resolve all issues/concerns as quickly as possible so your child can engage fully in school life; in the case of school operations then these can be clarified and enacted. Further information regarding relevant procedures are available at: <https://www.qld.gov.au/education/schools/information/contact/complaint>

4.11 Personal Property

All personal items and clothing should be clearly marked with your child's name to ensure that if lost, the owner can be readily identified. Such marking may need to be done several times a year to be effective.

The following items must **not** be brought to school:

- Chewing/bubble gum
- Matches, lighters
- Explosive caps
- Toys of any kind
- Skateboards, roller skates, roller blades and rip-sticks.
- Expensive items, including jewellery, games and toys, are not allowed to be brought to school. No responsibility can be taken if such items, brought to school by a child, are lost, damaged or stolen.
- Illicit substances, including alcohol, tobacco and drugs.

4.12 Lost property



Lost property is collected and stored in the tubs outside the office. Children and parents are requested to check the Lost Property regularly. Several times each term the lost property is checked and every endeavour is made to identify owners.

4.13 Mobile Phones

Mobile phones and other similar devices should remain at home. Students have a genuine reason for bringing a mobile phone or other device to school are required to hand it to office staff at the beginning of the day and can be collected after school.

4.14 Payments

All activities that require money will be communicated to the parents via the Term calendar and letters from the class teacher. The preferred method of payment is through the QKR app, BPoint, or EFT on campus. All money for student activities is collected in the morning by the Office staff for processing. The Cashier is open from 8:15am to 3:00pm for all EFT and Credit Card transactions.

It is important that payments for excursions and school activities are paid by the due date - usually one week before the actual event. The school needs this time to prepare for the excursion e.g. preparation of rolls, confirmation of buses, confirmation of numbers of students attending, medical requirements. Unfortunately, we will be unable to accept late payments for excursions/activities. If you are unable to make payment by the due date please contact the Business Manager to discuss payment plan options. This policy must be enforced to ensure the safety of our students going on, or participating in, an activity.

4.15 Refund Guidelines for Excursions and Camps

At Burpengary Meadows State School, we are committed to providing a safe and supportive learning environment for students, staff and volunteers. This commitment includes the health and safety of staff and students when conducting curriculum activities in the school or in other locations.

School excursions and camps enhance a student's learning by providing opportunities for the student to participate in activities, both curriculum-related and recreational, outside the normal school routine. All planned school excursions are approved by the Principal and endorsed by the Parents and Citizens Association.

State schools are able to charge a fee for:

- An educational service including materials and consumables not defined as instruction, administration and facilities for the education of the student;
- An education service purchased from a provider other than the school where the provider charges the school; and
- A specialised educational program.

A school fee is directed to the purpose for which it is charged.

School fees for excursions and camps are calculated on a cost recovery only basis, according to the number of students who have indicated their attendance.

Participation of students in an excursion or camp is indicated through payment of the excursion or camp fee and provision of a permission form completed by the parent/caregiver.

As the school budget cannot meet any shortfalls in funding for an excursion or camp due to the subsequent non-participation of a student who had previously indicated attendance of the activity,



fees already paid for an excursion or school camp may be refunded in full or in part or not at all, having regard to the associated expenses incurred and the circumstances of the non-participation.

If a parent/caregiver wishes to apply for a refund due to their child's non-participation in an excursion or camp activity, they may complete the Request for Refund form. Where possible, the request should include the receipt relating to the payment for which a refund is being sought.

It is preferred that refunds be made as a credit against the student's account at the school, and used for any cost in the future.

To comply with policy and endorsed by the P&C, where a profit is made after the reconciliation of each excursion the following will be applied;

- If a profit of more than \$5 per student is made, a credit will be applied to each paying students account;
- If a profit of \$5 or less per student is made, all proceeds will be placed in an expenditure cost centre to be used for student resources.

Department of Education and Training policy references:

Education (General Provisions) Act 2006
SCM-PR-002: School Excursions
FNM-PR-019: State Education Fees

4.16 Emergency Procedures

In an emergency situation we must be able to account for all persons on site. Two Emergency Procedures are in place, namely

1. Evacuations (fire, bomb threat etc) All persons on site must comply with evacuation procedures.
2. Lock Downs (intrusions, dangers from external sources) – All persons on site must comply with the lock down procedure, taking precautions appropriate to the situation. Where a Lock Down situation such as an impending storm occurs just prior to school dismissal time, Lock Down procedures will be implemented until all danger has passed.

5. GETTING TO SCHOOL

5.01 Vehicles/parking

The main car park for the school can be accessed from Kurrajong drive. It is for community parking. The top car park is for staff parking and community members who are accessing the Early Years Place. At times, there will be congestion in the main carpark and you may choose to use the parking facilities at CREEC located on the opposite side of Rowley Rd, or road parking to the west of the school along Rowley Rd.

The left hand lane of the main carpark is a designated Stop, Drop and Go facility. Children can be dropped off in the morning anywhere in the safe zone. In the afternoons they must be picked up from the green zone only.

Families are reminded that students are not permitted to enter car parks unsupervised. There are three options for the safe collection of children from BMSS:

- Park your car and walk in to collect your child then supervise them as they return through the car park to your vehicle



- Use the designated 'Stop, Drop & Go' facility to have your child hop directly into your car without parking
- Meet your child outside the school grounds in an agreed location (please be sure to park legally). Please note that the Bus Zone at the front of the school is not for parent use.

5.02 Stop, Drop and Go

Parents who arrive in vehicles to deliver or collect students are requested to observe road safety rules with regard to parking and the Stop, Drop and Go area.

- In the mornings, please move down the zone to allow other cars to pull in behind you.
- In the afternoons please DO NOT hop out of your car whilst in this zone. Drivers MUST remain with their vehicles to allow the flow of traffic.
- Children should enter the car from the footpath. Please do not encourage children to move to the driver's side of the car because there is 'through traffic' adjacent to the 'Stop, Drop & Go' zone.

Timing your school run is critical. If all families attempt to be at school at 2.40pm there will always be issues, however if you time your run to coincide with your child arriving at the front gate it will lessen the congestion (e.g. it takes some Year 5 students around 15 minutes to move from their classroom block to the front gate). Discuss a convenient plan with your child.

5.03 Buses

There are a number of bus routes that transport Burpengary Meadows students. Students who catch a bus from school are required to wait in the pick up zone beside the hall. Staff will supervise students until the last bus leaves. More information can be found about bus routes at:

<https://www.kangaroobuslines.com.au/school/burpengary-meadows-state-primary-school/>

Your child may be eligible for a transport subsidy. More information can be found at:

<https://www.qld.gov.au/transport/public/school/school-transport-assistance/school-transport-assistance-schemes>

5.04 Bicycles/Scooters

Bicycles and scooters must be walked to and from the bike racks on arrival and upon departure from school as riding them in the school grounds would constitute a risk of injury to persons on the school site. Bike racks are constructed in two locations in the school and can be accessed through the gate on Hauton Road or via the front gates off Kurrajong Drive. Providing your child with a suitable bike lock is recommended. The bike racks are out of bounds to all children during the day.

Where a child is unable to ride a bicycle or scooter home, for whatever reason, arrangements may be made at the office to store it for later collection.

REMEMBER: SAFETY HELMETS SAVE LIVES.

As the wearing of safety helmets is mandatory i.e. required by law, for all cyclists, no child without a helmet shall be permitted to ride a bicycle to school. It is essential that the safety helmet must be properly fitted. Should a child ride to school without a helmet, their bicycle will be stored for later collection.

Please ensure that your child is properly capable of riding a bicycle and is aware of safety rules before allowing your child to ride to school. Please consider that the riding of a bicycle requires complex skills and heightened awareness particularly in heavy traffic. Road Safety



authorities advise that children may not be developmentally ready to ride safely on the road until the age of nine or ten.

Bicycle riders, as road users, must comply with all regulations of the Traffic Act.

Rollerblades, rip sticks and skate boards etc must not be brought to school. NOTE: By law, bicycles may be ridden on footpaths in a manner that does not endanger pedestrians. Bicycles must not be ridden across pedestrian crossings.

5.05 Pedestrian Crossings

Children who cross the pedestrian crossings must exercise extreme care. It is recommended that children select the safest route to and from school and minimise crossing main roads. Bicycles and scooters are to be wheeled across crossings.

6. CURRICULUM

6.01 Australian Curriculum Learning Areas

The Australian Curriculum is designed to teach students what it takes to be confident and creative individuals and become active and informed citizens. It sets the goal for what all students should learn as they progress through their school life – wherever they live in Australia and whatever school they attend.

In the early years, priority is given to literacy and numeracy development as the foundations for further learning. As students make their way through the primary years, they focus more on the knowledge, understanding and skills of all eight learning areas:

English

It is through the study of English that individuals learn to analyse, understand, communicate and build relationships with others and with the world around them. The study of English plays a key role in the development of reading and literacy skills which help young people develop the knowledge and skills needed for education, training and the workplace. It helps them become ethical, thoughtful, informed and active members of society.

Mathematics

Mathematics provides students with essential mathematical skills and knowledge. It develops the numeracy capabilities that all students need in their personal, work and civic life, and provides the fundamentals on which mathematical specialties and professional applications of mathematics are built.

Science

Science provides opportunities for students to develop an understanding of important science concepts and processes, the practices used to develop scientific knowledge, of science's contribution to our culture and society, and its applications in our lives. It provides an understanding of scientific inquiry methods, a foundation of knowledge across the disciplines of science, and develops an ability to communicate scientific understanding and use evidence to solve problems and make evidence-based decisions. The curriculum supports students to develop the scientific knowledge, understandings and skills to make informed decisions about local, national and global issues and to participate, if they so wish, in science-related careers.

Health and Physical Education (HPE)



Integral to Health and Physical Education is the acquisition of movement skills, concepts and strategies that enable students to participate in a range of physical activities confidently and competently. In Health and Physical Education, students develop the knowledge, understanding and skills to support them to be resilient, to develop a strong sense of self, to build and maintain satisfying relationships, to make health-enhancing decisions in relation to their health and physical activity participation, and to develop health literacy competencies in order to enhance their own and others' health and wellbeing.

Humanities and Social Sciences (HASS) is made up of Geography and History.

Geography provides opportunities for students to investigate, analyse and explain the characteristics of the places that make up our world. History provides opportunities for students to investigate Australian and world history. Australian history is to be taught within a world history context. Students develop knowledge, understanding and skills through their study of societies, events, movements and developments. There are opportunities to study the role of individuals and groups and their significance.

The Arts

The Arts offers students the opportunity to study all five subjects in the primary years of schooling, and to specialise in secondary school. The five subjects enable students to learn how to create, design, represent, communicate and share their imagined and conceptual ideas, emotions, observations and experiences.

Technologies

Technologies draws together the distinct but related subjects of Design and Technologies, and Digital Technologies. It ensures that all students benefit from learning about, and working with, traditional, contemporary and emerging technologies that shape the world in which we live. In creating solutions, as well as responding to the designed world, students will contribute to sustainable patterns of living for themselves and others.

Languages

Languages includes language-specific curricula for world languages. At Burpengary Meadows State School we teach Japanese.

Information taken from The Australian Curriculum Website. For more information:

<https://www.australiancurriculum.edu.au/f-10-curriculum/learning-areas/>

6.02 Assessment and reporting

Assessment occurs across the school on a regular basis to check in with the students' progress and to inform teaching practices. Assessment that covers the learning areas is also moderated across classes to ensure consistency and will be reported to parents. Reporting to parents will occur twice a year, at the end of each semester.

More information about requirements for curriculum provision, assessment and reporting to parents/carers can be found here: <https://education.qld.gov.au/curriculum/stages-of-schooling/p-12>

6.03 Specialist Lessons

Burpengary Meadows State School has a number of specialist teachers on staff to deliver learning areas in the curriculum. These include:

- Physical Education
- Health
- The Arts



- Music
- L.O.T.E. (Languages other than English)

6.04 Class Structure

When possible, students will generally be organised into class groups of 25 for Preparatory to Year 3 and groups of 28 for Years 4 to 6. Composite classes may exist if enrolment numbers dictate necessity.

6.05 ICT (The Role of Digital Technologies)

Technology is an integrated feature of classroom programs. Each classroom has access to a number of computers linked to the school network as well as a number of iPads. In addition to general classroom integration of ICTs, regular lessons in one of the computer labs occurs. We have two full class size computer labs in the school.

6.06 Inclusion

At BMSS, we are committed to supporting and including children from all social, cultural, community and family backgrounds, and of all identities and all abilities. Children are supported within their age-appropriate classrooms and reasonable adjustments are tailored to meet individual needs. The Department of Education allocates human resources to assist in the support of students both verified and non-verified. BMSS has a Head of Inclusion to oversee the whole of school process in continuing the Department of Education's journey towards a more inclusive education for all.

7. SCHOOL HEALTH

7.01 Emergency Contact Information

Accidents and other emergency situations do unfortunately occur at school. All parents are requested to notify the office in writing of any changes to emergency information, especially in regards to emergency contacts. In the event of an emergency, it is essential that there be no delays in implementing procedures due to outdated information.

It is also essential that the school be advised of any disability, illness or allergic reaction which could affect a child, so that staff might be advised to allow preventative action or appropriate treatment.

7.02 Emergency Medical Procedures

Minor accidents and medical incidents for which prescribed medication is held, will be treated at school by a first aid qualified staff member. It is for this reason that Health plans including Action Plans, Emergency Health Plans and Individual Health Plans be updated regularly by authorised Medical Practitioners and State School Registered Nurses.

Where further treatment is deemed necessary or where records indicate that parental notification of treatment is required, parents will be advised accordingly.

For more serious accidents or medical incidents, the following procedural strands will be adopted:

- Care and comfort of the injured / ill child;
- Advice to the parent or emergency contact person;
- Contact of professional medical personnel.



Where contact cannot be made with a parent or responsible emergency contact person or where it is deemed essential that medical treatment be urgently obtained, action in the best interest of the child will be taken at the discretion of the principal. In most situations, this will be catered by following departmental procedures and calling an ambulance to attend to the child.

7.03 Sick Children

Schools are not equipped to care for sick children and it is requested that any child who is sick before departing for School be kept at home. Should a child become sick during the day and be unable to continue with lessons, parents or nominated care providers will be contacted to collect the child.

There are also guidelines around infectious diseases. Below are listed the more common childhood infectious diseases. A child who is ill with an infectious disease should not attend school. The following periods of exclusion should be observed, as advised by Education Queensland.

CONDITION	PERIOD OF EXCLUSION
Chicken Pox	Exclude until fully recovered or at least 5 days after the eruption first appears.
Conjunctivitis	Exclude until discharge from eyes has ceased.
Glandular Fever	Exclusion is not necessary.
Diarrhoea and vomiting	Exclude until 24 hours after the last loose bowel motion or vomiting incident and the person is well.
Impetigo (School Sores)	Exclude until appropriate treatment has commenced and sores on exposed surface are covered with a dressing.
Measles	Excluded for at least 4 days from the appearance of rash.
Mumps	Exclude for at least 9 days after onset of symptoms.
Ringworm, Scabies, Pediculosis (Lice), Trachoma	Exclude until the day after treatment has commenced.
Rubella (German Measles)	Exclude until fully recovered or for at least 4 days after the onset of rash.

Further exclusion timeframes can be found at:

https://www.health.qld.gov.au/_data/assets/pdf_file/0022/426820/timeout_poster.pdf



Regardless of the period of exclusion, a child who is unwell as a result of an infectious disease should not be allowed to attend school until fully recovered.

It is requested that parents of children who contract any infectious disease advise the School Office. This is to avoid the possibility of placing "at risk" children who are attending the school. Students that attend therapy treatment of a medical condition, may be endangered by coming into contact with student's that have presented with illness/infection. In certain circumstances where the child's immune system has been affected by therapy treatment, the risk involved could be life threatening.

7.04 Medication

The guidelines for the administration of medication to students by school staff is only considered when a prescribing health practitioner has determined that it is necessary or when there is no other alternative in relation to the treatment of a specific health need. Schools require medical authorisation (eg: doctor, dentist, optometrist but not a pharmacist) to administer any medication to students including over-the-counter medications such as paracetamol or other alternative medicines. A letter from a parent to administer medication will not suffice if medical authorisation cannot be confirmed. The parent will be advised that until medical authorisation can be confirmed, and if they wish for their child to receive medication during school hours, they will have to attend the school to take the responsibility for its administration.

Before any medication can be administered to your child at school, office staff will ask you to complete and sign an administration of medication at school record sheet. These forms are available at the office.

Medication will only be administered if it is prescribed, in the original container and has a pharmacy label. If the medication is more complex with specific administration requirements, then a letter from the medical practitioner must be provided. It is the parents/carers responsibility to notify the school in writing of any changes that they have received from the students' prescribing health practitioner concerning any medication administration; any changes to dosage; or is no longer required.

7.05 Head Lice

Children with head lice may be excluded from attendance until appropriate treatment has been affected. However, if on receipt of advice that a child is infested with Head Lice, appropriate treatment is affected overnight, the need for exclusion should not eventuate. When an infestation is evident within a class group, a general memo is distributed to all parents of children in that class group requesting concerted co-operation.

In checking for Head Lice and applying appropriate treatment the Public Health Department recommends the following steps: -

1. In checking for head lice, consider that the lice are hard to see, living close to the scalp and perhaps being as small as a pin head and that the eggs (nits) are easier to identify. Look for small silvery yellowish white eggs firmly stuck to the hair shaft near the scalp, particularly behind the ears and the nape of the neck. Dead nits are opaque.



2. If you find lice or nits, use a head lice shampoo or lotion available from a pharmacist. Treat the hair following the directions on the label precisely. Ensure that the SCALP is thoroughly soaked and that the preparation is left on for the time recommended.

PLEASE NOTE: Ordinary shampoo does not prevent nor cure the condition.

3. After treatment, comb the hair to remove the nits with a fine-tooth comb, available from a pharmacist. The hair should be combed from the scalp down to the tips with the head held down over a sheet of paper.
4. Check the whole family and treat the same way if affected. It is important that the treatment be repeated in a week to kill any lice from eggs which may have hatched since the first wash.
5. Wash the whole family's brushes, combs, headbands, hair ribbons etc in the special shampoo or lotion or hot water for 10 minutes and dry in the sun for a whole day.
6. Check the children's hair weekly. Consult your doctor if the previous measures do not get rid of head lice.
7. When there are head lice about, keep long hair tied up or plaited. Discourage children from sharing combs, brushes, hats etc. Always suspect persistent itching/scratching of the head.
8. The pillow cases of people with head lice are a very low risk in spreading head lice. Any head lice found on pillow cases will die within 6 to 24 hours. Although pillow cases are a very low risk, you may want to use a hot wash or soak in hot water for at least 30 seconds or place in hot clothes dryer for 15 minutes.
9. There is no evidence to indicate that other household items are a risk of spreading head lice.
10. Please refer to the Managing Head lice at home package which can be collected from Corporate & Student Services for further information.

7.06 School Dental Clinic

A school Dental Van visits the school approximately every twelve months to do a fluoride treatment.

Dental care and supervision is offered free to those students whose parents have given consent for treatment. The Dental Van is staffed by a dental therapist and a dental assistant who are also responsible for other schools in the area and spend part of the year working at each. Consent forms are distributed to grades receiving treatment when applicable.

8. SCHOOL PROGRAMS

8.01 Library Borrowing

Children are encouraged to borrow books regularly from the library. A library bag is required by students in Preparatory, Years 1, 2 and 3 to carry borrowed books. Should a book be damaged or lost, it is usual for parents to make arrangements for replacement. Most library borrowing happens within class time but children are also able to borrow during their lunch breaks.



8.02 Guidance Officer

A Guidance Officer assists teachers and parents should a child have a determined learning or associated behavioural problem. Following assessment, the Guidance Officer may recommend to teachers and/or parents, a program to assist the child. If necessary, the Guidance Officer may recommend appropriate placement in our school Support Programs, suggest referrals to other agencies (e.g. Developmental Assistance Team, Speech Therapy, Special School) or implement a Guidance program.

8.03 Meadow's Maestros

Our School offers an Art's group that meets each week to rehearse songs and other performances. It is run by our specialist music teacher and one of our Art's teachers.

8.04 Instrumental Music

Instruction by visiting Instrumental Music Teachers is available in woodwind, brass and percussion instruments for children of Year 4 and above, and strings for Year 3 and above, provided they possess the necessary attitudes and aptitudes. Based on observation and assessment, our music teacher recommends participation for suitable applicants on final Year 3 assessment and for Strings, Year 2 assessment. Parents of recommended applicants will be advised, in detail, of the program and its requirements at an advertised meeting early in the following school year.

Placement in the program is available to children transferring from another school having participated in a program with similar instruments. It is recommended that an early decision to purchase an instrument not be made without referral to either an Instrumental Music Teacher or our music teacher. A limited supply of school instruments is available for use by beginners.

8.05 Run Club

Our Physical Education teacher organises run club several times a year before school to prepare children for events like cross country and athletics day. This club is a fun based running group that runs before school on certain days of the week.

8.06 Sports Programs

GALA SPORTS

Several sports are played on an inter-school basis. We belong to the Caboolture & Districts Sports Association. Children involved in inter-school teams must recognise that their selection is based on conditions. As representatives of our school, they are expected to act as ambassadors and behave accordingly. Representatives are further expected to dress according to the appropriate requirements of the sport and are required to co-operate with coaches with regard to practices and other commitments.

DISTRICT SPORTS

Students have the opportunity to trial for selection in District Teams in their chosen field of expertise. Further selection opportunities may then arise for Regional and State teams.

INTER-HOUSE SPORTS

Inter-House Athletics and Ball Games Carnivals are conducted usually during Term 2 or 3 and Inter-house Cross Country is conducted during Term 1 or 2. While our Physical Education Program is designed to link with these sports, it is necessary to have a program of House Team practices. It is suggested that children wear Sport's Uniform on the set day.



Our Houses are Romans, Vikings, Aztecs and Spartans. Your child will be allocated a house upon enrolment.

8.07 Swimming

Our school conducts a swimming program for students Years 1 to 3 at the Burpengary Aquatic Centre. The program consists of eight daily sessions of approximately 45 minutes to one hour's duration over a fortnight. Instruction is undertaken by qualified external instructors and forms part of the Physical Education curriculum.

Students are required to pay an advised fee to cover bus transport, pool admission charges and instructor fees prior to the swimming block. Students require parental consent to participate in the swimming program.

8.08 Excursions/Camps

Our students may participate in a variety of educational excursions or camps which are designed to supplement and complement academic, cultural, social and sporting experiences initiated within the school. Specific information, consent forms and medical information forms will be forwarded home, to be completed by a parent or guardian, on each occasion of an excursion or of a series of excursions. No child will be permitted to participate in an excursion or camp without parental consent.

Information sheets will advise the nature of the excursion or a camp, the method of travel (which is normally by bus supervised by teachers, occasionally assisted by parent volunteers) as well as any costs involved. It should be noted that every attempt will be made to keep costs to a minimum.

Students' attendance on camps and excursions may be compromised dependant on student's behaviour.

8.09 Student Leaders

In Semester Two, Grade Five students have an opportunity to apply to be student leaders. Students Leaders are tasked with responsibilities around the school for lunch times and special events. Students will be selected based on their commitment to demonstrating aspects of the school code and demonstrating exemplary behaviour. Students can continue to apply to be a Student Leader throughout Grade Six.

At the end of Grade Five, Student Leaders can nominate for positions of School Captain, Sports Captain or Cultural Captain and will be voted on by their peers prior to entering Year Six.

8.10 Playgroup

BMSS Playgroup is a relaxed opportunity for parents of 'under school age' children to connect and spend time sharing while providing their young children with creative educational activities that assist developmental progress. Our Playgroup entity operates as a "School based: Playgroup Queensland" playgroup. Playgroup is held each Wednesday morning from 9:00-10:30 at the C.R.E.E.C. located across the road from Burpengary Meadows on Rowley Road.

For more information see: <https://www.facebook.com/meadowsmunchkinsplaygroup/>



9. COMMUNITY INVOLVEMENT

9.01 Parents and Citizens' Association

All parents of children attending Burpengary Meadows State School and all citizens with an interest in our School are welcome to join the P & C Association. Membership, once registered by the Association, affords the member cover under P & C insured Voluntary Worker and Public Risk schemes.

The role of the P & C Association is to support the management of the school for the benefit of the students. This involves determining needs, establishing and maintaining resources and facilities. As such, the P & C Association is involved in a wide range of activities which have extended beyond traditional activities. The P & C Association has established various sub-committees and action groups which assume responsibility for particular areas.

The P & C usually meets once a month at the school.

9.02 Volunteers in the Classroom

Parents and interested citizens of our community are encouraged to become actively involved in our school. Parents are often asked to help out with group work or other tasks in the classroom like changing home readers. Talk to your classroom teacher about how you can help.

All volunteers who are not a parent of a child attending the school must have a Blue Card (not an application in progress) or Blue Card Exemption Card to present to the office staff before they work on campus. Applications for a Blue Card or Blue Card Exemption Card can be done at <https://my.bluecard.qld.gov.au/login>

All volunteers are also required to undertake the Mandatory Training prior to working at the school. The Mandatory Training is offered through a short face to face session held once a term. When volunteering, on arrival and departure, all volunteers must sign in on Pass Tab, located in the office and present proof of Mandatory Training completion.

9.03 Visitor Register

All visitors to our school site must report to the office and sign in on our register, PassTab. On departure, visitors are required to sign-off the register. Please note: the term 'Visitor' does not apply to parents/care givers bringing or collecting children at normally accepted times.

9.04 Identity Badges

Identity badges will be produced upon signing in to Pass Tab. Please ensure these are worn during your time on the campus.

9.05 Assemblies

Parents/guardians are extended an open invitation to attend assemblies in the Hall currently held most Wednesdays from 1:50 to 2:30. Certificates for Student of the Week and Gotchas are awarded as well as other recognitions of success. Special event assemblies will be held as required.



9.06 Meadows Munchies

Our School Tuckshop provides wholesome food for our children. A convenor, appointed by the P & C Association, co-ordinates the functioning of the tuckshop but we are dependent upon voluntary assistance for its operation.

Volunteers can nominate to assist one day a week/fortnight/month or nominate as emergencies in case of absence. Assistance for even a few hours on any tuckshop day would be helpful.

Volunteers will be advised of prepared rosters by the convenor.

Your assistance in providing this valuable service to the children would be warmly welcomed and greatly appreciated.

We encourage you to use the Qkr app to order children's lunches. Lunches can also be ordered through the paper bag system before school.

The tuckshop is available for students Monday to Friday.

9.07 School Safety and Security

Our school must be seen as a sanctuary for our children. It is a purposeful place with a focus on the growth and development of our children both as students and as citizens of our society.

To make school even safer, new legislation gives Principals, departmental officers and the governing bodies of non-state schools legal powers to deal with parents and visitors who do not conduct themselves appropriately while on the school premises.

These powers assist the Principal, or the person in charge of the school, to ensure the safety and wellbeing of people at the premises, the security of the premises and the good order and management of the school. The powers allow Principals to direct a person to –

- Leave the school premises and not return for 24 hours;
- Cease certain conduct and desist in that conduct for up to 30 days; and
- Only access the school according to the Principal's instructions for up to 30 days.

The Principal will give these "directions" in writing, which apply from that time onwards. They only relate to school premises, including sporting fields etc, under the school's full-time control. When exercising these powers, the Principal may require a person to provide their name and residential address. It is an offence not to provide these details.

9.08 Use of School Grounds and Facilities

Use of school grounds and facilities requires prior approval from the Principal. Such approval to community associations, groups or individuals is subject to specified conditions; with the provision that any children are under responsible adult supervision at all times. Any fees and/or security deposits will be advised upon notification of approval.

No responsibility will be taken by the School or its staff for the supervision or welfare of such associations, groups or individuals who bear the onus of arranging any required indemnities.

9.09 School Playgrounds

As play on equipment requires direct supervision to avoid the possibility of accident from improper use, unsupervised play on such equipment is prohibited both before and after school. It should be noted that community members, parents or guardians can not provide supervision at these times,



even for their own child/children, unless a request to use school facilities has been submitted and approved.

10. COMMUNICATION

10.01 Parent Information Sessions

Parent information meetings will be conducted early in Term One of the school year to provide the opportunity for teachers and parents to discuss intended class programs and procedures. While these meetings will provide an opportunity to meet class teachers for those parents who have not yet been able to do so, it would be appreciated that discussion of individual students is not appropriate, possible nor intended.

10.02 Parent Teacher Conferences

Opportunities exist for the arrangement of parent-teacher conferences. Conferences at an early stage of the year are intended to be based on information sharing by teachers and parents rather than information giving by the teacher. Special conferences will be arranged where it is deemed that a student may require intervention or support. Scheduled Parent-teacher conferences will be conducted in Term One and Term Three. These opportunities are for either the class teacher or the parent to discuss student performance, attitudes, effort or behaviours.

We are also prepared to discuss with parents any concerns that you may have regarding your child's education or any problems that your child is experiencing at school outside of these scheduled conferences. Every attempt will be made to resolve such concerns or to remedy such problems. We sincerely believe that a co-operative partnership between the home and the school is beneficial to your child. Early awareness by the teacher could prevent the emergence of difficulties

Teachers are unable to arrange interviews during class periods except in cases of emergency. Unscheduled morning interviews except in cases of urgency, should be avoided as distractions from the teacher's need to attend to lesson preparations and to supervise student requirements are detrimental to a satisfactory outcome.

Parents wishing an interview with the Principal or Deputy Principals should contact Corporate and Student Services so that arrangements might be made. Interviews with Specialist Teachers and Support Personnel may be initiated through the booking system also. It is essential that sufficient notice be given and preferably that the teacher be given prior advice of the nature of the discussion to allow proper preparation.

10.03 Class Notices

From time to time teachers issue notices to parents of children in their class to advise of special programs or events perhaps requiring parental assistance. They will also distribute a Term Newsletter at the start of each Term to inform you of Curriculum being covered and any updates to classroom procedures.

10.04 School Notes

Notes are distributed to advise parents/guardians of important information related to special events or policy implementations. These notices will contain detailed information including costs of excursions or details of events. Please read these notices carefully.



10.05 School Newsletters

The newsletter is usually issued fortnightly via email and contains general school information.

You can sign up to the eNewsletter at:

<https://epublisherapp.com/public/subscription/signupForm/==QNyMTM8>

10.06 School Facebook

Burpengary Meadows Official Facebook page can be found at

<https://www.facebook.com/BurpengaryMeadowsSS>

This page is used to keep families apprised of up to date information and share events that have taken place in the school community.

11. POLICIES

11.01 Homework Policy

Teachers at Burpengary Meadows State School may set homework on a weekly basis, every week of the school year. All students are expected to make reasonable attempts to complete set tasks. Special considerations may be negotiated with the school's administration team or class teachers. Homework will be set and there is an expectation that homework will be completed, however, given the complex circumstances of modern living, students will not be penalised for non-completion of homework.

The staff at Burpengary Meadows value homework because it:

- establishes a pattern of learning for future education
- reinforces routine
- teaches responsibility - one of the expectations of the behaviour policy
- helps to consolidate basic skills

Purpose

Teachers may assign homework for the following purposes:

- To consolidate work currently being studied in class – providing opportunities for students to practise skills taught and apply acquired knowledge.
- So that research on a particular topic may be undertaken.
- To encourage discipline/positive habits in relation to completing tasks.

Parents monitoring of homework provides an opportunity to discuss schoolwork with child/ren and provides a platform to develop and maintain contact with their child's teacher.

General Guidelines

- Homework must relate closely to work being taught in class and can include long term tasks.
- Homework must consist of activities that are within the student's abilities. No new work is to be set.
- Weekly homework may include weekly reading, writing, maths and/or other learning tasks.
- Reasonable hours that could be expected to be dedicated to homework as follows:
 - Yrs 1- 3 approximately 1 hour per week dedicated to each learning area or no more than 20 minutes in total each day.



BMSS Information Book for Parents

- Yrs 4 -5 approximately 2 to 3 hours per week dedicated to each learning area or no more than 30 minutes each day.
- Yrs 6 -7 approximately 3 to 4 hours per week dedicated to each learning area or no more than 45 - 60 minutes each day. Year 7 students may be presented with tasks to assist in transitioning to high school where the expectation may be that homework precedes lesson content, perhaps involving research to prepare for future lessons. Homework tasks will continue to include reading, writing, maths, science and other learning tasks that may also incorporate research.

Teacher Responsibilities

- Set homework aligned with student's capabilities.
- Ensure that homework is closely related to in-class work.
- Mark homework that is completed.
- Provide effective feedback to the learner and home regarding progress or concerns.
- Communicate homework expectations to students and parents.
- Monitor homework completion and discuss any concerns with parents/carers mid-term.

Administration Responsibilities

To communicate the Burpengary Meadows State School Homework policy to the community via the school website and newsletter at the beginning of the year.

Student Responsibilities:

- Organising themselves to ensure that homework tasks and associated materials are taken to and from school and home as required.
- Work diligently at completing tasks up to the designated time and/or the completion of set tasks.
- Seek assistance from teachers and/or parents when experiencing difficulty.

Parent/Carer Responsibilities:

- Monitor child's homework.
- Set an agreed time for homework to take place.
- Provide an appropriate location for your child to complete homework.
- Provide support and encouragement as required.
- Contact the teacher as soon as possible if your child is distressed and/or experiencing difficulty with homework and/or it becomes a source of conflict within the family.
- If your child has demonstrated a focused effort for the time allocated, (as per guideline above) parents are at liberty to ask their child to stop. Children will not be penalised for incomplete homework.

11.02 Family Law Dispute Guidelines

The purpose of this document is to reinforce the principle that family law disputes should not be carried out at schools. Schools are meant to provide a safe, secure learning and teaching environment for students and staff. Schools are not the place to resolve matters that can more properly be resolved privately between parents with the assistance of the Australian Government's Family Relationships Service, a dispute resolution service or in the Family Court. To this end all parents are expected to maintain appropriate behaviour while on school premises.

It is not the school's role to act as referee in such disputes. State schools have standard processes for dealing with certain matters in circumstances where both parents retain parental responsibility, there is no Court order prohibiting a matter and there is no need to intervene as part of our duty of care. For example:

- Collection from and access to children at school: school staff will not enforce collection arrangements or prevent either parent from attending or picking up a child from school, as long as the school routine is not unreasonably interrupted and compulsory schooling requirements are met.
- Access to scholastic information: Subject to some exceptions, each parent will be entitled to the same schooling information about their child. Parents who are not recorded on school records may not receive such information until they have school records amended to reflect their status.
- Consent for student participation in school excursions: The school requires only one parent signature on the permission form. As long as one parent signs a permission slip the student can participate in the activity in question.
- Student access to the school's appointed Guidance Officer (GO) for purposes of counselling support: Should a student request to speak with a GO for counselling support, the school will allow the student to speak to the GO. Parent permission is not required for counselling support to students. In the case of a parent requesting a GO referral (for counselling) then one parent's consent is sufficient. Learning referrals to the GO are different from counselling support offered by GO's. A learning referral involves the collating of student data (by classroom teacher) and may include a cognitive assessment of the student. Such referrals require consent from only one parent.
- Student's diet at school: Students will be permitted to eat food provided by a parent. Students will also be permitted access to the school tuckshop with one parent's permission.
- Parents volunteering at school: Unless a court has ordered otherwise and subject to the school principal's discretion about general suitability, parents who do not live with their children are acceptable applicants to be volunteers at the school their children attend. Parents who seek to volunteer in these circumstances should understand that if they are accepted as volunteers it is not for the purpose of facilitating contact with their child.



11.03 Food and Celebrations Policy

The following information will assist staff and families by providing a guide for celebrating student milestones, in particular, birthdays.

When our school opened, the community took the development and implementation of policy around celebration and general foods very seriously, deciding on the Smart Choices Healthy Food and Drink Supply Strategy for Queensland schools. Our school community has since taken great pride in ensuring that the laudable wisdom of those founding community members continues to promote a healthy options focus for food at school.

Our school operates in the classification framework of GREEN, AMBER and RED. GREEN foods are designated as most suitable under the Smart Choices Policy and RED foods are 'less healthy' or occasional food options.

Each term, there are two 'whole school' RED days, when less healthy or 'occasional foods' are options for celebration. Every other day of the term is designated GREEN / AMBER.

While celebrating birthdays has always been an important part of our pastoral care program, the Smart Choices Policy does not allow the distribution or consumption of RED foods on GREEN / AMBER days.

Foods suggested by our school community as suitable for birthdays and celebrations that fall outside school designated RED days are:

- Fresh fruit of any kind – platters, skewers, kebabs, fruit salad
- 99% fresh fruit ice blocks
- Homemade scones with jam
- Homemade pikelets with jam
- Cheese and crackers (Healthy option)
- Plain popcorn
- General avoidance of processed foods – chemical additives, saturated fat, salt and sugar.

In relation to home baked goods, families are asked to provide the ingredients list for teacher approval a few days prior to the intended celebration day. This process also protects those students who may have food allergies or intolerances.

School designated RED days are published on the school calendar which is available on the website during Week Two of each term.

Thank you for your understanding and commitment to ensuring that the spirit of those founding school community decisions continues to frame the fabric of our caring and nurturing school community.



11.04 Student Dress Code

Our students are required to:

- wear the school uniform on a daily basis
- be of neat and tidy appearance at all times
- wear enclosed shoes
- wear a wide brimmed navy hat while engaged in outdoor activities
- wear the uniform when representing our school in community activities

Our Dress Code enables students to participate fully in all school activities and contributes to, and supports, a healthy and safe learning environment in compliance with Anti-Discrimination Act 1991 (Qld), Workplace Health and Safety Act 1989 (Qld), and Gender Equity in Education Policy Statement 1992. Our uniforms reflect current recommended Departmental Sun Safety material and style.

Principles

Our Dress Code addresses all of the following principles:

- Responsiveness and sensitivity
- Access and participation
- Upholding community expectations
- School community awareness
- Continuity and fair-trade practice (as adequate availability of full school uniforms cannot be assured through retailers, our school has undertaken to sell uniforms, - hats, shirts, shorts - complying with Policy Statement No. 40)

Our Dress Code takes into account the following considerations:

- Personal comfort
- Non-discrimination between sexes
- Body shape
- Practical religious or cultural considerations
- Socio-economic factors, including mobility patterns of families
- Skin cancer protection
- Particular dress requirements for specific school activities, including extra-curricular activities
- Health and safety, including restriction of jewellery and protective equipment for contact sports
- Commercial supply or competition

Student dress standards should promote the good image of our school and encourage students to uphold and enhance that image.

The Burpengary Meadows State School Student Dress Code consists of an agreed standard and items of clothing, which include a school uniform that students wear when:

- Attending or representing their school
- Travelling to and from school
- Engaging in school activities out of school hours

Students, whilst involved in school activities, are to wear:

The full BMSS school uniform on a daily basis as prescribed by the available choice.

- School designed Polo Shirt – Navy/Red, House Shirt or Senior Shirt (Year 6 only)
- School approved Shorts/Skorts (Standard two-pocket school short only) – Navy. Cargo shorts, Board shorts, basketball shorts and football shorts are **not permitted**. Boxer shorts or similar underwear should not be seen above or below shorts or skorts.
- School approved Broad Brimmed Hat – Navy.
- Predominantly white sports socks
- School shoes must be predominately black or white. Multi-coloured laces are not appropriate. Shoe styles must be fully enclosed and support physical activity at school. 'Joggers/Runners' are recommended. Skate shoes and 'slip-on' shoes are not preferred styles.



- Students are permitted to wear one set of earrings, preferably studs (safety). Other body piercing is not permitted at school.
- Students are not permitted to wear any form of Necklace, Bracelet or Anklet (safety) except for Medic Alert identification.
- Students are not permitted to wear nail polish, make-up or similar cosmetics. Nails are to be kept at a safe length (e.g. along netball guidelines). Synthetic nails are not permitted.
- Students may wear a single signet ring with a smooth surface. No other rings are permitted.
- Students may wear an appropriate watch that does not disrupt the learning of the class. **Smart watches with the capability to communicate with other people, take photos or send and receive text messages are not permitted at school and form part of the digital device policy**
- Long hair should be kept back to promote good hygiene and so that it doesn't interfere with student learning. Hair ties and head bands are to be plain and practical, and in school colours only.
- Hair styles are to be neat, practical and natural. This includes both hair colour and styling. Inappropriate hair styles include mohawks, tracks and unnatural hair colours (e.g purple, green etc). Excessive use of 'hair product' is strongly discouraged.

Please note that on occasion, uniform-free days (free dress days) may be granted directly by the Principal, or via the P&C or Student Council who negotiate with the Principal to arrange the granting of the right on behalf of the students. In granting this right in exchange for a cash payment, the school community has made a supply of that right to the student in exchange for the consideration of a gold coin. These days are usually to support a school cause or charity.

As per the Queensland Department of Education Policy and Procedure Register, Burpengary Meadows State School reserves the right to impose sanctions on a once only basis per episode of non-compliance with the school dress code. Sanctions are reflective of the severity and recentness of the non-compliance and are limited to one of the following:

- Written communication to the parent to describe the non-compliance and seek to resolve the issue
- Imposing a detention for a student during lunch or after school (if after school, inform parents before detention occurs)
- Preventing student from attending, or participating in, any activity for which student is representing school, or preventing student from attending or participating in any school activity that is not an essential school educational program.

Where exceptional circumstances or individual student needs exist, the school Principal (or delegate) may enact the following processes at their discretion:

- Temporary exemption processes (e.g. an exemption card)
- Alternative arrangements for a set period of time upon receipt of written request from parent
- Opportunities to wear relevant items of dress code from a bank of items held at school.

The P & C of Burpengary Meadows State School resolves that it supports a student dress code for Burpengary Meadows State School because it believes that a student dress code at Burpengary Meadows State School promotes objectives of the Education (General Provisions) Act 2006.

In particular, the P & C of Burpengary Meadows State School supports the intention of a student dress code in providing a safe and supportive teaching and learning environment by:

- Ready identification of students and non-students at school;
- Eliminating distraction of competition in dress and fashion at school;
- Fostering a sense of belonging; and
- Developing mutual respect among students through minimising visible evidence of economic or social differences.

11.05 Use of Mobile phones and other devices by students

Digital literacy refers to the skills needed to live, learn and work in a society where communication and access to information is dominated by digital technologies like mobile phones. However, the benefits brought about through these diverse technologies can be easily overshadowed by deliberate misuse which harms others or disrupts learning.



In consultation with the broader school community, Burpengary Meadows State School has determined that all mobile phones and personal electronic devices are to be handed in to the school office before the beginning

This policy reflects the importance the school places on students displaying courtesy, consideration and respect for others whenever they are using personal technology devices.

Certain Personal Technology Devices Banned from School (but not limited to)

Students must not bring valuable personal technology devices like mobile phones, cameras, digital video cameras or MP3 players to school as there is a risk of damage or theft and also the potential for misuse and distraction/disruption to teaching and learning. Such devices will be confiscated by school staff and may be collected at the end of the day from the school office. Breaches of this prohibition may result in discipline.

Please note smart watches that possess the capability to send or receive phone calls/ text messages/ photographs or to take photographs or videos are not permitted at school at any time.

Confiscation

Permitted personal technology devices used contrary to this policy on school premises will be confiscated by school staff. They will be made available for collection from the school office at the end of the school day unless required or may only be returned in the presence of a parent at the Principal's discretion.

Devices potentially containing evidence of criminal offences may be reported to the police. In such cases police may take possession of such devices for investigation purposes and students and parents will be advised to contact Queensland Police Service (QPS) directly.

Students who have a personal technology device confiscated more than once may not be permitted to have a personal technology device at school for at least one month, or longer if deemed necessary by the Principal.

Personal Technology Device Etiquette

Bringing personal technology devices to school is not encouraged by the school because of the potential for theft and general distraction and/or disruption associated with them. However, if they are brought to school, they must be:

- Clearly labelled with the student's name
- Signed in at the school office upon arrival at school
- Signed out upon departure

Personal technology devices may never be used by students during the school day or on school property.

Recording Voice and Images

Every member of the school community should feel confident about participating fully and frankly in all aspects of school life without concern that their personal privacy is being invaded by them being recorded without their knowledge or consent.

We uphold the value of trust and the right to privacy at Burpengary Meadows State School. Students using personal technology devices to record inappropriate behaviours or incidents (such as vandalism, fighting, bullying, staged fighting or pranks etc) for the purpose of dissemination among the student body or outside the school, by any means (including distribution by phone or internet posting) builds a culture of distrust and disharmony.

Students must not record images anywhere that recording would not reasonably be considered appropriate (e.g. in change rooms, toilets or any other place where a reasonable person would expect to be afforded privacy). Recording of events in class is not permitted.

A student at school who uses a personal technology device to record private conversations, ordinary school activities (apart from social functions like graduation ceremonies) or violent, illegal or embarrassing matter capable of bringing the school into public disrepute is considered to be in breach of this policy.

Even where consent is obtained for such recording, the school will not tolerate images or sound captured by personal technology devices on the school premises or elsewhere being disseminated to others, if it is done for the purpose of causing embarrassment to individuals or the school, for the purpose of bullying or harassment, including racial and sexual harassment, or where without such intent a reasonable person would conclude that such outcomes may have or will occur.



Students involved in:

- Recording; and/or
- Disseminating material (through text messaging, display, internet uploading etc); and/or, knowingly being a subject of a recording

Breach of this policy may be subject to discipline (including suspension and proposal/recommendation for exclusion).

Students should note that the recording or dissemination of images that are considered indecent (such as nudity or sexual acts involving children), is against the law and if detected by the school will result in a referral to QPS.

Text communication

The sending of text messages that contain obscene language and/or threats of violence may amount to bullying and or harassment or even stalking, and will subject the sender to discipline and possible referral to QPS. Students receiving such text messages at school, should ensure they keep the message as evidence and bring the matter to the attention of the school office.

Assumption of cheating

Personal technology devices may not be taken into or used by students at exams or during class assessment. Staff will assume students in possession of such devices during exams or assessments are cheating. Disciplinary action will be taken against any student who is caught using a personal technology device to cheat during exams or assessments.

Recording Private Conversations and the Invasion of Privacy Act 1971

It is important that all members of the school community understand that under the Invasion of Privacy Act 1971, 'a person is guilty of an offence against this Act if the person uses a listening device to overhear, record, monitor or listen to a private conversation'. It is also an offence under the Act for a person who has overheard, recorded, monitored or listened to a conversation to which she/he is not a party to publish or communicate the substance or meaning of the conversation to others.

Students need to understand that some conversations are private and therefore to overhear, record, monitor or listen to such private conversations may be in breach of this Act, unless consent to the recording is appropriately obtained.

Special Circumstances Arrangement

Students who require the use of a personal technology device in circumstances that would contravene this policy (for example to assist with a medical condition or other disability or for a special project) should negotiate a special circumstances arrangement with the Deputy Principal or Principal.

11.06 Student Code of Conduct

The current Burpengary Meadows School Code of Conduct is available on the school website or at the school office upon request. It outlines specific details about policies around behaviour management including disciplinary actions, student wellbeing, bullying and mobile devices at school. To see our full Student Code of Conduct please see:

[https://burpengarymeadowsss.eq.edu.au/supportandresources/formsanddocuments/documents/bmss%20student%20code%20of%20conduct%20draft%204%20\(002\).pdf](https://burpengarymeadowsss.eq.edu.au/supportandresources/formsanddocuments/documents/bmss%20student%20code%20of%20conduct%20draft%204%20(002).pdf)