

Bundaberg North State School Prospectus



School Vision

**Developing individuals who
contribute positively to their families
and the wider community**

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WELCOME TO BUNDABERG NORTH STATE SCHOOL

“OUR SCHOOL”

**PRINCIPAL
HEAD OF CURRICULUM
HEAD OF INCLUSION
GUIDANCE OFFICER
SCHOOL CHAPLAIN**

**: MS SAMANTHA MOORE
: MRS KATHRYN LAVENDAR
: MRS KATHY TEMPLEMAN
: MR MATT FASSO
: MRS SELINA TAGGART**

SCHOOL VISION

DEVELOPING INDIVIDUALS WHO CONTRIBUTE POSITIVELY TO THEIR FAMILIES AND THE WIDER COMMUNITY

STATEMENT OF PURPOSE

STUDENTS ARE THE FOCUS OF BUNDABERG NORTH STATE SCHOOL. TO ACHIEVE THIS WE ARE CONTINUALLY STRIVING TO:

- Encourage all children to pursue their full potential through quality education in a safe, supportive and challenging environment
- provide excellence in teaching and learning
- support intellectual and professional growth of staff
- nurture and further enhance close partnerships with parents and the wider community

SCHOOL PROFILE

Bundaberg North State School, officially opened in 1875, is situated on the northern side of the Burnett River, 3km from the City Centre. The school, which caters for students from Prep to Year 6, is set on a spacious landscaped 6-hectare site bounded on two sides by the main North-South Highway and on the other two sides by the city's Botanic Gardens.

Support for the school by the community is strong. Parent involvement in a range of activities greatly enhances educational outcomes. The school is seen as an open and welcoming place where parents feel confident in approaching administration and staff. There is a strong willingness by parents and community to be involved. It is a very strong belief of all stakeholders that a solid partnership between home and school must exist for maximum benefit to occur for students.

STAFF

The staff comprises 11 classroom teachers and a variety of specialist teachers, instrumental music teachers, a developmental guidance officer, school chaplain and a visiting speech language pathologist. The principal, HOC, head of inclusion, success coach, business manager, administrative officers, schools officer grounds and facilities, teacher aides and cleaning staff ensure the smooth function of the school.

The teaching staff, of mainly senior teachers, is very experienced; some having served with distinction at this school for a lengthy period. Non-teaching staff are also generally long serving in the school. The staff are proud of their school, and display a strong commitment to promoting and upholding the beliefs and values expressed in this document. The knowledge of the school clientele and the rapport developed between staff and community are instrumental in the school's successfully achieving its goals.

PEDAGOGY

Many classes are arranged into single year-level groupings; however, sometimes composite classes are required due to year-level numbers. A variety of teaching and learning strategies including Higher Order Thinking and Critical Literacy Skills, and Open Ended Maths Tasks are employed to prepare students for their future.

A variety of opportunities for gifted and talented students exists in the school in addition to the extension work offered by their teachers in their own classrooms.

Some of these include:

- academic competitions in areas such as Maths, English, Science, Writing, Interschool Maths Team Challenge, Chess Competitions and Readers Cup
- inclusion in the Instrumental Music Program, including the Concert Band and String Orchestra, and the School Performance Choir with their participation in the Eisteddfod, Fanfare and Concerts; as well as advanced workshops for selected students throughout the year
- representative opportunities in a large variety of sports at a number of levels up to State and National Championships

CURRICULUM PROGRAMS

Curriculum programs in eight Key Learning Areas (KLAs) are developed and implemented to cater for all students. The KLAs studied are English, Maths, Science, Health and Physical Education, HASS, The Arts (including music), Technologies and LOTE (Japanese for Yrs 5&6). In addition, Instrumental Music is offered. Older students also have the opportunity to participate in the school choir and an extensive interschool sports program. Students are also able to join the school chess club that meets one afternoon per week after school. Extension and Support Programs are also offered in areas of Literacy and Numeracy.

The LAs are addressed through class teaching programs, specialist lessons, invited guest speakers, visiting programs (eg Life Education), external/internal performances, competitions, excursions, and camps.

RESOURCES

The school's most valuable resource is its committed, focussed workforce backed by a supportive parent and school community.

The physical environment of the school consists of a mix of older and more recent buildings that are well maintained, as well as new buildings that were constructed as part of the Federal Government's Building the Education Revolution (BER) program. The landscaped outdoor areas and covered play areas provide an aesthetically pleasing atmosphere. North's air-conditioned classrooms provide a pleasant physical learning environment for students, which contributes towards enhanced student learning outcomes.

North's Resource Centre is very well stocked with an extensive range of books, a computerised borrowing system, networked computers, and interactive white boards.



Learning technology continues to be a major focus area. Our modern air-conditioned Computer Lab has 32 computers that have curriculum network and Internet access, and includes a multi-media projector, printer and scanner. The school presently has more than 100 curriculum computers. All classrooms have a number of computers that children can access on a daily basis. Sets of laptops have also been purchased to support small group literacy and numeracy activities. All computers are connected to the curriculum network and have Internet access.

Outdoor facilities include a covered multi-purpose court accommodating a number of sports, as well as an open tennis court and a basketball court. Two ovals accommodate a large variety of sports, while 3 covered adventure playgrounds, a covered upper-year-level fitness circuit, and 2 covered sandpits cater for students of all ages. Our multi-purpose hall is used extensively for a wide variety of school activities such as physical education, games, musical performances, discos, special events, and also by community groups.

STUDENT COUNCIL

Each year, a Student Council (consisting of the school captains and vice captains, house captains and vice captains, and 2 representatives from each class from Years 4 – 6) is formed to organise and conduct a variety of activities for students, and raise funds to distribute to charities and other worthy causes as determined by the Student Council.

SCHOOL ROUTINES / PROCEDURES

ABSENCES

If your child is absent you must notify the office before 8.45am on the day they are absent, either by phone or by calling at the office. If leaving a message on the student absence line, please ensure you state your child's name, class and the reason for their absence, as well as your name and relationship to the child. If your child arrives at school after 8.55am, or leaves before 3.00pm, parents/carers must sign them in/out in the student sign in/out book on the office counter. Students who are arriving late will be given a late slip which they will need to hand to their class teacher. **If a child arrives after the class rolls are marked at 8.55am and does not collect a late slip, the class roll will then show them as being absent for the day.**

ATTENDANCE

The law requires parents to ensure their compulsory school age child is enrolled at school, and attends school for the educational program on every school day. As of October 2006, Education Queensland has a new policy in relation to the enforcement of compulsory provisions. All schools must record absenteeism and monitor unauthorised absences. Where there are extended unauthorised absences, the principal must take action in the form of contacting parents to discuss their child/children's absences. In cases where children do not attend school or do not have a reasonable excuse for their absences, parents can be prosecuted for an offence. Consistent attendance at school is vital for all children and a significant factor in achieving better academic and social outcomes. New concepts and skills are taught and reinforced daily. Children who don't attend school regularly will miss out on foundational concepts and skills which in turn, can negatively impact not only their academic achievement but also their attitude towards school. If you have any questions or would like further information in regards to this policy, please do not hesitate to ring the office and arrange a time to chat to the principal or deputy principal.

Except in special circumstances, children must not be at school before 8.00am, and are expected to go straight home after school. Should there be special circumstances, please contact the office to make other arrangements as necessary. Any students arriving after 8:55am are required to report to the office (preferably with parents to sign them in) to get a late slip which they are then to give to their teacher.

CONCERNS/COMPLAINTS

It is highly recommended that if a parent/carer has a concern in regards to their child that they talk to the classroom teacher in the first instance, particularly if it is an in-class issue. The class teacher is the person who knows your child best and can give you the most accurate picture in regards to what may be happening in the classroom.

If you believe your concern has not been resolved by the classroom teacher, please make an appointment to see the principal, deputy principal or HOC to discuss your concern. If, after a discussion with school administrative staff, you still do not believe a satisfactory resolution has been reached, you may like to phone Education Queensland's North Coast Bundaberg District Office.

DISCOS

School discos are held usually once a term. These discos are arranged by the student council to raise funds for a variety of purposes. They are supervised and conducted according to school rules. Notices and information about upcoming discos will be put in the school newsletter a few weeks prior to each disco. Students who have received a suspension and/or detention during the term are ineligible to attend school discos.



ENROLMENTS

An enrolment interview is required before a student commences at the school. This interview will take approximately 45 minutes, and includes discussion around the school's Enrolment Agreement, Responsible Behaviour Plan, Dress Code, Homework Policy, school routines, and a tour of the school. Most importantly, however, it provides an opportunity for members of the administration team (principal, deputy principal, HOC) to meet new students and their parents/carers. It is essential to make an appointment for an enrolment interview as administration personnel may have meetings or other commitments.

EXCURSIONS/CAMPS/OTHER SCHOOL ACTIVITIES

When children are involved in some activity which takes them away from school (eg an excursion), you will receive a note via the child giving details of cost etc, with forms to be signed and returned by you. If students exhibit behaviours that indicate they cannot follow teacher instructions and behave in accordance with our Responsible Behaviour Plan, they may be unable to participate in class excursions and camps.

DEPARTMENT INSURANCE ARRANGEMENTS AND ACCIDENT COVER

The Department of Education does not have Personal Accident Insurance cover for students. Payment of costs associated with injuries to students is the responsibility of parents/carers. You may choose to obtain private insurance coverage for your child.

GUIDANCE OFFICER

A school guidance officer (GO) is based at the school, and parents may make an appointment to see the GO to discuss any matter relating to the student's personal and academic development.

BEAR PLAN



Calmness in the Classroom

"Children learn best when they are aware of their emotions, and know how to calm down when feeling upset."

At Bundaberg North State School we encourage all students to use The BEAR Plan to stay calm in the classroom and in the playground. BEAR stands for Breathe, Exit, Ask, and Relax.

Breathe – slow, deep breathing helps our brain and body calm down.

Exit - move to a safe, comfortable place if I feel upset.

Ask - check what I am saying to myself that it is helpful.

Relax - do something fun.

CHAPLAINCY

SU QLD chaplains, or 'chappies', provide spiritual and emotional support to school communities. They are in the **prevention and support business**: helping students find a better way to deal with issues ranging from family breakdown and loneliness, to drug abuse, depression, and anxiety. They provide a **listening ear and a caring presence for kids in crisis**, and those who just need a friend. They also provide support for staff and parents in school communities.

HOMEWORK

Homework provides students with opportunities to consolidate their classroom learning, pattern behaviour for lifelong learning beyond the classroom, and involve family members in their learning. The setting of homework takes into account the need for students to have a balanced lifestyle.

Homework that enhances student learning:

- Is purposeful and relevant to students' needs
- Is appropriate to the capability of the student
- Is varied, challenging and clearly related to class work
- Allows for student commitment to recreational, family and cultural activities

INSTRUMENTAL MUSIC PROGRAM

Our school offers a well-established, high-quality instrumental music program. Our Strings program is available to students from Year 3 upwards, while Brass, Woodwind, and Percussion lessons are offered to students from Year 4 upwards. A limited number of school instruments are available for loan to students for a year. The fees - which can be paid in three instalments - for the instrumental music program are \$50 for students borrowing a school instrument and \$30 for students with their own instrument. These fees include:

- \$20.00 paid by all students to the school which we then forward to the Music Library which supplies copies of music for lessons and performances at concerts and workshops;
- \$20.00 paid by students using a school instrument which is used by our school to pay for repairs to and replacement of instruments purchased by the school and lent to students who may not otherwise have the opportunity to learn to play an instrument due to the high cost of musical instruments; and
- \$10.00 performance fee paid by all students to be applied towards replacement of music stands, ties and cummerbunds, bus costs, concerts and awards.

After six months of lessons, students may become part of the band, string orchestra or ensembles. Students attend various workshops and performances, culminating in a concert in November each year.



INTERVIEWS/MEETINGS

Please make appointments for interviews/meetings to see administration staff and teachers. This will save your time, as staff are not always immediately available.

LOST PROPERTY

Items of clothing etc found around the school are placed on the 'lost property trolley'. This trolley is located near the drinking taps under A Block, behind the Office. Smaller items such as jewellery, wallets etc are kept at the office. All lost property items not claimed at the end of each term are given to charity. We strongly encourage parents to clearly mark school items and clothing in an effort to prevent the accumulation of a large number of lost items each term.

MEDICATION/ILLNESS

Should your child need to take medication while at school, Education Queensland regulations stipulate that:

- the student's medication **must** have a pharmacy label and/or doctor's letter stating the doctor's name, child's name, dosage and time to be taken, and must be lodged with the School Office for security purposes;
- **All medications are to be brought to the office by a parent/guardian who is required to complete a Medication consent form.**
- administration of that medication will be carried out by a staff member designated by the principal; and
- **non-prescribed medications** should not be brought to school and **can not** be administered by school staff.

MOBILE PHONES & OTHER ELECTRONIC EQUIPMENT

It is strongly recommended that students DO NOT bring phones to school. Students can make urgent phone calls from the school office, and the office staff are always prepared to find students and deliver messages from parents should the need arise.



If students choose to bring phones to school, they do so at their own risk. The school will not accept responsibility for loss or damage to phones. If students need to bring a mobile phone to school because it is needed before or after school, they are required to sign it in at the office on their arrival at school, and collect it on their way home at 3pm.

Electronic equipment such as Gameboys and iPods are not to be brought to school.

NEWSLETTER

The school newsletter, which is an important form of communication between the school and home, is emailed to the first parent in the contacts list in the enrolment documents. A copy can also be found on our school website. Please take some time to read it as it contains important dates and upcoming school events and information.

OFFICE HOURS

Office hours are Monday to Friday - 8.00am to 3.30pm. Our preferred method of payment for invoices is through the internet BPOINT system, which is very similar to BPAY; the difference being that BPOINT uses Education Queensland's information. Each invoice will have the necessary information (student's CRN and 4-digit invoice number) in a square on the bottom left hand corner of the invoice. If you do wish to make payments at the office, the preferred times for payment of money are 8.00-8.45am and 2.45-3.15pm. Payments can be made outside these times; however, issuing of a receipt at that time will depend on availability of staff. For the convenience of parents/carers who have work commitments which make it difficult for them to call at the office during preferred payment times, we have a 'payment slot' in the office counter, where money (ONLY) can be dropped in, in an envelope (available at the office) showing child's name, class, and activity being paid for. Permission/medical forms MUST be handed to the teacher for each excursion/activity. EFTPOS facilities are also available.

OUT-OF-SCHOOL CARE PROGRAM

The Out-of-school Care program operates from 6.30 - 8.30am and 3.00 - 6.00pm, Monday to Friday and all day on pupil-free days (7.00am - 6.00pm). Also, a Vacation Care program is conducted during the holidays from 7.00am to 6.00pm. For further information contact Out-of-school Care on 41501142 or 0427 513417.

PARADE

Parade is held each Monday at 2.30pm in the hall. Students move to the hall in class groups under teacher supervision.

P & C ASSOCIATION

Our P & C Association is an active group of community members, particularly parents, who are interested in making improvements to, and assisting the progress of our school. Meetings are held in the school staff room on the **third Wednesday of each month**, commencing at 5.30pm.

The P & C conducts a parent donation scheme with each family being asked to contribute each year (currently \$50.00). The P & C also coordinates the operation of our tuckshop.

RELIGIOUS INSTRUCTION

Religious Instruction is provided by The Religious Education Cooperative, a multi-denominational Christian group. Religious instruction classes, for students whose parents have elected that they participate, consist of a 30 minute lesson each week. Students are charged a \$5.00 levy for the

purchase of a workbook. Students not participating will be placed in an alternative activity during this time.

REPORTING STUDENT PROGRESS

Two detailed reports are issued each year at the end of each semester. Parent/teacher interviews are also offered twice per year. If parents have any concerns at any time during the year, an interview can be arranged on request. It is recommended that an appointment is made if parents/caregivers wish to see a teacher, as class teachers may have other commitments before/after school.

If the teacher believes it would be beneficial to discuss the child's progress at a particular point in time, he/she may ask you to visit the school for that purpose. It is important that the parent, teacher and student work together cooperatively to ensure that the child develops to his/her full potential.

If at any time you are concerned with your child's progress - academic or otherwise - please make early contact so that we can work together to rectify the matter. Teachers share your interest and concern for your children, and will help to make their school days as productive, satisfying and happy as possible.

ROAD SAFETY

Please impress upon your child the road safety rules. We are fortunate that the school crossings are made safer by the crossing supervisors, traffic lights, and the provision of bikeways.



SCHOOL DRESS CODE

North's P & C supports a student dress code for Bundaberg North School because it believes that a student dress code promotes the objectives of the Education (General Provisions) Act 2006.

Our School Code requires that students wear school uniform at all times. Uniform consists of:

- Red shirt with gold and black trimmings and School Emblem
- Black 'school' skirt, skort, shorts (cargo pants, board shorts, denim shorts, and jeans are not appropriate)
- In winter - black track suit pants, black jumper
- Shoes and socks
- Black bucket hat embroidered with the school emblem or a black broad-brimmed hat

North's sport uniform for inter-house events consists of the above items with the exception of the shirt, which becomes a plain shirt (no motifs etc) in 'house' colour (preferably with collar). For Interschool sporting competitions which take place regularly on Friday afternoons, students are to wear school uniform.



The school has a **NO HAT – NO PLAY** policy.

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

- Facilitating the 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.

JEWELLERY/MAKE-UP GUIDELINES

For safety, health and practical reasons, the following guidelines are to be adhered to:

- Only studs or sleepers are permitted in ears
- Jewellery must be kept to a minimum
- A watch and a simple ring are permitted, as is a light neck chain (if out of sight at all times)
- Excessive jewellery will be confiscated, and returned after a prescribed period of time
- Facial studs/sleepers of any type are NOT permitted at any time
- Make-up, including nail polish, should not be worn to school under any circumstances; students will be required to remove any make-up worn to school

SESSION TIMES

Morning Session: 8.45am – 11:00am
Middle Session: 11.30am – 1:00pm
Afternoon Session: 1.45pm - 3.00pm

LEARNING SUPPORT

Our Learning Support Program provides appropriate learning support, both in the classroom and by withdrawal, for individual and/or small-group sessions. Support is provided by Support Teachers Literacy and Numeracy, and teacher aides. Parents with queries concerning Learning Support are asked to contact the class teacher.

STUDENTS WITH DISABILITIES

Bundaberg North State School has a Special Education Program (SEP), conducted and managed by a Head of Special Education Services (HOSES), which offers special programs for students verified as having a recognised disability approved by Education Queensland.

Bundaberg North State School offers an inclusive education as much as possible, where the staff of the SEP work with the children in the classroom, with some withdrawal support provided depending upon the individual needs of the children.

SPORT

Our school offers interschool sporting opportunities to students in Years 4-6. These competitions take place on Friday afternoons from 12.30 to 2.45pm, and are offered in three terms each year. It is expected that all students representing the school wear their school uniform. Participation in interschool sport is a privilege. Students who choose to behave in ways that put themselves or others at risk will not participate in school based sporting activities. There are two inter-house sporting events each year: the inter-house athletics carnival, and the cross-country.



SPORT HOUSES

Each student is assigned to a sport house for inter-house competitions. The names and colours of the three sports houses are:

TOPAZ - Yellow

SAPPHIRE - Blue

RUBY - Red

TUCKSHOP

Tuckshop operates on Wednesday and Thursday at both morning tea and lunch. All children can either use packets or an online app for pre-ordering food and drink. Please see the tuckshop convenor for assistance in how this is done. A healthy variety of food is sold at reasonable prices. Helpers for tuckshop are always needed and appreciated. The Parents Auxiliary sends out notes at the beginning of each year seeking help from parents/carers. Chair bags and library bags are available for purchase from the tuckshop.



REFUND GUIDELINES FOR EXCURSIONS AND CAMPS

School excursions and camps enhance a student's learning. All planned school excursions are approved by the Principal and endorsed by the Parents and Citizens Association.

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.

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

If a parent/carer wishes to apply for a refund due to their child's non-participation in an excursion or camp activity, they may do so by completing a Request for Refund form available from the school office. Where possible, the request should include the receipt relating to the payment for which a refund is being sought.

NORTH PLAY2LEARN GROUP

North Play2Learn is a free educational playgroup held each Tuesday 1.30-3.00pm. Children aged 0 to Pre-Prep are welcome to attend.

