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”

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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 18 classroom teachers and six specialist teachers. Instrumental music teachers, a developmental guidance officer, speech language pathologist and a variety of advisory teachers visit the school. The principal, deputy principal, HOC, HOSES, business service managers, administrative officer, 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; many 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
Most classes are arranged into single year-level groupings unless composite classes are required due to year-level numbers. A variety of teaching and learning strategies including Higher Order Thinking and Critical Literacy Skills 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 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, Study of Society and Environment (SOSE), The Arts (including music), Technology 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.

The KLAs are addressed through class teaching programs, specialist lessons, invited guest speakers, visiting programs (eg Life Education, Family Planning Assoc.), 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 new Resource Centre, constructed as part of the BER program and opened in 2010, is very well resourced with a large range of books, a computerised borrowing system, networked computers, and interactive white boards. The building that originally housed the Resource Centre is now home to our Special Education Program.

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 multimedia 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. 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 2 adventure playgrounds, an upper-year-level fitness circuit, and a covered sandpit cater for students of all ages.
Our multi-purpose hall was completed in July 2003, and 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**
When a child has been absent, it is expected that a letter outlining the reason/s for their absence is sent to the class teacher, or a phone call is made to the office by the parent/caregiver. If an explanation is not received, the absence will be classified as an ‘unexplained absence’ and recorded in the class roll.

**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 and be liable to a fine of up to $450.00 for the first offence, and $900.00 for further offences. 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 can 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 to arrange a time to chat to the principal or deputy principal.

Exception 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 9:15am 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.

If you require your student to leave school during the day for any reason, please provide a note/phone call explaining the circumstances. If it is necessary for us to send a student home during the day for reason of illness etc, we shall contact parents. If we are unable to contact parents, or if a student spends time in the health room but does not feel ill enough to be sent home, a note will be written to parents stating the amount of time the student has spent in the health room.

**CONCERNS/COMPLAINTS**
It is highly recommended that if a parent/caregiver 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.

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 Code of Conduct, they will be unable to participate in class excursions, camps and so on.

DEPARTMENT INSURANCE ARRANGEMENTS AND ACCIDENT COVER
The Department of Education and Training 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.

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

HOMEWORK RESPONSIBILITIES

Principals:
- Develop a school homework policy in consultation with school community
- Distribute the school homework policy to staff, students, parents and caregivers
- Ensure homework policy is effectively implemented

Teachers:
- Ensure school homework policy is implemented
- Check homework regularly and provide timely and relevant feedback
- Use homework that is varied, challenging, directly related to class work and appropriate to students’ learning needs
- Give consideration to other academic and personal development activities that students can be engaged in
- Take into account family circumstances and issues that may impact a student’s capacity to complete their homework
Parents:
• Read to children
• Encourage children to read, play games, be involved in physical activity and take an interest in local, national and international events
• Encourage children to organise their time and take responsibility for their learning
• Help children to balance the amount of time spent completing homework, watching television, playing computer games, playing sport and engaging in other recreational activities
• Contact the teacher to discuss any concerns about the nature of homework given

Children:
• Accept responsibility for the completion of homework tasks within set time frames
• Seek assistance when difficulties arise
• Organise their time to manage home obligations, participation in sports, recreational and cultural activities
• Discuss homework expectations with their parents/caregivers

The following are Education Queensland’s guidelines in determining the amount of set homework that students might be expected to undertake.

In the Prep Year, generally students will not be set any homework.
In Years 1, 2 and 3, set homework could be up to but generally not more than 1 hour per week.
Homework in Years 4 and 5 could be up to but generally not more than 2-3 hours per week.
Homework in Year 6 could be up to but generally not more than 3-4 hours per week.

At Bundaberg North State School, teachers may give their students daily homework activities or a homework contract that is generally to be completed by the end of the week. Students who regularly do not hand in their homework to their class teacher may receive a detention. Students who are experiencing difficulty with their homework should seek assistance from their class teacher. It is highly recommended that if a student is unable to complete homework due to other commitments, that a note be written by the parent/caregiver to explain the circumstances.

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 must be paid up front - 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 During School Hours’ 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 distributed to the youngest child in the family every second Thursday afternoon. 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. 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 (provided) 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 available, for payment by debit card only.

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 will 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 library on the third Tuesday 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, are held each Friday for a period of 30 minutes. 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.

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.

When a student is inappropriately dressed eg, offensive T-shirt, unsafe jewellery, and fails to uphold the dress code, the following may occur:

- Students are offered item/s from a bank of uniforms held at the school
- Actions are taken to prevent students or others disrupting school operations, and to maintain normal school operations
When a student is reasonably dressed, but does not conform to the dress code the following may occur:

- Students are offered item/s from a bank of uniforms held at the school.

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.

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.

Students who regularly choose not to conform to the dress code may receive a detention; become ineligible to attend or participate in any activity for which the student is representing the school; or become ineligible to attend or participate in any school activity that is not an essential part of the school educational program.

It is highly recommended that if a student is unable to wear his/her school uniform, a note to explain the circumstances is sent to the class teacher or a phone call is made to the school office.

SESSION TIMES
Morning Session: 8.55am – 11:00am
Mid Session: 11.30am – 1:00pm
Afternoon Session: 1.45pm - 3.00pm

LEARNING SUPPORT
Our Learning Support Program identifies students in need, and 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 5 and 6. These competitions take place on Friday afternoons from 12.30 to 2.45pm, and are offered in three terms each year. Sports available include hockey, touch football, cricket, netball, basketball, soccer, rugby league, and more. It is expected that all students representing the school wear their school uniform.

There are two inter-house sporting events each year: the inter-house sports 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 four sports houses are:

TALLON - Yellow/Gold
STEUART - Green
BURNETT - Red
HINKLER - Blue

TUCKSHOP
Tuckshop operates on Tuesday, Wednesday and Thursday at both morning tea and lunch. All children use packets for pre-ordering food and drink. 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/guardians. 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.

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 at the activity, fees already paid for an excursion or school camp may be refunded in full, in part or not at all, having regard to 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.

ART LEVY
Throughout the year students engage in specialized art activities eg Mother’s/Father’s Day, Easter, Christmas, Mosaics, Needlecraft, Frames for Artwork etc. To cover the costs of these specialized activities, parents may be asked to pay a $10.00 Art Levy. The school will continue to supply general art resources eg paint, glue, charcoal, cardboard, PVA glue, paintbrushes etc.
Our School

MUSIC PROGRAM

Students in Yrs 3-7 have the opportunity to be involved in our comprehensive instrumental music program. A vast array of instruments can be played, including the violin, cello, flute, drums and many more. Junior, senior and Year-level choirs are also conducted by our music teacher. Students have the opportunity to participate in numerous performances throughout the year and the community is extremely appreciative of our students' talents. Our band, string ensemble and choir have achieved great successes at the Bundaberg Eisteddfod and Fanfare.

SCHOOL SPORT

We have a long and outstanding record in the area of school sport. Our school has won up to six of the seven trophies available to us at the District Athletics Day. Our Foundation Rugby League teams have made it to the state final and state semi-finals. Our success in Interschool Sport is also something of which all students can be proud. During the year, teachers conduct training sessions to enable students to learn the skills required for the sport they are playing.

EXTRA-CURRICULUM ACTIVITIES

Teachers throughout the school facilitate extra-curriculum activities for our students. All students look forward to our school discos. Year levels participate in school excursions throughout the year, and our camping program focuses on leadership, team building and social skills for our upper primary students.
Our School

CURRICULUM AREAS
At Bundaberg North we encourage all children to pursue their full potential through a high quality education in a safe and challenging environment. All classes utilize Higher Order Thinking and Critical Literacy Skills to equip students for the future. Many units conducted are based on real-life experiences that enable students to link their current knowledge and skills to future learning. Links between other countries and cultures are also developed to encompass our multi-cultural society.

Our state-of-the-art Computer Lab is fitted with 30 flat-screen computers. All classrooms contain a minimum of three computers. Gifted and Talented Programs operate in the areas of Maths, Writing and Technology as well as a weekly Chess Club.

PARENT AND COMMUNITY INVOLVEMENT
The strength of our school lies in the relationships built with our parents and our wider community. Parent and family involvement in a range of activities greatly enhances student educational outcomes. Our strong partnerships with Central Queensland University involves Yr Prep/1/2/3 students in Small Group instruction in Physical Education.

SCHOOL FACILITIES
To provide optimal learning conditions for our students the school has spent a considerable amount of money air-conditioning all classrooms. All classrooms have access to the Internet and our school curriculum network. Our Multi-purpose hall is a great asset to our school and is used for a variety of both school and community-based activities. Over the past four years approximately $165,000 has been spent erecting shaded eating areas, with bench seating for students.