



BARCADDINE
PREP – 12
STATE SCHOOL

STUDENT HANDBOOK

Gidyea St, Barcaldine 4725

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Barcaldine Prep-12 State School acknowledges the Traditional Owners of the Land on which we Live, Learn and Play and pay our respects to elders' past, present and emerging.

Rev. 24/08/2022.

In All Our Best.

Our school proudly provides education to students from Prep to Year 12 and was established back in 1886. Our motto 'In All Our Best' stands as a reminder that we are always moving forward as a school, pulling together to create the best learning for our students.

Our staff team is committed to educating and empowering all students to succeed, building their curiosity for learning.

Welcome from the Principal:



Welcome to the Barcaldine Prep-12 State School. From our school to the Barcaldine community there is broad support and positive relationships that make Barcaldine Prep-12 State School a great place to educate your child and a safe, supportive community to live in.

The vision of Barcaldine Prep-12 State School is to educate and empower all students to succeed through their curiosity for learning. Our school provides a supportive environment where student learning is maximised and our expert teaching team unlocks your child's full learning potential in each area.

We focus on high effect size learning in the classroom and students being able to articulate their learning journey. To this end, our students are a group of well-disciplined and proudly presented young people who display positive interpersonal relationships.

We have a strong focus on literacy, numeracy and technology application across the curriculum. We also offer a full range of curricular and extra-curricular programs; that include:

- Music and instrumental music
- French
- The Arts supported by a professional dance studio, film and television recording studio, music room and visual arts classroom
- Agriculture/Horticulture studies that incorporate specialist equipment, areas and facilities
- Design Technologies (Food & Fibre and INTAD)
- Sport from a school to state level
- Camps
- Traineeships and apprenticeships
- Vocational Education Opportunities

In addition to digital technology lessons, our students have access to three computer laboratories, and laptop and iPad trollies. Our school also operates a secondary 1:1 laptop hire program from Years 9-12.

Support Services for our school and the cluster are provided through Learning Support programs, inclusion of Students with Disabilities into mainstream classrooms and life skill programs, Chaplaincy support, and cross-curricular Indigenous Education and EAL/D opportunities.

Barcaldine Prep-12 State School is a modern facility, which consists of double teaching spaces in the primary sector of the school. The secondary sector consists of various specialist teaching spaces and general classrooms. The school is fully air-conditioned and has extensive playing fields, with a large undercover sports complex providing courts for basketball, netball, volleyball and tennis.

Whether as a staff member, parent, student or community member I am sure you will enjoy your time in our school community. To find out more, please take the time to explore the wonderful school community through our online presence on our school website and Facebook page.

In all our best,



NICOLE LANDERS

Principal, Barcaldine P-12 State School

Our vision is to
educate and empower
all students to succeed
through their curiosity
for learning.

Our vision defines everything that we do, every day. Barcaldine Prep-12 State School is committed to *educating and empowering all students to succeed through their curiosity for learning*. Our team is dedicated to providing a learning environment for students and staff, where students have the opportunity to engage in quality learning experiences and acquire values supportive of their lifelong wellbeing.

Our Inclusive School Culture:

Our school is located on the lands of the Iningai people. Approximately 23% of Barcaldine students identify as being of Aboriginal, Torres Strait Islander or both Aboriginal and Torres Strait Islander descent. Our school is committed to embedding Aboriginal and Torres Strait Islander perspectives in order to provide quality outcomes for Indigenous students every day in every classroom.

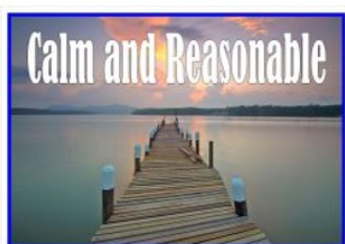
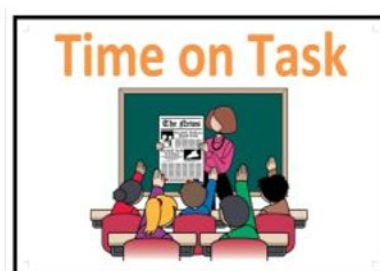
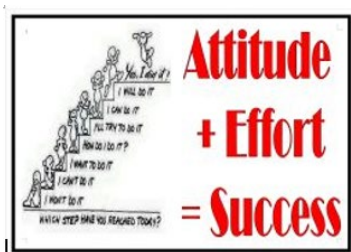
Approximately 30 students have a disability based on the Nationally Consistent Collection of Data (NCCD).

When staff plan for the delivery of the curriculum they consider the needs of learners as part of the planning process. Adjustments to meet learner needs are made throughout the teaching and assessment cycle to ensure curriculum is accessible to all learners. Staff members consider the achievement and wellbeing data of learners when making plans for future learning episodes.

The Student Services Team accepts referrals from teachers, parents and leadership team members. This multi-disciplinary team provides a coordinated approach to helping every student succeed. Parents seeking to refer their young person should book an appointment to discuss the reason for the referral with their child's teacher or a member of the leadership team.

Our Mantras:

Underpinning our Vision and Motto are our core mantras. These are not rules, but guiding principles through which all our staff, students and community can positively manage their approach to education at our school.



Routines & Events:

THE YEAR AHEAD:

Term	Date	Length
Term 1	Monday 23 January – Friday 31 March	10 Weeks
Term 2	Monday 17 April – Friday 23 June	10 Weeks
Term 3	Monday 10 July – Friday 15 September	10 Weeks
Term 4	Tuesday 3 October – Friday 1 December	9 Weeks

OVERVIEW OF EVENTS:

<p>Term One</p> <p>Secondary Parade – Monday 8:45am in the Dance Hall</p> <p>Primary Parade – Friday 8:45am in the Dance Hall</p> <p>School Photos</p> <p>National Day of Action Against Bullying</p> <p>Outback Futures Visit</p> <p>Investiture Parade (Leadership positions)</p> <p>Meals on Wheels</p> <p>Meritorious Morning Tea – High School</p> <p>Red Truck – VET Certificate</p> <p>Playgroup</p>	<p>Term Two</p> <p>Secondary Parade</p> <p>Primary Parade</p> <p>ANZAC Day Parade</p> <p>Athletics Carnival</p> <p>Barcaldine Show Display</p> <p>NAPLAN</p> <p>AEDC (Prep students)</p> <p>CQU Connect Visit</p> <p>Under 8's Day</p> <p>May Day</p> <p>Meals on Wheels</p> <p>Meritorious Morning Tea – High School</p> <p>Red Truck – VET Certificate</p> <p>Playgroup</p>
<p>Term Three</p> <p>Secondary Parade</p> <p>Primary Parade</p> <p>Meals on Wheels</p> <p>Meritorious Morning Tea – High School</p> <p>Year 6 Camp – North Keppel</p> <p>Outback Futures Visit</p> <p>CQU Connect Visit</p> <p>Red Truck – VET Certificate</p> <p>(Westech 2023)</p> <p>Playgroup</p> <p>Science Week</p> <p>Year 11 Work Experience</p>	<p>Term Four</p> <p>Secondary Parade</p> <p>Primary Parade</p> <p>School Leader Nominations</p> <p>School Leader Speeches and Voting</p> <p>Prep-12 Awards Night</p> <p>Senior Parade / Formal</p> <p>Transitions – Prep, Year 6, Year 10</p> <p>Year 6 Celebration</p> <p>Year 10 & 12 First Aid Training</p> <p>Year 8 & 10 Subject Selection</p> <p>Swimming Carnival</p> <p>Night Under the Stars – Performances</p> <p>Meals on Wheels</p> <p>Meritorious Morning Tea – High School</p> <p>Red Truck – VET Certificate</p> <p>Playgroup</p> <p>Year 10</p> <p>Year 12 Exam Block</p>

OUR SCHOOL ROUTINES:

Students must arrive at school after 8.15am and before 8.50am. If arriving after this time, students must report to the office as a late arrival. Students need to have a signed note from a parent/carer explaining their lateness, or parents must phone or email the Office to advise staff of a late arrival. Staff members are not on duty until 8:15am, for their own safety, students are encouraged not to arrive before this time.

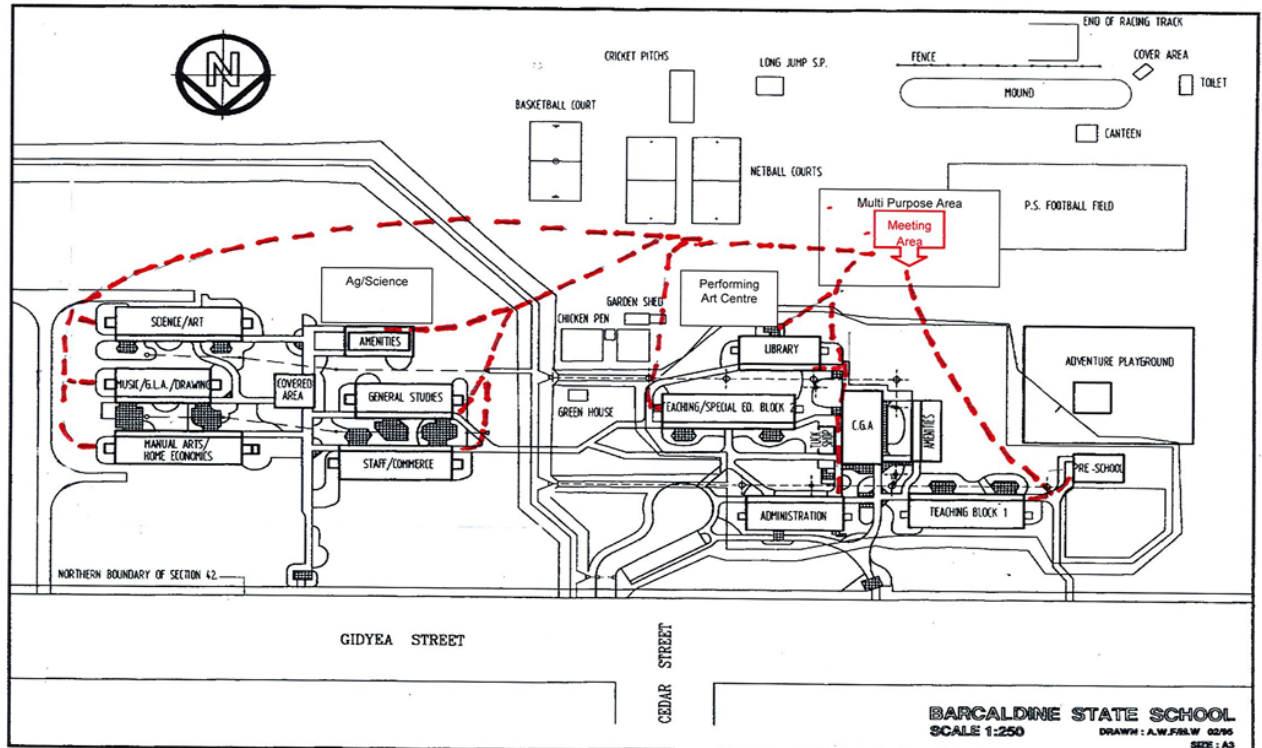
8:15am	Primary <ul style="list-style-type: none"> - Students can play in the prep playground, eating area, multi-purpose area and the grass area between these locations. 3 staff members are on duty. - Teachers may elect to open their classrooms and will correspond directly with families regarding their practices. Secondary <ul style="list-style-type: none"> - Students can sit in designated areas and/or play handball. A staff member is on duty. - Leadership, when available, support touch football games on the high school field.
8:45am	Warning Bell
8:50am	Roll marking via ID Attend Prep – Year 5: Year level Roll Groups Year 6 – Year 12: House Groups consisting of students across all year levels. 3 Mitchell Houses and 3 Leichhardt Houses. SharePoint notifications are read aloud to students.
9:00am	Period 1
10:10am	Period 2
11:20am	First Break – Eating Time
11:35am	Playtime
12:00pm	First Break Ends
12:05pm	Period 3
1:15pm	Second Break – Eating Time
1:25pm	Playtime
1:45pm	Second Break Ends
1:50pm	Period 4
3:00pm	Departure Bell

A parade schedule documents the dates for primary, secondary and combined school parades in the Dance Hall. Parades are generally held on Mondays (secondary) and Fridays (primary) from 8.45 to 9.00am. Parade is conducted by the school captains with the assistance of house captains. Parents and caregivers are welcome to attend. Awards are distributed on parade (excellence, music, PE and 'I'm Ready' tickets along with any additional special awards).



CAMPUS MAP

Barcaldine State School P-12 Campus Emergency Evacuation Map



ENROLMENT PROCEDURES

General Enrolment

Upon enrolment, a number of forms will be issued to parents/carers for completion. These include:

- ✓ enrolment form necessary for school records or in case of emergency contact if required. This information is treated as confidential.
- ✓ enrolment agreement sets out the responsibilities of the student, parents or carers and the school staff about the education of students enrolled at Barcaldine Prep-12 State School.
- ✓ permission form for students to participate in textbook hire schemes, excursions, lunchtime arrangements, publication of photographs and out-of-school activities.
- ✓ consent form - to use copyright material, image, recording, name or personal information (e.g. public relations, promotion, advertising, use by the media in relation to an individual's participation in school activities or events including musical performances)
- ✓ internet - acceptable use policy and laptop computer borrowing agreement covers the conditions of use for the internet and laptop computers.

All enrolment paperwork can be completed at the school office where assistance and advice may be given where necessary.

Families enrolling children for the first time need to provide a birth certificate as proof of age. The Principal or Deputy Principal will meet with new parents/carers and their children to discuss details of children's placement within the school and to answer any queries. This will be arranged at a mutually convenient time.

At interview, class placement and starting time will be discussed. In rare instances, an interim placement will be made until further information is available (eg overseas enrolments). If enrolling a student following a period of attendance in another State school, we will contact the school through the One School process to ensure enrolment records are updated and transfer requirements are met.

Students enrolling in year one must turn six (6) by 30 June in the year they enrol in Year One.

DoE requires evidence of the date of birth of the child, if not previously sighted during Prep admission. This evidence may take the form of any of the following:

- 1: An official Birth Certificate or extract.
- 2: A newspaper cutting announcing the birth. Date to be shown.
- 3: A certificate from a Doctor or Clergyman - provided the date of birth and the year is stated.
- 4: A Statutory Declaration made by a parent or guardian and signed by a Justice of the Peace (Statutory Declaration forms are available at the Post Office)

Any parenting orders or custody agreements should be provided on enrolment. If your child becomes the subject of either of the above documents after enrolment, it is imperative that you provide a copy of these documents to the administration and make an appointment to share the implications for your child. We keep a copy of these documents on file and inform the class teacher of the arrangements. We work with you and relevant authorities including Child Safety and Queensland Police to ensure these orders are followed. However, we can only do this effectively if documents on file are kept current and any changes are shared immediately with us.

Prep Enrolment

Every parent wants their child to be happy and successful - at school, in work and in life. We know that children who get a good start in school have more success throughout their learning and their lives. We also know that early problems that are not addressed can be compounded over time. Through focused enrolment interviews with parents we can successfully transition every learner and provide high levels of support to help them achieve positive learning and wellbeing at school.

For Prep Enrolment children must turn five (5) by 30 June in the year they enrol in Prep. The Prep Year is also a full-time program and is not compulsory. The above evidence of the date of birth of the child applies before enrolments can be processed. Principals may now consider enrolling (into Prep) a child who turns five between 1 and 31 July in the year of proposed attendance if the principal is satisfied that the child is ready for education after considering the child's attributes. This change provides a one-month period of flexible early entry to children who are considered developmentally ready for school. In making the decision, aptitude and ability, social and emotional competence, physical development, and level of knowledge and understanding will be considered. Parents must complete a written application if you wish your child to be considered for early entry. Please call the principal for more information about early entry applications.

TRANSFER PROCEDURES

Please advise the school at your earliest convenience of your child transferring to another school. We must then wait for a request from the new school where your child is enrolled before we officially transfer your child.

With this official transfer we will pass on official documentation relating to special programs or support that your child may be receiving at this school.

A check will be made that the child / student has returned all text and library books to the school. Parents/Carers may request a refund of their contribution fee on a pro-rata basis. If text books and library books are not returned, an account will be issued.

TRANSITIONS WITHIN AND BETWEEN SCHOOLS

Even though our students attend a Prep to Year 12 setting, staff members actively recognise and plan for supportive student transitions between parts of the school and at each transition point.

Prior to prep, the school liaises with the local Lady Gowrie Barcaldine Early Years' Service to plan for transitions into prep for all learners. Five transition sessions are offered to pre-prep children in term four of the year before they commence prep. These sessions are widely promoted and advertised within the town and welcome packs are prepared for each learner. The Early Years Services provide transition statements for each learner (following parent consent) to assist with smooth transitions.

For students moving between years 6 and 7, the school conducts a number of structured transition sessions, for students at Barcaldine as well as in the small surrounding feeder schools (Aramac, Jericho and St Josephs). Students access specialist lessons and prepare a

welcome lunch for families as part of the transition program. Staff members provide opportunities for focused questions and follow up contact is initiated if required.

For students transitioning between year 8 and 9, a subject selection evening is conducted and information is sent home to families about available subject electives.

SET (Senior Education and Training) planning conversations occur at the end of semester one in year 10 to prepare students for the senior phase. In term three of year 10, a structured meeting occurs between the parent and student (either face to face or over the phone). The prerequisite subjects for each learner's pathway are discussed. A formal SET plan is developed in OneSchool for each learner.

At the end of term one in year 11 all learner's check-in with the HOD of Curriculum to check their subject choices and progress is meeting expectation.

Close and careful monitoring of students by the HOD of Curriculum occurs each semester as students' progress through the senior phase. Parent contact is made to ensure all parents aware of how their student is tracking towards QCE goals.

Post-secondary education, Barcaldine is very willing to provide referee statements to potential employers.

ATTENDANCE MANAGEMENT

Regular attendance at school is very important for all students. A full record of student attendance is maintained and reported on the student report card. Every day counts – good attendance patterns promote long term educational success. At Barcaldine we strive to maintain a 95% attendance rate. If your child will be absent for ten consecutive days or more, please apply for an enrolment exemption through the principal before the planned absence.

As parents, on each occasion that a student is absent, a reason for the absence is required. This can be provided in a number of ways:

1. QParent App
2. Ringing the school on 4651 5333 or email – info@barcaldiness.eq.edu.au
3. Respond to school text message
4. A written note of explanation – to be handed in at the office on the day of return

N.B. If notification is not provided, the absence will be recorded as unexplained and this will be recorded and displayed on the semester reports.

On each occasion that a student's absence is unexplained, an SMS text message is sent (9:15am) to a designated Parent/Caregiver on the day of absence asking said Parent/Caregiver to contact the school as soon as possible. If you receive notification by text, you can reply to this text with an explanation.

Absences which remain unexplained for a period of 3 consecutive days will be followed up with a phone call from the leadership team or their delegate. This contact will be recorded on OneSchool documenting parent explanation. If no answer, attempted contact will still be recorded. (Deputy Principal Referred)

If absence continues, a member of the leadership team will attempt to make contact each day until day 10. If a satisfactory future return date and explanation is given, contact can cease unless return attendance is not met.

On day 10 if no contact has been made a warning notice *Failure to Attend (s178(4)) Compulsory School* letter will be sent via registered post. This letter will request parents/guardians to attend a meeting within 5 days (day 15).

- ✓ Failure by Parents/Guardians to attend the first meeting will result in another meeting request in a further 5 days (Day 20).
- ✓ Failure to comply with second meeting request will result in the school following prosecution protocol and completing CQ-RET processes

Lateness: Students who are late for school are to report to the Office for a Late Pass. Issues of persistent lateness will be addressed by the leadership team under the guidelines of the student code of conduct.

Part-day absences: Students who need to leave school early require parent permission and notification to school administration. School administration can be notified via phone, email or written letter. The student is required to sign out at the main office prior to departure.

SBT/SBA: If students who have undertaken a SBT/SBA are absent from their from of work their designated workday, students must notify employer and the school of this absence. If days of work are altered, consultation must occur with HOD.

Leaving the School Grounds: Students may not leave the school grounds unless they have signed out at the Office.

Permission can be granted to leave the school grounds for the following reasons:
A student becomes ill and a parent has been contacted to make arrangement for the student to go home. (Secondary students are to report to F Block at which point parental contact will be made)

If a Parent/Guardian has an important reason to take student from the grounds.
School sport, cultural or musical activities.



Curriculum, teaching
and learning is our
priority, using the latest
pedagogical practices.

For our students to have the best education possible, it requires the best teaching and learning techniques, utilising the latest research in pedagogical practices partnered with the most up to date contextualised curriculum.

OUR CURRICULUM

Barcaldine State School implements the Australian Curriculum from Prep to Year 10. Parents and carers can access the Australian Curriculum documentation at:

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

Teachers plan collaboratively to deliver contextualised, connected curriculum experiences. In primary, most classes deliver the curriculum in multi-age class structures.

The learning areas in are:

- ✓ English
- ✓ Maths
- ✓ Science
- ✓ Humanities and social science
- ✓ Technology – Digital and Design
- ✓ The Arts
- ✓ Health and Physical Education
- ✓ Languages (French from years five to eight)

Students are provided with the marking guides for assessment tasks across all learning areas. Teachers backward map from the assessment task to plan the teaching and learning sequence, referring to the content descriptions and elaborations in the P-10 Australian Curriculum. Barcaldine promotes visible learning, using learning walls and visible scaffolding to support learners in the classroom environment.



Teachers plan to make learning engaging, fun and hands on for learners. Intentional use of IT is incorporated into the sequence of learning episodes and the school has drones, iPads and robotics equipment.

An instrumental orchestral music program is available to learners from year 4. The program offers brass, woodwind and percussion instruments. The classroom music program offers opportunities for learners to play instruments which are out of scope for instrumental music including guitar, recorder and tambourines.

Specialist teachers in the secondary sector enhance the arts curriculum in the primary years. Local connections are fostered with community sporting groups and students enjoy playing tennis, netball, football, athletics and swimming.

The senior secondary curriculum offers both ATAR subjects and vocational pathways. Students work with the HOD of Curriculum to make discerning choices about their subjects. Year 10 students (compulsory education stage) remain at school until they turn 16 years of age or finish year 10. This period is followed by a post-compulsory participation stage beyond year 10 where students are required to participate in education and training for a further two years or:

- ✓ Until they have gained a Qld Certificate of Education or
- ✓ Until they have gained a Cert III vocational qualification or
- ✓ Until they turn 17.

Alternatively, after completing their compulsory schooling phase, young people are able to enter the workforce, provided they are in paid work for at least 25 hours a week. It is expected that all students

will choose an educational program which will allow them to attend a Queensland Certificate of Education upon completion of year 12.

We monitor our students carefully throughout the year 10-12 period, to ensure students are tracking to exit with either an ATAR or a nationally recognised vocational certificate. SET (Senior Education and Training) plans document progress and planning.

ADDITIONAL PROGRAMS TO ENGAGE LEARNERS

Barcaldine engages with external providers and community groups to provide rich, connected curriculum which benefits our learners. We offer students a camp program to North Keppel Island Environmental Education Centre in year 6 and a Brisbane work experience program in year 11. Year 10 students have the option of attending CQU (Rockhampton) Future Pathways 2day Campus program and all students access a week of work experience in our local community



REVISION AND STUDY SKILLS

In the primary context, we encourage students to read every night to develop their literacy skills, and build decoding, fluency and reading comprehension. We also encourage parents to consolidate spelling and number facts with learners in everyday tasks.

In the secondary context, we are transitioning from a traditional approach to homework to a focus on retrieval and interleaving. Students are taught study skills to help prepare them for external exams and school-based assessment. 'The Weekly' which is emailed home at the beginning of every week and shared on our FaceBook page highlights various skills that families can provide at home to consolidate what has been learnt throughout the day.

HOME AND SCHOOL COMMUNICATION

In the event that you have a concern which you would like to discuss or any other matter which needs to be communicated to us, the following options are offered:

- ☐ write a note/email to your child's teacher, or if a more serious matter, to the Principal, Deputy Principal or Head of Department.
- ☐ phone 4651 5333 to make an appointment with the Principal, Deputy Principal or Head of Department or the classroom teacher.
- ☐ contact leadership directly
 - o Principal - 0477 371 830
 - o Deputy Principal - 0436 605 668
 - o Head of Department - 0467 726 859
 - o Head of Special Education Services - 0477 366 702

Unless an emergency, teachers will not be asked to leave classrooms to answer a telephone call.

Parents/Carers need to provide the school with an update of information if there are any changes in phone numbers, address, health details, custody rights, etc.

Regular newsletters are forwarded home via email (the preferred method) or handed to the oldest student in a family if email is not accessible. This is our main form of communication to the home and general school community. The newsletter features:

- ✓ Principal's News
- ✓ School News
- ✓ P & C News
- ✓ Community Connections
- ✓ Calendar of Events

Letters of advice and/or classroom news from classroom teachers re: forthcoming excursions, requisite needs, learning focus etc., will be emailed to families. A 'What's Happening' calendar is published in the first week of every term to detail all significant dates and events.

The school magazine (issued late in the year) provides the school community with an entertaining and informative publication of the events and personalities that make up the school year.

Awards Night, held during Term 4, also communicates a great deal about the achievements of the school's clientele.

The School Annual Report and Annual Improvement Plan is a mandatory document presented to the community by the Principal. It contains details of academic, financial and resource issues pertaining to Barcaldine Prep – 12 State School.

The document provides an overview of achievements in the current year and a plan of operation for the following year. The School Annual Report is published on our website. Student progress is reported to parents in the following ways:

- ✓ Semester reports are issued via email at the end of each semester.

Parent Teacher interviews are organised Week 5 of every term. Details regarding appointments is communicated to families and organised through the office. However, if at any time parents wish to communicate their concerns or discuss their child's progress, they can make arrangements via the Classroom Teacher and/or Principal/Deputy Principal by telephone or in writing.

We would encourage regular contact with classroom teachers who will be happy to provide you with an update on students' progress. Please make appointments with teachers which minimise disruption to class teaching and learning.

Matters of a serious disciplinary nature will be conveyed to parents/carers immediately.

See-Saw is used as part of the parent/teacher communication options in some sectors of the school but is not universally provided. Class teachers will inform families if they use this platform and what is required to connect.



TRANSPORT TO AND FROM SCHOOL

Students come to school via a variety of forms depending on their circumstances. Common transport modes include bikes, scooters, walking, car drop off and buses for students who live

outside of Barcaldine township. For secondary students who have licences, vehicle parking is provided at the secondary end of the campus, outside of the school perimeter gates.

STUDENT SUPPORT SERVICES

Guidance Officer

Our Guidance Officer visits students and our school on a regular basis.

The Guidance Officer has four main areas of responsibility. These are not discrete areas, but overlap each other. They are:

- ❑ Career Counselling
 - to assist students to understand the world of work.
 - to assist students to be aware of the career options available to them.
 - to help students make realistic career decisions.
 - to help students understand themselves in relation to the world of work.
- ❑ Educational Counselling

Throughout their time at school, students need to make decisions on the appropriate educational direction to take. This involves selecting appropriate subjects and being aware of post school options (TAFE, Tertiary). The guidance officer is also able to provide information and advice on other forms of education, such as correspondence studies, and ways of upgrading students' education.
- ❑ Personal Counselling

Some students have difficulty coping with the aspects of school and out of school life. The teenage years can be a stressful time, where students need assistance to successfully adjust to the many expectations planned for them by the school teachers, parents and friends. The guidance officer can assist students to cope better with these pressures.
- ❑ Educational/Psychological Testing

Some students during their schooling may need additional help with their schoolwork which is provided by the school. If for whatever reason this assistance proves to be unsuccessful, then it may be necessary to administer more formal testing. The guidance officer has been trained to administer and interpret these results so that a clearer picture is provided about the needs of the child.

If a student, parent, or community member requires assistance with the above concerns, please contact the school (46515333) and make an appointment. The work of the Guidance Officer is only undertaken when the school has the permission of the student's parent / guardian.

School Based Youth Health Nurse

The School Based Youth Health Nurse visits the school one day per week to work with Secondary students. Students can self-refer via an appointment book located in the Secondary School. Teachers may also suggest to students that the nurse is available for their use.

In a confidential service, students may seek advice and further information from the School Based Health Nurse on issues relating to health and hygiene, relationships (family and peers), drug and alcohol consumption.

The employment of the School Based Youth Health Nurse is a joint initiative of The Department of Education and Queensland Health.

Chaplain

Working alongside other caring professionals, SU Qld Chaplains care for young people's spiritual and emotional needs through pastoral care, activity programs, community outreach and adventure-based learning. Our school has the services of a part time chaplain who is managed by a local consultative committee with representation from churches, staff and parents.

Outback Futures

Outback Futures is a not for profit organisation providing supportive services for students in outback areas. OF visits in terms 1 and 3 each year for a week-long period. Follow up sessions are based on student need. Services include speech therapists, guidance officers, psychologists, literacy learning support and occupational therapists.

Royal Flying Doctors Service (RFDS)

This visiting service operates on a referral basis and provides mental health and psychologist support.

Child Youth and Mental Health

This visiting service operates on a referral basis and provides mental health and psychologist support staff from Longreach to support individual students.

Other Education Queensland Support Services

Visiting specialists are available for consultation on request. Cases are prioritised across the region, and where possible support is provided by:

- Speech Language Pathologist
- Occupational Therapist
- Physiotherapist
- Advisory Visiting Teacher



UNIFORM

A student dress code consists of an agreed standard and items of clothing, which may or may not, include a school uniform that State school students wear when:

- ✓ Attending or representing their school
- ✓ Travelling to and from school, and
- ✓ Engaging in school activities outside of school hours

Student dress codes provide clothing that aims to contribute to a safe and supportive teaching and learning environment through:

- ✓ Ready identification of students and non-students at school
- ✓ Fostering a sense of belonging, and
- ✓ Developing mutual respect by minimising visible evidence of economic or social differences.

At Barcaldine Prep-12 State School the wearing of the correct uniform is compulsory, as it is an important factor in developing self-respect and a sense of responsibility in the individual student. Wearing the school uniform fosters good tone and pride in the school community and the development of the school's traditions.

Responsible students will be well groomed at all times. Long hair is a risk element in practical subjects such as Art, Science, Industrial Technology and Design and Food and Fibre, and must be suitably restrained.

The school uniform does not include jewellery, except for the school badge, a watch and plain stud earrings or sleepers and no visible body jewellery. Parents requesting a variation to this are to provide a note to the Principal stating a request for alteration to the school uniform. Jewellery, other than that stipulated above and including body piercing or tattoos, may contravene relevant Workplace Health and Safety guidelines and should not be worn at school.

As part of the school's 'sun safe' strategy a wide brimmed hat is mandatory for students when they are not in a covered area. This includes planned sporting activities, lunch time play and any excursions out of the school. We also strongly encourage students to wear their hat to and from school each day.

For sun safety reasons it is compulsory for students in state schools to wear sunshirts or T-shirts during school water-based activities.

Parents and students are requested to ensure that all personal property and clothing is clearly marked with the student's name.

Only clear nail polish is permitted.

Precise Uniform Details

- ✓ Green/Gold Polo Shirt with school emblem
- ✓ Black Ruggers/Poly Cotton shorts, tailored shorts and/or skorts
- ✓ Bottle green/black wide brimmed hat or school logo hat which is available for purchase through P&C
- ✓ Black tracksuit pants/leggings in winter
- ✓ Bottle green or black jumpers in winter
- ✓ Plain white standard socks, not ankle socks
- ✓ Plain black shoes (white soles only are permitted)

Students are required to wear closed in shoes at all times due to Workplace Health and Safety regulations.

In Secondary, appropriate black footwear is leather, as this is a requirement for practical subjects such as INTAD, Home Economics, Art, Science and Agriculture.

Hair should be of a natural colour. Accessories are to be dark in colour, preferably black or dark green and should not detract from the overall presentation of the school uniform. It is preferable that elaborate fashion items (head wear) are not worn to school.

Uniform Purchasing

Uniforms are available to purchase from:

Rooney's Stock Camp and Saddlery, 20 Beech
Street, Barcaldine
Phone/ Fax: 4651 2255

School hats are available to purchase from the main office through the P&C.



P&C ASSOCIATION

The P&C Association meets one Monday of each month at 5.15pm in the Staffroom of the Administration Block. This is an opportunity for all to be involved in the enhancement of our students' education and the school's facilities. Dates are advertised in the 'What's Happening' calendar and through Facebook.

Please consider your role in this regard and attend our P&C meetings. Your support and interest in our school is greatly appreciated.

TUCKSHOP

The school and P&C no longer offer tuckshop services and at this point in time are waiting to transition to a new system. More information will be provided in the near future.

EMERGENCY PROCEDURES

The school has an established lock down and evacuation drill procedure and students are provided with opportunities to participate in drills throughout the school year. In the event of a drill or an emergent situation, the fire drill procedure signal is a long electronic siren continuous in nature. Students will be escorted by staff members to the assembly area which is delineated on maps around the school. The lock down procedure is an intermittent electronic siren – short sharp sounds. In drill situations, parents and caregivers are advised of the drill status via Facebook.

The school has a School Emergency Response Plan for responding to any emergent situations.

HEALTH AND SAFETY

Accidents

Minor accidents will be treated at school - first aid kits are on hand to treat minor bumps, abrasions and cuts.

In the case of more serious accidents or illness, a parent will be notified as soon as possible (or in your absence, another person as indicated at your request when you completed enrolment details). In an emergency situation, the ambulance will be contacted immediately in the best interest of your child.

Schools are required to complete an Accident Report form for any student or staff member, in cases where circumstances have caused any injury. Should the accident result in an overnight stay (or longer) in hospital, the school is obligated to advise Central Office.

Medication

It is not permitted for teachers to administer medication to students, be it prescribed or simply non-prescribed, eg. Analgesics, without WRITTEN permission from the student's parent or guardian and an official medication form is completed.

Such written permission MUST include instructions regarding dosage quantity and regularity.

A form for this purpose is included as an Appendix to this Handbook. Extra copies of this form are available from the School Office.

Office Staff keep a register of medication administration.

Teachers or office staff cannot administer medication unless these requirements are met.

Please refer to Qld Health's Time Out Poster for exclusion period for transmissible diseases/conditions.
https://www.health.qld.gov.au/__data/assets/pdf_file/0022/426820/timeout_poster.pdf

The procedures for asthmatic students are as follows:

- i. Parents/caregivers provide permission for students to administer their own medication as deemed necessary by the student. An Asthma Health Management Plan from the doctor is also encouraged for students with severe cases of asthma.
- ii. Students are responsible for their inhalers at all times.
- iii. Students will have ready access to their inhalers and spacers as required.

Emergency inhalers are available from the first-aid room/office. Where applicable, parents should provide the school with the child's Asthma Management Plan.