



# Parent Information Handbook

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An **ENRICHED** Education For ALL



ACHIEVEMENT

**Phone: 3400 2333**

**Fax: 3400 2300**

**Address: 31 - 63 First Avenue, Bribie Island 4507**

**Email: [admin@bribisclass.eq.edu.au](mailto:admin@bribisclass.eq.edu.au)**

**Website: [www.bribisclass.eq.edu.au](http://www.bribisclass.eq.edu.au)**

# TABLE OF CONTENTS

	Page		
<b>1.0</b>		<b>Introduction</b>	
	3	1.1 School Contacts	
<b>2.0</b>		<b>School Leadership</b>	
	4	2.1 Members of the Leadership Team	
	5	2.2 Our Purpose	
		2.3 School Motto	
		2.4 School Values	
		2.5 School Priority Areas	
	6	2.6 Early Education in Queensland	
<b>3.0</b>		<b>School Routines</b>	
	6	3.1 School Hours	
	7	3.2 Staff Badges	
		3.3 Visitors to School	
		3.4 Late Arrival of Pupils	
		3.5 Leaving the School Grounds	
		3.6 Enrolment	
	8	3.7 Transfers	
		3.8 Newsletters	
		3.9 Telephone Calls	
		3.10 Appointments	
		3.11 Emergency Record Cards	
		3.12 Progress Reporting	
		3.13 Religious Instruction	
	9	3.14 School Banking	
		3.15 Lost Property	
		3.16 Classroom Prerequisites	
		3.17 Excursion	
	10	3.18 Refund Guidelines	
	11	3.19 Performances	
		3.20 Sport	
		3.21 Sporting House Teams	
		3.22 Swimming	
	12	3.23 Homework	
		3.24 School Buses	
		3.25 Crossing Supervisors	
		3.26 School Assemblies	
		3.27 Student Council	
		3.28 School Photos	
		3.29 Managing Student Behaviour	
		3.30 Evacuation	
		3.31 Trespassing/Security	
	13	3.32 Donations	
		3.33 Money Collections	
		3.34 Parent Sessions	
		3.35 Smoking on the School Premises	
		3.36 Mobile Phone Policy	
		3.37 Partners For Success	
<b>4.0</b>		<b>Resources/Resource Personnel</b>	
		4.1 Our community and neighbours	14
		4.2 Library	
		4.3 Book Club	
		4.4 Music	
		4.5 Support Services	15
		4.6 Support a Reader/Support a Writer	
		4.7 Adopt-A-Cop	
		4.8 Enrichment Programs	
		4.9 Out of School Hours care	
<b>5.0</b>		<b>School Health</b>	16
		5.1 Illness	
		5.2 Injury	
		5.3 Medication	
		5.4 School Dental Clinic	
		5.5 Infectious Diseases	
		5.6 Head Lice	18
		5.7 Bicycle Safety	
<b>6.0</b>		<b>Opportunities for Parents/Guardian to Participate in School Life</b>	18
		6.1 Parents & Citizens Association	
		6.2 Tuckshop	19
		6.3 Voluntary Helpers	
		6.4 Meetings	
		6.5 Use of Facilities	
		6.6 Tennis Court	
		6.7 Community Support Agencies	20
<b>7.0</b>		<b>Dress Code</b>	20
		General Policy	
		Uniform Details	
		Consequences	21

## 1.0 Introduction

Thank you for considering Bribie Island State School as the school for your child/children. We have built a well-earned reputation as a school of quality. Staff members are enthusiastic, highly skilled and dedicated to building a healthy, vibrant community of which we can all be proud. Parents take an active interest in their children's education and participate in the school's development in many ways.

Students are the most important people at Bribie Island State School. We seek to develop personal strengths and talents through dynamic learning programs that support children's intellectual, social, physical, cultural and spiritual development.

At Bribie Island State School we aim to provide **"An Enriched Education For All"**. When making decisions at our school we keep this belief at the forefront of our minds. Our mission at Bribie Island State School is "To create a community of life-long learners". This means that we strive to reinforce the importance of learning for our students, our staff and our parents.

We provide the individual care and attention required for children to achieve at their highest possible level. At Bribie Island State School you will see:

- A school guided by clear values.
- Relevant, challenging and purposeful teaching and learning.
- Programs that are outcomes focused.
- Student leadership programs to develop confidence and personal responsibility.
- A broad range of subjects including English, Mathematics, Technology, Science, History, Art, Music, Languages other than English, Health and Physical Education and Religious Education.
- Enrichment programs to develop children's thinking and problem-solving skills.
- Regular Staff Professional Development to ensure current teaching strategies and pedagogy.
- A focus on respect, rights, responsibility, care and consideration.
- Ongoing celebration of achievement, quality, excellence, effort, personal bests and improvement.
- Staff, children, parents and our local community working together.
- Some combined classes and some regular grade classes.

## 1.1

### School Contact Details

Main Office:	07 3400 2333	Tuckshop:	07 3400 2337
Parent Room/Uniform shop:	07 3400 2307	School Fax:	07 3400 2300
Student Absence Line:	07 3400 2366		
Email:	<a href="mailto:admin@bribislass.eq.edu.au">admin@bribislass.eq.edu.au</a>		
Website:	<a href="http://www.bribislass.eq.edu.au">www.bribislass.eq.edu.au</a>		
Facebook:	<a href="https://www.facebook.com/BribieIslandStateSchool">https://www.facebook.com/BribieIslandStateSchool</a>		
Twitter:	<a href="https://twitter.com/BribieIslandSS">https://twitter.com/BribieIslandSS</a>		

Also download the QSchool app.

The school telephone is attended between 8:30am and 3:30pm each day and messages for individual teachers or children can be left during this time. Teachers will return all calls at their earliest opportunity.



## 2.0 School Leadership

### 2.1 Members of the Leadership Team

Among a range of duties core roles of the leadership team include the following

#### Principal:

##### **Mr Paul Pickering**

Mr Pickering is responsible for the overall leadership, development and management of the school, its programmes, resources and the supervision of staff.

#### Deputy Principal

##### **Mrs Simone Woodham**

Mrs Woodham is the leader of behaviour management in the school. She also leads our Student Support team. Line managing Year 2, Chaplain and Specialist Teachers.

#### Head of Curriculum

##### **Mrs Karena Aczel**

Mrs Aczel facilitates the development of school curriculum and works with teachers to implement curriculum plans in the classroom. She also leads our Professional Development activities. Line managing STLaN, Year3 and Year 4 Teachers.

#### Guidance Officer

##### **Mr Angus McGarva**

Mr McGarva is responsible for student, staff and parent welfare. His role is to develop proactive support programs. Mr McGarva is available for appointment at our school on Wednesday, Thursday and alternate Friday's. Appointments can be made at the School office.

#### Chaplain

##### **Mr Ken Piva**

Mr Piva offers a pastoral care service supporting the wellbeing and spirituality of our school community. Mr Piva is at our school on Monday - Thursday.

#### Business Services Manager

##### **Mrs Christine Cole**

Mrs Cole is responsible for the supervision of the office and non teaching staff. Mrs Cole also shares responsibility for managing the school's finances and facilities with the Principal.

#### Head of Special Education Services

##### **Mrs Robyn Brown**

Mrs Brown manages all aspects of support for our Students with Disabilities and Special Needs. Mrs Brown manages the 'HIVE' and 'Honey Pot' and Line manages Year 5 Teachers also.

#### Master Teacher

##### **Mrs Rachel Roebuck**

Mrs Roebuck works in a coaching role with teachers and drives our pedagogical framework. She also leads our Soar into Bribie and Prep Transition programs. Line manages Prep and Year 1 Teachers.

#### Support Teacher Literacy Numeracy

##### **Mrs Allison Lutton**

Mrs Lutton works strongly with our students with learning needs and with teachers to deliver differentiated learning opportunities for students. Line manages Year 6 Teachers.

## 2.2 Our Purpose

**To create a community of successful life-long learners.**

## **2.3 Our Motto An Enriched Education For All**

## **2.4 School Values** COURAGE, GROWTH, ACHIEVEMENT

## **2.5 School Priority Areas**

Bribie Island State School has made a commitment to the following areas for 2016:

- English
- Maths
- Science
- History
- Geography
- Health and Physical Education
- ICT
- The Arts
- Enrichment including Gifted and Talented Education

**Literacy** – Bribie Island State School has made a commitment to ensure the development and delivery of quality literacy programs in line with Education Queensland Guidelines. At our school we have a Literacy Coach, who works in-class with teachers, to support student learning.

**Numeracy** – Bribie Island State School has a strong focus on numeracy, and numeracy teaching to ensure our students are transferring classroom mathematics learning into 'real world' situations. Our school has made a commitment to providing students with quality hands-on experiences and resources to allow for rich mathematical experiences.

**Information and Communication Technology** – Bribie Island State School is committed to providing students with access to current technology. We have many interactive white boards. Computers have been organised as an integral element of the classroom. All of our classrooms have access to networked computers and these are used as a strategy for learning across the curriculum. The model of 'computers within classrooms' provides regular, flexible access for whole class, small group and individual usage promoting integration of computer-based activities with other class activities.

School programs create a framework for the development of skills and competencies from Prep to Year 7. Due to the changing nature of technology, the programs are continuously monitored and adjusted. Teachers undertake yearly professional development workshops to keep abreast of these changes.

**Arts and Technology** – Through our Arts and Technology building, students participate in activities such as visual arts, cooking, sewing, manual arts, construction, dance and drama performances.

### **Brain Based Learning –**

Teachers at Bribie School recognise that Brain Gym exercises help to manage the attention of the class as physical movement can enhance students' learning. Children are not good at sitting for long periods of time, nor should they have to. A well-chosen brain gym exercise can help them stretch, develop flexibility and be more alert for the learning, which is to come.

Physical movement increases the oxygen in the blood stream and leads to improved concentration. In addition, adding a movement or physical action to a learning point will help recall. Brain Gym can be used to energise or relax the class, to enhance fine and large motor movement, improve co-ordination and link to learning. A teacher might use a brain break in numeracy activities to help children remember the shapes of numbers, or practise mental arithmetic or to rehearse formulae in a distinctive way.

In Literacy it can be used to improve handwriting, awareness of shapes of letters and spelling. An example of a Brain Break movement:

With your forefinger and thumb of each hand pinched together, extend your hands out in front of your face and trace large circles in the same direction. Keep your lips and teeth together. Now trace the circles in the other direction. Now try with one hand going clockwise and the other anti-clockwise. Swap again.

### **Brain Break**

All classes participate in Brain Break around 10:00 am each day for approximately 10 minutes. During this time the students eat brain food, drink water and stretch their legs and brain. This aids students to increase their learning for the rest of the day. Please make sure brain break food is limited to correct foods—nuts, dried foods, vegetables and water.

### **Curriculum Framework**

Bribie Island State School's curriculum focuses on each child's educational needs, catering to all learning styles and abilities.

Curriculum focus areas at our school are English, Mathematics and Science. Other KLA (Key Learning Areas) are The Arts (with a focus on Music), History, Health and Physical Education, LoTE (Language other Than English) and Technology and ICT's (Information, Communication and Technology).

Our Head of Curriculum works alongside teachers in the classroom, to ensure a focus on providing the best learning experiences for all students.

### **School Wide Positive Behaviour –**

The School Wide Positive Behaviour Support (SWPBS) program helps schools to create positive learning environments by developing proactive whole-school systems to define, teach, and support appropriate student behaviours.

Data shows that the program helps reduce problem behaviour and increase academic performance. Principals have also reported decreases in referrals of students to school administrators, allowing this time to be invested into other areas of school business.

Through the program, schools implement evidence-based approaches to managing student behaviour support issues at the local community level. With an emphasis on data-based decision-making, the program is evaluated regularly and practices are adjusted to make sure the process is achieving effective results for schools.

The program was implemented at Bribie State School in 2007. The school has adopted 3 school rules:

- Be Safe
- Be Respectful
- Be an Active Learner

The rules are referred to as 'The 3 Bees' and run alongside the You Can Do It program. The rules are the basis of the Whole School Expectation Matrix that states behavioural expectations for all the settings and areas of the school.



## **2.6 Early Education in Queensland**

A non-compulsory, full-time preparatory year is offered in all state primary schools including Bribie Island State School. To be eligible to enrol your child in the preparatory year, children must **be 5 by 30 June** in the year they begin prep. Also **all children enrolling in Year 1 must be six by 30 June in that year.**

Please feel free to contact the school should you require further information.

A Pre-Prep Playgroup runs every Monday morning from 9:00am -10:30am

## **3.0 School Routines**

### **3.1 School Hours**

School starts at **8.55am** and concludes at **3pm**.

We would request that children arrive at school no earlier than 8:30am (first bell at 8:45am directs students to class) and prior to the bell at 8:50am to allow time to prepare for lessons commencing at 8:55am.

During lunch breaks, children are under the direct supervision of teachers at all times. Teacher supervision is also provided for children awaiting buses of an afternoon.

**Children should not arrive at school before 8:30am.**

### **School Office Hours**

The school office is attended between 8:30am and 3:30pm.

### **3.2 Staff Badges**

All staff wear a badge for ease of identification by parents, students and other visitors.

### **3.3 Visitors to the School**

- All visitors (classroom helpers, volunteers, workers, tuckshop helpers) must report to the main office on arrival and departure from the school, sign the visitor's book and collect a badge. **Regular helpers/volunteers** must report to the school office on arrival and departure from the school, sign the visitor's book and collect a badge. This does not apply to picking up and dropping off your child in the morning or afternoon.
- Badges will be issued to all visitors. Regular helpers/volunteers will be issued with an ongoing Volunteer badge. Casual visitors will be issued with a temporary visitor's badge. All visitors (including helpers in the Prep classrooms) are required to sign in and out each day in the office, and to wear a badge, for both security and insurance purposes.
- Parade: Visitors attending parade will be exempt from the above process.
- Students are asked to avoid any person not wearing a badge and to report them immediately to a teacher or the office.
- Staff and parents are encouraged to direct anyone not wearing a badge to the office.

It is a legal requirement for you to **sign in** at the Voluntary/Visitors Register when you arrive at the school and **sign out** when you finish. We ask that all parents/guardians and visitors support these measures in the interest of the safety and security of our children.

### **3.4 Late Arrival of Pupils**

Students who arrive to school after the 8:55am bell are required to report to the office, sign in and receive a late slip, which must be given to the teacher upon arrival at class. Any student who arrives late to class without a late slip will be redirected to the office.

### **3.5 Leaving the School Grounds**

Having arrived at school in the morning, children are **not** permitted to leave the school grounds until they are dismissed at 3:00pm. Exceptions can only be made as a result of the parent/caregivers coming to the front counter in the Administration Block and specifically requesting their child to be released early for dental or a medical appointment. Parents should not attend classes during school hours to collect their children. Office staff will contact classes and have students sent up to the office.

### **3.6 Enrolment**

To enrol a child, parents and caregivers are provided with an enrolment package. The enrolment package includes information about the school's enrolment agreement, Responsible Behaviour Plan, Dress Code, School Handbook, and Consumables.

Parents or carers complete an application for enrolment, and must provide the following information

- Proof of date of birth (birth certificate, transfer certificate)
- Proof of parent identity (eg driver's licence, medicare card, welfare card)
- Proof of residency
  - for Australian residents – rates notice, utility bill, rental receipt
  - for non-Australian residents - passport and visa
- Transfer Note if available from previous school

An appointment will then be made for an enrolment interview with the Principal/ Deputy Principal.

As Bribie Island State School is an enrolment managed school, students who live outside the Enrolment Management Boundary will be placed on a waiting list for possible placement. Approval is based on specific criteria. A copy of the Enrolment Management Plan is available upon request.

### 3.7 Transfers

A School Transfer Certificate is required when a child transfers from one school to another. These are obtainable at the school office upon request. A few days notice is appreciated. If your child is transferring, please see that schoolbooks, library books and other property are returned to the class teacher.

### 3.8 Newsletters

In order to keep parents informed of school activities, newsletters are issued every fortnight. Every second Thursday we email parents a copy of the current issue. Only limited amounts of printed newsletters will be made and these are available through the office. Please ensure your email address is current so we can include you in our mail list.

To subscribe to our school newsletter please log onto our website: [www.bribislass.eq.edu.au](http://www.bribislass.eq.edu.au) and go to the **quick links** to our **Schoolzine newsletter** and go to the **subscribe tab** on the left hand side to subscribe.

### 3.9 Telephone Calls

Main Office:	07 3400 2333	Tuckshop:	07 3400 2364
Parent Room/Uniform shop:	07 3400 2308	School Fax:	07 3400 2300
Student Absence Line:	07 3400 2366		

**Messages to Students in the afternoon.** It would be appreciated if parents could finalise pick up details with their children before school. We understand that emergency situations do arise, but it is sometimes difficult to locate classes and students who may be out on the oval or doing a class activity other than in the classroom, especially near the end of the day.

Whilst every effort is made to ensure the delivery of messages at this time of day, delivery cannot be guaranteed.

### 3.10 Appointments

Parents are welcome to discuss children's issues or other school matters with members of the administration team or class teachers. It is requested that appointments be made for this purpose so that a convenient time can be selected. It is not possible to make appointments to see class teachers during teaching time. Similarly, arrival within class time to have a discussion with teachers is disruptive to the teaching and learning and is not in the best interests of all children. Please phone the school to organise a convenient time.

### 3.11 Emergency Record Cards

Upon enrolment, the school prepares an Emergency Record Card from information gathered from the Enrolment Form that is completed by parents. It is the responsibility of the parents to advise the school should there be any change in these particulars, e.g. changes of address, place of employment, emergency contacts, telephone numbers etc. This information is of the utmost importance in the case of accident or sickness. Please advise the school by phone or written note should any such change occur.

### 3.12 Progress Reporting

Written Report Cards are issued and parent/teacher conferences are offered twice a year. School Reporting includes student progress on the developmental continua and Year 2 Net in the lower grades and also on the Year 3 and 5 NAPLAN tests and Year 4 and 6 QCATS.

### 3.13 Religious Instruction

Religious instruction (RI) is offered at the school and is conducted according to the following timetable.



TIME	MONDAY					FRIDAY
9:00-10:00						6C + 6D 1hr
10:00-11:00						6A + 6B 1hr
11:00-11:45	<b>FIRST BREAK</b>					
12:30-1:00	1A + 1B	2A + 2B	3A + 3B	4A + 4B	5C	
1:00-1:30					5D	
1:30-2:00	<b>SECOND BREAK</b>					
2:00-2:30	1C + Yr 1's from P/1A	2C + 2D	3C + 3D	4C + 4D	5B	
2:30-3:00					5A	

Group/s that provide/s religious instructors to deliver an authorised program is/are listed below:

Arrangements for program	Participating Faith Groups	Name of authorized program
Cooperative Program	* Baptist	Christian Religious Education Program
	* Catholic	Sunshine Coast
	* Anglican	Connect program

Parents of child/ren participating in these programs will be advised if a faith group requires funds to cover the expense of materials used in RI.

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

**Note:** *This information remains operational unless the parent informs the school otherwise in writing.*

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

- personal research and/or assignments
- revision of class work such as creative writing or literacy and/or numeracy activities which could include online programs currently accessed by students (i.e. [Mathletics](#), [Reading Eggs](#))
- wider reading such as independent reading appropriate to the student

Parents will be advised of any changes to the RI and other instruction programs to ensure they are able to make an informed decision on their child's participation.

### 3.14 School Banking

A school student banking service operates in conjunction with the Commonwealth Bank. Banking is conducted at the School each Wednesday morning and deposits are accepted on this day only. Our P & C volunteers process the deposits and in return the Bank pays commission to the P & C Association. Every encouragement is given to have students deposit each week to develop a habit of saving and enhance P & C funds.

### 3.15 Lost Property

Lost property is held at the school, whilst every effort is made to return lost property to its rightful owner, it would assist greatly if parents could ensure that all belongings are named.

Lost property is displayed for claiming at regular intervals throughout the year. Parents are asked to check regularly.

### 3.16 Classroom Requisites

#### Prep – Year 6

Each year the school will provide a booklist recommending to parents items their child will require. Local newsagents work with the school to meet booklist requirements. It is the parents responsibility to provide these items.

### 3.17 Excursions

Educational trips which broaden the educational experiences of the children are encouraged by the school. Such trips are closely associated with regular classroom instruction and programs; and utilise the community and regional resources as part of the curriculum. Trips are well planned, supervised and conducted on efficiently operated buses. As such, all pupils are encouraged to participate in these excursions. Parents will be advised of full details regarding itinerary, program and costing of each excursion planned for respective classes. Parents, if attending, are required to be actively involved in supervising children on a voluntary basis. Often parents are required to travel separately in private cars.

Costs of excursions include bus, any entry fees, supervision, photographs (for use in learning experiences).

**Suspended students are eligible for excursions and camps.**

**Please be aware that due to the major logistics involved in excursions late payments, after the due date will not be accepted unless approved by the Principal.**

### **Risk Management**

In the planning of any curriculum activity whether it is an 'at school' or 'out of school' activity such as an excursion, the risk management process is an integral part of that planning.

The Administration Team and staff carefully consider the health and safety requirements that apply to a particular activity in view of any potential risks to student/staff safety and devise appropriate procedures to minimise these risks.

Potential hazards may take the form of objects or equipment, activities or the environment. The following factors are considered in the risk assessment process:

- a. the appreciation of the activity to the students
- b. the teachers'/leaders' qualifications
- c. the physical environment for the activity; and
- d. the ratio of student to teachers/adults.

It is hoped that by following such procedures the potential for accidents or harm will be kept to a bare minimum.

## **3.18 Refund Guidelines for Excursions and Camps**

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

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

State schools are able to charge a fee for:

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

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

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

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

As the school budget cannot meet any shortfalls in funding for an excursion or camp due to the subsequent non-participation of a student who had previously indicated attendance of the activity, fees already paid for an excursion or school camp may be refunded in full or in part or not at all, having regard to the associated expenses incurred and the circumstances of the non-participation.

If a parent/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.

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

Department of Education and Training policy references:

Education (General Provisions) Act 2006

SCM-PR-002: School Excursions

FNM-PR-019: State Education Fees

### **3.19 Performances**

Throughout the year, various groups will be invited to the school to perform. The performances will be chosen on the basis of integration with school curriculum.

Information and notice of the performance will be given in advance in the school Newsletter.

### **3.20 Sport**

The school is fortunate in having spacious grounds, which include two full size ovals incorporating a cricket pitch, two soccer fields, a football field, netball and two basketball courts and sports hall. A tennis court is also available for private use. Enquiries for hire may be made at the school office.

At the Inter-School level, Year 5-6 children compete in the following sports:

**Winter** Rugby League, Soccer, Netball, Touch Football

Social Sports and Elective Activities are offered to those children who do not wish to play inter-school sport.

A highlight of the inter-house calendar is the Inter-House Athletics Carnival.

Pupils showing particular aptitude at a sport are encouraged to further their skills at a district, regional and hopefully state level.

A physical education teacher is attached to the staff and all children receive tuition in skill development on a weekly basis.

#### **Insurance coverage in school sport**

Parents are advised that the Department does not have Personal Accident Insurance cover for students. Physical Education, particularly contact sports, carries inherent risks of injury. It is a personal decision for parents as to the type and level of private insurance they arrange to cover students for any accidental injury that may occur.

### **3.21 Sporting House Teams**

Upon enrolment pupils are allocated to one of our four house teams:

<b>Kookaburras</b>	<b>(blue)</b>	<b>Emus</b>	<b>(yellow)</b>
<b>Lorikeets</b>	<b>(green)</b>	<b>Pelicans</b>	<b>(red)</b>



Students are encouraged to wear house colours on sports day. Once a child is allocated to a house he/she remains in that team for the duration of his/her stay at the school. We endeavour to have all family members allocated to the same house.

### **3.22 Swimming**

All pupils in years 1-6 receive swimming instruction as part of the school's physical education program. Specialists appointed by the local Aquatic Centre in conjunction with the physical education specialist take lessons. Education Queensland requires appropriate swimming costumes for all students, preferring girls to wear a one-piece suit. Education Queensland's Sun Safety Strategy states it is compulsory for primary school children in state schools to wear sun shirts or T-shirts during school water-based activities. As part of our school Sun Safety Strategy, we provide a broad-spectrum, water-resistant sunscreen of SPF 30 for students to apply on uncovered areas of the skin such as the face and back of the hands when they are outdoors. Please ensure you notify the school and your child's teacher if your child has medical reasons for not following this strategy.

### **3.23 Homework**

Homework is a valuable part of education as it both reinforces work taught at school and keeps parents/caregivers informed of work done in class.

Please contact your child's teacher and/or the office, if regular homework is not being completed.

### **3.24 School Buses**

School bus services on the island are operated by Bribie Island Coaches, Ph 07 3408 2562. Precise routes and fare details are available from the operators.

### **3.25 Crossing Supervisors**

The school is indeed fortunate to have the services of Crossing Supervisors, thus allowing pupils to safely cross the roads adjacent to the school. Supervisors are located at the First Avenue and Foley Street pedestrian crossings both before and after school. Please encourage your children to obey signs, follow directions and walk their bike across the crossing.

We also seek the cooperation of parents who drive children by observing the "No Standing" signs outside the school, particularly those near the pedestrian crossings.

**NO PARKING IN THE BUS DROP-OFF ZONE IN FRONT OF THE SCHOOL.**

### **3.26 School Assemblies**

School assemblies are held regularly for various sections of the school. Encouragement awards are presented at assembly and parents are always welcome to attend these assemblies. Times for our school assemblies are advertised on the front cover of the school newsletter.

### **3.27 Student Council**

A group of students from Years 4-6 are elected annually for a student council. This student body meets regularly with the Principal or Deputy Principal and teachers to give students a forum to express needs and enables students to take part in the government and organisation of the school.

A minor role of the Student Council is to engage in fund raising to benefit the school and a local charity.

### **3.28 School Photos**

Class photographs are taken each year. It is expected that all students will proudly wear their school uniform (as outlined in our school dress code) on this day, and all other days of the year.

### **3.29 Managing Student Behaviour**

Bribie Island State School's School Wide Responsible Behaviour Support Plan has been endorsed by the School P & C and sets out the rights and responsibilities for all of our students and the processes used to

manage and support appropriate behaviour. A copy of this policy is provided upon enrolment and is also available from the office and on the school's website.

### **3.30 Evacuation**

Various alarms on the school's electronic bell system and broadcast systems signal evacuation and lockdown situations. The whole school practises these procedures at regular intervals. A copy of the Critical Incident Plan is available for perusal at the school office, and is displayed beside the entrance of each classroom.

### **3.31 Trespassing / Security**

Being on school property out of school hours without permission constitutes trespassing. Police keep schools under surveillance out of hours and are keen to apprehend trespassers in an attempt to reduce vandalism and wilful damage to school property. Parents are asked to emphasise the above with children so that they do not enter school grounds after school or at weekends. A private security firm with guard dogs patrols the premises out of school hours to enhance the security at the school.

A School Watch program is being implemented and parents and other community members are asked to contact 131 788 to report any concerns they see at the school out of hours.

### **3.32 Donations**

The school can utilise many items, which enhance the programs we offer the children. Many are materials that are usually thrown away:

- cardboard/paper (toilet rolls are NOT permitted)
- material off cuts (timber, cloth, plastic containers etc);
- computer paper (new and used); and
- containers

If you can donate any of these items please give them to your child's teacher.

### **3.33 Money Collections**

It is requested that all monies being sent to school for donations, excursions etc, be forwarded in an envelope or a zip lock bag. Please mark the envelope or zip lock bag with: child's name, class and reason for which the money is being sent. Please include the signed permission note inside the envelope or zip lock bag. It is appreciated that monies be sent to the school **by the due date of the activity**. Children will be issued with a receipt for any payment made to the school. In the case where a refund is due for an activity that has been paid for, please report to the office with the receipt and obtain an Application for Refund form. There are several options on this form on how to claim a refund. A credit will be issued against your child's account unless otherwise requested.

**EFTPOS and BPay facilities are available at the school office.**

### **3.35 Parent Sessions**

Early in each school year, teachers conduct parent sessions to explain policies on homework, class routines etc. Parents are encouraged to take this opportunity to meet class teachers and gain some insight into daily routines, classroom management practices and class programs.

### **3.36 Smoking on the School Premises**

Parents and carers are reminded that under current legislation smoking is **not permitted** in the school grounds.

### **3.37 Mobile Phone Policy**

A reminder that our school policy on student use of mobile phones is as follows:

Students who bring mobile phones to school must hand them in at the office before school and collect them from the office after school. Phones will be stored in a secure place with the owner's name clearly marked. If a student needs to make an emergency phone call during school hours they can do so by contacting the office and using the office phone. The school accepts no liability for the loss of a mobile phone brought to the school.

Phones found in possession of a student will be confiscated and stored at the office for collection at the end of the school day.

### **3.38 Partners for Success**

Bribie Island State School staff ensure Indigenous students and their elders' understand the nature and demands of formal education by providing a curriculum framework which is not culturally resistant.

To reduce over-representation of Aboriginal and Torres Strait Islander '*at risk*' students' four foundations are embedded into the Bribie Island State School curriculum framework.

Indigenous students:

- Become effective learners by developing self-esteem, self-confidence and pride in completing work *when they are given respect.*
- Require their *cultures and relevant implications of those cultures to be given respect.* This is achieved when aspects of their cultures are recognised, supported and integrated into educational practices.
- *Are taught well* when teachers understand a students' background and have developed a relationship of trust, flexibility and concern. Students will develop individual perseverance and problem solving skills when they *are taught well.*
- Develop regular attendance habits and *consistent participation* when supported and encouraged by school staff, elders and other members of the community.

It is important that all students at Bribie Island State School develop an informed understanding of Australia's Indigenous peoples and their cultures, and of the importance of the reconciliation process.

Non-Indigenous cultures represented within the school community are invited to challenge the traditional assumptions about Indigenous cultures.

## **4.0 Resources / Resource Personnel**

### **4.1 Community and Neighbours**

We enjoy great support from all elements of our community. A fine example of our community partnerships is with our neighbours at the Retirement Village, the Council Library and the Seaside Museum. Also a strong partnership exists between Bribie Island State High School and our school.

### **4.2 Library**

Our library is housed in Block E (refer to map). The library is well stocked with a wide variety of resources and staffed by a qualified teacher librarian.

All class groups have a regular assigned library time in which library and study skills along with literature appreciation are taught.

Children from all levels are encouraged to borrow books. Regular borrowing is important to establish good habits with books. The use of a library bag for carrying library books to and from school is encouraged.

### **4.3 Book Club**

Scholastic Booksellers operate Book Club through the school library. The Lucky, Arrow and Star book clubs operate for children in the lower, middle and upper grades respectively. A Newsletter/Order form is issued to pupils on a regular basis and orders can be placed before the closing date of the offer. We recommend this service to you as these books are of good quality and are keenly priced.

### **4.4 Music**

The school is serviced by music teachers. All classes have regular lessons with the relevant music specialist.



A Junior and Senior choir form part of the school music program. These groups aim to achieve excellence and seek performances at community functions, eisteddfods etc.

Our school is also involved in the Departmental Instrumental Music Program, where children have the opportunity of learning a brass, woodwind, percussion or string instrument under the instruction of a visiting teacher employed by Education Queensland. Pupils from years 3 to 6 are eligible to receive tuition in brass (trumpet, trombone, euphonium, and French horn), woodwind (clarinet, flute, and saxophone) and percussion (drums, xylophone etc); while children from years 2 to 6 are eligible to learn string instruments (violin, cello, bass).

Once pupils have mastered the basic skills of their instrument they join the Bribie Island Combined School Band and Junior Orchestra to perform at special functions.

Recruitment sessions (where parents are able to become more familiar with the school policy in relation to these programs) are held annually and are advertised through the school Newsletter.

## **4.5 Support Services**

Learning Support Teachers are based at our school to assist children of all year levels who may be experiencing difficulty with any aspects of school work, particularly language and reading skills.

A Guidance Officer is based at the school for two days a week and is involved in diagnostic assessment of children referred either by class teachers, parents or administration.

Visits are also received by a speech therapist to assess children with speech problems and assist with appropriate Home/School programs.

Children from a non-English speaking background are assisted by a visiting specialist in this field.

Children who have been verified are supported through our Learning Enhancement Centre. These children are integrated into the school community. Learning Enhancement teachers work with general classroom teachers to develop appropriate inclusive programs.

Chaplaincy services are optional programs that may form part of student welfare activities offered in state schools. They are designed to complement schools' guidance and counselling services. A chaplaincy program is provided as a local community initiative to cater for the spiritual, religious and ethical needs of students. Programs show respect for all religious and spiritual beliefs in the community. Student involvement in any activities offered as part of a school's chaplaincy program is voluntary. Our Chaplain is Mr Ken Piva. Ken is in the school from Monday to Friday. The chaplain acts as a positive role model for our students and interacts with students during lunch breaks. They also support our school community members who have experienced recent grief or loss, require assistance forming and maintaining friendships and /or demonstrate anxiety within the school environment.

## **4.6 Support a Reader/ Support a Writer**

These and other Support Programs are provided by the school to enhance the learning of students across the school.

Generally, students are assessed and placed on support programs at the beginning of each new term on a priority of needs basis.

## **4.7 Adopt-A-Cop**

This officer visits the school and attempts to get to know the children. Lectures on Road Safety, Bike Education, Personal Safety etc, are supported by our Adopt-A -Cop.

## **4.8 Enrichment Programs**

Our school has a long history of catering for students with special talents and abilities. Throughout each term, a series of daylong programs is planned. On these days, children with similar interests and talents come together to be immersed in activities conducted by adults pursuing similar interests or talents. We have been supported in this by the Community Arts Centre for eleven years. Classroom teachers also cater for children with special talents and abilities through a variety of approaches.

## **4.9 Out of School Hours Care**

Bribie Island State School has Out of School Hours Care available. For more information please contact the coordinator on 0488 446 320, or see the office staff for an application package.

# **5.0 School Health**

## **5.1 Illness**

Pupils who become ill at school are placed in the First Aid room located near the front office area. Parents are contacted so that they might collect the child. If parents and contact persons are unable to be contacted, the child will remain in the First Aid room under regular supervision and observation.

## **5.2 Injury**

In the case of injury to a child who may require medical attention, the following procedure is adopted. Basic first aid is administered by school staff, while parents and ambulance are contacted. Emergency contact persons are phoned if parents are unavailable. It is therefore most important that parent contact information be kept up to date on our record cards and that any such changes are advised promptly.

The Ambulance service will be contacted should we have significant concerns and parents are not able to be contacted.

## **5.3 Medication**

From time to time, it may be necessary for pupils to bring medication to school as part of a continuing course of antibiotics, medicine etc. With respect to medication, it is Education Queensland and school policy that the following procedures are followed:

1. Medication should be handed to the school office
2. The medication needs to be accompanied by written authorisation from parents/guardian stating the correct dosage and times to be administered. The dosage and times should also be stated on the container, which must be a pharmaceutical container with child's details.
3. The medication and notes are then taken to the office and all medications are administered by school staff at approximately 12.15pm daily.
4. Asthma puffers may accompany students, although we prefer these remain in the office to prevent loss. If the puffer does need to be kept on the student, then a spare should be provided is to be kept in the office.
5. Medications such as asthma puffers should be kept up to date, as staff are not permitted by law to administer out of date medication.
6. Headache tablets and other non-prescription drugs should not be brought to school unless accompanied by a prescription from the doctor, indicating dosage and frequency of dosage.

## **5.4 School Dental Clinic**

Children may be treated at the School Mobile Dental Clinic at no expense to parents, during school hours. The Dental Clinic visits annually and parents will receive advice of its operation at the appropriate time. Children of all year levels are eligible for treatment if parents so indicate.



## 5.5 Infectious Diseases

Recommended minimum periods of exclusion from school, prep and child care centres of infectious disease cases and contacts (1992). (Adapted from information provided by Sunshine Coast Regional Health Authority Environmental Health Unit).

### Important Notes

- These guidelines have been drawn up on the premise that children who have been ill with an infectious disease will not return to the school until they have fully recovered. The only exception to this rule is that children with certain skin disease may return once appropriate treatment has commenced (see table).
- These recommended periods are issued as a guide to teaching staff and medical practitioners, and may be modified in individual cases as circumstances warrant. Variation in the recommendations may be warranted in cases of local epidemics.
- In cases of doubt, or for guidance about conditions not mentioned on the list, advice should be sought from the appropriate clinician, school medical officer or a health authority.
- Sunshine Coast Regional Health Authority Unit recommends that records of immunisation status of children be accurate and kept up to date.
- Sunshine Coast Regional Health Authority, Environmental Health Unit recommends that all children should be immunised against measles, mumps, rubella, poliomyelitis, diphtheria and tetanus, according to the NHMRC recommended schedule. If this was to occur the need to exclude case contacts should not arise.
- Non-immunised contacts of cases with a vaccine-preventable disease of childhood should be referred to a medical practitioner or an immunisation clinic.
- Sunshine Coast Regional Authority, Environmental Health Unit recommends staff of schools, preps and child care centres should also ensure that they have adequate immunity to measles, mumps, rubella, poliomyelitis, diphtheria and tetanus. Immunity to rubella is particularly important for female staff of child bearing age.

CONDITION	CHILD WITH THE INFECTION	PERSONS EXPOSED TO THE CHILD WITH THE INFECTION
Chickenpox & Shingles	Exclude for at least five days after the first appearance of the rash and the last blister has scabbed over. (Some remaining scabs are not a reason for continued exclusion)	Exclude children with immune deficiencies (eg: leukaemia or on chemotherapy), otherwise not excluded.
Conjunctivitis	Exclude until discharge from eyes has ceased	Not excluded
Cytomegalovirus	Exclusion not necessary	Not excluded
Diarrhoea (campylobacter, cryptosporidium, giardia, rotavirus, salmonella, shigella)	Exclude until diarrhoea has ceased for 24 hours	Not excluded
Glandular fever (mononucleosis)	Exclusion not necessary	Not excluded
Hand, Foot and Mouth Disease	Exclude until all blisters have dried	Not excluded
* Hepatitis A	Exclude until 7 days after the onset of illness or jaundice. Readmit with a medical certificate for recovery	Not excluded
Hepatitis B	Exclusion not necessary	Not excluded
Hepatitis C	Exclusion not necessary	Not excluded
Herpes ("cold sores")	Young children unable to comply with good hygiene practices should be excluded while sores are weeping (sores should be covered with dressing where possible)	Not excluded
Human Immune-deficiency Virus (HIV/AIDS virus)	Exclusion not necessary unless child has a secondary infection	Not excluded
Impetigo ("school sores")	Exclude until treatment has started. Sores on exposed skin should be covered.	Not excluded

Influenza & influenza-like illness	Exclude until well	Not excluded
* Measles	Exclude for at least four days after the first rash appears	Immunised children not excluded. Non-immunised children and staff should be excluded until 14 days after the first day the rash appears in the last infected person. Excluded children or staff may return to the school or centre if immunised within 72 hours of contact with the first infected person.
* Bacterial Meningitis and Meningococcal infection	Exclude until well	Not excluded
Mumps	Exclude for 9 days or until swelling does down	Not excluded
Parvovirus (erythema infectiosum, "slapped cheek" or "Fifth disease")	Exclusion not necessary	Not excluded
Ringworm, Scabies, Head Lice	Exclude until day after approved treatment has commenced	Not excluded
Rubella (German Measles)	Exclude for at least four days after the rash first appears	Not excluded (female staff of child-bearing age should check their immunity to rubella with their GP)
Streptococcal infection (including Scarlet fever)	Exclude until child has received antibiotic treatment for at least 24 hours	Not excluded
* Tuberculosis	Exclude until well and approval to return has been given by a Public Health Physician or delegate	Not excluded
* Typhoid Fever (including paratyphoid fever)	Exclude until well and approval to return has been given by a Public Health Unit Physician or delegate	Not excluded unless advised by Public Health Authority
* # Whooping Cough (pertussis)	Exclude for 14 days from onset of coughing or until child has taken five days of a 7 day course of antibiotics (erythromycin)	Household contact who have received < 3 dose of pertussis vaccine should be excluded from childcare until they have taken 5 days or a 7 day course of erythromycin, or from 14 days after their last exposure to the infection

\* Schools and childcare centres should notify the nearest Public Health Unit as soon as possible if attending children or staff are diagnosed with any of these conditions.

# Recommendations for exclusion of persons exposed to pertussis (contacts) are specific to Queensland Health and may differ from recommendations in "Staying Healthy in Childcare".

## 5.6 Head Lice

It is the parent's responsibility to ensure their child's head remains free of lice and nits (eggs). Weekly head inspection at home of all children in the family and prompt treatment is the preventative measure. Advice on treatment is available from the school. Should head lice be detected in a class, all members of that particular class will be issued with a notice advising of the fact and preventive measures, which should be taken.

## 5.7 Bicycle Safety

If pupils ride bicycles to and from school they must be parked **and locked** in the bike racks provided near the front of the school. This area is out of bounds to all pupils other than rider when they park or pick up their bikes. NO riding is permitted in the school grounds or on footpaths outside.

**Students are discouraged from bringing scooters to school.** If they are ridden to school they must be parked **and locked** in the bike racks provided near the front of the school. This area is out of bounds

to all pupils other than rider when they park or pick up their bikes or scooters. NO riding is permitted in the school grounds or on footpaths outside.

All pupils are required to wear safety helmets in line with current Queensland Government Department of Transport legislation.

## **6.0 Opportunities for Parents/Guardian to participate in School Life**

Parents are an integral part of the supportive environment of our school. Parents are valued for their contributions to children's schooling and ideas for the functioning of the school. We welcome all parents to our exciting school community.

### **6.1 Parent and Citizens**

The Parents and Citizens Association is YOUR organisation and exists solely to advance the education of all children at the school. The Parents and Citizens Association meets monthly and meetings are held at 9.30am. Attendance will be greatly appreciated. Meeting dates and times appear in the School Newsletter. Meetings provide a forum for discussion of all aspects of schooling, including reports on school activities, tuckshop operation and prep arrangements. While fund-raising activities certainly form a major part of the P & C's function, it is certainly not the only area addressed at our meetings.

P & C fund-raising provides the school with reading and library books, sporting equipment, maths equipment, computers and playground improvements. The P & C fund-raising sub committee endeavours to spread these fundraising activities through the year for the benefit of all.

### **6.2 Tuckshop - Telephone number 3400 2364**

The school is fortunate in possessing a modern tuckshop that operates five days per week for both morning recess and afternoon recess periods. The tuckshop is staffed by a paid tuckshop convenor and parent volunteer helpers. Please assist by offering to help with Tuckshop. Ordering procedure and menus are advised at regular periods.

Parents are asked to be very specific when ordering children's lunches and afternoon teas. It is vital that bags are marked with the child's name and correct class name.

Parents can make place online orders for your child/ren's tuckshop order. This process is through flexischool's. Please go to [flexischools.com.au](http://flexischools.com.au)

### **6.3 Voluntary Helpers**

Class teachers welcome any assistance parents may be able to offer. The form of this assistance varies from class to class and requests for help are advised by class teachers. Examples of such help presently in action include supervision of activity and reading groups, making of maths resources, book covering, assistance with art lessons, sports coaching, to name but a few. Please check with your child's teacher for ways in which you may help.

At times, there are activities in which we involve children from several year levels. Assistance with such activities is also much appreciated.

Apart from a supervisory capacity, we often require parents who have specific skills to share these with children who may have a particular interest in the area. Skills in art, painting, construction, crafts, mechanics, electronics, music, sport and many others are required from time to time. If you have any such skills, please contact the Administration Team.

School Policy dictates that all volunteers must have a Working with Children (Blue) Card before commencing voluntary work. Application forms are available from the office.

Our STLaN runs a thorough introduction program before volunteers are placed into any area of the school.

### **6.4 Meetings**

On a regular basis, parent meetings are organised by members of the school staff. These meetings endeavour to inform parents about curriculum and ways by which parents can support their child's learning.

## **6.5 Use of facilities**

Community use of our facilities, including our hall, classrooms and sporting fields are encouraged. Any persons or organisations wishing to use the school facilities out of school hours, please contact the Principal.

## **6.6 Tennis Court**

The tennis court is for hire outside of school hours and during school time. All enquiries are to be directed through the school office, phone 3400 2333.

## **6.7 Community Support Agencies**

### **Bribie Island Neighbourhood Centre Agencies**

9 Verdoni Street  
Bellara 4507 Phone 3408 8440

### **Caboolture Hospital**

McKean Street  
Caboolture 4510 Phone 5498 0600

### **Department of Family, Youth and Community Care**

King Street  
Caboolture 4510 Free Call 1800 811 810  
Intake Officer Phone 5490 1000

### **Redcliffe-Caboolture Child and Youth Mental Health Service**

80 King Street  
Caboolture 4510 Phone 5499 3100

### **Bribie Island Community Arts Centre**

Sunderland Drive  
Banksia Beach 4507 Phone 3408 9288

**Kids Help Line** Freecall 1800 551 800

### **Bribie Island Aquatic Leisure Complex**

Goodwin Dve  
Bongaree 4507 Phone 3410 0200

## **7.0 Dress Code**

The student dress code for Bribie Island State School consists of an agreed standard and uniform that students' wear when attending or representing their school; travelling to and from school; and engaging in school activities out of school hours.

The P & C of Bribie Island State School endorses the student dress code for Bribie Island State School because it believes that a student dress code promotes the objectives of Education (General Provisions) legislation. In particular, the P & C of Bribie Island State School supports the intention of a student dress code in providing a safe and supportive teaching and learning environment by:

- enabling ready identification of students and non-students at school;
- eliminating distraction of competition in dress and fashion at school;
- fostering a sense of belonging;
- developing mutual respect among students through minimising visible evidence of economic or social differences;

- ensuring legal responsibilities are met regarding all legislation and policy, including Workplace Health and Safety;
- promoting a positive image of our school to the local community in demonstrating that the School has high expectations of its students and that all students take pride in themselves and their school.

### **Student Uniform and Personal Presentation**

All students at Bribie Island State School are expected to wear the full school uniform when attending or representing their school, travelling to and from school and engaging in school activities out of school hours. Details of requirements are listed below:

**Day Uniform:** Navy and teal polo shirt

Navy shorts (boys)

Navy skorts (girls)

Navy and teal long sleeved rugby jumper (winter)

Navy long pants (winter)

Senior shirt optional for senior students

**Footwear:** Students must wear black, leather/vinyl joggers/shoes that are fully enclosed, with plain white socks.

**Hats:** Students are required to wear the school bucket hat or wide brimmed hat, which protects their face, and back of the neck for outside activities.

Prep students, upon enrolment, are provided a free hat from the P&C. This hat is Teal in colour so that our new Prep students are easily identifiable at school.

**Hair:** Students with shoulder length or longer hair must wear hair tied back.

**Jewellery:** The following jewellery items may be worn:

- One pair of studs or sleepers only (other body piercing is inappropriate)
- One watch
- One item of neck jewellery may be worn, only if it is of cultural or religious significance and the chain must be long enough to be tucked out of sight under the school shirt

While rings are not permitted.

**Sports Uniform:** As for general uniform with the addition of printed house Polo shirts:

Emus – yellow, Kookaburras – blue, Lorikeets – green, Pelicans – red.

**Winter Uniform:** As for general uniform above, however tights may be worn - only if under other school uniform e.g. Shorts or skorts. It is not appropriate to wear just leggings or tights.

It is suggested that all school clothing be suitably discreetly labelled with the child's name for easy identification.

### **Consequences for not complying with the student dress code**

If a student does not attend school or school related activities in the correct uniform, the Principal or their nominees may:

- Request an explanation note from parents that states why the student is out of uniform;
- If the occurrence is repeated, remind parents about the policy through a letter and discuss the issues further if necessary;
- Provide the student with the use of a second hand uniform for the day.

The school may also impose sanctions on a once only basis per episode of non-compliance. Sanctions are reflective of the severity and recentness of the non-compliance and are limited to one of the following:



- Impose a community service for a student during lunch;
- Prevent a student from attending, or participating in, any activity for which a student is representing the school; and/or
- Prevent a student from attending or participating in any school activity that is not an essential school educational program.

The only exemptions to this policy are students whose physical impairments prevent their ability to conform to the dress code or students whose families have religious or cultural grounds for conscientious objection, these will need to be discussed with the Deputy Principal or Principal, at the time of enrolment. A student's wilful non-compliance with the school's dress code, may result in the school taking disciplinary action.