



2021

# Parent Handbook



Bibboohra State School  
2 Petersen Street  
Bibboohra Qld 4880  
Phone: 07 4086 9333



## Our School

Bibbohra State School was established in 1902 and the commitment of all past principals, teachers, parents and students is gratefully acknowledged for making Bibbohra the great school that it is today.

The school motto at Bibbohra State School is 'Strive and Succeed'. The committed school staff encourages all children to work to the best of their ability to reach their full potential. Literacy and numeracy are high priorities from Prep through to Year 6. The school's high expectation for student success, coupled with a focus on effective teaching, has led to noticeable improvements in student outcomes. With support from teacher aides, teaching and learning activities provides opportunities for individual progression, as students attain new skills and strategies.

Bibbohra State School is proud of its many achievements, ranging from academic and sporting success to the positive relationships that have been developed within the local community. Throughout the year the school hosts a variety of extracurricular activities for the students and their families.

## Enrolment

In Queensland, Prep is the first year of schooling. Children must be 5 by 30 June in the year they start Prep. Prep is a full-time program and children attend from Monday to Friday during normal school hours.

Parents are invited to enroll their child a year prior to the year of required attendance.

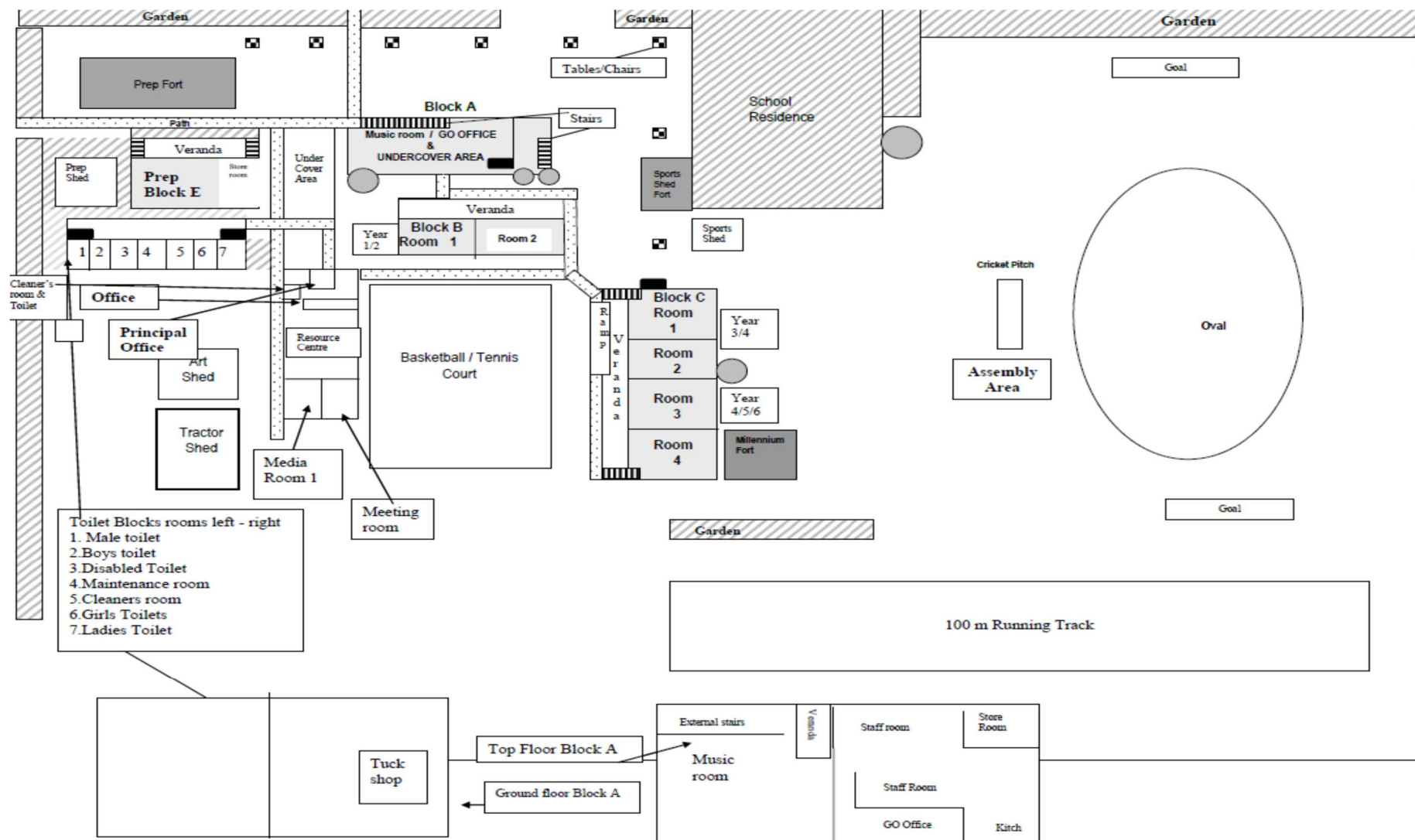
## Beginning School

When children start school they move from a play-based environment to a more formal learning environment. There are many more people and relationships for children to navigate and the physical surroundings are often quite different. Families play an important role in supporting a child's transition to school.

## Preparing your child for school

There are many things that families can do to help make a child's transition to school successful including:

- getting to know as much about the school as you can
- talking with their child about school
- taking their child to the school to meet the teachers and to find out where things are
- making sure their child knows the transport arrangements for getting to and from school
- getting to know other families with children who will be in the same class as their child
- talking with their child about eating, toileting and hygiene at school
- making sure their child has had experiences of public toilets, public libraries and if relevant, public transport
- if appropriate, ensuring their child knows how before and after school hours care will work
- answering their child's questions about school
- reading some children's books about starting school with their child
- always being positive and realistic about starting school



## Staff

Principal	David King
Business Manager	Deanna Acha
Teachers	Renee Cadby: Prep
	Tricia Pitt: Year 1 / 2
	Aileen Fronda: Year 3 / 4
	Eleanor Silver: Year 5 / 6
LOTE Teacher	Angela Murador
Guidance Officer	Kym Zupp
Instrumental Music	Kirsten Towne
Teacher Aides	Anthony Rosendale
	Sonya Ashford
	Tracy Acha
	Tarah Allison
Cleaner	Jill Robinson
Groundsman	Marcellus Beattie

## Daily School Routine

8:55 am	Warning bell – students to go to classrooms
9:00 am	School time
11:00 am	First Break
11:40 am	End of First Break back to class
1:10 pm	Second Break
1:40 pm	End of Second Break back to class
3:00 pm	End of school day

## Term Dates

<b>2021</b> Term One	Wednesday 27 January 2021– Thursday 1 April 2021
Term Two	Monday 19 April 2021 – Friday 25 June 2021
Term Three	Monday 12 July 2021– Friday 17 September 2021
Term Four	Tuesday 5 October 2021 – Friday 10 December 2021
Student free days	21, 22 & 25 January, 3 September

<b>2022</b> Term One	Monday 24 January 2022 – Friday 1 April 2022
Term Two	Tuesday 19 April 2022 – Friday 24 June 2022
Term Three	Monday 11 July 2022 – Friday 16 September 2022
Term 4	Tuesday 4 October 2022– Friday 9 December 2022
Student free days	20 & 21 January, 2 September



## Bibbohra School Uniform

All students at Bibbohra State School must uphold our **Dress Code**. This not only encourages equity among students but also promotes the school's Sun Smart approach.

Full school uniform must be worn by all students each day and when participating on excursions.

The School Uniform is blue and gold. The uniform shirt is primary blue with gold panels with the school crest. Shorts, skirts or skorts are in a matching blue. A blue wide brim or bucket hat must be worn outdoors.

Uniforms can be purchased at Tina's Fashions 209 Byrnes Street Mareeba 4092 4096.

Leader or Year 6 senior shirts are allowed in Year 6. District or Peninsula sport representative shirts are allowable also.

Blue jumpers are encouraged in winter.

**Sun Safe** Uniform bucket hat must be worn at all times when outdoors. Sun Screen application prior to school is advised.

### Footwear

For personal safety and general health, students must wear appropriate footwear at all times. This includes closed-in shoes such as school shoes, sandals or joggers.

Students are expected to wear shoes when travelling on the bus to and from school or to excursions, and at any time before/after school

### Jewellery

The wearing of jewellery (except ear studs and ear sleepers) or other adornments is not permitted as it often causes a distraction to learning and in other cases may be a health and safety issue. Therefore, neck chains, rings, anklets etc. are not permitted. A watch may be worn, however, the student must take full responsibility for its safe keeping. School badges (given to school leaders) and medical alert bracelets and pendants are acceptable adornments to the school uniform. Hair ties must be simple in nature (eg: a plain blue or black scrunchie or band).

The school encourages children to be neat and tidy at all times and to take pride in their appearance. For example, tying long hair back in the interests of health and safety.

### Water bottles

All students are encouraged to bring a water bottle to school. Water bottles filled with water are able to be used in all classrooms. Individual classrooms will have specific routines about storage and usage.

### Arrival At school

Students are required to arrive at school just before 9:00am. Late arrivals must sign in at the office before proceeding to their classroom. Limited supervision is provided in the playground before school.

With approval from their classroom teacher, students can be provided with the opportunity to enter classrooms before the 9:00am bell.

### Before school Play Rules

Early arrivals before 8.30am must sit in the under covered area at the front of the school. All other areas are out of bounds.





### After 8.30am Supervised Play

- Students will be directed to store their bags in their allocated bag area.
- Reading folders are to be placed in the labelled box
- Students will be directed to a specific area of play
- Eating is only to take place in the under covered area.
- Shoes and hats are to be worn at all times
- Students may be in the classroom with teacher permission.

### Afterschool

Students are to wait to be dismissed from their individual classrooms at 3.00pm. They are to move to the front of the school to await transport. Those students being picked up by car are to wait inside the school gate. Students travelling on a bus must line up in their allocated area, sit and wait for the bus roll to be taken.

Supervision is provided for students travelling on:

- **Bilwon Rd bus – *departing 3.30pm***
- **Mt Molloy bus – *departing 3.45pm***

**All other students must wait in the school grounds to be collected. Student can only use the prep fort after school if they have parent supervision.**

Students travelling on buses must register with the Department of Transport. This information can be obtained through your bus driver.

Please discuss going home arrangements with your child.

### Change of After School Arrangements

Please advise the school office of the after school arrangement you have in place for your child. Should there be a need for a change please ensure the office knows of the change.

### Early Departures.

Students leaving early from school must be signed out by an adult at the school office. Office personnel will contact the student's classroom to advise the child to come to the office to meet with the adult.

### Food/ Lunches

Students must be provided with healthy food to be eaten at their first and second break. Students eat the main part of their food at first break. This should be something similar to sandwich, sushi, roll or pasta. Fruit should also be included. Sweets are highly discouraged. Please consider packaging free options. Lunch boxes are stored in classroom fridges.

### Contacting Staff

Parents are encouraged to keep in contact with their child's teacher. Your child's teacher is the first point of contact. You may contact your child's teacher by leaving a message through our School Administration Office. Many of our teachers may also make use of their professional email account for communication with families. We encourage you to speak directly with your child's teacher to negotiate the best way of staying in regular contact.

If you wish to meet with the Principal it may be necessary to make an appointment through the office.



## Access to students

Parents/Guardians wishing to access their student during the school day are asked to contact the office. ***Please do not go directly to classrooms.***

Only urgent phone messages and transport home messages can be left for students at the office.

Please discuss your going home arrangements with your child prior to them arriving at school.

## Visitors

All visitors to the school are asked to go to the office where they will be asked to sign in stating their name, company name and reason for visiting. On leaving the school visitors are asked to sign-out at the office.

## Flooding Arrangements

Parents are responsible for monitoring flooding rivers, causeways, bridges and crossings. You should advise the school of necessary arrangements should flooding occur.

## School Materials

Book and equipment lists are supplied for each class. This list has been developed by your child's teacher. Please purchase equipment and label all goods with your child's name. Equipment is stored safely in the classroom for students and distributed when required. Unused equipment will be returned to you at the end of the year.

## Lost Property

All items of clothing need to be **named**. When so many items are the same this helps to identify them. A lost property box is located near the tuck shop. Lost property is regularly displayed and any unclaimed items are recycled or donated to charity.

## Transfer of pupils

When transferring to another school, please contact the school office for relevant information.





## Teaching and Learning

At Bibboohra State School, we believe that every child can learn and will achieve. Our school implements the Australian Curriculum in English, Mathematics, Humanities and Social Sciences, Health and Physical Education and Technology-Prep to Year 6.

We aim to provide a balanced program that develops a positive attitude to learning as well as the core skills in literacy and numeracy. Learning experiences encourage active learning, strong relationships, co-operation, and the development of social, emotional and independent learning skills.

Multi aged classes are the norm at Bibboohra due to the mixture of age levels enrolled. Teachers work with the curriculum to ensure all year level teaching and learning takes place at the required year level within the composite classes.

## Resources

A well-resourced learning environment is provided for students at Bibboohra School. Teachers have access to age-specific resources, including laptops and tablets to complement and enhance their teaching. Interactive TV/White Boards are installed in all classrooms.

## Kitchen Garden/Environment

Our award winning garden forms an authentic learning resources across all subject areas. Math, Literacy, Science, Health and Technology curriculum elements are covered using the garden and the local environment. Volunteers are welcome to help us maintain and build on this wonderful resource.

## The Arts

Arts are provided as a core component of our academic program. The Arts involve aspects of Music, Visual Arts, Media Drama and Dance.

## Language other than English (LOTE)

Students in Year 5/6 undertake learning in Italian once a week. This curriculum is delivered by a visiting Specialist.

## Instrumental Music

Instrumental Music is offered to students from Year 4. A limited number of instruments are available to loan to students. Applications to enter this program are made through the instrumental specialist.

## Student Code of Behaviour

Productive learning & positive behaviour are inextricably linked.

We believe that effective learning takes place when all members of the school community-students, staff, parents and visitors-acknowledge and abide by a set of fundamental expectations.

The Bibboohra State School Code of Behaviour is based on three core expectations:

- Be Safe
- Be Respectful
- Be a Learner

The school has implemented the School Wide Positive Behaviour Support (SWPBS) framework as a means to revise and develop strategies and procedures to promote a safe, supportive and disciplined school environment.





All adults employed at the school have the delegated authority and responsibility to ensure that school rules and departmental regulations are observed by the pupils at all times.

Important principles that guide our work under our SWPBS framework, include:

- Appropriate behaviour needs to be explicitly taught
- Acknowledging students for meeting our expectations is a crucial factor in reinforcing their use of positive and prosocial behaviours
- For some students, extra support will be required in both teaching and reinforcing such behaviour

Details about our Code of Behaviour, School Wide Positive Behaviour Support (SWPBS) framework and intervention are in the Responsible Behaviour Plan for Students. Every family is provided with a copy upon enrolment.

School rules and Behaviour expectations are discussed with the children at the beginning and throughout the year

***Our rules are – Be Safe, Be A Learner and Be Respectful.***





## Gotcha's

The Gotcha's systems rewards good behaviour across the school. The colour of the Gotcha indicates the area in which the positive behaviour was exhibited. Once a student has earned 10 Gotcha's they are able to exchange them for an icy pole or a treasure at the office. Individual classrooms also have their own unique positive reward systems in place.

## Keys to Success

Bibboohra State School uses the You Can Do It program. The goal of this program is fostering the social and emotional development of children, assisting them to develop to their full potential. The program focuses on the five key foundations of:

**CONFIDENCE, PERSISTENCE, ORGANISATION, GETTING ALONG and RESILIENCE.**

<b>Organisation</b>	<ul style="list-style-type: none"> <li>-is about being prepared and ready for learning.</li> <li>-is about developing good routines and managing your time.</li> <li>-is about setting goals to achieve your very best.</li> </ul>
<b>Getting Along</b>	<ul style="list-style-type: none"> <li>-is when we take turns to listen and speak.</li> <li>-sharing ideas and supporting each other when learning.</li> <li>-is about working out our problems together.</li> <li>-following the rules and being considerate towards others.</li> </ul>
<b>Confidence</b>	<ul style="list-style-type: none"> <li>-is about taking risks and trying new things.</li> <li>-is about thinking positively and believing in yourself even if you make mistakes along the way to success.</li> </ul>
<b>Resilience</b>	<ul style="list-style-type: none"> <li>-is about being strong, being able to walk away when someone is mean to you.</li> <li>-is about being positive even when things seem hard.</li> </ul>
<b>Persistence</b>	<ul style="list-style-type: none"> <li>-is about really trying hard no matter what it is you are doing.</li> <li>-is about not giving up</li> </ul>



Each fortnight a particular Key is highlighted through parade and focus teaching.

Students are rewarded with a Gotcha for displaying this attribute.

## Bullying Definition

Bullying is repeated (INTENTIONAL) verbal, physical, social or psychological behaviour that is harmful and involves the misuse of power by an individual or group towards one or more persons. It can have long-term effects on those involved.

Some conflicts between children are a normal part of growing up and are to be expected. These conflicts or fights between equals and single incidents are not considered bullying, even though they may be upsetting and need to be resolved.

Identifying bullying can sometimes be difficult. Please talk with your child's teacher if you have any concerns. Students are taught to use the "High Five" to help them in challenging situations.



## Homework

A balanced approach to homework plays an important role in a child's education.

At Bibboohra State School, we promote homework as not only an opportunity for students to develop self-discipline and independence, but also for parents to see and share their children's education.

We can think about homework around the 5 P.

Purpose	Benefits
Practice	Gives each student an opportunity to demonstrate mastery of skills taught in class; to increase speed, mastery and maintenance of skills.
Preparation	Ensures that students are ready for classes and that activities and assignments are complete as necessary.
Participation	Increases each student's individual involvement in applying specific skills and knowledge while enjoying learning.
Personal Development	Builds student responsibility, perseverance, time management, self-confidence and feelings of accomplishment; develops and recognizes students' diverse talents and skills that may not be taught in school.
Parent-Child Relations	Establishes communication between parent and child on the importance of schoolwork and the application of school skills in real-life situations and experiences.
Parent-Teacher Communications	Enables teachers to inform families and involve them in children's school activities and keep families aware of topics that are taught in school.

There are 3 **Givens** for Homework. **Daily reading, Spelling** and **Math facts**.

Each classroom will have their own routines around homework.

## Home Reading

Here at Bibboohra we have committed extensive amounts of money, time and resources to develop a home reading program. Educational research, along with our own local observation, have proven that regular reading, greatly improves children's reading, comprehension and vocabulary development. This fact drives how we have set up the Home Reading Program. To encourage regular reading we have a reward system that recognises the number of nights read.

All students are individually and regularly assessed to determine their reading and comprehension abilities. Books are then matched to individual students. The child should be able to read the Home Reading book with only a small amount of challenge, as the program is about practising the reading skills and strategies already developed. Further information about the operation of this scheme and your necessary involvement will be provided at the beginning of the year.



## Reporting to Parents

While our classroom teachers are available to discuss your child's progress throughout the school year, there are key times of year when we formally report to parents:

### Information Sessions (Early Term 1)

Early in term 1 all teachers will conduct an information session for parents. At this session teachers will give an overview of the year's curriculum and events. Additionally aspects of behaviours expectations and classroom routines will be outlined.

### Interim Reports

Teachers send home current term results in preparation for parent/teacher interviews. Reports emailed to parents week one of term 2 & 4

### Parent Teacher Interviews

At the beginning of term 2 and beginning of term 4 teachers are available for pre-arranged, individual meetings with parents and their child to discuss the student's individual achievements goals.

### Formal Student Reports (Term 2 & Term 4) Interim Reports (Term 1 & Term 3)

Formal reporting is completed in late June and early December each year.

Parents of Prep students receive a report outlining their child's learning progress, while the achievements of students from Years 1-6 are documented on formal report cards. Follow up parent/teacher interviews are available if required. Report cards are emailed in the last week of term 2 & 4.

### 5-Point Scale

In Year 1-6, student achievement is recorded using a 5-point scale (A-E)

<b>A</b>	Well above the standard expected
<b>B</b>	Above the standard expected
<b>C</b>	At the standard expected
<b>D</b>	Below the standard expected
<b>E</b>	Well below the standard expected

## School Annual Report

Each year Bibbohra State School publishes an annual report. This report outlines our achievement across a number of key performance areas, including student learning outcomes, resource management and community engagement. Electronic copies of the report are available on our website.

## Excursions

Our students' learning is enhanced through participation in school excursions.

When planning excursions, our teachers ensure:

- The activity complements students' classroom learning
- Safe ratios of adults to students
- Specific processes are in place if students are being transported in private vehicles

All school excursions are approved by our principal and ratified by the P&C association.

Our school regularly reviews and updates our excursion procedures using Education Queensland's Curriculum Activity Risk Assessment.

\*Only students with suitable behaviour, effort and attendance can attend camps, excursions and represent the school at extra-curricular activities such as competitions and sporting carnivals.



## Library Programs

Our library is open to students during first break on Monday, Wednesday and Friday 11.20 – 11.40am.

A range of activities is offered during that time.

Class time is also allocated during which students are able to borrow books.

It is recommended that Prep, Year 1 and Year 2 have a library bag to store their borrowed book.

Library monitoring roles are offered to students in Year 5 and 6.

### Book club

There are 8 issues of Book club per year (2 per term), the brochures will be sent home with your child. This is by no means obligatory. Orders can be made through the school or via online. When the books arrive they are sorted and delivered to children in their classrooms. The school earns a commission from the sales which is then used to purchase more books for the library.

### Book Fair

A Scholastic Book fair is run once a year. It offers quality books for purchase and the library receives a commission on sales. Book Fairs run for one week and parents are encouraged to come and browse during advertised hours. Parents are notified of Book Fairs through the school newsletter.

### Student Council

Student representatives are elected annually to be part of the school's Student Council. This group meets regularly with the principal about matters that make Bibbohra State School the best for our students. They also organise fund-raising and social events throughout the year to support their initiatives.

### Religious Instruction

Queensland state schools embrace a multitude of cultural, religious and non-religious beliefs. Under the *Education (General Provisions) Act 2006*, schools are to provide Religious Instruction (RI) if approached by a faith group seeking to provide RI and students of that faith attend the school.

RI informs students about the beliefs and values of a particular religion. It is delivered by volunteers of a faith group using instructional materials approved by that faith group. RI is required to be consistent with legislation and Department of Education policies and procedures.

All RI instructors must hold a blue card and participate in compulsory Student Protection and Code of Conduct training. RI instructors are only entitled to deliver the RI program outlined below. A school staff member will be present during the delivery of RI.

Participation in RI is not compulsory. Any student (except Prep students) may participate in RI if a parent has provided written instructions to the school.

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 consent remains in effect unless the parent informs the school otherwise in writing.*





A description of the RI available is provided below.

### **<Faith group> Religious Instruction**

Participating faith groups: [Delete if not a cooperative program, otherwise insert list of faith groups]

Authorised program: <Insert title>

Aims and goals: <Insert aims and goals of the program>

Lesson structure: <Insert description of lesson structure and amount of time per week>

For further information, including module and/or lesson descriptors visit: <Insert URL>

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

### ***Other Instruction***

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:

- 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 the students of that school
- 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.

Please note that Religion Instruction is different from our Chaplaincy service.

### **Chaplaincy Service**

Bibboohra State School is able to offer the services of a Chaplain. Our chaplain works with other school support staff and volunteers from the local community to:

- Facilitate our breakfast club once a week, run lunchtime groups and also help support staff running other interest based groups
- Foster a supportive, caring school community

Our Chaplain also

- Provides and facilitates pastoral care
- Participates in school activities such as leadership days, sports days and school ceremonies
- Provides support and guidance in matters of religion, values and ethics

Written parent consent is required for student participation in chaplaincy services. If you have any concerns or require further information about our Chaplaincy Program please contact the principal.

## School Sporting activities

Through sporting activities, the school attempts to develop a good spirit of competition to encourage enjoyment of participation and to strive for personal improvement. We attempt to give all children opportunities to participate in sport. Within our Health and Physical Education program we access coaches in a variety of sporting areas through sporting schools funding. Students are taught the skills and rules of some of the major sports.

An annual Inter- House Athletic carnival and a Cross Country Run take place in Semester 1.

Students that achieve at a high level have the opportunity to compete at District and Peninsular level.

A Code of Conduct for competitors and non-competitors is published in the school newsletter prior to sports day.

## Swimming

This is an essential part of our school program for all students in Term 4. This partly funded by Education Queensland, Sporting Schools and parent contribution.

Information and permissions slips regarding swimming will be sent home at the end of term 3.



## Family and Community involvement

Parents and families are an important part of our school community. Bibbohra State School encourages families to become involved in their child's broad educational experience with us, by- keeping in regular communication with teachers, volunteering in class, tuck-shop or joining our P&C Association.

## Communication

Open communication between home and school underpins a great primary school experience for children. To ensure that you always know what is happening at our school, we provide important information through the following:

- Emailing of weekly school newsletter through Schoolzine
- The schools web page
- Bibbohra State School and P&C Facebook pages
- Class newsletters or emails
- Parent information nights & special events
- P & C Meetings



## School Newsletter

The Bibbohra State School Newsletter is emailed to families weekly through the Schoolzine App. Our newsletter is one of our main communication links between school and home, designed to keep you informed about what is happening in our school.



## Volunteering

Our school welcomes the active support of our parents and community members. Whether it is volunteering in our tuck-shop, supporting a reading program in class, supervising a school camp or excursion or offering a hand at a working bee-all help is greatly appreciated. If you are volunteering please remember to sign in at the office.

## P & C Association

The Bibbohra State School P & C Association is an integral part of our school and works in partnership with the school's leadership team to:

- Promote the interests of the school by bringing parents, citizens, pupils and teaching staff into close co-operation
- Ensure students have access to quality learning materials and equipment
- Ensure effective school policy and management of school activities

Our P & C Association hosts monthly meetings throughout the school year in our Resource Centre. All parents are welcome to attend and are encouraged to take up formal membership. As a member, participants are entitled to vote at meetings and are also covered by insurance when involved in P & C activities.

Our P & C members are driven by the importance of providing their child with engaging and rich education.

## Policies & Procedures

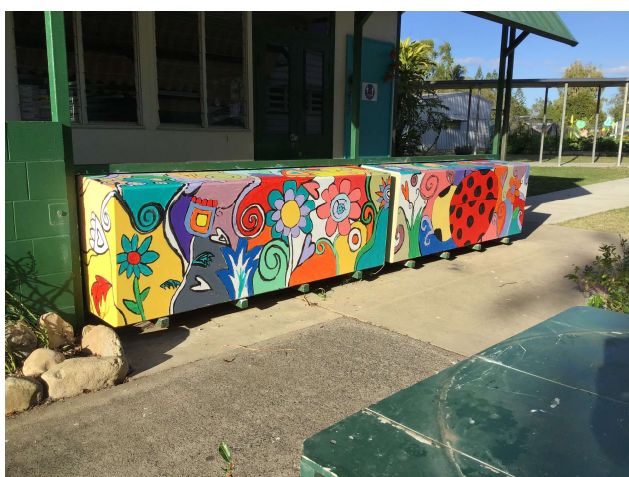
All policies and procedures that relate to the management and operation of our school are available through our School Administration Office.

## Complaints Process

Bibbohra State School has a clear policy and process for dealing with any complaint received by parents/carers, community members, staff or students, where the teacher is the first point of contact. Our objective is to address all complaints with an open, solutions-focused approach.

## Student Records

Individual student records are kept on file electronically at our school. Copies of student's report cards, absence details, record of behaviour issues and contact information are available to parents/guardians upon written request, addressed to the Principal.





## Keeping Us Up-to-date

It is important that you inform the school as soon as possible if there are any changes to:

- Contact details including email address
- Medical information
- Family circumstances

## Custody/Parenting Arrangements

Information regarding your family circumstances is essential to help us to understand and support your child while at school. A copy of a court order or custody order is necessary so that school staff can help ensure the legally designated parent or guardian collects children.

## STUDENT USE OF TECHNOLOGY

### Mobile Phones & Electronic Devices

Bibbohra State School policy for mobile phones and other electronic devices are:

- Students must not have such devices in their possession at any time. (Including school excursions, unless specified on the excursion note).
- Should students bring the devices to school, they must be handed in at the office at the beginning of the day and collected at 3:00pm. This ensures security of the devices.
- If students are found to have them in their possession, or are using electronic devices (in class or at breaks), teachers will request they be handed over and given to the school office. After school the students will collect these items from the school office.
- The school cannot guarantee the safety of these items, so it is strongly recommended that they be left at home. We cannot take responsibility for these items if the policy is not respected by the student.
- The only electronic item permitted to carry information will be a FLASH DRIVE/USB, and this must only contain school work. (Flash drives which contain inappropriate or offensive material will be confiscated and parents contacted). This must be clearly labelled.

ALL RULES WILL BE ENFORCED IN THE INTERESTS OF QUALITY, SAFETY & SECURITY.

## Internet Access

The Internet provides our students with valuable learning experiences – offering access to information from around the world.

All websites accessed through school computers are filtered through Education Queensland's Managed Internet Services. Together with the supervision of our teachers, we aim to minimise the risk of students being exposed to harmful information.

Student access to the internet is monitored through individual logins and passwords.

In accordance with Education Queensland policy, we require parents to sign our Internet Access Agreement before such access is given.





## Attendance

**Bibboohra State School Absence line: 4086 9366**

Our school values student attendance. Research suggests students who have an attendance rate below 95% struggle to keep up with their peers.

Bibboohra State School uses electronic management of student absences. Class rolls are checked twice daily for student absences and a report is then generated for further examination to check on reasons for absences or absences without reason. Any absences not explained by parents are designated **unauthorised absences** and will be followed up by our Student Attendance Officer. Daily reports are sent through our SMS service and text messages are sent through to parents of unexplained absences.

If your child misses....	That equals....	Which is....	And over 13 years of schoolings that's...	Which is equal to finishing in
1 day per fortnight	20 days per year	4 weeks per year	Nearly 1.5 years	In grade 11
1 day per week	40 days per year	8 weeks per year	Over 2.5 years	In grade 10
2 days per week	80 days per year	16 weeks per year	Over 5 years	In grade 7

## Booklists

Book lists are provided on enrolment and in the last week of term 4 annually for the following year's classes. Copies of our book lists are distributed to suppliers in our local area annually and are also available from the school office and also from our website.

## Class Allocations

On enrolment, students are allocated to classes according to numbers and suitable class level. Primarily at Bibboohra combined classes are formed by due to numbers and staffing needs. Every attempt is made to meet class size limits as agreed between the Queensland Teachers' Union and DET.

## Bus Operators

If you wish your child to travel to or from school on the bus, you should contact the appropriate driver from the list below. You will need to complete a school transport form, which is available from the driver. Eligibility for free travel is determined by the Department of Transport according to the distance between your home and the nearest State School.

**Bilwon Bus:** Robert Bambino 0429451861

**Mt Molloy Bus:** Erminio Bambino 0447462765



School staff supervise the children as they wait for their buses in the afternoon and attendance rolls are marked to record which children board which bus. All children travelling on buses are expected to abide by the *Code of conduct for school students travelling on buses*, which can be viewed at [www.tmr.qld.gov.au](http://www.tmr.qld.gov.au)

Any inquiries/complaints about bus runs, costs, behaviour on buses etc. are to be directed to the bus operators in the first instance.





## First Aid

Members of our school staff are permitted only to render basic First Aid. This is immediate, temporary treatment given by the staff in case of an accident. Should medical treatment beyond First Aid be required, parents are notified immediately whenever possible and/or the necessary treatment arranged.

In case of a serious accident, an ambulance will be called to transport the injured child to the hospital. It is understood that it is not always possible to notify parents immediately of action taken. However, every endeavor is made to contact parents or emergency contacts as soon as possible.

## Administration of Medication

- All medication to be taken by children at school should be brought to the School Administration Office to be administered under the supervision of the Administration team. Parents must bring medication to the office and complete the 'Permission to Administer Medication'.
- All medication **must be labelled** in the name of the child with a pharmacy prescribed label including the dosage.

This includes cough medicines, Ventolin and Aspirin, Panadol, eardrops etc. No medicines can be accepted without a completed 'Permission to Administer Medication' authorisation from the parents/guardian.

Parents of children who suffer from any health conditions are to advise the School Administration Office of details. Details of any children who self-administer approved medication is required (e.g. medications for Asthma, Diabetes and Epilepsy) and a special medical form is required to be completed.

## Head lice

Like most schools we face a battle to keep these annoying 'pests' under control. Should an incidence of head lice be reported in your child's class, an alert letter will be sent home advising of the outbreak and requesting parents check their child's hair.

## Dental Clinics

A free dental clinic operates from Mareeba State School and students from our school are eligible to attend. Please call the clinic to make an appointment 4092 1575 or 1300 300 850.



## Accident insurance cover for students

Some school activities and physical education, particularly contact sports, carry inherent risks of injury. Parents are advised that the department does not have Student Accident Insurance cover for students.

If your child is injured at school as a result of an accident or incident, all costs associated with the injury, including medical costs, are the responsibility of the child, parent or caregiver.

Some incidental medical costs may be covered by Medicare. If parents have private health insurance, some costs may also be covered through the private health insurance. Any other costs would be borne by the parents. Student Accident Insurance is an insurance policy that pays certain benefits in certain circumstances should your child have an accident.

It is a personal decision for parents as to the types and levels of private insurance they arrange to cover their child for any accidental injury that may occur. Parents should contact their insurer or an approved Australian insurance broker for more information about student personal accident insurance cover for their child.

### Fire Drill and Lockdown

Fire drills and Lockdowns are conducted at least once a term. Procedures are posted on the wall of every room. At the beginning of each year, students are informed of practices and procedures.

### Infectious Diseases

Bibbohra State School follows the exclusion guidelines provided by the National Health and Medical Research Council.

<b>Chicken Pox</b>	Exclude until fully recovered or for at least five (5) days after the first eruption.
<b>Conjunctivitis</b>	Exclude until discharge from eyes has ceased.
<b>Head Lice/Scabies</b>	Re-admit the day after appropriate treatment has commenced.
<b>Ring Worm/Hepatitis A</b>	Exclude until medical certificate of recovery is received.
<b>Measles</b>	Exclude for at least four (4) days from the onset of rash.
<b>Rubella/German Measles</b>	Exclude until fully recovered or for at least four days after the onset of rash.
<b>Impetigo/School Sores</b>	Exclude until sores have fully healed.
<b>Whooping Cough</b>	Exclude the child for five days after starting antibiotic treatment

