BENOVA STATE SCHOOL

2017 INFORMATION BOOK
Welcome to Benowa State School

This booklet has been produced to assist parents with information about the school.

We trust that the educational, social and emotional development that is provided by the school is to the mutual benefit of the student, teacher and parents. Please take the time to read this booklet. If you have any further questions feel free to contact the school.

Principal: Mr Mike Josey

Deputy Principal: Mrs Lucinda Lambert & Mrs Detta Lange

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SCHOOL TERMS

<table>
<thead>
<tr>
<th>TERMS</th>
<th>2017</th>
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<tbody>
<tr>
<td>TERM 1</td>
<td>23 January-31 March</td>
</tr>
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<td>TERM 2</td>
<td>18 April-23 June</td>
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<td>TERM 3</td>
<td>10 July-15 September</td>
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<td>TERM 4</td>
<td>03 October-08 December</td>
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PUPIL FREE DAYS

| 16 October |

PUBLIC HOLIDAYS

<table>
<thead>
<tr>
<th>PUBLIC HOLIDAYS</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Year’s Day</td>
<td>1 January</td>
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<td>Australia Day</td>
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<td>Good Friday</td>
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<td>Easter Monday</td>
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<td>Anzac Day</td>
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<td>Labour Day</td>
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<td>Gold Coast Holiday</td>
<td>1 September</td>
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<td>Queen’s Birthday</td>
<td>2 October</td>
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<td>Christmas Day</td>
<td>25 December</td>
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Statement of Purpose

School Vision: Empowering Lifelong Learners

School Mission: We grow self-directed, disciplined and passionate learners with:
- curiosity and creativity
- integrity and authenticity
Through:
- collaborative partnerships
- consistent commitment to well being

School Expectations: In keeping with the Benowa Way:
We are Learners
We are Respectful
We are Safe
We are Proud
LOCATION & COMMUNITY

Benowa State School was established as a small rural school in 1885. The local district underwent major change during the 1970s and 1980s, catapulting the area into a thriving Gold Coast suburb.

Benowa State School is a co-educational school that has proudly delivered quality State Education since 1885. We are proud of the high standards that Benowa continues to espouse in the pursuit of academic, cultural, social and sporting excellence. At Benowa, students are core to the strategic purpose of our school. Our entire school community values this educational philosophy we hold and this is evidenced through members of our community collaboratively guiding our students to reach their full potential in line with our vision, mission and expectations. This is achieved through an uncompromising commitment to high expectations for us all.

Benowa has a strong sense of community. The majority of students complete their entire primary schooling from Prep-Grade 6 here at Benowa. As a result, we have a wonderful opportunity to incorporate a strong follow through on our School Mission.

Benowa has a fully inclusive philosophy about education. All classrooms are supported by an Inclusion Teacher, overseen by our Head of Student Support Services, to work alongside classroom teachers to personalise learning for all students. Our student population is excitingly diverse with approximately 35% of the population of international origin representing in excess of 30 nationalities. The majority of these families arrive very passionate about education and optimistic about a new start in our wonderful country. This supports and reinforces our culture of high expectations and Benowa is sought after for this purpose. In saying this, our school also accepts approximately 40% of its enrolment from out of catchment. We are greatly encouraged by the fact we are a school of choice on the Gold Coast.

Our Vision statement articulates: Empowering Lifelong Learners. As such we desire for all our students to confidently take charge of their futures rather than be passive receptors of ‘come what may’. Therefore our school learning culture is driven by our mission of ‘growing self-directed, disciplined and passionate learners.’
Benowa continues to prepare enriching transitions into our school through prep and exiting to high school. The early year’s pathways are coordinated though our strategic alliance with our Early Childhood Development Program (ECDP) and the various local early childhood services including our own onsite Playgroup Program Koala Joeys.

Transitions to high school preparations are undertaken as early as Grade 5 where EVERY student in Grade 5 and 6 participate in our Raising Academic Performance (RAP) Program, engaging students in extension, personal interests and higher order thinking initiatives. Our partnerships here are formed with local high schools, Queensland Academies and other specific local community stakeholders.

Our modern facilities include a lab, media room, interactive science rooms and all classrooms have been fitted with wireless and cabled internet capability and a large interactive LCD screen. Each class has access to a set of iPads to support our culture of 21st Century Learning.

Our distinctive approaches to teaching are guided by the principles of explicit instruction. Success in this method of teaching requires that teachers understand the principles of effective formative assessment, use of data cycles, to inform teacher’s, targeted personalised learning and the active participation of students in the learning process. It is a requirement that our classes strongly reflect models of 21st century learning habits and behaviours including contemporary learner attributes. The contemporary learner attributes recognise not only how learners are already operating in the world outside school, but also how they expect to be able to operate in the learning environment within school.

A contemporary learner:

- is mobile – accesses learning wherever they are
- learns 24/7 – locates and filters content, taps into knowledge anytime
- takes information technology for granted – lives and operates in a digital world
- connects – collaborates with friends, experts, resources, learning communities
- engages globally – participates in world events in real time
- is agile – adapts to new technologies easily
- personalises – finds and leverages what they need to be productive
- authors – creates, critiques and publishes content.

Benowa also has a range of excellence programs on offer. These include our many school choirs, brass and strings ensembles. Not only do these groups of students win a range of awards each year in regional and state competitions, but they are sort after to provide entertainment to local community groups, open formal events and participate in honourable programs such as the Currumbin ANZAC Day Dawn service.

Our school is uniquely a ‘hub’ in our local community. With such high levels of community use of facilities, our school can offer a broad range of programs outside of school hours including Chess Club, Drama & Dance classes, Martial Arts, Tennis Lessons, Zumba, Let’s Ride program, Auskick, Baseball skills, Guitar Lessons and Cartoon Lessons. Our school also has a partnership with an Out of School Hours Care operator that provides a service from 6am until 6pm. A full day program is conducted every weekday during school holidays.
CURRICULUM
The school offers a curriculum program ranging from Prep to Year 6 which caters for the diverse needs, abilities and interests of students.

The curriculum consists of

- English
- Mathematics
- Science
- History
- Health and Physical Education
- Technology
- French (yrs 5-6)
- The Arts (art, music, drama, dance, media)

PHYSICAL EDUCATION (PE/SPORT)

Students participate in 30 minutes of specialist physical education per week provided by our PE teacher.

During the course of the school year, Years 5 - 6 may be involved in interschool sport. Sports offered may include Australian Rules, Touch Football, Netball, Hockey and Soccer (depending on the season, and accessibility of coaches). Those children in Years 5 - 6 not involved in inter-school sport participate in an intra-school sport program based at this school.

The Years 1 - 4 sports’ program involves skill development, quite often through playing minor games. Term 3 is dedicated to the school’s athletics season with an athletics carnival, usually held in August.

A swimming program is conducted for students in Prep-Year 2 at various times during Terms 3 and 4. Our Inter House Swimming Carnival for Years 4-6 students occurs in Term 4 each year.

SCHOOL SPORTS HOUSES
The school is divided into four Sporting Houses - Kellerman, McKay, Moncrieff and Wright. Children are allocated to Houses for sporting competitions. Every effort is made to keep families in the one house.

HOUSE COLOURS
- Kellerman - Navy Blue
- McKay - Green
- Moncrieff - Gold
- Wright – Maroon

MUSIC TUITION
The school has the services of a full time class music teacher and three visiting instrumental music teachers. The music teacher provides regular classroom music lessons as well as our highly acclaimed choral program.

Instrumental music teachers provide free tuition in strings, brass, woodwind and percussion. The school can provide, for a hire fee, some instruments for the first year to children taking part in the course. Parents who take advantage of this service are asked to ensure that children practise regularly. When children are reasonably proficient in playing an instrument, they become part of one of the school’s ensembles which play on assembly, at other venues, and various competitions.

Students audition for a place in the Instrumental Music Program. Tuition in strings commences in Year 3, whilst tuition in brass, woodwind and percussion is from Year 5.
CHOIR
The music teacher trains school choirs. This school regularly enters Eisteddfods and performs in public.

Students audition for a place in our three school choirs. Each choir has a limit on the number of members.

FEES
Instrumental Music Program – A fee of up to $100 per year is charged for the hire of musical instruments. This fee assists with the maintenance of the instruments. There is also a $20 fee per arts area.

CAMPS, EXCURSIONS and INCURSIONS
Children may be given the opportunity to attend school camps, excursions or incursions. These may be conducted on a class, year level or subject related basis. Costs will need to be met by the parents of children attending. For further details, please see the School Policy on the school website.

2017 Camp dates are:
Year 6 Maroon Outdoor Education Centre 13 June-16 June
Year 5 TBA
Year 4 Camp Goodenough 11 October-13 October

HOMEWORK POLICY

Statement of Intent
Homework provides students with opportunities to consolidate their classroom learning, pattern behaviour for lifelong learning beyond the classroom and involve family members in their learning. The setting of homework takes into account the need for the students to have a balanced lifestyle. This includes sufficient time for family, recreational and cultural pursuits.

Homework that enhances student learning:
- is purposeful and relevant to students’ needs
- is appropriate to the phase of learning (Early or Middle)
- is appropriate to the capability of the student
- develops the student's independence as a learner
- is varied, challenging and clearly related to the class work
- allows for student commitment to recreational, family and cultural activities.

Stakeholders’ Responsibilities

Teachers' Responsibilities
Teachers can help students establish routine of regular, independent study by:
- setting homework on a regular basis
- clearly communicating the purpose, benefits and expectations of homework
- checking homework regularly and providing timely and useful feedback
- using homework that is varied, challenging and directly related to class work and appropriate to the students' learning needs
- explicitly teaching strategies to develop organisational and time management skills and providing opportunities to practise these strategies through homework
- giving consideration to other academic and personal development activities that students could be engaged in when setting homework
- discussing with parents and caregivers any developing problems concerning their child's homework and suggesting strategies to assist with their homework.
Students’ Responsibilities:
Students can take responsibility for their own learning by:
- discussing homework expectations with their parents or caregivers
- accepting responsibility for the completion of homework tasks within set time frames
- following up on comments made by teachers
- seeking assistance when difficulties arise
- organising their time to manage home obligations, participation in physical activity and sports, and recreation- and cultural activities.

Parents’ and Caregivers’ Responsibilities
Parents and caregivers can help their children by:
- reading to and with them, talking with them and involving them in tasks at home including shopping, playing games and physical activities
- helping them complete tasks by discussing key questions or directing them to suitable resources
- encouraging them to organise their time and take responsibility for their learning
- encouraging them to read, and to take an interest in and discuss current local, national and international events
- helping them to balance the amount of time spent completing homework, watching television, playing sport and music, and engaging in other recreational activities
- contacting the relevant teacher to discuss any concerns about the nature of homework and their children’s approach to homework ensuring the students are seated at a quiet and well-lit desk with a chair of correct height

Homework appropriate to particular phases of learning

In the **Early Phase of Learning** (Prep to Year 3) many activities at home or in play can assist children develop literacy, numeracy and problem solving skills.

Homework tasks may include:
- daily reading to, with, and by parents / caregivers or other family members
- linking concepts with familiar activities such as shopping, preparation of food, local environment and family outings
- conversations about what is happening at school
- preparation for oral presentations
- opportunities to write for meaningful purposes.

**In the Prep year, students will not be set homework.**
In years 1, 2 and 3, homework could be up to, but generally not more, than one hour per week. **Homework is given to year 1 to 6 students on a weekly basis.**

**Prep**
- 0.5 to 1 hour per week in Semester 2
- informal activities only
- Telling parent/s about their day; helping with activities such as cooking & shopping; reading.

**Year 1**
- 15 minutes maximum per night Monday to Thursday
- reading and sight words.

**Year 2**
- 20 minutes maximum per night Monday to Thursday
- reading, spelling, writing, tables, preparation for oral activities.
Year 3
- 25 minutes maximum per night Monday to Thursday
  - reading, spelling, writing, tables, preparation for oral activities.

Year 4
- 30 minutes maximum per night Monday to Thursday
  - reading, spelling, writing, tables, preparation for oral activities.

Year 5
- 40 minutes maximum per night Monday to Thursday
  - reading, spelling, writing, tables, research work for oral activities.

Year 6
- 45 minutes maximum per night Monday to Thursday
  - reading, spelling, research work, English, Maths, preparation for orals.

In Years 5 & 6, students are encouraged to take more responsibility for their own learning and may be required to engage in independent learning to complete work undertaken in class.

Compilation of projects should not be completed at home. Research and organisation in readiness for project compilation can be completed at home.

Relevant Legislation and Policy
Part 4 Section 22 and 23 Education (General Provisions) Regulation 2000
Implemented: November 2006
Reviewed: June 2007

Raising Academic Performance (RAP)

The Purposes of this program is to:
- engage children in specific areas of interest, passion and ability to improve their academic performance:
- study an enriched curriculum
- have access and links to Benowa State High School, Qld Academies and other community organisations
- have contact with leading professionals
- have access to mentoring programs

Year 4 - 6 Students will participate in the program on a Wednesday afternoon beginning in Term 2 and will continue until the end of the year. Each term children will have the opportunity to change programs.

RELIGIOUS INSTRUCTION

These classes are conducted for half an hour per week. At our school we conduct a co-operative religious education program, i.e. the majority of religious denominations serving our school have agreed to teach a common Christian program of religious education. This program is conducted for all students whose parents wish them to participate and is carried out in their normal classroom arrangement. Children of the following faiths meet outside the cooperative arrangement - Bahia, Catholic, Jewish and Buddhism, but within the same allocated block of time.
STUDENT SUPPORT SERVICES

‘Student Support Services’ is a professional team within the school who support classroom teachers to implement inclusive pedagogy designed to address the specific learning needs of students in the classroom. Specific learning needs could include the need for academic extension, remediation, specific disability intervention or health support. A student’s specific learning needs will be identified through a personalised learning plan, after parent consultation.

Students may be identified as requiring differentiated support through internal school processes, or as part of the state-wide verification process for disability. Inclusion for all students, utilising differentiated curriculum and instruction, is at the heart of our pedagogical practice.

The Benowa ‘Student Support Services’ (SSS) team is able to support students from six weeks of age to pre prep through our Early Childhood Development Program, and all school age students through differentiated and explicit teaching within the schools pedagogical framework.

The SSS team consists of a Leader (Head of Student Support Services HOSSS) who coordinates and oversees the implementation of programs to support student needs through the school, Inclusion Teachers who work with each year level team, and Education Assistants who work in partnership with class and inclusion teacher to differentiate curriculum delivery to students in classes.

The HOSSS also provisions the necessary professional learning agenda to ensure that the team has the necessary capabilities and knowledges to deliver high quality inclusive practices. The Guidance Officer, Chaplain, Speech Language Pathologist, District Nurse, Occupational Therapist and Physiotherapist also contribute to team decisions and student programs on a part time basis, according to the students’ learning needs.

GUIDANCE AND LEARNING SUPPORT SERVICES

Guidance officers identify factors that can interfere or disrupt effective learning, wellbeing and development, and plan or assist in planning interventions or programs that can help students achieve positive outcomes.

Guidance officers may work directly with the student or with the student’s teachers, support personnel, family, other specialists or professionals from other agencies depending on the issues to be resolved and the age of the student. Depending on the student’s age, a range of issues may be supported by guidance officers, including personal and social development, mental health, diverse learning styles and needs, and educational and career pathways.

Guidance officers, while respecting student privacy and confidentiality, work as members of a support team and are committed to providing quality education services for every young Queenslander regardless of their circumstances.

All parents must approach their child’s teacher before action on any matter related to the GO or STLaN can proceed.

CHAPLAIN

A school chaplain is employed five days per fortnight to support students, families and staff with welfare, pastoral and/or spiritual needs.

Programs run by our chaplain:

Starfish mentoring program
Students in Prep to Year 4 who may require some academic support as well as social/emotional support. Sessions target greatest area of academic need as well as targeted activities for building resilience and dealing with feelings and emotions.
Boost mentoring program
A similar program to starfish but aimed at meeting the specific needs of senior students who may be disengaged, may need support with organisational skills and who would also benefit from some encouragement socially and emotionally.

The Workshop
A senior grades program aimed at providing encouragement to students involving designing, planning and goal setting as well as the construction of a number of woodwork projects.

Empowered girls
“Simply me” – This program is aimed at providing confidence and building self esteem in girls especially those that may have experienced a significant life changing event.

Year 6 Inspired program
Separate groups for boys and girls. These programs are aimed at building confidence, character and self-esteem, promoting an inclusive environment and developing team work.

Lunch time clubs

Starfish Lunch club – Grades 1-2. Facilitated by the chaplain and Year 6 peer support students. To promote social inclusion, developing of friendships and to support Benowa State School’s positive play environment.

Kidszone – Grades 3-4. Fun active Games club promoting positive play and interaction between students.

Riot – Grades 5-6 Fun active games club promoting interaction between students and different year levels.
SCHOOL OPERATING PROCEDURES

ABSENCE FROM SCHOOL
Should a child be absent from school, parents are asked to notify the school in one of four ways -
1. by email  admin@benowass.eq.edu.au
2. Telephone  07 5510 4366 (24 hour service) just leave a message
3. in person
4. or by writing a letter when the child returns.

Any unauthorised, prolonged absence will be investigated by the school (please see the school Attendance Policy on the website). Students who are absent, or will be absent from school for a period of more than 10 consecutive school days (for example due to illness or family holidays) require an exemption. Principals may approve exemptions for less than one year where there is an appropriate reason. Decisions about exemptions are made by the principal (further information is detailed in the school Attendance Policy).

As stated in the Education (General Provisions) Act 2006, S176, Compulsory schooling:
1) Each parent of a child of compulsory school age must—
a) ensure the child is enrolled within a year of schooling, other than the preparatory year, at a state school or non-state school; and
b) ensure the child attends the state school or non-state school, on every school day, for the educational program in which the child is enrolled; unless the parent has a reasonable excuse.

ACCIDENTS
Accidents are likely to occur in any sphere of activity but especially where there are numerous active, enthusiastic, adventurous and inquisitive young people. Accidents may occur even when care has been taken to provide appropriate playground equipment and supervision. When a child is mildly unwell or suffers a minor accident:

- Appropriate first aid/care is administered;
- The child may be placed in the sick room;
- If the child should go home, the parent is notified.

If a serious accident occurs:
- A staff member will remain with the child;
- Appropriate assistance will be summoned;
- The parents or the emergency contacts will be notified;
- Medical treatment deemed necessary will be undertaken (including ambulance)

ADDRESS CHANGES/EMERGENCY CONTACTS/SCHOOL RECORDS
It is important that school staff are able to contact a parent, caregiver or a neighbour if an accident or sudden illness occurs to a child. Lack of current information can cause delays in an emergency.

Please inform the school immediately of any changes to:
· address
· phone numbers (home or work)
· custody orders and/or
· current medical requirements

If you need to pick-up your child/ren early, please send a note to the teacher so if they are not in their classroom the teacher can send them to the office ready for when you arrive. This causes minimum disruption to the class and avoids trying to find them if they are not in their classroom. All child/ren must be collected through the office.

APPOINTMENTS
Making an appointment avoids inconvenience to either parent or teacher. We do not permit parent/teacher interviews while the teacher is in charge of a class, as it interrupts teaching and learning as well as inhibits supervision of the children.
ASSEMBLY
Assembly is held every Friday at 9am—even weeks for Prep to Year 2, odd weeks for Year 3–6. The assembly is used to convey special messages to the students, present awards and introduce visitors and guests. Student leaders co-ordinate and officiate at assembly, other students participate from time to time through various performances. Each week students from each class are acknowledged for their learning and work habits and achievements.

BANKING (Students)
Student banking is conducted via an electronic link-up with the Commonwealth Bank. The school receives a commission for every transaction conducted (a useful source of funds for school resources). Information about school banking will be provided on enrolment and then on a yearly basis, or please ask our P&C for details.

BELL TIMES AND SCHOOL ROUTINE
Daily Routine – unless variations are made, each day's routine is as follows:

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<tr>
<th>Time</th>
<th>Activity</th>
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<tbody>
<tr>
<td>8:50am</td>
<td>First Bell rings. Children line up and wait for teachers outside classrooms</td>
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<tr>
<td>8:55am</td>
<td>Commencement of class lessons</td>
</tr>
<tr>
<td>10:55am</td>
<td>First Break – children move to an allocated eating area</td>
</tr>
<tr>
<td>11:10am</td>
<td>Children are allowed to play after their lunch is eaten. Children play in designated areas</td>
</tr>
<tr>
<td>11:35am</td>
<td>Cease play, visit the toilet, wash hands and have a drink before assembling at the class line-up areas to wait for the teacher</td>
</tr>
<tr>
<td>11:40am</td>
<td>Commencement of lessons</td>
</tr>
<tr>
<td>1:40pm</td>
<td>Second Break – children move to an allocated eating area</td>
</tr>
<tr>
<td>1:55pm</td>
<td>Children are allowed to play after their lunch is eaten</td>
</tr>
<tr>
<td>2:05pm</td>
<td>Cease play, visit the toilet, wash hands, have a drink before assembling in the class line-up areas</td>
</tr>
<tr>
<td>2:10pm</td>
<td>Commencement of lessons</td>
</tr>
<tr>
<td>2:55pm</td>
<td>Collect all belongings from bag racks</td>
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<td></td>
<td>Departure for home</td>
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BICYCLES should be parked in the racks provided. Students should bring their own chain and ensure their bike is locked securely to the rack. We would value your support in reinforcing to your child our policy of not riding bicycles in the school grounds for the safety of pedestrians. Skateboards are not permitted at school.

ALL STUDENTS MUST WEAR A HELMET.
BOOKLISTS /SCHOOL RESOURCES

A book list is provided at the end of each school year, or when children are enrolled. Parents will be required to purchase all items on the list prior to the commencement of the new year. These resources can be ordered through a service provided by the school for your convenience. This will allow materials to be bulk ordered which results in cheaper than over-the-counter prices. Prior to the commencement of the school year, book packs bought through the school will be delivered to classrooms in preparation for students on the first day.

CODE OF SCHOOL BEHAVIOUR

Education Queensland is committed to provisions that ensure all students have a right to and receive a quality education. At Benowa State School we have developed a Responsible Student Behaviour Plan that acts as a framework to provide a safe, supportive and disciplined learning environment for all members of the community. It defines rights and importantly responsibilities for all members and is consistent with the principles and values of the Education Queensland Code of School Behaviour. As a staff we believe that the guiding principles for the provision of safe and supportive school environment include-

* Promoting care and respect
* Implementing policies and processes to nurture safe and supportive environment
* Provide quality leadership
* Engaging the school community
* Providing an engaging curriculum

(As stated by the National Safe Schools Framework 2003)

Guided by these principles and using a combination of strategies that consider both the individual and the rights of the community members we work to achieve positive behaviour outcomes.

Copies of The Responsible Behaviour Plan for Students are available from the school office or can be downloaded from our school website.

COMMUNICATION

It is important that home and school work together to let each other know about details that are affecting the child. This results in the building of a secure and happy learning environment for children.

It is both the school's and parents' responsibilities to communicate effectively. Forms of communication usually include parent workshops, parent-teacher interviews, children's written reports, informal chats, and regular newsletters.

Two-way communication is essential to providing the best possible education for our students.

RAISING CONCERNS

From time to time parents may have concerns arising from matters that occurs in the school. We believe these concerns should be raised as early as possible to ensure satisfactory outcomes.

We encourage parents to pursue the following procedure as it allows a calm approach where satisfactory resolutions result in win/win situations:

If a concern relates to a class issue:

- Arrange a mutually convenient interview time with your child’s Teacher.
- Clarify issues involved in the concern at the beginning of the meeting (or prior to the meeting if possible).
- Share available information about the problem.
- Give the teacher an opportunity to tell all he/she knows of the problem.
- Take steps to resolve the concern (even if a resolution does not occur there may be a useful exchange of information).

If the concern is not resolved then an appointment should be made with the Leadership Team.
REPORTING AND INTERVIEWS
Teachers are not able to leave their classrooms to speak to parents during class time. If you require an interview please contact the office or the class teacher to set up a mutually convenient time.

At the end of each semester parents will receive a written report of their child’s progress. The report informs parents of growth in behaviour and attitude as well as achievement in academic learning.

Parent interviews are arranged along the following lines:
• At the end of Term 1 a full interview is arranged
• At the end of Term 2 the child’s report card presented to parents.
• At the end of Term 3 a full interview is arranged
• At the end of Term 4 the child’s report card presented to parents
• Similarly, if there are areas of concern, teachers/parent interviews may be arranged for a mutually convenient time.

Parent/Teacher discussions make an integral contribution to understanding a child and the more we learn to understand each child, the more we can do to create the correct learning experiences for that student. It is for this reason we ask parents to keep in close contact with teachers.

SCHOOL NEWSLETTER
The Benowa State School newsletter is ‘Benowa News’. It is produced every second Friday and issued to each family electronically. Benowa News contains important information with regards to school matters and is the major means of communication between the school and home. Each edition is consecutively numbered. Please make sure the school has your current email address.

SCHOOL WEBSITE
General information and the school newsletters can be accessed on the website. www.benowass.eq.edu.au.

QSchools APP
Benowa State School QSchool app is now ready to use. You will be able to access school information, newsletters and automatically receive important updates and push notifications. From 2016 this will be our form of communication instead of the SMS system currently used. This can be downloaded on to any ANDROID, APPLE & WINDOWS 8 DEVICES.

It is free to use. This can be downloaded directly from our school website www.benowass.eq.edu.au

FACEBOOK & TWITTER
Benowa has a Facebook account which can be accessed https://www.facebook.com/pages/Benowa-State-School/107215303301. Twitter account is Twitter@BenowaSS

COMMUNITY INVOLVEMENT
As part of our philosophy, two way community involvement in the school is encouraged. This involves parents and others visiting the school and helping in a number of ways, as well the school making its facilities available for use by the local and wider community.

If you belong to a group that may use the school facilities for meetings or perhaps a sport afternoon, please feel free to contact the Business Services Manager for further information.

COMPULSORY ATTENDANCE
Every parent of a child being of compulsory age (ages 6½ -15 years) must attend school, unless some reasonable excuse exists, cause such child to attend a school on each school day. Examples of a reasonable excuse, as defined by the Education Act, are:
• Sickness
• Temporary or permanent infirmity
• Unavoidable cause (accident)
• Fear of infection with disease
FIRE DRILL/LOCKDOWN PROCEDURE

Benowa State School regularly practises both its Fire Drill and Lockdown Procedure in accordance with Education Queensland requirements.

HATS - SUN SAFETY

It is the policy of this school to prevent any student without a hat from playing outdoors during recess time. Students without hats will be restricted to undercover or shaded areas. Plain caps, sun visors and peaks are not acceptable as they offer little, if any, protection. The broad-brimmed school hat is available from the Uniform Shop.

HEAD LICE

Headllice is an infestation, not an infectious disease. You will be contacted if your child is suspected of having head lice. It is very important that you inspect your child's head frequently. Head lice can affect anyone at anytime but because they spread so quickly, immediate action is required to halt the cycle.

HELPING AT SCHOOL

By helping at school you display to your child that you value education. The following are some of the ways you can help at school:

- Helping in the tuckshop
- Attending working bees
- Accompanying excursions when needed
- Being involved in literacy programs
- Assisting in fund raising
- Participating in decision making - P&C Meetings
- Assisting with sporting activities - athletics carnival, swimming
- Assisting with art and craft activities

GROUND POLICIES

During School Hours

During School hours (8:55am to 2:55pm) all parents, contractors or visitors shall report to the Administration Office before venturing into the school grounds.

After Hours Policy

No-one shall access the school grounds out of school hours without the express written permission of the Principal.

Gates

While school gates will be open between 6:00am and 6:00 pm each day for the purpose of allowing access to our OSHC program with Helping Hands, an invitation for all other students not under the care of OSHC to be on site is from 8am when the school provides systematic supervision.

LATE ARRIVALS/EARLY DEPARTURES

Students who are late for school (that is from 9am) must report to the Office to receive a Late slip, which must be pre- sented to the teacher upon arrival at the classroom. To ensure the safety of your child, students departing early must be collected from the office, and signed out.
LEARNING - HELPING YOUR CHILD
- Foster self-esteem and confidence in your child
- Realise that making mistakes is an essential part of learning
- Ensure that your expectations are realistic
- The amount of written work (for example worksheets) may not be an accurate indicator of your child's competence, achievement or progress
- Refrain from comparisons with siblings and peers
- Compare achievements with the child's own past performance
- Encourage the child to inquire, explore and question
Discuss everyday items - news, family events, school or community events - to enhance language and understandings.

LEAVING SCHOOL GROUNDS
Children are not permitted to leave the school grounds during school hours. Parents or guardians must report to the office first should a child need to leave the school early for an appointment. Students can only be collected from the office.

LOST PROPERTY
This is stored in a trolley outside the Tuckshop. Children are encouraged to take responsibility for their own belongings. To assist your children to do this, please mark each of their belongings clearly with their name and year level.

Valuables and Large Amounts of Money should not be taken to school. Where money is necessary for activities, it should be placed in the appropriate envelope clearly stating the child's name, class, purpose and amount enclosed. No money should ever be left in school bags. No responsibility is accepted for toys/mobile phones/valuables brought to school.

MOBILE TELEPHONES AND OTHER ELECTRONIC EQUIPMENT BY STUDENTS
At school and during school related activities, Benowa State Primary School bans student use of items which are illegal, dangerous, offensive or likely to cause disruption or harm to the smooth running of the school and the education of other students. Such items include the use of mobile telephones and other electronic equipment such as pagers, electronic games, portable CD and MP3/4 players/iPods and personal digital assistants.
Please see appendix B for school policy

MONEY COLLECTION
PAYING BY INTERNET BANKING: Direct Payment into School Bank Account
Note: You will need student ID for this option. Available from your child’s teacher or the school office.

- School’s Bank Account Name: Benowa State Primary School General A/C
- BSB Number: 06 4450 (CBA Branch Ashmore)
- Account Number: 0090 0039
- Reference/Details: Please record both
- “Student NAME & Reference Code” in the reference/details section so that your payment can be recorded correctly. You can find this on the invoice.
PAYING BY PHONE or FAX: Payment by Credit Card ONLY
- Call the school on 07 5510 4333 or fax to 07 5597 3826, Monday to Friday between 9:30am and 12 noon
- Please have the account and your credit card details with you when you call.
- VISA and Mastercard accepted.

PAYING BY MAIL: Payment by Credit Card, Cheque or Money Order
- Credit Card details completed on the Payment Advice below.
- Cheques and Money Orders made payable to Benowa State Primary School and returned with completed Payment Advice below.
- Post to Benowa State Primary School, Benowa Rd, Benowa, 4217

PAYING IN PERSON: Payment by Credit Card, Debit Card, Cash, Cheque or Money Order
- Payment can be made at the school office Tuesday and Thursday 8am to 9.30am. Students will be dismissed for class at 8.45am.
- Credit Card and Debit Cards (EFTPOS), Cash, Cheques and Money Orders are accepted

OUT OF HOURS CARE
This is available at the school by private providers, Helping Hands, not school personnel, between the hours of 6:00am-8:55am and 2:55pm- 6.00pm. Enrolment forms are available from the Administration Officer at the school. Vacation Care is also available. For further information contact the co-ordinator on 0458 010 529.

PARENTS AND CITIZENS ASSOCIATION
The Benowa SS P&C Association operates as a volunteer organisation made up of parents from the school community. Our aim is to provide extra financial support for resources and programs, as decided upon by the P & C, Principal and school staff, to provide the best educational opportunities for our children.

The P & C Association administers the School Tuckshop and Uniform Shop.
We welcome and value all families into our P & C Association and hold our monthly meetings on the fourth Wednesday of every month from 6:00pm.

The P & C have a number of objectives within the school and the surrounding community. These include:
- a forum for parents to contribute to policies and decisions regarding their child/ren's education;
- an opportunity to contribute to the school's resources through various fundraising projects;
- a place to meet fellow parents to talk and make friends.

The P & C holds several fundraising events throughout the year. Parents are always needed to help with these events.

VOLUNTARY FINANCIAL CONTRIBUTION
The Benowa State School P & C Association ask parents to give a voluntary financial contribution for each student to support key initiatives. This voluntary contribution assists with the provision of assets and facilities to enhance the school on top of what is already achieved through school budgets and government grants.

TUCKSHOP
The P&C conducts a daily tuckshop to provide wholesome foods for students. The convenor requires volunteer assistance each day of the week and parents are urged to assist the school by helping on a regular basis. As all children benefit, the more who assist the better. Ordering procedures are set out for your convenience. Current price lists will be provided on a separate sheet.
First Break
Orders for the 10.55am – 11.10am “eating period” are to be taken to the tuckshop BEFORE 8.45am. Ensure the packet is clearly marked “FIRST BREAK”, for delivery back to the classroom at 10.55am.

No children are to go to the tuckshop during the 10.55am – 11.10am “eating period”.
Children who wish to buy without ordering can do so, only after the 11.10am “play bell”, but hot food lines will not be available.

Second Break
Orders are to be taken to the tuckshop before school, with the packet clearly labelled “SECOND BREAK”, for delivery back to the classroom at 1.10pm.
All food and drink is available by order only.
No children are to go to the tuckshop during second break.

AFTER 11.10AM “PLAY BELL”
All children, Years 1 - 6, are free to make UNORDERED purchases at the Tuckshop. Each child will be served with ONE ONLY of such items as ice blocks, snacks and drinks. No food will be sold after 11.25am.

PERSONAL GROOMING
- Fingernails-short and clean with no polish.
- Hair-pulled back from face and eyes and if hair is below shoulder length it should be tied back so as not to impede sight and to promote health. Hair is to be kept neat and tidy. Plain headbands or ribbons in school colours.
- Make-up - no face colour/paint unless for medical reasons. Sunscreen is not considered a cosmetic.
- Cleanliness and tidiness is encouraged.
Please refer to the school Uniform Policy for further details.

PHOTOGRAPHS
Annual class photos are taken by a Photographic Studio. Families will be notified of this event several weeks in advance.

QUERIES
If you are unsure of something or have a concern regarding your child’s education, please discuss it with the class teacher. Your positive approach to the school will be reflected in your child’s receptiveness to learning.

SCHOOL BUSLINES
Bus routes can be accessed by visiting www.surfside.com.au. Please note Surfside Buslines school bus services only operate as per the Qld State School Calendar.

SCHOOL HEALTH
DENTAL CLINIC
The State Department of Health conducts the service via a visiting school dental van. Dentists or school dental therapists may provide treatment, depending on the particular dental situation. Appointments should be made through the Department of Health.

STUDENT HEALTH
The School sick bay is located in the Administration Building and caters for children feeling unwell through the day. If, in the opinion of the administrative staff, the child is uncomfortably sick or is injured, the parents/guardians will be telephoned to collect them.

It is Education Queensland Policy that no pain killing medication (eg Panadol) can be administered at this School.
MEDICATION

Should medication prescribed by the student’s medical practitioner be required to be administered while the student is at school or involved in school-approved activities, a parent/legal guardian must, in the first instance, come to the office and complete an “Administration of Medication to Students” authorization form. A teacher or other adult person on the school staff authorised by the principal to give medication to a student, may accept responsibility to give medication to a student while at school or while involved in school-approved activities, following the completion of this form from a parent/legal guardian.

A teacher or other adult person on the school staff authorised by the principal to give medication to a student, is to administer medication, as per the written instructions provided on the medication container by the pharmacist at the medical practitioner’s direction. The teacher or other authorised person is not permitted to accept the instructions solely of the parent/legal guardian. The instructions on the medication container need to indicate specific times at which medication is to be administered, as well as the quantity of medication to be administered and the student’s name. Medication can only be administered from the medication’s original container.

At no time should any medication provided for one student be administered to another student. At all times, medication must be kept in a secure place. (One exception, in selected cases, is that of inhaler therapy for asthma). All unused medication is to be returned to the parent/legal guardian of the student.

Non-prescribed oral medications (such as analgesics and over-the-counter medications) cannot be administered by teachers or other persons on the school staff.

DIABETES AND ANAPHYLAXIS

Parents of children with diabetes or anaphylaxis need to discuss a suitable management plan to maintain and control the condition, with the classroom teacher and the Head of Student Support Services.

INFECTIOUS DISEASES

The below is a table of common childhood conditions that are frequently detected at school and the current Qld Health recommended minimum exclusion periods. An extended list is available at www.health.qld.gov.au/resources/default.asp

<table>
<thead>
<tr>
<th>Illness</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chicken Pox</td>
<td>Should be excluded for at least five days after the beginning of the illness and until the last lesion has cleared.</td>
</tr>
<tr>
<td>Measles</td>
<td>Should be excluded for at least four days from the appearance of rash or until a medical certificate is obtained.</td>
</tr>
<tr>
<td>Rubella (German Measles)</td>
<td>Should be excluded for at least four days from the appearance of rash or until a medical certificate is obtained.</td>
</tr>
<tr>
<td>Mumps</td>
<td>Should be excluded for at least nine days after the onset of symptoms.</td>
</tr>
<tr>
<td>Hepatitis</td>
<td>Should be excluded until a medical certificate of clearance is obtained.</td>
</tr>
<tr>
<td>Impetigo (School Sores)</td>
<td>Exclude until appropriate antibiotic treatment has commenced. Any sores on exposed skin should be covered.</td>
</tr>
</tbody>
</table>
RESOURCES SCHEME
As a service to assist parents with the cost and resourcing of some educational resources, Benowa State School and the P&C association have chosen to operate a Student Resource Scheme. The purpose of the scheme is to provide the parent/caregiver with a cost effective and more economical alternative to purchasing required resources, and consumables from elsewhere, through reduced prices gained from the school’s bulk purchasing processes. The resource scheme is in place for all students Prep—Year 6.

WAIVING OF FEES AND CHARGES
In cases of genuine financial hardship, the Principal is able to waive or reduce the fee for students. In such cases, the parent is to contact the Principal for assistance.

SCHOOL UNIFORM
The community of Benowa State Primary School overwhelmingly supports and approves the wearing of a school uniform by our students.

The adoption of a Student Dress Code and Uniform Policy is established under sections 360-363 and section 283 of the Education (General Provisions) Act 2006. Refer to Appendix B

Therefore, students attending Benowa Primary are to wear the designated school uniform and adhere to the school’s dress code unless an exemption has been granted by the school principal.

Reasons for a school uniform include:
- It identifies those students attending Benowa State Primary School, both within the school grounds and outside.
- It creates a sense of pride in being associated with our school which has a reputation of excellence in the educational, sporting, cultural and social development of our students.
- It is non-discriminatory as it does not distinguish between students from differing socio-economic backgrounds.
- It eliminates the ‘fashion’ competition between students and in doing so reduces the ‘stress of keeping up’ with the trends as well as the cost of school clothing.
- It is an exercise in self-discipline. Students need to appreciate that success and happiness is greatly influenced by the level of self-discipline that they can achieve. They particularly need to realise that a dress code applies to most occupations and social activities.
- It presents a united image to the public and can be easily identifiable in the wider community, as well as contribute to the sense of order and discipline within the school environment.

1 OPERATING PRINCIPLES
1. The complete day uniform, as outlined in this policy document, is to be worn at all times at school and when travelling to and from school, except on PE and sports days when the complete sports uniform is to be worn.
2. An exemption from wearing the school uniform will be granted in cases of genuine conscientious objection, i.e. bona fide religious or cultural grounds. In such cases, the parent or caregiver is to apply in writing to the principal for an exemption, stating the reason for the genuine conscientious objection.
3. Any student who represents the school on an excursion or as part of a sporting, social or cultural event must wear the complete school uniform as specified. This also applies to students engaging in school activities out of school hours. Students participating in official school photographs must also wear the complete school uniform as specified.
4. Flat, black lace up shoes with Benowa socks must be worn with the uniform. Boots and shoes with platform soles are not acceptable. Laces must be black and firmly tied above the shoe. (Parents/Caregivers may choose to purchase a black leather jogger which can be worn with both the day and the sports uniforms.)

5. The bottle green pullover, zippered jacket, tracksuit pants or ribbed stockings are to be worn with the day or sports uniform during cold weather. Any other coloured jumpers, coats, long pants, etc are not permitted.

6. Make-up, nail polish (excepting clear), face glitter, face paint, tattoos and inappropriate colouring of the hair, including brightly coloured streaks, are not permitted.

7. For safety reasons, the only jewellery items permitted are a wristwatch, one pair of sleepers or studs for pierced ears and/or an item of religious or cultural significance. The parent needs to apply in writing, giving an explanation of the religious or cultural significance of the item. The item is to be worn underneath the shirt or dress.

8. Should a student who does not have an approved exemption be repeatedly out of uniform, then the parent is requested to provide an explanation, either in writing or in person. The school will contact parents of students who are repeatedly out of uniform and without a note of satisfactory explanation.

9. The school will maintain a bank of uniform items and black shoes for donation to students who present without the full uniform and do not have an exemption, as well as for those students whose families are unable to provide the school uniform due to financial disadvantage and/or transience.

10. A student’s non-compliance with the school’s uniform and dress code requirements will not be grounds for suspension, exclusion or cancellation of enrolment.

11. The Benowa State Primary School uniform consists of:

**DAY UNIFORM**

**Girls**

- Green checked dress
- All black leather shoes or black joggers with black laces – flat soles & without white or coloured stripes, emblems, soles, etc
- White socks with Benowa inscription
- Bottle green zippered jacket, bottle green tracksuit pants or ribbed stockings - to be worn with the day uniform in colder weather
- Bottle green school hat.

**Boys**

- Green checked shirt
- School grey shorts, no longer than top of knee
- White socks with Benowa inscription
- All black leather shoes or black joggers with black laces - flat soles & without white or coloured stripes, emblems, soles, etc.
- Bottle green zippered jacket, bottle green tracksuit pants – to be worn with the day uniform in colder weather
- Bottle green school hat.
SPORTS UNIFORM

Girls:
- Red T-shirt with Benowa’s emblem
- Permanently pleated wrap around bottle green skirt or bottle green school shorts, no longer than top of knee
- All black joggers with black laces - flat soles & without white or coloured stripes, emblems, soles, etc
- White socks with Benowa inscription.
- Bottle green zippered jacket, bottle green tracksuit pants or ribbed stockings – to be worn with the sports skirt in colder months.
- Bottle green school hat

Boys:
- Red T-shirt with Benowa’s emblem
- Bottle green school shorts – no longer than top of knee
- All black joggers with black laces - flat soles & without white or coloured stripes, emblems, soles, etc
- White socks with Benowa inscription
- Bottle green zippered jacket and bottle green tracksuit pants – to be worn with the sports uniform in colder months
- Bottle green school hat

PREP UNIFORM

Girls:
- Red T-shirt with Benowa’s emblem
- Bottle green school shorts – no longer than top of knee
- All black joggers with velcro closure. Not to have white or coloured stripes, emblems, soles, etc
- White socks with Benowa inscription
- Bottle green zippered jacket and bottle green tracksuit pants - to be worn in colder weather
- Bottle green school hat

Boys:
- Red T-shirt with Benowa’s emblem
- Bottle green school shorts – no longer than top of knee
- All black joggers with velcro closure. Not to have white or coloured stripes, emblems, soles, etc
- White socks with Benowa inscription
- Bottle green zippered jacket and bottle green tracksuit pants - to be worn in colder weather
- Bottle green school hat

Students are required to adhere to the dress code when representing the school in competitions, performances and on excursions.

Health and Safety Regulations require that no jewellery is to be worn to school. The exception is one small sleeper or stud in each ear. Students must wear a hat when out of shade or cover. Suitable footwear must also be worn to school (thongs and platform soles or high heels are not acceptable). Long hair should be pulled back and secured away from the face and shoulders (this also assists with the management of head lice).
STUDENT LEADERS
Students from Year 5 enter into a selection process, involving both staff and students, to elect Student Leaders for the following year. These students participate in a variety of leadership roles within the school e.g. leading parade, assisting at school activities, meeting dignitaries etc. The students are encouraged to highlight and discuss student and school issues with the teachers and the administration.

STUDENT LEADERSHIP TEAM
Benowa State School has a strong leadership team within the student population. There are four school captains, two house captains for each house, as well as two representatives from each upper school class. These are the students who are the Student Council. The students themselves vote to select the Student Council Executive.

Each week the Student Council meet to decide how they are going to assist to make their school a better place. All money raised by the Student Council is either sent to charities, or to raise funds to make our school a better place.

Our Student Council are a hard working dedicated group of students who by their actions make Benowa State School a better place to be.

TOYS AT SCHOOL
Bringing toys to school is discouraged. If a child brings a toy to school, for example for a morning talk, it will be left inside the classroom during breaks as toys are not to be played with during lunch breaks. Toys brought to school remain the total responsibility of the child because of the risk of misplacement or damage. No member of staff will be responsible for children's toys at any stage. This also includes any other valuable items. Trading cards are banned from school.

TRANSFERS
Parents are asked to inform the school office when a student is changing schools. Please check for any library books or school reading books that you may have at home and return them to the school before you leave.
ZONING (ENROLMENT MANAGEMENT)

An enrolment management policy exists at Benowa State School. A map depicting the areas from which the school sources its enrolments is available for viewing at the school.

Families outside the enrolment boundary may submit an application for enrolment but there is no guarantee that a place will be offered. Places for students outside the enrolment boundary are managed to ensure an even spread of students across year levels and to ensure the total enrolment does not exceed the school’s accommodation capacity.

Applications for enrolment from students who reside outside the enrolment boundary are recorded on the school’s waiting list in order of receipt. Applications are considered in order of receipt.
POLICY FOR THE APPROPRIATE USE OF MOBILE TELEPHONES AND OTHER ELECTRONIC EQUIPMENT BY STUDENTS

STATEMENT OF INTENT

At school and during school related activities, Benowa State Primary School bans student use of items which are illegal, dangerous, offensive or likely to cause disruption or harm to the smooth running of the school and the education of other students. Such items include the use of mobile telephones and other electronic equipment such as pagers, electronic games, portable CD and MP3/4 players/iPods and personal digital assistants.

OPERATING PRINCIPLES

1. Use of mobile telephones by students is restricted to before and after school.
2. Electronic equipment such as pagers, electronic games, portable CD and MP3/4 players / iPods and personal digital assistants are not permitted, and therefore must not be brought to school.
3. Mobile telephones are not permitted to be used during school hours.
4. Students must display courtesy, consideration and respect for others whenever they use a mobile telephone.
5. Mobile telephones are not to be used in any manner or place that is disruptive to the normal routine of the school.
6. In-phone cameras are not to be used anywhere a normal camera would be considered inappropriate, such as in change rooms or toilets.
7. Upon arrival at school, students are to hand mobile telephones into reception whereby they will receive a receipt.
8. Students are to sign when handing in and collecting their mobile telephone.
9. Mobile telephones will be stored in a safe and secure place during the school day.
10. Mobile telephones are brought to school at their owner’s risk. No liability is accepted by the school in the event of loss, theft or damage to any device unless it can be established that the loss, theft or damage resulted from the department’s negligence.

Discipline sanctions will apply for students who breach this policy.

RELEVANT LEGISLATION AND POLICY

- Education (General Provisions) Act 2006
- SM-06 Management of Behaviour in a Supportive School Environment – Schools and Discipline

Implemented 30 October 2006