



PREP

INFORMATION HANDBOOK

Burleigh Heads State School
Lower Gold Coast Highway
Burleigh Heads 4220

Telephone: 5568 6666
Student Absentee Line: 5568 6666
Fax: 5568 6600
Email: admin@burlheadss.eq.edu.au
Website: www.burlheadss.eq.edu.au

CONTENTS

Welcome	3	ECDP - Early Childhood Development Program	26
School Directory	4		
Important Information	5	SEP Special Education Program	26
The Prep Day	6	Learning Support	26
Attendance at School	7	Therapy Services	27
Late Slips and Early Departures	7	English as a Second Language	27
Every Day Counts	7	Chaplaincy	27
Special Leave Applications	8	Behaviour Management	27
Supporting Your Child's Transition	8	School Calendar	28
Transition Statements	8	Privacy Statement	29
Parking and Students Collection	9		
Dress Standard and Uniform	10	Appendix	
School Payments	12	Literacy Fact Sheet	30
Illness/Medication	12	Literacy Activity Sheet	32
Nut Awareness	13	Numeracy Fact Sheet	34
Accident Policy	13	Numeracy Activity Sheet	36
Infectious Diseases and Exclusion			
Periods	14		
Head Lice	15		
Dental Clinic	16		
Sun Safe	16		
School Photographs	16		
Excursions and Incursions	16		
Before and After School Care and Vacation Care	17		
Visitors/Volunteers	17		
Treasures from Home	17		
Names and Labels	17		
Birthdays and Other Celebrations	18		
Lunch Breaks	18		
Water Bottles	18		
Tuckshop	19		
School Houses	20		
Communication	20		
Lost Property	21		
P&C	21		
Prep at Burleigh	22		
Prep Curriculum	22		
Prep Reporting and Homework	22		
Books and Classroom Requirements	22		
Specialist Lessons	23		
Wellbeing Program	23		
Library	23		
Prep Teacher Aides	23		
Parents in the Prep Class	24		
What Does Your Child Need	24		
Banking	24		
Evacuation Procedure/Lockdown	25		
Supporting Children with Unique Needs	25		

Welcome to Burleigh Heads



Welcome to our school community.

I am delighted that you have selected Burleigh Heads State School for the education of your child. Starting school is a major milestone for you and your child, especially if this is your first child at school.

Burleigh Heads State School was opened in 1917 and has had an impressive record of support for the students and families in the Burleigh and surrounding districts.

Our school reflects valued community and family traditions and offers programs designed to develop the capacities of our girls and boys in the fullest possible way.

We are committed to providing quality teaching and learning experiences, where we know your child and their learning needs. We are also committed to maintaining our supportive school in a safe, productive and caring environment, one that offers your child the very best. Above all else, what we continue to focus on, is preparing your child for their future: to grow and learn, to take on new skills which will become the strong foundations to take into the broader community, as our future leaders and members of society.

Programs offered provide a contemporary approach to education in the 21st Century combining an emphasis on social skills and academic achievement. An overlay of technology as a major teaching tool has ensured technology is fully integrated into classroom practice enhancing teaching and learning for our students and teachers.

Comprehensive Special Education facilities, a prep program and a strong sporting and music program delivered in a lush tropical setting makes Burleigh Heads State School a special place in which to live and work.

The pages following give comprehensive and quality information and tell just some of our story.

I urge you to read this booklet as it contains information on the procedures employed within our school and will help make the transition to the Preparatory Year a smooth one. We are here to help. Enjoy a quiet read and keep handy for ready reference.

Our exciting website will help to complete this picture. www.burheadss.qld.edu.au

Looking forward to meeting you in the near future.

Peter Tong
Principal

SCHOOL DIRECTORY

Office Hours:

Monday – Friday 8:15am – 3:45pm

Address:

Lower Gold Coast Highway, Burleigh Heads Qld 4220

Postal Address:

PO Box 85, Burleigh Heads Qld 4220

Website:

<http://www.burleighss.eq.edu.au>

Telephone Numbers:

General Number 5568 6666 (Fax: 5568 6600)

Early Childhood Developmental Program (ECDP) 5568 6644

Special Education Program (SEP) 5568 6644

Tuckshop 5568 6677

Speech Therapist 5568 6688

Dental Clinic 1300 300 850/5576 3822

Principal: Mr Peter Tong

Deputy Principal: Ms Carol Browne

Business Manager: Tracey Crawley

Head Of Special Education Services Ms Leanne Marshall

P & C Meetings: Fourth and eighth Tuesday each month at 6pm

Tuckshop: Daily (orders taken before school or online)

www.quikcliq.com.au

Important Information

SCHOOL OFFICE HOURS: 8:15am – 3:45pm (Monday to Friday)

PREP COMMENCES: 9:00am

FIRST BREAK: 11:00am – 11:40am (Play 11:00am – 11:20am. Eating 11:20am – 11:40am)

SECOND BREAK: 1:10pm – 1:50pm (Play 1:10pm – 1:35pm. Eating 1:35pm – 1:50pm)

PREP FINISHES: 3:00pm

Please advise our office staff:

- If you change your address.
- If you change your telephone number.
- If you change your email address.
- If there is a change in your emergency contact person/number.
- If any significant changes occur with your child's health.
- If there are any changes to court orders.
- If you feel we should know of any changes which concern your child.
- **When your child is absent.**

The Prep Day

Before School

Parents are encouraged to make sure they arrive at school on time so students are ready for a day of learning. If you arrive at school before the first bell at 8:50am, you are asked to wait in the Prep undercover area. The Prep playgrounds are out-of-bounds before and after school because there is no supervision at these times.

We value your interest and participation in our school day, however please appreciate how busy our teachers are as our school day begins and ends. Each child and parent has individual concerns, however our teachers have a responsibility to all children in their class. If you have something to discuss with your prep teacher, please make an appointment at a suitably mutual time.

Arrival

The classroom will be open from 8:50am and learning begins at 9:00am. Being punctual for both before and after the school day is very important. Arriving on time allows your child the best opportunity to participate in collaborative planning for the day ahead, build friendships with their peers and assists in continuity for all involved in the learning process. It also assists in developing your child's sense of security and helps to start the day off positively.

Encourage your child to unpack their bag and complete their morning routine outlined by the teacher.



This routine may include:

- carrying their own school bag and placing it on the bag rack
- placing their water bottle and lunch box in the appropriate place
- going to the toilet before the bell rings
- putting their hats away

When children come into the classroom, they are expected to be responsible for their own belongings.

When it is time to depart, give a firm but kind farewell and an assurance that you will be waiting after school. Our teachers are very skilled at guiding children through tears as they adjust to the start of the school year.

Departure

The prep day concludes at 3:00pm. Students must be collected from the Prep classrooms at 3:00pm. Students will not be allowed to leave the classroom unless someone is there to collect them. It is important that you collect your child on time as young children become quite distressed if they think they have been forgotten. Please contact the school office if you know you are going to be late or if someone else, not an emergency contact, is collecting them.

Outside Hours School Care will collect all students booked into this service from the Prep classrooms.

Attendance at School

Prep attendance is full time five days a week. It is expected that children will attend Prep every day in order to provide continuity in academic and social experiences. Also, Prep teachers are required to teach and assess the Prep curriculum and if children do not attend every day they miss explicit teaching of skills and assessment tasks that monitor children's progress.

All student absences must be reported before the school day starts to the Student Absence Line 5568 6666. If an absence is not reported, parents will receive a SMS message to which they can reply.

Late Slips

Students who arrive after 9:00am are required to collect a Late Slip from the school office.

Early Departure

When a student leaves before 3:00pm, they are required to be signed out at the school office. A Parent/Guardian will need to collect a Leave Pass and give this to the teacher, before the child is collected from the classroom.

Please notify the school office by phone, person or in writing if anyone other than you will be collecting your child from the school.

Every Day Counts

Did you know that research shows that in Queensland, higher student attendance at school is associated, on average, with higher student achievement? Regular school attendance will mean that your child has a better chance in life and your child will achieve better when they go to school all day, every school day. They will learn better, make friends, be happier and have a brighter future.

DOES ATTENDANCE REALLY MATTER?

1 or 2 days a week doesn't seem much but.....

If your child misses	That equals...	Which is	Over 13 years of schooling that's	Which means the best your child might perform is
1 day per fortnight	20 days per year	4 weeks per year	Nearly 1.5 years	Equals to finishing half way through year 11.
1 day a week	40 days per year	8 weeks per year	Over 2.5 years	Equals to finishing half way through year 10
2 days a week	80 days per year	16 weeks per year	Over 5 years	Equals to finishing in year 7
3 days a week	120 days per year	24 weeks per year	Nearly 8 years	Equals to finishing in year 4

IF YOU WANT YOUR CHILD TO BE SUCCESSFUL AT SCHOOL, THEN **YES ATTENDANCE DOES MATTER!!**

Every day counts!

Special Leave Application

Parents need to apply in writing to the Principal, in advance, for anticipated absences of 10 days or more. Unsatisfactory or unexplained absences are recorded on a child's attendance record (attendance is a condition of enrolment and recorded on your child's report card).

Supporting Children's Transition to School

For children and their families, the transition to school is a significant milestone in a child's education. By working together, families, kindergarten teachers and school staff help children experience a positive transition to school.

Transition Statements

Transition statements are written from a strengths based perspective towards the end of the kindergarten year. They provide a snapshot of each child's knowledge, skills and dispositions for learning across the five learning and development areas.

Transition statements help families to:

- understand their child's learning progress
- share information with the school to support continuity of learning for their child

Transition statements help schools to:

- understand each child's learning progress
- support each child's successful transition to school

It is important that copies of these transition statements are provided to the Deputy Principal before the commencement of the school year.

Parking and Student Collection



Parking for parents plus student set down and collection areas have been provided outside the school on the Lower Gold Coast Highway. Please pay particular attention to “2 minute only set down zone” **and do not hold up the traffic by parking in this zone.** We ask that you take particular care in observing all traffic signs in our vicinity; parking should be in marked areas only and we request that you be alert for children entering or leaving the grounds. **Please do not park over driveways in Acanthus Avenue.**

Staff and Service Vehicles are the ONLY vehicles permitted to drive into the school grounds with this exception:

Parents/Caregivers: (a) parents with a Parking Permit; (b) assisting a teacher as a volunteer
 (c) attending a meeting; (d) collecting a sick or injured child.

Please do not drive into the grounds when bringing a child to school except if the child is incapacitated.

Parking in Bus Bays and Double Parking is illegal.

If you or your child has a disability you may apply for a parking permit to ptong1@eq.edu.au

Motorists who do not observe all signs in our vicinity and who drive into the grounds are endangering the lives of our students.

Police patrol and enforce these traffic rules and fines have been issued.

Dress Standard and Uniform

The way children dress has quite an influence on the way they behave and for this reason our students are expected to attend school clean and dressed in a manner that engenders pride. Parents are urged to provide their children with school uniforms. The Parents and Citizens Association fully support the wearing of school uniforms by all pupils. The wearing of uniforms enhances school spirit and a feeling of belonging, self-esteem and self-discipline. The wearing of school uniform also ensures that outsiders who trespass in our school grounds are readily identifiable. All pupils leaving the school on organised excursions/visits/performances etc. are required to be in full school uniform.

ITEMS AVAILABLE FROM THE SCHOOL

- Unisex maroon board shorts
- Maroon sports shorts
- Unisex maroon polo shirt
- Checked cotton button up shirt/blouse
- Maroon and white check dress with maroon trim
- Maroon skorts
- Maroon Reversible Hats with Sports House colour
- Unisex Spray Jacket



GIRLS UNIFORM

Winter	Maroon Spray Jacket, maroon jumper Maroon Tights, Maroon track pants (It is important that children wear a sun safe hat each school day of the year)
Athletics Uniform	Interhouse Sports Day ONLY – your choice of shirt in house colours.

Shoes/Socks

Students are required to wear ALL black shoes and white socks.

Hats

Sun Safe reversible hats are available at the Uniform Shop.



BOYS UNIFORM	
Winter	Maroon Spray Jacket, maroon jumpers Maroon track pants (It is important that children wear a sun safe hat each school day of the year)
Athletics Uniform	Interhouse Sports Day ONLY – your choice of shirt in house colours.
Shoes/Socks Students are required to wear ALL black shoes and white socks.	
Hats Sun Safe reversible hats are available at the Uniform Shop.	

The uniform shop will be open in January prior to school recommencing for the year, for the purchase of school uniforms. (Check at the office, newsletter, Facebook or on the website for dates).

When children are not in uniform, eg. Free Dress Days, a 'reasonable' standard of dress is still requested, ie tank tops, bare midriffs, halter-tops, thongs and high heels are considered to be inappropriate. In view of the high incidence of sun cancer in our state we have adopted a '**no hat, no play**' policy where children without a sun safe hat will be required to remain under cover to play.

- A watch, earrings (studs or sleepers) for pierced ears and one signet ring is the ONLY jewellery permitted to be worn at school. Medical bracelets or necklaces are exempt from this policy. No other jewellery is acceptable – this becomes a safety issue.
- Cultural or religious necklaces can be worn concealed beneath a shirt. They are not to be visible.
- Nail polish should not be worn at school.
- Make up is not permitted.
- Hairstyles must be neat, clean and tidy and of natural toning.

Students will be asked to remove items that are not part of the school uniform.

School Payments

Payments for excursion/incursions etc can be paid in two ways

- Bpoint on the invoice. *(This is our preferred method of payment.)*
- At the Payment Window at the office on Tuesdays 8:30am – 9:30am.



Payments may be made to the P&C at the office. They can be put into the P&C safe.

Illness/Medication



Understandably, children with an infectious illness must be kept at home. This includes: vomiting, diarrhoea, cold sores, conjunctivitis, flu and severe coughs and colds, which are **extremely contagious**. **See the chart below for extra information on Infectious Diseases.**

(If your child is absent please call the absence line 5568 6666.)

We are not allowed to administer non-prescription medicine (e.g. Panadol, cough mixture).

It is necessary to complete a permission form for prescription medicines and these medicines must be in their original containers with chemist label attached, which shows the child's name, dosage and time to be administered. Class teachers and children cannot administer medication. Often, though, if a child is ill enough to be on medication, they are ill enough to be at home.

If your child becomes ill during the day, every attempt will be made to contact parents. If this fails, we will notify a nominated Emergency Contact to collect the child.

There is a responsibility on the part of parents to see that our school records are up to date as far as addresses and telephone numbers are concerned.

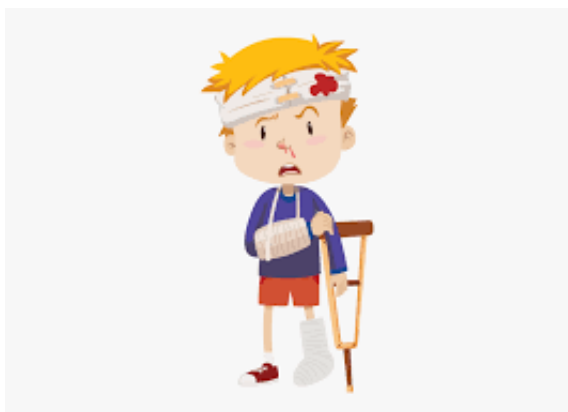
Nut Awareness

We are requesting your cooperation in refraining from sending food products containing nuts, nut flour or nut oil, to school with your child.

We endeavour to make the school a safe environment for all students and we thank you for your understanding and assistance.



Accident Policy



Whilst the care and protection of your child at school is a priority, accidents may still occur. In cases of accident or illness, only basic first aid can be administered. Parents will be contacted as soon as possible and advised of the circumstances, usually with the recommendation that the child be collected and taken home.

In the case of serious accident, the ambulance is called and parents notified. On occasions when children require transport to medical attention or treatment by Ambulance and if parents are unable to be contacted, we cannot hesitate to take such action as part of our 'duty of care'.

We request, therefore, that you notify us without delay, of any change of address or any change of telephone number. An emergency contact register is maintained at the school and entries will be adjusted as advised.

The importance of maintaining current information cannot be over-emphasised.

Infectious Diseases – Recommended Exclusion Periods

Pupils who are unwell should not be allowed to attend school.

The following is the *Exclusion Table of Infectious Diseases*, that provides information regarding the period of time children are excluded from school as a result of having contacted infectious or contagious diseases. It has been prepared by the Australian Medical Association and adopted by Education Queensland



DISEASE	CASE	CONTACTS
Chicken Pox	Exclude for at least 5 days after the first appearance of the rash and the last blister has scabbed over. (Some remaining scabs are not a reason for continuous exclusion.)	Not excluded, except children with immune deficiencies should be excluded for their own protection.
Conjunctivitis	Exclude until discharge from eyes has ceased.	Not excluded.
Diarrhoea	Exclude until diarrhoea has ceased for 24 hours.	Not excluded
Diphtheria	Exclude until public health authorities allow return.	Not excluded.
Glandular Fever	Pupils return on doctor's advice.	Not excluded.
Hand, foot and mouth disease	Exclude until all blisters have dried.	Not excluded.
Head Lice	Exclude until day after proper treatment has started.	Not excluded unless they have head lice too.
Hepatitis A	Exclude until a medical certificate is received after 7 days from the onset of illness or jaundice.	Not excluded.
Herpes (cold sores)	Exclude if child cannot comply with good hygiene practices while sores are weeping. (Sores should be covered with a dressing where possible.)	Not excluded.
Impetigo (school sores)	Exclude until proper treatment has started. (Sores on exposed skin should be covered with a watertight dressing.)	Not excluded.
Influenza	Exclude until well.	Not excluded.
Leprosy	Exclude until public health authorities allow return.	Not excluded.
Measles	Exclude for at least 4 days from the appearance of the rash or until medical certificate is produced.	Immunised contacts not excluded. Unimmunised contacts should be immunised with 72 hours or given gamma globulin within 6 days. If not, they should be excluded until 14 days after the rash appears in the last case in the school.
Meningococcal	Exclude until an antibiotic, which will eliminate the bacteria from the nose and throat, has been taken.	Very close contacts should be given antibiotics. Seek advice from Public Health Authorities.

DISEASE	CASE	CONTACTS
Mumps	Exclude for at least 9 days after the onset of the symptoms or until the swelling goes down.	Not excluded.
Polio	Exclude for at least 14 days. Readmit on advice from Public Health Authorities.	Not excluded.
Ringworm, Scabies, Trachoma	Exclude until the day after proper treatment has started.	Not excluded.
Rubella (German Measles)	Exclude for at least 4 days from the appearance of the rash or until a medical certificate is produced.	Not excluded.
Streptococcal Infection	Exclude until child has received antibiotic treatment for at least 24 hours and feels well.	Not excluded.
Tuberculosis	Exclude until public health authorities allow return.	Not excluded.
Typhoid and paratyphoid fever	Exclude until medical certificate is produced.	Not excluded.
Whooping Cough	Exclude for 14 days from the onset of coughing or until child has taken 5 days of a 14-day course of antibiotics. (Erythromycin.)	Unimmunised contacts under 7 should be excluded for 5 days after starting a 14- day course of antibiotic. Children who do not take 14-day course of antibiotic should be excluded for 14 days.

Head Lice

Head lice appear at school from time to time. If a student in the class has head lice, a note will be sent home to notify all families in that class. The child may return to school as soon as the head lice have been treated. There are steps we can take to prevent an epidemic:

- Tie back long hair – plaiting is best
- Check children's hair regularly
- Keep a spare hat in his/her bag to use when hats are forgotten (do not share hats)
- Advise your child's teacher of any infestation so other parents can be warned
- Keep children home until the lice have been treated

More information is available at Education Queensland's web site:

<http://education.qld.gov.au/strategic/eppr/health/hlspr011/>

Dental Clinic



Queensland Health provides the School Dental Service offering treatment to children from 4 years of age through until completion of grade 10.

Medical History / consent forms are issued to each child and must be completed and returned prior to children receiving an examination. After the examination parents / guardians will receive a statement of treatment needs which must be signed prior to treatment commencing.

The team providing this service consists of a Dentist, School Dental Therapists and Dental Assistants. Dental Therapists working under the direction of a Dentist will carry out most of the Dental Procedures.

Routine regular services are usually provided on the school grounds via a fixed clinic. Emergency or toothache treatment is available by contacting Ph: 1300 300 850 or 5576 3822.

Sun Safe



Burleigh Heads State School is a Sun Safe School and through the Sun Safe Policy all students are expected to wear a sun safe hat. School Policy will continue to be **"NO HAT - NO PLAY"**.

It is also recommended that children apply sunscreen to face, arms and legs before coming to school each day.

School Photographs

School photographs are taken annually. Parents will be notified when this will take place.

Excursions (outside school) and Incursions (in school)

Educational excursions and incursions may mean a change from the normal school day routine. We will let you know in advance. All notes for excursions/incursions should come home about 4 weeks in advance. Payments can be made by Bpoint or at the Cash Window on Tuesdays from 8.30am.

If payment for excursions/incursions is not received by the due date, students will not be able to participate in the excursion or event.



Before School, After School and Vacation Care

A reminder to parents that the above services are available at the school Mon. – Fri. from 7:00am – 9:00am, 3.00 p.m. - 6.00 p.m. and during vacations. Students in Prep are collected at and delivered to their classrooms.

Afternoon tea is served to the children and a variety of interesting activities are available for the children.

For further details contact: Linda 0408 653 524. Classroom D6, near the Lower Gold Coast Highway is made available for After School Activities. The location of this room allows easy collection of children by parents.

Parents are requested not to drive into the school grounds to collect their children.

Visitors/Volunteers

All Visitors and Volunteers in the school are requested to complete the Mandatory All-Staff Training Program hand booklet (annually), sign in at the school office and collect a badge so that the school has an accurate record of all people on the premises in case of an emergency.

Volunteers must have a Blue Card. The Office Staff can assist volunteers obtain a Blue Card.

Many teachers encourage family and community members to become part of the educational program by assisting with the planned program of instruction. People interested in helping in the school should speak to the individual teacher concerned. The decision to have voluntary aid rests with the individual teacher. Having additional adults in the classroom enriches the lives of students. We appreciate all the assistance that our volunteers give to the students of our school.

Treasures from Home

As toys and treasures from home are easily lost or broken and may well cause unnecessary conflict, we ask that they are not brought to school.



Names and Labels

As young students often do not recognise their own belongings, please assist us, we cannot emphasise enough the need to label everything – bags, shoes, lunch boxes, hats, library bags, clothing. Please use a permanent marker, include name and class.

Birthdays and Other Celebrations



Birthday and other special celebrations are wonderful ways to build understanding about each other. Please check with your child's teacher before the event if you wish to send in any food with which to celebrate a special occasion. We have found that cupcakes and ice blocks are the most ideal and fair way for children to share their special event with their friends. They are easily stored and hygienically wrapped. Please make sure you provide enough celebratory food to cater for the whole class so no child feels left out.

It is important to advise us of any allergies your child may have. Parents can then provide alternate foods so that they do not feel isolated from the celebration.

Lunch Breaks

Learning about healthy eating and drinking is an important part of our curriculum, so please keep this in mind when buying for and packing children's lunches. Sandwiches with healthy fillings, fruit, cut up vegetables, cheese etc are good to pack. These can be kept cool during the summer months with an ice pack or a frozen popper. [We are also working towards Nude Food lunches where food does not come in wrapping but rather in small containers.](#)



Please DO NOT send nuts or nut based products with lunches, as we have some children with nut allergies.

Children must be able to manage their own lunches and be able to undo any packet foods you choose to send.

Students require food for three breaks – healthy snack, morning tea and lunch.

10:00am Snack Break – fruit, vegetables, dairy

11:20am – Morning Tea

1:35pm – Lunch

Water Bottle



Particularly during the very hot summer months, it is important that children have an adequate intake of fluid throughout the day. For this reason, each child will need to bring a water bottle marked with his/her name each day.

Tuckshop

Prep morning tea and lunch orders will be delivered to the prep classrooms. Prep students do not visit the tuckshop to collect orders. Please use QuickCliq to place orders.

Canteens, Uniforms, Events & more.

No cash. No problem! Try QuickCliq today!

QuickCliq is an innovative online ordering system trusted by over 700 schools and thousands of parents across Australia. QuickCliq is a cashless solution that helps you manage your children's canteen orders, uniforms, books and even school fees from the comfort of your home or office.



www.quickcliq.com.au

How to get started

- QuickCliq is free to set up and easy to use
- Register at www.quickcliq.com.au
- **SIGN UP** and complete the registration form
- Receive a link via email to **ACTIVATE** your account before logging in
- **ADD STUDENT**, add your child's details, select their school and save to your account
- **ADD CREDIT** to your online wallet before ordering
- Select **MEAL ORDER** and you're good to go

Orders can be placed up to 28 days in advance. You can view your completed orders via the Active Orders or Transaction History tabs in your account.

Want to know the best thing about QuickCliq?

- ✓ It was designed by parents, for parents, so it's easy to use and incredibly intuitive!
- ✓ One family, one account – you will have one unique and secure login to manage all your children's orders, even if they attend different schools. QuickCliq saves you time and gives you complete visibility over your family's needs.
- ✓ Tired of scrounging around for loose change every morning before your kids run off to school? With QuickCliq, lunch money is a thing of the past.
- ✓ We're giving control back to you over your children's diets. By ordering their lunch ahead of time, you can ensure they are eating healthy and balanced meals.
- ✓ QuickCliq was designed with mobile access in mind. Simply login to add credit and order, all from the convenience of your smartphone or tablet.
- ✓ To top up your account you have three options: Direct Deposit / Credit Card / PayPal
 - Direct Deposit is free
 - The surcharge to add credit is 1.5%
 - The surcharge for PayPal is 3.8%
 - When placing an order there is a small booking fee per transaction per student.

For assistance please call
1300 11 66 37

Our Call Centre is here to assist your families with ordering online **Call 1300 11 66 37**



School Houses

A House System operates within the school to foster interest in educational matters and sport. Children are allotted to a House on enrolment and all members of the family are allocated the same House. House colours can be worn on Athletic Carnivals. Students will have their house colour on their hat.

House	Meaning	Colour
ALAWARRA	Evening	Blue
KYEEMA	Dawn	Red
LENTARA	Early Morning	Gold
WIRUNA	Sunset	Green

Communication

Messages

Please read the noticeboards regularly to keep in touch with what is happening at school. Notices for excursions/incursions will be sent home from the classroom. They will also be emailed to parents. Please check that you are receiving messages within an appropriate time frame from your child.

Newsletter/Bugle

A weekly Newsletter or Bugle at Burleigh Heads State School is sent out electronically via email. Please ensure your email information is up to date to guarantee you receive a copy. Alternatively, a copy will be pasted on our school website.

Phone Message

The school number is 5568 6666 and the office hours are 8:15am to 3:45pm daily. If you wish to speak to or pass on a message to a teacher, please contact the office. The office staff will pass the message on to the teacher.



Sharing Information

Events in family life, such as illness, new babies and visitors can be a prime source of excitement or concern for young children and can affect their behaviour at home and/or at school. We encourage parents to discuss any concerns you may have about your child with the classroom teacher or deputy principal. Any information received will be treated in confidence.

Email

Each teacher at Burleigh Heads State School has an Education Queensland email address.

Text Message

Parents will receive a text message after rolls are marked if a child is absent without prior notification to the school.

Assembly

Assembly is held every three weeks on a Wednesday. Prep students will attend with Years 1 and 2 in Term 4. Assemblies commence at 2:30pm and are held in the Hall. Parents are welcome to attend. Parents will be notified by your class teacher, if your child is receiving a special award/certificate at the assembly, so you can attend and share the special moment with your child.

Facebook

Also follow us on Facebook.

Please feel free to discuss any problems or queries that you may have about your child's progress, the school or the program, with your teacher. It is best to arrange a meeting time that is suitable to both you and the teacher. Teachers are generally not available between 8:45am and 3:00pm, however are happy to meet with parents before and after school.

We look forward to working with your child and yourself in building a supportive partnership.

Lost Property

The school's lost property box is located inside the old hall. Any named items that are found are returned to the child's classroom.



P&C

At Burleigh Heads State School, we encourage active participation of all families. We value parent's skills and experience and encourage parents to become involved in the P&C and their activities, including the uniform shop and fundraising.

Meeting dates are advertised in the Newsletter and on our Facebook page. Meetings are held at 6:00pm on Tuesday of Week 4 and Week 8 of each term.

Prep at Burleigh Heads

The Prep classrooms at Burleigh Heads are open, spacious, air-conditioned (thanks to our P&C) and welcoming. Our programs aim to cater for the individual child's social, emotional and educational needs. Our teachers are dedicated, focussed and experienced and look forward to meeting with you and your child.

Prep Curriculum

Our Prep year is a new environment with exciting things to do, see, touch and experience. Your child will find friends to share with and teachers who respect them as capable and competent learners. Learning involves developing a relationship of trust. We aim to create a relaxed, secure and supportive environment, where children are encouraged to investigate and explore to their individual potential.

Burleigh Heads Prep teachers implement the content of the Australian Curriculum in the key learning areas of English, Mathematics, Science, Health and Physical Education (HPE), Technologies (Digital and Design), History and Geography (HASS) and The Arts (dance, drama, music, visual and media arts).

In their first year of school, students learn through teaching interactions with others, experimentation, practice and play in the classroom and school community. Priority is given to literacy and numeracy as these are the foundations upon which further learning is built. Opportunities to develop literacy and numeracy are found in all subjects, but particularly English and Mathematics. Learning in a classroom and belonging to a school community are key to the first year at school.

Each class engages in hands-on inquiry learning to develop the foundations for future success at school. Each day you will see the students involved in focused learning experiences, inside and outside the classroom, on their own, in small groups and as part of a whole class.

Prep Reporting and Homework



Burleigh Heads Prep students receive a report card at the end of Semester 1 and Semester 2. Prep parents are constantly kept informed of their child's progress, through informal discussions and parent/teacher interviews held at the beginning of Semester 2. If at any time, you are concerned regarding your child's performance in Prep, please see your child's teacher.

Children will be sent home sight words and home readers to work through with their parents. If you have any concerns regarding this, please see your child's teacher.

Books and Classroom Requirements

Book lists must be ordered at the end of each year. Booklists/order forms are available from the school office. Stock can be ordered online via Kookaburra Educational Resources www.kookaburra.com.au and orders will be delivered to your home, if ordered by the due date.

Specialist Lessons



Prep students will participate in specialist lessons just like those in the rest of the school. Lessons will be of 30 minutes duration and include Music, Physical Education, STEAM and Library.

Some extra-curricular activities outside of school hours are offered by external providers and vary from term to term. Information will be in the Newsletter and will have costs associated with these activities. Payment by parents will be made to the provider.

Wellbeing Program

Burleigh Heads State School prioritises our student's wellbeing and mental health. Our wellbeing program aims to develop protective factors amongst our students through the promotion, prevent and early identification and intervention of mental health.

Our Wellbeing program was introduced at the beginning of 2019 to develop a whole school approach to student learning and wellbeing. Together we aim to provide our students with the opportunity/tools to become their very best version, resulting in greater health and wellbeing of our students.

Each week students participate in their classes timetabled wellbeing program. These lessons, explicitly teach students about The Zones of Regulation and help our students build a toolbox of strategies to build relationships, developed resilience and mindfulness and that this is to be not only taught but experienced in every classroom by our teachers and students.

Our wellbeing program aims to support, empower and connect all students to ensure their every success in and beyond schooling years.

Library



Prep students will have access to the school library once a week when they have their library lesson. Students will therefore need a strong library bag. Each student will have the opportunity to borrow books, appropriate to their reading level. If books are damaged or lost, students will be unable to borrow until the matter is resolved and/or payment is made.

Prep Teacher Aides

Our Prep teacher aides are an integral part of our Prep team. These staff members are experienced with young children and families and work closely with everyone in Prep. Our teacher aides assist in the development of literacy, numeracy and social skills through the range of programs and learning opportunities that we offer each day

Parents in the Prep Class

As parents and caregivers, you play a vital role in the education of your children and therefore, we welcome you to become involved in our classrooms. The children enjoy seeing a member of their family, where they can spend time together in their classroom.

Some examples of where your assistance may be required would be:

- Sharing ideas, hobbies, interests and any special expertise
- Joining in the programs provided in the classroom
- Discussing any problems or concerns with the teachers

See your child's teacher to find out how you can help.

Parent Helpers



We also encourage grandparents to visit and assist in our classrooms, but please be aware of the BLUE CARD, for people other than parents. The Blue Card is valid for three years unless it is cancelled due to a change in a person's criminal history. The Working with Children Check is free for volunteers. Check with the office.

What Does Your Child Need

Below is a list of everyday requirements your child will need for our classroom. **NAME EVERYTHING.**

1. All items from the Book List.
2. School Bag.
3. School Hat.
4. School uniform (ALL black shoes and white socks.) See Uniform.
5. Fruit for Munch and Crunch (10:00am)
6. Morning Tea
7. Lunch
8. Library Bag
9. Spare clothes (if required including one pair of underpants and a pair of shorts/skorts) to be kept in child's bag.



Banking

Our P&C provides banking facilities for students. Information will be given to parents early in the school year.



Evacuation Procedure/Lockdown



Our school has a carefully developed evacuation procedure to prepare for contingencies such as fires and bomb threats. Each classroom has a displayed sheet describing the procedure to be followed and the evacuation route for the building. Children and staff are regularly trained in the procedure to ensure that all operates smoothly in the unlikely event of either of these dangers.

If you are providing assistance in any building within the school campus please familiarise yourself with the evacuation procedure and join in if we are having a practice.

A Lockdown procedure is in place for contingencies requiring staff and students to remain in the safest place.

Supporting Children with Unique Needs

Our school has a wide variety of support services, specifically catering to the unique needs of our children.

Many children receive this support from their classroom teacher, but some will require more intensive and targeted programs.

These programs are delivered by a wide range of specialist staff, in a variety of environments. Some children require explicit one to one teaching and support, in a quiet, low-stimulus environment. Others may need additional support when in their class. They may also receive support in a small group. The support is unique to the child and their individual needs.

The program of support is prioritised through our Student Services Team and may involve one or more of the following professionals:

- Guidance Officer
- Behaviour Specialist Teacher
- Chaplain
- Special Education Staff
- Support Teacher Literacy and Numeracy
- Head of Special Education Services
- English as a Second Language Teacher
- Therapists – Speech Therapy, Occupational Therapy, Physiotherapy
- Advisory Visiting Teachers

As a parent, if you are concerned about your child, discussion should take place initially with their class teacher and other school staff.

Many of the staff listed above can be located in the HUB, near our tuckshop.

The HUB was established in 2017 and provides Help Understanding and Belonging for our children, families and staff.

ECDP – Early Childhood Development Program

We are a team of specialised staff, catering for children from birth to prep age, who have significant educational needs, resulting from a suspected or diagnosed disability.

Applications to attend this program must be approved by our South East Regional Office.

SEP – Special Education Program

The Special Education Program at Burleigh Heads State School supports children who have an identified disability. Our specialist staff collaborate with class teachers and parents to determine appropriate programs and support. Individual Support Plans and Individual Curriculum Plans are established where necessary.

Some specific Programs offered include:

- Community Access: focus on road safety, stranger danger, behaviour, communication, personal safety
- Motor Skills: both fine motor and gross motor skills, gymnastics (when possible), surf safety (when possible)
- Academic: these programs are individualised according to student needs
- Communication: these programs are individualised according to student needs and include the Talk About It program and specific speech language programs
- Self-Regulation/Social Skills: these programs are individualised
- Playground: additional support for those who require assistance
- Transitions: getting ready for prep, getting ready for high school (Term 4)

If you have any enquiries please contact our Head of Special Education Services directly on 55868644.

Learning Support

Burleigh Heads State School enjoys the reputation of maintaining a supportive teaching and learning environment. Learning support is given to students with learning difficulties/disabilities so as to address the individual needs of our students.

Students who have been identified as experiencing difficulties by their classroom teacher or are identified by school data as students at risk, are referred to our Student Services Team. The students then undergo a screening and assessment process which determines their level of need and the targeted intervention required. There are multilayer intervention programs from Prep-6 in literacy and numeracy, as well as targeted intervention in EAL/D and speech programs.

We try to enhance our students' access to the curriculum through a blend of in-class, small group support and one on one specialised programs when the need arises. Participation is the key principle underpinning our educational practices in these programs and students are given multiple opportunities through these intervention sessions to achieve success. Students who have engaged in targeted intervention have the opportunity to build their foundation knowledge and to consolidate classroom learning.

Learning support staff collaborate with class teachers in the design and implementation of literacy and numeracy programs. The Learning support staff use evidence based researched programs with high yield remediation and outcomes, while providing consistent, relevant support to students within a flexible structure.

Therapy Services

Speech Language Pathologists, Occupational Therapists and Physiotherapists are based at the Burleigh Heads State School. The therapists assist children who have speech, language, voice and fluency (stuttering) problems, motor skills problems. Their main role is to enhance educational outcomes for those students. These children must attend a State School within a designated district. The Burleigh Heads Speech Therapists are responsible for a number of schools in the Gold Coast South District.

Referrals for support must be made through the school's Student Services Team. Parents should talk to their class teacher. The contact number is 5568 6688 or a message can be left with the Burleigh Heads State School Administration Officer on 5568 6666.

English as a Second Language

English as a Second Language (ESL) support is provided for students whose first language is not English. Students eligible for ESL support range from those newly arrived in Australia to Australian born students from a non-English speaking background.

Chaplaincy

The purpose of our chaplaincy program is to enhance the development and implementation of initiatives that improve the wellbeing, participation and achievement of students through the provision of chaplaincy/pastoral care services. Our chaplain is a support person for students, staff and parents.

Scripture Union Queensland (SU) chaplains provide positive role models for students. Chaplains are present in schools at the invitation of the Principal, in consultation with the local community, and with the support of the P&C association.

Our school chaplain can be contacted on the school number 5568 6666. The Chaplain is available for, and offers confidential pastoral care to all members of the school community.

Behaviour Management

Burleigh Heads State School has a very clear and concise Responsible Behaviour Plan, which is provided in your enrolment package for your perusal. All staff members strictly adhere to the guidelines in this policy and it is important that you are familiar with its messages/content when you sign the Enrolment Agreement.

At Burleigh Heads, we have a Behaviour Support Teacher (BST) two days a week, who conducts a number of support programs throughout the school. The BST also conducts a parent course, "1, 2, 3 Magic and Emotion Coaching", as well as parent sessions focussing on how to support a child with anxiety. These will be advertised in our Newsletter.

We are looking forward to an enjoyable, rewarding and productive year ahead as we work together to ensure the best possible start in education for your child.

School Calendar

2021

Term	Dates	Length
Term 1	Wednesday 27 January - Thursday 1 April	10 weeks
Term 2	Monday 19 April - Friday 25 June	10 weeks
Term 3	Monday 12 July - Friday 17 September	10 weeks
Term 4	Tuesday 5 October - Friday 10 December	10 weeks

2022

Term	Dates	Length
Term 1	Monday 24 January - Friday 1 April	10 weeks
Term 2	Tuesday 19 April - Friday 24 June	10 weeks
Term 3	Monday 11 July - Friday 16 September	10 weeks
Term 4	Tuesday 4 October - Friday 9 December	10 weeks

2023

Term	Dates	Length
Term 1	Monday 23 January - Friday 31 March	10 weeks
Term 2	Monday 17 April - Friday 23 June	10 weeks
Term 3	Monday 10 July - Friday 15 September	10 weeks
Term 4	Tuesday 3 October - Friday 8 December	10 weeks

PRIVACY STATEMENT

Enrolment

The Department of Education is collecting the information on the enrolment form for the purpose of school enrolment and student management. Personal information collected by the department is protected by the Queensland Government's information Standard 42 – Information Privacy.

However, in accordance with information Sharing Protocols and Memoranda of Understanding, some of this information may be passed on to government agencies. Some of these state government agencies include Queensland Health, Queensland Transport, Queensland Police Service and Department of Families. The Commonwealth Government through Centrelink, may require information for matching purposes in relation to the payment of benefits to some students.

Personal information on the enrolment form can be disclosed to other third parties without the individual's consent where authorised or required by law.

Attendance/Achievement/Behaviour

While students are enrolled in and attend state schools, school staff will collect personal information about their academic performance, attendance and behaviour for the purpose of monitoring their educational progress and providing educational programs to suit the needs of the student.

Year 3 and Year 5 student names are passed on to the Queensland Studies Authority for the purpose of issuing individual reports in relation to the assessment of numeracy and literacy skills of students.

This personal information can be disclosed to other third parties without the individual's consent where authorised or required by law.

Wellbeing, Protection and Safety

During a student's attendance, the Department of Education may also collect personal information that relates to the wellbeing, protection and safety of the student. This personal information may be passed on to agencies such as Queensland Health, Queensland Police Service and Department of Families in accordance with Education Queensland's Student Protection Policy and other policies relating to student behaviour.

This personal information can be disclosed to other third parties without the individual's consent where authorised or required by law.

Children and Young People in the Care of the State – Data Matching

The Department of Education and Department of Families conduct a data-matching program to improve school achievement outcomes for children and young people in care.

The data-matching program involves a comparison, through a unique identifier, of certain personal information of children and young people in care and those children of similar age in the general school population, including those who have specific needs.

The personal information may include:

- Achievement levels
- Retention rates
- Age
- School year levels
- School disciplinary absences
- Student movement between schools

You may obtain further information about the Queensland Government's privacy regime contained in information Standard 42 – Information Privacy at <http://www.iie.qld.gov.au/informationstandards>

Literacy **Fact sheet**

Supporting your child in Prep to Year 2

Literacy is an essential skill that children need to succeed in their everyday lives. As a parent or carer, and your child's first teacher, you have the opportunity to make a significant contribution to supporting your child's learning — from the time they are an infant through to adulthood.

When your child starts school, it is critical for you to continue to play an active role in helping to develop your child's literacy so they can achieve the best possible outcomes.

Your vital role as a parent or carer

You might not realise it, but you are already contributing to your child's understanding of literacy from an early age. For example, having books in the home and reading these with your child; taking your child on trips to the grocery store; reading the signs and labels on products; and having your child help you prepare meals by reading out the recipe and instructions can familiarise them with reading and writing.

Ensuring that your child feels confident talking to you and their teacher about school work will enhance their opportunity to thrive in the 21st century.

What literacy skills will your child learn at school?

In the first years of school, children learn through interactions with others, experimentation, scaffolding, explicit teaching, practice and play in the classroom and beyond. Your child's teacher will identify what they already know and can do, and will extend their knowledge and skills through new and challenging situations.

An important aim of the Prep Year is to build on your child's previous experiences with new and different learning opportunities at school. Teachers help students to connect their home language with spoken and written English used in the classroom and other environments.

The development of students' literacy skills is a very important component of the Australian Curriculum from Prep to Year 2. This is because literacy is the foundation for further learning. Children's literacy skills are mostly built in English but are reinforced and strengthened through all their learning.

In English, children listen, read, view, speak and write in a broad range of activities. They are explicitly taught strategies for beginning reading, writing and spelling. They learn how to speak and write in different situations and read a range of texts for different purposes.





Literacy Fact sheet

Supporting your child in Prep to Year 2

If you have any questions or concerns about your child's progress please contact your child's teacher.

Activities to do with your child

Here are some simple yet effective activities you can do with your child to help them apply the literacy skills they learn at school:

- keep blank paper and pencils handy at home for writing activities
- read with and to your child every day
- have your child collect and sort the mail — who are the letters for and who are they from?
- create a collage using junk mail, old magazines or your child's drawings with a particular focus — this could include pictures of things beginning with an 's' sound or all pictures showing a particular colour
- make a scrapbook — this could be about a holiday or special event, and have your child write captions for the photos and pictures
- make your kitchen a 'cooking' zone and a 'reading' zone — use fridge magnets to make new words and short sentences, or have your child write the weekly shopping list and read names on packages
- play word games and do crosswords to help develop spelling and vocabulary
- keep a dictionary in an easily accessible place — show your child how it can be used for a variety of purposes and accessed while word processing on a computer
- make the writing of letters, notes, cards or emails a daily family activity — you can write notes to your child and encourage them to write notes back to you.



For more information about how you can help your child with literacy visit www.education.qld.gov.au/parents/map or contact your child's teacher or school.

Literacy Activity sheet

Supporting your child in Prep to Year 2

Here are some simple yet effective activities you can do with your child to help them apply the literacy skills they learn at school.



Make a scrap book

– this could be about a holiday or special event and have your child write captions for the photos and pictures.

Play word games
and do crosswords to help develop spelling and vocabulary.

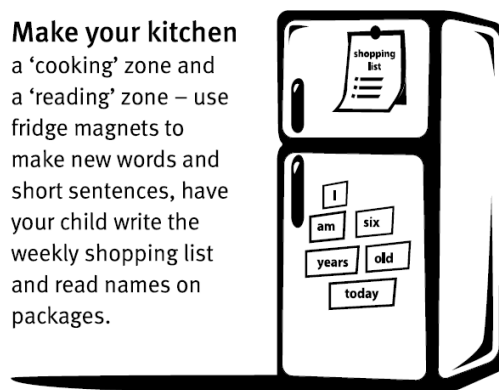


Have your child **collect and sort the mail** – who are the letters for and who are they from?



Create a collage using junk mail, old magazines or your child's drawings with a particular focus – this could include pictures of things beginning with an 's' sound or all pictures showing a particular colour.

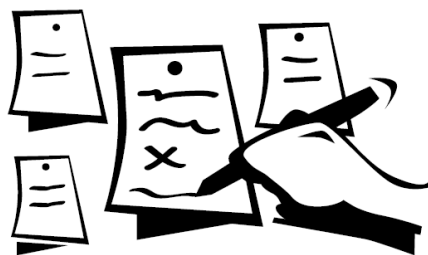
Make your kitchen a 'cooking' zone and a 'reading' zone – use fridge magnets to make new words and short sentences, have your child write the weekly shopping list and read names on packages.



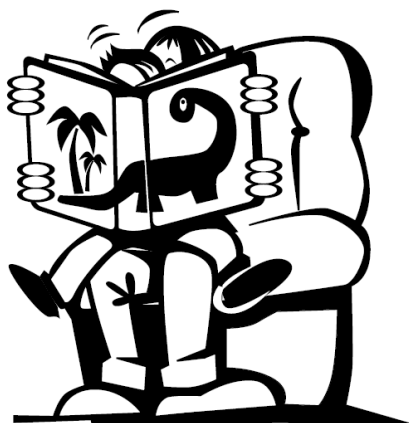


Literacy Factsheet

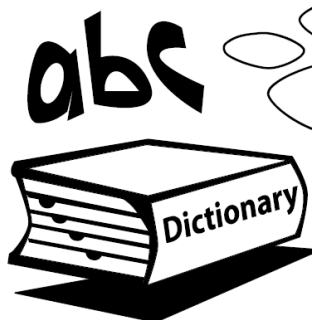
Supporting your child in Prep to Year 2



Make the **writing of letters, notes, cards or emails** a daily family activity – you can write notes to your child and encourage them to write notes back to you.



Read with and to your child everyday.



Keep a dictionary in an easily accessible place – show your child how it can be used for a variety of purposes and accessed while word processing on a computer.



Keep blank paper and pencils handy at home for **writing activities**.



For more information about how you can help your child with literacy visit www.education.qld.gov.au/parents/map or contact your child's teacher or school.

Numeracy Fact sheet

Supporting your child in Prep to Year 2

Numeracy is an essential skill that children need to succeed in their everyday lives. As a parent or carer and your child's first teacher, you have the opportunity to make a significant contribution to supporting your child's learning — from the time they are an infant through to adulthood.

When your child starts school, it is critical for you to continue to play an active role in helping to develop your child's numeracy so they can achieve the best possible outcomes.

Your vital role as a parent or carer

You might not realise it, but you are already contributing to your child's understanding of numeracy from an early age. For example, counting objects like buttons on their clothes and talking about time and shapes can familiarise them with mathematics.

Ensuring that your child feels confident talking to you and their teacher about their school work will enhance their opportunity to thrive in the 21st century.

What numeracy skills will your child learn at school?

In the first years of school, children learn through hands-on activities. Your child's teacher will identify what they already know and can do, and will extend their knowledge and skills through new and challenging situations.

An important aim of the Prep year is to build on your child's previous experiences with new and different learning opportunities at school. Your child will explore fundamental aspects of mathematics such as 'how many', mass, length, size, shape, sequence, order and patterns.

In Years 1–2 students use mathematical skills and knowledge to solve problems and communicate their reasoning. They use a variety of strategies to add, subtract, multiply and divide whole numbers, fractions and percentages. Students develop an increasingly sophisticated understanding of size, shape, position and movement of both two-dimensional (2D) and three-dimensional (3D) shapes and objects. Students also develop an increasingly sophisticated ability to critically evaluate information and develop intuitions about data.

If you have any questions or concerns about your child's progress please contact your child's teacher.





Numeracy Fact sheet

Supporting your child in Prep to Year 2

Activities to do with your child

Here are some simple yet effective activities you can do with your child to help them apply the numeracy skills they learn at school:

- count the money in your child's moneybox each week — take it to the bank and help them deposit the money
- record your child's growth on a height chart
- make a home supermarket using empty grocery items and packets — attach price tags, then play a shopping game where your child can purchase items and calculate the change they will receive
- estimate, measure and compare lengths and heights, how heavy or light objects are and how much containers hold — for example, how many cups do you think it will take to fill the bucket with sand?
- play number games using magazines, books, newspapers and number plates
- discuss the prices of items in shopping catalogues and junk mail
- count everything — toys, the number of pegs needed to hang clothes on the line and the number of buttons on your clothes
- take your child on a 'number hunt' in your home or community — point out how numbers are used on everyday household items such as the telephone, or your house number in the street
- talk about time — ask your child to check the time on the clock when they go to school, eat meals, watch their favourite television program and go to bed
- play 'I spy' and look for different shapes and colours — 'I spy something that is round' or 'I spy something that is rectangular'
- go on a 'shape hunt' — have your child look for as many circles, squares, triangles and rectangles as they can find in the home or in the yard
- use public transport to read timetables, look at routes on a map or figure out the number of stops the bus or train would need to make before you get to your destination

For more information about how you can help your child with numeracy visit www.education.qld.gov.au/parents/map/ or contact your child's teacher or school.

Numeracy Activity sheet

Supporting your child in Prep to Year 2

Here are some simple yet effective activities you can do with your child to help them apply the numeracy skills they learn at school.



Play number games using magazines, books, newspapers and number plates. Discuss the prices of items in shopping catalogues and junk mail.



Play 'I spy' and look for different shapes and colours — 'I spy something that is round' or 'I spy something that is rectangular'.

Talk about time — ask your child to check the time on the clock when they go to school, eat meals, watch their favourite television program and go to bed.



Count everything — toys, the number of pegs needed to hang clothes on the line and the number of buttons on your clothes.



Record your child's growth on a **height chart**.



Estimate, measure and compare lengths and heights, how heavy or light objects are and how much containers hold — for example, how many cups do you think it will take to fill the bucket with sand?



Numeracy Activity sheet

Supporting your child in Prep to Year 2

Count the money in your child's moneybox each week — take it to the bank and help them deposit the money.



Make a home supermarket using empty grocery items and packets — attach price tags, then play a shopping game where your child can purchase items and calculate the change they will receive.

Use public transport to read timetables, look at routes on a map or figure out the number of stops the bus or train would need to make before you get to your destination.



Take your child on a '**number and shape hunt**' in your home or community — point out how numbers and shapes are used on everyday household items such as the telephone or your house number in the street.

For more information about how you can help your child with numeracy visit www.education.qld.gov.au/parents/map or contact your child's teacher or school.