

PARENT INFORMATION HANDBOOK 2025



Bucasia State School

Live & Learn



Please note: this is a current version but is subject to alterations due to changes by the Department of Education and Training. The most recent handbook is available on our website: www.bucasiass.eq.edu.au

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PRINCIPAL'S MESSAGE

Welcome to our school

Bucasia State School believes in developing the potential of the individual child. We aim to promote and develop that capacity within an environment of care and support and through a range of opportunities within the broad educational program. In line with equity and excellence our focus is on Educational Achievement, Wellbeing and Engagement and Culture and Inclusion.

Primary school consists of Prep to Year 6. Prep is the first year of schooling in Queensland. It is a full-time, school-based program and has a defined [curriculum](#). It is compulsory for all Queensland children to undertake Prep prior to commencing Year 1.

To best meet the needs of every student in our school, we prefer that each family attend an interview with the Administration Team at the time of enrolment. This is an excellent opportunity to talk about the school and the ways in which it can meet your child's needs and support your family. Parents are welcome to have a guided tour of the school.

The Parent Handbook has been compiled to allow you, as a parent, to become familiar with the organisation, routine, policy and procedures of the school. Important information is contained within the booklet, it is suggested that it be stored in a convenient place so that it may be referred to in the future. It is also located on the homepage of our website: www.bucasiass.eq.edu.au

It is our belief that a school, if it is to play an effective role in the education of a child, cannot be an isolated institution. In the teaching and development of your child, it is our firm belief that co-operative teacher/parent relationship is not only desirable but essential. Because of the predominant influence of the home in the course of a child's development, education must become a three-way communication process involving teacher, parent/carer and child. Interested parents are always welcome at our school, and our teachers are ever willing to talk about your child's progress, and to discuss his or her learning. Parents are encouraged to become involved in the learning program provided for the students in our classrooms and we look forward to your participation when the opportunity presents itself.

SCHOOL PROFILE

At Bucasia State School we believe that every student has the right to a high-quality education. We value the diversity everyone brings to our school community (staff, students, parents, wider community).

VISION

Our vision is to develop confident, successful learners that are engaged and challenged in meaningful learning experiences.

MOTTO

Live & Learn – Living together & Learning Together.

VALUES

- We respect each other and value diversity
- We foster productive and positive relationships with the whole school community
- We have high expectations
- We promote innovation and leadership and are focussed on student learning
- We promote health and well-being by creating safe and sustainable work and learning environments
- We believe that all classrooms operate effectively when the Six Givens are in place – relationships, high expectations, presentation, correction, display and setting tone.

Rebekkah Pollard

BUCASIA HISTORY

A memorial has been erected on the beachfront for Father Bucas and another for the children who died.

After the closure of the orphanage the land was purchased by John Downie. The Downie family started a salt works and also had pigs and goats. In later years others started farming pineapples, tomatoes and other small crops.

The café on the Esplanade was opened in the 1930's as a corner store. The post office was also incorporated in the 1940's.

Bucasia was originally called Seaview but in 1938 an application was made for a name change to be made. Bucasia was chosen to honour the contribution Father Bucas had made to the area.

SCHOOL CALENDAR

SCHOOL ROUTINE



School Hours

Monday to Friday	8:50am – 3:00pm
Bell rings	8:30am – Children line up at class designated areas (as directed by class teachers)
Bell rings	8:50am – School begins

Session Times

Prep – Year 6

School Commences	8:50am
First Break	10:50am – 11:30am
Second Break	1:00pm – 1:40pm
School Finishes	3:00pm

NB: Children will be advised by teachers when classrooms will open or children will line up at class designated areas (as directed by teachers). Children wait until teachers collect them. Classes are open from 8:30-8:45.

THE SCHOOL YEAR – 2025

Term 1 commences	Tuesday 28 th of January
Australia Day Holiday	Monday 27 th of January
Parent teacher Interviews	End of Term 1
End of Term 1	Friday 4 th of April



Good Friday	Friday 18 th April
Easter Monday	Monday 21 st April

Term 2 commences	Tuesday 22 nd of April
Anzac Day Parade	Thursday 24 th April
Anzac Day	Friday 25 th April
Labour Day	Monday 5 th May
Interhouse Athletics	Term 2
Mackay Show Holiday	Thursday 19 th June
Reporting to Parents	End of June
Under 8's Week	End of term
End of Term 2	Friday 27 th of June
Term 3 commences	Monday 14 th of July
Eisteddfod	August
Student Free Day	Friday 5 th of September
End of Term 3	Friday 19 th of September



Kings Birthday	Monday 6 th October
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Term 4 Commences	Tuesday 7 th of October
Eisteddfod	October
Celebration night	December
Reporting to Parents	December
End of Term 4	Friday 12 th December



OUR SCHOOL

CONTACT DETAILS

Address: Kemp Street, Bucasia Qld 4750
P.O. Box 59 Rural View Qld 4740
Email: rpoll19@eq.edu.au
Ph. No: (07) 4969 7888
Fax No: (07) 4969 7800
Office Hours 8:00 am to 3:15pm
Absence Line (07) 4969 7860

The information that follows is basic information to assist families organising children for school.

Please feel free to contact the office or make an appointment to see your child's class teacher if have information to discuss.

Education is a partnership between staff, parents/guardians and the local community. Your involvement and interest in our school and the education of your child is very much encouraged. We are proud of Bucasia State School and hope that all children and parents/guardians will get to know it well, support it, appreciate it and most importantly become an active part of our thriving life.

Please Note:

- A) There are School Resource fees of \$60 per child per year or a part payment depending on term.
- B) Information about excursions and camps will be forwarded home as they occur. A separate fee applies.
- C) Arts Council, Special Events are voluntary. A separate fee applies.
- D) Families in financial hardship may receive special consideration. Contact the principal for confidential advice.



BUCASIA STATE SCHOOL STAFF LIST - 2025

Principal

Ms Rebekkah Pollard

Deputy Principal

Mrs Nicole Peltonen

Classroom Teachers

Nikki Darby	Kaitlyn Matikainen	Vacancy
Kelsi Suttle	Sharon Tapp	Gina Trevy
Nette Clarke	Ruby Robinson	Melanie Casey
Anita Coe	Joshua Saxby	Jake Aitken
Lauren Berts	Ruth Chadwick	Hayley Ridley
Michelle Shanks	Jessica Duncomb	Lauren Miller
	Cat Armstrong	Bec Schmidt
Amber French	Kate Burke	Andrew Walmsley

Support Staff – Whitney Stoney

PE Teacher – Joel Gear

LOTE Teacher – Nicole Hoy

Chaplain – Amy Phillips

Student Wellbeing Professional – Sophie Cox

HOC – Rebecca Goodes

Music Teacher – Jeany Elliott

Instrumental Music Teacher – TBA

Guidance Officer – Alison Stillman

HOSES – Julie Currie

Administrative Officers

Karen Carvolth Emma Jackson Robyn Hewitt Tina Parker Abby Lowry

Teacher Aides

Leanne Chapman	Faye Dunham-Wirth	Mel Calkin	Amy Albert
Emma Williamson	Carissa Raciti	Zoey Smith	Shannon Nairn
Nicole Bond	Tanya Brady	Emma Williamson	
Sam Murray	Rebecca Purcell	Kiah Cross	

Cleaners

Beth Holznagel May Santos Edward Jackson Cindy Boyle Jodie Jarvis

Schools Officer/Grounds & Facilities

Kev Howie

Technical Officer

Raylene Stott

ENROLMENT

ADMISSION TO SCHOOL

To be eligible for Prep, children must be five years of age by 30 June in the year they intend to commence Prep. Proof of date of birth is required from a birth certificate.

For information on early entry for Prep see <http://education.qld.gov.au/schools/school-operations/early-delayed-entry-prep.html>

ENROLMENT MANAGEMENT PLAN OF BUCASIA STATE SCHOOL

Bucasia State School has an enrolment management plan. This means we can only take a certain number of students each year. Enrolment is given automatically to students who live in the 'catchment area' and then siblings, and after as spaces become available to applicants on waiting lists.

Local Catchment Area - A school's local catchment area is the geographical area from which the school is to have its core intake of students. A catchment map defines the catchment area for Bucasia State School. A hard copy of this map is available at the school's administration building and it can be viewed online at <http://statistics.oesr.qld.gov.au/reverse-proxy/schools/catchment/catchmentmaps/>.

Enrolment Policy

Students within catchment

Any student, whose principal place of residence is within the school's catchment area/s, is (subject to the *Education (General Provisions) Act 2006*) eligible for enrolment at the school. The school Principal will hold places for students who relocate to within the catchment area throughout the school year.

Parents or legal guardians who wish to enrol their child at the school will need to demonstrate that the student's principal place of residence is within the catchment area. Current proof of residency at the address indicated can be provided by way of one of each of the following:

- One primary source – a current lease agreement, or driver's licence, or unconditional sale agreement, **and**
- One secondary source – a utility bill (e.g. electricity, gas), or rates notice showing this same address and parent's/legal guardian's name.

If the Principal is not satisfied that the documentation provided by an applicant demonstrates adequately that the address stated is the student's principal place of residence, then the Principal may request further sources of proof of residence, such as an additional utility bill (e.g. water) showing the same address.

The Principal may also request a properly sworn Statutory Declaration from the enrolling parent or legal guardian attesting that the student's principal place of residence is the place nominated in the enrolment application.

Applicants should note that a false statement / assertion about the student's principal place of residence may amount to an offence and may be reported to police. The school Principal may repeal a decision to enrol a student in such circumstances.

Other students outside the catchment area deemed to be eligible for enrolment

The following groups of students will be deemed as eligible for enrolment, even though they may reside outside the school's catchment area:

- Children and young people who are subject to child protection orders that grant guardianship or custody to the Chief Executive Officer of the Department of Communities, Child Safety and Disability Services (Child Safety Services)
- Siblings of current students at the school (excluding siblings of Program of Excellence students).
- Students whose parent or legal guardian is employed by the school.
- Students who live outside the catchment area and are verified with a disability can enrol in the school to attend the specialised disability program if it is the closest program to their home and meets their individualised needs.
- Students who have been excluded from a school other than this school, dependent upon the conditions related to the exclusion, as determined by the Regional Director.

Out of Catchment Enrolments

Enrolment of students from outside the local catchment area will be managed to ensure that the total current and forecast enrolments do not exceed the school's current capacity and, where applicable, will ensure there is an even spread of students across year levels or class groupings. Students from outside the school's catchment area applying for enrolment at that school are placed on a waiting list in order of receipt of application.

Custody

If special custody arrangements exist, please ensure that the Principal and Office Staff are made aware of the conditions that apply. Should the situation change it is vitally important that the Principal and Office Staff are notified as soon as possible. Advice in writing of custody orders is to be provided to the office.

Help Prepare Your Child for School:

Help your child know the following:

- a. Name
- b. Date of Birth
- c. Residential Address

All property should be clearly labelled to reduce losses. The route to and from school should be thoroughly familiar. You should ensure that your child does not loiter on the way home, visit friends without your approval or talk to strangers.

OneSchool:

An electronic data base for each child is maintained at the school. It contains vital information concerning address, telephone, emergency contacts, etc. and instructions from parents relating to health problems. Parents are urged to keep our records up to date by advising of any changes in details such as change of phone number, address, medication needs & parental arrangements. ***This is vitally important when the school needs to contact parents and caregivers in emergency circumstances.***

Telephone and Interviews:

Interviews and telephone messages should, in the first instance, be made through the office. It is not practical either to call teachers to the telephone or to delay the work of a teacher and the class by seeking an interview during class period.

If you visit the school during class periods, please go directly to the office. The matter can then be handled by the office staff who will advise when it can be dealt with by the Class Teacher without disrupting classes. This does not apply to simple communications with class teachers. Parents are encouraged to make an appointment to see teachers if any problem arises and not to informally discuss this before class. An appointment at a mutually convenient time is best for all parties. We wish to share your concerns so that we may be of help to your child. Unless the matter is most urgent, please ring for an interview appointment. **Please note that teachers are not to be contacted at home about school matters. All enquiries should be directed through the school office.**

Parents are asked to keep phone messages TO children to an absolute minimum. While it is understood that emergencies do occur, it can be very time-consuming for staff to locate particular students and pass on messages. No guarantee can be given that the message will reach the children. Arrangements for home time must be made prior to leaving home each morning, not by calling the school daily to let the children know. This is not good practice & can cause unnecessary work for staff & anxiety for your child.

STUDENTS LEAVING

Please contact the office and classroom teacher as soon as possible to advise of an impending move so that arrangements can be made.

ABSENCES - UNEXPLAINED

Bucasia State School implements a system for notification of student absences. Legislation requires us to notify parents the same day of any absences. The system is called SMS4Schools. If your child is absent on any day and that absence is not explained, you will receive a notification by SMS to your mobile phone asking you to explain the absence. You do this by replying to the text message. Please do not use emojis as they are not recognised by the SMS system. All replies are recorded in your child's records in our management system. It is very important that the school has your updated phone contacts. If you wish to nominate which parent/caregiver receives the text message you may do so by contacting the office. School attendance is a legal reporting system and is often used in court as a part of family dispute resolution.

ACCIDENTS AND ILLNESSES

Children are under formal supervision daily from 8.50am until 3.00pm. All care is taken at Bucasia State School; however, accidents can happen even though every effort is made to ensure the safety of all children. At times injured children may require treatment from the ambulance. Where possible, parents will be notified immediately, but if parents or emergency contacts cannot be contacted, the child will still receive treatment. The child will be treated at the casualty section of the Mackay Base Hospital on Bridge Road, unless otherwise stated. Minor first aid issues will be dealt with by qualified staff. In the event of a bump to the head parents/guardian will be informed in case of delayed shock or concussion.

From time to time we need to update our Emergency Information. **When your contact details change the school must be notified immediately.** At least once a year, the school will send an update form home to confirm that we have correct and up to date contact details.

Please ensure that the school has current family phone numbers and vital medical information to facilitate this process.

CHILDREN WITH ALLERGIES:

We have a number of children in our school who suffer from allergies to the extent they can suffer anaphylactic shock. This could be life threatening for some students. I would encourage parents to talk with their students about the importance of **not** sharing food, ensuring all food scraps are placed in the bin or taken home (this is a great idea as you can monitor what they are and are not eating) and hygiene, especially washing their hands before and after handling food. The health and safety of all children is important and I thank parents for their cooperation in this matter.

BICYCLES & SCOOTERS

Children should not borrow or lend their bicycles or scooters. The riding of bicycles and scooters in the school grounds is a safety issue and thus not permitted. Children should secure their bicycles with a lock and chain during school hours to prevent theft. In the afternoon children are required to walk their bicycles and scooters from the school grounds past the gates. Law requires a bicycle helmet. Children bring bicycles and scooters to school at their own risk. Children are to walk their bicycles and scooters along the footpath in front of the school.



Two bike racks are available:

1. Kemp Street (near front of school)
2. Beside the Prep building (enter via Kemp Street or Boden Street).

BUCASIA STATE SCHOOL PICK UP / DROP OFF RULES

Stop, Drop and Go is like a quick-moving taxi rank. Only let someone out when you have stopped at the front of the queue. Stay in the car unless you need to help with bags or seat belts. If your passenger is not ready drive around the block to re-join the queue or find a legal place to park.

If you require a name sign for your car please contact the office.

Students will be called once staff can see your name & students will be allocated a bay number 1-6. Students will move off & stand in the bay waiting. When cars stop, students move into their car.

- All children are generally gone by 3.15pm, so please ensure you are no later than this when picking up your child.
- We encourage parents to come between 3:05pm – 3:10pm to avoid unnecessary waiting periods.

Drop Off

- Parents are to drop their children off at Stop, Drop & Go and watch them walk through the gate into the school. Parents should then quickly move off.
- Parents are welcome to park in the other carparks or at the other school entrances and walk their children into the school grounds, including the car parks on Shoal Point Road and Waverley Street.

PLEASE BE AWARE WHEN DRIVING NEAR THE SCHOOL:

- Please keep your speed limit to 5km/hour.
- That cars are often leaving and entering the staff car park next to the hall and space needs to be left for these cars to move. As deliveries are also made to the school via the **staff carpark it is a strict school rule that children should not enter that carpark at all for any reason.**
- 'U' turns are not permitted over the double white lines in front of the school. It is easier to enter Kemp St via Waverley St than to attempt 'U' turns when there is traffic congestion.

CHAPLAIN

At Bucasia State School we offer a Chaplaincy program on two days per week which is run by an experienced Chaplain. The Chaplaincy program is funded by a grant from DEEWR (Department of Education, Employment and Workplace Reform).

Chappy's main functions at the school are:

- To support students as they explore their world view.
- Pastorally care for students and be a role model to them.
- Engage with local Christian churches and other religious groups and with parental consent, connect students with resources and programmes provided by these groups.

Chappy fulfils their role at the school by:

- Coordinating activities/clubs during lunch breaks.
- Running various small groups that help to "life coach" students through facilitating activities.
- Engaging with students during break times, through playing chess, handball and cards.
- Working with small groups of students and helping them with literacy and numeracy.
- Supporting students and staff at school camps and sporting activities.

If more information is needed about the Bucasia School Chaplaincy service please contact Amy through the school office.

STUDENT WELLBEING OFFICER (Social Worker)

The purpose of the Student Wellbeing role is to provide individual and group-based supports to students with mild to moderate mental health concerns. At Bucasia State School, our Student Wellbeing Professional works with students, families, and the wider school community to support student wellbeing and welfare. Our Student Wellbeing Professional is at school every Wednesday and alternate Mondays. A consent form must be completed and signed by parents for Wellbeing support

CLASS ALLOCATIONS

Classes are formed before the end of the school year for the next year. These are tentative only and may change in the new year once staffing is finalised. Draft class lists are posted in the undercover area on the Pupil Free Day prior to school starting. Class placement request forms can be collected from the office in Term 4 if there are any special circumstances that need to be considered.

There may be adjustments made to class structures and makeup after the first week of the school year depending on enrolment numbers and teacher allocations and transfers as per Education Queensland policy. All staffing is determined by the number of students enrolled on Day 8.

CLASSROOM EVENTS

Year levels and individual classes often invite parents/guardians into the classroom for sharing of work that has been a focus in class. Parents/guardians are notified through an invitation sent home with the students.

COMMUNICATION IS CRITICAL

Absences, late arrivals and early departures

As a matter of safety and to comply with Education Queensland requirements, parents are asked to explain a child's absence by either:

- QParents
- Phone the absence line on 4969 7860
- Via the school website www.bucasiass.eq.edu.au
- Note to class teacher

If a student is absent on our roll, parents will be sent an SMS requesting an explanation.

Staff will contact parents about a child's absence after three days of unexplained absence.

Students who arrive late MUST report to the office and be signed in. If your child does not sign in at the office and the roll has already been marked you will get an SMS informing you that your child is away. This can cause panic for parents. To prevent this from occurring please ensure your child reports to the office when they arrive at school. Children are to be signed out by a parent at the school office if they leave the school early for any reason.

For parents and the community

School absenteeism and truancy can impact significantly on students' learning and wellbeing.

Research shows that in Queensland, higher student attendance is associated, on average, with higher student achievement. Additionally, attending school every day helps children to build social and emotional skills such as communication, teamwork and resilience.

Under the law, you must make sure your child is enrolled and attends school on all school days unless there is a reasonable excuse. Schools must monitor attendance of students and follow up with parents and caregivers any unexplained absences.

If your child does not want to go to school, or is missing school without you knowing, contact your school immediately for assistance and support.

Schools will:

- monitor student attendance
- notify you if your child has an unexplained absence as soon as practicable on the day of your child's absence and continue to follow-up with you as practicable
- use effective teaching strategies to engage your child in learning
- help you with strategies to encourage your child to go to school
- provide support for families.

You can find detailed information in this area including:

[Regular school attendance \(PDF, 489KB\)](#)

[Anxiety about going to school \(PDF, 711KB\)](#)

[Preparing your child for high school \(PDF, 515KB\)](#)






[How can I get my teenager to go to school? \(PDF, 759KB\)](#)

[Posters for schools, parents, caregivers and the community](#)

Every day counts



MOST STUDENTS ATTEND SCHOOL EVERY DAY

It's important that children are at school all day, every day     



OK reasons to stay home from school



sick



natural disasters



It's **NOT OK** to skip school to shop, sleep in, finish an assignment, go on holidays

EVERY DAY AT SCHOOL COUNTS

Missing even 1 day can make a difference



Each day's learning builds on what has been learnt before

Good attendance begins in Prep



It's where good habits begin

ATTEND ALL DAY, EVERY DAY



*Based on historical data.

What parents can do

- Promote the importance of school
- Get to know the teacher
- Go to school events
- Read the school newsletter
- Be organised at home
- Supervise homework
- Ask about your child's day
- Volunteer to help at school

Get involved in your child's school

For more information

Go to the **Every day counts** website: <https://education.qld.gov.au/initiatives-and-strategies/initiatives/every-day-counts>



Queensland Government

Family Records – Confidential

It is a parental responsibility to provide the school administration with accurate and up to date data for family records. This is especially important in relation to home and emergency contacts and essential custody and medical information. All information in our school database is confidential.

School decision making

While the Principal is responsible for the decisions made for the school, several consultation processes do occur. These include:

- With staff at staff meetings
- With parents at P & C meetings
- Through sub-committees (eg. Curriculum., WHS, Wellbeing).

Parents are encouraged to check for P & C meetings in our newsletter and attend if they wish to contribute to these consultation processes.

Meetings with teaching staff and/or the leadership team

The Principal, Deputy Principal and teaching staff are happy to meet with parents to discuss student progress or other matters. Please contact the appropriate staff member to make an appointment for a formal interview. This enables staff members to ensure they can give the matter their full attention.

CROSSINGS

There are no zebra crossings in Kemp Street. There is a refuge for children directly opposite the main entrance, and children should cross there or at either end of Kemp Street. The school with assistance from P & C and Council have developed a stop, Drop and Go area with refuges.

FACEBOOK

Our school utilises many forms of communication with parents to keep them up to date with school events and important messages. We regularly use Facebook as a means of ensuring important messages are received by many. Did you know that in any one day we reach approximately 280 – 1000 people! If you aren't connected to Facebook, please ensure you are connected to QParents so urgent and important messages are able to be received. Just remember that Facebook is not a site for negativity. If you have concerns or questions, your first point of call is with the classroom teacher and/or then with Administration in a prepared meeting rather negative Facebook comments.

ILLNESS

If a child becomes ill at school he/she is sent to the sick bay (in the Administration building). The child may spend some time lying down. If the child appears distressed the parent/guardian is informed and arrangements are made to have the child collected from school.

INDIGENOUS STUDENTS

Indigenous students account for approximately 10% of the school population. Teacher aides are employed to support Indigenous education. Both the Aboriginal and Torres Strait flags are recognised and used at school.

INTERVIEWS

To discuss what your child is being taught or how they are being taught, interviews can be arranged. Avoid catching the teacher at the start of the day (eg: 8:45am) as the teachers are usually preparing for the day's lessons and welcoming children. Appointments may be arranged by speaking with the teacher via the office where a suitable time can be arranged. In this way, you can be guaranteed of the teacher's full attention, with limited interruptions. Interviews provide an effective way of really understanding your child's current abilities. Use of work samples, test results and criteria sheets can be used by the teacher

to show parents first hand their child's progress. Formal Parent/Teacher interviews are organised twice a year at the end of Term 1 & 3.

IMMUNISATION

We strongly recommend that all children receive the full range of immunisation available to children in Queensland.

LOST PROPERTY – IF IT IS NAMED IT ISN'T LOST!

Staff members make all attempts to ensure your child's property is safe. However, children must accept responsibility for their own belongings. As part of their education, children learn to respect others' property and care for their own. In our experience, very few items at school are actually 'stolen' – most are simply lost or misplaced.

Please ensure that all items (especially clothing) are clearly labelled to reduce loss. All lost property will be kept in the Lost Property Trolley in the undercover area. Enquiries regarding lost property should be directed to your child. At the end of each term, lost property will be displayed. Any unclaimed lost property will be donated to charity or on sold through our Tuckshop.

The bringing of valuables to school such as, expensive toys, jewellery and large sums of money is not permitted as the school is unable to take responsibility for them. Keep these items at home.

LUNCH BREAKS

Staff supervise children in a designated eating area. Children remain seated to eat their lunch from 10:50–11:00 am and 1:00–1:10pm. Students are dismissed in an orderly manner when their eating areas are deemed clean and lunchboxes stored away. We encourage healthy eating options at school and publish information for families regularly in newsletters. Please note that lunch boxes are not refrigerated during play & it is advisable to have an ice brick. Ice bricks are more successful than gel bags.

MEDICATION

PLEASE READ CAREFULLY!!!

THE FOLLOWING PROCEDURES ARE STRICTLY ADHERED TO. THEY EXIST TO PROTECT ALL CONCERNED.

1. Non-prescribed medication (including aspirin, Panadol etc) will NOT be administered to students at any State School.
2. Prescribed medications will be administered by school staff, provided all of the following conditions are met:
 - a) Parent/Guardian must **make a written request** for medication to be administered.
 - b) Medication must be prescribed by a Doctor only, in the pharmacist's container, with the pharmacist's instructions including name of the child, dosage and all specific times to be taken on the label.
 - c) Medications must be kept at the office while at school. They can be collected at 3pm.

These arrangements are for the protection of the children. Please help us by adhering to them. (Many parents find they prefer to call at the school and administer the medication themselves. We certainly encourage parents to do this.)

MEDICATION – SPECIAL NOTE:

Please note the following before completing this request form.

Departmental Guidelines direct that

- An authorised adult will administer medication as per the written instructions provided on the medication container by the pharmacist at the medical practitioner's direction.
- Instructions for specific time – eg 12.30, not every 4 hours and dosage, eg 10mls or ½ tablet, of medication must be stated on this request form.
- The duration for which this medication is to be administered must be indicated on this form.
- Medication will be kept at the office in a secure place and will only be given to the child, who is to take that medication.
- Non-prescribed oral medication such as analgesics and over-the-counter chemist preparations will not be administered by teachers or other school staff members.
- I agree to advise the school in writing and collect the medication when my child no longer requires it at school.
- I hereby request that the following medication be administered by School Staff to my child in accordance with the details on that medication and/or stated hereunder:

ASTHMA MANAGEMENT

Students may be permitted to be responsible for their own inhalers via a spacer. This requires a written action plan by the student's doctor and permission of the parent/guardian and the approval of the Principal. A medical form from the school must be filled out.

EPIPEN MANAGEMENT

Parents of students who require Epi-pens are asked to speak to the Principal about their management plans. Students may be allowed to carry Epi-pens in an approved case.

MESSAGES AND LATE PICK UP

Essential messages regarding change to pick-up arrangements should be organised prior to coming to school. In an *extreme emergency* messages can be telephoned *no later than 12:45pm* to ensure the message is relayed to the classroom teacher and student. This will be done during break time not during class time.

Every effort is made to pass on the message; however, change to class routine can delay the communication. Eg. The office may not be aware that PE is on the oval or in the hall and by the time the class is located the students may have been dismissed.

Please note where all children in the family are affected only the eldest sibling will be conveyed the message. The expectation is that they will pass the message onto their siblings. Eg. Mum will pick children up from Stop, Drop, Go.

If you know you are going to be late to collect your child please make arrangements in the morning with the class teacher or the office. If an unexpected delay occurs please notify the school as children often panic when their parents are late. The school will have the children wait in the Administration building until you arrive to collect them. Always be considerate that the Staff often have commitments after school with meetings and family as well.

MOBILE PHONES

Mobile phones, ipads, smart watches and other communication devices are an everyday item of modern communication. In the situation where it is essential that a child is required to bring a mobile phone or smart watch with them to school, the following procedures are to be followed:

- The device is required to be switched off at school and handed to the office on arrival and collected at 3pm on departure.
- Children misusing devices will be subject to the school's Student Code of Conduct.
- The school takes no responsibility whatsoever for devices in terms of misuse or security of these if the above procedures are not followed.
- ANY urgent message or information that a parent may need to pass on to a child should be done through the school's formal telephone system, alternatively set up processes for your child to check any messages at 3pm before leaving school.

MONEY AND VALUABLES

We discourage children from bringing valuable items to school (e.g. toys, iPads, mobile phones, sports gear etc). If an item is brought for a reason (class talk, special occasion) it should be with the permission of the child's teacher. If brought to school, items should be kept safely – in the office or your teacher's care. Large amounts of money are not necessary at school. We request children bring no more than \$10 to school for tuckshop.

Money should not be left on or in desks, in bags or other public areas. Children need to learn to look after their money wisely. Money should never be given to other children.

NEWSLETTER

Our newsletter is emailed fortnightly on even weeks (by Friday). This is a most important part of home/school communication. The newsletter keeps you informed of school events as well as policy and procedures and interesting activities going on around the school. Please advise office staff of the email address you would like the newsletter sent to or if there are any changes in email.

PARADE

Our whole school Parade is held every Friday at 9am in the School Hall. Our senior students lead the proceedings. The Program includes Acknowledgement of Country, National Anthem, Principals Notices, General Notices, Awards, Recognition of student achievement and class showcase – items that reflect the learning program. Parents are welcome to attend.

PARENTS/GUARDIANS IN THE SCHOOL GROUNDS

Parents/guardians are always welcome at our school and are invited to join in activities. However, under no circumstances should parents/guardians approach children (other than their own) in the playground. If a dangerous or unacceptable situation is observed, parents/guardians should bring this promptly to the attention of the nearest staff member or to the office. We take ALL parents/guardians reports seriously. Your co-operation with this will make our school a safe and pleasant environment.

Visits from parents/guardians/relatives are discouraged during lunch breaks and playtime. Any parents/guardian visits to the school – including as volunteers – require parents to sign in through the office for safety and security.

Parents/guardians are asked not to visit classrooms before 8:30am as this is preparation time for teachers. We also request parents/guardians not to stand outside classrooms for extended periods as this can disturb children and the school routine. Prior appointments are welcome at a mutually convenient time.

POSITIVE BEHAVIOUR FOR LEARNING

What is PBL?

PBL stands for Positive Behaviour for Learning and is an evidence-based framework that brings together the whole-school community to contribute to develop a positive, safe and supportive learning culture.

What is the purpose of PBL?

The PBL framework assists schools to improve social, emotional, behavioural and academic outcomes for students.

What does PBL look like?

Students respond best to positive support. Expected behaviours are explicitly taught and align with the Bucasia State School Positive Behaviour Expectations Matrix. This is done with the use of a fortnightly PowerPoint that focusses on the STAR Rules. Staff teach the behaviours as they would teach academics or any other skill.

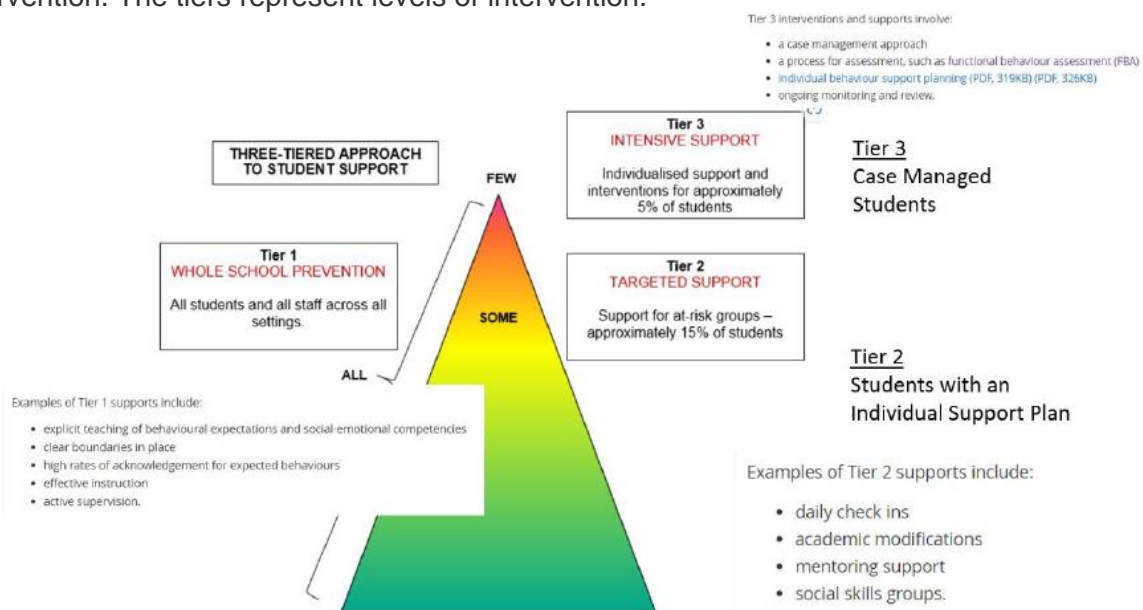
If a child doesn't know how to swim: we teach. If a child can't read: we teach. If a child doesn't know how to multiply: we teach. If a child doesn't know how to drive: we teach. If a child doesn't know how to behave: we teach.

Bucasia State School Positive Behaviour Expectations Matrix

The Matrix translates our CORE values (Safety, Teamwork, Attitude and Respect) into behaviours being taught. It is displayed in each classroom and is referred to and discussed regularly with students.

Bucasia State School POSITIVE BEHAVIOUR EXPECTATIONS					
	All Locations	In School Grounds	In Learning Spaces	In Community	When using ICT
SAFETY Be safe and sensible	Stay within designated areas Abide by school expectations Follow staff instructions Report misuse and damage Walk on paths Know lock down & fire procedures	Stay within designated areas Be sun safe Follow wet weather procedures Follow game rules Practise personal hygiene	Enter and exit space in an orderly manner Ask permission to leave room Follow class rules Use equipment and furniture appropriately	Abide by road rules Wear a helmet Abide by school rules during school excursions	Use the internet as a learning resource Follow the BSS ICT student agreement Protect personal information Report inappropriate content
TEAMWORK Be fair and cooperative	Ask for help Maintain appropriate noise level Follow High 5 Speak politely Be inclusive Follow SCORE	Contribute to a clean and tidy environment Wait for staff before leaving designated area Include others Offer help when needed	Work cooperatively Work quietly Keep space tidy Listen to others' ideas Help others Collaborate with peers	Support community events	Participate in positive and friendly conversations and posts.
ATTITUDE Do your best!	Wear our school uniform correctly Be responsible for your actions	Take part in school events Care for the environment Exercise self-control (green zone)	Strive for excellence Be organised Participate positively Challenge, persevere and extend yourself Be honest	Be a positive role model Support the community Care for others' property	Leave a positive digital footprint Think before you post
RESPECT Treat others and property with care	Use good manners Encourage and support others Respect personal space, privacy and property Use positive and appropriate language	Put litter in the bin Be responsible for your own belongings Return play equipment Respect game rules Care for gardens	Listen to others Let others learn Follow 5 L's Respect personal space, privacy and property	Be considerate of the public Represent the school with pride	Make positive contributions Obtain informed consent before sharing or posting

At Bucasia State School our PBL provides a model of support for all students, consisting of 3 Tiers of intervention. The tiers represent levels of intervention.



Tier 1 'differentiated and explicit teaching for all students', or school-wide interventions, are the critical foundations for PBL. Interventions are at the whole-school level and are provided to all students across academic, emotional and behaviour dimensions of learning. The focus of Tier 1 intervention is on all students and staff across all settings—whole-school, classroom and non-classroom.

Tier 2 or 'focused' interventions support students who are not responding to Tier 1 and who have moderate, ongoing behaviours of concern (social, behavioural and academic). Support is provided through additional Tier 2 or "targeted" level interventions. The focus of Tier 2 is to reduce the number of existing students requiring additional support.

Tier 3 or 'intensive' interventions support approximately 5% of students who have not responded to Tier 1 and Tier 2 interventions. Students may require Tier 3 or 'intensive' level of supports involving highly individualised interventions to support a tailored learning program. The focus of Tier 3 is to reduce the intensity and complexity of existing individual student's situations.

Responding to Expected Behaviour

Bucasia State School has an agreed reward system for reinforcing expected behaviour. Rewards are important for building a predictable, positive social culture in our school. By having our expected behaviours clearly defined, and developing formal strategies for acknowledging (rewarding) appropriate behaviour, we will have a safer, more effective learning environment. Effort, achievement and improvement will be rewarded through recognition and achievement:

- ❖ Good one tickets to go into a weekly draw on Parade
- ❖ Student of the Week
- ❖ Hall of Fame
- ❖ Notes/postcards to parents
- ❖ Individual class rewards
- ❖ End of Term Celebrations (all students attend)
- ❖ End of Year Celebration

PLAY GUIDELINES

Unstructured play is an important part of the learning process. These play times allow children to mix, play make choices and co-operate with others with a minimal of adult intervention. During play times children are required to play in the correct areas in a safe and responsible manner.

THE RIGHTS OF OTHERS ARE TO BE RESPECTED AT ALL TIMES. Children who are unable to play in a safe and respectful manner may be withdrawn from the playground.

QPARENTS APP

The QParents web and mobile application provides a more convenient, easier way for parents and legal guardians of Queensland state school students to interact with their child's school. Parents will have secure, online access to their child's student information, anytime, anywhere, through a smartphone, tablet or computer. QParents allows parents to connect instantly with their child's school to access and manage their child's student information, including:

- Attendance and absence details, as well as the ability to notify the school of an absence
- Behaviour information
- Academic report cards
- Class timetables
- Viewing unpaid invoice details, payment history, and making payments online
- Permissions for excursions, camps etc.
- Viewing and updating personal student details, including medical conditions and address
- Enrolment details

QParents will assist both staff and parents in sharing and responding to information in an efficient and effective way.

QParents won't replace the traditional ways you communicate with our school, but it will provide another way to communicate with us. More information about QParents can be found at <https://qparents.qld.edu.au/#/about>

SUPERVISION OF CHILDREN

1. Before School

No **organised** supervision is provided before 8.50am. For those who are here early, Walking Club starts at 8.00 and the children are to join in with this.

There are some staff in attendance at school well before this time, and any staff who becomes aware of an unsafe or undesirable activity will take steps to ensure that it ceases. However, parents are reminded that no formal arrangements are made for supervision before school. Children who arrive early should gather in the Undercover Area for their own safety until 8:30am bell or as directed by their class teacher. Formal school hours are 8:50am – 3:00pm.

Children should not be allowed to arrive at school before 8am - preferably 8.30am - as we cannot provide supervision or ensure their safety. Parents who are unable to care for their own children until this time are requested to make suitable arrangements with friends or neighbours. Alternately you can make use of the before and after school care facility located at our school (Bucasia OSHC – 0499 490 479).

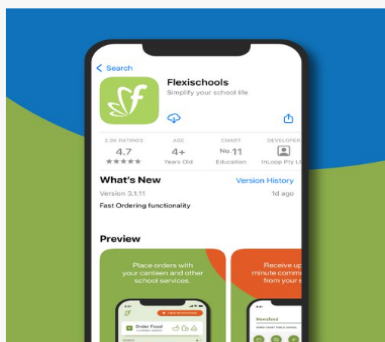
2. Morning Tea and Lunch

Supervision is provided by at least four members of staff at all times.

3. After School

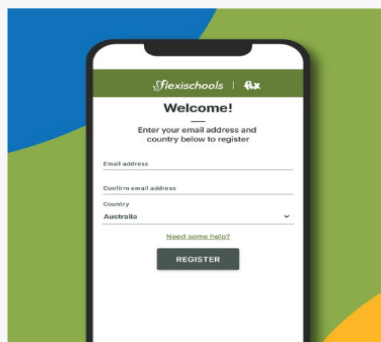
Children should leave the school promptly upon dismissal, unless participating in school-organized activities. Children still at school at 3.15 must report to the office. No children (including siblings) should be playing on any play equipment after school, even under parent supervision.

How to set up your Flexischools account



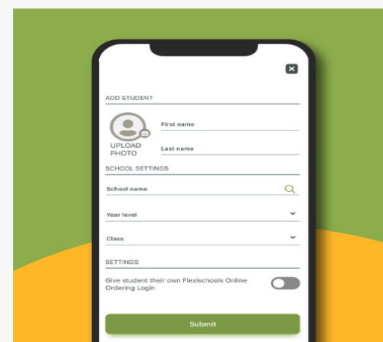
1. Download our app

The Flexischools app is the easiest way to place online lunch orders, buy school uniforms, and receive instant notifications from your school.



2. Register

- Open the Flexischools App and click 'Register'.
- Submit your email address to create an account.
- Go to your inbox and open the registration email from Flexischools. Click on the link and follow the registration process.



3. Log in to your Flexischools account and enter your child's details

- Once your account is set up, log into the Flexischools App
- Select the 'Profile' icon on the navigation bar. Under 'Students', click 'Add new'. Enter your child's name, school, year level, and class. Click 'submit'.

TUCKSHOP

Tuckshop operates Monday – Friday for the first break only at 10:50 a.m. It is also open at second break on Fridays. The menu meets EQ guidelines for healthy eating and provides a solid meal for students. Ordering is via a paper bag system with the student's name, class and order neatly written on the bag and money enclosed, or ordering online using the FlexiSchools website. They also have an app for easy ordering. We encourage students to write their own order including cost as this is a basic literacy and numeracy skill. Children are not permitted to buy food for others.



VISITORS/VOLUNTEERS

Visitors and volunteers play an important role in our school and we greatly value their support and contributions. They assist in classrooms with reading, group work, art activities, gardening and help organise events. Volunteers also join students on excursion and support extra-curricular groups and teams, eg. Music, sport and swimming. We appreciate and encourage this.

All visitors and parents/guardians or involved citizens undertaking volunteer duties must sign in on the IPad, which is kept in the main foyer in the office. Visitors badges are available from the office.

VOLUNTARY SCHOOL AIDES

A number of mothers and fathers (and others) enjoy helping as voluntary school aides. These people help teachers with preparation of materials, assist with small groups of children, and share their skills and abilities. If you feel you would like to assist the school in this way, please contact the Principal or your child's teacher.

All volunteer helpers must sign in on the IPad provided in the School Office. Volunteers **other** than parents will require a Working with Children check (Blue Card). This can be obtained by contacting the 'Commission for Children and Young People' Ph No: (07) 3247 5525.

EMERGENCY PROCEDURES

FIRE DRILL:

The **Office** will be known as the **Central Point** and all information must be sent there speedily by the person discovering the fire. During recess time, the message is to be taken to the staffroom.

IN THE EVENT OF A FIRE:

1. Inform the Central Point
2. No one will attempt to fight the fire.
3. The alarm will be the continued ringing of the bell.
4. The Fire Brigade will be contacted from the office.
5. Teachers will ensure that all children within their class area are evacuated. The Administrative Officer, Grounds Person and Teacher Aides will check the Library, Resource Room, Storerooms, Health/Services Room, Toilets and collect the First Aid Kit.
6. Children will leave in an orderly fashion by the nearest safe exit – commencing with the group nearest the exit. (See Evacuation Plan)
7. No attempt is to be made to take books or equipment as this may interfere with the safe and rapid movement of all children away from the danger zone.
8. Teachers will assemble all children on the school oval.
9. Teachers are to take class rolls and ensure that all class members are accounted for. The Principal is to be notified of any absences.
10. Children are expected to remain either standing or sitting in their allotted areas until instructed to move.
11. In the event of a practice, notice will be given to return to normal school lessons.

LOCK DOWN DRILL:

The LOCK DOWN drill is used when students and staff are to remain in the classrooms as there is eminent danger outside the classrooms- (For example a stranger, gas leaks). With this drill all students find a safe area within their classroom and sit quietly on the floor. Communication is managed through the administration phone. The drill operates like this:

- Intermittent persistent sounding of bell
- Admin to sound alarm; phone police then check administration block and bring students to the foyer.
- All personnel stay in rooms
- Teachers lock all doors, shut windows and assemble students in an area of the classroom away from windows and sit down low on the carpet
- Long continuous sounding will give the all clear
- Only 1 drill will be held each year and then if it occurs again it will not be a practice.

Lock Down drill is practised only once per year. The fire drill is practised once per term.

CURRICULUM

Our education programs are based on the Australian Curriculum through the guidance of the Department of Education. Curriculum is an integral component of systematic curriculum implementation. Bucasia State school determines how to provide the curriculum in ways that respond to the needs of students and in consultation with the school community. Students from all social, cultural, community and family backgrounds, and of all identities and abilities, have a right to access and participate in the curriculum.



Australian Curriculum

The Australian Curriculum sets out the essential knowledge, understanding and skills students need to learn, and the quality of learning that is expected of the students as they progress through the first 11 years of schooling.

The Australian Curriculum is designed to prepare young people for the future world in which they will learn, and prepares them to respond to the challenges that will continue to shape their world. It sets out the priorities and aspirations we hold for all our young people. The curriculum represents what the Australian community values as the knowledge, understanding and skills that young people should attain.

The Alice Springs (Mparntwe) Education Declaration (December 2019) commits all Australian governments to achieving 2 goals:

- The Australian education system promotes excellence and equity.
- All young Australians become confident and creative individuals, successful lifelong learners, and active and informed members of the community.

The delivery of a world-class curriculum in Australian schools is one of the actions to achieve these goals.

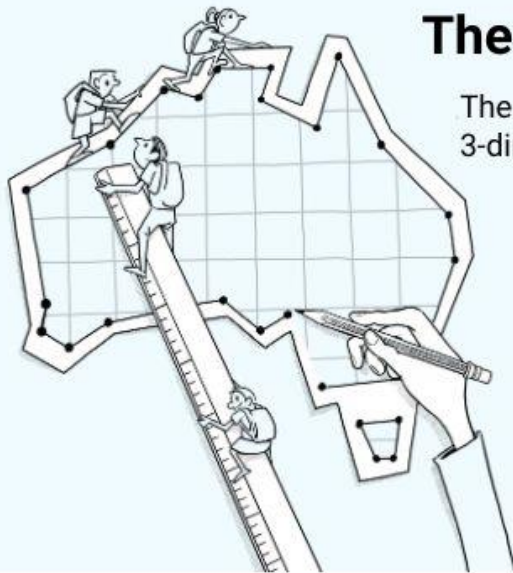
Taken from: <https://v9.australiancurriculum.edu.au/f-10-curriculum/f-10-curriculum-overview/background>

The Australian Curriculum

The Australian Curriculum is 3-dimensional; it includes:

- **learning areas**
- **general capabilities**
- **cross-curriculum priorities.**

Together, the **3 dimensions** set out essential knowledge, understanding and skills that enable all young Australians to learn, contribute and shape their world now and in the future.



3 dimensions of the Australian Curriculum

8 Learning Areas ...

and the disciplines from which they are drawn, provide the foundation of learning.

The Australian Curriculum identifies and organises the essential knowledge, understandings and skills that students should learn.

English **Mathematics** **Science** **Humanities and Social Science**

HASS F-6
Civics & Citizenship
Economics & Business
Geography
History

The Arts

Dance
Drama
Media Arts
Music
Visual Arts

Technologies

Design & Technologies
Digital Technologies

Health and Physical Education **Languages**



7 General Capabilities

equip young Australians with the knowledge, skills, behaviours and dispositions to live and work successfully.

They support and deepen student engagement with learning area content and are developed within the context of the learning areas.

3 Cross-curriculum Priorities

support the Australian Curriculum to be a relevant, contemporary and engaging curriculum that reflects national, regional and global contexts.

They are incorporated through learning area content; they are not separate learning areas or subjects.

English

At Bucasia State School we believe that the study of English is central to the learning and development of all young Australians. The study of English plays a key role in the development of literacy, which gives young people the knowledge and skills needed for education, training and the workplace. It helps them become ethical, informed, perceptive, innovative and active members of society. The English curriculum plays an important part in developing the understanding, attitudes and capabilities of those who will take responsibility for Australia's future.

Homework

Teachers are required to give homework in accordance to the Department of Education (<https://education.qld.gov.au/curriculum/Documents/p-12-curriculum-assessment-reporting-framework-version9.pdf>). Teachers give homework in accordance with Education Queensland guidelines. All homework is practise of tasks relevant to the teaching program and/or development of skills required to demonstrate their success. The following is a guide in determining the amount of set homework that students might be expected to undertake. It is of course open to parents to consult with the student's teachers about additional materials or practice exercises with which parents can assist their children at home.

In the Early Phase of Learning (Prep to Year 3) many activities at home or in play can assist children to 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 Years 1, 2 and 3, set homework could be up to but generally not more than 1 hour per week.

In the middle phase (Year 4 to Year 6) some homework can be completed daily or over a weekly or fortnightly period and may:

- include daily independent reading.
- be coordinated across different subject areas.
- include extension of class work, projects and research.

Homework in Year 4, Year 5 and Year 6 could be up to but generally not more than 1 hour per week.

Information and Communication Technology (ICT)

In the Australian Curriculum, students develop Information and Communication Technology (ICT) capability as they learn to use ICT effectively and appropriately to access, create and communicate information and ideas, solve problems and work collaboratively in all learning areas at school and in their lives beyond school. ICT capability involves students learning to make the most of the digital technologies available to them, adapting to new ways of doing things as technologies evolve and limiting the risks to themselves and others in a digital environment. (ACARA)

Our school is dedicated to providing all students access to a range of technology devices. Our school is completely networked and all children have the opportunity to work online.

Bucasia State School has a Computer Lab in the Library which has 28 working laptops and 3 transportable laptop trolleys with 25 computers in each. The school also has 5 iPads for each year level to share and each teaching cohort has one iPad for the teachers.

In our classes, students are provided with their personal Department of Education username, which allows them to access the school network, email and their OneDrive.

While working with the curriculum, students will develop ICT skills through a range of programs such as:

- Office 365
- Microsoft OneNote
- Microsoft OneDrive
- Microsoft Word
- Microsoft PowerPoint
- Microsoft Excel
- Microsoft Publisher
- Movie Maker
- MS Teams
- Photo Story
- Paint

Students also have access to and use a range of digital cameras, data projectors and interactive whiteboards, including touch screen technologies.

STEM

STEM education is the learning of Science, Technology, Engineering and Mathematics in an interdisciplinary or integrated approach. Students gain and apply knowledge, deepen their understanding and develop creative and critical thinking skills within an authentic context. It may include inquiry and project-based learning.

Bucasia State School is developing an integrated approach across the disciplines, but currently our program focuses on building a deeper understanding of the individual subjects Technology, Maths and Science. Our school embeds a Digital Technology into all curriculum areas to build student engagement. Enrichment and extension opportunities are provided for students working beyond expectations and demonstrating an inquiring mind to learn more.

Internet

All students have access to the Internet as part of the curriculum programs. The amount and type of use will depend on the current learning program. Student and parental permission forms for the Internet and email need to be completed, agreeing to the school's conditions of use. These are included with all enrolment forms. Internet agreements are renewed every year.

All internet access through Bucasia State School is logged and recorded. A comprehensive list of sites, deemed non-educational, are blocked and all emails going to or from an Education Queensland account, regardless of the access location, are scanned for inappropriate language.

Library Resource Centre

Student learning is supported in the school by staff and a wide range of modern resources. All students have the opportunity for weekly lessons, borrowing, skill's development and information research. The library has a central role in our school. It is fully utilised as a learning centre which supports the teaching programs in the classrooms. The integration of learning technologies are an integral part of the library's program.

Students are able to borrow 3 books from the library at a time – a fiction book to read at home, a 'bubble along' book (to keep in their desk for independent reading or viewing) and a 'world book' to go home (usually a non-fiction book about an area of interest – to read with someone else or independently). Each child is expected to have a library bag to protect the books they borrow when transporting to / from class and home. It is the children's responsibility to ensure books borrowed are returned and not misplaced. Lost and damaged library books will need to be replaced by the students' parents or guardians. Housed in the library is a computer lab consisting of 28 computers for whole class technology lessons.

Mathematics

Bucasia State School's mathematics program provides students with mathematical skills and knowledge in Number and Algebra, Measurement and Geometry, Statistics and Probability that are essential in today's society. By following the Australian Curriculum Mathematics, the staff at Bucasia help the students to develop the numeracy capabilities that all students need in their personal, work and civic life, and provide the fundamentals on which mathematical specialties and professional applications of mathematics are built around the four proficiencies: Understanding, Fluency, Problem Solving & Reasoning.

Other programs that may be included in the students' learning are:

- Literacy and Numeracy Celebration
- National – Maths, English, Science, Spelling and Writing Competitions
- Student Leadership Program
- Instrumental Music
- Sport and Recreation Electives
- Bike Education – PCYC
- Cultural Day
- Eisteddfod
- Garden Club
- Cross Country
- Education Week
- National Science Week
- Eisteddfod
- Adopt a Cop
- Choir
- Band
- Swimming
- Gala Days – Sport
- Regional Sport Carnivals – Netball, Football, Cricket.

Pedagogy – The Art of Teaching

Pedagogy is integral to systematic curriculum implementation. Bucasia State School's approach to pedagogy is flexible, responsive and an ongoing process that supports to employ the most effective pedagogies to maximise the achievement, engagement and wellbeing of all students. Bucasia State School teachers use a variety of pedagogies within their classrooms. This way of teaching literacy and numeracy is systematic, direct, engaging, and success oriented. Long term studies and data have shown age appropriate pedagogies promote achievement for all students regardless of background. Bucasia has seen a consistent long-term improvement in student outcomes in Australian Curriculum Achievement Standards. Our goal is one of continued professional development in pedagogy to continue student improvement and increase engagement in learning.

Reporting on Progress

Report cards are sent home electronically via email during the last week of each semester and uploaded to QParents. Face to Face interviews are organised at the end of Term 1 and Term 3. Bookings are online via SIPs and if parents can't attend, they are asked to contact the class teachers to make an alternative time. Teachers and parents may request interviews as deemed necessary by either party. Please do not hesitate to contact the school to resolve issues quickly, communication is the key to ensuring the best educational experience for your child.

Parents who wish to discuss their child's progress with the teacher are asked to email for an interview time suitable to both parent and teacher. If parents are concerned at any time during the year please don't hesitate to get in touch with the teacher concerned. Please don't wait until the end of the year to discuss any problem.

School Support – Specialist Teachers

The curriculum of the school is supported by the work of several specialist teachers. These include: A Music teacher, a Physical Education teacher, a LOTE teacher, Support Teachers: Literacy and Numeracy, a Speech Therapist teacher, an Occupational Therapist and an Instrumental teacher. The school also has access to a Guidance Officer.

Student Services Inclusion Education

Our Student Services Team meets each week through a referral process with class teachers and school admin. The class teacher completes a referral summarising the students' current level of functioning and concerns for referral. An allocated meeting is set with the Principal/Deputy Principal, Guidance Officer, Learning Support Staff, Inclusion Staff, Speech Pathologist, Student Wellbeing Officer and the Class Teacher. The case is reviewed and recommendations and suggestions are made to implement or investigate further. A subsequent review date is also set. Parents are notified of next steps via an email.

Sports & Recreation

School, Cumberland and District sports

Bucasia State School has a proud history of sporting excellence with several national representatives and an Olympic representative having attended the school. Cross Country is hosted by Bucasia State School in Term 2 followed by the inter-house athletics and team sport carnivals towards the end of term. Parents are invited to attend these functions.

Sports Houses

Sport houses are named after the group of islands off our coast. The Cumberland group – Brampton, Carlisle & Keswick. The school is organised into three (3) houses, students are allocated to houses on enrolment. The names of these houses and their colours are:

- **Brampton (Red)**
- **Carlisle (Yellow)**
- **Keswick (Blue)**

All children in the family are allocated to the same house. A polo shirt of the correct colour should be worn on sports day. NB please check with your child's class teacher which house your child is in.

Sports Trials

These are held at various times over the school year for students 10-12 years. The trials are for selection in the Sub District (Cumberland) and District (Mackay) sporting teams who compete at Capricornia and State Competition.

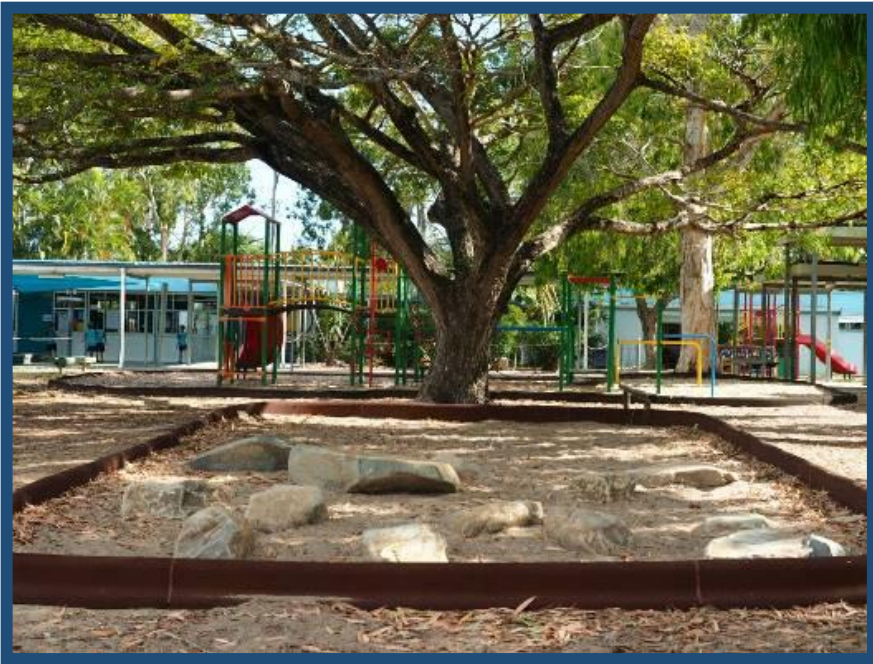
Trials may be conducted for the following sports: cross country, soccer, cricket, softball, rugby union, rugby league, hockey and athletics. Notification is through the school newsletter or the PE teacher. Parents are advised to "like" & follow Mackay District Sports on Facebook to keep up to date on any changes.

Swimming

Bucasia State School believes that swimming is an integral and essential part of life here in Queensland. Students engaging in the Bucasia State School Swimming Program will develop skills, confidence, knowledge and understanding that will enable them to comprehend aquatic dangers and to participate safely in aquatic activities.

The Swimming program is designed to assist students to:

- develop confidence in water by providing a wide variety of appropriate situations and activities;
- make participation in swimming an enjoyable and social experience;
- allow all children the opportunity to participate in a sequence of swimming survival, water safety, rescue and emergency procedure experiences;
- develop swimming strokes, water skills and personal safety awareness;
- encourage participation in aquatic activities as a leisure pursuit.
- Students in years Prep - 6 participate in the swimming program. We are looking at re introducing a swimming carnival at the conclusion of the swimming program.



PARENTS' AND CITIZENS' ASSOCIATION

The P & C Association has a very important role to play in helping to determine and execute the future development of the school. Meetings are held on the third Wednesday of each month. The Annual General Meeting is normally held in February each year. This meeting will determine meeting times for the rest of the year. Your support is certainly needed, and will be most welcome.

What is a P&C and why should I get involved?

“Parental interest is a more powerful influence on children’s learning success than parents’ education or cultural background, occupation or family income level.”

P&C Role

Our association is involved in a variety of school activities:

- Policy development.
- Financial planning.
- Budgeting.
- Fundraising activities.
- School functions.
- Classroom activities.
- Outside School Hour Care Management
- Tuckshop
- Second hand uniform shop

Our Function

- To encourage closer cooperation between parents, other members of the community, staff and students of our school;
- To provide advice and recommendations to the Principal on issues and concerns in respect to the student body, general operations and management of the school;
- To provide or assist in the provision of financial or other resources or services for the benefit of our school students;
- To participate in any committee comprising members of our school and wider community, which will contribute to the general benefit to the students attending our school.
- To provide a high quality OSHC facility to support the families of our school.

Parent Participation

Parent participation is valuable and beneficial for our overall school community. The reasons for parents to become involved in the education of their children are many and varied as are the levels to which they become involved.

There are a number of ways parents can participate; you can be actively involved as:

- P&C member
- Attend P&C meetings
- QCPCA representative
- Join a sub-committee
- Be a volunteer
- Provide a skill

What Makes an Effective Team

- A common goal or mission as well as cooperation are important to operating effectively as a team.
- Goals are clear and achievable.
- Communication is open, honest and accurate.
- Participation of members is high.
- The skills and talents of members are put to the best use.
- Everyone's opinions are valued.
- New ideas are encouraged.
- Problems are brought into the open and resolved if possible.

We encourage you to be involved in your child's education. It can be very rewarding and a lot of fun.

**BUCASIA STATE SCHOOL
PARENTS & CITIZENS ASSOCIATION
Email: bucasia_OSHC1939@outlook.com
PO Box 59
Rural View QLD 4740**



Bucasia P&C Association run the Bucasia Out of School Hours Care that is based in the school hall. We are pleased to be able to support our community so that parents and guardians can continue with work commitments.

If you are interested in using the service please contact Simone at bucasia_OSHC@outlook.com for information and enrolment details.

DRESS CODE AND UNIFORM

The School Community has agreed that all clothing must meet certain standards. The dress code has been established to:

- Allow full participation in physical activities (shorts, skirts)
- Promote Sun safety & Health (broad brimmed hat, shirt with collar, enclosed shoes and limited jewellery).
- Meet individual needs of students.
- Not be offensive or likely to offend.

The dress code applies to all clothing.

The School Uniform has been developed to meet the Dress Code.

The Dress Code has been decided following consultation with the school community and the endorsement of the school's Parents & Citizens Association.

It is expected that all students will comply with Dress Code Requirements while enrolled at Bucasia State School.

Our Uniform Shop is located on the school grounds next to our tuckshop. The opening hours are as follows:
Tuesdays 8:00am – 10:00am
Thursdays 2:00pm – 4:00pm

Orders can also be placed via the flexischools app and then delivered to the students classroom.

BOYS

- Shorts - Navy only - thigh high to knee length shorts (includes soccer or basketball shorts).
No cargo pants, board shorts or denim jean shorts will be accepted.
- Trousers - Long - navy only.
- Shirts - Jade and navy polo shirt with long or short sleeves with gold trims and school emblem.
- Socks - Navy or white.

GIRLS

- Shorts - Pleated or plain shorts only (includes soccer or basketball shorts).
No cargo pants, board shorts or denim jean shorts will be accepted.
- Shirts - Jade and navy polo shirt with sleeves with gold trim and school emblem
- Skorts - Plain navy fabric with: a) wrap around flap, or b) overskirt
- Skirts - Plain navy fabric. Girls are required to wear bike pants or sports briefs under skirts – minimum mid-thigh length (not pleated netball type).
- Socks - Navy or white

WINTER

- Navy pullover OR navy microfibre jacket.
- Navy windcheaters or plain navy jackets only.
- Navy stockings, tights, active wear, leggings or tights to be worn under shorts, skirts or skirts.
- Long navy pants

GENERAL

Shoes - Enclosed shoes only e.g.: joggers. No thongs or sandals are to be worn.

Hats Children are required to wear a hat that covers their ears. Broad brimmed hats, Bucket Hats and Legionnaire's caps are acceptable. A minimum 8cm brim is required.
Dress caps are not acceptable. These will be confiscated until the end of the day and collected from the Office. This type of headwear does not meet the Sun Safety Policy standards and is therefore unacceptable.

Jewellery



Jewellery such as watches, one signet ring, one pair studs / small sleepers are acceptable.

Children are encouraged not to wear jewellery to school because of both safety and security reasons. Children are involved in many interactive activities and games during playtime and loose 'dangly' jewellery can be dangerous as well as painful if pulled at or caught up during such activities. Children who wear necklaces or bracelets for religious or medical reasons need to notify their class teacher and advise them of the reason the jewellery needs to be worn. Students with pierced ears are to wear studs or small sleepers to school for their own safety. Studs/sleepers will be removed, or taped during physical activity or sports. All jewellery will be removed for swimming. Apart from a single ear stud or sleeper, **no other body piercing is permitted.** Students who present at school with a different body piercing will be asked to remove this jewellery. If the additional jewellery is not removed, school's responsible behaviour plan will be followed.

Hair Hair styles are required to be neat and tidy. Hair should be worn off / away from the face. Shoulder length hair must be tied back (to prevent the passing of head lice)
Hair should not be Mohawk style, nor have words, numbers, symbols 'cut' into hair. Hair accessories are to match the school uniform colours of jade, navy or gold and should not preclude wearing of hats.

Make-up including nail polish is not allowed

Sun Safe Requirements

Bucasia School's Sun Safety Policy requires that:

- - Hats must have a minimum 8cm brim. No dress caps are allowed.
- - Shirts must have a collar (polo style with button up neck)
- - Shirts must have a full sleeve (to cover deltoid muscle)



Excursions & School Events

All children must be in school uniform (including hats) if they wish to attend school events. Children who are not in full uniform may not be allowed to attend without a note from home. A bank of uniforms held at the school may be utilised for students not properly dressed.

Band Uniform

Performing Arts shirt, blue shorts, white socks and black shoes.

Choir Uniform

Performing Arts shirt, blue shorts, white socks and black shoes.

Free Dress Days

Students and families are advised of free dress days through the school newsletter. Normal dress code and sun safety requirements still apply on these days e.g.: collared shirt with sleeves, hat etc.

General

1. Should parents/students be unsure of any element of the school's Dress Code requirements, they are encouraged to consult with school administration prior to wearing any questionable item to school.
2. Parents need to notify the Principal (in writing) for permission to vary the agreed expectations (uniform, jewellery, hair).



Complaints and feedback

On this page:

- Complaints
<https://www.qld.gov.au/education/schools/information/contact/pages/complaint.html#complaints>
- Make a complaint about a state school
<https://www.qld.gov.au/education/schools/information/contact/pages/complaint.html#steps>
- Employee misconduct
<https://www.qld.gov.au/education/schools/information/contact/pages/complaint.html#misconduct>
- Feedback
<https://www.qld.gov.au/education/schools/information/contact/pages/complaint.html#feedback>

Complaints

If you have a complaint about a Queensland state school you should:

- provide complete and factual information as soon as you can
- make your complaint as calmly as possible
- avoid making frivolous complaints, or using deliberately false or misleading information.

If you make a complaint about a staff member, they will generally be told and offered the right of reply. You can have a support person with you through the process.

Make a complaint about a state school

There is a 4-step process to help you and the school reach an outcome that is in the best interests of your child. You must go through each step before progressing to the next.

The 4 steps are:

1. Discuss your complaint with the class teacher*.
2. Discuss your complaint with the principal.
3. Contact your regional office.
4. Request an independent review.

*You should speak directly to the principal if your complaint relates to general school matters or school policy.

1. Discuss your complaint with the class teacher

Most complaints are able to be resolved at this level. The teacher will make a record of your complaint and report your meeting and any outcomes to the school principal.

Contact the school to make an appointment with your child's teacher. School contact details are available by phoning 13 QGOV (13 74 68) or searching the [schools directory](https://schoolsdirectory.eq.edu.au/wcis/search) <https://schoolsdirectory.eq.edu.au/wcis/search>

2. Discuss your complaint with the principal

If you can't resolve your concerns after speaking to your child's teacher you can raise your complaint with the school principal.

Contact the school to speak with the principal. School contact details are available by phoning 13 QGOV (13 74 68) or searching the [schools directory](https://schoolsdirectory.eq.edu.au/wcis/search) <https://schoolsdirectory.eq.edu.au/wcis/search>

3. Contact your regional office

If you have not reached a resolution through steps 1 and 2, you should contact your [regional office](http://education.qld.gov.au/schools/about/district.html) (<http://education.qld.gov.au/schools/about/district.html>).

You can lodge your complaint using the [online feedback form](http://education.qld.gov.au/corporate/about/feedback/state-schools.html) (<http://education.qld.gov.au/corporate/about/feedback/state-schools.html>), by telephone or in writing. Your complaint should outline the steps you have taken to resolve the issue and include your full name and address. It is a good idea to keep a copy of any correspondence for your own records. Anonymous complaints will only be acted on if enough information has been provided to allow for follow-up with the relevant school principal.

4. Independent review

If your issue has still not been resolved through the above process, you can lodge your complaint with the Queensland Ombudsman <http://www.ombudsman.qld.gov.au/>

Employee misconduct

The Ethical Standards Unit manages complaints about misconduct by all employees of the Department of Education, Training and Employment (including state school staff).

To make enquiries and/or seek advice about making a complaint, contact the Ethical Standards Unit on (07) 3055 2950 or email ethicalstandards@dete.qld.gov.au <mailto:ethicalstandards@dete.qld.gov.au>

How do I make a complaint?

Contact the principal or via <http://education.qld.gov.au/directory/schools/index.html> to lodge your complaint if it concerns any alleged wrongdoing or student harm matter involving state school staff. The principal will then refer it to the Ethical Standards Unit for assessment and consideration.

If your complaint concerns the principal, lodge it with the principal supervisor at the regional office <http://education.qld.gov.au/schools/about/district.html>. They will then refer your complaint to the Ethical Standards Unit for assessment.

You can also:

- email ethicalstandards@dete.qld.gov.au <mailto:ethicalstandards@dete.qld.gov.au>
- call (07) 3055 2950
- post a letter to the Director, Ethical Standards, Department of Education, Training and Employment, PO Box 15033 City East QLD 4002
- send a fax to (07) 3055 2996
- contact the Crime and Misconduct Commission <http://www.cmc.qld.gov.au/about-the-cmc/contact-us>

What information should I include?

When you make your complaint, you should include:

- your name and contact details (complaints may also be made anonymously)
- the name and workplace address of the employee you are complaining about
- a brief summary of your complaint including the names of the parties involved (if known)
- any other information you believe may assist in the assessment of your complaint.

Read more about the misconduct complaints process <http://deta.qld.gov.au/about/complaints/ethical-standards.html>

Feedback

Feedback from parents and the community is welcome.

To provide feedback about Queensland state schools:

contact your school—school contact details are available by phoning 13 QGOV (13 74 68) or searching the schools directory (<https://schoolsdirectory.eq.edu.au/wcis/search>).

complete our online feedback form (<http://education.qld.gov.au/corporate/about/feedback/state-schools.html>).

OTHER INFORMATION

Cars in and Around the School Grounds

Cars and children are always a safety concern. Drivers are asked to observe the road usage signs. ***Please do not use the staff car park as a pick up or set down area. Children are not to use the car park as a pedestrian exit.*** All parking is in Kemp St, rear end in on the school side and within the line marking on the opposite side to the school or in the parking spaces in Waverley St or Shoal Point Rd. No parking is permitted in Boden St and regular fines are issued by Transport/Traffic Department.



Community Use of School Facilities

Any group in the community is encouraged to enquire concerning the use of school facilities when they are not being used for school purposes. A copy of conditions governing such use is available from the school office.

The practice wickets and oval are available for use when they are not required by the school. A written request outlining dates, times, purpose and people involved is requested. An authorisation letter will be provided that can be shown to Police or Security Patrols.

***NB** Activities such as dog walking, golf, horse riding, motor cycling etc are **not** permitted in the school grounds.

The use of skates, skateboards, 'roller blades' or scooters etc are not permitted anywhere on the school premises.

The School Hall

The School hall is currently used by various organisations such as Bucasia OSHC for Out of School Hours care.

Conveyance Allowance

Families living in Shoal Point, beyond the Volute St corner, are entitled to the payment of a Conveyance Allowance to attend this school.

Application forms and further information are available from Queensland Transport, Mackay.

Dental Service

Free dental care is available to all Primary (and Prep) children, as well as Secondary students to Year 10.

No dental treatment may be given if parents have not completed a consent form. Emergency treatment such as replacing a tooth etc can be administered (consent form is required) at the mobile clinic when it is located at other schools.

All children have their teeth checked by the dental therapist at least once per year. Forms are sent home and once they are returned appointments will be made for your child to attend the dental van which is located at Beaconsfield State School.

If you have any queries or concerns please contact Victoria Park Dental Clinic on 49514745 or Mackay North Dental Clinic on 49514241 or Mobile: 0417077256.

Exemptions from Compulsory Schooling and Compulsory Participation

Information for Parents and Students

What is an exemption and why do I need it?

Every parent of a child of compulsory school age or a young person in the compulsory participation phase has a legal obligation to ensure their child is enrolled and attending school or participating in an eligible option.

Parents can apply for an exemption from this obligation when their child cannot attend or it would be unreasonable in all the circumstances for their child to attend school or participate in an eligible option for a period of more than 10 consecutive school days.

Situations where an application for an exemption may be made include:

- Illness
- Family reasons
- Cultural or religious reasons

If your child is exempted from compulsory schooling, you are excused from your obligation in relation to compulsory schooling or compulsory participation.

The school principal is not responsible for providing an educational program to your child, however they may provide advice on other educational options available.

Who decides to grant or not grant an exemption?

For state school students:

Decisions about exemptions are made by the principal of the school the student attends.

For non-state school students:

Non-state school principals have the authority to approve exemptions of up to and including 110 school days in a calendar year that do not cause the total period of exemptions granted in the year to exceed 110 school days.

Any exemption application for a period of more than 110 school days or that would cause the total period of exemptions granted in a year to exceed 110 school days is decided by the Manager, Office of Non-state Education.

For children who are not enrolled in any state or non-state Queensland school:

Decisions about exemptions for students who are not enrolled in any state or non-state school are made by either the Regional Director, Principal Advisor Education Services, Principal Advisor Regional Services, Director Regional Services, of the Department of Education and Training region in which the child resides.

Applying for an exemption

You are encouraged to discuss with the school whether an application for exemption is a suitable option. The school can provide you with an application form for an exemption. It is important that supporting documentation and evidence are attached to the application.

When a decision about the exemption has been made, you will be informed in writing whether or not the exemption has been granted and if any conditions have been imposed. If you are not satisfied with the decision made, you can make a submission for the decision to be reviewed.

EXCLUDE until the doctor confirms the person is not infectious but not earlier than 4 days after the onset of the rash.

Infectious Diseases

Printed below are extracts from current exclusion tables for some of the more common childhood diseases. For details relating to rarer or more serious diseases, please contact the school.

- Chicken Pox - exclude until 5 days after the onset of symptoms.
- Mumps - exclude for 5 days after onset of swelling.
- Rubella - exclude until 4 days after rash first appears.
- Measles - exclude until the doctor confirms the person is not infectious but not earlier than 4 days after the onset of the rash.
- Hepatitis - exclude until fully recovered.
- Ringworm - re-admit when appropriate treatment has commenced (Medical certificate may be requested).
- Scabies - as above
- Lice - as above
- School Sores - as above
- Scarlet Fever - as above
- Covid-19 - <https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19>
<https://www.qld.gov.au/health/conditions/health-alerts/coronavirus-covid-19/exposed-to-covid/close-contacts/first-steps-as-a-close-contact>

Financial Assistance

WHAT HELP CAN GOVERNMENT PROVIDE?

Education Queensland provides a range of financial assistance for parents who reside in Queensland and whose children attend approved schools and undertake approved courses of study. Information on schemes of assistance can be obtained from School Financial Services within Education Queensland on free call 1800 248 997.

Pets

Families love their pets, but this cannot be said for others and for schools, dogs can be a nuisance and can be dangerous around the school. The Council's Dog Control Officer is called to the school regularly to remove dogs that frequent the grounds if owners cannot be contacted.



Please do not bring your dog to school at drop off or pick up times as dogs are not permitted in the school grounds. At times there are students who have had negative experiences (such as being attacked) and dogs cause unnecessary stress to them. Please leave your dogs at home!



PRIVACY STATEMENT

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 & 5 student names are passed on to the Qld Curriculum & Assessment 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.

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 population, including those who have specific needs.

This personal information may include:

- achievement levels;
- retention rates;
- age;
- school year levels;
- school's disciplinary absences; and
- student movement between schools.

Enrolment

The Department of Education is collecting information on the school 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 Qld Health, Qld Transport, Qld Police, and Department of Families. The Commonwealth Government, through Centrelink, may require information for matching purposes in relation to the payment of study assistance 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.

You may obtain further information about the Qld Government's privacy regime contained in Information Standard 42 – *Information Privacy*

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 Qld Health, Qld Police Service and Department of Families in accordance with Education Qld'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.

You may obtain further information about the Qld Government's privacy regime contained in Information Standard 42 – *Information Privacy*

If you have any questions about privacy or access to information, you may contact Education Qld's Privacy Contact Officer on 3237 0546.

MACKAY AREA SECONDARY SCHOOLS

Mackay Northern Beaches
High School

Ph No: (07) 4842 1333
Website: <http://www.macknorthbeachesshs.eq.edu.au>

Mackay North High School

Ph No: (07) 4944 3200
Website: <http://www.macknortshs.eq.edu.au>

Pioneer High School

Ph No: (07) 4955 9222
Website: <http://www.pioneershs.eq.edu.au>

BUCASIA STATE SCHOOL STUDENT RESOURCE SCHEME 2024

The Student Resource Scheme (SRS) 2024 has been approved by the P & C Association.

In 2024 Bucasia State School will operate a Student Resource scheme (SRS) for all students. The fees for 2024 will be \$60 for years Prep to Year 6. These fees supplement materials for Art, Craft, Cooking, Construction and other activities conducted as part of classroom programs and contributes to the photocopying costs in place of set texts in specific subject areas. The cost also covers our annual subscription to ICT programs.

PURPOSE OF SCHEME

The purpose of the scheme is to provide the parent with a cost-effective alternative to purchasing textbooks and/or resources elsewhere, through reduced prices gained from the school's bulk purchasing practices. The scheme is endorsed by the P&C but managed by the school and operates within the policy and guidelines of the Department of Education, Training and Employment (DETE).

Option A PARTICIPATION IN THE SCHEME

Participation in the scheme is voluntary, and those parents/carers who join the scheme are required to pay the fee in return for their child to access materials and resources managed by the scheme. **Please note - If you choose not to participate in the scheme, you will be required to provide all the listed items yourself.**

All parents/carers, regardless of whether they wish to join the scheme or not, need to sign the SRS Participation Agreement form indicating that they have read the Terms and Conditions. If a student leaves the school during the school year, a pro-rata refund will be made on the basis of a 40-week year.

BENEFITS OF THE SCHEME

The SRS was introduced for the following reasons:

- To minimise resource expenses to parents when providing children with their school requirements for instruction.
- To provide students with current editions of required resources.
- To maximise teaching and learning opportunities so that all children have access to the same resources for instruction.
- Ready access for students to consumables and resource materials as needed.
- Cost savings and convenience in purchasing student consumables and resource materials

The benefits from the savings that the School can secure through bulk purchases, and discounts through early purchasing, are passed on to the students.

Option B NON PARTICIPATION IN THE SCHEME

Upon request, the school will provide a comprehensive list of all items that are covered under the Student Resource Scheme, applicable to your student, early in the school year. It is the responsibility of non-participants of the scheme to purchase all the textbooks and resources provided by the scheme.

Expenses not covered by the SRS which will occur throughout the year will be:

- **CAMPS:** Annual school camps are held for Yr 4-6. Camp will be in term 3.
- **EXCURSIONS:** Classes participate in excursions when required. Costs are difficult to specify. Teachers always give parents early advice about excursions.
- **BIKE EDUCATION (YR 4) AND SWIMMING (Prep to 6):** These activities will be conducted in Term 2 and 4. Notification of cost will be forwarded to parents at the appropriate time.
- **INSTRUMENTAL MUSIC FEE:** This only applies to students who are involved in the Instrumental Music Program. If your child is participating in the Instrumental Music Program a separate invoice will be issued. Before a student can be considered for any of the school organised activities stated above, a parent who has joined the Student Resource Scheme is expected to have fully paid or

paid in part up to and including the term in which the school activity takes place. For example: camp, robotics and extension programmes.

Student user names and access codes for ICT programs will be given once full payment is made.

IT IS REQUESTED THAT FEES BE PAID BY MID MARCH. PARENTS EXPERIENCING FINANCIAL DIFFICULTIES SHOULD CONTACT THE OFFICE ON 49697888 TO ARRANGE PAYMENT OPTIONS.

PAYMENT OPTIONS

Q PARENTS

BPOINT

- There are several ways of making payments using BPOINT. They are simple and secure methods and use is strongly recommended.
- BPOINT can be accessed via the web by clicking the link on the bottom of the tax invoice or using the following link: <http://www.bpoint.com.au/payments/dete>
- You will need to use your student's Customer Reference Number CRN (11 digits) which can be found on the bottom left hand side of your tax invoice.
- To ensure that your payment is correctly allocated enter the Invoice Number that you are paying from the tax invoice. This can be found on the upper right-hand side of your tax invoice
- BPOINT Integrated Voice Response (IVR) is a 24-hour service. Telephone 1 300 631 073
- Enter your Customer Reference Number (CRN), invoice number, amount and card details
- BPOINT Electronic Direct Debit Registration (eDDR) Process is a payment solution that enables parents to set up payment plans on invoices to pay them off through the school year.
- Please contact the office for advice on how to set up a payment plan.

PAYING WITH STUDENT: Cash

- Payment can be given to the office and the receipt will be sent home with your child.

PAYING IN PERSON: Payment by Cash or Eftpos

- Payments can be made at the School Office, Monday/Wednesday/Friday between the hours of 8:00am and 10:00am. Payments outside of this window must be made via BPOINT.
- Bucasia State School provides money collection envelopes (available at the office)
- Write the following details on the envelope: Student's Name, Class, Date, Payment Reason, Amount
- Payment envelopes should be sent directly to the school office
- Payment may also be made via internet banking and direct debit

ONLINE BANKING:

BSB: 064-707

ACCOUNT NO: 00092090

BANK: Commonwealth Bank

ACCOUNT NAME: Bucasia State Primary School

REFERENCE: Name of student, class and payment information - Example: (L Mac, 6K, excursion)

CENTREPAY

The due date for money is usually a week before the event or activity. If money is not paid by the due date the student will be unable to attend the event unless prior arrangements have been made with administration.

BUCASIA STATE SCHOOL

2025 – Prep Booklist

Consumables

Pencil case (with enough room to fit ruler)	1
Triangular writing pencils (2HB or HB)	12
Packet of Crayola Twistables	2
Packet of thick triangular coloured pencils	2
Packet of whiteboard markers (black pack of 4)	2
Erasers	2
Large Bostik glue sticks	8
Scissors for ages 4+ (left or right handed) – not plastic safety scissors	1
Pencil sharpener with catcher (with one large hole & one small hole) ensure these fit triangular pencils	1
Blu Tack	1 Pack
Packet of 12 oil pastels	1
Large Clag Glue	1
A4 manilla folder	2
Wooden Ruler	1
1x XL ziplock bag – named (for spares)	1

Books

A4 wide blue lined books 18mm	1
Scrapbooks	4
60 page mini scrapbook (27.5cm x 16.5cm)	1
Writer Premium Story Book (330x240mm 24mm ruled 64 page (Available from officeworks)	2

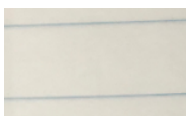
Miscellaneous

Display folder	2
A3 mesh wallet folder with zip (needs to fit scrapbook)	1
Waterproof library bag	1
Child size headphones with AUX cord (please ensure they fit your child's head)	1

All items are to be clearly named.

We encourage students to purchase box type lunchboxes of a reasonable size so that all lunchboxes can fit in the fridge.

Note: Please no novelty pencil cases



Wide blue lined



Bucasia State School
Oceans of Success | Live & Learn

BUCASIA STATE SCHOOL

2025 – Year 1 Booklist

Consumables

Large pencil case (named and suitable to fit a ruler)	1
HB Pencils – Staedtler brand (these are nominated as they have fewer breakages)	2 boxes of 12
Wooden ruler	1
Eraser	2
Scissors	1
Highlighters (pack of 6)	1
Colouring pencils – pack of 12	2 packs
Pencil sharpener (barrel)	2
Large glue stick (UHU brand)	8
Whiteboard markers – thin (Staedtler brand recommended)	8
Coloured crayons (wind-ups)	2 packs
Packet of square 76mm x 76mm Post It sticky notes	1
1x XL ziplock bag – named (for spares)	1

Books

Scrapbook – 96 page	8
Writing books – A4 Year 1 lines (8mm red/blue lines)	4
120 page mini scrapbook – 27.5cm x 16.5cm (available at Officeworks)	1

Miscellaneous

Plastic 'Sлимпick' Wallet – A4 size (finishing folder)	1
A3 plastic wallet with zip (available at Officeworks) – Homework folder	1
Verbatim USB headset with boom mic (available at Officeworks)	1
Waterproof library bag	1
Masking tape, sticky tape or blu tack (choose one)	1
Manilla folder	1
A4 Display book (20 Page)	1

All items are to be clearly named. All books must be covered.

We encourage students to purchase box type lunchboxes of a reasonable size so that all lunchboxes can fit in the fridge.

Note: Please no novelty pencil cases. If your child has unused Year 1 lined books left over from Prep, please use these rather than buying new ones.



Year 1 red and blue



BUCASIA STATE SCHOOL

2025 – Year 2 Booklist

Consumables

Medium pencil case (suitable to fit a ruler)	1
Red pen	1
HB Pencils (Staedtler brand recommended)	2 boxes of 12
Highlighters (5 different colours)	1 of each colour
Oil pastels	1 pack of 12
Colouring pencils	2 pack of 24
Coloured textas	1
Pencil sharpener (with container)	2
Wooden ruler	2
Eraser (large white rectangular)	4
Scissors (to suit your child's hand)	1
Large glue stick (Bostik or UHU brand)	8
Whiteboard markers	2 boxes of 8
1x XL Ziplock bag – named (for spares)	1

Books

Writing books – A4 Year 1 lined	1
Writing books – A4 Year 2 lines (6mm red/blue lines)	6
A4 Quad Books 10mm	1
Scrapbook – 96 page	5
120 page mini scrapbook – 27.5cm x 16.5cm (available at Officeworks)	1

Miscellaneous

Plastic 'Sлимпick' Wallet – A4 size	2
A3 plastic wallet with zip (homework folder and library books)	1
Calculator – Auto Off – Memory	1
Clipboard	1
Verbatim USB headset with boom mic (available at Officeworks)	1

All items are to be clearly named. All books must be covered.

We encourage students to purchase box type lunchboxes of a reasonable size so that all lunchboxes can fit in the fridge.

Note: Please no novelty pencil cases.

Music: students are to continue to use previous years book.



BUCASIA STATE SCHOOL

2025 – Year 3 Booklist

Consumables

Medium Pencil Case (Suitable to fit a ruler)	1
Red pen	2
HB Pencils (Staedtler brand recommended)	2 boxes of 12
Highlighters (6 different colours)	2 of each
Packet of textas	1 pack
Packet of colouring pencils (12 minimum)	2 packs
Pencil sharpener (with container)	2
Wooden ruler	2
Eraser	6
Scissors (medium suitable to your child's hand)	2
Large glue stick (Bostik)	8
Whiteboard markers – not neon colours (Expo or Staedtler brand)	12
Blu Tack/Masking tape/Sticky tape (large – choose one)	1
Post It Sticky notes pad 76mm x 76mm	1
1x XL ziplock bag – named (for spares)	1

Books

A4 Writing Books – Year 3 lines – 12mm red/blue lines – 48 page	10
A4 Quad Books 10mm	1
Scrapbook	2
120 page mini scrapbook – 27.5cm x 16.5cm (available at Officeworks)	1

Miscellaneous

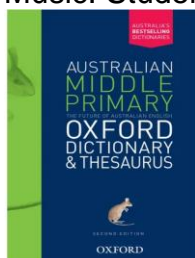
Australian Middle Primary Oxford Dictionary & Thesaurus (see image below)	1
A3 plastic wallet with zip (homework folder)	1
Calculator – Auto Off – Memory	1
Waterproof library bag	1
Clipboard – A4 size	1
Verbatim USB headset with boom mic (available at Officeworks)	1
USB stick with lanyard – 4GB	1
A4 Plastic wallet	2

All items are to be clearly named. All books must be covered.

We encourage students to purchase box type lunchboxes of a reasonable size so that all lunchboxes can fit in the fridge if there is one in their classroom.

Note: Please no novelty pencil cases.

Music: Students are to continue using previous years book.



2nd Edition Middle Primary Dictionary & Thesaurus (green edge)



BUCASIA STATE SCHOOL

2025 – Year 4 Booklist

Consumables

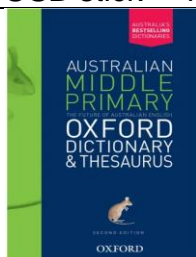
Large pencil case	1
Red pen	4
HB Pencils (Staedtler brand recommended)	2 boxes of 12
Highlighters (5 different colours)	1 of each colour
Felt pens	1 pack of 12
Wind-ups (crayons)	1 pack of 12
Colouring pencils	1 pack of 24
Pencil sharpener (with container)	2
Wooden ruler	2
Eraser (large white rectangular)	4
Scissors (small)	2
Large glue stick (Bostik or UHU brand)	6
Whiteboard markers	1 box of 8
Blu Tack or masking tape (for STEM)	1
1x XL ziplock bag – named (for spares)	1

Books

Writing books – A4 Year 3/4 lines (4mm red/blue lines)	10
A4 Quad Books 10mm	2
A4 Music Book	1
120 page mini scrapbook – 27.5cm x 16.5cm (available at Officeworks)	2
Sketch book A3 size	1

Miscellaneous

Plastic 'Sлимпick' Wallet – A4 size	2
Australian Middle Primary Oxford Dictionary & Thesaurus (see image below) (if you already have a dictionary use that one)	1
A3 plastic wallet with zip (homework folder)	1
Calculator – Auto Off – Memory	1
Waterproof library bag	1
Clipboard	1
Verbatim USB headset with boom mic (available at Officeworks)	1
Paint brush (Round, size 4 or size 6)	1
USB stick – 4GB	1



Middle Primary Dictionary & Thesaurus

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Note: Please no novelty pencil cases.



BUCASIA STATE SCHOOL

2025 – Year 5 Booklist

Consumables

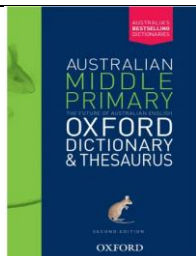
Medium pencil case	1
Blue Pen (erasable)	2
Red pen (erasable)	2
HB Pencils (Staedtler brand recommended)	2 boxes of 12
Highlighters (5 different colours)	1 of each colour
Coloured Textas	1 pack
Colouring pencils	1 pack
Pencil sharpener (with container)	1
Wooden ruler	2
Eraser (large white rectangular)	4
Scissors (large)	2
Large glue stick (Bostik or UHU brand)	4
Whiteboard markers	12
1 x XL Ziplock bag – named (for spares)	1

Books

Writing books – A4 Feint Ruled 96 page (1 is for Japanese)	10
A4 Quad Books 10mm	2
A4 Music Book (if you have a book leftover from last year use that one)	1
120 page mini scrapbook – 27.5cm x 16.5cm (available at Officeworks)	2

Miscellaneous

Plastic 'Sлимпick' Wallet – A4 size (one will be for Japanese)	2
Australian Middle Primary Oxford Dictionary & Thesaurus (see image below) (if you already have a dictionary use that one)	1
A3 plastic wallet with zip (homework folder)	1
Calculator – Auto Off – Memory	1
Waterproof library bag	1
4GB USB memory stick	1
Clipboard	1
Verbatim USB headset with boom mic (available at Officeworks)	1



Middle Primary Dictionary & Thesaurus

All items are to be clearly named. All books must be covered.

We encourage students to purchase box type lunchboxes of a reasonable size so that all lunchboxes can fit in the fridge.

Note: Please no novelty pencil cases. Music: Students are to continue using previous years book.



BUCASIA STATE SCHOOL

2025 – Year 6 Booklist

Consumables

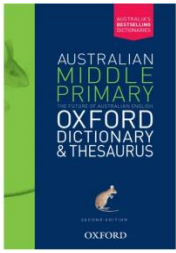
Large pencil case	1
Artline Pen 210 medium 0.6 – black only	1
Artline Pen 200 fine 0.4 – black only	1
Red pen (Bic brand are good)	5
Blue pen (Bic brand are good)	5
HB Pencils (Staedtler brand recommended)	2 boxes of 12
Highlighters (green, pink, blue)	1 of each colour
Coloured felt pens (textas)	1 pkt of 12
Colouring pencils	1 pkt of 24
Pencil sharpener (with container)	1
Wooden ruler	2
Eraser (large white rectangular)	4
Scissors (large)	2
Large glue stick (Bostik or UHU brand)	6
Whiteboard markers	12
Packet of 76mm x 76mm Post It sticky notes	4
Blu Tack (STEM)	1 pkt
1 x XL Ziplock bag – named (for spares)	1

Books

Writing books – A4 Feint Ruled 96 page (1 is for Japanese)	12
Scrapbook	2
A4 Quad Books 10mm (96 page books)	6
A4 Music Book (if you have a book leftover from last year use that one)	1
120 page mini scrapbook – 27.5cm x 16.5cm (available at Officeworks)	2

Miscellaneous

Plastic 'Sлимпick' Wallet – A4 size (1 is for Japanese)	3
Australian Middle Primary Oxford Dictionary & Thesaurus (see image below) (if you already have a dictionary use that one)	1
A3 plastic wallet with zip (homework folder)	1
Foolscap Manilla Folders	1
Old shirt for art	1
Display Folder – A4	2
Calculator – Auto Off – Memory	1
Waterproof library bag	1
4GB USB memory stick	1
Clipboard	1
Verbatim USB headset with boom mic (available at Officeworks)	1
#4 Paint Brush	1



Middle Primary Dictionary & Thesaurus

All items are to be clearly named. All books must be covered.

We encourage students to purchase box type lunchboxes of a reasonable size so that all lunchboxes can fit in the fridge.

Note: Please no novelty pencil cases.

Music: Students are to continue using previous years book.