PARENT INFORMATION HANDBOOK 2027

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 Bucasia State School

Dear Parents and Carers,

At Bucasia State School, we believe in developing the potential of every child. Our goal is to nurture each student within an environment of care, support and high expectations. Guided by the Department of Education's Brighter Futures we are committed to delivering excellence in every State School, for every student.

Our school caters for students from Prep to Year 6. Prep is the first compulsory year of schooling in Queensland and provides children with a strong foundation for future learning through a full-time, school-based program. Through excellence in teaching and learning in every State School we are:

1. Focusing on the foundational skills that set every child up for a positive learning journey.
2. Embedding foundational skills for lifelong learning and nurturing the confidence of every student to thrive.

To best support every student, we invite families to attend an enrolment interview with the Administration Team. This is a valuable opportunity to discuss your child's needs, explore how our school can support their learning, and take a guided tour of our facilities.

This Parent Handbook has been designed to help you become familiar with the organisation, routines, policies and procedures of our school. We encourage you to keep it as a handy reference and note that a digital copy is always available on our website: www.bucasiass.eq.edu.au.

We believe that education is a partnership between teachers, parents and students. By working together, we can provide the best opportunities for your child's growth and success. Parents are always welcome in our school, and we value your involvement in classroom learning, school events and the wider school community.

At Bucasia State School, every student has the right to a high-quality education. We value the diversity and strengths each member of our community brings, and together we live by our motto: **"Live & Learn".**

Warm regards,
Rebekkah Pollard
Principal

BUCASIA HISTORY

Key Moments in Bucasia's Development

Time Period	What Was Happening
1874–1885	Father Pierre Bucas acquired land (about 1,680 acres) and established a community for displaced Indigenous people, including the St Joseph's Orphanage. While this marked the earliest organized use of the land, it was not yet residential development in the modern sense.
Late 1800s–Early 1900s	After the orphanage closed due to health concerns (malaria), the land transitioned to agricultural uses—salt works initially, then small farms producing pineapple, tomatoes, etc. This use maintained the rural and coastal character of the area.
1930s–1940s	The beginnings of more public community infrastructure emerged: a shop and incorporation of the post office. The town was still small and seasonal in many respects, including being known as Seaview before being renamed Bucasia in 1938.
1970s–1980s	Significant residential expansion began. The area, once more associated with holiday homes and farms, started being developed more permanently as people looked for beachside living near Mackay. This is also when Bucasia State School was established (1985), marking a key point in its transformation as a residential community.
2000s–Present	Rapid population growth, increased subdivision of farmland, and establishment of infrastructure (roads, utilities, shopping, residential estates) have transformed Bucasia into a largely permanent residential suburb rather than just a holiday destination.

History of Bucasia and Bucasia State School

Bucasia holds a unique place in the history of the Mackay region. St Joseph's Orphanage, established by Father Bucas in **1874**, cared for children until its closure in **1885**. Today, a beachfront memorial honours Father Bucas, along with another dedicated to the children who lost their lives while in his care. After the orphanage closed, the land was purchased by John Downie. The Downie family developed a salt works and kept pigs and goats. In later years, others farmed pineapples, tomatoes and other small crops, helping to shape the growing community.

By the 1930s, the Esplanade café opened as a corner store and soon became a hub for locals. In the 1940s, the post office was incorporated into the site, further strengthening its role in community life. Originally known as *Seaview*, the town was officially renamed *Bucasia* in 1938, in recognition of Father Bucas's contributions to the area.

Bucasia State School opened in August 1985, following strong advocacy for an additional school in the Northern Beaches. Since then, the school has grown into a vibrant hub of learning, reflecting the spirit and resilience of its community. In 2025, we proudly celebrated **40 years of education at Bucasia State School**, and we look forward to our **50-year celebration in 2035**.

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 – 2027



Term 1 commences	Wednesday 27th of January
Australia Day Holiday	Tuesday 26th of January
Parent teacher Interviews	End of Term 1
End of Term 1	Thursday 25th of March
Good Friday	Friday 26th of March
Easter Monday	Monday 29th of March



Term 2 commences	Monday 12th of April
Anzac Day Parade	Friday 23th of April
Anzac Day	Sunday 25th of April
Labour Day	Monday 3rd of May
Interhouse Athletics	Term 2
Mackay Show Holiday	Thursday 17th of June
Reporting to Parents	Wednesday 23rd of June
Under 8's Week	End of term
End of Term 2	Friday 25th of June
Term 3 commences	Monday 12th of July
Eisteddfod Choral	August
Student Free Day	Friday 3rd of September
End of Term 3	Friday 17th of September
Kings Birthday	Monday 4th October



Term 4 Commences	Tuesday 5th of October
Eisteddfod Verse Speaking	October
Celebration night	Wednesday 8th of December
Reporting to Parents	Wednesday 8th of December
End of Term 4	Friday 10th December

OUR SCHOOL

CONTACT DETAILS

Address:	Kemp Street, Bucasia Qld 4750 P.O. Box 59 Rural View Qld 4740
Email:	admin@bucasiass.eq.edu.au
Ph. No:	(07) 4969 7888
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 on Q Parents. 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 - 2026

Principal

Ms Rebekkah Pollard

Deputy Principal

Mrs Nicole Peltonen

Classroom Teachers

Nikki Darby
Annie Ware–Hall
Prue Stansborough
Kelsi Suttle
Anne–Maree Nolan
Gina Trevy
Rebecca Purcell
Joshua Saxby
Sharon Tapp
Maddy Conlan
Michelle Shanks
Ruth Chadwick
Amber French
Lauren Miller
Jessica Duncomb
Hayley Ridley
Bethany Ross
Lauren Miller
Liz Miller
Jake Aitken

Support Staff – Whitney Stoneys, Cat Armstrong, Nette Clarke, Sam Murray, Anita Coe

PE Teacher – Andrew Walmsley

Music Teacher – Jeany Elliott

LOTE Teacher – Nicole Hoy

Instrumental Music Teacher – Cameron Matthews

Well Being Support Officer – Chappy

Guidance Officer – TBC

Student Wellbeing Professional – Sophie Cox

HOSES – Amanda Spencer

HOD/C – Rebecca Goodes

Administrative Officers

Karen Carvolth Emma Jackson Robyn Hewitt Tina Parker Abby Lowry Simone Mitchell

Teacher Aides

Leanne Chapman
Emma Williamson
Erin Synott
Nicole Bond
Anna Shakespeare
Shannon Wood
Carissa Raciti
Lexi Walton
Chloe Bartz
Dakota Jackson
Mel Calkin
Zoey Smith
Lyndal Orchard
Loretta Dale
Kiah Cross
Chloe Turner-Wegner
Shannon Nairn
Mackenzie de Garis
Britney Farrugia

Cleaners

May Santos, Kai Watson

Schools Officer/Grounds & Facilities

Brian Hanchard (Monday and Friday)
Jason Morris (Tuesday / Wednesday / Thursday)

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 (NO E-BIKES OR E-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. As per the law E-bikes and E-scooters are not to be ridden by under 16 year olds and therefore not allowed at 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 gone from school grounds by 3.15pm.
- 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.

SCHOOL GATES

Our school is fully fenced to keep our children safe. There are various gates to enter the school grounds before and after school and will be locked from 9:00am – 2:45pm daily. If you are wanting to enter the school grounds during school time please enter via the front administration building gate near the stop, drop, go area.

WELL BEING SUPPORT

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

Well Being Support Officer's main functions at the school are:

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

Well Being Support Officer 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 Well Being Support service please contact The Well Being Support Officer through the school office.

STUDENT WELLBEING OFFICER (Social Worker)

The role of the Student Wellbeing Officer (SWO) is to provide short-term, individual and group-based support to students experiencing mild to moderate mental health concerns. At Bucasia State School, our SWO works closely with students, families, and the wider school community to promote wellbeing and support positive learning outcomes.

Our SWO is available at the school every week (Approximately 3 days per fortnight). To access this service, parents/carers must complete and sign a consent form.

While the SWO can provide short-term support, particularly for students who may be on a waitlist for external services, more complex matters such as family separation or ongoing mental health needs are best supported through specialised external therapies. In these cases, our SWO can assist with guidance and interim support until further services are in place.

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.

https://education.qld.gov.au/initiatives-and-strategies/initiatives/every-day-counts/for-parents-and-community

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

1 day off school *each fortnight* = *Missing more than* **a year** *of learning over 12 years*

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

Each **1%** increase in student attendance may relate to **2-3** NAPLAN scale score points *

*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

May 2021

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.

EXCURSIONS AND CAMPS

Each year the school conducts many camps and excursions for which we ask for permission to attend and also money. Our process is to ask for permission through our consent module which flows through to QParents for parents to approve. Paper copies are also put in the trays in the front office for parents to collect who don't have QParents. We aim to give parents as much time as possible. We leave consent open for up to 3 weeks. Once consent is given parents receive an invoice for the excursion/camp and are given a date to pay - usually 1-2 weeks before the excursion or in the case of a camp 6 weeks before. We need to adhere to these time lines as most external excursion/camp providers like all event management entities need accurate numbers for catering, hire buses, hire extra staff for activities and secure bookings. To this end we have to adhere strictly to the timelines we have in place. This means if you miss the cut off for giving permission your student can not attend the excursion/camp. If you miss the payment cut off date then your student cannot attend. Our staff are very good at sending reminders, either by class teachers reminding students or through the newsletter or face book weekly reminder or text messages.

To put it simply

Excursions – Permissions

- Permission to attend loaded in QParents for parents to approve (paper copies available at the office for parents who do not have QParents)
- Text sent to parents to advise of excursion
- 1 week before the permission deadline parents to get text reminder
- No permission is accepted after the cut off date

Excursions - Payments

- Invoices sent out once permission is received
- Parents to receive a text 1 week before payment is due to remind them
- No payments can be received after the cut off date.

Camps – Permission

- Expression of interest loaded into QParents to approve (paper copies available at the office for parents who do not have QParents)
- Text to parents to advise of camp
- 1 week before expression of interest deadline parents to get text reminder
- No expression of interest accepted after the cut off date.

Camps – payments

- Invoices issued as soon as practicable after expression of interest closes in Term 1
- Parents receive statements monthly for camp balance
- Parents to receive text payment reminder to pay at beginning of Term 2 and also 1 week before cut off date.

No payments will be taken after the cut off date unless parents have advised the school that they wish to have payment plan.

As always we would like as many students to attend excursions and camps as possible and if anyone is experiencing financial difficulty please contact the school and payment plans can be worked out. We accept part payments eg $50 per week/fortnight. We also are registered with Centrelink and accept payments through them. If - for example - you would like your child to attend an excursion/camp and cannot make the payment by the cutoff date but may have the money the following week please contact the school prior to the due date so an arrangement can be made.

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 15% 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 Rack 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. Over the counter medication (including aspirin, Panadol, antihistamines etc) will NOT be administered to students without the correct paperwork being completed by a qualified health professional that is authorised to prescribe medications under the Medications and Poisons Act 2019.If your child needs to have medication at school, please consult the administration team to ensure the correct paperwork is completed. Information sheets regarding administration of medications at school can be collected from the office.

2. Prescribed medications will be administered by school staff, provided all the following conditions are met:

    a) Parent/Guardian must complete a **Consent to Administer Medication** form.
    b) Medication must be prescribed by a qualified health professional that is authorised to prescribe medications under the Medications and Poisons Act 2019. Medication must be supplied in the original packaging with the pharmacy label attached. This is to include 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:

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.
- 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 unless the correct paperwork has been completed by a qualified health professional that is authorised to prescribe medications under the Medications and Poisons Act 2019.Please see the school office for the correct paperwork.
- I agree to advise the school in writing and collect the medication when my child no longer requires it at school.

ASTHMA MANAGEMENT

Parents are to supply the school with a current Asthma Action Plan completed and signed by your child's doctor. A completed Consent to Administer Medication form is to be completed by the parent/guardian before medication can be administered at school. Medication must be in the original packaging with a pharmacy label attached and be in date.

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.

OSHC (Outside School Hours Care)

PCYC Bucasia Fun Squad

PCYC Bucasia Fun Squad		
Services	**Session Times**	**Cost Per Child***
Before School Care	**6:30am to 8:50am**	**$24.50***
Before school care session includes: Breakfast Homework club Prep escort to class Programmed activities		
After School Care	**3:00pm to 6:00pm**	**$30.00***
After school care session includes: Afternoon tea Homework club Prep escort from class to PCYC Programmed activities		
Holiday Fun (Vacation Care)	**6:30am to 6:00pm**	**$67.50***
Holiday Fun sessions include: Morning tea and afternoon tea Please provide packed lunch for your child Incursions and Excursions (they may incur additional fees and charges)		
*Cost before childcare subsidy is applied.		
Contact: **Service Manager:- Toni Breadsell** **Phone: 0438382478** **Email: Bucasiafunsquad@pcyc.org.au**		

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 (Positive Behaviour for Learning) is an evidence-based, multi-tiered framework that brings together the whole-school community to create a positive, safe and supportive learning environment.

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 through 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.



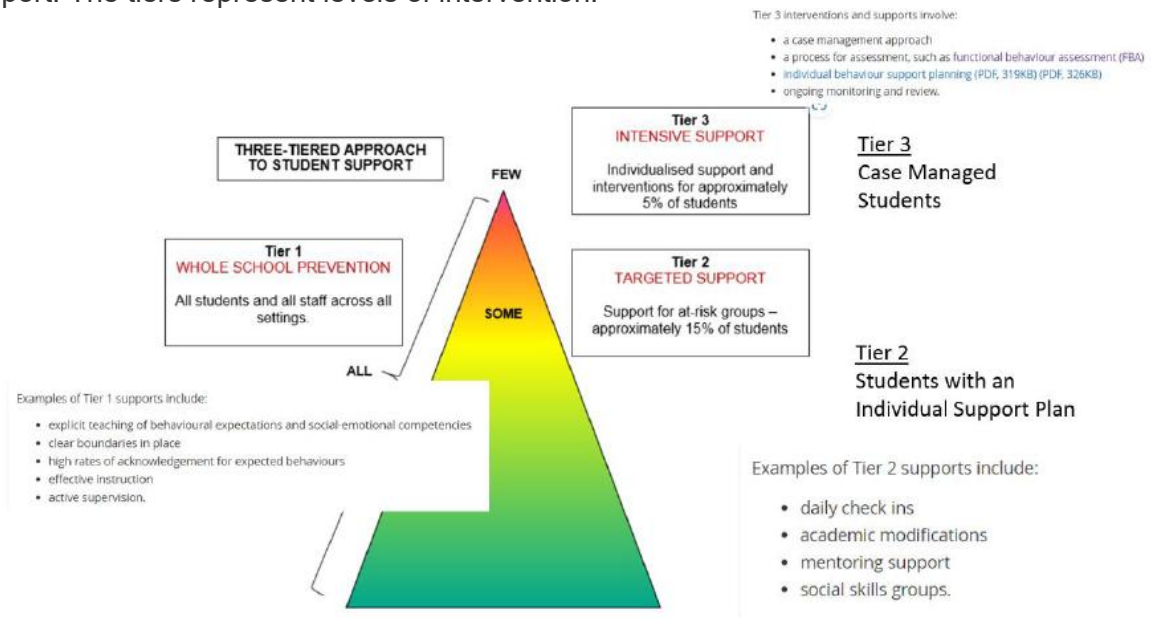
Bucasia State School Positive Behaviour Expectations Matrix
The Matrix translates our CORE values (Safety, Teamwork, Attitude and Respect) into behaviours being taught. It is displayed in each classroom and is referred to and discussed regularly with students.

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 Multi-Tiered support. 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

Behaviour Reflection
At times, a student may be required to complete a reflection sheet to reflect on their behaviour. A separate reflection sheet is used for Junior & Senior students.

Reflection Room
The Reflection Room is a quiet space in the office where students go during playtime to think about their behavioural choices. It is designed to help students take responsibility for their behaviour in a supportive environment. In the Reflection Room students talk with a staff member about what happened, how their actions affected others, and what they could do differently next time.

Reflection sheets are sent home for parents/carers to sign.

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:

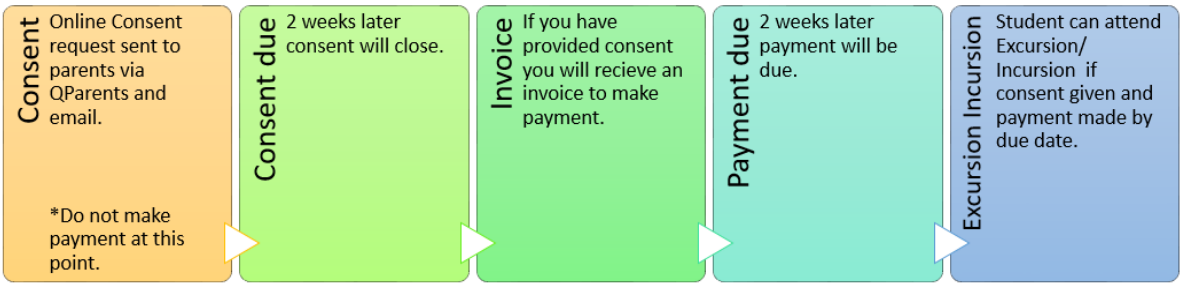
- Attendance and absence details, as well as the ability to notify the school of an absence
- Behaviour information
- Academic report cards
- Class timetables
- Viewing unpaid invoice details, payment history, and making payments online
- Permissions for excursions, camps etc.
- Viewing and updating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

Online permission forms will be sent to Parents via QParents and email list. (Some copies will be available for parents to collect with no printer or QParents).

Consent will close 2 weeks later



Invoices will then be issued **only to students with consent.**
Only in exceptional circumstances will late consent and invoicing be accepted

6 weeks prior	Online Consent goes out
4 weeks prior	Reminder Online consent to Parents
4 weeks prior	Invoices go out as consent is given
2 weeks prior	Reminder to pay to Parents
1 week prior	Payment cut off
0	Excursion/Incursion/Event Day

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.

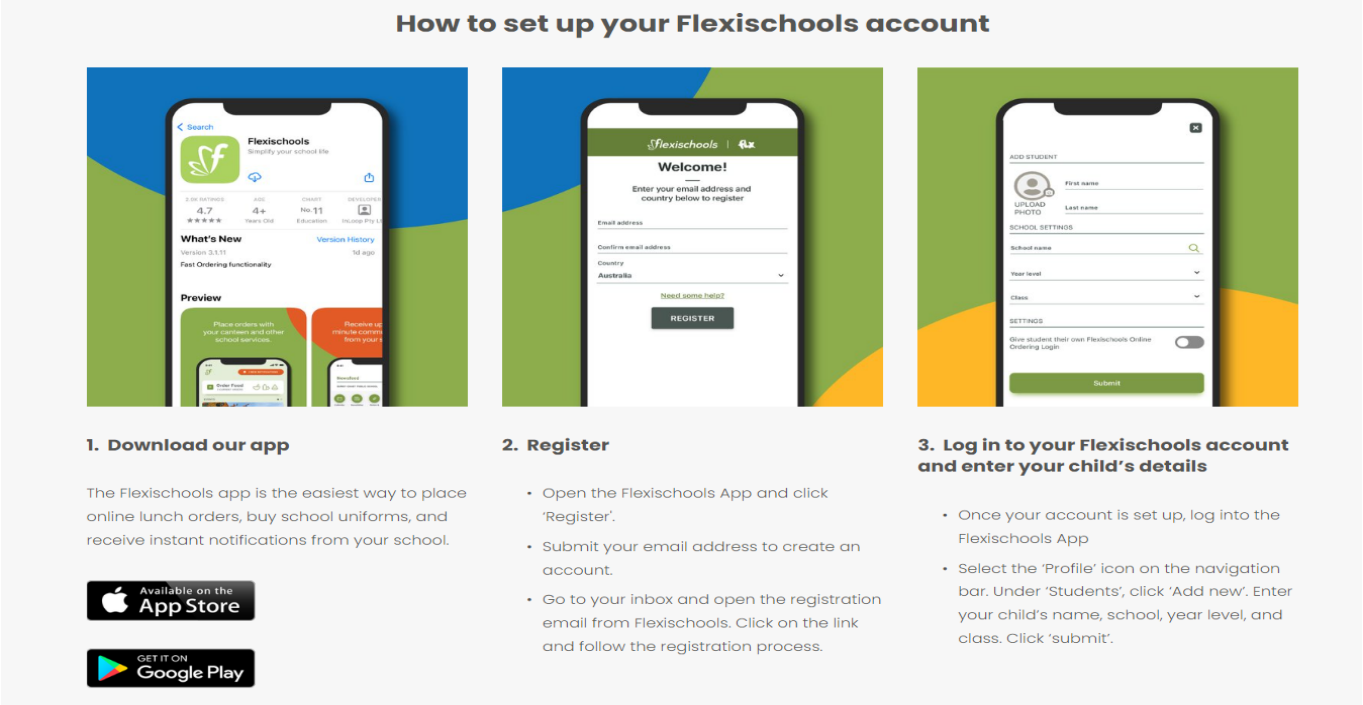
Children should not be allowed to arrive at school before 8am - preferably 8.30am - as we cannot provide supervision or ensure their safety. Parents who are unable to care for their own children until this time are requested to make suitable arrangements with friends or neighbours. Alternately you can 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.



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 through the flexischools app or website or alternatively use the paper bag system with the student's name, class and order neatly written on the bag and money enclosed. 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.

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

Lock Down drill is practised only 2 times per year. The fire drill is practised 2 times a year.

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.

V9.0 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.

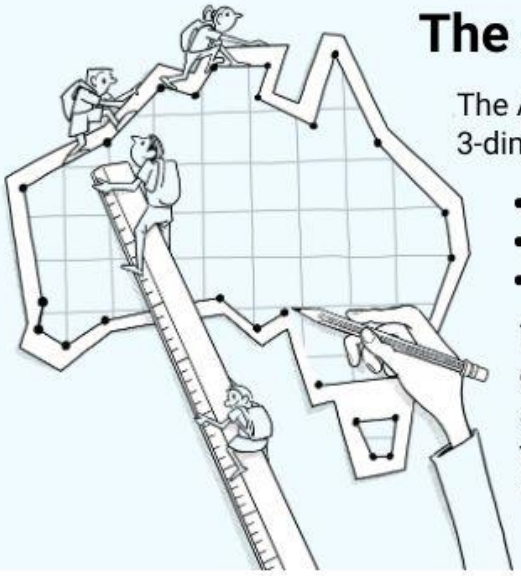
The Australian Curriculum is designed to prepare young people for the future world in which they will learn and prepares them to respond to the challenges that will continue to shape their world. It sets out the priorities and aspirations we hold for all our young people. The curriculum represents what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

Homework is effective in supporting learning when it is: related to the curriculum, consolidates, revises and/or applies student classroom learning, differentiated to individual needs, develops a student's independence as a learner and assists students to prepare for upcoming classroom learning.

At Bucasia, 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
- Canva
- Microsoft Publisher
- Movie Maker
- MS Teams
- Adobe Express
- 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 equips students with the knowledge and skills to engage confidently with Number, Algebra, Measurement, Space, Statistics and Probability in ways that are essential for life in contemporary society. Guided by the Australian Curriculum: Mathematics (Version 9.0), our staff support students to develop strong numeracy capabilities for personal, work and civic contexts. The program builds a foundation for further mathematical learning and applications through the four proficiencies: Understanding, Fluency, Problem-solving and Reasoning. At Bucasia, we differentiate our approach by incorporating hands-on learning experiences, targeted interventions, and inquiry-based tasks to ensure every student can access and succeed in mathematics at their level.

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
- Reader's Cup
- Education Week
- National Science Week
- Eisteddfod
- Adopt a Cop
- Choir
- Band
- Swimming
- Gala Days – Sport
- Regional Sport Carnivals – Netball, Football, Cricket.
- STEM extension
- Solid Pathways

Pedagogy – The Art of Teaching

Pedagogy is central to effective curriculum implementation at Bucasia State School. Our whole-school approach to pedagogy is collaborative, evidence-based, and responsive to the diverse needs of our learners. Guided by the Department of Education's K–12 Framework and age-appropriate pedagogies, we employ a range of high-impact, research-informed strategies to maximise student achievement, engagement, and wellbeing. Teachers at Bucasia use explicit instruction alongside inquiry-based and active learning approaches, ensuring teaching is systematic, purposeful, and aligned with the Australian Curriculum. This approach promotes equity and excellence for every student, regardless of background, and is supported by ongoing analysis of data to inform differentiated teaching. Our commitment to continuous professional learning ensures that pedagogical practices remain current and effective, fostering a culture of improvement and innovation across the school.

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 in is.

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.


Bucasia State School
Buddy Bench
Friendship Bench
Australia
Ocean

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 in weeks 3 & 8 of each term. The Annual General Meeting is normally held in March 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.
- Tuckshop
- Uniform shop (New and second hand items)

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.

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 (No hood)
- Navy windcheaters or plain navy jackets only (No hood)
- Navy stockings, tights, active wear, leggings or tights to be worn under shorts, skorts 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.

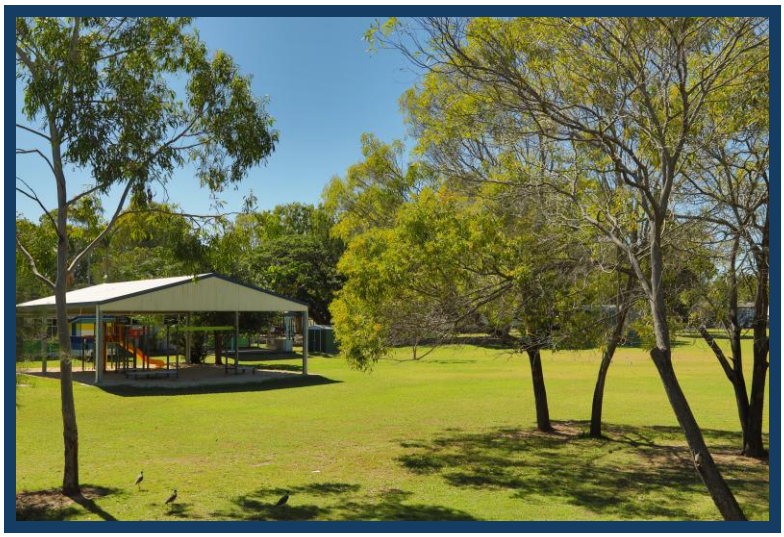
Free Dress Days

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, closed in shoes.

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

Bucasia State School staff are committed to ensuring every student is supported to feel safe, welcome and valued in our school. There may, however, be occasions where parents need to raise a concern or make a complaint about an issue you feel is adversely affecting their child's education.
All Queensland state schools are committed to ensuring that all complaints - whether they relate to a school staff member or a school's operations - are dealt with in a fair and equitable manner. As a parent or carer, you can express dissatisfaction with the service or action of the Department.

https://ppr.qed.qld.gov.au/attachment/making-a-complaint-easy-guide.pdf

First speak with your child’s class teacher and if you aren’t happy with this, please contact the school principal.

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 Fun Squad 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 procedure

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

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

For information on situations where an exemption may be granted, please refer to Circumstances where an exemption is not required, and where an exemption may or may not be granted information sheet.

If your child is exempted from compulsory schooling, or the young person is exempted from compulsory participation, you are excused from your obligation in relation to compulsory schooling or compulsory participation for the period of the exemption.

The school principal is not responsible for providing an educational program to your child during the approved exemption period; however they may provide advice on other educational options available.

If a child or young person has been granted an exemption from compulsory schooling or compulsory participation, and they did not receive education during that time from any educational provider, there will be no deduction in their remaining allocation of state education.

Who decides to grant or not grant an exemption?

- **For state school students:**

Decisions about exemptions are made by the principal, head of campus, or head of school of the school the student attends.

Applying for an exemption

A parent may apply for an exemption from compulsory schooling for their child. Either a parent or a young person may apply for an exemption from the compulsory participation phase.

You are encouraged to discuss with the school or region whether an application for exemption is a suitable option. The school or region can provide you with an application form for an exemption. It is important that supporting documentation and evidence are attached to the application.
For a young person in the compulsory participation phase, applications for exemption must include signed consent of a parent (unless the decision maker is satisfied it would be inappropriate in all the circumstances to require the signed consent of the parent, e.g. the young person is living independently of their parents).

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.

Parents of compulsory school-aged children will not be liable for prosecution for failing to comply with their legal obligation in relation to compulsory schooling until:

- 14 days after an exemption decision is made and notice has been given to the applicant; or
- the exemption application lapses.

If an application is made before the young person starts their compulsory participation phase, the parent of a young person will not be liable for prosecution for failing to comply with their legal obligation in relation to compulsory participation until:

- 14 days after an exemption decision is made and notice has been given to the applicant; or
- the exemption application lapses.

If an application for exemption from compulsory participation is made while an existing exemption is in place, the existing exemption continues to apply until 14 days after the decision maker gives the decision notice, or until the new application lapses.

Cancellation of exemption

If an exemption has been granted and you no longer wish to continue with the exemption, you need to advise the school or region (whichever granted the exemption) in writing (e.g. email) and ensure that your child is enrolled in and attending school, or participating full time in an eligible option. For example, if you have been granted an exemption by the school principal because your child is in hospital but you would like your child to participate in the hospital education program while they are there, you need to advise the principal in writing so they can end the exemption and record your child's absence from school appropriately.

The decision maker may also cancel an exemption from compulsory schooling when:

- the grounds for the original exemption no longer apply to the child; or
- a condition of the exemption has been contravened.

However, there is no legislative provision for the decision maker to cancel an exemption from compulsory participation.

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
Mackay State High School	Ph No: (07) 4957 9179 Website: http:www.mackayshs.eq.edu.au

See link below for Individual Catchment zones

https://www.qgso.qld.gov.au/maps/edmap/

BUCASIA STATE SCHOOL STUDENT RESOURCE SCHEME

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

Bucasia State School will operate a Student Resource scheme (SRS) for all students. The fees 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 you 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 **BANK:** Commonwealth Bank
ACCOUNT NO: 00092090 **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
2027 – Prep Booklist

Consumables

Triangular writing pencils (2HB or HB)	12
Packet of Crayola Twistables	1
Packet of thick triangular coloured pencils	2
Packet of whiteboard markers (black - pack of 4)	3
Oil pastels – 12 pack	1
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
Blutac	2
Large PVA glue	1
A4 manilla folder	2
Wooden ruler	1
1 x XL ziplock bag – named (for spares)	1

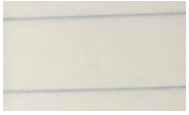
Books

A4 wide blue lined books 18mm	1
Scrapbooks	5
60 page mini scrapbook (27.5cm x 16.5cm)	1
Writer Premium Story Book (330x240mm) 24mm ruled 64 page (available from Officeworks – please do not buy studymate as they fall apart)	1

Miscellaneous

Display folder	2
A3 mesh wallet folder with zip (needs to fit scrapbook)	1
Waterproof library bag	1

All items are to be clearly named except stationary (glue sticks, pencils and crayons)
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
2027 – 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)	3 boxes of 12
Wooden ruler -30cm	1
Eraser	5
Scissors	1
Highlighters (pack of 6 - standard neon colours)	1
Colouring pencils – pack of 12	2 packs
Pencil sharpener (barrel – metal barrel preferred for durability)	2
Large glue stick (UHU brand)	10
Whiteboard markers – thin (Staedtler brand recommended)	12
Coloured crayons (wind-ups)	2 packs
1 x XL ziplock bag – named (for spares)	1

Books

Scrapbook – 96 page	8
Writing books – A4 Year 1 lines (8mm red/blue lines)	2
120-page mini scrapbook – 27.5cm x 16.5cm (available at Officeworks)	2
18mm Blue lined book (Prep lines)	1

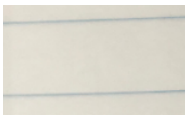
Miscellaneous

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
Sticky tape or Blu Tack (choose one)	1
A4 Display book (20 page)	1
A4 Plastic wallet (for fast finishers)	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



Wide blue lined

BUCASIA STATE SCHOOL

2027 – Year 2 Booklist

Consumables

Medium pencil case (suitable to fit a ruler)	1
HB Pencils (Staedtler brand recommended)	2 boxes of 12
Highlighters (5 different colours)	1 of each colour
Colouring pencils	2 packs 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)	2
Large glue stick (Bostik or UHU brand)	8
Whiteboard markers	3 boxes of 8
1 x XL Ziplock bag – named (for spares)	2

Books

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

Miscellaneous

Plastic 'Slimpick' Wallet – A4 size	2
A3 plastic wallet with zip (homework folder)	1
Clipboard	1
Verbatim USB headset with boom mic (available at Officeworks)	1
Library bag	1

All items are to be clearly named. All books must be covered.
Note: Please no novelty pencil cases.
Music: students are to continue to using previous years book.

BUCASIA STATE SCHOOL
2027 – Year 3 Booklist

Consumables

Large Pencil Case	1
Red pen	2
BIC 4 colour pen	1
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
Slim whiteboard markers – not neon colours	12
Blu Tack/Masking tape/Sticky tape (large – choose one)	1
Post It sticky notes pad 76mm x 76mm	1
Sharpie – Black fine tip	2
1 x XL Ziplock bag – named (for spares)	

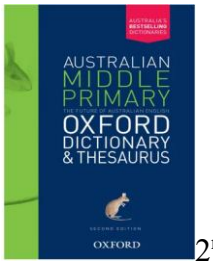
Books

A4 Writing Books – Year 3 lines – 12mm red/blue lines – 48 page	12
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 document 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
2027 – Year 4 Booklist

Consumables

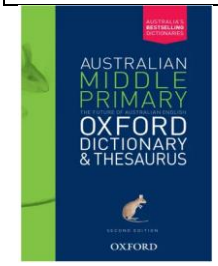
Large pencil case	1
Red pen	4
BIC 4 colour pen	1
HB Pencils (Staedtler brand recommended)	2 boxes of 12
Highlighters (5 different colours)	1 of each colour
Felt pens	1 pack of 12
Oil pastels	1 pack of 24
Colouring pencils	1 pack of 24
Pencil sharpener (with container)	2
Wooden ruler	2
Eraser (large white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

Books

Writing books – A4 Year 3/4 lines (4mm red/blue lines)	12
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 'Slimpick' 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
USB stick – 4GB	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.

BUCASIA STATE SCHOOL
2027 – Year 5 Booklist

Consumables

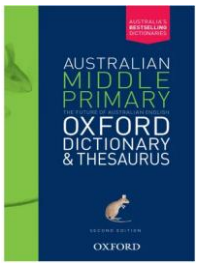
Medium pencil case	1
Blue Pen (erasable)	2
Red pen (erasable)	2
BIC 4 Colour pen	1
HB Pencils (Staedtler brand recommended)	2 boxes of 12
Highlighters (5 different colours)	1 of each colour
Coloured Textas	1 pack
Colouring pencils	1 pack
Pencil sharpener (with container)	1
Wooden ruler	2
Eraser (large white rectangular)	4
Scissors (large)	2
Large glue stick (Bostik or UHU brand)	4
Whiteboard markers (Black only)	12
1 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
120-page mini scrapbook – 27.5cm x 16.5cm (available at Officeworks)	2

Miscellaneous

Plastic 'Slimpick' 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
2027 – 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
BIC 4 colours ballpoint pen	1
HB Pencils (Staedtler brand recommended)	2 boxes of 12
Highlighters – 5 different colours	2 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	1
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)	8
Scrapbook	1
A4 Quad Books 10mm (96-page books)	3
120-page mini scrapbook – 27.5cm x 16.5cm (available at Officeworks)	1

Miscellaneous

Plastic 'Slimpick' Wallet – A4 size (1 is 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
Foolscap Manilla Folders	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.

Note: Please no novelty pencil cases.