Dear Parents / Guardians,

It is with great pleasure that I welcome you to Bargara State School. I would like to take this opportunity to share with you some information about Bargara State School and some of the current actions within the school which have been initiated since my appointment as Principal in July 2008.

One very clear focus of our school is stated in our school motto of ‘Educating Today’s Youth for Tomorrow’s World.’ We take this statement seriously and work hard to provide the best academic experiences every day.

Achieving the recognition in 2016 of being in the top 3% of all Australian schools for substantially above average gain in the areas of Reading and Numeracy is a result that reflects our dedication and the positive learning environment of our school.

But Bargara State School goes further than just focussing on academic gain. We recognise the necessity to educate the whole child. As such, we have started supporting students through the introduction of the ‘Seven Habits of Highly Effective People.’ These habits will support students throughout their lives with actions such as ‘Being Proactive’ and ‘Putting First Things First.’

Our school will continually evolve as an innovative, responsive and positive learning environment with school led developments which will support and drive student learning.

Through the support and efforts of all involved with Bargara State School we will maintain a positive learning environment for our students. We will continue to expect a high standard of behaviour from all students and use the ‘School Wide Positive Behaviour Support’ program to drive this expectation.

One of the major strengths of a school lies in the ability of the whole school community to work together to bring about the best outcomes for the students. I look forward to working with you as part of our school community to continue and improve our combined efforts towards our goal of students doing their best.

I am sure that your child’s education will be a successful one at Bargara State School and we look forward to the strength your family will bring to our school community.

Yours faithfully,

Chris Norris
Principal
On behalf of the school community I would like to welcome you and your family to Bargara State School.

The P&C is a group of parents, grandparents and friends who meet on the third Thursday of each month to help our students gain the most out of their time at school. The P&C is responsible for the running of a healthy school tuckshop and KIC’S (our Before and After School Care Centre). We also donate money to projects that we feel will enrich the experience of the children at the school. For example, in 2011 we donated funds to help the school purchase iPads for use in the classrooms. In 2012, we began working towards the new senior playground for senior students. This was installed in 2015. Money is raised through fundraising, donations and the Voluntary Student Contribution Scheme.

Joining the P&C is one of the best ways to show your children how much you value their education and how interested you are in what they do. By joining the P&C, you are showing your children how committed you are to helping students and your school community. Participating in P&C activities can also help you to form friendships with other parents/carers.

A lot can and has been achieved through the P&C and school working together towards common goals. To continue this important work, our P&C need people from all walks of life, with a range of talents who are committed to delivering great outcomes for their children and school. Everybody has a role to play and your ideas will be heard. The more people involved the more exciting and successful it will be. Not only that, research shows that children perform better at school when their parents are involved in their education.

The P&C is about people just like you – parents, care-givers and community-minded people who want to help their school. We work very closely with the school to build a stronger school community where all children benefit.

Nikki Lowe
President
Bargara State School P&C Association
Email: pandc@bargarass.eq.edu.au

**7 Habits of Highly Effective People**

1. **Be Proactive**
   Using your resourcefulness to work towards your goals.

2. **Begin with the End in Mind**
   Knowing what you want to achieve and then planning how you are going to achieve this.

3. **First Things First**
   Organise your priorities and create positive impact on your life.

4. **Think Win-Win**
   Often we think that there must be a winner and loser, but Win–Win seeks the mutual benefits of interactions.

5. **Seek First to Understand then be Understood**
   Most people don’t listen, they wait to talk. Be engaged in actively listening to others.

6. **Synergise**
   To be effective we must value the differences between people and how they view the world.

7. **Sharpen the Saw**
   This habit focuses on self renewal, just as a saw blunts quickly so will you if you don’t take care of yourself. (Physically, Mentally, Emotionally & Spiritually).

**Sam the Turtle**

Sam the Turtle was developed in 2011 as a form of promoting our School Wide Positive Behaviour Program. We chose a turtle to acknowledge the fact that we are the closest school to the world renown Mon Repos. On his belly Sam displays the 3 school rules that our students follow, Bargara students are SAFE, RESPONSIBLE, & RESPECTFUL.
2017 TERM DATES

TERM ONE: Monday 23rd January – Friday 31st March
TERM TWO: Tuesday 18th April – Friday 23rd June
TERM THREE: Monday 10th July – Friday 15th September
TERM FOUR: Tuesday 3rd October – Friday 8th December

PUPIL FREE DAY

Monday 16th October

PUBLIC HOLIDAYS

Australia Day: Thursday 26th January
Good Friday: Friday 14th April
Easter Monday: Monday 17th April
Anzac Day: Tuesday 25th April
Labour Day: Monday 1st May
Show Holiday: Thursday 1st June
Queen’s Birthday: Monday 2nd October

BARGARA STATE SCHOOL ADMINISTRATION STAFF

Mr Norris
Principal
Mr Evans
Deputy Principal
Mrs Barber
BSM
Mrs Cutmore
AO2

SCHOOL PLAN

[Map of Bargara State School with labels for various areas and buildings]
<table>
<thead>
<tr>
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<th>PAGE</th>
<th>TOPIC</th>
<th>PAGE</th>
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</thead>
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<td>Aboriginal and Torres Strait Islander Perspectives</td>
<td>5</td>
<td>NAPLAN</td>
<td>8</td>
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<tr>
<td>Absence Notification</td>
<td>5</td>
<td>Newsletter</td>
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<tr>
<td>Administration Team</td>
<td>3</td>
<td>Parents and Citizen’s Association</td>
<td>2</td>
</tr>
<tr>
<td>Admissions to Bargara State School</td>
<td>5</td>
<td>Parent Involvement</td>
<td>11</td>
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<tr>
<td>Assemblies</td>
<td>5</td>
<td>Playground Supervision</td>
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<td>Attendance</td>
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<td>Proposed Public Holidays</td>
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<td>Before and After School Care</td>
<td>5</td>
<td>Pupil Free Dates</td>
<td>3</td>
</tr>
<tr>
<td>Behaviour</td>
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<td>Religious Instruction</td>
<td>11</td>
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<tr>
<td>Brief History of Bargara State School</td>
<td>1</td>
<td>Resource Centre</td>
<td>11</td>
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<tr>
<td>Bus Service</td>
<td>7</td>
<td>Sam the Turtle</td>
<td>2</td>
</tr>
<tr>
<td>Car Parking</td>
<td>7</td>
<td>School App</td>
<td>8</td>
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<tr>
<td>Chaplain</td>
<td>7</td>
<td>Term Dates</td>
<td>3</td>
</tr>
<tr>
<td>Communication</td>
<td>8</td>
<td>School Plan</td>
<td>3</td>
</tr>
<tr>
<td>Community Links</td>
<td>7</td>
<td>School Security: Sign in Process</td>
<td>12</td>
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<tr>
<td>Concerns and Complaints</td>
<td>8</td>
<td>School Dress Code</td>
<td>14-15</td>
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<tr>
<td>Collection of Students</td>
<td>7</td>
<td>School Hours</td>
<td>11</td>
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<tr>
<td>Curriculum</td>
<td>8</td>
<td>Seven Habits of Highly Effective People</td>
<td>2</td>
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<tr>
<td>Custody Orders/Parenting Agreements</td>
<td>9</td>
<td>Student Belongings</td>
<td>12</td>
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<td>Dental Clinic</td>
<td>9</td>
<td>Student Participation In Community Events</td>
<td>12</td>
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<tr>
<td>Early Departure from School</td>
<td>5</td>
<td>Support for Students</td>
<td>13</td>
</tr>
<tr>
<td>Excursions / School camps</td>
<td>9</td>
<td>Sporting Activities</td>
<td>13</td>
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<td>Homework and Home Study</td>
<td>9</td>
<td>Student Banking</td>
<td>12</td>
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<td>Instrumental Music Program</td>
<td>9</td>
<td>Three Way Reporting</td>
<td>13</td>
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<tr>
<td>Late Arrival to School</td>
<td>5</td>
<td>Transition to High School</td>
<td>13</td>
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<tr>
<td>Lost Property</td>
<td>9</td>
<td>Tuckshop</td>
<td>13</td>
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<td>LOTE</td>
<td>9</td>
<td>Website</td>
<td>8</td>
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<tr>
<td>Medical Issues</td>
<td>10</td>
<td>Welcome</td>
<td>1</td>
</tr>
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<td>Mobile Phones and Electronic Devices</td>
<td>10</td>
<td></td>
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<tr>
<td>Money Collection</td>
<td>10</td>
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</tbody>
</table>
ABORIGINAL AND TORRES STRAIGHT ISLANDER PERSPECTIVES

Our school is committed to embedding Aboriginal and Torres Strait Islander perspectives in order to provide quality outcomes for indigenous students every day in every classroom. Targeted funds are used to provide learning support to close the gap between the performance of indigenous and non-indigenous students.

ADMISSION TO BARGARA STATE SCHOOL

Enrolments are conducted through the school administration office. Upon receiving an enrolment request, a suitable appointment time is arranged prior to enrolment. Enrolment procedures include completion of enrolment application form, (which may be done prior to the enrolment day) and an interview with the principal.

At the interview, you will be required to provide:

- a birth certificate or proof of enrolment at a previous state school, visa (if applicable)

During the enrolment process you will be provided with or referred to:

- school handbook
- enrolment application
- media permission
- internet access permission
- religious instruction form
- dress code
- Responsible Behaviour Plan

It is recommended that your child/ren attend the interview. Class placement, individual needs and expectations will be discussed.

Prep enrolment/information session and Come and Try Day are held in term four each year. Please ensure that you have your child's name on our Prep list. The minimum ages for admission are:

<table>
<thead>
<tr>
<th>Birth Date</th>
<th>Eligible for Prep Year</th>
<th>Eligible for Year 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Child born 1 July 2011 – 30 June 2012</td>
<td>2017</td>
<td>2018</td>
</tr>
<tr>
<td>Child born 1 July 2012 – 30 June 2013</td>
<td>2018</td>
<td>2019</td>
</tr>
<tr>
<td>Child Born 1 July 2013—30 June 2014</td>
<td>2019</td>
<td>2020</td>
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Some form of documentary evidence of the date of birth for the purpose of enrolment is required for students starting Prep and students moving from interstate.

Students moving from interstate are generally placed in their age appropriate class after consultation with parents and Principal.

ASSEMBLIES

A major assembly is held each Monday for Years Prep to Six in the School Hall. We share key messages and give the opportunity for awards to be presented to children and for the children to be informed of school activities. Parents and friends are welcome to attend the morning assembly. The assembly is held from 8:50 am – 9:20 am approximately.

ATTENDANCE

Every Day Counts! This is the clear message which must be given to students. It is vital to a student’s long term success that they attend every day possible at school and it is a parent’s responsibility to ensure that this happens.

**Absence Notification:** Please advise the class teacher or the Principal of the reason for absence of your child at all times. This is to be done by letter, phone or personal contact, Skoolbag app. **Student Absence Line: 41505366**

**Extended Absence:** If your child is going to be away for more than 10 consecutive school days, as a part of meeting compulsory participation obligations, parents need to apply for an exemption from compulsory schooling. Please see the school office.

**Early Departures:** If you need to take your child out of school early, please complete the Early Departure Register in the office. Your child will then be called down to the office.

**Late Arrivals:** If your child arrives after the bell, please sign the Late Arrival Register in the office.

BEFORE & AFTER SCHOOL CARE—K.I.C.S. (Kids in Care at School)

A before, after and vacation care facility operates on the school campus in a modern facility. Hours of operation are:-

Before school:  6:30 – 8:50 am
After school:   2:50 – 6:00 pm
Vacation Care: Full days

All details (regarding enrolments, fees, fee relief and programming) can be obtained and bookings made by phoning 41591336 where an answering service will take your call and follow-up will be carried out by the co-ordinator, Wendy Smith.
BEHAVIOUR

School Wide Positive Behaviour Support (SWPBS): Our whole school behaviour management program is based on positive interactions. We have three clear expectations for students. We expect them to be ‘Respectful, Responsible and Safe.’

High standards of behaviour are expected at Bargara State School. Every term students commence on our Behaviour Steps at the middle level of Green. With each good day of behaviour they progress up the levels:

- 5 good days to Bronze.
- + 10 more good days to reach Silver.
- + 15 more good days to reach Gold.

Positive Rewards: We expect positive behaviour from students and we reward them for the consistent display of good behaviour. The greatest reward is that students are in a positive learning environment and are learning everyday. We also however provide additional rewards such as:

- **Clubhouse**– The students on Bronze, Silver or Gold can be rewarded with a pass to the Clubhouse. In the Clubhouse we have: Pool Table, Fussball, iPads, games such as Monopoly, Battleship, Twister. All rewards for great students showing great behaviour.
- **Gotyas**– When staff see students doing the right thing in school they reward them with a Gotya reward. These tickets are then collected and used on parade as part of a ‘house group’ competition as well as random draws for a special tuckshop treat.
- **Blue Gotyas** – Each day the class teacher selects a student who is displaying a school identified focus behavior to receive a ‘Blue Gotya.’ This Gotya is used on Friday to collect a reward from the office.
- **Golden Gotya** - One selected Blue Gotcha from each class goes into a draw where three students are chosen to receive a Golden Gotya. A Golden Gotya student receives a free tuckshop lunch with the Principal.
- **Disco**– In term 1, 2 and 3 the school staff organise a disco for students who are on bronze level or above.
- **All GOLD Reward** - At the end of the school year students who have achieved the gold level each term are able to attend a pizza and ice block lunch reward.

We use information available to us through our student management systems to identify specific social skills or areas for attention eg. always using manners.

We then make these skills a focus for the week where students are rewarded for using these skills throughout the day.

These rewards and a constant focus on improving even minor areas of concern are ensuring the standards of behaviour continue to improve at Bargara State School.

Participation in School activities: Students are encouraged to participate in all planned activities; however they must demonstrate a suitable standard of behaviour for this to occur. Students who are not well behaved whilst at school will not be allowed to participate in ‘extra’ curricula activities such as School Camps, Sports days and special visiting performers.
BUS SERVICE

Duffy’s Bus Service and Stewart & Sons Coaches provide school transport for Bargara School. There are three routes that the buses take. Bus Travel Assistance forms are available from the school office. For further information on the bus routes and Bus Travel Assistance please contact Duffy’s Buses on 41 514226 or Stewart & Sons Coaches on 41532646.

CAR PARKING

The Bundaberg Regional Council has provided a parking and collection area outside the school off Potter’s Road. All traffic rules relating to the car park should be observed for the safety of the children.
The area between the two prep classes is strictly reserved for staff parking, and is not a ‘drop off area’.
The school bus zone should not be used for parking between the following times: 8:00am—8:20am and 2:45pm—3:10pm

CHAPLAIN

Bargara State School is fortunate to have a school chaplain (Tanya McKee) who works in the school on a Monday and Friday of each week. Our Chappy is a fantastic support for students and families as she simply lends an ear for someone to talk to, to being someone who can provide access to other community support people. Our Chappy also runs programs with groups of students such as ‘The Friends Program’, Leadership Programs during the year and our Breakfast Club on Monday and Friday mornings.

COLLECTION OF STUDENTS

In the interest of the safety of students we have adopted the following policies…

(1) COLLECTION OF STUDENTS FROM CLASS DURING SCHOOL HOURS

All students are to be collected from the Administration area.

This is to be arranged by a note to the teacher requesting that the student is to be collected at a particular time or calling at the office with a request to collect a student. In such a case the administration staff will contact the student’s teacher and the teacher will send the student to the administration area.

Note:- If your student is being collected by someone other than yourself identification will be required. Parents who go directly to the classroom to collect students during normal school hours, will be directed to the office, so that the above procedure is followed.

(2) PARENTAL ACCESS TO STUDENTS DURING SCHOOL HOURS

Parents wishing to get a message to students during school hours should in the first instance contact the office. The message will then be phoned to the child’s teacher.

If parents wish to speak with the child initial contact should still be to the office. The teacher will then be phoned to let them know that you are coming to the room.

Parents wishing to contact students during lunch breaks should first contact the office before seeking out the child. Efforts will be made to bring the child to the office area ASAP.

(3) COLLECTION OF STUDENTS FROM SPORT OR EXCURSIONS:

Parents wishing to collect students, or wishing to nominate a person to collect a student, from sport or a school excursion are required to:

• Notify the Office by phone or letter prior to 9:00am on the morning of the activity; Provide the name of the person to collect the student and the exact time the student is to be collected. (It is vital that the child knows the name of the person collecting him / her).

This notification will be forwarded to the teacher in charge. If there is any change to the information provided, the teacher in charge will not release the child until contact has been made with the Office or the child’s parent/guardian.

Note:- If your student is being collected by someone other than yourself identification will be required. We understand that this may sometimes be a little inconvenient, but it is a procedure which will enable us to ensure the safety of students which is always our primary concern.

(4) AFTER SCHOOL COLLECTION PROCEDURE

It is a parent’s responsibility to make suitable arrangements for their child/ren after school hours.

Bus and bicycle supervision is provided at the conclusion of the school day. Other incidental supervision does occur after school, but your assistance is requested to ensure that children are collected as soon as possible after school finishes.

It is expected that parents will collect students promptly after 2.50 pm. Parents who are unable to collect students promptly because of an emergency situation are requested to phone the office whereby suitable arrangements can be made.

COMMUNITY LINKS

We enjoy close links with the Adopt-A-Cop program and Fire and Ambulance Services. Our Adopt-A-Cop is from our local Bargara Police Station.
COMMUNICATION

♦ Assemblies – Whole school assembly occurs each Monday morning at 8:50am. Parents are invited to sit at the back of the parade and listen to information being given.

♦ Newsletters – A school newsletter is given out every Friday to the eldest child in the household. Parents can also access the latest newsletter via our website at www.bargarass.eq.edu.au or the school and the Bargara State School APP.

♦ Letters - Letters are sent to parents during the school year to communicate class and school based events.

♦ School APP - To download the APP search the APP store for Bargara State School (Skoolbag APP). It is free to download.

♦ Internet/Website – We encourage families to visit our school website to access information such as tuckshop list and current newsletters. www.bargarass.eq.edu.au

♦ Phone Call – Administration staff can be accessed by phoning the school during school hours, messages for teaching staff can be left and passed on (41505333).

♦ Email – Please email principal@bargarass.eq.edu.au if you have any issues or questions. We will endeavor to answer questions as soon as possible.

CONCERNS / COMPLAINTS

There may be times when an incident at school or even a decision made by students or staff may be of a concern to parents. We encourage all parents to take the proactive step of addressing this concern immediately. This is best achieved by: Speaking to the class teacher if it is a classroom concern or contacting the office to speak with either the Principal or Deputy Principal either over the phone or in person.

CURRICULUM

Educating Today’s Youth For Tomorrow’s World.

Bargara State School provides a well-rounded curriculum to enable each student to be the best that they can be.

The Teaching and support staff at Bargara State School implement the Australian Curriculum. The Australian Curriculum sets consistent national standards to improve learning outcomes for all young Australians. It sets high standards for what all young Australians should learn as they progress through schooling.

Teaching and learning at Bargara incorporates English, Mathematics, Science, History, Geography and Civics and Citizenship, L.O.T.E., The Arts, Technology and Health and Physical Education. These subjects are treated as discrete, focussed key learning areas and are taught according to the Australian Curriculum using the Queensland Curriculum into the classroom (C2C) materials as a base.

The art of teaching is continually evolving with new technologies playing a vital role in our everyday lives. Today’s education sees technologies such as Interactive whiteboards being introduced into all classrooms in the school. We are working with the latest iPad and tablet computer technology across the school to assist in engaging students in hands on learning. The entire school has wireless capability.

In addition to these core priorities, students are supported and encouraged through extra-curricular activities available at different times throughout the year, supporting all students both inside and outside the classroom. Some of these include:

- Reef Guardian
- Maths Team Challenge
- Choir
- Instrumental music in brass, woodwind, percussion and strings
- Interschool sporting teams such as soccer, rugby league, hockey, touch football and netball
- Book week celebrations
- Scratch/Code Club
- Creation Corner

We strive for rigor and excellence in all that we do.

NAPLAN: Students in year 3 and 5 participate in the National Assessment Program Literacy and Numeracy each year in the areas of reading, writing, language conventions and mathematics.

These tests provide information about student performance in aspects of literacy and numeracy through an externally designed and marked test that is consistent across Australia. Data from the tests is used to inform school curriculum decisions. Parents receive a report about their child's progress in the NAPLAN assessment.

Literacy and numeracy are essential skills for learning and life. This baseline information is important if we are to promote and monitor the achievements of the full range of students and cater appropriately for their needs. Schools and systems may use this information, together with other information, to make informed decisions about curriculum, support for individuals and resource management.

School Based Assessment: We have a School Assessment Schedule which collects information each term / semester to provide us with information for areas such as reading, comprehension, spelling, and numeracy. The data generated from these tests allows us to measure student progress, and along with teacher input helps develop our Student Support Programs.
CUSTODY ORDERS/PARENTING AGREEMENTS
If your child becomes the subject of either of the above documents, it is imperative that you provide a copy of these documents to the Administration and make an appointment to share the implications for your child. We keep a copy of these documents and the class teacher will be made aware of any arrangements. We work with you and any relevant agencies including Child Safety and Qld Police to ensure these orders are followed. Please keep us updated if there are any changes or new documents.

DENTAL CLINIC
Free dental treatment is available for all children in the school when the Mobile School Dental Service visits our school.
Written consent is required from a parent or guardian before any examinations or treatment can be conducted. Forms are sent home to parents when the mobile dental van arrives at the school.
The clinic is staffed by a dental therapist and assistant who encourage dental health and hygiene through an educational program and carry out most dental treatment. A visiting dentist performs major work.
Parents are advised of the Dental Unit’s visit and are welcome to come and accompany children for their appointments. If treatment is needed at a time when the dental van is not at Bargara School you can Ph: 41502243 to arrange an appointment.

EXCURSIONS/CAMPS:
YEAR 3: Overnight at Bargara State School and visit to the Mon Repos Turtle Rookery
YEAR 4: 2 day camp to Riverside Retreat
YEAR 5: 3 day school at Barambah Environmental Centre
YEAR 6: 3 day adventure camp at Chaverim Outdoor Educational Centre
Children unable to participate, remain at school supervised with prepared activities.

HOME STUDY / HOMEWORK:
The time allocations are an estimated length of time. The times suggested are for an “average” child to complete the set tasks. Some children may take a longer or shorter period of time to complete the task. Homework is generally given Monday to Friday but this may vary depending on class routines. In year 6 there will be some expectation of assignment work to be completed.
Home readers are sent home from Prep to Year 3. Students in Years 4 – 6 are encouraged to borrow a suitable library book to read at home each night.
Parents are encouraged to monitor this work and to discuss any matters concerning this area with the class teacher.

<table>
<thead>
<tr>
<th>Year</th>
<th>Time spent daily</th>
<th>Types of task</th>
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</thead>
<tbody>
<tr>
<td>Prep</td>
<td>5-10 minutes</td>
<td>Reading with a parent</td>
</tr>
<tr>
<td>1</td>
<td>5-10 minutes</td>
<td>Reading/Spelling, Number</td>
</tr>
<tr>
<td>2</td>
<td>Up to 15 minutes</td>
<td>Reading/Spelling, Number</td>
</tr>
<tr>
<td>3</td>
<td>Up to 15 minutes</td>
<td>Reading/Spelling, Number Facts, Study/Written Task/s</td>
</tr>
<tr>
<td>4</td>
<td>Up to 20 minutes</td>
<td>Reading/Spelling, Number Facts, Study/Written Task/s</td>
</tr>
<tr>
<td>5</td>
<td>Up to 20 minutes</td>
<td>Reading/Spelling, Number Facts, Study/Written Task/s and Extension Work</td>
</tr>
<tr>
<td>6</td>
<td>Up to 30 minutes</td>
<td>Reading/Spelling, Number Facts, Study/Written Task/s and Extension Work</td>
</tr>
</tbody>
</table>

INSTRUMENTAL MUSIC PROGRAM
An instrumental music program commenced in 1991. The school has a strings and woodwind, brass and percussion program with the instrumental music teachers visiting the school each week. Interested children, in Years 3 to 6 who wish to commence the program should contact the Office.
Interested children are eligible for tuition by visiting instrumental music teachers. A number of education department instruments are available to hire. There is a small levy each year for instrument hire and sheet music.

LOST PROPERTY:
It assists the school when all belongings are clearly marked. Articles of lost clothing are collected and placed in the Lost Property box under C Block. Named articles are returned to their owners however many items remain unclaimed. Parents are encouraged to check the Lost Property box at any time to recover lost items. Unclaimed items of property will be sent to a worthy charity after a period of time.

LOTE (Languages other than English)
Japanese is the language offered for study at Bargara State School.
**MEDICAL ISSUES**

- **Anaphylaxis**: the procedures for anaphylaxis students are:
  1) Parents provide an anaphylaxis medical plan from the Doctor on a yearly basis. On enrolment or diagnosis this plan is discussed and necessary arrangements are made.
  2) Staff are informed about steps in the plan and training is provided
  3) Students may need access to their Epipen.

- **Asthma**: the procedures for asthmatic students are:
  1) Students may be responsible for their inhaler provided a letter is received by the Principal from the parents giving the student permission.
  2) Special arrangements need to be made with Administration should a student require the use of a nebuliser.
  3) All students who require inhalers daily are strongly advised to place a spare inhaler (named and dated) in the first aid room in case of an emergency.

- **Head lice**: Detecting and treating head lice are the responsibility of the family.
  
  *Remember:* Anyone can get head lice. Check weekly, treat quickly and inform the school.


**Medication at school**: Procedures have been developed by the Queensland Government regarding prescription and over-the-counter medication in schools.

**All parents/caregivers must:**

- Notify our school in writing of a health condition requiring medication at school
- Complete 'Request to Administer Medication at school' form so school staff can administer medication or assist in the management of a health condition
- Notify our school in writing of any requests and/or guidelines from medical practitioners including potential side effects or adverse reactions
- Provide the medication in the original container with pharmacy label that states child's name and required dose to the school office.
- Notify our school in writing when a change of dosage is required. This instruction must be accompanied by a letter from a medical practitioner
- Please advise the school in writing and collect the medication when it is no longer required at school.

Education Queensland prohibits students from carrying their own medication to school. We require that parents deliver the medication to the office and collect after school or before weekends as needed. **A school register is kept of all medicines administered.**


- **Sickness at school**: Occasionally students become ill while at school. If this happens, you will be notified by phone and arrange for your child to go home. If we cannot contact you, we make the student as comfortable as possible and keep trying. Please make sure your contact details and any emergency contact details are kept up to date at all times.

- **Emergency Contacts**: Please advise the school should your address, alternative emergency contact, any family matters change, or the medical or physical condition of your child changes. **It is imperative that all these details are kept current.**

- **In the event of an emergency we will arrange for the ambulance to attend to your child and be guided by their advice should we be unable to contact you.**

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**MOBILE PHONES AND OTHER ELECTRONIC DEVICES**

From time to time students may need to bring such items to school. In all cases we request that these are switched off and handed to the office to be locked away until the end of the day.

If you have a special need for a child to be contacted during the day this should be done through the office and not through the child’s personal phone.

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**MONEY COLLECTION**

During the year there will be times when your child will be required to bring money to school for a variety of activities. The school accepts cash/EFTPOS/cheque, BPay & BPoint.

The following procedures are in place to help provide the best possible security for your money:

1. All money for school must be sealed in an envelope marked with your child’s name, year level and name of the activity.
2. This envelope must be handed in to the office on arrival to school.

*Students are advised not to leave money in their bags or desks.*
PARENT INVOLVEMENT

Parents have a tremendous influence on the educational progress of their children. When parents demonstrate interest, support and values schooling, the child will be more likely to perform better with this positive relationship.

You can be involved in supporting your child’s education at Bargara in a number of ways:

**With Your Child:** Show an interest by talking with your child about the day’s activities at School. Dig past the standard answer of “Nothing”. Instead of asking “what did you do today?” try “What did you learn today?”. Helping with your child’s homework, foster the reading of books, monitor home-study, get to know your child’s teacher and discuss your child’s progress regularly.

**With Your Child’s Class:** You can arrange for a regular time during the week to hear children read or assist with group activities. You may have special skills in art and craft or cooking. Your class teacher will value your assistance. Please let them know of your abilities and availability.

**With The School:** Help is always appreciated, parents with an interest in sport can help with transport or training or with other school activities such as working bees.

**With Parent Education:** Parent afternoons are also held during Week 4 of the school year for parents to meet their child’s class teacher and for parents to familiarize themselves with the class routines, aspects of home-study and the learning experiences and techniques occurring in the classroom. Your support in these areas will further develop the positive relationship with the home and school.

**Tuckshop:** The tuckshop is run by the tuckshop convenor, staffed by volunteer parents and is a service to students and families.

**With School Functions:** At various times of the year parent involvement is encouraged in school activities. Some of these are open afternoons, and the end of year school Christmas function, Disco’s etc. The children and staff appreciate participation of parents in these activities.

**With The P & C Association:** The Parents and Citizens Association meets on the third Thursday of each month at 6.30pm. Parents have the opportunity to have an input on a number of school related issues and to be informed about a number of issues.

*You are encouraged to be a member of the P & C Association*

PLAYGROUND SUPERVISION BEFORE SCHOOL

Teachers and teacher-aides provide supervision in the school grounds during recess and lunchtime. When students arrive at school in the morning they are required to wait under the bus shelter until the first bus arrives. They then move to the seats under the school buildings where they wait for the 8:25am bell. This bell indicates that they may move out to the oval to play or in the Multipurpose Shed where there is supervision. Students may only move into classrooms under direct teacher instruction.

RELIGIOUS EDUCATION

Religious Instruction will occur for half an hour each week by church approved community members. The instruction is based around a non-denominational christian text which the instructors follow. Any parent who wishes for their child to not be a part of these lessons can notify the office in writing.

RESOURCE CENTRE

Opportunities for borrowing of library books is conducted weekly as a class and from 1:05pm – 1:25pm each “Second Break” for individual children.

The period of loan is one week.

Children in Years Prep, 1 and 2 may borrow 1 book.

Children in Years 3 to 6 may borrow 2 books.

To support the library we ask parents to:

- Provide a library bag for borrowing.
- Encourage clean hands when reading books.
- Keep library books out of reach of infants.
- Bookmarks should always be used.

SCHOOL HOURS

8:25am - First Bell rings indicating students can move to Oval to play or to the Multi Purpose Hall where there is supervision.

8:45am - Bell for students to line up at classrooms

10:50am - First Break

11:25am - End of first break

12:50 pm - start of second break

1:25pm - end of second break

2:50pm - End of the school day

*School Office Hours: Monday—Thursday 8:00am to 3:30pm, Friday 8:00am—3:00pm*
SCHOOL SECURITY - SIGN IN PROCESS
All persons entering the school grounds are required to report to the Administration building and sign the Sign-in Register on arrival. Visitors receive a visitor’s tag to wear and keep visible during their time on site. On completion of the visit the Sign-in Register must be signed off and tag returned.

STUDENT BANKING
Electronic Banking is processed on behalf of the Commonwealth Bank by the School’s Administration Staff each TUESDAY. Bank books and deposits are placed in a special bag in each classroom when school starts, then sent to the office to be processed. Literature will be distributed to Prep & Year 1 students and other new children by the bank early in the year.

STUDENT BELONGINGS
Marking each child’s name on all belongings, including clothing, makes the task of locating the owners much easier. Children are expected to care for their belongings and respect the belongings of others. Students should not bring toys, unless it has been discussed with the class teacher. Thank you for supporting this expectation.

STUDENT PARTICIPATION IN COMMUNITY EVENTS
During the school year students participate in a variety of community and cultural events such as:

- Anzac Day Dawn Service Bargara
- Day For Daniel
- Relay for Life
- Reef Guardian Program
- Crush Festival Bundaberg
SPORTING ACTIVITIES
The school has three (3) house groups:-
GRIMWOOD (GATORS) - green t-shirt
STEFFENSEN (SHARKS) - yellow t-shirt
MOORE (MANTA RAYS) - red t-shirt
The appropriate t-shirts are worn on athletics day.

Athletics: An inter-house Athletics Carnival is held annually. Athletes are selected from the Carnival to compete at Bundaberg District Carnivals.

Swimming: A swimming program is offered to students in Prep (Term 3) and Years 1 – 6 (Term 4). All students pay a levy per week.

A Swimming Carnival is held at the end of the season (Prep—3 Fun Day & Year 4—6 Carnival Events). The students are transported by bus to the Pool.

Inter-school Sport: Years 4 – 6 students participate in the Bundaberg & District Primary Schools Competition throughout the year. Examples of sports played are: Soccer, Netball, Touch, Athletics, League.

SUPPORT FOR STUDENTS
Bargara State School recognises the need to provide appropriately for all students including those with learning disabilities/difficulties as well as students in the gifted and talented range.

Our Head of Special Education works with students who have a diagnosed disability to provide them with opportunities to work in a mainstream classroom. Students who are at risk or presenting concerns to staff may be identified during their schooling and the school will work with parents to identify if additional support is required.

The ST L&N (Support Teacher for Literacy and Numeracy) plays a major role in the identification of these students. The role of the ST L&N includes diagnostic testing of students, reporting to parents in conjunction with the class teacher and liaising with other specialists such as Guidance Officer, Speech-Language Pathologist, Head of Special Education as well as the school administration.

In order to maximise learning outcomes for these students, clear intervention and extension programs are required. Provision of appropriate curriculum programs is primarily the responsibility of the classroom teacher with individual support plans being designed, where appropriate, in consultation with the ST L&N. The ST L&N also provides intensive teaching for identified students. Continual monitoring and reviewing of these students occurs in order to inform intervention choices.

Throughout the academic year, students also have the opportunity to become involved in extension activities such as Maths Challenge and Writer’s Workshops. Class teachers may nominate students to attend these sessions. From time to time, workshops for parents are held. Topics include “Helping your child read”. Please check the newsletter regularly for dates.

A Special Needs Committee meets every fortnight to discuss students with various needs. Please contact your child’s teacher if you have any concerns regarding your child.

THREE WAY REPORTING
We have initiated a reporting process which enables parents to receive formal feedback about their child’s progress four times a year. In Terms 1 and 3 a meeting with the student, teacher and parent allows for a discussion about the immediate learning goals for the students. This is negotiated between the 3 parties.

Report cards are then distributed in terms 2 and 4 giving formal feedback regarding the child’s academic progress towards their goals.

Parents are encouraged to discuss children’s progress with teachers. If you would like to discuss your child’s progress with the Principal, please phone the school office to arrange an appointment.

TRANSITION TO HIGH SCHOOL
Towards the end of the year, representatives from Kepnock State High School visit the school to talk with our year 6 students, distribute enrolment forms and information booklets and discuss student needs with the Year 6 teacher/s.

During late November or early December, orientation days are held for children and their parents. Advice regarding dates is given in the weekly parent newsletter.

TUCKSHOP
The School Tuckshop currently operates on THURSDAY and FRIDAY each week. Opening hours 8:15am to 1:45 pm.

All year levels order their lunch through a bag system as follows:-

The child’s name, year level, 1st Break or 2nd Break and order is written clearly on the front of the bag with payment enclosed. (Any change will be taped to the child’s bag).

Bags are taken to the tuckshop before 9:00am

It is important that parents place orders for “1st Break” (recess) and “2nd Break” lunch on separate packets.

Ice blocks, ice creams can be bought over the counter at “2nd Break” when the play bell rings. If your child has ordered an ice block on the packet, your child must return the packet to be able to collect their ice block.

Because we operate on an order system, it is important that orders are placed before 9:00am. This avoids the disappointment of not getting what you want because the order has been handed in too late. Your co-operation in this matter is very much appreciated.
School uniforms assist in promoting a greater sense of pride in our students and they can reduce undesirable social comparisons with regard to clothing. At Bargara State School, to help in wearing our uniform with pride, we ensure that shirts are tucked in and presented neatly.

### Girls Uniform
- A green checked dress with zip front
- Polo shirt with school motif embroidered logo and bottle green, shorts or skorts. (The shorts are to be of a longer length style, and may be tailored or pull on elastic waist).  
- Bottle green tights/stockings may be worn under the school dress or skorts or shorts. These are classed as underwear and cannot be worn without a skort or short over the top. (Tights are classified as thick stockings with an enclosed foot).
- Bottle green jumper or jacket.
- Tracksuit pants full length in bottle green.
- **Leggings are not acceptable.**

### Boys Uniform
- Polo shirt with school motif embroidered and bottle green shorts.
- Tracksuits pants in bottle green worn with the new polo shirt.
- Bottle green jumper or jacket

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### Bargara State School – Dress Code

**Acceptable**
- Enclosed shoes (sandshoes/ joggers/ sneakers/ runners).
- Socks should be short and plain white.
- Hats are to be broad brim or bucket (available from school office).
- Jumpers and jackets are to be bottle green.
- Jewellery is restricted to one watch, medic alert jewellery and stud or sleeper earrings.
- Swim shirts are mandatory during water based activities in all Queensland schools.
- Tights or stockings in BOTTLE GREEN only. (tights are classified as thick stockings with an enclosed foot).

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*The Bargara State School Dress Code has been accepted and passed by the P & C Association on behalf of all school parents. On enrolment of your student all parents sign an enrolment agreement form which states that you agree to uphold the standards of our school uniform.*

*If Students are not in school uniform they may be asked to change into one of our school uniforms and they may also be prevented from:*

1. participating in a school activity.
2. attending a school excursion.

*Children not wearing a hat will be required to remain under cover for play sessions.*

*Make-up including nail polish is not to be worn by students.*

*Necklaces, bracelets and rings are not to be worn to school for safety reasons.*

*Uniform items are available from the school office: polo shirts, dresses, skorts, shorts, hats, chair bags, home case and library bags.*

Please be aware that the school has a small bank of donated or second hand uniforms for sale starting from $1.
Bargara State School identified in the TOP 3% of schools across Australia (300/10 000 including private schools) for ‘Substantially Above Average Gain.’

What does this mean?
The progress that our 2015 Year 5 students made from 2013 to 2015 was well above average.

How was it measured?
#1 Overall gain that substantially exceeds national average. National Gain for Reading +79.5. Bargara Gain for Reading +119.
#2 Overall gain substantially higher than the gain of students with similar backgrounds. We ranked 9 percentile points higher than we were predicted to perform
#3 Overall gain of individual students is substantially higher based on the same starting score. This measures ‘relative gain.’

Explanation of Relative Gain
• Student X at BSS has a Yr 3 reading score of 400. 1000 other students in Australia may get the same score of 400 in Yr 3.
• When they complete the NAPLAN test in Yr 5 those 1000 students are compared to see how much they have improved, compared to the students who started on the score of 400.
• The performance of these students are then grouped into the bottom 20% for those who progressed the least, 60% who progressed a similar amount and 20% who progressed the most

<table>
<thead>
<tr>
<th>2015 Relative Gain Reading</th>
<th>Lower</th>
<th>Similar</th>
<th>Higher</th>
</tr>
</thead>
<tbody>
<tr>
<td>Average gain</td>
<td>20%</td>
<td>60%</td>
<td>20%</td>
</tr>
<tr>
<td>Bargara State School</td>
<td>5%</td>
<td>65%</td>
<td>30%</td>
</tr>
</tbody>
</table>

The level of these performances have then placed our school in the Top 300 performing schools for improvement in all Australia.

We all own this result. The students themselves, you as parents, our P&C, our support staff such as cleaners and groundsman, administration ladies, teacher aides, specialist teachers such as LOTE, support staff eg Chappy, support teachers such as learning support and Master teacher and of course the classroom teachers. This is something we should all celebrate.

As a school we are celebrating that our students have progressed so well and that our school direction and actions are resulting in superior improvement. This result compliments our result in 2014 for our Year 7 students. This is not a fluke - so let’s celebrate!

We are proud to have this national recognition but we are not surprised because these results match our expectations.

Bargara State School was notified of this achievement in April of 2016. Since then the 2016 NAPLAN results have been released and these results have again reinforced that students of Bargara State School make significant gains in comparison to all schools in Australia.

WE ARE ALWAYS STRIVING TO DO BETTER!
‘Educating Today’s Youth for Tomorrow’s World’

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