



BENARABY STATE SCHOOL PROSPECTUS

2024

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School Profile

Benaraby is a small rural settlement 20 kilometres south of Gladstone on the Boyne River. The Gurang, Gooreng Gooreng, Taribelang Bunda and Byellee people originally occupied the area. Settlers from the Port Curtis District (Gladstone) established the present community at Benaraby when they took up land here in the 1850's.

The Boyne River Provisional School opened in July 1886. Although it subsequently closed and reopened several times until 1903, it has been continuously operating since. A new building was established on the present site in 1907 and in 1909 the School was renamed Benaraby State School. It is located in bushland with a variety of trees, birds, kangaroos and other wildlife.

At present the School caters for approximately 65 students - a generally homogenous population, most of whom speak English as their primary language. Thirteen per cent of the student population identify as Aboriginal or Torres Strait Islanders. As Benaraby is a government School within the Central Queensland Education District, funding is provided by the Queensland Government.

Our Vision

Delivering Equity and Excellence by working collaboratively to improve all Benaraby State School students' outcomes.

Our School Motto: "Do Our Best" reflects the quest for excellence in terms of academic, spiritual, sporting, cultural and personal development. To help us pursue our motto we recognise the importance of working with parents to uphold our motto.

Our School is proud of its commitment to academic and sporting excellence, but it is equally proud to provide an environment and opportunities for the personal, spiritual, social and cultural growth of its students, in an inclusive environment. This is our way of ensuring the children receive a quality education.

The children of Benaraby State School are provided with many opportunities to become confident, well-informed and responsible citizens. In fostering the talents of our students, we provide them with a wide range of experiences designed to equip them for the world of the future.

Our School is a School full of potential leaders. Their peers recognise those students who display leadership traits with the challenge of student leadership through recruitment and selection of School Leaders who work with the Principal as well as upper School teachers to plan and implement suggestions raised concerning student welfare.

We are determined to provide maximum opportunities for your children so that they can get the best possible education with the resources we have.

Communication

We welcome your communications with the School and classroom teachers. Calls to the School office can be made at any time. When the office is unattended, your call will be diverted to message bank.

Staff check messages regularly and will return your call. Ensure that you provide the name of the staff member you wish to speak with, your name and contact number. Telephone calls will not be put through to classrooms during teaching time, although messages will be taken and passed on. Staff will respond to phone calls and emails as soon as they are practicably able to.

At Parent Information Sessions, held in the first two/three weeks of the School year, teachers will negotiate communication strategies with parents. A variety of communication strategies are available and teachers will work with parents to determine the strategies which best suit. Parents of Prep and/or Year 1 students often find that face-to-face communication is most practical, whilst parents of upper School students may find email a more convenient form of communication. Additionally, teachers and parents may differentiate communication strategies according to the matter to be communicated e.g., advising a sore toe, or getting advice for homework. Please also refer to [Appendix B: Parent and Community Code of Conduct](#).

School Details

Telephone No: (07) 4970 4333

Mobile/Absence No: 0473 843 047

Postal Address: 17 O'Connor Road,

Benaraby, QLD, 4680

Email Address: 0393_Principal@eq.edu.au

School Website: <https://benarabyss.eq.edu.au>

Parents Requiring Interviews

If we are at all concerned about your child, then we will contact you either by email or telephone. Conversely, if you have any concerns, your first point of contact should be your child's teacher, and then the office staff.

We encourage parents to approach teachers quickly with regards to any concerns or problems that may arise. We do ask parents to be mindful of the fact that teachers are often very busy in the mornings, and after School is a more appropriate time for an interview. If you feel you may need a lengthy discussion, we do ask that you contact the teacher to make an appointment the day before.

Reporting to Parents

Parent – Teacher interviews are held mid-way through Semester 1 and Semester 2. Written reports are issued at the end of Semesters 1 and 2.

Our School uses a report card format developed by Education Queensland to satisfy the requirements of Australian Government Legislation.

Parents who work alongside our teachers with their child's education, usually find few surprises in report cards. Meetings to discuss elements contained in report cards are mutually arranged between parents and teachers.

A fortnightly newsletter is issued, and is aimed to keep you abreast of classroom, School, local and Education Queensland developments. Our School webpage provides a range of documents and information of interest, to parents and the wider school community. Please make a habit of checking it regularly.

The Principal and representatives of our P&C committee present reports to the P&C. Occasional notes are sent home from time to time so it is a good idea to check school bags on a regular basis. Not all children make good postmen!

Curriculum

Curriculum offerings at Benaraby State School are guided by the requirements of the Australian Curriculum. The Australian Curriculum for all Key Learning Areas is implemented for Years 1-6. In line with the Curriculum Assessment and Reporting Framework for the Department of Education, Prep students undertake learning, assessment and reporting for English, Mathematics and Health and Physical Education, allowing strong foundational skills leading into commencing formalised learning in the other learning areas in Year 1. They are exposed to experiences, but not assessed and reported on for Science, Humanities, Technologies and the Arts. Benaraby State School bases each year level's learning on the P-6 Curriculum Model.

National Assessment Program Literacy and Numeracy (NAPLAN)

NAPLAN literacy and numeracy testing program throughout Australia. It is administered to students in Years 3 and 5 in Term 1 each year. NAPLAN is a 'point-in time' test of a student's literacy and numeracy ability and provides data separate to report cards. Data from NAPLAN also identifies students requiring extra assistance in literacy and numeracy.

Class Times

8:20am – 8:40am	Students can play on the bottom oval/ under B block
8:40am – 10:45am	First Session
10:45am – 11:00am	First Break Eating Time (Main lunch)
11:00am – 11:30am	Play Time
11:30am – 1:00pm	Second Session
1:00pm – 1:10pm	Second Break Eating Time
1:10pm – 1:30pm	Play Time
1:30pm – 2:45pm	Third Session
2:40pm	Bus bell. Students escorted to the bus
2:45pm	Home Time



At the end of the School day, classes will be walked to the School gate by their classroom teacher. Students will be dismissed to parents as they arrive, while those students who walk or ride home will be dismissed, after the bus has departed and at the direction of the staff member on gate duty. Gate supervision is provided until 3:00pm. Students not collected by that time will be required to sit on the front office steps to await parents.

Bus Runs and Conveyance Transport Services

Buses run from Wurdong Heights, and Awoonga Dam. Eligible pupils (those who travel free) are those:

- primary children living more than 3.2km from the nearest School.
- high school age children living more than 4.8km from the nearest High School.

Ineligible children (those under previously mentioned distances) may travel on the bus for a fare, of which the bus driver will notify you.

Good behaviour on the bus is very important. Children must obey the driver and sit quietly while travelling to and from School. Seat belts must be worn. Behaviour on the bus is regulated by the Queensland Transport's 'Code of Conduct for School Students

Travelling On Buses', which can be downloaded from the Queensland Transport website:

www.transport.qld.gov.au

Students who fail to comply with the requirements of the Code, may be prevented from travelling on the bus.

Conveyance Allowances

Students who live more than 3.2km from the School and who cannot access School bus services may be eligible for conveyance assistance.

Approximate Bus Times

Morning Buses			
Wurdong Heights	7:35am	Benaraby State School	7:50am
Awoonga Dam – Caravan Park	7:30am	Benaraby State School	7:55am
Afternoon Buses			
Benaraby State School	2.40pm	Wurdong Heights	
Benaraby State School	2.40pm	Awoonga Dam – Caravan Park	

Dress Code

Benaraby is a uniformed School, and our students wear the green and gold with pride.

School Uniform

- Emerald green and yellow school shirt (available through the school uniform shop)
- Bottle green shorts, skirts, skorts, sweatshirts, track pants (available at the uniform shop or from retail outlets)
- Broad brimmed green hats (available from the uniform shop - designer hats are not permitted)
- Hair accessories must be bottle green in colour
- Closed in shoes (black preferred)
- White socks (visible above the top of shoes)



Sports Uniform

The sports uniform is to be worn on Sports Day and Physical Education days.

- Dampier: Red
- Tasman: Blue
- Bottle green shorts, skirts, skorts, sweatshirts, track pants (available at the uniform shop or from retail outlets)



Winter Uniform

- Regular School uniform as above
- Bottle green sweatshirt, jacket, track pants (available at the uniform shop or from retail outlets)

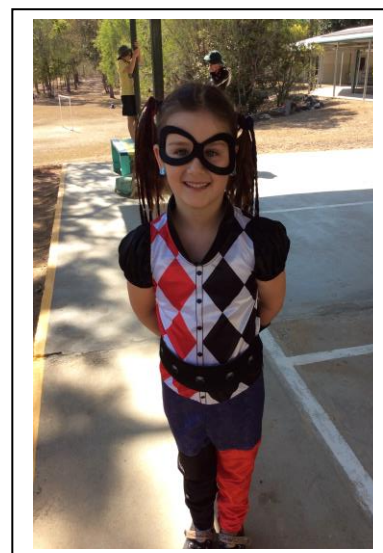
Performance Uniform

Students representing the School in cultural (e.g., Eisteddfod) or sporting teams must comply with the School Dress Code. The excursion note from the school will confirm the uniform requirements for that activity.

Free Dress Days

From time to time throughout the year, we hold free dress days. Students are usually asked to bring a gold coin donation on these days. Free dress days are an opportunity for students to wear non-uniform clothes and hair accessories, however the following requirements remain:

- Clothes are to be sun-safe, i.e., Shirts must have a collar and sleeves.
- Tank tops and midriff tops are not permitted.
- Closed in shoes are to be worn.
- Only permissible jewellery may be worn (see below).
- Broadbrim hats are to be worn.
- Long hair is still to be tied back.
- Fingernail polish and make-up is not to be worn.



Jewellery

- The only permissible jewellery is:
- A wristwatch
- One flat signet ring
- One pair of plain studs or sleepers worn in the ear lobes only
- Medical alert bracelet

School Dress Code Principles

- School shirts are able to be worn untucked on regular school days and will need to be tucked in for formal occasions like school parades or excursions.
- Shoelaces are to be firmly tied at all times.
- Hair is to be neatly cut, clean and brushed. Students with long hair must wear their hair tied back. Hair is not to fall over the eyes.
- Students should be content with the natural colour of their hair. Colouring hair is not encouraged.
- Items of religious or deeply personal significance require the consent of the principal. Permission to wear such items must be requested, in writing.
- Students may be required to remove, or tape, jewellery items when playing sport or when participating in P.E. lessons to prevent injury to self and others.
- Fingernail polish and make-up is not to be worn.


Wet Weather Procedure

During play breaks students may play under cover or return to their classrooms for quiet activities. The following principles will guide our actions should a thunderstorm threaten around the end of the School day:

- Safety of students is of prime concern, and this may mean we will briefly delay the exit of students in the event of a thunderstorm. It is safer for students to remain inside a classroom than to walk out to a car/bus during a storm.
- In the event of a thunderstorm, the School will go into 'lockdown' at 2:35pm. Lockdown means students remain inside their classrooms with doors and windows shut. When the storm front has passed students will be released, bus students first. Non-bus students will be released when the bus has left.
- Students are not to be collected from classrooms during a lockdown. Parents are welcome to shelter in/under School buildings during the lockdown.
- A lockdown will be signalled by a beeping alarm that increases in sound with an announcement that states "We are attending to an incident, please stand by for more information.". To indicate the end of the lockdown the beeps will cease and an announcement stating "Alert has been cancelled."
- The School bus will wait for students if a lockdown is invoked.

Booklist








A list of requirements will be issued at the end of each year for the next year's classes. The items on the list are to be purchased by the parents. We stress the importance of children having all items prior to the start of School. This helps them settle into their class and helps teachers concentrate on delivering their teaching and learning programs. Students commencing School with us throughout the year, are encouraged to bring the materials they already have and purchase any additional materials specific to their class.





At Benaraby we

Learn to Read and Read to Learn

Reading is our only homework expectation
Here are some ways you can encourage reading at home:

-  **Make reading fun**
-  **Read together**
-  **Make a comfy reading space**
-  **Model reading**
-  **Read street signs, junk mail, recipes**
-  **Choose different genres and find what you love**
-  **Help with the shopping list**



Newsletter

Our newsletter is published fortnightly, and emailed home to parents and carers. This newsletter is important to us for communicating to parents, and the wider community, our school information, upcoming events, achievements, community news. It is also located on the school website for your convenience at <https://benarabyss.eq.edu.au>

We advertise local businesses on the rear of our newsletter. Advertising is used in order to offset the high cost to the school for our newsletter production. There is no fee for non-for-profit organisations who require advertising.

Please ensure advertisement information is handed to the office by Wednesday morning.

Information is preferred in electronic format or emailed to the school through

0393_Principal@eq.edu.au

Admissions

Enrolments are conducted through our Administration Team at the office. Copies of our Prospectus, School Annual Report, Student Code of Conduct and Enrolment Forms are available on request. Enrolment Meeting times can be arranged to discuss our Operational Plans, Policies and Curriculum with our Principal who is always willing and happy to meet with parents. Please contact the School to arrange appointments.

Pre-Prep, Prep and Year 1

A Prep Starter program is offered at Benaraby State School in Term 4. Currently the program is offered on a Wednesday morning from 9am.

Prep is the first year of School and provides the foundation for your child's education. It is compulsory for Queensland children to undertake Prep prior to Year 1. Prep is a full-time program in Primary Schools and has a defined curriculum. Children must be 5 by the 30 June in the year they enrol.

Read more about Prep and Year 1:

<https://www.qld.gov.au/education/earlychildhood/prep/enrolments>

Check your child's eligibility for Prep and/or Year 1 in the table below:

Birth Date	Eligible for Prep	Eligible for Year 1
July 2018 – June 2019	2024	2025
July 2019 – June 2020	2025	2026
July 2020 – June 2021	2026	2027
July 2021 – June 2022	2027	2028
July 2022 – June 2023	2028	2029

Transfers

Requests for transfer notes are made from the office of the receiving School. Student files will be forwarded directly to the new School following the request for a transfer note.

Please note, guidance files (if any) must be requested by the Guidance Officer who services the receiving School.

Parade

A whole School parade is held on a Friday at 9am and is run by our School leaders. During parade, messages are passed on to students, and awards are given to children who have demonstrated improvements in line with our school values.

Presentations and performances are also held at some parades, to showcase student achievement i.e. School Choir and Musical Ensembles. The presence of parents and community members is encouraged, as all of our parades are hosted by our senior students.

Each year we conduct special parades to mark ANZAC Day and Remembrance Day.



Cultural and Academic Activities

Choir and Musical Ensembles form part of our School cultural experiences. These cultural activity groups perform regularly at parades as well as at the Gladstone Eisteddfod. The Instrumental Music Program and various academic competitions are also offered to students.

Library

Students are encouraged to borrow books from our growing range of resources. Students in Prep to Year 6 may borrow up to two books at a time and may keep them for up to two weeks. These books can also be extended as required; however regular weekly borrowing is desirable. Classes visit the Library on a weekly basis and students participate in various curricula, cultural and recreational activities with the Teacher/Librarian and other staff.

Students require a fabric library bag large enough to protect and carry borrowed books. It is expected these books are cared for while on loan, and then returned punctually in good condition. It is understandable that accidents and unexpected situations arise from time to time, and in the event of damage or loss, a message via written note or a phone call from parents/guardians is appreciated, and a replacement cost may be requested. Many books can be repaired using special library purpose materials if we know about the damage and no sticky tape has been used. Please **do not attempt to repair books** yourselves. When transferring or leaving the school, please ensure that all books owned by Benaraby State School are returned.



Instrumental Music

The Benaraby State School Instrumental Music Program is a vacancy driven program, as are all Instrumental Music Programs in the State School system. Benaraby State School is part of the Gladstone District.

Our Instrumental Program caters for Brass, Woodwind and Percussion and is serviced by Instrumental Teachers whose time is shared across Schools in the Gladstone District. Schools are required to operate their Instrumental Program on a quota based on the school's enrolment, so that teacher's circuits and timetables meet departmental policy guidelines. Students participating in the program attend weekly lessons in school time. From time-to-time instrumental groups may be formed for special performances. These rehearsals may occur before School or in School time.

Prior to participating in the Instrumental Music Program, children are assessed by our School Music Teacher to ensure their suitability for learning an instrument. Instrumental music lessons are conducted during School time.

What is Available?

Tuition in:

- Percussion
- Brass
- Woodwind



Tuition can be continued through High School to Year 12 where students would continue in the Education Queensland Instrumental Music Program. It is recommended that once a student begins music on an instrument that they continue with that instrument to gain proficiency.

Who may Learn?

Children from Year 4 onwards are eligible to join the program through a selection process. This process is explained in the Instrumental Music School Policy. Recruiting for the program will begin in October each year. It is in the best interests of the children to join the program during the first term of each year. Applications will be considered throughout the year, subject to instrument availability and instrumental group vacancies.

Year 6 students are encouraged to join the program at the beginning of the year to gain full benefit. These students will need to have satisfied the selection process outlined in the school policy.

Students who transfer to the school from an existing instrumental music program, and who have been receiving tuition on an instrument that is available at this School, may immediately join the program, subject to instrument availability and group vacancies. Students from Year 4 onwards who transfer to the School, and wish to begin tuition, can request that their name be placed on the instrumental music waiting list.

Cost

This program is free. However, parents must decide whether to purchase an instrument or hire one from a local business. Parents will need to purchase:

- An instrument
- Music books
- A music stand
- Accessories for their instrument (reeds, valve oil, etc.)

Successful students in the program are those who are reliable in other areas of their schooling e.g., homework and library borrowing. They are students who are good listeners and show confidence and interest in class music lessons. Successful students have a supportive home environment.

Student progress in the Instrumental Music Program will be monitored by the Principal, in consultation with the Instrumental teacher. Reports will be issued once a semester. Students who fail to comply with the expectations of home practice and attendance at lessons will come under review.

Swimming

Swimming lessons are conducted once a year for all students. Lessons take place at a local pool. Students travel to the pool via bus. Additional costs in relation to swimming are the parents' responsibility.

Lessons are prepared by Physical Education teachers, and may be conducted by classroom teachers, Physical Education teachers and parents. Swimming caps **MUST** be worn at all times. This is to ensure the pool remains as clean as possible. Failure to comply with this ruling will mean the student will not be able to participate in the lesson.

Sports

Sports training during school time or after school is available in:

- Soccer
- Cross Country & Athletics
- Touch Football
- Softball
- Volleyball
- Netball
- Cricket
- Rugby League

Practice times are chosen carefully by teachers to ensure your children do not have to choose one School activity over another. This way the children can be involved in as many School activities as they wish but must give commitment to participate in the event being trained for. As teachers give up their own time to co-ordinate this training, a commitment is expected from the children in return.

All children are encouraged to participate in Intra-School sports and games. Those children who demonstrate the potential to excel, are asked to represent the School at an interschool level.

The School is divided into two houses, Dampier (red) & Tasman (blue). These houses are used to make up teams for Intra-School sport. Each house has their own sports uniform and parents are encouraged to let their children wear their sports shirts, not only on sports days, but also on the day when they have Physical Education lessons.

Representative Sport Teams

Ten, eleven and twelve year old children may be invited to participate in higher level selection trials (Port Curtis & Capricornia), beyond the normal School standard. We encourage parents to allow their children to accept these invitations, as this allows them to experience a better standard, and may motivate them to strive towards reaching their true potential.

It is an expectation of the School that students will show diligence and commitment in all areas of their School life if they are to be part of a School team.

Participation of our School in sports is dependent upon:

- A competition being organised
- Sufficient student interest in the sport
- Availability of team coaches and managers

Parents are welcome, and encouraged, to take responsibility for coaching a sporting team.

Selection Policy for Teams Representing Benaraby State School

Children are invited to try out for a variety of groups, or teams, at our School. In some cases, not all children who try out for selection are picked.

Some of the reasons a child is picked for a team are as follows:

- Is co-operative with teachers
- Is willing to be coached
- Displays some skill/expertise in the area
- Gives a commitment to training
- Displays self-discipline
- Is prepared to wear the School uniform with pride

In general, preference will be given to older students. Students in year five may be given preference over an older student, if they meet the above criteria to a higher level than the older student. Where an older student and a younger student show similar skill/commitment etc., the older student will be given preference. It is also important that a number of Year six and five students are included in teams to ensure the continuity of the team in future years.

Extracurricular Activities

We provide a rich and varied curriculum where possible. Both boys and girls are offered the opportunity to participate in sports programs. Our School participates in the Gladstone Eisteddfod, Six-A-Side Soccer Competition, 5-A-Side Netball Competition and the Gladstone District Touch Football Competition, Arts Council, The Science Show, Theatre in Education and other similar productions are offered each term and are performed in the School grounds. From time to time, visiting artists and performers, spend time in our School creating new experiences for our students. Instrumental music lessons are conducted by the Education Queensland Instrumental Music Program, during School hours.

Excursions

Parents will always be advised of impending excursions and may withdraw permission at any time by sending a note to School. Written permission is a requirement of excursions. Keep in mind however, that excursions have an educational purpose, and are followed up by activities in School, so it is best that children participate if possible. Any time a student is taking part in an off-campus activity, a medical form, specific to that event, is required and will be sent home for completion.

Our policy is to use buses rather than parents for transport, excepting where it is uneconomical to hire a bus for a small group of children. We endeavour to keep bus costs to a minimum on each excursion. Parents assisting by transporting students will need to show a current drivers licence as well as current vehicle registration papers to the office, prior to each event.

In keeping with regulations, children under 7 years will be required to have booster seats. Children 12 and under, are not permitted to ride in the front seat of a vehicle. Wearing the School uniform is a compulsory requirement when representing the School on an excursion or in sport inclusive of the School approved hat.

Camping Program

Each year students in Years 4, 5 and 6 go on camp. The location is determined by teachers and is often tied in with work being completed in class.

Costs for these camps are borne by families. Also associated with camps is the requirement of practised good behaviour by all students prior to camp in all School activities, including completion of work set by teachers, bus travel to and from School and general behaviour in the classroom and playground.



Excursion Refund Policy

Students, who have paid for excursions, and are unable to attend, due to sickness or family reasons, will need to fill out “Application for Refund” Form at the office. The amount paid for this excursion will be credited to the students account and can be used for next excursion or a refund can be provided. Cash will not be refunded. Camp costs are calculated on the total number of students in each class, who are eligible to attend camp.

Illness and Medications

Illness

Occasionally, children become sick while at School. If this happens, we contact you by telephone. If you are not available, we will contact the emergency number given to us on enrolment. Failing that, we will do our best to make your child as comfortable as we can. However, School is not the best place for a sick child, and we do ask you to ensure you have adequate arrangements in the event of illness or accident. When a child is sick or injured, they need the comfort of parents or family friends.

Please keep us up to date with changes of address, telephone numbers, work numbers and information relating to emergency contacts.

Absences

Same day notification is required.

Department of Education & Training data shows a direct correlation between attendance at School and academic achievement. It is imperative that all students attend School regularly and consistently. However, sick children need to be kept at home where they can make a full and rapid recovery from their illness. Parents are required to advise the School when their child/children are absent. Notification can be made on the first day of the absence by a phone call to the office, text message or via the QParents App. **If you know that your child is going to be away for an extended period of time (more than 10 days) you are required to fill out an “Exemption from School form” and receive permission from the Principal. These forms are available from the office.**

Each semester on our Report Cards a record of absences is published for parents. These are reported in the following manner:

- # Unexplained Absences e.g.: failure to notify the school.
- # Explained Absences e.g.: sickness, on holidays etc.

Medications

School staff may only administer medication prescribed by a medical practitioner. Medication must be in the container supplied by the Pharmacist with the name of the medication, student's name and dosage rates displayed on a label attached to the container.

All medication needs to be delivered to the office. Students are **not to keep medication in their bags**. An Administration of Medication form must be completed by a parent at the office prior to first dosage. Medication will be administered by an adult designated by the Principal.

All students with asthma and anaphylaxis allergies must have a Medical Action Plan completed each year.

Children going on camps or excursions must follow the same procedures listed above.

Headlice Prevention

A note recommending parents check their children's hair may be sent home from time to time. We recommend that you inspect your children's hair regularly. While at School long hair should be kept tied back or in plaits.

School Dental Service

The School Dental Service provides oral health care universally to children, from four years of age to those who have not yet completed Year 10. The majority of treatment is carried out by dental or oral health therapists, who are highly trained and skilled in dentistry for children. More specialised treatment may be carried out by the Dentist who also advises parents with respect to orthodontics or other dental specialties.

Parents wishing their children to have more frequent dental checks are encouraged to contact their local School Dental Service. In order to maintain efficiency, these extra checks are generally scheduled in School holidays, or out of school hours.

For further information please contact CQ Oral Health Service 07 49207900.

Parent and Community Helpers

Parents and carers are encouraged to become voluntary helpers in many aspects of School life as partners in their child/ren's education. There are many ways in which you may be able to assist the teacher with classroom activities. These may include listening to the children read, supervising small groups working independently, art and craft, helping on excursions, camps, etc. Please contact your child/ren's classroom teacher/s to see how you may be able to assist.

Volunteers may also actively participate in the P&C. Any help is always welcome for example sports team coaching and transporting children to different School events. To cover you, in case of an accident whilst helping, you must sign in and out in the office.

Volunteers must use appropriate behaviour and maintain confidentiality regarding their interactions with children, following the expectations of Education Queensland's Code of Conduct for all Employees (including volunteers), the Child Protection Act and policies including a 'Working with Children' check, if not a parent at the School. All volunteers will need to complete a short mandatory training.

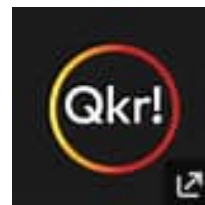
Parents and Citizens Group (P&C)

We have an active Parents & Citizens group (P&C) who currently meet monthly. The Benaraby State School P&C Association actively supports the School in the acquisition of quality resources, to ensure students have the best opportunities to learn. Our P&C Executive for 2025 will be decided at our Annual General Meeting early in term 1, date yet to be advised. All parents are encouraged to become members of our P&C.



Tuckshop

Our Tuckshop operates every Friday and volunteers are always welcome. They are busy days commencing at 8:30am and involve preparing food, some cleaning and serving. For those who don't like to handle money, still feel free to volunteer, as there is plenty to do. We have the QKR! App that you can use to order your child's tuckshop. Orders need to be placed before Friday at 9am, the morning of tuckshop. Any orders requested after 9am cannot be guaranteed and must be placed directly with the Tuckshop. Orders are delivered to the eating area at the appropriate break and children may purchase additional items such as drinks, ice-creams, fruit and home-bake on the day with cash, subject to availability. There will be no hot food available to buy over the counter at lunch breaks.



Money, Toys, and Mobile Devices

We discourage children from bringing money to school unless it is in a sealed envelope for payments or for the purchase of tuckshop. Expensive toys should be kept at home. Water pistols, toy and cap guns, matches, pocketknives, chewing gum or any objects teachers may deem dangerous, are forbidden at School. These will be confiscated and may be returned at the end of term.

In general, personal property which bears no educational significance (e.g., collector cards, games, toys) are not permitted. Should your child bring such items to School, no responsibility will be taken if they are lost/stolen.

Phones and smart devices including smart watches should be left at home however if they are brought to school they need to be signed in and left at the office for the duration of the School day. Parents who wish to contact students during the day may do this by contacting the office and the message will be passed on.

Payment of School Fees/Excursions

School bank account details will be included on all notes where a payment is required. Direct deposit and BPoint are the Education Department's preferred methods of payment. Cash is accepted but all money should be **sent to the office** in a sealed envelope (with your child's name, class and amount paid written on the front) and not your child's teacher. Our office staff record all monies that come into the school. This way staff are able to follow up those children who haven't paid, and it avoids unnecessary delays in processing money. Students who do not attend excursions due to illness, will have the payment credited to their account. This credit will be offset against future payments.

Lost Property

Each year hundreds of dollars worth of expensive clothing and lunch boxes find their way into lost property. This can easily be avoided by ensuring all possessions are suitably marked for easy identification. A lost property box is located under Block B. At the end of each term children from all classes view lost property, and items that are still remaining are donated to one of the local charities.

Use of School Facilities

Parents and community groups may access school facilities after hours at the Principal's discretion. A Public Liability insurance policy must be sighted for organisations wishing to use the facilities as the School/Education Queensland do not accept responsibility for injury/damages. A request and appointment needs to be made through the Principal.

Please note, people found on School property without authorisation from the Principal, may be questioned and charged by Police for trespassing.

Please contact the Police or School Watch on 131788 if you see suspicious people in the School grounds after School hours.

Student Welfare

Ensuring the emotional welfare of individual students is of utmost importance. Our School is a Positive Behaviour School, with our four core rules being:

- Be a Learner
- Be Responsible
- Be Respectful
- Be Safe



These four rules are embedded across the school.

Students and parents are welcome to speak to our School Chaplain. Parents will need to fill out a Participation Chaplaincy form for students who wish to be a part of the “Chappy Club” and if the Chaplain provides one-on-one counselling. A visiting Guidance Officer is also available to assist with issues impacting performance at School. We also have access to a Social Worker one day per fortnight. Parents may also access assistance through Gladstone Child and Family Health (Ph. (07) 4976 3335).

Intervention and Guidance

Intervention is provided at three levels and in response to assessment:

Level 1. Whole of School– each year data is analysed to determine the effectiveness of the School curriculum and possible strategies that can be put in place, at a school level, to intervene for improvement.

Level 2. Focused/Targeted Teaching – groups of students not responding to approaches in level 1 are targeted with significant additional teaching to achieve the standards expected of their same-age cohort.

Level 3. Intensive Teaching – intensive scaffolding for short periods may be required for individual students not responding to approaches used in level 2.

Students who do not respond to the third level of intervention will require more intensive assessment involving input from special education service providers.

Emergency Evacuation, Lockdown and Drills

Each term the whole School takes part in an organised evacuation. All visitors, including parents who are on the School grounds at the time of the evacuation, must take part. Visitors need to sign in/out as part of the School routine for this purpose. All classrooms, administration areas and Tuckshop have the Emergency Evacuation procedure on display.

At times, a lockdown may be required where classes close doors and windows. This may occur, for instance, if a wild storm suddenly occurs, or a dangerous situation exists in the School grounds.

Accident Policy

The following procedure will be followed in the case of accidents at School:

1. If the child is seriously injured and requiring urgent medical attention:
 - 1.1. The ambulance **will** be called.
 - 1.2. Parents **will** be notified.
2. If injuries need medical attention, but are obviously not serious:
 - 2.1. Parents will be notified to discuss appropriate course of action.
3. Minor injuries requiring first aid:
 - 3.1. First Aid facilities and qualified personnel are available for such treatment at School.

Head injuries, including bumps or knocks, should always be treated seriously and medical advice sought.

School staff have basic first aid training, and if unsure of the extent of an injury, will recommend to parents that medical advice be sought.

On our admission form, you will find details to be completed, regarding emergency contacts and family contact phone numbers. Please complete it fully, and **if at any time the details change, please notify the School immediately.**

Student Code of Conduct

The Student Code of Conduct is available on our website

<https://benarabyss.eq.edu.au/supportandresources/formsanddocuments/documents/student%20code%20of%20conduct.pdf>

Term Dates

Term	Term Dates	School Holidays
Term 1	Monday 22 nd of January to Thursday 28 th of March	Friday 29 th of March to Sunday 14 th of April
Term 2	Monday 15 th of April to Friday 21 st of June	Saturday 22 nd of June to Sunday 7 th of July
Term 3	Monday 8 th of July to Friday 13 th of September	Saturday 14 th of September to Sunday 29 th of September
Term 4	Monday 30 th of September to Friday 13 th of December	Saturday 14 th of December to Tuesday 28 th of January

Calendar

A school events calendar will be emailed to all parents at the start of each year.

APPENDIX A: Medical Exclusion Policy

APPENDIX B: Parent and Community Code of Conduct