



**TOGETHER FORWARD**

**Our values:**

**P**ERSISTENCE  
**R**ELATIONSHIPS  
**L**EARNING

**BORONIA HEIGHTS STATE SCHOOL**

## **Parent Handbook**

<b>Telephone</b>	(07) 3802 6333	2025 P&C Executives – To be advised	
<b>Email</b>	<a href="mailto:admin@boroniaheightsss.eq.edu.au">admin@boroniaheightsss.eq.edu.au</a>	<b>President</b>	
<b>Web</b>	<a href="https://boroniaheightsss.eq.edu.au">https://boroniaheightsss.eq.edu.au</a>	<b>Vice President</b>	
<b>Facebook</b>	<a href="https://www.facebook.com/BoroniaHeightsStateSchool">www.facebook.com/BoroniaHeightsStateSchool</a>	<b>Secretary</b>	
<b>Physical Address</b>	194 Middle Road, Boronia Heights, 4124	<b>Treasurer</b>	
<b>Post</b>	PO Box 200, Browns Plains 4118		
<b>Principal</b>	Sue Clark		
<b>Deputy Principals</b>	Jackie Sharman Andria Harrison		

# TOGETHER FORWARD

PERSISTENCE RELATIONSHIPS LEARNING

## BORONIA HEIGHTS STATE SCHOOL

Boronia Heights State School is a professional learning community with an agreed set of practices for continuous improvement in student learning. We are a large co-educational Prep to Year 6 School of around 600 students located in the west Logan suburb of Boronia Heights, Queensland.

Boronia Heights State School is committed to:

- Quality teaching and learning informed by research and practice;
- Differentiated practice informed by data;
- High expectations for the success of all students and teachers;
- Contemporary pedagogy;
- Early identification of needs and proactive intervention;
- Social, emotional and behavioural support programs;
- Explicit teaching of expected social and behavioural skills for learning;
- Allocation of resources in pursuit of improved student learning including extensive professional learning opportunities that ensure staff have the opportunity to collaborate, analyse student work and engage in contemporary classroom practice;
- Access to a range of digital learning technologies;
- Enhanced academic, sporting, cultural, artistic and community citizenship programs;
- Collective leadership;
- Effective partnerships within and beyond the school community where parents/carers are valued and actively participate in their child's learning;
- Acknowledgement and celebration of success.

We offer a broad curriculum that has clear differentiation to ensure that the learning needs of every student are addressed. We also offer a diverse co-curricular program including Music, Art, Environmental Studies, Cultural Studies as our Languages subject, Health and Physical Education and Interschool sport program.

A clear and concise behaviour management program, Positive Relationships for Learning (PRL), is implemented across the whole school and is based on taking responsibility for self and making good choices.

Our school operates a Growth Hub, which supports the identified learning needs of a range of students at the school. This program supports educational inclusion by providing adjustments.

We welcome our new parents and families and encourage you to become involved in our school through the Parents and Citizen's Association (P&C), supporting in class activities where possible and ensuring that your child is always dressed proudly in the school uniform.

I trust your time as a member of the Boronia Heights State School Community will be positive and successful.

Kind regards,

Sue Clark  
Principal

## Protocols and Procedures

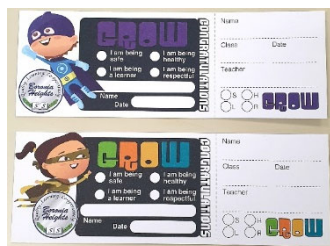
<b>Administration Team</b>	<p><b>Principal:</b> Sue Clark  <b>Deputy:</b> Jackie Sharman  <b>Deputy:</b> Andria Harrison  <b>HOSES:</b> Alisha Luxford  <b>HOD-C:</b> Monique Outhwaite  <b>GUIDANCE OFFICER:</b> Jacqueline Edwards</p>										
<b>Absences</b>	<p>If your child is absent, please contact the student absence line on 07 3802 6333, option 1. Alternatively send a note explaining an absence to the class teacher upon return to school. Should you wish to communicate special circumstances, such as extended illness, infectious disease, extended holidays or travel during the school term, please contact the office staff on <b>07 3802 6333</b>.</p>										
<b>Accidents and Illness at school</b>	<p><b><i>Students who are sick should be kept home</i></b> so as to not to spread their illness to others. Schools are required to enforce exclusion periods for students with infectious diseases such as measles, chicken pox and conjunctivitis. Please ensure you contact the office if your child is suspected or confirmed as having an infectious disease.</p> <p>Please note the school is not permitted to give tablets or medicine in any form to children without a 'Request to Administer Medication' form completed by the parent/carer, noting that only doctor prescribed medicines will be administered, this also includes headache or cold and flu medications available over the counter.</p> <p>In the case of an accident or illness, only basic first aid can be administered. If necessary you will be contacted as soon as possible and advised of the circumstances. If there is a major accident, the ambulance will be called to transport your child to hospital and you will be contacted as soon as possible. It is essential that the school has your current phone numbers and emergency contact/s.</p>										
<b>Accident Insurance</b>	<p>Physical activities, including sports, have inherent risks. Parents should be aware that the school does not have 'accident insurance' to cover medical or other costs in the event of an accident. The school recommends that parents consider private insurance to ease concerns in this regard.</p>										
<b>Arrival Time</b>	<p><b><u>School gates open at 8.15am.</u></b> Any student arriving before this time should attend OUR PATCH before school care. Students are encouraged to only arrive at school to allow enough time to be prepared for the first bell at 8:45am, as school staff are busy preparing for lessons and there is no direct supervision of students prior to this time. Students arriving from 8:15am until 8:45am must report to their relevant waiting area;</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Prep</td><td>Walked to the classroom by parents</td></tr> <tr> <td>Year 1</td><td>Sit outside B Block</td></tr> <tr> <td>Year 2</td><td>Sit at eating area 2 (large undercover area)</td></tr> <tr> <td>Year 3</td><td>Sit at eating area 6 (outside Modular 3)</td></tr> <tr> <td>Years 4-6</td><td>Community Centre to be collected by their teacher</td></tr> </table> <p>Sometimes school activities such as sports training and musical rehearsals will be held before or after school. Staff will advise in writing, any times that your child may need to attend special training or rehearsals that fall outside of regular hours of instruction.</p> <p>Staff are required to give their full attention to their class from 8:45am so please ensure you avoid disrupting teaching and learning by pre-arranging meetings with staff.</p>	Prep	Walked to the classroom by parents	Year 1	Sit outside B Block	Year 2	Sit at eating area 2 (large undercover area)	Year 3	Sit at eating area 6 (outside Modular 3)	Years 4-6	Community Centre to be collected by their teacher
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<b>Asthma, Anaphylaxis and other medical needs</b>	<p>All medical needs and treatment, whether self-administered or not, should be clearly listed upon enrolment or outlined explicitly in writing addressed to the Principal.</p> <p>Students with asthma, anaphylaxis and any other medical condition requiring medication and/or monitoring at school (for example diabetes) students must have a personal management plan designed by a medical practitioner. If you have a personal management plan please ensure this is provided to the office upon enrolment and prior to commencing attendance. This will ensure appropriate management for your child can be arranged.</p>
<b>Attendance, Enrolment, Late Arrival and Early Departure</b>	<p>Children must be five years by 30 June in the year they intend to be enrolled in Prep. Special consideration may be given to children from interstate or overseas who meet legislated criteria. It is compulsory for children to attend school in the year they turn six by 30 June. A birth certificate must be sighted to confirm date of birth for enrolment purposes.</p> <p>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 compulsory school aged 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.</p> <p>Avoid keeping your child away from school for reasons such as:</p> <ul style="list-style-type: none"> <li>• birthdays</li> <li>• shopping</li> <li>• visiting family and friends</li> <li>• if they sleep in</li> <li>• looking after other children</li> <li>• minor check-ups or care, such as haircuts.</li> </ul> <p>Routine medical or other health appointments should be made either before or after school or during the school holidays. Establishing good routines around school can assist with regular school attendance. These include:</p> <ul style="list-style-type: none"> <li>• have a set time to go to bed</li> <li>• have a set time to get out of bed</li> <li>• have uniforms and school bags ready the night before</li> <li>• have a set time for starting and finishing breakfast</li> <li>• set a time for daily homework activities</li> <li>• speak about school positively</li> <li>• send your child to school every school day including their birthday and the last day of term</li> </ul> <p>If your child does not want to go to school, or is missing school without you knowing, contact the school immediately for assistance and support.</p> <p><b>Students who arrive late are required to report to the office to provide an explanation and receive a late note before attending class. Students who need to leave early need to be signed out of the office by a parent/carer.</b></p> <p>An early departure slip will be issued prior to the student being picked up and released from class. As already stated, parents/carers should avoid regularly picking students up from class early. Not only does it impact their learning but interrupts the teaching and learning of all students in their class. The school administration will avoid issuing early departure slips close to home time for this reason.</p>

## Behaviour Management & the Zones of Regulation

At Boronia Heights State School we implement the Positive Relationships for Learning (PRL) framework. This framework is a whole school approach with common and consistent language and processes that actively promotes positive behaviour within our school community. It enables students to develop a clear understanding of required expectations, become responsible for their own behaviour and work together to create a positive school environment.

An important part of PRL is to acknowledge students who have positively demonstrated the Boronia B's. As well as individual classroom rewards (star charts, sticker charts, etc.), we also use 'GROW tags' as a school wide reward system. Students are able to earn 'GROW tags' and go into our weekly draws. We also have a rewards day to celebrate the students who have made positive choices with their behaviour during the term.



Each week students are taught a PRL lesson which focuses on teaching students the behaviours that we expect to see at school.

For specific details regarding behaviour management please refer to the Boronia Heights State School Student Code of Conduct on the school website or from the school office.

The Zones of Regulation curriculum consist of a series of lessons and activities taught to all students from Prep to Year 6 to help them gain skills in the area of self-regulation. Self-regulation can go by many names, such as self-control, self-management and impulse control. It is designed to improve student's ability to recognise and communicate how they are feeling in a safe, non-judgmental way. It also allows students to tap into strategies and tools to help them move between zones. Students are taught about the four zones that are used to help describe how their brain and body feels.

The four zones are:

<b>BLUE Zone</b>	Your body is running slow, such as when you are tired, sick, sad or bored.
<b>GREEN Zone</b>	Like a green light, you are "good to go." Your body may feel happy, calm and focused.
<b>YELLOW Zone</b>	This zone describes when you start to lose control, such as when you are frustrated, anxious, worried, silly or surprised. Use caution when you are in this zone.
<b>RED Zone</b>	This zone is for extreme emotions such as anger, terror and aggression. When you are in this zone, you are out of control, have trouble making good decisions and must STOP!

It is important for students to know that everyone experiences all of the zones—the Red and Yellow Zones are not the "bad" or "naughty" zones. All of the zones are expected at one time or another.

<b>Bell times</b>	<p><b><u>School gates open at 8.15am</u></b>  <b>Students are to report to relevant waiting area</b></p> <p>8.45am      Students line up at designated area  8.50am      Session 1 commences  9.00am      Students arriving from this time on will be required to collect a late slip from the school office</p> <p><b>11.00am      Playtime</b>  <b>11.30am      Lunch – Eating time</b></p> <p>11.45am      Bell rings to signal 5 minutes of eating time left.  11.50am      Session 2 commences</p> <p><b>1.20pm      Playtime</b>  <b>1.35pm      Afternoon Tea – Eating time</b></p> <p>1.45pm      Bell rings to signal 5 minutes of eating time left.  1.50pm      Session 3 commences  2.55pm      Prep are dismissed &amp; collected from the grassed area outside classroom  2.55pm      Year 1 are dismissed &amp; collected from the undercover area outside admin  3.00pm      Students in Year 2 – Year 6 are dismissed</p> <p><b><i>Parents are not to wait outside classrooms. Waiting areas are either the tuckshop or the bus shelters inside the main front gates.</i></b></p>
<b>Bicycles and Scooters</b>	<p>Students who choose to ride bikes or scooters (non-motorised) to school are required to obey the road rules including wearing a helmet and other safety equipment. Police have advised that, for reasons of safety, it would be preferable for children under the age of eight not to ride bicycles/scooters to school unless they are accompanied by an older person.</p> <p>Children must walk their bicycles/scooters across all pedestrian crossings and at traffic lights whilst travelling to and from school; bikes and scooters must be walked directly to the bike racks, located at the front of the Community Centre (fenced bike area), where they will remain during school hours. Students are responsible for locking/securing their own bike/scooter. During the day bicycle racks are out of bounds to all children. At the end of the school day bikes/scooters must be walked out of the school grounds.</p> <p>Children are discouraged from letting friends ride their bicycles/scooters on the way to or from school.</p> <p>For your child's safety, our policy is 'No Helmet - No Bike'. The Principal reserves the right to refuse entry of any vehicle including bikes and scooters to the school grounds. Please note we do not allow ripsticks or skateboards due to safety and storage concerns.</p>
<b>Book Club</b>	<p>Families are given the opportunity to purchase a wide variety of literature from Scholastic Book Club with order forms sent home twice a term with each child. There are four different levels, including Wombat (Prep), Lucky (Years 1 and 2), Arrow (Years 3 and 4) and Star (Years 5 to 6).</p> <p>Online orders only. School does not accept cash orders.  Orders are usually delivered to the school two weeks after the closing date.</p> <p>Please note our school receives credit from Scholastic Book Club that is used by the Library to gain more reading and reference materials.</p>
<b>Breakfast Club</b>	<p>Breakfast Club is provided free of charge each Monday, Wednesday and Friday morning before school from the Community Centre kitchen. Any student may use the service.</p>

<b>Buses</b>	<p>The school is serviced by Bus Queensland (Park Ridge Transit). Details of routes, bus stops and times are available from the office of Park Ridge Transit by phoning 07 3802 1233.</p> <p>Students catching the bus home are supervised each afternoon until the bus departs.</p> <p>No other student should be in the school grounds after school finishes unless attending OUR PATCH Outside School Hours Care or approved sports training or rehearsals.</p>														
<b>Calendar</b>	<p><b>School Term Dates 2025</b></p> <p>Term 1: Tuesday, 28<sup>th</sup> January – Friday, 4<sup>th</sup> April</p> <p>Term 2: Tuesday, 22<sup>nd</sup> April – Friday 27<sup>th</sup> June</p> <p>Term 3: Monday 14<sup>th</sup> July – Friday 19<sup>h</sup> September</p> <p>Term 4: Tuesday, 7<sup>th</sup> October – Friday 12<sup>th</sup> December</p> <p><b>Public Holidays</b></p> <table> <tr> <td>Australia Day</td><td>-Monday 27<sup>th</sup> January</td></tr> <tr> <td>Good Friday</td><td>- Friday 18<sup>th</sup> April</td></tr> <tr> <td>Easter Monday</td><td>- Monday 21<sup>st</sup> April</td></tr> <tr> <td>Anzac Day</td><td>- Friday 25<sup>th</sup> April</td></tr> <tr> <td>Labour Day</td><td>- Monday 5<sup>th</sup> May</td></tr> <tr> <td>Logan Ekka Show Holiday</td><td>- Monday 11<sup>th</sup> August</td></tr> <tr> <td>King's Birthday</td><td>- Monday 6<sup>th</sup> October</td></tr> </table> <p><b>Student Free Day</b> - Friday 5<sup>th</sup> September</p>	Australia Day	-Monday 27 <sup>th</sup> January	Good Friday	- Friday 18 <sup>th</sup> April	Easter Monday	- Monday 21 <sup>st</sup> April	Anzac Day	- Friday 25 <sup>th</sup> April	Labour Day	- Monday 5 <sup>th</sup> May	Logan Ekka Show Holiday	- Monday 11 <sup>th</sup> August	King's Birthday	- Monday 6 <sup>th</sup> October
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<b>Camps, Excursions and Variations to School Routines</b>	<p>The Principal and the P&amp;C Association approves camps, excursions and other variations to school routines that enhance and support the curriculum and school needs.</p> <p>Our school offers a leadership camp for senior students (in their final year of primary school). Students may also have the opportunity to attend excursions or incursions (school based performances or activities) that complement the school curriculum.</p> <p>Parents will be notified in writing regarding camps, excursions and variations to school routines. Parental permission, student medical details and payment is generally required for camps, excursions, incursions and other variations to school routine. School staff will endeavour to provide adequate time for families to return necessary paperwork and payment for activities and events. <b><u>PAYMENT DUE DATES CANNOT BE EXTENDED.</u></b></p>														
<b>Chaplaincy</b>	<p>Our Chaplain provides a valuable service to our school providing social, emotional and welfare support for students and families. The chaplain can be contacted through the school for appointments. Our school Chaplain is also involved in running various school based programs that focus on our students' social and emotional development.</p>														
<b>Choir</b>	<p>Students also have the opportunity to join the school choir which requires a commitment to attend practices during school hours on a weekly basis. The choir is also involved in various performances and competitions throughout the year so consideration should be made prior to becoming a choir member.</p>														
<b>Curriculum</b>	<p>Our school implements the full Australian Curriculum from P-6 with all teachers planning and assessing teaching and learning experiences using the Australian Curriculum website: <a href="https://www.australiancurriculum.edu.au/">https://www.australiancurriculum.edu.au/</a>.</p> <p>Parents will receive a term overview of what is being covered in their child's classroom. This will include how your child will be assessed, topics they are learning and possible incursions and excursions for the term.</p>														

<b>Custodial Disputes</b>	<p>Parents generally have equal access to school and educational information regarding their children. Sometimes court orders will be issued providing directions or restrictions regarding parental access. If so, a copy of the orders should be provided to the school principal. If parents choose to breach court orders then this will be a matter for the police and courts to resolve.</p> <p>Staff will endeavour to ensure that parents are equally informed and given equal opportunities to participate in school activities. Staff only require permission from one parent regarding participation in school activities. Schools are not to be used for custodial visitation.</p>
<b>Emergency Contacts and Personal Details</b>	<b><i>It is imperative that your address, home phone number, work and emergency contact phone numbers are kept up-to-date throughout the year. This is critical especially if your child is too ill to stay at school, or an emergency arises.</i></b>
<b>Emergency Evacuation Drills and Lockdown Procedures</b>	<p>Early in the year, teachers will make students aware of routines as laid down in the school policy, so that when a practice emergency drill is held children can follow procedures calmly. Evacuation plans are displayed prominently so that all personnel who access the school (staff, voluntary aides, tuckshop workers etc.) are aware of procedures. All visitors to the school during an evacuation or lockdown are required to follow directions given by any school staff member.</p> <p>An evacuation will be signalled by the sounding 'whoop...whoop...whoop' over the PA system or in the event that power is lost, a hand siren will be used. A lockdown will be signalled by the continual playing of "Don't Worry Be Happy" on the PA system.</p>
<b>Environmental Sustainability</b>	<p>Our school proactively seeks to reduce, reuse and recycle through education and active modelling.</p> <p>Options exist for off campus activities throughout the year. Currently we have an Indigenous sensory garden and native fish breeding project. Selected students in Year 5 are invited to participate in the Eco Camp to become an Earth Keeper.</p> <p>Eco club encourages recycling and have provided a bin at the tuckshop for cans and poppers to be collected. The money raised is used for Eco projects throughout school. Classrooms are also provided a paper bin for recycling and Eco Club students regularly collect these bins for recycling. Year 1-3 are invited to be part of the Junior Gardening Club during lunch breaks.</p>
<b>Guidance Officer and Advisory Visiting Teachers (AVT)</b>	<p>A Guidance Officer works at the school to assess students and meet with teachers and parents/carers. Parental permission is required before the Guidance Officer will work with a child. The Guidance Officer's duties include assessment and counselling.</p> <p>A number of Advisory Visiting Teachers also visit our school to provide support for a number of learning and development needs as required.</p> <p>Any external provider of services is required to sign in through the office. Contact the Head of Special Education Services (HOSES) for the external provider of services form that must be completed prior to entrance to the school.</p>
<b>GROWTH Hub</b>	<p>Our school provides an inclusive school environment where all students from all social, cultural, community and family backgrounds, and of all identities and all abilities can succeed. Our commitment is that all students can:</p> <ul style="list-style-type: none"> <li>- Access and participate in high quality education and fully engage in the curriculum alongside their similar aged peers</li> <li>- Learn in a safe and supportive environment</li> <li>- Achieve academically and socially with reasonable adjustments and supports in place.</li> </ul>



<b>Home and School Partnerships</b>	<p>Effective working relationships between parents/carers, teachers and staff are highly valued and very important for community confidence. Teachers may invite parents to assist in the classroom. Such activities may include listening to children read, preparing activities, assisting with art, accompanying class excursions, or other non-teaching but valuable tasks. Visitors and volunteers must report to the office to sign in. Volunteers are required to participate in a Volunteer Training Session with the Principal before assisting in the classrooms and activities. There are several avenues available to further strengthen home/school communication:</p> <ul style="list-style-type: none"> <li>• Phone calls, notes and personal contact</li> <li>• Notices and fortnightly newsletters</li> <li>• Weekly assemblies</li> <li>• Teacher/Parent interviews</li> <li>• P&amp;C Association meetings</li> <li>• Parent/Teacher information sharing evenings</li> <li>• Student learning celebrations</li> </ul>
<b>Head lice</b>	<p>Parents/carers are encouraged to routinely monitor and treat their child's hair for head lice. If your child has head lice please inform the office so that we can advise all parents in your child's class so that they can also assist with the management of head lice. With everyone's cooperation we can hopefully keep this issue under control and avoid parent and staff frustration. Individual students will not be identified when making notifications.</p>
<b>Homework and Home Reading</b>	<p><b>Homework</b> is managed by year level teams, following the 'Homework Expectations 2023' document. Homework will be sent home in a designated book or folder and will be issued every Monday and collected every Friday of weeks 2-9 of each term. Please provide feedback to the classroom teacher about difficulty with completing set tasks to create a workable solution together. <b>Home Readers</b> are issued to students in Prep – Year 3 in a designated folder or bag. Information about the book is recorded on a sheet, with opportunity for feedback on the level of the book if required.</p>
<b>Instrumental Music</b>	<p>This program is offered to students in Years 4 - 6 by our specialist instrumental music teacher. Students attend a weekly lesson in small groups during school hours and are expected to attend band rehearsals, and performances and competitions throughout the year. Students are also invited to participate in local intensive music camps. Recruitment ordinarily occurs in Term 4 of Year 3. Parents wishing their students to partake in brass, woodwind or percussion should contact the Instrumental Music Teacher. Students in their first year of the program have the option to hire an instrument from the school. Please note there is a cost associated with the program and hire of an instrument.</p>
<b>Learning from Home</b>	<p>In the event of needing to learn from home, HomeLearning@BHSS has been created to support the learning at home experience. The program will provide general information about how students will approach learning, the channels we will use for communication with families and outlines the general considerations for parents in supporting their child's learning. It is our goal to provide you with the most up to date information to make your life as simple as possible while supporting your child. We have a paper-based program available for at home learning.</p>
<b>Library</b>	<p>Our school Library has an extensive range of quality resources that are available for all students to borrow on a weekly basis. In order to borrow, children will need a cloth bag measuring approximately 30 x 40cm. Boronia Heights State School library bags are available for purchase from the Uniform Shop. All classes will be allocated library time every week to borrow. Students in Years 4 – 6 can borrow 2 books. Students in Years 1 – 3 can borrow 1 book. Prep students are able to borrow from Term 2. Parents are asked to assist by checking that books are returned by the due date in good condition. A charge will be levied for lost or damaged books.</p>

<b>Lost Property</b>	<p>Our lost property box is located at the front of the office. If students have all belongings clearly marked with their name, the return of lost or misplaced property is made easier.</p> <p>We discourage items being named on the outside as this makes it easier for strangers to act familiar with your child, as they can easily see and use their name. Items that are unnamed will be kept until the end of each term and then re-sold or donated to charity if not collected by the owner.</p> <p>We share in your frustration when items are lost or misplaced, and ask for your cooperation to regularly check to ensure that your child's items are actually theirs and haven't been mistakenly taken home.</p>
<b>Messages</b>	<p>We value teaching and learning at Boronia Heights State School and as such we avoid passing on messages during learning time. You can also assist teaching and learning by ensuring messages are educationally related or for emergencies only.</p> <p>Personal arrangements such as pick up routines should be organised and communicated before school.</p>
<b>Money Collections</b>	<p>Money collections for excursions, camps, etc. are to be paid at the payment window in the office. The payment window is open daily from 8.15am – 10am.</p> <p>Please assist us by ensuring the correct money is presented as change is not available. This money should be placed in a sealed envelope with the student's name, class, amount enclosed and name of excursion or activity written on it.</p> <p>The school has Credit Card and EFTPOS (no cash out) facilities and can assist with setting up Centrepay arrangements. If paying by cheque please make the cheque payable to Boronia Heights State School. Receipts will be issued once payments are processed.</p> <p>Please note that we do not store any money on site.</p>
<b>Mobile Phones and Electronic Devices</b>	<p>Mobile phones and other personal electronic devices (including those with Bluetooth functionality) are restricted at Boronia Heights State School. This includes, but is not limited to, gaming devices (e.g. PlayStation Portable, Nintendo DS, Nintendo Switch) laptop computers, PDAs, cameras and/or voice recording devices (whether or not integrated with a mobile phone or MP3 player), mobile phones, iPods, Smart Watches and devices of a similar nature.</p> <p>Mobile phones and electronic devices, particularly those with the capacity to record images/footage are required to be handed in at the office prior to the beginning of the school day. This is for the safety of the device as well as minimizing loss/theft or inappropriate activity with the device. Boronia Heights State School takes no responsibility for mobile phone/devices that are stolen or damaged at school.</p> <p><b>The procedure for mobile phone/devices at Boronia Heights State School is:</b></p> <ol style="list-style-type: none"> <li>1. Prior to the beginning of the school day, students bring the device to the student window at the Administration building.</li> <li>2. The device is signed in using the electronic marking system. Students receive a printed slip with their name and details.</li> <li>3. Devices are named with slip and kept in a safe location in the Administration building for the course of the school day.</li> <li>4. At the end of the school day, students bring the slip back to the student window and receive their mobile phone/device back.</li> </ol> <p>Disciplinary action may be undertaken in accordance with the Boronia Heights State School's Student Code of Conduct if a student is found to have used a mobile phone/device to capture and/or distribute images and/or footage of other students or staff whilst at school. In the event the Principal becomes aware this has occurred, the owner of the mobile phone/device will be asked to delete the images and/or footage. Additionally, if the materials have been electronically shared to websites and/or social media platforms, steps will be taken to have the images and/or footage removed.</p> <p>Further information and resources around cyber safety can be found at: <a href="http://behaviour.education.qld.gov.au/cybersafety">http://behaviour.education.qld.gov.au/cybersafety</a></p>

<b>Newsletter, Facebook and Website</b>	<p>The school newsletter is emailed fortnightly on Friday. The newsletter celebrates student achievement and contains notification of upcoming events and other important community information. The newsletter is available through email and via text. To ensure you receive a copy, please update your details if they change.</p> <p>The newsletter is also uploaded to our school website <a href="https://boroniaheightsss.eq.edu.au">https://boroniaheightsss.eq.edu.au</a> and made available in hard copy at the office. Please contact our office on 07 3802 6333 to provide your email details if you wish to be included on this distribution list.</p> <p>Facebook <a href="https://www.facebook.com/BoroniaHeightsStateSchool">www.facebook.com/BoroniaHeightsStateSchool</a> and our school webpage <a href="https://boroniaheightsss.eq.edu.au">https://boroniaheightsss.eq.edu.au</a> are two additional sources for our school community to access and receive current information regarding policies, procedures and upcoming events.</p>
<b>Outside School Hours Care</b>	<p>OUR PATCH offers before, after and vacation care at Boronia Heights State School. They can be contacted on 0431 155 167 or 1300 018 310.</p>
<b>P&amp;C Association</b>	<p>Parents of children attending the school are eligible to become members of the P&amp;C. General meetings of the P&amp;C are held in the school staffroom twice per term.</p> <p>The AGM is held annually in March each calendar year. All parents are cordially invited to attend.</p> <p>The P&amp;C is involved in providing a broad range of services at the school including the Tuckshop and Uniform shop. The P&amp;C also provides advice and assistance to the school as well as contributing resources for students to use.</p>
<b>Parent Helpers/ Volunteers</b>	<p>From time to time individual teachers may invite parents to assist in the classroom. Such activities may include listening to children read, preparing activities, helping with art, accompanying a group on a trip, or other non-teaching but valuable tasks. The P&amp;C are also actively seeking volunteers to assist in the tuckshop, uniform shop, breakfast club, sporting activities and at other school events. Please use this opportunity to get to know your school better.</p> <p><i>Prior to volunteering</i>, all helpers and volunteers must partake in a Departmentally mandated induction session with the Principal. This training remains current for 12 months and must be completed annually. Sessions are held on a regular basis and will be advertised through the newsletter.</p> <p>Respect for confidentiality must be observed and information about other pupils kept in confidence. Upon arrival at the school please report to the office to sign in and receive a visitor's badge. This record of attendance is mandatory for legal reasons. Younger children are not to accompany parent helpers.</p>
<b>Parking</b>	<p>The school is fortunate to have a large public car park at the front of the school, along Middle Road, and at the back of the school off Short Street. The car park inside the school grounds around the Community Centre is only to be used by staff. Entry of private vehicles to school grounds for the purpose of picking up or setting down students is not permitted for safety and legal reasons.</p> <p>Parents should be mindful of car park signage as some zones are no standing, disabled, drop off and bus parking zones. Council and the police regularly patrol and enforce the parking and speed limits around our school.</p> <p>We have found that morning drop offs are relatively easy but afternoon pick up can become a traffic jam, particularly along Middle Road. We recommend you utilise the Short Street car park, a short stroll across the oval, or delay pick up for 5-10 minutes to allow congestion to ease.</p>

<b>QParents</b>	<p>QParents is a secure, online portal that has been created by the Department of Education and Training to provide parents of Queensland state school students with twenty-four hour access to their child's information such as:</p> <ul style="list-style-type: none"> <li>• Attendance details</li> <li>• Report cards</li> <li>• Upcoming events</li> <li>• Timetables</li> <li>• Invoices</li> <li>• Payment history</li> <li>• Student photo</li> </ul> <p>The office will also supply you with the registration requirements for QParents. You will need to undertake online identity verification and provide personal information such as your name and mobile phone number.</p> <p>During the registration process, you may view the Privacy Statement and Terms and Conditions in QParents for further details about information collection and use. For more detailed information or assistance with the QParents registration process, please refer to the QParents online help guide.</p> <p><a href="https://qparents.qld.edu.au/#/login">https://qparents.qld.edu.au/#/login</a></p>
<b>Sport, Health and Physical Education (HPE), and Swimming</b>	<p>Our school is an active member of Southern District Scorpions Association and offers interschool sport to students in Years 5 and 6. Intra school sporting events include: cross country and athletics for P – 6; Year 4 AFL competition; and Year 6 AFL School of Excellence Program.</p> <p>Students and staff are divided into different houses in family groupings. Houses are named after four successful sportspeople who were in the public eye when the school was established in 1990.</p> <p>They are: <b>Border (Yellow) Lewis (Red) Norman (Green) Wickham (Blue)</b></p> <p>As part of the curriculum, all students participate in a fortnightly 60 minute HPE lesson. Gross and fine motor skills, team and skill based sports and health and well being strategies are taught to the students by our specialist HPE teacher.</p> <p>Students in Prep -Year 3 will also have the opportunity to participate in a user pays learn to swim program in Term 4. Swimming is considered a crucial safety skill and we encourage all students to participate. The program is delivered by qualified swimming instructors through one of our local swim schools. Families will be asked to pay for transport, admission and tuition fees for 5 lessons. Bathing caps are compulsory for all children. A water safety program is offered to students in Year 6.</p>
<b>Reporting</b>	<p>Formal report cards are issued twice a year, at the end of Semester 1 and again at the end of Semester 2. Formal Parent/Teacher interviews will be held at the end of each Semester.</p> <p>Student report cards will be provided to parents at parent interviews or sent home if interviews are conducted via phone. Parent/Teacher interviews can also be requested throughout the year as the need arises.</p>
<b>School Watch and the Use of School Grounds</b>	<p>School Watch is a Government security initiative which encourages students, school staff, parents and the local community to keep a 'watch' on the school, and where necessary, to report incidents to the police or Government Security.</p> <p>The School Watch number is 13 17 88.</p> <p>The use of school grounds is not permitted without the written permission of the Principal. Permission is generally granted to clubs and organised sporting groups. The school grounds are regularly patrolled by Government Security, the Queensland Police Service and private security contractors.</p>

<b>Student Resource Scheme (SRS)</b>	<p>Our school has a Student Resource Scheme which parents may choose to join for a cost of \$120 per year. This money is used to supply all the stationery requirements your child will need in a school year including pencils, rulers, exercise books, etc. The only other expense to parents will be for excursions, camps, performances, textbooks, and calculators (if required) and a library bag which can be purchased from the Uniform Shop. Students in Years 3 to 4 will also need a descant recorder.</p> <p>This scheme is provided as a cost effective alternative to traditional school book lists. The scheme is also a convenient way to provide resources and ensures that all students have 'like' resources, avoiding financial pressure.</p> <p>Participation forms and further details are available from the office. Families who choose not to join the scheme will be required to collect a book list and supply all materials and replace them when needed.</p>
<b>Tuckshop</b>	<p><b>We are seeking convenors for this position.</b></p> <p><b>Unfortunately the tuckshop will not operate at the start of 2025.</b></p>
<b>Uniforms</b>	<p>Our school is a uniform school with all students required to wear the school uniform which includes the school shirt, royal blue shorts/skirt/tracksuit pants, school hat, white socks and royal blue jumper.</p> <p>Further requirements are detailed in the Boronia Heights State School Uniform Policy included in your enrolment pack, available on the school website and from the office.</p> <p>The Uniform Shop is open on Monday 8.15am – 9.15am and Thursday from 8:15am-9:15am. The Uniform Shop is located behind the tuckshop.</p> <p>A price list is included in your enrolment pack which is accurate at the time of print.</p>
<b>Welfare</b>	<p>School staff have a legal responsibility to notify relevant authorities of any suspected welfare concerns which may require the Queensland Police Service and/or the Department of Child Safety to conduct lawful interviews on the school site.</p>

For all other enquiries please refer to our website <https://boroniaheightss.eq.edu.au> or contact our office staff on 07 3802 6333.