Barcaldine
Prep-12 State School

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Welcome to Barcaldine Prep – 12 State School for 2016

This handbook is designed to provide students and the school community with important information about Barcaldine Prep-12 State School. It is our hope that reference to this prospectus will act as a communication mechanism which will clarify and support school procedures.

From time-to-time the information within this document may change. These changes will only be after consultation with our staff and school community and will be advertised in newsletters.

It is the mission of Barcaldine Prep-12 State School to provide a supportive environment where the school and community work together to cater for the individual and encourage the pursuit of excellence in all endeavours. As a school community and as individuals, we are committed to excellence in learning and teaching.

Through consultation and working together we will continue to offer quality education for our young people.

In All Our Best!

Grant Williams
PRINCIPAL
Barcaldine Prep – 12 State School
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### School Year Calendar 2016

| Term One                  | Student Free Day Thursday 25 January  
|                          | Public Holiday (Australia Day) Monday 26 January  
|                          | Term 1 Commences Tuesday 27 January  
|                          | Term 1 Finishes Friday 24 March  
| Term Two                  | Term 2 Commences Monday 11 April  
|                          | Public Holiday (ANZAC Day) Monday 25 April  
|                          | Public Holiday (Labor Day) Monday 2 May  
|                          | Term 2 Finishes Friday 24 June  
| Term Three                | Term 3 Commences Monday 11 July  
|                          | Term 3 Finishes Friday 16 September  
| Term Four                 | Term 4 Commences Tuesday 4 October  
|                          | Public Holiday Monday 3 October  
|                          | Student Free Day Monday 17 October  
|                          | Term 4 Finishes Friday 2 December  
| Term One 2017             | School Commences Tuesday 23 January 2017  

*In All Our Best!*
1.0 SCHOOL HOURS AND DAILY ROUTINE

Students must arrive at school after 8.15am and before 8.50am. If arriving after this time, students must report to the office as a late arrival. Students need to have a signed note from a parent/carer explaining their lateness, or parents must phone the Office to advise staff of a late arrival.

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:50am</td>
<td>Roll Group Prep</td>
</tr>
<tr>
<td>9:00am</td>
<td>Morning Session - Periods 1 and 2</td>
</tr>
<tr>
<td>11:20am</td>
<td>Midday Recess</td>
</tr>
<tr>
<td>12:00pm</td>
<td>Middle Session – Roll Marking &amp; Period 3</td>
</tr>
<tr>
<td>1:20pm</td>
<td>Afternoon Recess</td>
</tr>
<tr>
<td>1:50pm</td>
<td>Afternoon Session - Period 4</td>
</tr>
</tbody>
</table>

2.0 SCHOOL POLICY - VALUES AND BELIEFS

As a school community and as individuals we are committed to:

- excellence in learning and teaching;
- equity and social justice;
- respect for each other;
- encouraging effective decision making by empowering all members of the school community;
- effectiveness and efficiency;
- accountability for our outcomes;
- a shared vision for our future;
- responsiveness;
- the child being the focus of our school;
- developing and encouraging positive attitudes;
- catering for the individual's strengths and needs;
- providing the opportunity for success;
- modern developments in education; and
- the promotion of self discipline.
3.0 GOALS

As a school community and as individuals, we are committed to the following goals in the development of Barcaldine Prep – 12 State School as a place of quality learning for all:

3.1. Curriculum, Teaching and Learning

- to develop programs which clearly identify measurable teaching and learning outcomes;
- to facilitate quality learning by providing a variety of relevant, meaningful activities;
- to develop a dynamic curriculum which reflects the current needs of the school community; and
- to provide an environment that values the individual and promotes the development of a positive self-image.

3.2. School Management

- to empower all staff to participate in educational leadership;
- to promote effective communication and consultation within the school and with the school community;
- to develop policies which are documented, published and readily accessible at all stakeholders;
- to encourage community participation in as many aspects of school life as possible;
- to effectively and efficiently manage all school resources to achieve agreed outcomes;
- to provide systems which are implemented to measure teaching and learning against performance standards;
- to deploy staff and allocate personnel to meet the needs of all students.
- to encourage the development and growth of all staff by providing access to appropriate in-service;
- to ensure a safe and supportive environment for all members of the school community;
- to develop the full potential of all staff via a program of performance review and encouragement;
- to identify resource needs and to budget for the allocation of resources accordingly;
- to develop a quality school environment; and
- to put in place systems that ensures provision of human, financial, physical and information resources.
4.0 ENROLMENT PROCEDURES

Upon enrolment, a number of forms will be issued to parents/carers for completion. These include:

- **enrolment form** necessary for school records or in case of emergency contact if required. This information is treated as confidential.
- **enrolment agreement** sets out the responsibilities of the student, parents or carers and the school staff about the education of students enrolled at Barcaldine Prep-12 State School.
- **permission form** for students to participate in textbook hire schemes, excursions, lunchtime arrangements, publication of photographs and out-of-school activities.
- **consent form - to use copyright material, image, recording, name or personal information** (eg. public relations, promotion, advertising, use by the media in relation to an individual’s participation in school activities or events including musical performances)
- **internet – acceptable use policy and laptop computer borrowing agreement** covers the conditions of use for the internet and laptop computers.

All enrolments should be completed at the school office where assistance and advice may be given where necessary.

Families enrolling children in an Education Queensland school for the first time need to provide a birth certificate as proof of age. The Principal or Deputy Principal will meet with new parents/carers and their children to discuss details of children's placement within the school and to answer any queries. This will be arranged at a mutually convenient time.

5.0 TRANSFER PROCEDURES

Please advise the school at your earliest convenience of your child transferring to another school. We must then wait for a request from the new school where your child is enrolled before we officially transfer your child.

With this official transfer we will pass on official documentation relating to special programs or support that your child may be receiving at this school.

A check will be made that the child / student has returned all text and library books to the school. Parents/Carers may request a refund of their contribution fee on a pro-rata basis. If text books and library books are not returned, an account will be issued.

6.0 OPENING PROCEDURES - STARTING DATES

All students are to commence school on the date that is stated on the calendar information on page 3. Classes from Year 7 will have an extended Roll Group session. Normal class timetable will follow after this time.
7.0 TUCKSHOP

The *Healthy Food and Drink Supply Strategy for Queensland Schools* is all about offering healthy food and drink choices to students in Queensland schools.

School food and drink supply includes all situations where food is supplied in the school environment – tuckshop, school excursions, school camps, fundraising, classroom rewards, school events such as celebrations and sports days, and food used in curriculum activities.

The P&C sub-committee initiative provides a most necessary service to the school, within the following parameters:

- food at economical prices.
- nutritional fare comprising a range of choices to students.

Without the voluntary workers and dedication of the convenor, this service would not be maintained at the quality level which has existed in the past.

Please give the tuckshop your support, by way of your contribution to the roster or by availing your child the convenience it serves. A summer and winter tuckshop menu will be issued to families via the school newsletter.

Tuckshop bags are available and tuckshop orders are to be placed in the collection box prior to class each morning.

All orders are to be deposited in the box outside the Tuckshop before 9.00am.

8.0 SCHOOL UNIFORM INFORMATION

8.1. Dress Code

A student dress code consists of an agreed standard and items of clothing, which may or may not, include a school uniform that State school students wear when:

- Attending or representing their school
- Travelling to and from school, and
- Engaging in school activities outside of school hours

Student dress codes provide clothing that aims to contribute to a safe and supportive teaching and learning environment through:

- Ready identification of students and non-students at school
- Fostering a sense of belonging, and
- Developing mutual respect by minimising visible evidence of economic or social differences.

At Barcaldine Prep-12 State School the wearing of the correct uniform is to be encouraged, as it is an important factor in developing self-respect and a sense of responsibility in the individual student.
Wearing the school uniform fosters good tone and pride in the school community and the development of the school’s traditions.

Responsible students will be well groomed at all times. Long hair is a risk element in practical subjects such as Art, Science, Industrial Technology and Design and Home Economics, and must be suitably restrained.

8.2. School Uniform

The school uniform does not include jewellery, except for the school badge, a watch and plain stud earrings or sleepers and no visible body jewellery. Parents requesting a variation to this are to provide a note to the Principal stating a request for alteration to the school uniform.

Jewellery, other than that stipulated above and including body piercing or tattoos, may contravene relevant Workplace Health and Safety guidelines and should not be worn at school.

As part of the school’s ‘sun safe’ strategy a wide brimmed hat is mandatory for students when they are not in a covered area. This includes planned sporting activities, lunch time play and any excursions out of the school. We also strongly encourage students to wear their hat to and from school each day.

Improvements to Education Queensland’s Sun Safety Strategy from 2009 make it compulsory for students in state schools to wear sunshirts or T-shirts during school water-based activities.

Parents and students are requested to ensure that all personal property and clothing is clearly marked with the student’s name.

Only clear nail polish is permitted.

Responsible students will be well groomed at all times. Hair should be of a natural colour. Long hair is a risk element in practical subjects such as Science, INTAD, Home Economics and Art and must be suitably restrained.

8.3. Uniform Details - Styles / Colours

9.3.1 School Uniform - Everyday Wear

- Green/Gold Polo Shirt with school emblem worn tucked in unless actively participating in sport.
- Black Ruggers/Poly Cotton shorts, tailored shorts and/or skorts.
- Dark green/black wide brimmed hat.
- Black tracksuit pants and bottle green fleecy lined top in winter or black sports jacket.
- White socks to be worn with school uniform.
8.4. **Student Footwear**

Students are required to wear closed in shoes at all times due to Workplace Health and Safety regulations.

Students are to wear appropriate lace up or velcro footwear, predominantly black in colour, with predominantly white socks. School socks should be the standard sock and not ankle socks (that are not visible).

In Secondary, appropriate black footwear is leather, as this is a requirement for practical subjects such as ITD, Home Economics, Art, Science and Agriculture.

8.5. **Hair Accessories (Ribbons, headbands and small accessories)**

These are to be dark in colour, preferably black or dark green and should not detract from the overall presentation of the school uniform. It is preferable that elaborate fashion items (head wear) are not worn to school.

8.6. **School Uniform Availability**

Available from:  
Rooney’s Stock Camp and Saddlery  
20 Beech Street, Barcaldine  
Phone/Fax: 4651 2255

and  
Gidyea Gear  
Oak Street, Barcaldine  
Tel: 4651 1133

9.0 **SCHOOL EXPECTATIONS**

Learners are ……

- **Responsible** - When individuals are responsible, they care for each other, each others property and the environment. In doing this, we all have the opportunity to reach our full potential in everything we do.

- **Respectful** - When individuals are respectful, they are organised, confident and appreciate each other and interact well.

- **Safe** - Individuals are safe, everyone feels secure, comfortable and happy in our school environment. This means that everyone is happy to come to Barcaldine Prep-12 State School to learn and work.

This is our code of behaviour to promote common knowledge skills and attitudes in our school community. We believe that these expectations will advance the growth of learning and good citizenship in our school and general community.
### Being Responsible:

<table>
<thead>
<tr>
<th>Everyone is:</th>
<th>HELPFUL HINTS TO BEING RESPONSIBLE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Responsible for being a learner.</td>
<td>• Everyone has the right to actively participate in learning to the best of their ability.</td>
</tr>
<tr>
<td>• Responsible for their own behaviour</td>
<td>• Means behaving in ways that do not interfere with other people’s rights to learn.</td>
</tr>
<tr>
<td>• Responsible for the care of each other and personal property.</td>
<td>• Everyone is responsible for the care of the school’s environment.</td>
</tr>
<tr>
<td>• Responsible for the care of the school’s environment.</td>
<td>-------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>• Should use technology (ipods, computers, cameras, mobile phones, internet use and sites) responsibly.</td>
<td>-------------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>

### Being Respectful:

<table>
<thead>
<tr>
<th>I will:</th>
<th>HELPFUL HINTS TO BEING RESPECTFUL:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Be courteous and polite to all members of school and community.</td>
<td>• Everyone has the right to be accepted equally regardless of gender, race, religion or abilities and should be treated with understanding and politeness.</td>
</tr>
<tr>
<td>• Respect individual’s rights.</td>
<td>• Respecting myself means not thinking badly about myself when I make a mistake (do more positive self talk).</td>
</tr>
<tr>
<td>• Respect individual’s possessions and the environment.</td>
<td>-------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>• Respect myself.</td>
<td>-------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>• Use technology (ipods, computers, cameras, mobile phones, internet use and sites) respectfully.</td>
<td>-------------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>

### Being Safe:

<table>
<thead>
<tr>
<th>I will:</th>
<th>HELPFUL HINTS TO BEING SAFE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Think before I act – STOP, THINK, DO - HIGH 5.</td>
<td>• Everyone has the right to work in a pleasant, clean and safe school.</td>
</tr>
<tr>
<td>• Use equipment carefully and for the intended purpose.</td>
<td>• Means caring about your own personal well-being, the well-being of others and the well-being of the school environment.</td>
</tr>
<tr>
<td>• Follow Work Place Health and Safety Policy:</td>
<td>• Means having an understanding that adults may more readily recognise dangers and their consequences, therefore all students should listen to adult instruction.</td>
</tr>
<tr>
<td>- Uniform (jewellery, hat, shoes, sun shirt, sunscreen, hair)</td>
<td>-------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>- Play ground behaviour</td>
<td>-------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>- Supervision</td>
<td>-------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>• Use technology (ipods, computers, cameras, mobile phones, internet use and sites) in a safe and appropriate manner.</td>
<td>-------------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>

Classroom teachers and classes may develop these expectations into particular classroom guidelines and agreements with their own emphases, opportunities and consequences.

These School Expectations apply to all school members and those people who work within the Barcaldine School community.
10.0 RESPONSIBLE BEHAVIOUR PLAN

The Barcaldine Prep-12 State School Responsible Behaviour Plan for Students aims to promote the best possible environment for teaching and learning to enable all members of the school community to develop socially, academically, culturally and physically to their maximum potential.

In order to achieve these aims, the Responsible Behaviour Plan for Students plan seeks to:

- develop a positive environment of mutual respect and courtesy between all members of the school community;
- promote awareness of an acceptable set of standards of behaviour which leads to an atmosphere conducive to enjoyable and productive learning experiences;
- lead students, parents and teachers towards an acceptance of consistent consequences for undesirable behaviour;
- encourage students to become responsible for their actions and take necessary steps to modify inappropriate behaviour, thus developing self-discipline;
- to increase self-esteem and develop self-respect in students;
- promote a sense of pride in personal and group success through recognition of positive achievements, thus enhancing school spirit;
- to identify and promote avenues of support for all members of the school community; and
- to provide staff and students with a range of appropriate strategies in order to minimise conflict and stress, thus promoting a harmonious school environment.

It is our belief that all members of our community have the right to:

- achieve their maximum potential;
- be treated fairly, with respect and courtesy;
- work in a clean, safe and healthy environment; and
- be safe and free from threat and for his/her property to be safe

Barcaldine Prep-12 State School takes an extremely serious approach to any form of bullying. Consequences for perpetrators are clearly outlined in the school’s Supportive School Environment document. A ‘hands off’ people and their property approach is to be taken at all times.

These rights clearly indicate that we as individuals have corresponding sets of rights and responsibilities.

10.1. Detention of Students

A student at a State School may be detained for a period of not more than:

- 20 minutes during lunch; or
- one half hour after the last period of the school day routine, as punishment for disobedience, misconduct, willful neglect to prepare home tasks or for other breaches of school discipline.

Parents will be notified by phone if students are to be kept after school.
10.2. Safe Working Environment

Under the Education (General Provisions) Act 2006 the Principal has a responsibility to provide a safe working environment. This responsibility involves responding effectively where:

- people accessing school do not behave (eg: in their actions or their language) in a manner that is reasonably acceptable; and
- visitors (including parents/carers) do not have lawful authority or reasonable excuse for being on school grounds.

10.3. Powers Under the Act

A Principal may, under the *Education (General Provisions) Act 2006*:

- Require a person to give their name and residential address, if the Principal proposes to give the person a direction. The Principal must warn the person that it is an offence not to accurately state their name and give their residential address, unless the person has a reasonable excuse.
- Give a person a written direction, for a period of up to 30 days, about the person’s conduct or movement at the school. The direction must be in writing.
- Give a person a written direction requiring the person to immediately leave and not re-enter the school for 24 hours after the time of the direction. The direction must be in writing.
- Request that the Director-General or delegate give a person a written direction requiring the person not to enter the premises of a State School for a period of up to 60 days after the direction is issued. This request is to be provided to the appropriate person in writing.

11.0 HOMEWORK AND ASSIGNMENTS

11.1. Homework

The establishment of a study habit from early years and its maintenance through the entire range of school is vital to success.

The following guidelines are included for parents/guardians, because we value the contribution made by you in maintaining your child’s attention to homework responsibilities. We also believe that self motivation is the only lasting kind of motivation.

11.2. An Established Routine

- **Time**
  To best suit family routine, a time should be set aside for homework/studies.

  This should be a time of minimum distraction from the task. There should also be an element of regularity to ensure consistent revision and an organised approach to homework due at a later date.

- **Place**
  A suitable location needs to be provided which will best allow privacy so that concentration is maximised.
• **Purpose**
The time needs to be spent efficiently to a plan. Students should spread the load across the range of curricular areas. Often students tend to concentrate a large proportion on the basis of success therein.

Thus, weaker areas are further exacerbated because of neglect. Students should also allot time for assignments well ahead of time and according to guidelines stated by their teachers. This will ensure that

(a) deadlines are met and with greater ease;
(b) the ‘last minute, night before’ scramble does not occur.

• **Referral**
Any problems should be referred to the school as they occur. Students are encouraged to consult with their teachers. Parents are most welcome to do the same via the Principal, Deputy Principal or Head of Department.

11.3. **Monitoring**

With a view to developing increased skills and positive attitudes in the self-discipline aspects of homework, student’s work is monitored and records kept accordingly.

These records are the basis of reporting to parents, Exit Statements and the issue of references as required.

It is therefore, in the interest of all that a consistent habitual approach to homework is established early.

12.0 **HOMEWORK NOTEBOOKS/DIARIES**

All students of Years 6 - 12 are required to have a diary. The diary is provided by the school at no additional cost to the student, except where Year 6 - 12 students lose their school diary and need to purchase a new one. **The purchase of a new school diary is $10.00.**

Daily entries regarding homework commitments will be recorded.

We will seek your cooperation in signing your child’s homework diary weekly, including any comments or feedback you feel necessary.

Each week, at the beginning of the school day, teachers will peruse and sign student’s homework diary.

The main aims of this procedure are:

- nurturing of the three way cooperative effort between student, parent and teachers;
- a vehicle for regular communication regarding matters concerning individual students, pertinent to individual subject areas, and
- assured regularity of the homework habit.

It may be appropriate for students in Years 3 to 12 to take advantage of regular homework classes that will operate on Tuesday and Thursday afternoons, under the supervision of a teacher. Please contact the Office with your requests.
The following do not comprise absolute maxims. They are suggested as guidelines, which if given to home study efficiently, will ensure achievement near to student potential. It must be remembered that students in the senior school sometimes devote 3 to 4 hours every night to study. Whatever the time, it must be quality time . . .

<table>
<thead>
<tr>
<th>Year Levels</th>
<th>Suggested Time (per week night)</th>
<th>Study Activities Suggested</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 and 2</td>
<td>10 - 15 minutes</td>
<td>Reading (along with adult, listening to adult, with sibling), counting practice, drawing, painting, crafts, hobbies. At this age it is important to begin a sound study habit and discipline - it should also be enjoyable. <strong>If it is a chore to the parent so it will be to the child.</strong></td>
</tr>
<tr>
<td>3, 4 and 5</td>
<td>15 - 30 minutes</td>
<td>Reading as above - more emphasis upon independence. Encourage a range of topics and types. Fiction, non-fiction, poems, newspapers and magazines. Tables, practise of examples learned recently, task set by the teacher, eg. simple guided “projects” arts, music, hobbies. Study habits should be set.</td>
</tr>
<tr>
<td>6 and 7</td>
<td>30 - 45 minutes</td>
<td>A greater emphasis is now placed on students to work independently to do revision of recent and past work.</td>
</tr>
<tr>
<td>8, 9 and 10</td>
<td>15 - 20 minutes per subject (minimum)</td>
<td>Regular review of work done in class, especially those areas posing problems is vital.</td>
</tr>
<tr>
<td>11 and 12</td>
<td>20 - 40 minutes per subject</td>
<td>Activities as per 8 - 10. As well of course, students will be facing a range of set tasks to which time will need to be apportioned.</td>
</tr>
</tbody>
</table>

**13.0 SUBMISSION OF ASSIGNMENTS**

All assignments will be completed and presented on the due date for that subject. For those assignments which contribute to decision making about student’s semester results and the fulfilment of course requirements, Education Queensland’s Policy is as follows:

- The work must be the student’s own work; and the declaration signed accordingly.
- They must be presented by the due date unless an extension has been granted by the Principal or Deputy Principal who sees that exceptional circumstances exist, such as:
  - Extended absence due to illness, supported by a medical certificate or through parental/carer communication;
  - Absence due to illness or bereavement or other special circumstance on the due date, supported by a medical certificate or through parental/carer communication, where it was not possible to convey such assignment to school via friend or relative.

Assignments that satisfy the above criteria should be assessed and credited towards the student’s semester result. When a final assignment is not submitted, or is submitted late, the assessment should be based on the in-class achievement of that student during that assignment writing process.

‘Class time’ is to be used for feedback on school assignments during the development stage. Class time should also be used for feedback on assessment, particularly written, if appropriate.
14.0 STUDENT ABSENCE ON DAYS WHEN ASSESSMENT IS DUE

If a student is absent on a date when, either, an examination, test or an oral assessment is scheduled, the following is to occur:

- The parent/caregiver is to contact the school’s administration to explain the reason for the absence, or the parent/carer is to send a note. Certain circumstances may require that a medical certificate be presented.
- The student must sit for the exam or perform the oral assessment upon returning to school. The student must be prepared to sit for the exam or to perform the oral presentation at a mutually arranged time between the student and the teacher.
- If a student is directed by their teacher to sit for the exam or to perform the oral assessment piece at a specific time and they do not do this, a result of NR (not rated) will be recorded. An NR result will alter the student’s overall semester result and may jeopardise completion of a course of work, thus resulting in no result being recorded for a given semester of work.

Despite sitting for the exam or performing the oral assessment on their return to school, if no acceptable reason for absence for the assessment is received by the school, then the student will receive NR for that assessment piece. The teacher may still choose to mark and comment upon the assessment for diagnostic purposes only, but a result of NR will still be entered on the student’s profile.

- If a student genuinely misses an exam and arrives back too late to sit for it, he or she will be recorded as ‘absent’ for assessment purposes. The final overall semester result for that subject will be determined on the basis of other assessment completed if there are sufficient results to make a valid judgement. It may be considered too late for a student to complete any assessment if the school’s deadline for marking to be finalised has already passed or if the student may have had access to marked papers, which had been handed back to other students.

15.0 STUDENT ABSENCE PRIOR TO DAYS WHEN ASSESSMENT IS DUE

Should a student be absent prior to or including the date when assessment is scheduled, and the student believes that they will be disadvantaged by sitting for the assessment at the time scheduled for them, according to the school’s procedures, the student or the student’s parents/carerers are required to discuss their concerns with the Principal and/or Deputy Principal prior to the student sitting for the assessment. As much prior notice as possible of these concerns should be given to the Principal/Deputy Principal. It is then at the Principal’s/Deputy Principal’s discretion, on a case-by-case basis, as to the specific procedures that will apply to the situation.

Factors the Principal / Deputy Principal will consider include:

- The number of days for which the student was absent,
- The reason(s) for the student’s absence,
- The nature of the work covered in class during the student’s absence, with consideration given as to whether or not this work is related to the content of the assessment.
Some options for procedures which the Principal / Deputy Principal may then apply could include:

- The student must be prepared to sit for the exam or to perform the oral presentation at a mutually arranged time between the student and the teacher. All criteria in relation to the assessment are to be marked and the result entered on the student’s profile, or

- In the case of a student being absent for work being assessed, the student may still be directed to sit for the assessment at a mutually convenient time but the student only attempts those questions which the teacher and Principal/Deputy Principal consider “fair and reasonable” for the student to attempt. The student will have a reduced time allocation to sit for this exam. This specific time will be determined by the teacher and Principal/Deputy Principal; or

It is emphasised again that, due to the variety of situations which can be encountered pertaining to student absence and its effect on assessment, it remains at the Principal’s/Deputy Principal’s discretion, on a case by case basis, as to the specific procedures that will apply to the situation.

16.0 EXTENSIONS FOR ASSIGNMENTS

Extensions may be granted if a student presents a Request for Extension Form to their subject teacher prior to the day on which the assignment is due. These forms may be collected from the Principal or Deputy Principal at least three (3) days prior to the submission date.

It remains the Principal’s or Deputy Principal’s discretion as to whether or not an extension is granted. An extension may be granted if one of the following circumstances occurs:

- absence due to bereavement or other family circumstance;
- extended absence due to illness, supported by a medical certificate or through parental communication;
- extended absence due to representing the school at state sporting carnivals or school competitions. (Representing the school at such events does not automatically entitle a student to an extension. When dates for such events are known in advance, students are then expected to adjust their study and assignment completion plans to cater for time lost due to such commitments. Such ‘adjustment’ must be considered, as not creating an unreasonable workload on the student);
- absence due to illness or other special circumstances on the due date, supported by medical certificate or through parental communication, where it was not possible to convey the assignment to the school via a friend or relative.

For all requests for extension, final authority rests with the Principal / Deputy Principal as to whether or not the extension is granted. In coming to a decision, the Principal / Deputy Principal will consider the specific circumstances of each individual request.

Assignments which satisfy the above criteria should be assessed and credited towards the student’s overall Level of Achievement for that subject.

When an assignment is not submitted, or is submitted late, the assessment should be based on the in-class achievement of that student on that assignment during that assignment writing process. A hard copy should be obtained for student folios. Completed late assignments can be commented on for diagnostic purposes, but no result awarded for the completed late assignment.
If a student has an extended legitimate absence from school or special circumstances such that, in the opinion of the subject teacher and the Principal, Deputy Principal or Head of Department, it becomes unreasonable to expect that an assignment be submitted, then the final result for the student for that subject will be determined on the basis of other assessment completed, provided that there are sufficient other results to make a valid judgement.

17.0 ACCIDENTS

Minor accidents will be treated at school - first aid kits are on hand to treat minor bumps, abrasions and cuts.

In the case of more serious accidents or illness, a parent will be notified as soon as possible (or in your absence, another person as indicated at your request when you completed enrolment details). In an emergency situation, the ambulance will be contacted immediately in the best interest of your child.

Schools are required to complete an Accident Report form for any student or staff member, in cases where circumstances have caused any injury.

Should the accident result in an overnight stay (or longer) in hospital, the school is obligated to advise Central Office.

18.0 MEDICATION

It is not permitted for teachers to administer medication to students, be it prescribed or simply non-prescribed, eg. Analgesics, without WRITTEN permission from the student’s parent or guardian and an official medication form is completed.

Such written permission MUST include instructions regarding dosage quantity and regularity. A form for this purpose is included as an Appendix to this Handbook. Extra copies of this form are available from the School Office.

Office Staff keep a register of medication administration.

Teachers or office staff cannot administer medication unless these requirements are met.
Please refer to table following for the National Health and Medical Research Council (NHMRC) provide ‘Recommended minimum periods of exclusion from school for cases of, and contact with, infectious diseases’.

<table>
<thead>
<tr>
<th>CONDITION</th>
<th>CASES</th>
<th>CONTACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chicken Pox</td>
<td>Exclude until fully recovered or at least five days after the eruption first appears. Note – some remaining scabs are not an indication for continued exclusion.</td>
<td>Any child with an immune deficiency (eg leukaemia or receiving chemotherapy) should be excluded for their own protection. Otherwise not excluded.</td>
</tr>
<tr>
<td>Conjunctivitis (Acute Infection)</td>
<td>Exclude until discharge from eyes has ceased.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Diarrhoea (Rotavirus, Shigella, Giardia, Salmonella, Campylobacter)</td>
<td>Exclude until diarrhoea has ceased.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Diphtheria</td>
<td>Exclude until medical certificate of recovery following at least two negative throat swabs, the first not less than 24 hours after cessation of antibiotic treatment and the other 48 hours later.</td>
<td>Exclude family / household contacts until cleared to return by an appropriate health authority.</td>
</tr>
<tr>
<td>Glandular fever</td>
<td>Exclusion is not necessary.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Hand, Foot and Mouth disease</td>
<td>Until all blisters have dried</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Hepatitis A</td>
<td>Exclude until receipt of a medical certificate of recovery but not before seven days after the onset of jaundice.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Hepatitis B</td>
<td>Exclusion is not necessary.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Hepatitis C</td>
<td>Exclusion is not necessary.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Herpes (cold sores)</td>
<td>Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by dressing, where possible.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Human Immunodeficiency Virus Infection (HIV)</td>
<td>Exclusion is not necessary unless the person has secondary infection requiring exclusion in its own right.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Impetigo (School Sores)</td>
<td>Excluded until appropriate treatment has commenced and sores on exposed surfaces are covered with a dressing.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Influenza</td>
<td>Exclude until well</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Measles</td>
<td>Excluded for at least four days from the appearance of rash.</td>
<td>Immunised contacts not excluded. Non-immunised contacts should be excluded until 14 days after the first day of appearance of rash in the last case. If non-immunised contacts are vaccinated within 72 hours of their first contact with the index case, they may return to school.</td>
</tr>
<tr>
<td>Meningitis (Bacterial)</td>
<td>Exclude until well.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Meningococcal Infection</td>
<td>Exclude until well.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Mumps</td>
<td>Exclude for at least nine days after onset of symptoms.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Poliomyelitis</td>
<td>Exclude for at least 14 days from onset. Readmit on a medical certificate of recovery.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Ringworm, Scabies, Pediculosis (Lice), Trachoma</td>
<td>Exclude until the day after treatment has commenced.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Rubella (German Measles)</td>
<td>Exclude until fully recovered or for at least four days after the onset of rash.</td>
<td>Not excluded. Note: Female staff of childbearing age should ensure that their immune status against rubella is adequate.</td>
</tr>
<tr>
<td>Streptococcal infection (including Scarlet fever)</td>
<td>Exclude until the person has received antibiotic treatment for at least 24 hours and the person feels well.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Tuberculosis</td>
<td>Exclude until production of medical certificate from appropriate health authority.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Typhoid &amp; Paratyphoid fever.</td>
<td>Exclude until production of a medical certificate of recovery.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Whooping Cough (Pertussis)</td>
<td>Exclude for five days after starting antibiotic treatment.</td>
<td>Exclude unimmunised household contacts aged less than seven years for 14 days after the last exposure to infection or until they have received five days of a 14 day course of antibiotics.</td>
</tr>
</tbody>
</table>
19.0 COMMUNICATION

Office Hours: 8:00am – 4:00pm
Fax: 4651 5300
E-mail: info@barcaldiss.eq.edu.au
Telephone: 4651 5333 will connect you to the office staff - who then can connect you to all teaching areas within the school.

Unless an emergency, teachers will not be asked to leave classrooms to answer a telephone call.

20.0 HOME/SCHOOL COMMUNICATION

In the event that you have a concern which you would like to discuss or any other matter which needs to be communicated to us, the following options are preferred:

- write a note to your child’s teacher, or if a more serious matter, to the Principal, Deputy Principal or Head of Department.
- phone 4651 5333 to make an appointment with the Principal, Deputy Principal or Head of Department.

Parents/Carers need to provide the school with an update of information if there are any changes in phone numbers, address, health details, custody rights, etc.

Regular newsletters are forwarded home via email (the pentered method) or the oldest student in a family. This is our main form of communication to the home and general school community. It features:

- Principal's News
- Deputy Principal's News
- School News / Student Work
- P & C News
- Community Connections
- Calendar of Events
- Articles from Primary and Secondary School Captains

Letters of advice from classroom teachers re: forthcoming excursions, requisite needs, etc., will be forwarded through the Principal.

Matters of a serious disciplinary nature will be conveyed to parents/carers immediately.

The school magazine (issued late in the year) provides the school community with an entertaining and informative publication of the events and personalities that make up the school year.

Awards Nights held during Term 4 also communicate a great deal about the achievements of the school’s clientele.

The School Annual Report and annual Improvement Plan is a mandatory document presented to the community by the Principal. It contains details of academic, financial and resource issues pertaining to Barcaldine Prep – 12 State School.

The document provides an overview of achievements in the current year and a plan of operation for the following year.
20.1. Reporting on Student's Progress

Primary - At the conclusion of first semester, parents are invited to make an appointment to discuss their child’s progress. Written reports are issued at the end of each semester.

Secondary – Written reports are issued during Term 1 as an interim report, and at the end of Semesters 1 and 2. Formal Parent /Teacher interviews occur twice a year to inform parents of their child's progress to date.

These arrangements are communicated by newsletter and follow up letters at the appropriate time encourage your participation. However, if at any time you wish to communicate your concerns or discuss your child's progress, please make arrangements via the Principal/Deputy Principal by telephone or in writing.

We would encourage regular contact with classroom teachers who will be happy to provide you with an update on students’ progress. Please make appointments with teachers which minimise disruption to class teaching and learning.

21.0 P&C ASSOCIATION

The P&C Association will meet on the last Monday of each month at 5.30pm in the Staffroom of the Administration Block. This is an opportunity for all to be involved in the enhancement of our students’ education and the school's facilities.

Please consider your role in this regard and attend our P&C meetings. Your support and interest in our school is greatly appreciated.

21.1. Financial Matters

22.2.1 General Contributions

The Parents and Citizens' Association Committee has set the level of contribution for 2012 as follows:

<table>
<thead>
<tr>
<th>Year</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prep to Year 5</td>
<td>$60.00 per year</td>
</tr>
<tr>
<td>Years 6 to 12</td>
<td>$100.00 per year</td>
</tr>
<tr>
<td>Years 8 to 12</td>
<td>Separate subject levies for practical subject areas as detailed in secondary department student requisites section</td>
</tr>
</tbody>
</table>

Secondary students (Year 9 - 12) may be invited to participate in the 1:1 Laptop program it:-
- The student complies with school expectations and the responsible Behaviour Plan for the student
- The student is enrolled in subjects where the laptop would be highly supportive
- The parent and student agree to the terms of the participation agreement and pay the fee of $120.00 per annum.

The Parent Contribution Scheme serves as a contribution to the school purchase of school diaries for years 6 – 12, Identification Card (ID) for student use throughout the year and other school purchases that assist with curriculum delivery.

‘In All Our Best!’
IT DOES NOT INCLUDE THE PROVISION OF STATIONERY.

Secondary students and Year 6 will be supplied with a homework diary and ID Card. Replacement diaries cost is $11.00 and replacement ID card cost is $8.00.

All families who have paid their fees in full are entitled to a complimentary school magazine.

22.2.2 Procedure in relation to Recovery of Voluntary Levies

Barcaldine Prep-12 State School provides students with many opportunities. If school levies remain unpaid exclusion from some activities may occur. These activities could include:

- Admission to Arts Council performances
- Participation in Rock Eisteddfod
- Year 12 Senior Dinner
- Secondary subject areas – Industrial Technology and Design, Home Economics, Art, Technology – the school heavily subsidises these subject areas to ensure that our students have access to quality learning experiences and resources. Whilst students may still be engaged in practical activities within these subject areas any finished product will not be permitted to leave school grounds. However, all students will be given the opportunity to learn the required skill.

- End of year productions
- Representative and school based sporting activities

For students to be able to attend school camps and excursions the required amount of money will have to be paid prior to departure. Under no circumstances will students be allowed to go on camps without prior payment.

Invoices for voluntary levies are issued as soon as possible following the commencement of the school year. Recovery of these monies will be conducted as follows:

**Term 1**
- Statement issued as soon as possible following the commencement of the school year
- Follow up monthly statement issued up to the end of Term 1

**Term 2**
- Monthly statement issued together with a letter issued by the Business Services Manager
- Follow up telephone contact by the Business Services Manager
- Letter and follow up telephone contact by Principal/Deputy Principal

**Term 3**
- Families who have levies outstanding at this time will receive a statement of amount owing together with a letter indicating the following measures to be introduced until such times as levies are paid:
  - Secondary students who have completed items in Industrial Technology and Design, Art and Home Economics will not be permitted to take those items home
In All Our Best!

- Students will not be permitted to take part in extra curricular activities such as the Rock Eisteddfod, End of Year Concerts

These measures have been introduced to ensure that all students and their families are treated fairly and equitably. As stated previously, the levies charged by Barcaldine Prep-12 State School only partly cover the associated costs of being able to offer these items and experiences to our students. The school heavily subsidises all of these areas in order to keep the costs to parents at a minimum. We appreciate your cooperation in this matter and invite you to call into the school office or telephone us if you have any questions.

22.0 FINANCIAL ASSISTANCE TO PARENTS

Textbook Allowance - All students in Years 7 - 12 will receive this allowance. Application is made by the school on behalf of the parents, and the money paid directly to the school.

Textbook Fund Subsidy - This school, through the P & C Association elects to receive this subsidy directly and passes on the benefits to students with monies supporting important curriculum areas in the Secondary Department (eg. Health and Physical Education, Art, Mathematics, English, Science, Home Economics, Commerce). Part of these funds goes to the provision of new up-to-date texts for permanent loan to students whilst undertaking the course of study.

ABSTUDY Funds – Provide substantial support for Indigenous students. In the past, monies have helped students to attend educational excursions, and contributed towards photocopying, costs in Art, Home Economics and INTAD through fee payment. This allowance is paid by Centrelink and it is the responsibility of the family to apply.

Living-Away-From-Home Allowance - Remote Area Tuition, Hostel and Travel Allowance are not means tested. The allowance is granted to students who, because of remoteness, must live away from home in order to attend school. Application must be made each year on forms available from the school.

23.0 GUIDANCE COUNSELLING

The Guidance Officers have as their responsibility, the guidance needs of students and others in the District. The Guidance Officers or Community Counsellors visit all schools in this District on a regular basis.

The Guidance Officer has four main areas of responsibility. These are not discrete areas, but overlap each other. They are:

- **Career Counselling**
  - to assist students to understand the world of work.
  - to assist students to be aware of the career options available to them.
  - to help students make realistic career decisions.
  - to help students understand themselves in relation to the world of work.

- **Educational Counselling**
  Throughout their time at school, students need to make decisions on the appropriate educational direction to take. This involves selecting appropriate subjects and being aware of post school options (TAFE, Tertiary). The guidance officer is also able to provide information and advice on other forms of education, such as correspondence studies, and ways of upgrading students’ education.
• **Personal Counselling**
  Some students have difficulty coping with the aspects of school and out of school life. The teenage years can be a stressful time, where students need assistance to successfully adjust to the many expectations planned for them by the school teachers, parents and friends. The guidance officer can assist students to cope better with these pressures.

• **Educational/Psychological Testing**
  Some students during their schooling may need additional help with their schoolwork which is provided by the school. If for whatever reason this assistance proves to be unsuccessful, then it may be necessary to administer more formal testing. The guidance officer has been trained to administer and interpret these results so that a clearer picture is provided about the needs of the child.

If a student, parent, or community member requires assistance with the above concerns, please contact the school (46515333) and make an appointment. The work of the Guidance Officer is only undertaken when the school has the permission of the student’s parent / guardian.

### 24.0 SCHOOL BASED YOUTH HEALTH NURSE

The School Based Youth Health Nurse visits the school one day per week to work with Secondary students. Students can self-refer via an appointment book located in the Secondary School. Teachers may also suggest to students that the nurse is available for their use.

In a confidential service, students may seek advice and further information from the School Based Health Nurse on issues relating to health and hygiene, relationships (family and peers), drug and alcohol consumption.

The employment of the School Based Youth Health Nurse is a joint initiative of Education Queensland and Queensland Health.

### 25.0 CHAPLAIN

Working alongside other caring professionals, SU Qld Chaplains care for young people’s spiritual and emotional needs through pastoral care, activity programs, community outreach and adventure-based learning. Our school has the services of a part time chaplain who is managed by a local consultative committee with representation from churches, staff and parents.

### 26.0 PREPARATORY YEAR

Every parent wants their child to be happy and successful - at school, in work and in life. We know that children who get a good start in school have more success throughout their learning and their lives. We also know that early problems that are not addressed can be compounded over time.

#### 26.1. When Can my Child Enrol in the Preparatory Year and Year 1?

Children born on or after 1 January 2002 will be eligible for the new preparatory year of schooling before enrolling in Year 1.
Families enrolling children in an Education Queensland school for the first time need to provide a birth certificate as proof of age.

They will need to be five by 30 June in the year they start in the preparatory class.

26.2. Will all Children be able to Access a Preparatory Year?

All children of appropriate age will have access to the preparatory year. The full-time preparatory year is offered in all state primary schools and replaces the part-time preschool system that is not available at all schools. There is no waiting list for the prep year as it will be available to all children attending state primary schools.
STATIONERY REQUISITES

It is strongly recommended that ALL items are labelled with the child’s name and year level.

ALL children require a supply of lead pencils and erasers at school and at home.

It is requested that compass/maths sets purchased be the Kent brand name only.

NO liquid paper or Nikko pens are to be purchased for use at school.

PREP
PLEASE NAME ALL ITEMS except for stationery
• 6 x scrapbooks (96 pages)
• 3 x A4 Year 1 ruled exercise book
• 2 x A4 plastic document wallet
• 10 x large glue sticks (UHU brand)
• 6 x triangular grip HB pencils
• 1 x set 24 felt pens
• 1 x set coloured pencils
• 1 x A3 Scrapbook (Music)
Felt pens, pencils and glue do not need to be named as we pool our stationery into a class set
No pencils cases or bedding required

YEAR ONE
PLEASE NAME ALL ITEMS
• 10 lead pencils (HB)
• 2 x eraser
• Coloured pencils
• Sharpeners (barrel type)
• Pencil case
• Scissors (blunt ends)
• Library Bag
• Ruler
• Felt pens
• Headphones
• Year 1 New Wave handwriting book available at Barcaldine Newsagency

YEAR TWO
PLEASE NAME ALL ITEMS
• 15 x lead pencils (HB)
• 2 x erasers
• Coloured felt pens
• Coloured pencils
• Sharpeners (barrel type)
• Pencil case
• Scissors (blunt ends)
• 5 x glue sticks (large)
• 2 x highlighter
• Library bag
• Ruler (cm & mm)
• Macquarie Dictionary
• 1 x grid books (10mm)
• 4 scrapbooks
• 1 x A3 Scrapbook (Music)
• 10 x A4 exercise books Year 2 ruled
• Year 2 New Wave Handwriting book available at Barcaldine Newsagency
• 2 plastic document wallets

YEAR THREE
PLEASE NAME ALL ITEMS
4 x glue sticks
• 20 x lead pencils
• 5 x erasers
• Colouring pencils
• Felt pens
• Sharpeners (barrel)
• Scissors
• Macquarie Dictionary
• Oxford Thesaurus
• Pencil case
• 2 x Highlighter pen
• Ruler (cm & mm)
• 2 x red biros
• 1 x permanent marker
• Recorder instrument (Music)
• 3 x A4 grid books (10mm)
• 4 x scrap books
• Sketch book (large)
• 2 x Manilla folders
• 2 x Display folder
• Calculator
• 2 x plastic document wallets
• USB stick (1GB)
• 20 x Year 3/4 ruled exercise books A4 size
• 1 x Music Manuscript Paper (A4 book that has both lines for writing and lines for drawing music onto)
• Recorder instrument (Music)
• Headphones
• Year 4 New Wave Handwriting book available at Barcaldine Newsagency
• New Wave Mental Book D (Year 4) available at Barcaldine Newsagency

YEAR FOUR
PLEASE NAME ALL ITEMS
• New Wave Handwriting Yellow Book (Year 3) 24 x Year 3/4 ruled exercise books A4 size
• 1 x Small Year 3/4 ruled exercise book.

STATIONERY REQUISITES

It is strongly recommended that ALL items are labelled with the child’s name and year level.

ALL children require a supply of lead pencils and erasers at school and at home.

It is requested that compass/maths sets purchased be the Kent brand name only.

NO liquid paper or Nikko pens are to be purchased for use at school.
YEAR FIVE

PLEASE NAME ALL ITEMS

- 5 glue sticks
- 2 large white erasers (no holders please)
- 10 HB lead pencils (pencils are ok as long as they have extra lead)
- 1 packet coloured pencils
- 1 packet felt pens
- 1 sharpener
- 1 Kent set
- 1 scissors
- 1 ruler (cm and mm markings) NOT a bendy ruler
- Macquarie dictionary
- Macquarie thesaurus
- Pencil case (please remember this needs to fit inside slim line tidy trays)
- 3 highlighters
- 1 USB – 1GB
- 2 red and blue biros
- 2 fine point black mapping pens
- 3 plastic document wallets
- 2 display books
- 1 calculator
- 4 scrap books
- 5 x 96 page A4 exercise books
- 5 x 64 page A4 exercise books
- 1 x year 3/4 lined A4 64 page exercise book
- 1 x A4 5mm ruled grid book
- 1 x Music Manuscript paper (A4 book that has both lines for writing and lines for drawing music onto)
- Recorder instrument (Music)
- Headphones/earphones

YEAR SIX

PLEASE NAME ALL ITEMS

- HB lead pencils
- colouring pencils
- felt pens
- sharpener (barrel)
- Kent set (protractor, compass, set squares, callipers)
- fine point black pens
- scissors and eraser
- glue stick
- Dictionary
- pencil case
- highlighter pens
- ruler (cm and mm)
- 3 x A4 document wallets
- scientific calculator
- A3 spiral sketch pad
- red, blue and black biros
- 6 x A4 exercise books (feint ruled 96pages)
- 6 x A4 exercise books (feint ruled 64pages)
- USB
- Thesaurus
- 2 x display folders
- 1 x A4 exercise book feint ruled 64 pages (for Library)
- 1 x Music Manuscript paper (A4 book that has both lines for writing and lines for drawing music onto)
- Recorder instrument (Music)
- Earphones/Headphones

Year 6 Students will be provided with a School Diary
Secondary Department

- Please note that all secondary students will be issued with a Home Work Diary
- Students who are not participating in cooking classes for Home Economics and practical Health and Physical education lessons need to provide a note of explanation.
- Students wishing to use headphones for computer work MUST SUPPLY THEIR OWN HEADPHONES
- Liquid Paper, Metal Rules and Nikko Pens are banned from Barcaldine Prep-12 State School

2016 Booklist - Year 7

Essential:
- Ruler, Eraser (white gum), biros (red, blue, black), glue, scissors, lead pencils, highlighters (different colours), stapler (small set), coloured pencils Scientific Calculator, sharpener, pencil case, Kent Set
- USB stick

English
- 1 x A4 128 page exercise book (no multi-subject books)
- Display folder (handouts and assessment)

Humanities (Geography, History, Business & Economics, Civics & Citizenship)
- 1 x A4 128 page exercise book (no multi-subject books)
- Display folder (handouts and assessment)

Science
- 1 x A4 exercise book (164 pages)
- Leather shoes
- 1 x Display Folder

Mathematics
- 1 x A4 exercise book (164 pages)
- A4 or Foolscap Paper (for Assignments and Exams)
- Protractor, compass,

Health and Physical Education
- 1 x A4 exercise book (128 pages)
It is essential that all students have a school wide brimmed hat (bottle green) and appropriate sports uniform and shoes.

Without a wide brimmed hat students will not be permitted to participate in any outdoor Physical Education

Students must bring a note if they are not participating in any physical activity

The Arts
- 1 x A4 128 page exercise book (no multi-subject books)
- 1 x A4 Visual Art Diary (120 page)

French
- 1 x A4 blue lined exercise book
- Folder with plastic pockets

Summary of Fees

| Health & Physical Education | $ 20.00 |

'In All Our Best!'
Year 8

Essential:  
- Ruler, Eraser (white gum), biros (red, blue, black), glue, scissors, lead pencils, highlighters (3 different colours), stapler (small set), coloured pencils, Scientific Calculator, sharpeners, pencils case, Kent Set  
- USB stick

Art  
- HB,2B,4B, 6B pencils  
- Colouring pencils (watercolour – if possible), felt pens  
- 1 x A4 visual art diary (120 page)  
- Shoes (lace up, leather toe-covered, non-slip soles)

English  
- 1 x 128 page A4 exercise book

Humanities  
(Geography, History)  
- 2 x A4 exercise book

Business & Economics, Civics & Citizenship  
- 2 x A4 exercise book

Science  
- 2 x A4 exercise book (164 pages)  
- Leather shoes (lace-up, leather toe covered, non-slip soles)

Mathematics  
- 1 x A4 exercise book  
- A4 or Foolscap Paper (for Assignments and Exams)  
- Protractor, compass

Home Economics  
- Leather shoes.  
- During the Food and Nutrition Unit, some ingredients must be provided.  
  **Students must provide a note signed by a parent/carer if they are not participating in any practical lessons**

Industrial Technology & Design  
- 1 x A4 exercise book for technology notes  
- 1 x A4 visual diary

Health and Physical Education  
- 1 x A4 exercise book  
It is essential that all students have a school wide brimmed hat (bottle green) and appropriate sports uniform and shoes.  
Without a wide brimmed hat students will not be permitted to participate in any outdoor Physical Education  
**Students must bring a note if they are not participating in any physical activity**

Music  
- 1 x A4 blue lined exercise book

French  
- 1 x A4 blue lined exercise book  
- Folder with plastic pockets
### Summary of Fees

<table>
<thead>
<tr>
<th>Course</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health &amp; Physical Education</td>
<td>$20.00</td>
</tr>
<tr>
<td>Applied Technology</td>
<td>$180.00</td>
</tr>
<tr>
<td>- INTAD</td>
<td></td>
</tr>
<tr>
<td>- Home Economics</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

This fee covers all requirements for both subjects.
Years 9 and 10

Essential:  
- Ruler, Eraser (white gum), biros (red, blue, black), glue, scissors, lead pencils, highlighters (3 different colours), stapler (small set), coloured pencils, Scientific Calculator, sharpener, pencils case, Kent Set  
- USB stick

Art  
Fee: $40.00 (year)  
- HB, 2B, 4B, 6B pencils  
- Colouring pencils (watercolour)  
- 1 x A4 visual diary (120 page)  
- Leather shoes (lace-up, leather toe covered, non-slip soles)

Agricultural Studies  
- 1 x 128 page A4 exercise book  
- A4 ring binder, A4 plastic pockets  
- Wide Brimmed Hat and leather toe covered, non-slip soles shoes

Economics & Business  
- A4 ring binder  
- A4 plastic pockets

English  
- 1 x 128 page A4 exercise book  
- 1 x A4 Display Folder  

Health and Physical Education  
- 1 x A4 exercise book  
- 1 A4 Display folder  
It is essential that all students have a school wide brimmed hat (bottle green), and appropriate sports uniform and shoes. They will NOT be permitted to participate in any outdoor Physical Education classes without a wide brimmed hat. EQ Policy states that all students must wear a t-shirt or sun shirt for any water activities.  
Students must provide a note if they are not participating in any physical activity.

Home Economics  
Fee: $80.00 (year)  
- 1 foolscap ring binder with paper or similar  
- Clear plastic envelopes to protect recipes  
- Leather shoes, lace up, leather toe covered, non-slip soles  
During the Food & Nutrition Unit, some ingredients must be provided.  
Students must provide a note signed by a parent/carer if they are not participating in any practical lessons.

Humanities  
(SOSE, Geography, History)  
- 2 x A4 exercise book  
- 2 x A5 exercise book (65pages)
Industrial Technology & Design
Fee: $60.00 (year)-
- 1 x A4 exercise book for technology notes
- 1 x A4 visual diary
- Covered shoes - leather toe covered non-slip soles
Safety glasses will be provided for student use. However, individual safety glasses can be purchased from Capricorn Plumbing and Hardware Supplies.
Students must provide a note signed by a parent/carer if they are not participating in any practical lessons

Mathematics
- 3 x A4 exercise book
- A4 or foolscap paper (for Assignments)

Media Studies
Fee: $20.00 (year)
- 1 x A4 visual diary-
- Display folder (handouts & assessment)-

Performing Arts
Fee: $15.00 (year)
- 1 x A4 exercise book-
- dance wear (loose clothing that allows for movement)
- black clothing (for drama)-

Science
- 2 x A4 exercise book (164 page)-
- Leather shoes (lace up, leather toe covered, non-slip soles)

Virtual Schooling Services (BSODE)
Fee $40.00
- Earphones & Microphone required

Summary of Fees

<table>
<thead>
<tr>
<th>Subject</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art</td>
<td>$40.00</td>
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<tr>
<td>Physical Education</td>
<td>$20.00</td>
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<tr>
<td>Home Economics</td>
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<td>Industrial Technology &amp; Design</td>
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<tr>
<td>Virtual Schooling Service (BSODE)</td>
<td>$40.00</td>
</tr>
<tr>
<td>Cert II &amp; III in Kitchen Operations</td>
<td>$250.00</td>
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</tbody>
</table>
# Years 11 and 12

## Essential:
- Ruler, Eraser (white gum), biros (red, blue, black), glue, scissors, lead pencils, highlighters (3 different colours), stapler (small set), coloured pencils, Scientific Calculator, sharpener, pencils case,
- USB stick

## English and English Communication
- 1 x A4 exercise book OR
- A4 lined paper in a folder

## Recreation Studies
- 1 x A4 exercise book

It is essential that all students have a school wide brimmed hat (bottle green), and appropriate sports uniform and shoes. They will NOT be permitted to participate in any outdoor Physical Education classes without a hat.

**Students must provide a note if they are not participating in any physical activity.** There is no set fee but students will be expected to attend field trips and excursions at a cost per trip.

Some practical lessons may be held away from school using the communities facilities at a small cost eg: weight training, tennis, golf, swimming.

## Hospitality Practices
**Fee:** $120.00 (year)
- 1 ring binder with paper
- Clear plastic pockets (or similar) to protect recipes
Some ingredients will need to be provided.

*Catering involves many work experiences. These activities may be out of school time or in the students’ own time. There is no payment of wages for school or personal time used for catering ventures.*

Uniform: All students are required to wear the appropriate uniform at all times throughout formal training and these items are to be maintained to a high standard.

**Students must provide a note signed by a parent/carer if they are not participating in any practical lessons.**

## Visual Art and Visual Art In Practice
**Fee:** $60.00 (year)
- HB,2B,4B 6B pencils, colouring pencils (watercolour)
- Felt pens, eraser, ruler, glue stick, scissors
- 1 x A4 Visual Art Diary (120 page)
- Leather shoes
- Art Canvases (available for purchase through Art Dept)
- Old Sheet (To covered and protect major art projects)

## Mathematics A & B
- 2 x Large spiral notebook
- Scientific Calculator with direct algebraic logic and \( \times, \div, +, - \) keys
- a Graphic Calculator may be of great help for Maths B and C, although it is not compulsory

*In All Our Best!*
Virtual Schooling Services (BSODE)  
Fee: $40.00 (year)  
- Earphones with Microphone

Pre-Vocational Maths  
- 1 x A4 exercise book  
- Blue, red & black biros, lead pencils, eraser  
- Scientific Calculator with direct algebraic logic and \( \alpha \) and \( \beta \) keys (this is essential and can be purchased through the school)

Industrial Technology Skills  
Fee: $90.00 (year)  
- Display folder  
- 1 x A4 Exercise book  
- Leather Shoes – T-Boots style essential for welding  
- Overalls for welding only  
- Safety Glasses and ear muffs will be provided for student use. However, if you wish to supply your own, they can be purchased from Capricorn Plumbing & Hardware Supplies.

Students must provide a note signed by a parent/guardian if they are not participating in any practical lessons.

Chemistry  
- Scientific Calculator  
- 2 x A4 exercise book  
- Display Folder  
- Leather Shoes

Home Economics  
Fee: $100.00 (year)  
- 1 ring binder with paper or similar  
- Clear plastic envelopes to protect recipes  
- Leather shoes

During the practical units some ingredients or sewing equipment must be provided. Students must provide a note signed by a parent/guardian if they are not participating in any practical lessons.

Modern History  
- 1 x A4 exercise book  
- 3 x Hi-lighters (different colours)  
- 2 x A5 size exercise book, 64 pages

Physics  
- Scientific Calculator  
- 1 x A4 exercise book  
- 1 Pad Graph Paper (size to be advised by teacher)

Biology  
- 1 x A4 display folder  
- 2 x A4 Note Books/Spiral Books  
- Covered shoes

Legal Studies  
- A4 ring binder  
- A4 exercise book  
- A4 plastic pockets

Agriculture Practices  
- A4 folder, A4 lined paper  
- Leather shoes

It is essential that all students have a school wide brimmed hat (bottle green), old long sleeved shirt and old work trousers

"In All Our Best!"
Physical Education
- 2 x A4 Exercise Books
- 1 x A4 Ring binder, A4 plastic pockets
- 1 x A4 Display folder

It is essential that all students have a school wide brimmed hat (bottle green), and appropriate sports uniform and shoes. They will NOT be permitted to participate in any outdoor Physical Education classes without a wide brimmed hat.

Students must provide a note if they are not participating in any physical activity.

Summary of Fees

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<tr>
<td>Physical Education/Recreation Studies</td>
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<td>Visual Art/Visual Art Studies</td>
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<tr>
<td>Home Economics</td>
<td>$100.00</td>
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<tr>
<td>Hospitality Practices</td>
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<tr>
<td>Manufacturing</td>
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<td>Cert II &amp; III in Kitchen Operations</td>
<td>$250.00</td>
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</tbody>
</table>
# Request to Administer Medication at School

**School Name:**

**Student Name:**

**Date of Birth:** / / 

**Year Level:**

Please list all medications that your child requires during school hours. Please also list medication administered at home and any emergency medications.

<table>
<thead>
<tr>
<th>Name of medication</th>
<th>Strength (eg 10mg)</th>
<th>Dosage (eg 1 tablet)</th>
<th>Route (eg oral, via PEG)</th>
<th>Time/s to be given at school</th>
<th>Time/s given at home</th>
<th>Other useful instructions or information</th>
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</thead>
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</table>

Parent/Carer

**Print name:**

**Signature:**

**Date:** / / 

I hereby request that school staff administer the necessary medication to my child while at school.

I agree to notify the school, in writing, if there are any changes in the above medication.

Authorising Practitioner

**Print name:**

**Phone:**

**Signature:**

**Date:** / / 

**NOTE:**

For school staff to administer over-the-counter medication, **authorisation is required** from a medical practitioner.

The following points are for security and safety purposes, and are requirements of the Health (Drug and Poisonable Regulated) Regulation 1996 (Qld).

- The parent notifies the school in writing to administer medication. This may include written guidelines from the prescribing health practitioner, including potential side effects or adverse reactions.
- Provide medication in **original pharmacy labelled container** to the school.
- Ensure medication is not out of date and has an original pharmacy label with the student’s name, dosage and time/s to be taken.
- Notify the school in writing when a change of dosage is required. This instruction is to be accompanied by a letter from a prescribing health practitioner or change of label from a pharmacist.
- The student has received a dose at home without ill effect.
- Advise the school in writing and collect the medication when it is no longer required at school.
- Where parents are works with a prescribing health practitioner to determine a dose for that day (e.g. Insulin, Rivottil) parents will provide a letter from the prescribing health practitioner instructing that parents will be responsible for notifying the school of the adjusted dose.
- This form will be reviewed annually or as the students is prescribed a change in medication.

The Queensland Government has established a set of procedures for the collection, use and disclosure of personal information within the Queensland public sector, based on the Information Privacy Principles. The Information Privacy Principles are incorporated into the Queensland Government’s Information Standard 42: Information Privacy.

Last updated: 23/03/10

Uncontrolled copy. Refer to the Department of Education, Training and Employment Policy and Procedure Register at [http://or.det.cld.gov.au](http://or.det.cld.gov.au) to ensure you have the most current version of this document.  Page 1 of 1