



Strive to excel

Booleroo Centre District School

Respect, Responsibility, Resilience & Integrity



Booleroo Centre

District School

General information handbook



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INTRODUCTION

Booleroo Centre District School is a Birth-Year 12 School, situated about 300km North of Adelaide in the Southern Flinders Ranges.

The school consists of approximately 230 students, with 6 school buses transporting students from surrounding districts and towns including Melrose, Wilmington and Wirrabara.

The school motto is 'Strive to Excel' and the four school values are Respect, Responsibility, Resilience and Integrity.

BCDS has a proud academic, sporting and agricultural history and we are sure that your child will enjoy their time at our school.



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SECTION 1

General School Information

Alphabetical listing of school processes, policies and related information

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ABSENCES

Students require a note for all absences. Parents may choose to write this in the student's diary or phone the school on 86672124. Teachers appreciate notes the next day following an absence. If it is a planned absence, a note in advance would be suitable.

When absences reach 3 days or longer, a Doctor's Certificate is required. Family holidays or extended absences need an exemption form to be completed and signed by the Principal. These forms can be collected from the front office.

ALLERGIES

Some students have severe allergies to a range of foods, bee stings etc. Information regarding allergies must be provided to the front office staff and teachers. A medical pack will be kept in the front office at all times.

Students are strongly advised to avoid bringing the following foods to school, as some students may have allergies to them:

- Foods containing nuts
- Sesame seeds

BAKERY

The Booleroo Centre Bakery provides a service to the school where senior students are able to purchase their lunch. Most students leave the school grounds to walk to the bakery to get lunch, however a lunch pass is required to do this. A lunch pass is arranged initially with the front office staff. Students can submit their order and payment prior to 9am in boxes provided, and lunch will be delivered to the school. Price lists are advertised in the school newsletter and can also be collected from the bakery.

BEHAVIOUR MANAGEMENT

The school values are taught in home group and Pathways lessons. The school community takes great pride in developing respectful relationships and active citizenship. Individual students are expected to respect the right of the other students to learn, and teachers to teach.

Teachers do not tolerate inappropriate behaviour and use a range of strategies for behaviour management. In the instance of negative behaviour, teachers may send students to 'Buddy Class', where students are required to work in a neighbouring class. At times, students may be required to stay in at recess or lunch time as a result of their behaviour.

All teachers carry a behaviour management book to record any major behaviour breaches. Teachers may choose to fill out a behaviour management slip if there is an incident in the classroom or yard that is inappropriate, interferes with the rights of others or displays violence or bullying. If a student is issued with a behaviour form, a copy will be placed in their diary for parents to sign. The incident information will also be electronically recorded into student records. Patterns of repeated behaviour may impact on student involvement in school activities. A time out area is located in the front office near the Principal and Senior Leaders' offices. The school behaviour code can be accessed on the school's website or in brochures available from the Front Office.

BICYCLES

Students may ride their bikes to school; however they are not permitted to ride their bikes through the school yard. For safety reasons, students must dismount their bikes and wheel them through the school yard to the bike shed, where they will remain until the end of the school day.

BUSES

The school has an Education Department fleet of 5 buses, plus an additional bus which is privately owned and contracted.

A bus timetable showing morning and afternoon pickup and drop off times is provided at the start of each year.

Passengers – Where there is room on a bus, the following are eligible to be passengers:

- Children from the Kindergarten
- Students who may wish to travel on a bus other than their normal bus, or those who do not travel on a bus (24 hours' notice required before travel). This arrangement will require the Principal's permission.
- Teachers and members of the Ancillary Staff

It is necessary to negotiate all transport with the driver and Principal. A signed diary note is expected when requesting to travel on a DECD bus where it is not a student's usual mode of transport.

BUS RULES

The safety and welfare of students is the responsibility of the school from the moment students get on the school bus in the morning to when they get off the bus in the afternoon. This responsibility is delegated to bus drivers. Rules have been developed in line with school rules.

Breaches to bus rules:

- Driver handles problem
- If problem persists, reported to Leadership
- If further problems, parents will be contacted and an interview will take place with the Principal, parent and student
- Suspension from bus travel for a period of time, and a subsequent re-entry meeting with the Principal.
- Cost of any damages sustained on a bus by a student must be reimbursed.

CAMPS & EXCURSIONS

Each year, many camps and excursions take place. These are generally conducted as a part of the curriculum, and learning area teachers will provide information regarding these prior to the event. Consent forms will be sent home for all camps and excursions. Consent forms are double sided and are individualised with student's personal/medical information on the back. Parents are required to sign both sides of the consent form before returning it to school.

Consent forms for camps will be sent home at least 6 weeks prior to the camp/excursion.

Traditionally, Year 10 students attend a Careers Trip as a part of their Pathways lessons. The purpose of the camp is to investigate possible career pathways. This camp is usually held in the last week of term 2. In Stage 1 & 2, depending on the subject, camps may be offered. Please see individual subject listings for information about these.

Parents will be notified of upcoming camps and excursions via notes home and the school newsletter.

COMMUNICATION & DIARIES

BCDS has a website, which can be accessed at www.booleroods.sa.edu.au

Parent information, newsletters and reports can be accessed on this site. The BCDS newsletter is published online each Thursday but a copy can be sent home with the youngest child in the family, on request.

Notes are regularly sent home by class teachers regarding upcoming events. The student diary is used as the main form of communication with parents for routine and other matters. These are checked regularly by teachers.

As part of assisting student organization, it is expected that senior school students will operate a diary to enter homework, due dates for required work and other relevant information. Diaries are to be taken by students to all of their classes. Students will be expected to purchase a new diary if they lose the diary they receive with their stationery pack at the beginning of the year.

CURRICULUM

Year 10 teachers plan relevant lessons using the Australian Curriculum. The Australian Curriculum is being rolled out into schools over a number of years. For further information about this curriculum, please refer to the curriculum section of this booklet.

The SACE (South Australian Curriculum of Education) is generally taught at Years 11 & 12. The SACE consists of 2 stages – Stage 1, which is generally taught at Year 11, and Stage 2, which is generally taught at Year 12. Please see the curriculum section of this booklet for further information on the SACE and related subjects.

Year 11 and 12 students are generally allocated five independent study periods per week in Semester 1. Year 11 students are allocated 5 independent study periods per week in semester 2. It is an expectation that during this time, students discuss progress with a supervising teacher and work independently without distraction. Year 11 study lessons are always supervised.

DRIVING TO SCHOOL

There may be times when students wish to drive themselves to school and may also want to carry passengers. If this is the case, forms must be collected from the front office. These **must** be signed by parents of driver and all passengers and returned to the school before this travel arrangement begins.

DUE DATES POLICY

The school sets and applies assessment deadlines for school assessments. In Stage 1 & Stage 2, work that is not presented according to the school policy, and where there is not a valid reason will not be accepted. Please note, extensions to school-set deadlines are possible where special provisions have been granted, or where the student has negotiated an extension before the assessment deadline.

If a student fails to hand up work by the deadline date, they will be expected to attend Overtime until the task is completed. Failure to attend Overtime after 3 reminders will result in an internal suspension. Teachers allocated Overtime duties are able to assist students with their work.

Students who persist in failing to hand up work will be given a 'white slip' which may restrict them from participating in a range of extra-curricular activities. For more information, consult the Behaviour Management brochure available from the Front Office.

FINANCE OFFICE

The finance office is open each day and parents and students can take payments to the window at the front of the school at the beginning of the day. Payments can also be made through Qkr by Mastercard, a mobile phone application. Please note, teachers are **not** allowed to handle/collect money.

FINANCIAL ASSISTANCE

The Education Department meets part of the cost of books and materials used by students attending school. However, in special circumstances, additional assistance may be available through the following:

- School Card Scheme

As information regarding this allowance varies, parents are encouraged to contact the front office or CentreLink.

GOVERNING COUNCIL

The Governing Council AGM is held at the beginning of Term 1. Parents are encouraged to attend and are able to nominate for a position on the Governing Council. Meetings are held once a month on a Monday night at the school, beginning at 7.30pm.

GRIEVANCE PROCEDURE

When dealing with grievances, please follow the following steps.

1. Contact your child's teacher first.
2. If the issue is not resolved, the Coordinator or Senior Leader should be contacted.
3. If the issue is still not resolved, please contact the Principal.

For more information, please read the school's grievance procedure, which can be found on the BCDS website.

HOME STUDY

Only Year 12 students may request leave from school to complete study at home. In semester 2, many Stage 2 (year 12) students have finished their Research Project. Students may find they would benefit from Home Study periods.

The time students miss from school should not coincide with scheduled classes. Students should be aware that home study is a privilege and should be used appropriately and must be organised with the Senior School Coordinator. If students are driving home, they should ensure they have appropriate permission forms completed. These are available from the Coordinator.

HOMEWORK

As a general guide: Year 10 students should complete between 6-8 hours per week.

Stage 1 students should be studying for at least 12 hours per week (2 hours per subject per week) or approximately 2 hours per night, although students may spend slightly more time if they have a weakness in a certain subject.

A student in Stage 2 should aim to study for approximately 3 hours per night and 3-5 hours over a weekend.

Students have also been encouraged to draw up a homework and study timetable as part of their Pathways lesson. These timetables, if used diligently, can greatly enhance study efficiency. The Year 10 timetable will be published in the newsletter during term 1.

ILLNESS OR INJURIES AT SCHOOL

Students who are ill are encouraged to stay home from school in order to prevent illnesses spreading.

Students with minor ailments at school will be referred to the Front Office staff who have appropriate First Aid training. If students are ill, hurt or distressed, parents will be notified via phone and advised to collect their child. Injuries that occur at school are generally minor and simple first aid is administered. Injuries requiring medical attention will be referred to the local hospital and parents will be notified.

ILLNESS - DISEASES

When students come into contact with, or contract an infectious disease or infestation, there is a minimum period they should stay away from school.

Condition/Reason	Exclusion Period
Diarrhoea	Until all clear for 24 hours
Chicken pox	Until all blisters have dried
Cold sores	Exclusion not necessary
Conjunctivitis	Until discharge from the eyes has ceased
Glandular fever	Not necessary
Headlice	Until after effective medical treatment has been carried out
Human Immunodeficiency Virus (HIV)	Exclusion not necessary unless the person has a secondary infection
Impetigo (school sores)	Until effective medical treatment has been carried out
Infective Hepatitis	Until an appropriate medical certificate signifying recovery is provided
Influenza	Until the person feels well again
Measles	7 days from the appearance of the rash
Mumps	10 days from the onset of symptoms
Rubella (German Measles)	5 days from the appearance of the rash
Scabies	Until effective medical treatment has been carried out
Scarlet fever	Until an appropriate medical certificate signifying recovery is provided
Whooping cough	4 weeks unless a medical certificate signifying recovery is provided

IMMUNISATION SCHEDULE

The South Australian Health Commission recommends immunisation to give protection to your family. For more information, please contact your local hospital.

INSTRUMENTAL MUSIC

The Instrumental Music Programme is run weekly at BCDS. This is an optional programme, delivered through Open Access College. Although tuition is free, students are required to pay for their instrument hire. Saxophone, flute and clarinet are offered.

Private piano lessons are offered through Mrs Margaret Carpenter. Please contact the school for more information.

KNOCK-OUT SPORT

BCDS participates in a range of Knockout Sporting Carnivals including Netball, Football, Cricket and Tennis. Please contact your Physical Education teacher for further information.

LESSON TIMES

The senior school runs on 30 x 50min. lessons per week. Most subjects are allocated 5 lessons during the week.

8.45am	Morning home group
8.55am	Lesson 1
9.45am	Lesson 2
10.35am	Recess
11.00am	Lesson 3
11.50am	Lesson 4
12.40pm	Lunch
1.25pm	Lunch warning bell
1.30pm	Lesson 5
2.20pm	Lesson 6
3.10pm	Afternoon home group
3.15pm	Dismissal
3.20pm	Buses depart

LOCKERS

All students in the Senior School are allocated an individual locker. Each locker has a number on the front for easy identification and a combination lock.

The lockers are a secure place for students to store personal items, such as mobile phones. Students are expected to keep their combination details private to maintain the security of their personal property.

Students are required to keep their lockers secured at all times. Students are required to keep their lockers locked at all times and any damage or loss to locks/lockers is the responsibility of the student.

LOST PROPERTY

Items of clothing that have been left around the school are placed in Lost Property, which can be found in the front office. This is cleaned out at the end of each term.

MAGAZINE

Last year's school magazine is published during term 1 of the following year. This allows all Year 12 results and awards from presentation nights and concerts to be published. It is a fantastic record of the achievements of the year and is a full colour publication. Order forms are published in the newsletter during term 4 each year.

MNSEC

MNSEC, the Mid-North Schools Education Cooperative, was formed in 1990 as a partnership between five schools located in the mid-north of South Australia – Booleroo Centre District School, Gladstone High School, Jamestown Community School, Orroroo Area School, Peterborough High School, and later, Quorn Area School.

Since those early beginnings, MNSEC has developed into a vibrant educational community, acknowledged across the state. At the heart of this cooperative is the extensive collaboration between the schools, while still maintaining their own special identities, including the volunteering of teachers to deliver teaching across schools, and a range of shared sporting and social events. Cooperative events are listed separately in this document. Cooperative events are advertised in newsletters as they become due.

MNSEC FORMAL

At the end of each year (term 4), schools combine to celebrate student achievement with a “Formal” for senior secondary students. Year 11 & 12 students are eligible to attend this event. Information regarding the Formal will be made available during home group periods.

MNSEC SHOWCASE

Under the supervision of school music teachers and many support people, the cooperative holds an annual Performing & Visual Arts Showcase, which stages artistic, musical and singing talent across the six schools.

BCDS is involved in the MNSEC Showcase, which is held during term 2. Students are given opportunities to demonstrate their creative talents at a concert held at the Peterborough Town Hall.

MNSEC SPORT

The district covered by the six core schools is rich in sporting history and ability. It is not surprising that MNSEC supports organised competition between the schools, in athletics, swimming, football and netball, and includes primary students.

Combined MNSEC teams compete against other schools at a regional and state level in these sports, with regular podium successes, and individual schools have won state titles.

Each year, the MNSEC Swimming Carnival is held at the Booleroo Centre Swimming Pool on the Tuesday evening of week 4 (term 1). Students in Years 6-12 are eligible for selection in the team, which is chosen from the results of the BCDS Swimming Carnival.

The MNSEC Athletics Carnival is held at Jamestown Community School and also takes place during term 1. The BCDS team is selected from the results of the BCDS Athletics Carnival. All students in Years 6-12 travel by school bus to attend this day, either to participate or support their peers. It is a great honour to be selected in the MNSEC Team and students train hard to make the team. Booleroo Centre District School has a strong sporting culture and has won many of the previous MNSEC Athletics Carnivals.

MOBILE LIBRARY

The Flinders Mobile Library visits the school every fortnight on a Friday. Students must have a permission slip completed by parents in order to gain a library card and borrow from the mobile library. Books, movies and sporting equipment can be borrowed and returns can be made to the Mobile Library or at the Booleroo Centre IGA.

MOBILE PHONES & IPODS

Please note, students are able to contact parents via the front office if required. Parents can contact the front office on 8667 2124 if they need to get an urgent message to their child/children.

OVERTIME

Students are provided with the opportunity to work in the school library from 1.05-1.25pm as part of 'Overtime.' Supervision and teacher assistance is provided for students to attend in order to catch up on any work they are behind in, or if they fail to complete set work. (Please refer to Due Dates Policy)

A failure to attend Overtime on three occasions results in an internal suspension.

PRESENTATION NIGHT

Years 7-12 celebrate the year's achievements at a formal presentation night. This night is generally held on the Monday of the last week of the school year. Academic, citizenship and sporting achievement is recognised with a series of awards. Musical items and displays from subject areas are included.

The evening begins at 7pm and is held in the gym. Students are expected to wear school uniform at Presentation Night.

REPORTING & ASSESSMENT

Year 10 student results are determined by the Australian Curriculum Achievement Standards.

Stage 1 & 2 results are determined by the Performance Standards of the SACE. Please see individual subject listings for specific details.

Stage 1 & 2 student results are reported in written format in terms 1 and 3. This is to provide information to students and parents regarding their progress, and areas for possible improvement. At the end of each semester, (terms 2 & 4), students are given a final assessment for that semester's work. The format of this report is as a subject grade, and an indication of the student's effort and behaviour in that subject. Year 10 results are reported in a written format in terms 2 & 4. The format of this report is a grade, written comment and indications of a student's behaviour/effort. 3-way learning conferences are held between a student, their parents and a teacher in terms 1 & 3. This is an opportunity for students to share with parents about their learning.

SPECIAL PROVISIONS (SACE STUDENTS)

Special Provisions are available if a student has an illness, disability or experiences an unforeseen circumstance which significantly impacts their ability to participate in an assessment.

For school-assessed tasks in Stage 1 or Stage 2, schools decide if a student is eligible for special provisions. The SACE Board will determine a student's eligibility for special provisions for external assessments at Stage 2 (examinations, investigations etc.). If a student applies for special provisions they need to provide evidence of how this impacts their ability to access assessment conditions.

SPORTS DAYS

Students in the Senior School at Booleroo Centre District School participate in 3 scheduled sporting days or events. Participation in these activities is expected. There are 2 'houses' – Dunstan and Rogers. Students' participation in these events earns points for their respective houses. Students are allocated houses at the beginning of each school year, although consideration is given to students whose family history is connected with a specific house. Please contact the Physical Education staff for further information.

The Swimming Carnival is generally held during Week 3 of Term 1. Sports Day is during Week 7 of Term 1. Both of these events are for the whole day and formal classes are not held at school. The cross-country event is held in on an afternoon later during term 3. All of these events are contested in Booleroo Centre.

STAFF

Principal:

Jenny Stringer

Senior Leaders:

Leanne Opperman

Chloe Clarke

Senior Co-ordinator:

Kathy Kupke

Front Office:

Lisa Woolford

Finance Office:

Maureen Waters

Teachers:

Janet Arbon

Maninder Bath

Gayle Bury-Dodman

Kirby Chapman

Toby Cocks

Anthony Edgcumbe

Kate Fitzgerald

Elaine Forrest

Andrew Geddes

Albert Nicholls

Megan Rackebrandt

Rosa Roocke

Margo Sismey

Bruce Walter

Classroom Support:

Ebony Rodda

Craig Roberts

Elfie Woolford

ICT:

Daniel Deer

Grounds Person:

Rob Sanders

Russell Glayde

Library:

Elaine Forrest

Annette Page

CPSW:

Trish Hooper

STUDENTS ONLINE (SACE STUDENTS)

Students on-line is a one-stop shop for information about an individual student's SACE. It can help students plan their SACE, check their progress towards completing the SACE and access their results. Students can log in to Students Online using their SACE registration number and PIN at: www.sace.sa.edu.au/students-online

STUDENT REPRESENTATIVE COUNCIL

Booleroo Centre District School has an active Student Representative Council (SRC). Two representatives for the SRC are elected from each year level, and meet regularly at lunch times. Students are involved in fund-raising activities for local and international charities, as well as raising funds for school projects. Students are involved in the decision-making processes of the school.

At the beginning of the school year, each year level votes for their Student Representative Council (SRC) members. A R-12 whole-school assembly is held early in the year to induct the new SRC.

STUDY PERIODS & THE STUDY ROOM

Year 12 students have access to the Study Room for independent, quiet study. It is an expectation that students work quietly in this space, to respect the rights and learning of others in the room. Year 12 students are also able to access, with permission, other learning spaces in the school, including specialist computer rooms.

Year 11 students have supervised study lessons. They have a 'tutorial' program in place which encourages and develops effective study habits.

SUBJECT COUNSELLING

Students are encouraged to seek information from parents, teachers, counsellors, Centrelink, Job Agencies, employers, Universities and TAFE in choosing their subjects for their future career. The Pathways subject and Personal Learning Plan (PLP) are courses which will provide students with information on life skills and career pathways. Therefore, prior to the counselling session, students will be familiar with career paths and their prerequisites.

Students will complete an initial subject selection in term 3. Subjects that are offered are determined by demand, and final subject selections will be offered to students prior to a subject counselling day (usually Friday, Week 10).

An information evening will be conducted for parents and students in term 3. Any questions parents and students have will be addressed at this meeting. Please check dates and times in the newsletter close to these dates.

SUN SMART POLICY

As BCDS is a Sun Smart School, students and staff are required to wear a wide brimmed/bucket style hat all year (except for the UV level is 3 or lower). The school hat can be purchased via www.sportscentre.com.au website.

SWIMMING CONSENT

Year 10-12 students access swimming lessons through Physical Education lessons at the beginning of the school year. A swimming and aquatics consent form is sent home at the end of the previous year and must be returned to school for students to participate. The cost for participation is included in the school fees.

UNIFORM

Booleroo Centre District School students are required to wear the correct uniform. The colours are maroon, navy and grey.

The school has a supply of hats available but shirts and jumpers need to be ordered online via www.sportscentre.com.au Please note: Black shorts/pants, hoodies or denim are not part of the school uniform.

Year 12 Students make arrangements to develop their own jumpers and shirts for their final year at school. These are designed and ordered in the previous year. Please make sure all items are clearly labelled.

VET

BCDS encourages and supports a Vocational Education & Training (VET) pathway for students generally studying in their senior years at school. Students identify an appropriate VET pathway through their studies in Pathways lessons.

VET can provide skills and knowledge for work and is an excellent choice of study for many students. It often includes practical, hands-on learning in a workplace environment. VET can give students a head-start on a qualification, which can fast-track progress towards a rewarding career.

For VET options at BCDS, please see listing in General Course Information.

WORK EXPERIENCE

Year 10 and 11 students are offered an opportunity to participate in the Work Experience program. Year 12 students can participate in the Work Experience program in consultation with the 8-12 Coordinator.

Work Experience can provide students with insights into a range of career options of interest to them.

Generally, Year 11 students participate in Work Experience in the final week of term 2, and Year 10 students early in term 4. Students bring home this information in a letter during week 3 of Term 1. Please contact the school if you do not receive this information.