



Booleroo Centre District School

R – 6 Handbook

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Government
of South Australia
Department of Education
and Children's Services

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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 or text using the school mobile. Teachers appreciate notes the next day following an absence. If it is a planned absence, a note in advance would be suitable.

For absences of 3 days or more a Doctor's Certificate will be required, and for family holidays or extended absences, an exemption form needs to be completed and signed by the Principal. These forms can be collected from the front office. Only one exemption per year can be approved.

ACCELERATED READER

The Accelerated Reader programme is provided for all students who have completed level 26 of Running Records. Students read books from their assigned level and complete a quiz online at the end of their reading.

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 (or traces of nuts)
- Sesame seeds
- Eggs

Spray aerosols such as deodorants are banned due to many asthmatic reactions.

ANTIBULLYING

We have a focus on school-wide common language around some of the issues that can pop up at school. All students will have a little copy of this information in their diaries so they can use it to reflect on their own actions, something they've experienced, or something they have seen/heard.

We are reinforcing with students that being rude or mean is not ok, but they are different from bullying.

One-off or isolated incidents are managed differently from how we respond to bullying. Our focus is on developing understanding of the differences and encouraging children to talk to adults (both at school and at home). Our conversations about rudeness and meanness, along with developing strategies with students to reduce the incidence of these, will help us to reduce issues of bullying in the future.

We talk about the positives of realising within ourselves if we have been rude or mean, and taking responsibility for this. An apology goes a long way to helping others but speaking up is also an important way to support our friends.

We appreciate the support of families in having these chats with your children and welcome you to get in touch with us if there are any concerns or positive incidents you would like to share!

IS IT BULLYING?

When someone says or does something unintentionally hurtful and they do it once, that's....RUDE

When someone says or does something hurtful and they do it once, that's.....MEAN

When someone says or does something intentionally hurtful and they keep doing it – even when you tell them to stop or show them that you're upset, that's.....BULLYING



ASSEMBLIES

R-6 assemblies are held in the Primary School every fortnight. Year 6 students are provided with opportunities to develop their public speaking skills and run these events. Each class is given the opportunity to show recent work and teachers present certificates to students for outstanding work, behaviour or attitude.

At 2.15pm on the last Tuesday of each term, an R-6 assembly is held in the school gym. Parents, grandparents and community members are most welcome to attend, where students showcase work or performances from the term.



BAKERY

The Booleroo Centre Bakery provides a service to the school where students are able to order their lunch. R-6 students can submit their order and payment prior to 9am in the boxes provided, and their lunch will be delivered to the school. Price lists can be collected from the bakery.

BEHAVIOUR MANAGEMENT

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 primary class. At times, students may be required to stay in at recess or part of 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. 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.

BELL TIMES

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

BICYCLES

Students may ride their bikes to school, however bikes are not permitted to be ridden 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 by the department.

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 Preschool
- 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)
- Teachers and members of the Ancillary Staff

It is necessary to negotiate all transport with the Principal for permission and bus driver for available seat allocation.

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 the problem persists then it is reported to the Leadership team
- If there are 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

CAMPS & EXCURSIONS

Each year, many excursions take place. Consent forms for these will be sent home prior to the event.

The R/1 students in conjunction with Year 2 students have an Eat-In, where students remain at school for games and tea on one night of the year. Parents are able to pick their child up at the conclusion of the Eat-In.

The other primary classes offer camps, varying in length of time. Parents will be notified of upcoming camps and excursions via notes home and the school newsletter.



CHOIR

Students in Year 5-6 (optional for Year 7s) are involved in the Festival of Music Programme. BCDS is part of the East of the Ranges cluster. A teacher runs choir lessons, teaching students how to read music and about rhythm and percussion in preparation for their final performance.

Students are provided with a music book and CD to learn the songs.

At times, rehearsals are held in Jamestown with other schools in the East of the Ranges cluster. A final performance is held at the Northern Festival Centre in Port Pirie during Term 3.

Students may also opt to participate in the State performance at the Festival Theatre in Adelaide.

CHRISTIAN SEMINARS

Christian Seminars are run by the Inter Church Council once every term. Students are required to opt in for the seminars and permission slips are sent home at the start of each year.

COMMUNICATION

We value good communication, please ring the school or pop in for a visit. BCDS has a website, which can be accessed at www.booleroods.sa.edu.au

We also have a Facebook page look for: Booleroo Centre District School

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 school diary/home book is used as the main form of communication. These are checked daily by teachers.

COMMUNITY INVOLVEMENT

As a school we work closely with the wider community. This is a two way relationship where community organisations allow us to fundraise at their events and we support other organisations such as the swimming pool by volunteering our time to fill rosters. An example of the two way relationship is that we provide a stall at the Steam and Traction Rally and this allows us to fundraise.

It is an expectation that all families contribute to these events in some way.

CONSENT FORMS

Consent forms will be sent home on a regular basis 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.

CURRICULUM

Students in the Primary School will all be taught Mathematics, English, Science, HASS (Humanities & Social Sciences), Art, Health & Physical Education, Design & Technology and LOTE (currently Auslan).

Integrated into the curriculum, students will use a range of technology, including computers and iPads.

FINANCE OFFICE

The finance office is open Monday, Tuesday, Wednesday and Friday. Students can take payments to the window at the front of the school at the beginning of the day. Payment by credit card can also be made through Qkr, a mobile app. 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 finance office or Centrelink for current information.

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 Governing Council. Meetings are held twice a term.

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.

HOMEWORK

R/1:

Reading each night – individual readers

Sight words – individual list to read each night includes 'Tricky Words' and 'Decodable Words'

Sound books – reading through sounds as they are presented from Jolly Phonics

Yr 1 – have a sound book and alternative spellings are introduced to sound books.

2/3/4:

Reading – Individual spelling, Look, Cover, Write & Check

Times Tables Sheets – related to Australian Curriculum requirements for their Year Level.

5/6:

In Year 5 and Year 6, students are encouraged to read out loud each night of the week. This might

mean in the car to sports trainings but reading out loud promotes students to read with expression and allows them to hear if what they are reading makes sense to those around them.

Students are given a times tables and division sheet based on a number between 1 to 12. The number is selected by the student and is part of their learning goals. Students are also given individual spelling lists for the weeks and have to complete a look, cover, write, check sheet by the end of the week.

*There may be times when additional homework is set because students have not worked well in class, however they will also be given time to complete things on a Friday afternoon in an Independent Study lesson.

ILLNESS OR INJURIES AT SCHOOL

It is recommended that students who are ill stay home from school in order to prevent illnesses spreading. Students suffering minor ailments at school will be sent to the sick room.

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. For injuries requiring medical attention, parents will be notified.

IMMUNISATION SCHEDULE

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

INFECTIOUS DISEASES

When students come into contact with, or contract an infectious disease or infestation, there is a minimum recommended 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
Head lice	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

INSTRUMENTAL MUSIC

The Instrumental Music Programme is run weekly at BCDS. This is an optional programme from Year 4 on and students are required to rent/buy their instruments and pay for accessories, such as reeds and diaries for their lessons.

Piano lessons are offered through Mrs Margaret Carpenter. Please contact the school for more information. Guitar lessons maybe available through John O'Dea.

INTER-SCHOOL SPORT

Booleroo Centre District School is part of the MNSEC (Mid North Secondary Education Cooperative). Other schools in the MNSEC cluster include Quorn Area School, Jamestown Community School, Gladstone High School, Peterborough High School and Orroroo Area School.

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 the last 13 MNSEC Athletics Carnivals.

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. Please ensure all clothing is labelled.

MAGAZINE

The 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.

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.

PARENT VOLUNTEERS

We encourage parents to help in the classroom or help with supervision on excursions. Parents need to make an appointment with the Principal for a volunteer induction. An induction is required for all volunteers, and DCSI Criminal History Check for overnight stays.



PASTORAL CARE WORKER

BCDS is fortunate to have the services of a Pastoral Care Worker (PCW). Our PCW is Tricia Hooper and she is available to students as a listener, supporter and counsellor. Tricia is employed for 15 hours per week. She connects with others informally by being visible in the school yard at recess and lunchtimes, working alongside teachers and students in the classrooms, accompanying classes

on some excursions and camps. The students can contact Tricia by leaving a message in the PCW box located in the library or parents can contact her at tricia.hooper766@schools.sa.edu.au or if urgent on 0427586031.

PRIMARY STAFF 2018

Principal	Jenny Stringer
Primary Coordinator	Tamara Schmidt
R/1 Teachers	Jane Crawford Jenni Caldwell
Year 2/3/4 Teacher	Emma Bennett Cathy Miller
Year 5/6 Teacher	Tamara Schmidt
Classroom Support	Roweena Menz Liz Prosser Craig Roberts Emma Waters Elfie Woolford
Front Office	Lisa Woolford
Finance Office	Maureen Waters Lorraine Foreman
Library	Annette Page
ICT	Charles Benstead Ben Runkel
Grounds Person	Russell Glayde

REPORTING PROCESSES

The Primary School reports four times during the school year.

Term 1	Parent-Teacher Interviews
Term 2	Written comments
Term 3	Tick-a-box reports (some interviews if required)
Term 4	Written comments



RUNNING RECORDS (READING)

Running records are carried out regularly for all students who still require readers. At the completion of level 26, students move on to Accelerated Reader.

SAPSASA

SAPSASA (South Australian Primary School Sporting Association) is open to students aged 10 to 13 for swimming, athletics, cross country and golf. All other sports (cricket, tennis, netball, football, soccer and hockey) are only for students in Years 6/7.

BCDS is part of the North Eastern SAPSASA District and selected students form the representative team. Information regarding trial dates and state carnivals is provided at the beginning of the school year. Parents are responsible for nominating their own child to trial at a state level if they wish. Information regarding this can be found on the SAPSASA website at www.decd.sa.gov.au/sport. Whilst there is a school coordinator for SAPSASA, staff are not obliged to attend SAPSASA events.

SCHOOL SPORT

There is lively competition between the two houses, Dunstan and Rogers. WH Dunstan and F Rogers were the first two Presidents of the Booleroo Centre High School Council. Dunstan and Rogers have been the high school house names since 1936.

STUDENT REPRESENTATIVE COUNCIL

At the beginning of the school year, each year level votes for their Student Representative Council (SRC) members. Students elected are required to attend meetings and help run the events organised by the SRC. A whole school assembly is held early in the year to induct the new SRC.

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 three months of winter.

The school hats can be purchased from the school via the uniform order form.

SWIMMING/AQUATICS PROGRAMME

R-6 students are provided with swimming 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 prior to students being able to participate.

TRANSITION PROGRAMMES

Each term, BCDS works together with the Booleroo Centre Kindy to run a transition programme. Kindy children experience visits with the school every three weeks for Terms 1, 2 & 3. During Term 4, transition will be held in week 8 in consultation with the relevant class teachers. A parent meeting is held with the Reception teachers prior to your child starting school.

The Year 6 students are involved with transition to Middle School days towards the end of the year. As part of transition, Year 6 students are also involved in the MNSEC Swimming and Athletics Carnivals.

UNIFORM

Booleroo Centre District School students are encouraged to wear the correct uniform. The colours are maroon, navy and grey. Dunstan house colour is red and Rogers colour is blue. The school offers an ordering system for shirts, jumpers and hats with school logo through the Qkr phone app. Otherwise order forms are available in the front office.

Please note: Black shorts/pants, hoodies or denim are **not** part of the school uniform.

Please make sure all items are clearly labelled.

MAY YOUR CHILD ENJOY THEIR TIME AT BCDS

Primary SRC



Regular Awards Given



Annual Science Fair



Annual Primary/Kindy Concert