This handbook is provided to support existing and new parents and students.
Dear Parents and Caregivers,

WELCOME TO BARTLE FRERE STATE SCHOOL

This booklet provides information and advice about the policies and procedures followed at Bartle Frere State School. I trust that this booklet will be useful whether your child is a new enrolment or has been a student of the school for some time.

You are an important part of your child’s education and your support will make a positive difference to your child’s formal education. You can assist in this role by:

- setting aside quality time each day to talk to your child about school, friends, likes /dislikes, etc
- encouraging, praising and supporting your child’s activities at school
- displaying interest in what your child is doing at school
- keeping in contact with the school
- promoting attendance
- setting a routine for homework daily to support your child in learning

I encourage you to be involved in our school and if you have time or skills to share this would be wonderful to support learning in our classroom.

Please feel free to contact me to arrange a time to discuss your child’s progress at any time. Often concerns and problems can be rectified easily and quickly by taking time to discuss the matter.

I trust that our association with you will be a benefit both to your family and the Bartle Frere School and I look forward to your involvement in our school.

Kind regards,

Danielle Weirman
Teaching Principal
MISSION STATEMENT

WE ENDEAVOUR TO HAVE CHILDREN IN OUR CARE DEVELOP TO THEIR FULL POTENTIAL AND BECOME RESPONSIBLE CITIZENS

HIGH ACHIEVERS-CLIMBING TO THE TOP!!!

SCHOOL PROFILE

Bartle Frere State School is located in the Russell River Valley at the base of Mt Bartle Frere, Queensland’s highest mountain. It is the most southern school of the Greater City of Cairns.

The school has two classrooms catering for Years P-7 and is well equipped with many modern facilities, such as kitchen facilities, access to computers, interactive whiteboards and a comprehensive library.

Bartle Frere School provides an individualised program for every student- hence a long standing history of high achievers! We have many achievements to date including letters from politicians congratulating the school on consistently being above National Benchmarks in literacy and numeracy. Our school was once again congratulated in 2012 for all students being at or above National Benchmarks.
There are two classrooms which enable the school to provide the best outcomes for the 21st Century. We provide The Australian Curriculum in English, Science, Maths and History and Essential Learnings for students that include 5 key learning areas of the Study of Society and Environment, Technology, Health and Physical Education, The Arts and LOTE. In 2011 the school began implementing the Australian Curriculum in Maths.

Our School Curriculum Plan focuses on environmental studies such as growing fruit and vegetables, healthy living and sustainability. Our Student Council has developed a School Environmental Plan incorporating the reduction of energy and water usage in the school along with recycling waste. The Student Council also fundraise for external agencies such as Red Cross, Jump Rope for Heart and the Innisfail Animal Refuge. The school has won several awards over the past six years which is a credit to the hard work of staff and students.
Our educational program focuses on developing the literacy and numeracy skills of all students through a wide variety of learning experiences through explicit teaching. This is complemented by integrated units of work carefully planned to meet the needs of all individuals in our multi-age group. We also enter a lot of competitions in all areas of the curriculum to support what we are doing at school. Students have won competitions in Post-ED, Green and Healthy Schools, Council and sports awards. Students enjoy Behind the News and write articles into the local papers, which keep them up to date with current events.

Intervention programs are developed to address the academic needs of students with identified learning difficulties. These programs are developed by the Principal with external support services such as Speech and Language Specialists or Guidance Officers. Every student has set goals to improve literacy and numeracy skills and support programs are in place for those students who need extra assistance. Foundation Learning is a daily practice in the classroom and is the key to improvement and includes timetables, spelling, grammar and punctuation. Homework is based around these key areas.

LIBRARY
A very extensive library of fiction, junior fiction and non-fiction books to support the education process are in the school's library. Children have regular access to these resources. The library is catalogued on the computer database, and the students are trained to use the programme to locate the books they want. All students are encouraged to borrow regularly. Because of the location of the library, the whole school is air-conditioned under the Cool Schools Programme, providing a pleasant learning environment throughout the year. In 2011 Block A had a refurbishment of $50 000 under the National School of Pride Program.

Each year the school purchases reading books based on the interest of students in the school. We are happy to continue this as children should enjoy what they are reading all the time. With the implementation of the National Curriculum the school has further resourced many book used in the English Units.

**COMPUTERS**

Both classrooms have access to computers. In 2010 the school won $10 000 for the Shop for Cairns Kids competition. These funds were used to purchase laptops and computer programs to enhance children's' learning. Children also regularly access the computers for explicit teaching of computer skills to develop Level Competencies in computing, the Learning Place using Learning Objects and researching specific areas linked to our curriculum. Students also participate on-line to complete tasks in the key learning areas including science challenges and reading competitions. The ratio of computers in this school is 1:1 with the current enrolments.
On the veranda in Block A is the kitchen area, which includes a fridge and microwave/ convection oven for school use. Students may wish to bring food and a staff member will warm this up for them as well. Tuckshop is held on a regular basis and run by the P&C Association. If you can provide tuckshop please set a date with the school so that we can inform families via a newsletter. We also do cooking in this area and have purchased a small stove/oven to support learning in the PREP and Early Years. Family Play Group runs every Tuesday from 10-11:45 am and parents of the community are welcome to come along. A range of activities are set up each week including painting, dress-ups, drawing, book reading and cut and paste activities.
P & C INFORMATION
The school has a Parents and Citizens Association which meets monthly at the school. Meetings are held at various times and dates and meeting times are notified in the school newsletter. The Annual General Meeting to elect office-bearers is held in March. Most parents attend our informal meetings so please come along and have your say and support better outcomes in the school.

TUCKSHOP
Parents of the school usually provide tuck shop on a weekly to fortnightly basis, on a day that best suits you. A roster is sent home at the beginning of each term to organise tuck shop dates. Students enjoy this treat and we hope that you may assist in continuing to provide a healthy lunch. Some healthy ideas from parents have been:

- wraps
- spaghetti
- subway style lunch where students pick their meat and salad options
- toasted sandwiches
- fried rice

Our school is a Smart and Healthy School, so our menu supplies children with a nutritional lunch. Other items such as drinks, popcorn and ice-cream etc are available each day. Our tuck shop menu will be reviewed each year so that we are in line with “Smart Choices – Healthy Food and Drink Supply Strategy for Queensland Schools.”

LIBRARY
The school library is very well stocked with modern reading material and resources that is recorded on computer. Every Tuesday is library day, when books may be borrowed. All students require a library bag that is used to protect books borrowed. In addition the school has a parent support library, containing information on a variety of topics.

MONEY
At times the children will need to bring money to school. Money sent for a specific purpose should be placed in an envelope which shows the child’s name, grade and purpose.
SCHOOL NEWSLETTER

Newsletters containing information on past, present and future activities, as well as P&C and community news, are sent home with the eldest child in each family. Newsletters are produced regularly, usually each fortnight. Parents are asked to take note of any important dates and to return replies to notes, if requested, to the school as soon as possible.

GROUNDSCARE

The school contracts grounds people who are responsible for mowing the school grounds fortnightly. Working bees are occasionally organised to assist with the maintenance of the grounds as there is no gardener. Students also do a wonderful job in weeding and looking after the school environment, including the vegetable garden. This is part of the school’s curriculum plan linking to environmental sciences. Mr Andrew Lahney is currently contracted in the lawn mowing of the school.

STAFF

Teaching Principal        - Danielle Weirman
Administration Officer    - Laren Van Rees
Teacher Aide              - Lynn Zappala
Teacher Aide              - Angie Dimaggio
Cleaning Staff            - Christine Mackrill
Grounds care              - Andrew Lahney
Systems Technician        - Robin Brown

Visiting Specialist Teachers:
Physical Education        - Mr Matt Brauer
Learning Support          - Danielle Weirman
Japanese Teacher          - Ms Emily Cain
Music Teacher             - Ms Lynette Rees
Instrumental Music        - Mr Eddie Zanner

Visiting Specialist Teachers are as follows:

Health/ Physical Education 1x 45 min per week
Music                      1 x 45 min per week
LOTE (Japanese) 1 x 90 minute sessions (Yrs 4-7)
Guidance Officer          Christine Thompson
S&L Therapist              Bronte Petersen
INSTRUMENTAL MUSIC

Children who are interested may learn to play brass or woodwind instruments. This depends on the availability of instruments. The school owns three clarinets, two flutes and one trumpet. Lessons are held every Tuesday during school hours. Years 4 to 7 are encouraged to take part in this program.

2013 SCHOOL YEAR

2013 Term Dates:

<table>
<thead>
<tr>
<th>Term</th>
<th>Dates</th>
<th>Length</th>
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<tbody>
<tr>
<td>Term 1</td>
<td>Tuesday 29 January - Thursday 28 March</td>
<td>9 weeks</td>
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<tr>
<td>Term 2</td>
<td>Monday 15 April - Friday 21 June</td>
<td>10 weeks</td>
</tr>
<tr>
<td>Term 3</td>
<td>Monday 8 July - Friday 20 September</td>
<td>11 weeks</td>
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<tr>
<td>Term 4</td>
<td>Tuesday 8 October - Friday 13 December</td>
<td>10 weeks</td>
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Please note the new public holiday dates - 2013:

- Monday 10 June - Queen’s Birthday
- Monday 7 October - Labour Day
- Friday 19 July- Cairns Show Holiday

Student free dates for 2013

- Thursday 24 and Friday 25 January
- Monday 21 October
SCHOOL ROUTINE
The school day commences at 8:50am and finishes at 3.00pm. As we cannot guarantee adequate supervision before 8:00 am, children should not be at school before this time. If it is necessary for your child to be at school earlier from time to time, please contact us so we can organise appropriate supervision. Parents who collect children should do so as soon as possible after 3.00pm. The school has an off road pick-up area. For safety reasons we ask that you park in the bays on the road if you intend to leave your car. If you are unable to collect your children at 3pm, please notify staff via a phone call.

LUNCH BREAKS

Lunch Break 11:00am - 11.45am
Afternoon Break 1.30pm - 2:00pm

A fridge is available to keep the children's lunches fresh and healthy to eat. Due to the long session in the morning students will be provided with popcorn at 10:00am. We recommend that water bottles are on students' desks at all times for hydrating during summer months.

SUNSAFE POLICY
Departmental policy states that children should wear hats at all times whilst in the sun. Our school is a recognised Sunsmart School and has a Sunsmart Policy which is available at the office. Children who are not wearing a hat play in the undercover play area. During the summer months sunscreen is also worn for outside play. This is supplied by the school. Our school T-shirts were designed with sun protection in mind.

BICYCLE SAFETY
Children who ride bicycles should be reminded of road safety and rules. The wearing of safety helmets is compulsory as it is now illegal to ride a bicycle without wearing a helmet. Bike racks are located under the school building and children are not permitted to ride their bicycles in the school grounds.
ABSENCES
Students need to attend school every day for continuity of learning and progress. In the event of an absence, we would appreciate a phone call or your child bringing a written note explaining the absence, signed by the parent or guardian. Should your child be absent for longer than one or two days please let us know by telephone or a note sent along with a sibling. It is departmental policy that the principal or administration follow up on all unexplained absences.

REPORTING
Student report cards are sent home at the end of Term 2 and 4 through One School reporting. Interviews are arranged at the end of Term 2 and Term 4 and/or when the parent or teacher feels contact is necessary. 3-Way Conferencing is held in Term 1 and Term 3 which enables your child/children to be part of the reporting process. This reporting is part of the new Queensland Assessment and Reporting Process implemented in 2007.

MEDICATIONS
It is a requirement of the Department of Education that teachers and administrative staff do not administer medication to any student without advice from parents. Medication MUST be in the container with the doctor's prescription, so correct quantities can be given. Over-the-counter preparations, including cough lollies, should also be accompanied by a note from parents stating quantities and times to be given. All medication to be taken at school must be given to staff for safe storage and administration. Parents are required to fill in a medication record as per Education Queensland policy. Please advise us of changes to your child's health records e.g. new allergies, dates of tetanus shots, so our records can be kept up to date.

VALUES AND BELIEFS

1. To ensure that curriculum, interpersonal relationships and the school are supportive of all learners and relevant to the real lives of the children.

2. To establish and implement an agreed code of behaviour for all learners that reflects the social and moral standards acceptable to the community. This includes the following values and beliefs:
   - Children need the ability to make responsible choices for themselves now and in the future.
   - Children need the opportunity to engage in learning experiences that will enable them to reach their full potential
   - Children need to develop positive learning attitudes
• Children need to develop a positive self-concept and use their talents fully
• Children need to be prepared to live as responsible members of a community

3. To establish and implement an action plan to reinforce responsible behaviour and correct misbehaviour.

4. To provide a Supportive School Environment where:
   • all members of the school community feel safe, welcome and are valued
   • social and academic learning outcomes are maximized for all through quality practices in the areas of curriculum, interpersonal relationships and school organization
   • school practices involve a planned continuum from positive to preventative actions for all students to responsive actions for specific individuals and groups
   • non-violent, non-coercive and non-discriminatory language and practices are defined, modelled and reinforced by all members of the school community
   • suspension and exclusion procedures are considered only when all other approaches have been exhausted or rejected

**CODE OF BEHAVIOUR**

We are proud of our school and therefore we will conduct ourselves appropriately at all times to ensure:

1. **Responsibility and Cooperation** by all members of the school community
2. The **Safety** of all members of the school community
3. **Respect** shown towards all members of the school community and beyond
4. Our **Health** is considered in all that we do

To help protect our rights and encourage responsibility we follow this Code of Behaviour at all times. A copy of the Student Responsible Behaviour Plan is available to you upon request. This Behaviour Plan was devised and accepted in conjunction with our P&C.

**TREAT OURSELVES WITH RESPECT**
• By keeping ourselves neat and tidy
• By keeping ourselves safe
• By giving our best in all activities
• By behaving in a way that makes us proud of who we are

**TREAT ALL PEOPLE WITH RESPECT**
• By speaking politely and kindly
• By listening when others speak
• By obeying instructions
• By playing fairly and caring about others
TREAT ALL PROPERTY WITH RESPECT
- By keeping our school neat and tidy
- By taking care of our own and other people’s property and equipment
- By keeping our books etc neat and tidy

If we follow this Code of Behaviour:
- We feel happy and good about ourselves
- We are respected by others and have more friends
- We give ourselves a better chance to learn more
- We make others proud of us
- We stay safe and healthy
- We will have a school we can be proud of

If we don’t follow this Code of Behaviour:
- We feel unhappy
- We lose our friends
- We put ourselves in danger
- We miss out on activities
- We must accept consequences and discuss these with parents, teachers and friends

If we continue to disregard this Code of Behaviour we may eventually face:
- Losing the right to work and play with others
- Attending Behaviour Support Services Programs
- Suspension/exclusion from school

SCHOOL UNIFORMS

BOYS                    GIRLS
School T-shirt          School T-shirt
Bottle green/black shorts Bottle green/black skirt or shorts

School T-shirts and hats are available for sale from the office.
   Children's sizes $25.00
   Hats             $  7.00

The wearing of school uniform is not compulsory, but recommended to show we are proud to attend Bartle Frere School. All students must be in uniform for school excursions. For safety reasons closed-in shoes must also be worn at school every day.
A separate Sports Uniform is also worn. This shirt is a light green polo with a gold collar. This shirt was designed to wear when Bartle Frere teams up with Bellenden Ker and McDonnell Creek for sports as the Combined Small Schools or on Wednesday which is our sport’s day. This shirt may also be worn during the week. Price is $24.00 per shirt.

STATIONERY REQUIREMENTS

Booklist consist of stationary and some text books. A list is sent home at the end of each year for the following year’s supplies. Throughout the year you may receive a note regarding more supplies if required.

CAMPS AND EXCURSIONS

Throughout the year students attend excursions and a camp every 2nd year. This year we are teaming up with Bellenden Ker and McDonnell Ck schools and waiting on some dates (possibly the end of May following National Testing), to attend Holloways Beach Environmental Centre. More information will be forwarded to you closer to the date.

HEALTH AND SAFETY

ACCIDENT OR ILLNESS

Staff hold current First-Aid certificates which is an Education Queensland requirement. In the event of accident or illness, temporary treatment/first-aid will be given by staff. If necessary, the ambulance will be called, and parents notified. If parents cannot be contacted, the child will be sent to the hospital in an ambulance with a teacher or aide. Parents should ensure that the school has a telephone number to ring in case of an emergency. Parents are responsible for any medical expenses incurred in such a situation. Highest priority will be given to the well-being of the child at all times.
If you have any enquiries, don’t hesitate to call the school on 40 676 240 between 8:00am and 4:00 pm

Once again welcome to our school of HIGH ACHIEVERS-CLIMBING TO THE TOP!