High Expectations,
High Quality Teaching & Learning,
Highway to Success
Welcome to Balaclava State School

Our commitment is to create a learning environment in which each child can thrive and become an independent, creative and connected learner. It is through these solid foundations that unlimited potentials will emerge.

Balaclava State School provides an education that prepares our students for life. We are a community of learners, committed to innovation and led by a united vision for professional excellence.

At Balaclava we offer a distinctive learning environment. We believe in engaging children in learning experiences that foster their independence, creativity and the connectedness needed in today's world and our global future.

We recognise the individuality and varied abilities of our students and provide every opportunity for them to find their passion, take risks, strive to improve, succeed and learn from any set-backs.

Balaclava State School is embedded in the centre of Cairns. We work to continually foster positive relationships with our families, local businesses, surrounding schools, clubs and professional associations. It is through these productive partnerships that we are able to deliver dynamic educational experiences for our students.

We look forward to working in partnership with you during these, the formative years, of your child's life-long education.

Ms Jane Termaat
Principal
About Our School

Balaclava State School was built in 1953, and was opened in 1954 to serve the community of Cairns. The school has grown and developed over the years and currently has over 320 students enrolled from Prep to Year 6.

4 Pillars of School-wide Pedagogy
Pillar 1 – Teacher accountable learning
Pillar 2 – School Wide Positive Behaviour Support
Pillar 3 – Explicit Instruction
Pillar 4 – Effective relationships between teachers, parents and students

8 Givens (Non-Negotiables) for Every Learning Environment
Each teacher will ensure that within their learning environment there is:
1. Strong Relationships
2. High Expectations
3. Excellent Classroom Practice
4. Excellent Presentation and Handwriting
5. Daily Correction
6. Engaging and relevant Displays
7. Excellent Classroom Tone
8. Quality Feedback to Students

3 Imperatives of Student Engagement
All staff will ensure that -
• Students are safe, have trust, respect and feel valued;
• Students have work at their level; and
• Students have friends at school.

Our Motto:
High Expectations, High Quality Teaching and Learning, Highway to Success.
Important Information

Office Hours 8am—4pm

School Directory
Principal                Jane Termaat
Deputy Principal        Michael Patane
Head of Student Services Karen Roome
Business Services Manager Schrell Rodgers
After School Care Co-ordinator Julie Jose (ph. 4054 5911/mob. 0408 741 867)
Address                  418 Mulgrave Road, Westcourt 4870
Postal Address           PO Box 266m, Manunda 4870
Telephone                (07) 4081 5333
Fax                       (07) 4081 5300
Email                     admin@balaclavss.eq.edu.au
Website                   www.balaclavss.eq.edu.au

Getting Ready for Prep

Starting school can be both exciting and stressful for some children and parents. There are some things you can do to make starting school more enjoyable and relaxed. Balaclava State School promotes that parents and staff work together in partnership to support each child’s learning.

Help them to be more independent by:
- Teaching them to put on their own shoes;
- Using a tissue when needed;
- Going to the toilet without help;
- Carrying his or her own bag;
- Eating and drinking without help; and
- Being able to identify their own belongings.

Encourage your child to:
- Tell others what their needs are;
- Respond when spoken to; and
- Greet teachers each day.

Other things to do:
- Attend Prep information days so you and your child can meet the teacher and see the classroom;
- Help your child to understand that teachers are at school to help;
- Talk with your child about all the positive aspects of school like learning, friends and play; and
- Clearly label your child’s possessions for easy identification.
**How to be involved**

As a parent you play a vital role in your child’s education. You are your child's first teacher and that doesn’t change when your child starts school. You can be involved by:

- Introducing yourself to the child’s teacher;
- Sharing information with your child’s teacher;
- Attending parent information sessions;
- Reading the school newsletter;
- Attending family fun days;
- Volunteering to attend school excursion or participate in classroom activities; and
- Attend P&C Association meetings, talk with other parents and volunteer in the tuckshop.

**Simple steps to making the first day enjoyable:**

- Leave plenty of time to get ready;
- Make a wholesome breakfast;
- Talk through the daily routine (e.g. start times, lunch, playtime, home time etc.);
- Be positive and encouraging; and
- Be flexible.

**Supporting Learning at Home**

**Writing**

- Provide "junk" materials for drawing, making patterns, and building things;
- Write notes to family members and encourage your child to write by having pencils and crayons available;
- Arrange fine motor activities such as Lego, puzzles, play-dough, cutting, planting and baking; and
- Encourage your child to explore different ways to organise areas, e.g. their bedroom, play area.

**Reading**

- Nothing beats reading with your child every night. Your modelling of reading will help to establish a positive attitude to reading and words in their environment;
- Sight words will be sent home in Term 1 as well as some home reading. This will encourage good work routines for your child's schooling life;
- Praise all efforts to read and write;
- Talk about everyday items such as signs, letters, catalogues, magazines and food packaging, number plate spotting;
- Label rooms and things around the house with words and/or pictures; and
- Read and talk frequently about storybooks, factual books and rhymes.
Mathematics

- Count everything- Pointing with one to one correspondence is important;
- Encourage your child to experiment with various materials and equipment and identify shapes and colours;
- Show money to your child and talk about it;
- Talk about long/short, wide/narrow, thick/thin, front/behind, next, same/different, full/empty;
- Provide a variety of materials and containers for measuring things - water, grain and sand; and
- Discuss quantities and actions while cooking.

Preparing your Child’s Lunch

When preparing your child’s lunch, please consider:

- The size of the lunchbox— we have only limited room in our fridge;
- Bulky insulated lunchboxes cannot be kept in the refrigerator — please provide an ice pack;
- Children are not allowed to share lunches;
- Nut based products maybe an issue if there are other students in the class with allergies, please check with the class teacher;
- Food packaging - young children can have difficulty opening some pre-packaged foods; and
- Tins and cans are not encouraged as they can present safety risks.

Please advise us if your child has special dietary needs (in particular please let the office know if your child has any food allergies etc).

Ideas for Lunchboxes

- A piece of fruit or vegies cut into small pieces;
- A sandwich, roll or wrap with spreads or egg/salad/meat;
- Baked beans/spaghetti in a plastic container;
- Dried fruit;
- Water bottle;
- Crackers and dip/cheese;
- A healthy food bars (easy to open);
- Yoghurt; and
- Cheese.
Teaching and Learning Programs
Balaclava State School celebrates the importance of early years education through a high quality prep program — designed to give children the best foundations for future success. The quality of learning experiences in a child's earliest years play a significant role in setting the foundations for lifelong development, including language acquisition, participation and achievement in formal schooling as well as social and emotional skills development.

Balaclava State School's Prep program launches children into a vibrant and stimulating world of active learning. Children engage in an enriched learning environment that promotes self-discovery, social awareness and independence. Our approach focuses on the development of fundamental literacy and numeracy skills as children pursue their individual interests and follow their natural curiosity.

Prep at Balaclava State School provides children with a seamless transition into formal education.

Our Curriculum
The Balaclava State School Prep teachers design learning experiences to cater for children as individuals. We aim to foster the development of abilities, attitudes and skills that will guarantee progress of each child towards greater levels of independence. The Balaclava School Prep program is based on the Australian Curriculum.

End of year achievement standards
By focusing on the explicit teaching of English, Maths, Science and History, the majority of our students achieve the "Achievement Standards", as set out in the Australian Curriculum, by the end of Prep.

English
By the end of Prep, children can:
- Read short, predictable text with familiar vocabulary and supportive images, drawing on their developing knowledge of concepts about print and sound and letters;
- Identify the letters of the English alphabet and use the sounds represented by most letters;
- Listen to and use appropriate language features to respond to others in a familiar environment. They can also listen for rhyme, letter patterns and sounds in words;
- Understand that their texts can reflect their own experiences. They identify and describe likes and dislikes about familiar texts, objects, characters and events;
- Communicate clearly;
- Retell events and experiences with peers and known adults;
- Identify and use rhyme, letter patterns and sounds in words;
- When writing, use familiar words and phrases and images to convey ideas; and
- Their writing shows evidence of sound and letter knowledge, beginning writing behaviours and experimentation with capital letters and full stops.
**Mathematics**
By the end of Prep, children can:
- Make connections between number names, numerals and quantities up to 10;
- Compare objects using mass, length and capacity;
- Connect events and the days of the week, and can explain the order and duration of events;
- Use appropriate language to describe location;
- Count to and from 20 and order small collections;
- Group objects based on common characteristics and sort shapes and objects; and
- Answer simple questions to collect information.

**Science**
By the end of Prep, children can:
- Describe the properties and behaviour of familiar objects;
- Suggest how the environment affects them and other living things; and
- Share observations of familiar objects and events.

**Geography**
By the end of Prep, children can:
- Describe the features of familiar places and recognise why places are special to people;
- Recognise that places can be represented on maps and a globe;
- Observe familiar features of places and show these on a map or model;
- Share observations in a range of texts to describe direction and location; and
- Reflect on their learning to suggest ways they can care for a familiar place.

**History**
By the end of Prep, children can:
- Identify similarities and differences between families;
- Recognise how important family events are commemorated;
- Sequence familiar events in order and pose questions about their past; and
- Relate a story about their past using a range of texts.

**Technology and Resources**
Balaclava State School provides a well-resourced learning environment for students. In addition to our classrooms being filled with age-specific resources, students have access to specialist teaching environments and the latest ICTs.

**Specialist Teaching Environments**
Our students have access to a number of specialist teaching environments, including an instrumental music classroom, state-of-the-art computer lab, specialist science lab, multi-purpose undercover sports court, and multiple sporting fields.
Information Communication Technology
All Balaclava State School classrooms are fitted with the latest in interactive, information communication technology, including:

- Teacher Laptops;
- Networked PCs;
- Mounted data projector; and
- High-speed internet connections.

In addition to classroom-based technologies, our students also have access to two specialist computer laboratories and mobile laptop centres.

Assessment
Assessment helps teachers make decisions about what your child knows and can do. Assessment in Prep is based on a classroom teacher’s direct observations or reflections on students’ work and is aligned with the National Curriculum’s expectations and to EQ’s Early Years Curriculum Guidelines.

Throughout the year, all class teachers will complete standard, school-wide testing of their students focusing on literacy and numeracy skills. The results of these tests are used to identify individual students that would benefit from additional support or extension activities.

Support Services
Key support services available at Balaclava include:

- Guidance Officer;
- Students with Disabilities Teacher;
- Learning Support Teacher; and
- School Chaplain.

Extra Curricula

Music
Prep students engage in the general study of music through singing, movement and games. Classes enjoy a specialist lesson each week with our music teacher. In older year levels, students have the opportunity to participate in the school choir, band or our Instrumental Music Program.

Sport / Physical Activities
Balaclava State School promotes good health and nutrition through breakfast programs, dental hygiene program, healthy tuckshop choices and our Sun Safe policy. Our Physical Education program engages all students in fun, active skill development across a number of sports. Please note: All physical activities involve inherent risks. Like all state schools, we do
not offer accident insurance to cover medical or other costs in the event of accidental injury. We therefore recommend families consider private insurance.

**Excursions**

Our students’ learning is enhanced through participation in school excursions. When planning excursions, our teachers ensure:

- The activity complements students’ academic programs;
- Safe ratios of adults to students;
- Students not participating in the excursion are supervised and provided with an alternative program at school - Specific processes are in place if students are being transported in private vehicles; and
- Careful selection and preparation of all parents/volunteers participating in the excursion.

All school excursions are approved by our principal and P&C Association. Our school regularly reviews and updates our excursion procedures using Education Queensland's Curriculum Activity Risk Assessment.

**Common Routines**

**Getting Prepared**

- **School stationary**: A stationery list is available in late November for parents who choose to provide their own stationery, rather than participate in the school resource scheme.
- **Uniforms**: The school tuckshop is open the week before school starts for families to purchase school uniforms. Please contact the school office for exact dates and times.
- **Class lists**: Class lists are displayed on the notice boards at the Prep buildings and at the school office on the first day of the school year.

**Before and After School**

Please ensure your child is escorted to and from the classroom each day by a family member/carer - this is important for your child’s safety and wellbeing.

- **Before school**: Arrive at school on time. We encourage you to stay with your child until the bell rings at 8am, as school grounds are unsupervised before this time.
- **After School**: Children must be collected from the classroom at 2:30pm, where they are to be signed out by an appropriate adult. Children not collected by 2:45pm are escorted to the office and their parents are contacted by school staff. Please note: due to health and safety regulations, children are not allowed to play on the Prep playground before or after school.
Birthdays
We are very happy to help your child celebrate their birthday with their class friends. This is done once per term when all birthdays that have occurred during that time are celebrated all together. If you would like to bring a birthday cake, please check with your classroom teacher for any considerations (such as, allergies).

Breakfast
Please ensure your child is having a healthy breakfast every day. The benefits of having a healthy breakfast means children can concentrate more on their school tasks and learning.

Balaclava State School is proud to have a breakfast program open to all students at 8:00am on Mondays, Wednesdays and Fridays.

Family and Community Involvement
Parents and families are an important part of our school community. Balaclava State School encourages families to become involved in their child's broad education experience with us - by keeping in regular communication with teachers, volunteering in class, and/or joining our P&C Association.

Communication
Open communication between home and school underpins a great school experience for children. Please feel free to discuss any problems or queries.

From the School
To ensure that you always know what is happening in our school, we provide important information through the following:
- Class newsletters – beginning of every term;
- Fortnightly school newsletter;
- School noticeboard - at the corner of McCoombe St & Mulgrave Rd;
- School Website - www.balaclavss.eq.edu.au;
- Parent information nights & special events;
- Facebook page;
- QSchools App (download free fromiTunes or the google store); and
- P&C Meetings - 2nd Tuesday of the month from 5:30pm.

From your family
We encourage you to share any news, concerns or questions with our school. General events in your family life – such as illness, new babies and visitors can be a source of excitement or concern for young children, and so may affect their behaviour. Please let your classroom teacher know of any such events.

Please feel free to discuss any problems or queries with your class room teacher – especially in regards to your child’s progress, the school or the Prep program. Teachers will be happy to make appointments for longer discussions.

Contacting Staff
You may contact your child’s teacher by leaving a message through our School Administration Office. Many of our teachers may also make use of their professional email account for communication with families. We encourage you to speak directly with your child’s teacher to negotiate the best way of staying in regular contact.

Reporting to Parents
While our classroom teachers are available to discuss your child's progress throughout the school year, there are key times of year when we formally report to parents:

Parent Information Afternoon
At the beginning of each year our Prep teachers open their classrooms and run fun activities for students and their families. This provides parents with a wonderful opportunity to visit their child's classroom and speak directly with the teacher about the year ahead.

Three way conferences (Term 1 & 3)
Teachers are available for prearranged, individual meetings with parents and their child to discuss the student’s individual achievement and learning needs.

Student Report (Term 2 & 4)
Formal reporting is completed for all students in late June and early December each year. Report cards are sent home either by post or with your child in the last week of the school term.
5-Point Scale
In Prep, student achievement is recorded using a 5-point scale (A-E)

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<td>Exploring</td>
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School Parade
A weekly parade is held on Tuesday afternoons between 1:50 – 2:20pm. Parents are always encouraged to attend.

Parent information sessions
At times throughout the year, Balaclava State School will host both formal and informal parent evenings. The focus of these events may vary — from introducing curriculum changes, sharing helpful tips about helping your child’s learning at home to open discussions about an important, emergent topic. All events are advertised in our newsletter, school facebook page and school noticeboard.

School annual report
Each year, Balaclava State School publishes an annual school report for the previous school year. This report outlines our achievement across a number of key performance areas, including student learning outcomes, resource management and community engagement. Electronic copies of the report are available on our website.

School newsletter
The Balaclava State School Newsletter is published fortnightly on a Wednesday. Copies are sent home with the eldest in the family and can also be downloaded from our website, QSchools app and Facebook page. Our newsletter is one of our main communication links between school and home, designed to keep you informed on what is happening in our school community.

Volunteering
Our school welcomes the active support of our parents and community members. Whether it is volunteering in our tuckshop, supporting a reading program in class, supervising a school camp or offering a hand at a working bee — all help is greatly appreciated. If you are volunteering in our school, please remember to sign in at the School Office.
**P&C Association**
The Balaclava State School P & C Association is an integral part of our school and works in partnership with the school's leadership team to:

- Promote the interests of the school by bringing parents, citizens, pupils and teaching staff into close co-operation;
- Ensure students have access to quality learning materials and equipment; and
- Ensure effective school policy and management of school activities.

Our P & C Association hosts monthly meetings throughout the school year in our teacher training room in D Block. All parents are welcome to attend and are encouraged to take up formal membership. As a member, participants are entitled to vote at meetings and are also covered by insurance when involved in P&C activities.

**After School Care**
After School Care is available from 2:30 to 6:00 pm Monday to Friday. A Vacation Care Program is also offered. Information regarding this program is available by contacting the co-ordinator on 4054 5911 or 0408 741 867.

**After School Supervision**
All students are expected to leave the school grounds at the end of the school day unless involved in After School Care or organised activities with parents/caregivers, sporting organisations or teachers. Prep students are to be signed out from their classrooms each day and all parents are asked to collect their children within a reasonable amount of time after school finishes.

**Policies and Procedures**
All policies and procedures that relate to the management and operation of our school are available through our School Administration Office.

**Complaints Process**
The Department of Education, Training and Employment has a clear policy and process for schools to deal with any complaint received by parents/carers, community members, staff or students.

Our objective is to ensure that all complaints are dealt with in a fair and equitable manner to achieve an effective resolution for all parties.

Under our policy, all complaints must be documented. You should be aware that if you are making a complaint about a staff member, in most instances, the staff member will be told of the complaint and offered the right of reply. When making your complaint, you should ensure that you:

- Make an appointment to discuss your complaint with the class teacher in the first instance;
• Discuss the complaint and give them the opportunity to suggest a solution;
• The teacher will make a record of your complaint and advise the line manager of the outcome;
• Provide complete and factual information in a timely manner;
• Deliver your complaint in a calm and reasoned manner;
• Avoid making frivolous or vexatious complaints, or using providing deliberately false or misleading information;
• If after approaching the teacher, your complaint remains unresolved, make an appointment with your Deputy Principal; and
• Put your complaint in writing.

When to contact your local Department of Education office:
• If after speaking to the Principal, your complaint remains unresolved, you have the right to contact your local Department of Education Office;
• Complaints may be lodged by telephone or in writing. It should be Specific and outline the steps you have already taken with the school to resolve the issue; and
• The school will be notified of your complaint.

Student Code of Behaviour
Productive learning & positive behaviour are inextricably linked. We believe that effective learning takes place when all members of the school community – students, staff, parents and visitors acknowledge and abide by a set of fundamental expectations.

The Balaclava State School Code of Behaviour is based on three core expectations: Be Respectful, Be Organised, Be a Learner, Be Safe. Balaclava State School endorses a whole school approach intended to promote and support appropriate behaviours in all students. To facilitate this approach, the school has implemented the School-wide Positive Behaviour Support (SWPBS) framework as a means to revise and develop strategies and procedures to promote a safe, supportive and disciplined school environment.
Our Positive Behaviour for Learning is coordinated by a School Leadership Team - including representatives from administration, teaching, guidance, behaviour support, parent groups and community organisations. Important principles that guide our work under the PBL framework include:

- Appropriate behaviour needs to be explicitly taught;
- Acknowledging students for meeting our expectations is a crucial factor in reinforcing their use of positive and pro-social behaviours; and
- For some students, extra support will be required in both teaching and reinforcing such behaviour.

Balaclava State School offers interventions to support the teaching and reinforcing of appropriate behaviour at different levels. These include:

- Universal - for all students;
- Targeted - for students requiring extra support; and
- Intensive - for a small number of students displaying challenging and/or persistent inappropriate behaviour.

Details about our Code of Behaviour, Positive Behaviour for Learning (PBL) framework and interventions are documented in our Responsible Behaviour Plan for Students.

**General Information**

**Student Records**
Individual student records are kept on file at our school. Copies of student's report cards, absence details, record of behaviour issues and contact information are available to parents/guardians upon written request, addressed to the Principal.

**Keeping Us Up-to-date**
It is important that you inform the school as soon as possible if there are any changes to:

- Contact details;
- Medical information; and
- Family circumstances.

**Custody/Parenting Arrangements**
Information regarding your family circumstances is essential to help us to understand and support your child while at school. A copy of a court order or custody order is necessary so that school staff can help ensure the legally designated parent or guardian collects children.

**Internet Access**
The Internet provides our students with valuable learning experiences — offering access to information from around the world. All websites accessed through school computers are
filtered through Education Queensland's Managed Internet Services. Together with the supervision of our teachers, we aim to minimise the risk of students being exposed to harmful information. Student access to the internet is monitored through individual logins and passwords.

**Birth Certificates**

Education Queensland regulations state that proof of age and identity must be sighted before enrolment into school.

**Tuckshop**

Our P & C Association operates our "Healthy Choices" Tuckshop. It opens each day from 8am to 12.00pm - selling food and school uniforms. Our tuckshop's convenor and P&C president coordinate a roster of voluntary helpers who assist with the operation of the tuckshop. Parents are encouraged to offer their services.

Lunch orders are for first break only. They must be written on a paper bag with the child's name and class clearly marked and the money inside. Lunches are collected by a class monitor and returned to the classrooms prior to the lunch break.

**Absences**

If your child is to be absent from school for any time, we ask that you advise us as soon as possible by:

- Calling the school;
- Sending a note to the class teacher;
- Emailing the school; and
- Texting the school using the School absence number on 0475 977 608.

Multiple unexplained or unauthorised absences will be investigated by the school's Head of Student Services. Please note if you plan for your child to be away from school for 11 days or more, you are required to submit an Application for Exemption from Compulsory Schooling (available from the School Administration Office) which is then considered for approval by the Principal. This may or may not be granted depending on the circumstances.

Children are asked not to arrive at school before 8.00am. The school does not provide supervision before this time. Children are expected to sit on the orange seat under E Block until 8:00am when they are then allowed to move responsibly around the school. It is expected that all children will depart the school grounds by 2:45pm.

**Arriving Late and Leaving Early**

If your child arrives at school after 8:45am, please present to the School Administration Office for a late slip prior to going to the classroom. Regular late attendance will be investigated by the classroom teacher, Head of Student Services and Principal.
If your child needs to leave school early, please report to the School Administration Office for an early pass. On presentation of the pass to the teacher students will be permitted to leave the school grounds early.

**Mobile phone access**

Students of Balaclava State School are discouraged from bringing mobile phones to school as they can distract from quality learning activities. If parents need to contact students they can do so through the school office. All mobile phones must be handed to the office until the end of the day for security reasons.

**Head lice**

Like most schools we face a battle to keep these annoying ‘pests’ under control. Should an incidence of head lice be reported in your child’s class, an alert letter will be sent home advising of the outbreak and requesting parents check their child’s hair.

**Accident insurance cover for students**

Some school activities and physical education, particularly contact sports, carry inherent risks of injury. Parents are advised that the department does not have Student Accident insurance cover for students. If your child is injured at school as a result of an accident or incident, all costs associated with the injury, including medical costs is the responsibility of the child, parent or caregiver.

**Monies sent to school**

Any money sent to the school must always be in an envelope and marked with your child’s name, class and reason for the payment. Correct cash would be appreciated at all times, however if paying by cheque, please make cheques payable to Balaclava State School. Currently there are no EFTPOS facilities.

**Student Travel**

**Bus Travel**

Contact Queensland Transport for information on local bus schedules.

**Bicycle Travel**

Riding to school is a popular choice for students at Balaclava State School. To ensure the safety of our students, we maintain the following expectations:

- Before starting to ride to school, children should know road safety rules & be competent riders;
- Wearing safety helmets is compulsory;
- Students are not permitted to ride their bikes inside the school grounds; and
- Students use a locking device to secure bikes to the racks.
**Car Parking**
The car park located within our school grounds is for staff use only. It is out-of-bounds to all students and requires a code to gain access. There are a small number of parent parking spaces located in front of the prep building. We ask that parents exercise extreme vigilance when entering and exiting the school grounds.

**Walking Bus**
You can walk safely to school each morning with Ms Browning and your friends as part of the BSS Walking Bus! A delicious breakfast of fruit, toast and cereal is available in the activity room upon arrival for participants.

Pick up points:
8am—The Shang St Park
8:05am—McEwen St bridge
8:10am—Francis St bridge

**Student Health**

**First Aid**
Members of our school staff are permitted only to render basic First Aid. This is immediate, temporary treatment given by the staff in case of an accident. Should medical treatment beyond First Aid be required, parents are notified immediately whenever possible and/or the necessary treatment arranged.

In case of a serious accident, an ambulance will be called to transport the injured child to a doctor or hospital. It is understood that it is not always possible to notify parents immediately of the action taken. However, every endeavour is made to contact parents as soon as possible.

**Administration of Medications**
All medication to be taken by children at school should be brought to the School Administration Office to be administered under the supervision of the Administration team. Parents must bring medication to the office and complete the ‘Permission to Administer Medication’.

All medication must be labelled in the name of the child with a pharmacy prescribed label. This includes; cough medicines, Ventolin and aspirin, disprin, eardrops etc. No medicines can be accepted without a completed ‘Permission to Administer Medication’ authorisation from the parents/guardian. **Non-prescribed oral medications (such as Panadol) should not be brought to school and will not be administered by any staff.**

Parents of children who suffer from any health conditions are to advise the School Administration Office of details. Details of any children who self-administer approved medication is required (e.g. medications for Asthma, Diabetes and Epilepsy).
### Infectious Diseases

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<tr>
<th>Disease</th>
<th>Exclusion Guidelines</th>
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<tbody>
<tr>
<td>Chicken Pox</td>
<td>Exclude until fully recovered or for at least five (5) days after the first eruption.</td>
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<tr>
<td>Conjunctivitis</td>
<td>Exclude until discharge from eyes has ceased.</td>
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<tr>
<td>Head Lice/Scabies</td>
<td>Re-admit the day after appropriate treatment has commenced.</td>
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<tr>
<td>Ring Worm/Hepatitis A</td>
<td>Exclude until medical certificate of recovery is received.</td>
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<tr>
<td>Measles</td>
<td>Exclude for at least four (4) days from the onset of rash.</td>
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<tr>
<td>Mumps</td>
<td>Exclude for nine days or until swelling goes down (whichever is sooner).</td>
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<tr>
<td>Rubella/German Measles</td>
<td>Exclude until fully recovered or for at least four days after the onset of rash.</td>
</tr>
<tr>
<td>Impetigo/School Sores</td>
<td>Exclude until sores have fully healed.</td>
</tr>
<tr>
<td>Whooping Cough</td>
<td>Exclude the child for five days after starting antibiotic treatment.</td>
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Balaclava State School follows the exclusion guidelines provided by the National Health and Medical Research Council.

### Uniforms

All students of Balaclava State School must uphold our Dress Code Policy. This policy not only encourages equity among students but also promotes the school’s Sun Smart Policy. Full dress uniform must be worn by all students participating on excursions.

<table>
<thead>
<tr>
<th></th>
<th>GIRLS</th>
<th>BOYS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shirts</td>
<td>Balaclava School Polo Shirt</td>
<td>Balaclava School Polo Shirt</td>
</tr>
<tr>
<td>Pants/Skirts</td>
<td>Black shorts, Black bike pants, Black sports skirt</td>
<td>Black shorts</td>
</tr>
<tr>
<td>Hats</td>
<td>Black wide brimmed hat</td>
<td>Black wide brimmed hat</td>
</tr>
<tr>
<td>Sports Uniform</td>
<td>Mudskippers—Orange shirt Pythons—Green shirt Stingers—Purple shirt</td>
<td>Mudskippers—Orange shirt Pythons—Green shirt Stingers—Purple shirt</td>
</tr>
</tbody>
</table>

Our full school uniform of shirt, hat and shorts can be purchased at our tuckshop. Black shorts, skirts & bike pants can be purchased from most department stores.
Footwear
For personal safety and general health, students must wear covered shoes at all times, both during the day and when travelling to and from school.

Jewellery and other accessories
It is acceptable for Prep students to wear a small and plain pair of sleepers or stud earrings to school. Hair accessories should be kept to a minimum.

Inappropriate clothing
Items of clothing with inappropriate wording/pictures, thongs, scuffs, flip flops, slide-ons and caps/beanies are not permitted to be worn.

Hats
Students must wear an appropriate hat when working and playing outside the classroom. This includes broad brimmed, legionnaires or bucket hats in black. Caps are not accepted.

Sunscreen
All students are encouraged to apply sunscreen before school. Sunscreen is supplied to students on sports days only.

Water bottles
All students are encouraged to bring a water bottle to school. Water bottles filled with water are able to be used in all classrooms.
Changing Schools

Let’s Stay Put

Balaclava State School is a “Let’s Stay Put” school and caters for students from Prep to Year 6. “Let’s Stay Put” promotes students remaining at the one school for as long as possible (preferably one year). There are many academic and social benefits for students remaining at one school for as long as possible.

As part of “Let’s Stay Put” students who wish to enrol in our school after the eighth day of Term 1 must undertake a comprehensive enrolment interview process. Research undertaken by James Cook University has shown that a comprehensive entry interview not only better prepares teachers and students for their entry into class but also reduces the impact on other students’ learning.

The Head of Students Services is there to assess and capture an accurate picture of the new student by identifying learning strengths and needs. These results are then passed onto the class teacher and other relevant support staff (i.e. Learning Support, Guidance Officer) to ensure the student has a smooth transition into Balaclava State School. The Head of Students Services Teacher can also assist you with an introduction to the school, information on book and uniform requirements and any other queries or concerns that may arise during your child’s transition into Balaclava.

For children entering Prep or those enrolling in an Education Queensland school for the first time, providing a birth certificate or other documentary evidence of proof of age is mandatory. Children are eligible to enter Prep if they turn 5 before June 30 of that year. To enrol in Year One a child must turn six by 30 June of that year.

Before you leave

Many families choose to move during their children’s schooling years for many reasons. It is often difficult for children to have their schooling disrupted; however, there are a number of things that families can do to make it easier for their children:

- Notify Balaclava about your family’s move - WE CAN HELP YOU! ;
- Discuss the move with your child, answer their questions, reassure them and give them time to say goodbye to their teacher and friends;
- Ask the school for reports, samples of work and other relevant information for collection prior to departure;
- Make sure all library/home reader books are returned to the school; and
- Collect all of your child’s belongings, school work and check fees are paid.