



Prep

Parent Handbook



CONNECT ~ COMMIT ~ EXCEL

Welcome to Balaclava State School

Balaclava State School is a Prep to Year 6 primary school located in the centre of Cairns. Our students are drawn primarily from the surrounding residential suburbs of the local area. We work to continually foster positive relationships with our families, local businesses, surrounding schools, clubs and professional associations. Our commitment is to give our students a strong start to education through creating 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.

- We focus on literacy and numeracy delivered through structured English and Mathematics programs ensuring our students have the necessary skills to participate in all aspects of learning;
- We use high-yield research-based teaching methods such as Explicit Teaching and Direct Instruction coupled with regular consolidation teaching episodes on a daily basis;
- We provide interesting and engaging curriculum units that broaden our students' experiences in Science, Technology, HASS, HPE and The Arts;
- We integrate IT into units of work and make a commitment to keep pace with new and relevant technologies;
- We promote traditional values such as high expectations, strong discipline, respect, and pride in our school;
- We utilise a team approach to planning curriculum and teaching to ensure consistency in what is being taught and the standards expected.

Our school motto is 'Connect ~ Commit ~ Excel' and we strive to enact this each day in our school. Our staff are professionally supported to reflect and improve upon practice and we are dedicated to helping our students build on strong foundations as they strive to be the best that they can be. We are a community of learners, committed to innovation and led by a united vision for professional excellence.

Balaclava State School provides an education that prepares our students for life. We offer a distinctive learning environment and 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.

I invite you to share in what we do by reading this handbook. We hope that it will answer many of the questions asked by parents and carers and I urge you to familiarise yourself with its contents and to keep it on hand for easy reference throughout the year.

If you require further clarification about any aspect of your child's school life, we invite you to discuss this with your child's teacher or the school administration.

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



Mr Peter Begemann
Principal



Important Information

School Administration Office Hours 8:00am—3:30pm

School Directory

Principal	Peter Begemann
Deputy Principal - Engagement	Josanne King
Deputy Principal - Partnership	Michelle Bussell
Deputy Principal - Pedagogy	Lisa O'Malley
Head of Curriculum	Pia Toth
Business Manager	Colleen Scarcella
Address	418 Mulgrave Road, Westcourt 4870
Postal Address	PO Box 266M, Manunda 4870
Telephone	(07) 4081 5333
Email	ContactUs@balaclavass.eq.edu.au
Website	www.balaclavass.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 (please choose Velcro fastening shoes)
- using a tissue when needed
- going to the toilet without help
- carrying his or her own bag
- eating and drinking without help
- being able to identify their own belongings

Encourage your child to:

- tell others what their needs are
- respond when spoken to
- greet teachers each day



Other things to do:

- attend Prep Orientation Sessions 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, such as learning, friends and play
- 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 in the classroom, attending excursions or participating in school activities
- Attend P&C association meetings, talk with other parents and volunteer in the tuckshop

Simple steps to making the first day enjoyable:

- Have 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
- Be flexible



Supporting Learning at Home

Writing

- Provide recyclable 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 and to do free drawing
- Arrange fine motor activities such as Lego, puzzles, play-dough, using scissor for cutting, helping planting/gardening and observing baking/cooking
- 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
- 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
- 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
- Discuss quantities and actions while cooking

Preparing for a Healthy Day

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 every day.

Ideas for Lunchboxes:

- A piece of fruit or vegies cut into small pieces
- A sandwich, roll or wrap with spreads or egg/salad/meat
- Dried fruit
- Water bottle
- Crackers and dip/cheese
- Healthy food bars (easy to open)
- Yoghurt
- Cheese

When preparing your child's lunch, please consider:

- The size of the lunchbox - we have only limited room in our fridge
- Children are not allowed to share lunches
- Food packaging - young children can have difficulty opening some pre-packaged foods
- 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).

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. This includes a mixture of play-based programs, as well as Explicit Instruction, based on high expectations. 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. Prep at Balaclava State School provides children with a seamless transition into formal education.

Explicit Instruction at Balaclava State School

At Balaclava State School, we are an explicit instruction school, with our signature pedagogy being Explicit Instruction/teaching.

- All lessons begin with clear Learning Intentions (What are we learning?) and Success Criteria (How will I know when I am successful?)
- I Do (Explicit teaching & modelling of concept/skill)
- We Do (Guided Practice)
- You Do (Independent Practice)
- Checking for Understanding

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 reach the "Achievement Standards", as set out in the Australian Curriculum, by the end of Prep.

English

In the first year of school, students engage with texts that entertain and inform, such as picture books and rhymes. They begin to learn to read and create texts.

Students learn to:

- Communicate with others in familiar situations
- Retell stories and personal experiences
- Report on topics they have learnt
- Read and talk about texts, including stories, information texts and texts by First Nations Australian, Australian and world authors and illustrators
- Recognise rhyming words, syllables and sounds
- Name letters and the most common sounds the letters make
- Listen to, read and view picture books
- Write some words and phrases
- Recognise some common words
- Create texts both orally and in writing.



Mathematics

In the first year of school, students develop a sense of number, order, sequence, pattern and position in relation to familiar settings.

Students will:

- Connect numbers, their names and quantities up to 20
- Count numbers in sequences up to 20, continue patterns and compare lengths of objects
- Use materials to model problems, sort objects and discuss answers
- Group and sort shapes and objects
- Connect events with days of the week
- Develop an understanding of location words, such as above, outside, left



Science

Through exploration and observation, students learn how science works. They explore their world to find answers to questions.

Students will:

- Explore the needs of living things investigate the properties of everyday materials
- Explore changes in our world, for example, the weather
- Explore how things move

HASS (Humanities and Social Sciences)

By experimenting, practising and playing in familiar situations, students use their natural curiosity to make sense of their world, and to develop history and geography knowledge and skills about people and places.

Students will:

- Explore their personal world, including personal and family histories
- Investigate places they and their families live in and belong to
- Find out about other places through stories told in books, or by family members and other people, and how people feel about places
- Explore why places are special and how students and other people can care for places

Health and Physical Education

Students learn through active play, and practise fundamental movement skills. They learn about how their body is growing and changing, about their strengths, how to be healthy, safe and active, and about respectful relationships with others.

Students will:

- Use their strengths to help others name trusted people in their community, who can help them stay safe and health
- Describe emotions of people who are happy, sad, excited, tired, angry, scared or confused
- Group foods into 'eat always' and 'eat sometimes'
- Move in different speeds and directions, be aware of others and follow rules
- Play games from different cultures and move in time with a partner when music is played

The Arts

Students share their experiences and understanding of themselves through exploring The Arts and artworks.

Students will:

- In Dance, watch others dance and respect those around them when they are dancing
- In Drama, use role play to act out familiar events or stories in Media Arts, use a camera to record images for others to view
- In Music, explore sounds when listening, singing and making music
- In Visual Arts, respond to and create a variety of artworks by drawing and painting

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.

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 technologies.

Specialist Teaching Environments

Our students have access to a number of specialist teaching environments, including an instrumental music classroom, two computer labs, library, 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 personal computers
- mounted data projector
- high-speed internet connections

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

Excursions and Incursions

Our students' learning is enhanced through participation in school excursions and incursion. When planning these 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

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

Assessment

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.

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:

Learning Progress Review Discussions (Terms 1 and 3)

Teachers are available for prearranged, individual meetings with parents and their child to discuss the student's individual achievement and learning needs. All parents are encouraged to attend.

Student Reports (Terms 2 and 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)

A	Applying
B	Connecting
C	Working with
D	Exploring
E	Beginning



Student Learning Support Services

Key support services available at Balaclava include:

- Guidance
- Social Work
- Student Services
- Learning Acceleration
- Inclusive Education
- Chaplaincy



Common Routines

Getting Prepared

- **School Resource Scheme:** Balaclava State School operates a Student Resource Scheme (SRS). The scheme is voluntary and you are under no obligation to join. The provision of this scheme ensures that well-resourced learning by our students remains our key focus. Its purpose is to provide you, the Parent/Caregiver, with a cost effective, value for money alternative to purchasing textbooks, resource, consumables and materials from elsewhere, through reduced prices gained from the school's bulk purchasing processes. Payment can be made by cash, EFTPOS or Centrepay.
- **School stationery:** A stationery list is sent home with your child's Semester 2 Report Card for parents who choose to provide their own stationery, rather than participate in the school resource scheme. This list can also be downloaded from our school's website (www.balaclavass.eq.edu.au)
- **Uniforms:** Uniforms can be purchased from the School Administration Office. Payment can be made by cash, EFTPOS or Centrepay.
- **Class lists:** Class lists are displayed on the notice boards around our school; all families will be notified when they are ready for viewing.

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. Prep classrooms can be accessed from the 8:25am when the bell rings.
- **After School:** Children must be collected from the classroom at 2:30pm, where they are to be collected by an appropriate adult as soon as possible at the end of the day. Children not collected by 2:45pm are escorted to the Orange Seat Area and their parents are contacted.

Please note: Due to health and safety regulations, children are not allowed to play on the Prep Playground before or after school.

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 schooling 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
- SMS
- School Website - www.balaclavass.eq.edu.au
- Parent information nights & special events
- Facebook page
- P&C Meetings – please check our newsletter or Facebook page for details of upcoming meetings

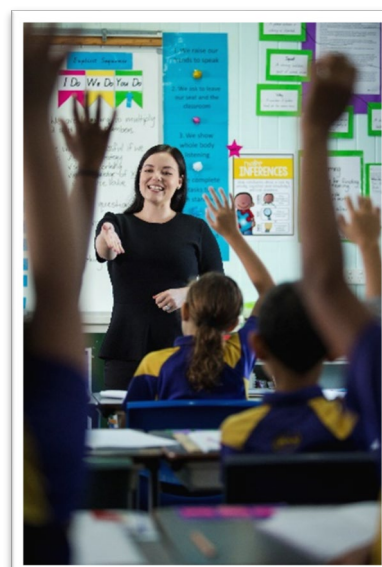
From your family

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 classroom 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

Contact details for your students teacher are provided to all families in the class newsletter, which is sent home at the beginning of every term.



School Assembly

Assembly is held weekly on a Friday morning at 8.45am (Junior classes (Prep – Yr 2) odd weeks and Senior classes (Year 3-6) even weeks. Parents are always encouraged to attend.

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. Copies can be downloaded from our website or accessed through Facebook. 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 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 regular meetings. Parents will be notified of an upcoming meeting by newsletter, Facebook and SMS. 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 through PCYC, information regarding this program is available by contacting the school office. Further queries or concerns should be directed to PCYC.

After School Supervision

All students are expected to leave the school grounds at 2:30pm (the end of the school day), unless involved in After School Care or organised activities with parents/caregivers, sporting organisations or teachers. Please contact the School Administration Office if you are delayed.

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 complains, or using providing deliberately false or misleading information
- If after approaching the teacher, your complaint remains unresolved, make an appointment with your deputy principal
- 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
- The school will be notified of your complaint



Student Code of Conduct

Productive learning and 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 Student Code of Conduct is based on four 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 for Learning (PBL) 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 the 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
- 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
- Intensive - for a small number of students displaying challenging and/or persistent inappropriate behaviour

Our Student Code of Conduct is available from the school website or alternatively you may request a hard copy from the School Administration Office. A copy is provided to all families when enrolling their child/ren.

The Resilience Project

Helping our children navigate the stresses and strains of daily life is more important than ever. While we may not be able to remove all these challenges, we can pass on skills to help young people cope with stress and adversity. It is what's known as resilience, the ability to overcome difficult experiences and be shaped positively by them. Our brains respond to the information around us, so resilience can be taught, modelled and nurtured. By doing this, through strong support networks and encouraging communication, we can help young people understand when they feel down and know what they can do to make themselves feel better.

In 2020, Balaclava State School commenced implementation of a new program to provide quality teaching and learning to build student wellbeing.

The Resilience Project's Program is part of our whole school instructional program to support the development of student well-being and social-emotional capabilities.

The year-long wellbeing program consists of a series of weekly lessons that are completed with a Student Journals. The curriculum is broken up into four areas:

- Emotional Literacy
- Gratitude
- Empathy
- Mindfulness

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
- 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.



Student 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 (ContactUs@balaclavass.eq.edu.au)

Multiple unexplained or unauthorised absences will be investigated by the school's Student Engagement Officer and Deputy Principals. *Please note: if you plan for your child to be away from school for more than 10 consecutive days, you are required to submit an Application for Exemption from Compulsory Schooling (available from the School Administration Office) with supporting documentation/evidence 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 Area under E Block until 8:00am, when they are then allowed to move responsibly to the hall. 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 Student Services Window for a late slip prior to going to the classroom. Regular late attendance will be investigated by the classroom teacher, Student Engagement Officer and Deputy Principals.

If your child needs to leave school early, please report to the Student Services Window 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 Administration Office. All mobile phones must be handed to the School Administration Office at the beginning of each day and will remain at 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 as outbreaks occur from time to time. 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. The School Administration Office does have EFTPOS facilities but please note there is no cash out.

Student Travel

Bus Travel

Contact Queensland Transport for information on local bus schedules.

Car Parking

There is no parent parking on the school grounds. Vehicles are NOT permitted on the school grounds from 7:45am till 3pm.

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 and be competent riders
- Wearing safety helmets is compulsory
- Students are not permitted to ride their bikes inside the school grounds
- Students use a locking device to secure bikes to the racks in the bike enclosure



Student Health

First Aid

Members of our school staff are permitted only to provide 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 the case of a serious accident, an ambulance will be called to transport the injured child to the 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. It is essential that you keep your contact details up to date with the school for emergencies.

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 School Administration 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, 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). Asthma Management Plans signed by your doctor must be provided to the school annually.

Infectious Diseases

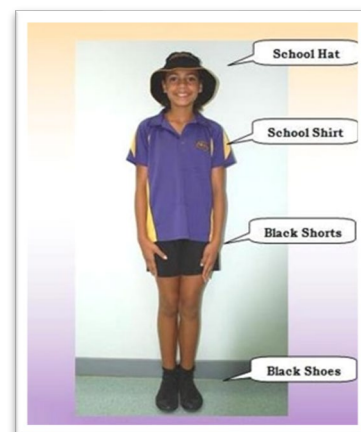
Balaclava State School follows the exclusion guidelines provided by the National Health and Medical Research Council. Please refer to the table below for exclusion periods.

Chicken Pox	Exclude until fully recovered or for at least five (5) days after the first eruption.
Conjunctivitis	Exclude until discharge from eyes has ceased.
Head Lice/Scabies	Re-admit the day after appropriate treatment has commenced.
Ring Worm / Hepatitis A	Exclude until medical certificate of recovery is received.
Measles	Exclude for at least four (4) days from the onset of rash.
Mumps	Exclude for nine (9) days or until swelling goes down (whichever is sooner).
Rubella / German Measles	Exclude until fully recovered or for at least four days after the onset of rash.
Impetigo / School Sores	Exclude until sores have fully healed.
Whooping Cough	Exclude the child for five days after starting antibiotic treatment.

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 school uniform must be worn by all students participating on excursions.

	GIRLS	BOYS
Shirts	Balaclava School polo shirt	Balaclava School polo shirt
Pants/ Skirts	Black shorts, black bike pants or black sports skirt	Black shorts
Hats	Black wide-brimmed hat	Black wide-brimmed hat
Sports Uniform	Mudskippers—Orange shirt Pythons—Green shirt Stingers—Purple shirt	Mudskippers—Orange shirt Pythons—Green shirt Stingers—Purple shirt



Our school uniform including our shirt, hat and shorts can be purchased from the School Administration Office. Black jumpers and long-sleeved shirts (for wearing under our uniform shirt) can also be purchased.

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 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 wide-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 at sporting carnivals 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.

We look forward to your child starting their educational journey with us at Balaclava State School.