Belmont State School

An Independent Public School

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Welcome to Belmont State School – an exceptional learning community where we work collaboratively to realise our school motto – "strive to excel". I am very proud to be Principal of Belmont State School and am privileged to share the following information about our great school.

Our school builds on a long and proud tradition and ensures a commitment to and a belief in, each and every student and their learning. Academic success and achievement are coupled with a wide range of arts, cultural and sporting opportunities. Enthusiastic students, a professional staff and our school community are all strongly supportive of student achievement and embrace experiences and programs that enable social and emotional learning and strong supportive relationships. A sincere and authentic partnership between school and home is the foundation for a successful education. The value of this partnership cannot be understated as a key component in the development and success of our students.

Our school provides quality co-educational learning for students from the Prep Year to Year Six and has a professional, skilled and passionate staff who facilitate quality education. Our school staff strive to ensure all students are provided with the opportunity to learn, succeed, achieve and improve.

As an inaugural Independent Public School in Queensland, Belmont State School continues to explore innovations to ensure growth and improvement in and for learning. Our active and effective P&C Association and supportive school community enhance the collaboration and partnership that comes with quality education. In 2013, the Belmont State School Council was established to continue to guide the vision and direction of our school.

We provide a wealth of opportunities for students through a range of academic and extra-curricular experiences including:

- Strategic curriculum planning across year levels to ensure continuity of teaching for improved student outcomes;
- Inclusive practices that cater for the diverse range of student abilities, interests, social and cultural backgrounds;
- A dynamic music program featuring strings, brass, woodwind, percussion and choirs;
- Performing Arts activities such as an Arts Day rotational activities, annual art exhibition, 'Stars on Stage' and prom concerts;
- A literature carnival featuring workshops with renowned authors, illustrators, cartoonists, poets, and the book week parade;
- Comprehensive Languages program with all students studying Japanese;
- Inter-house and inter-school sporting activities;
- As a feeder school for Gymnastics Queensland High Performance Centre for aspiring Olympians;
- A Student Council to develop opportunity for 'student voice', charity fundraising and purchase of school equipment;
- Outside School Hours Care program provided by 'Helping Hand's Network'.

Our school's facilities feature:

- All learning areas fully air-conditioned and equipped with Interactive White Boards;
- A large hall, with sprung floor and an air-conditioned multipurpose centre - facilities for both school and community use;
- A nature playspace and dedicated playgrounds designed with age appropriate play in mind;
- A well-resourced and engaging library and resource centre;
- Two ovals and four playground equipped areas.

Belmont State School is a 'Positive Behaviour for Learning' (PBL) school as we recognise the need for a safe, supportive, disciplined and engaging learning environment. Our school uses the PBL framework, Second Step for Learning program (an SEL program) and the four 'rules' below to ensure that everyone can grow to be a Belmont Star.

- Be Safe,
- Be a Learner,
- Be Respectful,
- Be Responsible.

I look forward to welcoming and working with you at Belmont State School. Our school is a great school, becoming greater, with a focus on innovation, performance and – most importantly – students.

Principal
Belmont State School

Contacting Belmont State School

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HEAD OF SPECIAL EDUCATION:	Mrs Bern Newman
GUIDANCE OFFICER:	Mrs Tricia Shannon
Head of Student Support:	Mrs Faye Berry
HOD Curriculum:	Mrs Brenda Kettle
BUSINESS SERVICES MANAGER:	Mrs Barb King Koi and Vanessa Johnson
ADMINISTRATION OFFICERS:	Miss Vanessa Johnson Mrs Lisa Enright Miss Leisa Kerry Mrs Melissa Smith
OFFICE HOURS:	8:00am to 3.45 pm

(Correct at the time of publication – updated 09/10/2023)

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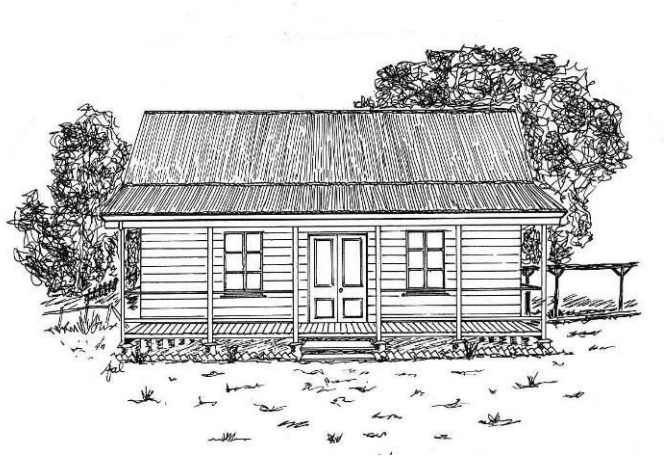
1. History and Tradition

Belmont State School was opened on Monday, 5 June 1876. A.C. Bernecker and other farmers in the local area wrote to the *Board of Education* in 1875 asking for a school to be built on 2 acres on the corner of Old Cleveland and Scrub Roads. Mr. Bernecker offered the land from his farm "Belmont" to the Board. The school opened in a two-room building, with a teacher's residence and two earth closets (toilets) at a total cost of 440 pounds. The first Head Teacher was Mr. W.H. Jennings.



School attendance was always poor as attested by frequent official correspondence, leading the school being appointed a provisional school in the late 1890's.

From 1911, moves were made to re-site the school near the Belmont Shire Hall (presently the site of the Belmont Services Bowling Club). In 1917, Belmont School was officially closed as the Head Teacher, Mr. C.K. Briggs, was appointed to open the new Carina School and local parents were requested to send their children there. However, several parents refused (because of the long walk from upper Scrub and Cribb Roads) and continued to send their children to Belmont School even though no teacher was present. After about a week, a temporary teacher, Mr. A.P. Theodore, was sent to reopen the school. Other moves were made to close the school in 1932 when Gumdale School opened, but Belmont School clung on.

Now, it is difficult to comprehend this doubt, as our school is one of the largest schools in the local area. Belmont State School is currently enrolment managed to ensure our facilities and resources can cater for the needs of all students who attend our school.

Belmont State School has continued to grow on the four-hectare site situated at the intersection of Old Cleveland Road and Scrub Road, Carindale. Old Cleveland Road is the major access road to the bayside suburbs. The school services the areas of Carindale and Chandler. These areas are all growth areas with large numbers of building blocks.

On the school site there are two ovals and four playground equipped areas.

A large hall, with sprung floor, provides a facility for both school and community use.

Our Multipurpose Centre is a large air-conditioned space for large group activities, dance and drama presentations.

Our school was one of the first twenty-six schools in Queensland to become an Independent Public School (abbreviated to IPS) in 2013.
Being an IPS provides greater autonomy, flexibility and decision making at a local level.
A key component of being an IPS is our School Council, whose primary role is to guide and shape our strategic direction and approve strategic documents.

2. General Information

2.1 School Profile

Belmont State School, located in the South Eastern Brisbane suburb of Carindale, Queensland provides quality education for boys and girls in the primary school years (from Prep to Year 6). Belmont State School was first opened in 1876, and in 2013 was selected as one of the first schools in Queensland to become an Independent Public School. This has allowed our school to explore initiatives and innovations that will further improve outcomes for our students. Belmont State School has a proud history and tradition, but also has a "future" focus with students and their learning at the centre.

Belmont State School strives to ensure all students are provided with the opportunity to learn, succeed, achieve and improve. Academic success and achievement are coupled with a wide range of arts, cultural and sporting opportunities. Learning activities are purposeful, cumulative, challenging and fun. Enthusiastic students, a professional staff and a school community strongly supportive of student achievement embrace these experiences and programs.

With high expectations, our aim at Belmont State School is clear and simple – to provide the best quality education and to ensure that every student is given every opportunity to be and do the best they can – during their time at Belmont State School and beyond. As a learning community, we all continue to "Strive to Excel".

2.2 Values

Belmont State School builds on a proud tradition and ensures a commitment to, and a belief in, each and every student and their learning. Our four "Belmont Star" values of "Be Safe", "Be a Learner", "Be Responsible" and "Be Respectful" are at the foundation of our strong school culture and promote a safe, supportive, inclusive and vibrant learning environment.

2.3 Mission Statement

Belmont State School ensures a focus on critical and creative higher order thinking skills to promote the development of learners who ask questions, seek answers, solve problems and can apply skills and knowledge in a diverse range of situations and environments. Personalised learning goals are designed and developed collaboratively between teachers, parents and the student. Learning happens across a range of settings and situations, enabled and enhanced by the use of digital technologies.

At Belmont State School, balance, context and purpose are given to learning. The focus is on the "whole child", with opportunities provided for, nurtured and valued across "pillars" of education: Academic; Arts; Community; Cultural; Sporting and Wellbeing. Students are encouraged and challenged to take calculated risks in their learning, set personal goals and learn from mistakes. Excellence, success and achievement is acknowledged and celebrated at all levels.

Belmont State School ensures effective partnerships are built and maintained both within and beyond the school community. These partnerships encompass a range of leadership opportunities: for staff, for students and for parents. Students, staff and community actively participate in global learning and citizenship activities. Parents and carers are highly valued partners in the learning process. There is clear, timely and open communication, along with meaningful opportunities for active participation and consultation. The school embraces a culture of reflection, conversation and feedback, where all opinions are valued and considered.

Our school will inspire students to become:

Lifelong Learners who are knowledge creators, technology savvy, problem solvers, innovators and effective communicators who share ideas with others and respond positively to change.

Global Citizens who have relationships based on fairness and tolerance, are culturally competent and able to connect locally and globally.

Successful people who set goals, are resilient, able to create opportunities and are confident in pursuing their passions.

2.4 Vision

Inspired. Innovative. Involved.

2.5 School Improvement Priorities

- Learning Literate Students
- *Excellence in Teaching and Learning*
- *Cohesive Learning Community*

2.6 Motto

"Strive to Excel"
The Belmont State School motto reflects the high standards and expectations we hold for all members of the school community.

2.7 School Council

As an Independent Public School, Belmont State School has a School Council. The role of the Belmont State School Council is to:

- monitor the school's strategic direction.
- approve:
  - plans and policies of the school of a strategic nature.
  - other documents affecting strategic matters, including the annual estimate of revenue and expenditure for the school.
- Monitor the implementation of the plans, policies and other documents.
- Advise the school principal about strategic matters.

The Belmont State School Council is composed of a maximum of twelve members:

- 4 elected parent/carer members.
- 4 elected staff members.
- The P&C President.
- The Principal.
- 2 appointed members.

A chair and a secretary are elected from within the School Council.

The Belmont State School Council performs its functions in a way that achieves the best learning outcomes for our school's students.

2.8 QSchools

The ***QSchools*** app is a convenient way to receive up-to-the-minute information from Queensland state schools. https://qed.qld.gov.au/about-us/det-apps/qschools

2.9 QParents

QParents is a secure, online portal that has been created by the Department of Education to provide parents of Queensland state school students with 24-hour access to their child's information.

The portal allows you to securely access information about your child and communicate directly with your child's school. https://qed.qld.gov.au/about-us/det-apps/qparents

2.10 Daily School Procedures

Students are not supervised before the commencement of the school day and therefore it is advisable for families to make use of the OSHC program if early arrival is unavoidable. Students being left at school prior to this time are unsupervised and as such, families could be in breach of section 364a of the Queensland criminal code. Students are not permitted to play before school; however, 'Walk and Talk' is conducted on the Scrub Rd Oval from 8:15am each day, weather permitting.

School Hours

Commencement Bell	8:45am
First Break	10:45am – 11:20am
Second Break	1:10pm – 2:00pm
School Ends	3:00pm

8am to 8:15am Supervision

Students who arrive between 8am and 8:15am are to move to the Tuckshop seating area adjacent to the administration building.

8:15am to 8:35am Supervision

From 8:15am, we encourage students to be active by participating in "Walk and Talk" on the Scrub Rd oval. All students who have been dropped at school and are not under the direct supervision of their parents must be on the bottom oval or the seating areas adjacent to the oval. The permitted area is indicated by the blue line running along the path.

8:35am Bell

This first bell of the day indicates to students that they need to prepare for class. Students can now move throughout the school. Getting a drink, going to the toilet and collecting equipment ready to start their day. Student will have been instructed by their teachers as to where they are to wait to start the day (generally lined up outside or near their classroom).

8:40am Bell

This bell is when teachers will come out to collect students. Teachers will be expecting students to be waiting and prepared for their day.

8:45am – School starts

Students arriving after 8:45am, are required to get a "Late Slip" from the office. Students must be at school prior to this bell. Late slips should be a rare occurrence. Students should not be regularly arriving after the 8:45am bell.

First Break and Second Break

At both breaks students have a supervised eating time for 10 minutes. They can then play in their assigned area.

Please note the following school rules, as they are essential to the safety of students.

- Students are not allowed out of the school grounds without permission from the administrators.
- Students should come directly to school and return directly home.
- If you want your child to leave early on any occasion, please send a note to the teacher.
- Students need to be signed out at the office.
- Students should aim to arrive at school at about 8.40am.

3. School Administration

3.1 Enrolment Information

Enrolment procedures aim to identify and monitor the individual education needs of your child. As Belmont State School is enrolment managed (to ensure our facilities and resources cater for the needs of all students), you will need to provide proof that you live inside the catchment area. (Please refer to the following website http://www.qgso.qld.gov.au/maps/edmap/ for the catchment area of your residential address.)
For children being enrolled at Belmont State School for the first time the procedures are as follows.

When enrolling:

- An initial interview takes place.
- Identification of all relevant information about your child. Information will include: age; previous schooling and progress; social, emotional and physical development; special needs.
- Following enrolment: Maintaining close contact. An open invitation is extended to you to request follow-up interviews with the class teacher and any specialists who may be involved in supporting your child's education.

Additional information you can provide to assist us to ensure a smooth transition includes:

- school reports;
- samples of written work, especially in Mathematics and English;
- information regarding special programs in which your child has been involved, e.g. enrichment/extension/learning support programs;
- information on extra-curricular activities enjoyed by your child.

When enrolling your child, we will provide you with the following information:

- an enrolment package; including a parent handbook;
- a copy of the school's rules and behaviour management plan (available on school website);
- appropriate booklist;
- uniform and canteen pricelists (available on school website).

3.2 Enrolling in Prep and Year 1

The State Education Act requires that children entering Prep must turn 5 by the 30 of June in the year they attend Prep. The State Education Act requires that children entering Year 1 must turn 6 by the 30 of June in the year they attend Year 1. Enrolment may involve diagnostic testing by school staff.

Proof of Age

Enrolment will not be approved without sighting and copying the original birth certificate. An alternative to birth certificate will be considered where it is not possible to obtain a birth certificate. eg child born in country without birth registration system. In this case a passport or visa document will suffice.

3.3 Attendance at School by Students

Children must attend school regularly in order to make satisfactory progress with their learning. If your child is absent from school you must notify the school. Please use the dedicated school absence line 3843 9388, School website Absence notification or the QParents App. For absences longer than 10 school days, parents must complete an Application for Exemption form and have an appointment with the Principal for consideration and approval. These forms are available from the school office and written notification of the decision will be sent to the parent/carer.

3.4 Transfer of Students to another Queensland State School

A Transfer Note is not required when a student transfers from one Queensland State School to another. Please advise the school office in **writing** if you child is transferring to another school. The parent must advise the school of the name of the student's intended new school.

3.5 Collection of Money

Department of Education have introduced a new option for paying students invoices for excursions, sport, swimming, and other events. **BPoint** allows parents to pay their child's invoices directly from home and receive a receipt immediately. This system is linked to OneSchool which means, once the Customer Reference Number (CRN) and invoice number is entered it automatically links to the school system and marks the invoice as paid. This is a highly effective system which allows parents to be receipted immediately and requires less processing for our office staff. As such this system requires invoices to be emailed to parents so they have the correct invoice and CRN number. These invoices will be issued in addition to the information notes that are handed out to the class with details about what the excursion is about and the costs that are involved.

Please ensure payment is made and all permission slips are completed and returned to your child/rens class teacher **by the due date.**

3.6 Valuables at School

Students are discouraged from bringing valuables, toys, smart watches, mobile phones and jewellery to school. Skateboards, scooters and roller-blades are not allowed at school. The school cannot accept responsibly for any loss or breakage. We ask for your support in this matter.

3.7 Mobile Phones and Smart Watches

Some families make use of Mobile Phones and Smart Watches to facilitate communication between parents and their children before or after school. Students who bring Mobile Phones or Smart Watches to school must hand them in at the office before school and are able to collect them after school.

3.8 Labelling of Clothes and Other Belongings

Please label all clothing and belongings clearly. The student's two names must be fixed in as permanent a way as possible.

3.9 Lost Property

Unclaimed property is kept in a trolley near the office. Students and parents may inspect the trolley at any time to recover lost items. At the end of each term, unmarked property will be donated to a suitable charity.

3.10 House System

At Belmont State School, a House system is presently in operation to provide a basis for competition in sport. Students are assigned to one of the four school houses. Students from the one family are placed in the same house. At no time are students allowed to change houses of their own accord.

The houses are:

- Arunta – Sulphur Crested Cockatoo (Yellow)
- Canara – Magpie (Emerald Green)
- Jilka – Button Quail (Red)
- Nankin – Nankeen Kestrel (Light Blue)

3.11 School Photos

Photos are taken annually of classes and various school leaders. For these photos, children are required to wear their full school uniform. Dates for school photographs are published in the School Newsletter.

3.12 Student Leadership

School Leaders

In the last term of each year, students and teachers elect School Leaders for the next year.

Students and Teachers have developed the following criteria for selection.
Belmont school leaders:

- set a good example (during and after school hours) by being positive role models;
- are responsible, helpful and look after other students;
- apply themselves to their school work;
- are able to speak in public and represent their school;
- are respectful and courteous;
- wear the school uniform and take pride in their appearance;
- obey the school's rules;
- have good organising skills.

Election of School Leaders

School Leaders are elected into their positions and will work co-operatively to lead the school throughout the year.

Year 5 students are spoken to about the role of school leaders and what the position requires as well as the qualities a school leader should possess.

Students nominate for the role of School Leader by completing a nomination form and handing it in to their teacher for certification along with the Parent/Caregiver consent form.

Nominees are considered by Teachers and Administration Staff to determine the final Leader candidates

Candidates will then deliver their speech for Year 5 and 6 students and staff. It is important that prior to this assembly classes will have discussed the role of a school leader and the qualities to look for while listening to speeches.

Student Council

Students are important members of the school community. They participate in the decision-making processes of the school through their council.

The Student Council is comprised of school leaders and one class representative from Years 4-6.

The purpose of the Student Council is to:

- promote life within a democratic society.
- develop confidence and leadership skills.
- enhance communication between students, staff and school management.
- provide an avenue for students to participate in the school's decision-making process.
- establish a fund-raising body to finance student initiated programs and facilities.

The operations of the Student Council are supported by staff who model and teach the principles and processes of leadership, active and informed citizenship and democracy.

3.13 School Song

Belmont State School School Song

Lyrics by Mrs A Caltabiano, Music by Mrs S Armstrong

Verse 1
At Belmont State School as is our tradition
We strive to excel and follow ambition
We'll pursue our goals and we'll never say never.

Chorus
Belmont spirit and pride
Is second to none we're aiming high
We're united as one.

Verse 2
The courage the friendship success and the fun
Lessons we've learnt competition hard won
Let's celebrate Belmont as we do our best.

Chorus
Belmont spirit and pride
Is second to none we're aiming high
We're united as one.

Verse 3
A long and proud history is ours to uphold
Together we'll build on achievements of old
This is our school where you will hear

Chorus
Belmont's spirit and pride
Is second to none we're aiming high
We're united as one
We're united as one.

4. Curriculum

Belmont State School offers students an engaging and academically rigorous curriculum that is based on the Australian Curriculum (ACARA), best practice and evidence-based teaching. The curriculum encompasses the following Learning Areas – English, Mathematics, Science, The Humanities (History, Geography, Civic and Citizenship, Economics and Business), The Arts, Technologies, Health and Physical Education and Languages (Japanese) – for all students from Prep to Year 6.

Our curriculum is structured to ensure our school beliefs about learning are embedded into our everyday practice. Here at Belmont State School we believe

· that all children can learn and excel

· students learn to take responsibility for their own learning and achievement

· explicit, quality feedback is essential for improvement

· in creating safe, positive, caring and engaging learning environments

· it is important to recognise and celebrate success and achievements

· high expectations are essential to allow every child to achieve their best

. social emotional learning is important for lifelong success

Further information about the Australian Curriculum can be found at the following link:
https://www.australiancurriculum.edu.au/

Some of our school's distinctive curriculum offerings include:
- Differentiated classroom programs to meet the needs of all learners
- Enrichment opportunities including links with local secondary schools
- Strong emphasis on the Arts with a range of visual art, music and performing arts programs provided
- Comprehensive incursion, excursion and camp programs offered
- Second Step – social emotional learning program

Belmont State School also provides a range of extra curricula activities that includes:
- Playground Rangers (buddy support for Prep students).
- Performing Arts Program including: Instrumental Music lessons as well as three levels of String Ensembles, Full String Orchestra and a large Concert Band; Choral program (Year 3 and Year 4 Choir, Senior Choir, Belmont Boys Vocals and Belmont Harmonies); Friday Music Tech Club; Dance Troupe.
- Stars on Stage
- Instrumental music camps
- Intra and Inter school sports program and carnivals
- Various sporting pursuits – at district, regional and state level
- Waste Warriors
- Games Club (lunchtimes)
- Art Club
- Japanese Club
- Coding/Lego Club
- Mathematics Team and STEM Challenge days
- Triple i enrichment
- ICAS competitions

4.1 Language Other Than English (Japanese)

Language Other Than English (LOTE) is identified as one of the Learning Areas, which form the core curriculum for students. Two specialist teachers spend thirty minutes per week with all classes from Prep – Year 4, and classes in Year 5 and 6 receive a total of one hour of instruction per week. In the classroom, learners explore Japanese as a system of communication and culture.

The emphasis is on communicative interaction where students will develop:

- a sense of purpose and enjoyment in using the language.
- the skills to comprehend and compose language in a given range of contexts.
- an awareness of the role and nature of language and of culture.

In broader aspects of school life, LOTE is involved in:

- Performances and displays.
- Lunchtime cultural activities.
- Japanese speaking competitions.
- Library displays.

Such integration across the curriculum and school community greatly increases the speed of LOTE learning and the acquisition of cultural knowledge for the students.

4.2 Music

A classroom Music Teacher is based at the school for five days a week. Students in Years Prep - 6 take part in the Kodaly Based Music Education Program, and attend one 30-minute lesson per week.

4.3 Instrumental Music

Strings

Belmont has one and a half days of instrumental instruction time per week. Students apply at the end of Year 2 for inclusion in the upper strings program for violin and viola, and at the end of Years 3 or 4, for inclusion in the lower strings program for cello and double bass. Students attend lessons in a group situation and join the orchestra when they reach the required skill level. Parents must provide (hire or buy) instruments for their children studying violin or viola. Double basses and cellos are available for loan while children are studying at school. Tuition is free.

Woodwind/Brass/Percussion

Students join the band program in Year 5, but if there are vacancies, places may be offered to Year 6 students. Parents must provide (hire or buy) instruments for their children. Some instruments are available for hire through the school.

Ensembles
There are two **Concert Bands** – Beginner Band and Senior Band. The Concert Band is made up of students from the Woodwind/Brass/Percussion program. All students involved in this instruction program are expected to be involved in the band, attend all rehearsals and be available for all scheduled performances. The Instrumental Music Teacher directs the concert band.

There are two **String Orchestras** and one **String Ensemble** – Corelli Strings for students in second year and Vivaldi Strings for more advanced players. First year string students form their own ensemble, Mozart Strings, in 4th Term. The String Orchestras are made up of students from the upper and lower string programs. All students involved in this instruction program are expected to be involved in the orchestra, attend all rehearsals and be available for all scheduled performances. The Strings Teacher directs the orchestra.

Music Levy
Each student involved in the Instrumental Music Program is asked to contribute a levy of $30 each year to assist in the ongoing costs of running the program (sheet music, visiting clinicians and maintenance of instrumental resources – music stands, performance uniforms).

Instrumental Hire
Students who are allocated a school-owned instrument, pay a hire fee of $70 per year which covers maintenance and insurance costs.

Prom Concerts
Prom concerts are held each semester. These are performed by the students involved in the school Music program. These concerts showcase the range of skills being taught and the progress made by each musical group. All students who participate in the Instrumental Music Program and Choirs from Years 4-6 are expected to hire or purchase the formal uniform of white shirt, black pants, black socks and black shoes. The purchasing and hiring of the performance shirt is arranged through the Uniform Shop.

School Choirs
Belmont offers a choral music program for children. Interested students may be involved in their year level group:
Year 3 Choir
Upper School Choir – Years 4, 5 & 6
Belmont Harmonies – selected students in Years 5 & 6
Belmont Boys' Voices

Students involved in these groups meet for rehearsal once a week, either before school or after school, and are involved in a concert program, which includes both in-school and out-of-school performances. The classroom Music Teacher directs the choirs.

4.4 Physical Education

Years Prep – 6 take part in the Physical Education program, which includes Ball Skills, Gymnastics, Athletics and Swimming. Students receive at least one 30 minute lesson per week from the Physical Education Teacher. Students from Years 4, 5 and 6 are also involved in an Outdoor Education Program, which includes camping at various sites away from the school. Students in these year levels go on camps of three to five days duration.

4.5 Swimming

Swimming is part of our Physical Education program and is offered to all students in Years Prep - 3, in Term 4. Students in Year 4, 5 and 6 are offered the opportunity to participate in a swimming program as part of the Friday afternoon sports program run for 10 weeks each semester.

4.6 School Sports

As well as regular Physical Education lessons, students are encouraged to participate in inter- and intra-school carnivals and fixtures. Belmont State School fields representative teams in the "Big 3" District Carnivals for Athletics, Swimming and Cross Country. Students are also able to nominate for representative teams, details of upcoming trials are advised in the school newsletter. An interschool and interhouse sport program is run on Friday afternoons for students in Years 4 – 6. Students are able to participate in a wide range of team sports.

4.7 Trips, Excursions and Other Activities

Excursions, visiting programs and camps are organised throughout the school year. You will be notified of these activities well in advance. Full school uniform is required while on excursions unless otherwise directed.

Provisions are made for families who experience financial difficulties in meeting the costs of camps and excursions. Confidential enquires for assistance may be made to the Principal or Deputy Principal.

4.8 Resource Centre

The School Library Resource Centre aims to provide quality services to all members of the school community, with an emphasis on students and staff, by providing a wide range of resources including high interest, well-reviewed picture books and novels as well as up-to-date non-fiction resources.

The teacher-librarian's major roles are to provide advice on and professional guidance to appropriate resources for students, staff and the school community; as well as planning and teaching units of work cooperatively with classroom teachers.

It is library policy that children with overdue books lose borrowing privileges but may continue to borrow once books are returned. If the book is lost, torn or soiled then this item will need to be replaced at the cost to the parents.

Any volunteers interested in assisting with day-to-day tasks should approach the Library staff.

4.9 Homework

The school acknowledges that the time available to families to participate in homework tasks varies considerably from family to family. This means that while homework activities are provided to each family, the completion of these tasks is not compulsory.

Teachers specify for students and parents the tasks that are recommended for each year level. Tasks will include Mathletics and Reading Eggs online activities, reading and other appropriate tasks as instructed by the class teacher.

5. Student Support and Care

5.1 Case Management

The learning needs of students is managed through our school's Case Management process. Class teachers make referral where behaviour, wellbeing and/or development may be impacting upon student progress. The Case Management Team is responsible for developing appropriate responses following discussion at an initial meeting. Members of the team include the class teacher, Deputy Principal, Support Teacher: Literacy ad Numeracy, Guidance Officer, Speech Language Pathologist and Head of Special Education Services. Parents are kept informed and consulted with throughout the process. There is ongoing follow up and review, where students may be referred on to the Guidance Officer, Speech Language Pathologist and/or Advisory Visiting teachers.

5.2 Guidance Officer

Our Guidance Officer is available to consult with and support students, teachers and parents. Students are referred to the Guidance Officer for assessment and/or counselling through the school's Case Management process. Any assessments of student behaviour and/or learning difficulties are only undertaken with parental consent.

The Guidance Officer is available by appointment to assist parents who are experiencing difficulties with their children in relation to: behaviour, learning, social-emotional skills, and mental health concerns.

5.3 Inclusive Education

Belmont State School is committed to achieving excellence by enhancing educational opportunities for all students. Our Special Education Program (SEP) supports students with disabilities as per the Inclusion Policy set out by Education Queensland.

Inclusive education in Education Queensland:

- Fosters a learning community that accepts, understands and supports students with a disability.
- Maximizes the educational and social outcomes of all students through the identification and reduction of barriers to learning.
- Ensures all students understand and value diversity so that they have the knowledge and skills for positive participation in a just, equitable and democratic global society.

Inclusive Education ensures that Belmont State School is a supportive and engaging place for all students, teachers and caregivers. It is about building a community that values, celebrates and responds to diversity. It is about shaping the society in which we live and the type of society to which we aspire.

5.4 Support Teacher: Literacy & Numeracy

Our Support Teacher: Literacy and Numeracy (STLaN) works with class teachers and other support staff to improve academic outcomes for students with learning needs, with a focus on literacy and numeracy. This involves working with teachers in identifying differentiation and intervention strategies for more targeted instruction within the classroom context. The STLaN also manages the delivery of literacy intervention programs.

5.5 English as an Additional Language/ Dialect

Our EAL/D Teacher works with class teachers in supporting students with English language needs to access and participate in the curriculum. The EAL/D teacher supports class teachers to work with EAL/D learners in whole class contexts.

5.6 Advisory Visiting Teachers

An Advisory Visiting Teacher service is available to support students who are verified Physically Impaired, Visually Impaired and Hearing Impaired. The school also has access to Education Queensland therapy services in supporting verified students.

5.7 Speech Language Pathologist

Our Speech-Language Pathologist with specialist knowledge in speech, language and communication skills works collaboratively with the school team to deliver evidence informed speech pathology practices, with the aim of improving literacy, academic and life outcomes for all students.

The Speech-Language Pathologist works within a whole school approach to meet the diverse teaching and learning needs of all students in the following ways:

- Early identification of students who are at risk of speech and language difficulties through ongoing screening and progress monitoring (Prep and Year 1).
- Assess and diagnose a range of communication disorders affecting academic and social success including speech, language, voice, fluency and complex communication needs, as identified through the schools Case Management process.
- Deliver evidence informed speech language therapy intervention (small group and intensive 1:1 support), as identified through the schools Case Management process.
- Consulting with the school team and building staff capability in supporting curriculum access for students with complex communication and literacy learning needs.

5.8 Dental Clinic (Department of Health)

Metro South Health provides free dental care to children throughout our region. All dental examination and emergency appointments with the service will be made by calling the Oral Health Hub (the Hub) on 1300 300 850. Due to the introduction of the Child Dental Benefits Schedule (CDBS) by the Commonwealth Government, a parent or legal guardian is required to attend every dental visit with their child.

6. Health and Safety

6.1 Accidents and Illnesses

Students who are sick or injured receive treatment from staff trained in First Aid. In the event of a sudden illness or suspected serious injury, we will endeavour to contact you or your nominee*. It is essential that your child's file contains up to date contact numbers. If you cannot be contacted, your child will still receive treatment. In serious cases, the Ambulance will be called, and if necessary, will escort your child to the nearest hospital or doctor.

* In addition to your own contact phone numbers (work, home, mobile) we request the names and phone numbers of two or three people who will be able to respond to an emergency situation involving your child on your behalf.

6.2 Immunisation, Infectious Diseases and Head Lice

There is no policy requiring immunisation but parents whose children are infectious (or have headlice) should inform staff so that other families can be informed. Some infectious diseases require exclusion from school e.g.: chicken pox, conjunctivitis, German measles etc. All are covered by the Queensland Health "Time Out" policy. A "Time Out" poster is available online https://www.health.qld.gov.au. Information for the treatment of head lice is available from the school office.

6.3 Life-Endangering Medical Conditions

Parents of children with life-endangering conditions (eg: bee-sting allergy) are asked to notify the Principal and complete the relevant form available from the school office. This will give us a clear description of the condition and emergency procedures required.

For quick reference, this information will be displayed in the First Aid room along with a photograph of your child.

6.4 Medication

The following guidelines for the administration of medication, approved by the Director-General of Education, must be followed to ensure the safety of our students.

Should medication prescribed by a doctor be required during school hours, a parent/guardian must make a written request. Please complete a Medication Form available from the school office.

The pharmacist, at the doctor's direction, must write the instructions provided on the medication container. Instructions need to indicate **specific times** and the **quantity** of the medicine to be administered. A direction such as 'give three times daily' is not sufficient. Parents will need to alert their doctor and pharmacist of this requirement when medication is being prescribed.

Analgesics (e.g.: Panadol, aspirin) cannot be brought to school or administered by school staff.

Unless these guidelines are adhered to, a staff member cannot be authorised to give medication to a student.

6.5 Inhalers

Students suffering from asthma can be responsible for inhalers at school with written permission from a parent of legal guardian. If you wish your child to be responsible for his/her inhaler please contact the Principal.

6.6 Sun Protection Plan

Rationale

The school in conjunction with parents will provide sun awareness education and provide a safe learning environment for students.

Purpose

- Minimise the risk of skin cancer.
- Promote lifetime habits of protection from UV rays.
- Develop responsible attitudes and behaviours in relation to sun exposure.
- Become a community educator.
- Increase awareness about prevention and early detection strategies.

General Strategies

- Encourage the use of a sunscreen (e.g. SPF 30+ Broad Spectrum). Students should be encouraged to come to school with sunscreen applied and to be informed about re-applying the cream at break times.
- Parents and caregivers are responsible for providing the sunscreen, and students are responsible for the re-application of sunscreen at break times.
- "No proper hats - play in the shade". Students should wear hats, which cover their ears.
- Avoid exposure to the sun between 10.00am and 2.00pm (EST) in summer months where practical.
- Continue to plant and maintain shade trees and provide shade structures for outdoor activities wherever practical.
- Teachers, parents and visitors should present positive role models.
- Protective school uniforms are available from the book/uniform shop.
- Incorporate Sun Safety Education in students' curriculum and initiate educational sessions for parents and teachers.
- It is suggested students wear a lycra swim shirt for swimming lessons.

Specific School Strategies

School

- Promote the school Sun Protection Plan positively.
- Monitor the "No Proper Hat - play in the shade rule". (Students may play in covered areas).
- Encourage students to wear the school hats.
- Encourage the use of sunscreens and the wearing of school uniforms.
- Be a positive role model. Teachers should try to wear/use large hats and/or umbrellas when outdoors.
- Provide relevant education programs at class level.
- Include the Sun Protection Plan in parent and teacher handbooks.
- Induct new teachers as to the Sun Protection Plan.
- Plant and maintain shade trees.
- Review the school Sun Protection Plan in line with the data obtained from ongoing research.

Parent

- Provide proper hats (that cover/protect the ears) and ensure students wear them to and from school.
- Ensure students have applied 30+ sunscreen before coming to school. Think seriously about applying at least a four-hour sunscreen.
- Teach students to apply sunscreen.
- Ensure students have 30+ Broad Spectrum sunscreen to apply before morning tea, lunch and sports events.
- Be a positive role model and support the school's Sun Protection Plan.
- Be a partner with the school in the education of the students.

Students

- Students are encouraged to be responsible for their own health and safety and the application of sunscreen when required.
- Comply with the school's Sun Protection Plan.
- Always wear a proper hat (that protects/covers the ears) and suitable clothing.
- Be a positive role model for others.
- Seek shade for certain activities.
- Suggest ways for the Student Council to help amend or improve the Sun Protection Plan.
- Student Councillors should help teachers and parents to monitor the wearing of hats.

Conclusion

The school, students, parents and teachers should all take responsibility for skin care and sun safety.

6.7 Fire and Evacuation Drills / Lockdown Drills

Procedures for evacuation are displayed in school buildings including all classrooms. Each family, volunteer and student should be familiar with procedures outlined to ensure their own safety in the event of an emergency and to support staff in ensuring the safety of all students.

Fire drills are conducted in the school at regular intervals to ensure the quick and safe evacuation from all buildings during a real emergency. **ALL PERSONS** in the school at that time are expected to follow the drill. A fire siren, sounding for one minute, signals a fire alarm in one of the school blocks. The evacuation of all buildings must follow. All persons are to remain in the areas designated by the Evacuation Map until the all-clear signal is given.

6.8 Responsible Behaviour Plan for Students

Belmont State School expects and achieves a very high standard of behaviour from all students. The school has a Responsible Behaviour Plan for students in place. This plan is available in full on the school website. The Plan outlines the school's strategies in being pro-active in eliminating inappropriate behaviour at school. It has a summarised addition for parents and an Anti-Bullying Plan.

6.9 Bus Stops and Gates

Parking is NOT allowed in the bus stop at times indicated on the traffic signs. Please note the 40km/hour speed limits are in force before and after school hours. For their safety, students are to enter and exit by the **pedestrian gates**, NOT the double gates on Scrub Road and Bridgnorth Street.

6.10 Vehicles in the School Grounds

For the safety of students, parking is restricted in the school grounds. To minimise traffic in the school grounds, parents who are volunteering or visiting the school are requested to park in the public car park off Bridgnorth Street.

If an emergency situation occurs where you need to park in the school grounds (e.g. collecting students from the Health Room) please remember:

- reverse only where necessary;
- speed limit is 5 km per hour;
- students in the grounds have right of way at ALL times;
- remove your car as soon as possible.

6.11 Bicycles

A cage is available in the school grounds and an additional bike rack area at the front of the school. This area is out of bounds to students during the day. While all care will be taken, no responsibility is accepted for loss of bicycles or scooters while in the parking area. Bicycles and scooters are to be "walked" within the school grounds. This school, in keeping with the law, also requests the wearing of helmets as protective covering for students' heads while they are riding their bicycles and scooters.

6.12 Parking, drop off and pick up around our school

Belmont State School is a big school. With over 900 students enrolled mornings and afternoons are a time of significant congestion on the streets around our school. We continue to work with Brisbane City Council to review and improve the car parking, pick up and drop off arrangements for our school. We ask all parents and carers, and students, to ensure they continue to observe appropriate safe behaviours at drop off and pick up times.

When parents and carers are parking and entering our school to drop off and/or pick up students, please note the following:

- There is limited car parking available in the small car park on Bridgnorth Street – if using this car park, please ensure you walk out of and into this car park safely, using the paths provided and not walking through either the car park and or "Stop, Drop and Go" zone.
- Consider parking a few streets away and walking a little further.

The former bus zone on Scrub Road was re-signed in 2015 to be a loading zone between 7-9am in the mornings and 2-4pm in the afternoons. This has given our school and community an additional drop off and pick up point and help remove some traffic from the Bridgnorth Street area. This pick up zone is supervised by a staff member each afternoon (as we currently do with the Bridgnorth Street pick up zone, as well as the bus stop on Bridgnorth Street).

When parents and carers are using the "Stop, Drop and Go" facilities on Bridgnorth Street or Scrub Road, please note the following:

- The "Stop, Drop and Go" zone is for dropping off and picking up students - parents should remain in their vehicles and allow students to exit or enter the car from the kerbside. Please do not use the "Stop, Drop and Go" zone as a car park, particularly in the mornings.
- Please pull as far forward as possible in the zone. If you are unable to pull into the zone (e.g. the zone is full), or if you have been waiting longer than two minutes in the zone, you must leave the zone before returning to the zone.
- Students are dismissed at 3pm, so the zone becomes very busy around five past three. It is not nearly as busy five or ten minutes later. Please do not arrive at 2:50pm (or earlier) and "park" in the zone.

Please be aware that there are no parking or loading zones on the Old Cleveland Road side of the school – in fact the area is a merge zone for traffic turning from Scrub Road onto Old Cleveland Road, as well as seeing Old Cleveland Road reduce from three lanes to two lanes inbound – and stopping and unloading students in this area is very dangerous. Please ensure the correct areas for drop off – Bridgnorth Street and now also the new zone on Scrub Road – are the only areas where students should exit vehicles, to ensure their safety.

The safety and wellbeing of our students are our primary concerns and we again thank all parents and carers for your co-operation and attention to these matters.

7. Communication Between School and Home

Ongoing communication between school and home plays an important role in your child's education. We encourage you to be involved and to regularly speak with teachers about your child's progress. **It is important to notify us if you have concerns or if you believe your child is experiencing a problem.** At Belmont we use a variety of methods to foster communication between school and home.

7.1 School Electronic Newsletter

The School's E-Newsletter to parents is our major means of communication. The E-newsletter is published and emailed directly to individual families each week on Thursday. We encourage all parents and carers to provide an email address on the enrolment forms. Newsletters contain information about school activities, student achievements, upcoming events and other relevant school and education matters. The newsletter is uploaded to the school website weekly.

7.2 Classroom News

Teachers like to let parents know what is happening in their classroom through letters, newsletters and homework notes. All classes send a class newsletter home at least three times/term.

7.3 Parent / Teacher Information Evening

A Parent/Teacher information evening will be organised early in Term 1. This evening will provide an opportunity for teachers to discuss with parents how the curriculum will be delivered; how parents can contribute to their children's education and address any general issues.

7.4 Parent and Teacher Meetings

You are welcome to discuss your child's progress with the teachers concerned. Please organise a convenient meeting time. Teachers are unable to meet with you while they are responsible for supervising other students.

7.5 Reporting to Parents (Written Reports and Parent/Teacher Conferences)

At Belmont State School, formal reporting on student progress to parents and carers occurs four times a year. ***Written reports*** *are provided at the end of each semester (Terms 2 and 4) and* ***parent/teacher conferences*** *are offered towards the end of Terms 1 and 3.*

8. School Uniforms

At Belmont State School, both the school and P&C association support the student "Dress Code" to promote the objectives of the Education (General Provisions) Act 2006 and provide a safe, supportive and disciplined teaching and learning environment. Our "Dress Code" has been in place at our school for many years and is often revisited and revised by the school and community. In short, the "Dress Code" seeks to ensure:

- the ready identification of students and non-students at school;
- the elimination of any distraction from competition in dress and fashion at school;
- the fostering of a sense of belonging; and
- the development of mutual respect among students through minimising visible evidence of economic or social differences.

Copies of the student "Dress Code" for Belmont State School are available on our website or from our office.

8.1 School Locker

Belmont State School uniforms are now available from School Locker Logaholme. Visit the store or shop online and discover a convenient one-stop-shop for uniforms, school footwear, stationery, technology, musical instruments, sports equipment and more.

School Locker Loganholme

3878 Pacific Highway, Loganholme QLD
Phone (07) 3440 9701
Open Monday to Wednesday & Friday 8:30am- 5:00pm, Thursday 8:30am- 6:00pm, and Saturday 9:00am-3:00pm

SHOP NOW

Online Uniform Shop

Scan the Shop Now QR Code or use this link to find your uniforms online.
theschoollocker.com.au/schools/belmont-state-school

Shop online and choose to have your order shipped directly to you or collect it from the School Locker Loganholme store.

9. Parent Involvement

9.1 Classroom Assistance

Parents are invited to help on a regular basis in classrooms. They might be involved in a variety of tasks including making games, supervising small groups, playing maths and reading games, listening to students read and helping with art and craft activities. Volunteer parents are asked to sign in and out in the appropriate sign on register located in the classroom or at the office each time they visit. This is a requirement in case of an accident or injury and a claim for compensation.

10. Parents and Citizens Association, OSHC and Tuckshop

10.1 Parents and Citizens Association

We are fortunate to have an incredible P&C that actively engages the local community and supports the school in achieving its goals. Members of the P&C have a unique opportunity to participate in the decision making that relates to parents, teachers and school organisation. It is well documented that children whose parents engage actively with their education do better and are happier at school. What better reason is needed for parents and care givers to join the P&C and play an active role in decisions that relate directly to their children's education and the future direction of the school.

The P&C meets twice a term (generally week 3 and week 8) on alternating Tuesday nights (6pm start) and Friday mornings (9am start) in the P&C Hub. Meeting dates are advertised in the school newsletter. If you are unable to attend P&C meetings, we encourage you to become a P&C member so you will be informed by email of meeting minutes, learn what is happening in the school and have your say. Please remember that membership with the P&C needs to be renewed annually by completing a membership application form.

In addition to fundraising and community events the P&C also operate Belmont Outside School Hours Care (BOSHC) and Hungry Hut Tuckshop.

10.2 Belmont Outside School Hours Care

Belmont Outside School Hours Care provides quality learning opportunities delivered in a safe, secure and stimulating environment, for **primary** school aged children before and after school and during school vacations. The service is owned and operated by the Parents and Citizens Association and runs from the office under Block A and utilises designated areas across the school grounds. Permanent and casual places are available.

Hours of Operation:
Before school care: 6.45am – 8.45am
After school care: 3.00pm – 6.00pm
Vacation care and pupil free days: 6.45am – 6.00pm

For more information please see https://belmontss.eq.edu.au/facilities/out-of-school-hours-care or contact boshc@belmontpandc.org.

10.3 The Hungry Hut

The P&C operates and manages The Hungry Hut, our school tuckshop. The Hungry Hut is located in the Multi-Purpose building and is easy to spot with a stunning mural on the front service counter. The Hungry Hut sells a range of healthy food, drinks, snacks and frozen treats for morning tea and lunch. Meal orders are placed through the Qkr! App (pronounced Quicker). Register your details under Belmont State School. Further details are available here https://www.plhs.sa.edu.au/wp-content/uploads/2018/10/Qkr-Parents-How-to-Guide.pdf

Pre-packaged items including drinks and ice blocks are available for purchase over the counter for Grades 1-6. Prep students will need to order all items through the online ordering system. Additionally, a limited number of special items may be available for students to purchase over the counter from time to time, however quantities of these items are not guaranteed.

The cut off time for all orders is 8:30am daily, although orders can be placed days in advance to avoid missing the cut-off time.

10.4 Hour of Power

All volunteer assistance is always greatly appreciated throughout our services and community events.

All families are asked to volunteer one hour of their time to the P&C each year. This might be assisting in the tuckshop, helping at a community event or participating in the organising of our major fundraisers. The P&C Exec Team are a fun, friendly and open group of volunteer parents who have the same motive as we all do – to give our children an excellent start to their education. As a token of appreciation, parents who volunteer an hour of their time are given a token that their children can use at the Hungry Hut.

HOUR OF POWER

Belmont SS parents and carers contributing to our school community

How your **Hour of Power** will help our school community

- Spreading of volunteer workload
- Promotion of P&C initiatives that help raise vital funds for our school
- Providing opportunities for parents and carers to connect
- Identifying specific and discreet tasks to leverage limited available time of many families who want to help
- Fostering "feel good" vibes of volunteering and demonstrating the importance of community involvement

10.5 School Rewards – Athletes Foot

SCHOOL REWARDS

We are committed to supporting local schools
and helping our community make the most of every dollar spent,
but we need **YOUR** help.

Join us as we work **TOGETHER** towards building a community, where we
empower our children, by supporting their growth and education.

The Athlete's Foot School Rewards program is a part of making this possible.

HOW DOES THE SCHOOL REWARDS PROGRAM WORK?

For EVERY pair of shoes you or a family member purchase ...

$5

IS DONATED BACK TO YOUR SCHOOL

It's that easy!

The Athlete's Foot will donate $5 from every pair of shoes purchased from your local The Athlete's Foot store as nominated on your registration form by any of the school staff, students or members of their families to your school.

All they have to do is nominate your school at the time of purchase for the sale to be counted towards the Program Rewards.

School rewards applies for every pair of shoes purchased, across the complete in-store range of adults and/or kids sports, school, work and casual shoes.

Simply visit The Athlete's Foot store at Carindale to sign up and/or nominate Belmont State School to receive rewards. https://www.theathletesfoot.com.au/195-carindale