



**BIRALI STEINER SCHOOL**

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## Parent Handbook

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# Birali Steiner School

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## **Mission**

We offer a holistic educational approach, which balances academic, artistic and practical learning experiences founded in the principles of Anthroposophy set forth by Rudolf Steiner and adapted for a changing world.

## **Vision**

Birali Steiner School's Vision is to educate the whole child, "head, heart and hands". By offering a curriculum responsive to the developmental phases in childhood, a positive foundation for a purposeful and productive adulthood is cultivated.

## **Values**

Birali Steiner School offers a co-educational, non-denominational, meaningful and holistic schooling experience. The spiritual nature of each individual is supported and this guides the way in which education is offered; respect, joy, moral strength, trust and honesty are held at the centre of all learning. The uniqueness of each and every child is nourished so that they may find their own meaning and purpose in their work and play, their individuality and community, their inner reflection and outer expression. The physical space is revered for its beauty and is held carefully to reflect goodness, peace and co-operation. Integral to the philosophy of Steiner Education, the teacher meets each child at the physical, intellectual, emotional and spiritual levels. They do so being guided by the different developmental stages and needs of childhood offered by Rudolf Steiner.

We will strive at all times and wherever possible to provide an environment of true equity free from discrimination based on language, sexual

orientation, pregnancy, gender, culture, ethnicity, religion, health or disability, socioeconomic background and geographic location. Childhood is seen as a gift to be protected and the idealism of youth is nurtured to form the foundation of a purposeful and productive adulthood.

We uphold diversity and seek to build upon local cultural knowledge. We strive to always work in partnership with the community. We honour the uniqueness of each individual within and around our community and seek to reflect the diversity of our society within our school. We strive to embrace and build a community that values ethical, sustainable and joyful living and learning.

## **School Structure & Organisation**

The Moreton Bay Birali Steiner School Association Inc. is the not for profit Incorporated Association which established the Moreton Bay Birali Steiner School in 2013. Membership of the Association is open to all current staff and parents and other interested people. Application forms are available from Administration or the Board Secretary. All applications are submitted to the Association Board for consideration at the next meeting with the \$5 annual fee to be paid. A copy of the constitution is also available from the Board Secretary.

The Annual General Meeting of the Association will be held in the first half of each year. Members of the Association can nominate for positions on the Board. Those who have appropriate skills, related experiences or a particular interest in assisting with the growth and stability of this founding Steiner School are encouraged to contact the Association Secretary via email at [secretary@biralisteiner.qld.edu.au](mailto:secretary@biralisteiner.qld.edu.au).

Birali Steiner School is a member of Independent Schools Queensland (ISQ). We also maintain membership with Steiner Education Australia (SEA), which ensures our integrity to Steiner Education. Close working relationships with other member Steiner Schools are fostered to promote access to all available expertise, mentoring and collaborative High School options whilst our Primary School grows.

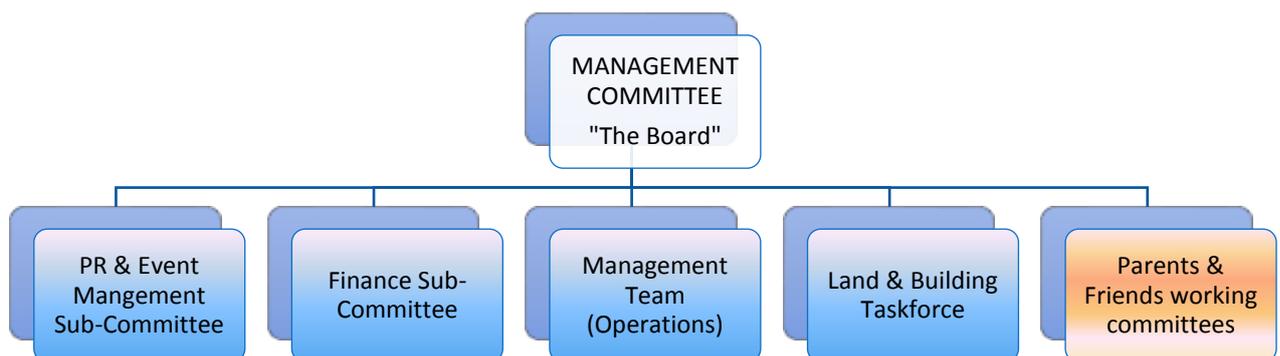
## The Board

School governance is undertaken by the elected Management Committee (the Board). The Board is responsible for the effective running of the Association, including legal, financial and management matters, and for ensuring that the school meets all its statutory and regulatory compliance requirements.

The Board, comprising office bearers and ordinary members and meets on a monthly basis. A representative of each Sub-Committee (outlined in Figure 1 below) provides a progress report to the Board at each monthly meeting. The Board is currently comprised of:

- Board Chair
- Vice President
- Secretary
- Treasurer
- Ordinary members
- Advisory role

Figure 1: Governing body and sub-committee structures



## The College of Teachers

The College of Teachers plays a central role in the management of a Steiner School and will develop as our school grows. It carries responsibility for deepening and carrying the educational impulse arising out of the

Anthroposophical understanding of the developing human being. This is done through participating in ongoing reflection on curriculum questions, engaging with broader educational issues as they arise, advising and supporting the Board and generally being available to support teachers (and parents) when called upon.

All staff members are invited to be part of the College. Through sharing study and taking up responsibility for the health of the school together, individual members have an opportunity to continually renew their understanding of the spiritual foundations upon which the school and Steiner Education are built. This is seen as an all-important commitment to ensuring that the education we offer remains vital and relevant.

## **School Hours**

Primary School: 8.30am – 2.30pm Monday to Friday  
(Includes Early Childhood Years)

Wednesdays Class 1: 8.30am – 12.15pm

Wednesdays Prep and Early Childhood only: 8:30am - 12:15pm

Teacher hours: 8.00am - 3.00pm Monday to Friday

## **Administration**

Administration processes are predominantly conducted via phone and email, but they are also available in person via the window at the side of the hall.

Enrolments & Administration: 8:00am – 3:00pm Monday to Friday

If contacting outside of these hours, please leave a message or send an email and you will be responded to as soon as possible.

[info@biralisteiner.qld.edu.au](mailto:info@biralisteiner.qld.edu.au) , Ph 07-5429 09511 and Office Mobile 0412 014

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# Your Child at School

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## Early Childhood

Early childhood students have a morning rhythm and designated spaces that allow for creative play and imitation, which are the main focus for this age group. The early childhood student activities include drawing (Mondays), bread baking (Tuesdays), Nature Day (Wednesdays), painting (Thursdays) and craft/beach walk (Fridays).

## Birali Daily Rhythm for Early Childhood

8.15am – 8.30am	Drop off through Pippi Room Gate
8.30am	Outside self-directed free play including morning tea and gardening
9.00am	Tuesdays go inside to bake bread for morning tea
9.30am	Morning Circle
10.20am	Morning Tea, inside self-directed play and daily activity followed by packing/tidying up
12 noon	Story
12.25pm	Lunch
	Rest time
	Outside Play, pack up outside and get ready for home followed by verse inside.
2:30pm	Dismissal from Pippi Room gate

## Primary School

In a young school, multi-aged classes are a reality at Birali as we become more established. Children naturally learn from each other and there are many benefits to be gained from younger and older children working together in harmony. It is a priority for our teachers and our families to embrace and support this more flexible developing model and we encourage open communication at all times between parents and teachers as we journey together.

## **The Daily Rhythm**

(Please note: Class teachers may see a need to review this from time to time)

8.30am to 10:30am	Morning Circle/Main Lesson
	Fruit break
10.30am to 11.00am	FIRST BREAK
11.00am to 11.30am	First Middle Lesson
11.30am to 12.30pm	Second Middle Lesson
12.30pm to 1.00pm	LUNCH/SECOND BREAK PLAY
1.00pm to 2.30pm	Afternoon Lesson
2.30pm	Class dismissed

## **Arrival**

Teaching staff are on the premises at 8.00am. Children are admitted at 8.15am through the side gate and need to remain with a parent until the students are invited inside. There is a teacher on duty to supervise.

School begins promptly at 8.30am and it is essential that your child be at school by 8.20am for the start of Morning Circle/Main Lesson. Late arrivals interrupt the flow of the joyful and reverent morning activities for both the child who has missed something, and for the class and their teacher. Please sign in with Administration first if you are late, before the student proceeds to class with a late slip.

## **Departure**

It is expected that children will be collected promptly at 2.30pm from the front gate on the pavement. Teaching staff are present until 3.00pm, but may be busy speaking with parents between 2.30pm and 3.00pm. Students not collected at the gate at 2.30pm will go to the Administration Office and the Parent/Carer contacted regarding collection.

Please inform the class teacher or administration in writing or email if you have arranged for someone else to pick up your child, particularly if the class

teacher does not know that person. Notice of late pick up of students is appreciated via the Administration office.

## **Contact with Teachers**

Please be aware that the period prior to commencement of school each day is a time when teachers are carefully preparing to start their day with the children. As the teacher is focused on preparing for the day, conversations with parents on urgent/relevant matters need to be brief, (family upset etc). For appointments parents are asked to email their teacher to arrange a time for a meeting. Teaching staff will always endeavour to respond in a timely manner.

## **Attendance**

The curriculum aims to bring continuity and rhythm to lessons from day to day and from week to week. Within Steiner Education, subjects are taught in blocks of 2-4 weeks, with each day building upon the previous. Therefore it is considered a priority that parents are committed to their child's daily attendance, except in times of illness.

In the event that a child is absent from school for any reason, it is important for the parent to notify the school of the absence by 9:00am. Absences can be phoned (leave a message), SMS or emailed through to administration before the commencement of school.

The School is required to keep a record of all absences and any late arrivals or early departures by the Non State Schools Accreditation Board. The School has an obligation to report this information to government departments as part of its funding compliance. It is therefore important that parents inform the School otherwise the absence must be recorded as unauthorised. In the case of absences in excess of five days, a meeting may be arranged with the parents and teacher to discuss the situation.

Whenever children are to be collected during school hours please let administration know prior. Please report to the Administration office for an early departure slip. For Early Childhood, please advise Administration or the Early Childhood Teachers and collect directly from the classroom.

Whenever children need to be picked up from school by someone other than their parent or guardian, written notice is required to either the teacher or administration.

### **Music Lessons**

The music program is still in a formative stage, but is growing. Instruments learned throughout the school include, Marimba, Xylophone, Recorder, Violin and Cello.

### **Japanese Lessons**

Japanese Lessons begin in our Prep grade through all levels in the Primary School by a native Japanese Speaker.

### **Excursions**

Activities and experiences away from school enrich and enhance a child's knowledge and understanding of the world and provide opportunities for social and communal growth and learning. Local excursions are short excursions conducted throughout the year that involve walking students beyond the boundaries of the school grounds. In the interest of reducing the level of correspondence on this matter a local excursion consent form is included in the enrolment pack, requesting permission for your child to take part.

From time to time, day excursions are organised to support the curriculum content. All students are required to return a consent form signed by parent/guardian before any school excursion or outing.

### **Special Events**

A calendar outlining dates of major events is provided to all families via the school website and will be updated with new events as they arise. Open Days, Festivals, Working Bees, Work Shops, etc. are held during the year. Dates and further details of other events are provided in the school newsletter and parent email notices.

Early childhood children will have a seasonal festival each term. This may or may not be a separate festival from the Primary School. Typically, the festivals fall on the last day of each Term except for the Winter festival and any shared festival with playgroup will be held on a Tuesday.

### **Communication**

Regular communication is essential for maintaining positive and effective relationships between the school and parents. The school may use a number of means to communicate with the parent body including SMS, the newsletter, class notes or books, Parent/Teacher meetings, parent forums and the AGM of the Association.

Newsletters contain information for parents from the Management/Administration Team, Class Teacher/s, the School Board and other members of the school community.

The school Notice Board is located on the brick wall of the hall before you enter the school gate. Please check the Notice Board regularly for updates and notices.

The school maintains a website and Facebook page, it is recommended to check these methods of communication for updates.

### **Positive Behaviour Support**

Our understanding of the human being is deepened through the understanding of the child and the study of Anthroposophy as elaborated by Rudolf Steiner. We work with the individuality, with its soul attributes of thinking, feeling and willing/doing, so that it will unfold harmoniously.

While maintaining respect for the child's inner self, a meaningful structure is needed to deal with inappropriate behaviour. This will include fostering an appreciation of what is being expressed, by the child and what appropriate action needs to take place. This will include considering the gifts and shortcomings of the child and others in their environment.

We respect the child's inherent self. Our task is to recognize, protect and encourage it. As educators, we work to further each individual's inherent

development; to free the self from encumbrances, to challenge and stimulate, and to offer the resistance that it needs in order to grow independent and inwardly sturdy and strong.

Additional behaviour support may be sought where necessary through specialist support teachers at neighbouring Steiner schools, in consultation with parents and the class teacher.

In Steiner Education, students of the same class spend most or all of the day together. They are not streamed out into groups doing different subjects and as a result, they form intimate and very strong social relationships. These relationships, when healthy and trusting are one of the great strengths of Steiner Education. Conversely, when there is an element in the class, which is persistently uncooperative, disruptive and/or abusive, the class becomes a very insecure environment for many of the students. The end result can be a serious decline in learning with a significant effect on the healthy development of the class as a whole.

We will always endeavour to do the very best we can to support and integrate students who are having difficulties. Some of the following routines can greatly assist or hamper a student's functioning in the classroom on a daily basis.

### **Peaceful Sleep**

We ask that parents provide their children with a routine that facilitates adequate sleep. Children who are sleep deprived tire quickly during work tasks, struggle to manage their emotions and can become disruptive. A regular early bedtime on school days supports our work in the classroom. Twelve hours of sleep is desirable for young children, reducing gradually to eight hours by adulthood.

### **Home Toys**

Please ensure that home toys stay at home. This includes stuffed toys, plastic toys, wooden and electronic toys. This ensures that all special toys do not get broken or lost at school and helps with issues surrounding sharing and competition with toys and brand names. Our school ethos discourages the promotion of consumerism. At school, children are

encouraged to engage in creative play through use of simple toys made of natural materials where possible.

Many classes encourage students to share stories and special items with their class at a designated *show and tell* time. At times teachers may decide to have a set show and tell topic, such as special items that we find in nature etc. Please ensure that show and tell items are within the current policy and any class indications. Any exceptions to this must be discussed with the class teacher.

### **Screen Time**

We require parents to ensure that their children are not exposed to any television, movies, computer or other electronic games before school or during the school week. We understand that today's environment is often technologically focussed and that television, DVD, computer and electronic games can provide parents with a much needed break. We ask that you approach this matter wisely and from an informed perspective: much literature is available on the damaging impact of these forms of technology upon young children. Please speak with your child's teacher if you need to discuss this issue further or would like some reading on this topic.

Television can often hamper a child's ability to play, as they become passive and dependent instead of developing initiative and personal motivation. Excessive screen time can also interfere with family bonding time, which is precious and necessary. Television viewing for a child saps strength and creative energy, interferes with healthy social development, and weakens academic performance. If you choose to allow your older child to watch/play TV, computers and movies on the weekend, please choose content wisely and limit the time of exposure. The negative influences of inappropriate exposure to mass media impacts not only on the exposed child, but seeps through the whole class and affects the tone of the children's play, attitudes and social interactions. It is for this reason that if your child's teacher sees evidence of ongoing inappropriate exposure to mass media, an interview may be requested. Dependent on the outcome of the interview, the child's enrolment status may be reviewed.

## **Food Policy**

The staff ask for parental support in providing students with nutritious food in their lunchboxes, to optimise their experience at school and grow a strong body. We see significant differences in children's energy levels, their capacity to concentrate and learn at school when the following principles are used.

We encourage a diet of unprocessed wholegrain products, fresh fruit and vegetables, nuts, proteins and home baked food. Filtered water is available for drinking and please supply a water bottle for each child so they can refill this throughout the day at school. Please do not send in lollies, chips, chocolates, cordials, carbonated drinks or anything with a high sugar content or colourings.

Birali Steiner School strives to model environmental stewardship, so please avoid sending packages and non-compostable materials, this together with uneaten food will come home every day in the lunchbox. You are then able to monitor your child's dietary intake for the day. Some healthy food items are packaged today, we ask that you remove the packaging before placing the food item in the lunch box. Children cannot make the discernment between junk food and healthier food in a packet.

Teachers will ask a child to leave food in their lunchbox to return home if the food item misaligns with this policy.

Classes include cooking or baking at different times, please advise Administration and the Class teacher of any special dietary needs.

## **Teacher and Student Responsibilities**

### **Rights**

- All students have the right to an educational environment in which a Steiner curriculum can be delivered.
- All students and teachers have a right to a safe and productive learning environment.

## **Responsibilities**

- Teachers and students have the responsibility to be adequately prepared for lessons, and to engage in them to the best of their ability.
- Students have the responsibility to support a productive learning process in lessons and not to undermine the lessons.
- Teachers and students have the responsibility of maintaining an emotionally and physically safe learning environment.
- Teachers and students have the responsibility to uphold the ethos of the school.
- This implies in the classroom:
  - Care of rooms and environment
  - Punctuality
  - Following teachers' instructions promptly
  - Respectful behaviour towards teachers and fellow students and equipment

## **When Behaviour is Inappropriate / Uncooperative**

In the event that a student's behaviour is problematic, a variety of approaches may be taken depending on the behaviour. These approaches may involve meetings with teacher(s), contacting parents, and meetings between parents, student and teacher(s) aimed at addressing the behavioural problem in such a way that it changes. A contract may be entered into to help the student identify what and how in their behaviour needs to change. Appropriate behaviour will be clearly identified and the student will be expected to make changes to any inappropriate behaviour.

In cases where behaviour issues continue, then suspension, exclusion or even expulsion from school may be resorted to.

## **Dress Code**

Birali Steiner School does not currently have a school uniform; but we do have a strict dress code that has been thoughtfully created with your child's best interest in mind. Our school is committed to protecting students and

staff from the damaging effects of UV rays. We adopt a policy of teaching the children the importance of preventative strategies when outdoors. Sensitive areas such as the face, ears, the back of the neck and shoulders must be covered.

We believe that our dress codes is based on common sense and simplicity. This also helps to avoid creating issues such as peer pressure, fashion trends, advertising and slogans. School is a place of learning and culture. One way we can support students in respecting this is to ensure that the way they dress for school is appropriate. In developing our dress standards, consideration has been given to:

- Queensland Health Sun Safe Policy
- Workplace Health & Safety considerations
- Suitability of clothing for a learning environment

It is the responsibility of all parents/guardians to ensure that their child adheres to the dress code outlined below. Please note that the dress code also applies when travelling to and from school, during excursions, and when attending or visiting the School for any reason. We also ask that parents attending school events, festival and excursions should also reflect our dress code.

#### What to wear to School

- Children are encouraged to wear clothing and footwear appropriate to the season.
- Children's clothes are to be neat and clean.
- Natural fibres (e.g. Cotton) are recommended for the children's comfort.
- Clothing worn to school must be safe, practical and appropriate for the range of activities students take part in during school.
- When outside all children are required to have their shoulders covered.
- We recommend dressing in plain colours of the rainbow but small patterns are acceptable as it can be hard to find pure plain clothing.

- It is highly recommended that if your child is wearing skirts or dresses they should wear bike shorts underneath to allow them the freedom to move, climb, jump and bend over.
- Please remember that school clothing is designed to protect students from the sun. T-shirts with sleeves that reach the elbow are best. Polo shirts with collars are also recommended to help protect the back of the neck.

### What not to wear

- No black to be worn, but wear all the other colours of the rainbow.
- No large pictures or large logos dominating the shirt.
- No media imagery.
- No fluoro colours.
- No short skirts or shorts.
- Spaghetti or shoestring straps are not appropriate without a t-shirt underneath.
- Torn, transparent or ragged clothing is not acceptable.
- Halter neck or midriff baring or capped sleeve styles are not acceptable.

### **Spare Clothes**

Please provide spare clothes for your child in case they are needed. Spare clothes should be kept in your child's school bag.

### **Protocol if a child is not following the dress code**

If the student does not have a spare set of clothes in their bag, parents will be contacted and asked to bring a change of clothes to school.

Alternatively, the student will be asked to turn their t-shirt inside out if this clothing item is inappropriate. If a child is continually arriving in inappropriate clothing a parent teacher meeting will be held to discuss the ongoing situation.

### Helpful Hint

You could create a draw or section in your cupboard at home that is for school clothes. Your child will know clearly what they can wear and what they can't wear to school.

### **Shoes**

Shoes must be sturdy and full enclosed with a low-heel in order to provide safe footwear. Thongs, ballet flats, crocs, open sandals, ugg boots, knee high boots, backless shoes, platform shoes or shoes with a prominent heel are a health and safety risk and are not permitted. Time-consuming lace up shoes for younger children are also inappropriate.

Shoes must be worn coming to and departing from school. Whilst shoes may be worn throughout the day, teachers may permit shoes to be taken off for play or activities as required.

Inside shoes (or light cotton socks in Summer) may be worn in the classroom. Please speak to your child's teacher regarding suitable inside shoes.

### **Hats**

Hats are to be worn outdoors at all times. Hats must be broad brimmed for sun safety and every child is asked to keep a hat at school. Caps are not acceptable as sun safe hats. For safety reasons it is requested that hats do not have toggles or string.

A **"No Hat – No Play"** policy will be enforced. Children not wearing hats will be kept inside or on the veranda.

### **Hair and Accessories**

Hair dyeing, make-up and nail polish are not acceptable. Hair should be neat and tidy and long hair tied back. For safety reasons jewellery should not be worn to school except for a small pair of earrings.

## **Lost Property**

The School's lost property bucket is located in the undercover student bag area. It will be put out at the end of each term for you to claim any lost items. All lost property not claimed will be donated to charity once a term.

## **Sunscreen**

Being a "Sun Smart" School, we ask that you apply sunscreen to your child before coming to school. Please include in your child's bag their own supply of sunscreen for use at school. This should be labelled with your child's name.

## **Insect Repellent**

The School is located at present in a beautiful wetlands area where the summer months do attract mosquitoes, which can be a health hazard. Please apply insect repellent to your child prior to arriving at school. Please include in your child's bag their own supply of insect repellent for use at school. This should be labelled with your child's name.

## **Injury or Illness**

### **First Aid**

While every care is taken, accidents sometimes happen. The School is equipped to provide basic first aid for minor ailments/accidents. Unless parents have indicated in writing to the contrary, we will apply the following natural/homeopathic remedies as required:

- Arnica cream - for bruising
- Calendula cream – for minor abrasions, scratches and cuts
- Cold packs

Parents will be contacted to take their child home if he/she becomes ill while at school or suffers any kind of significant injury/incident. In order for this to happen it is vital that an up-to-date contact be on school files at all times. An

ambulance will be called if the school deems it warranted in the circumstances. While staff will administer first aid as needed, this does not include medicines such as headache tablets, cough medicines etc., unless written parental consent is given.

If your child suffers from any medical conditions, please ensure that the necessary information is recorded on the enrolment form and given to administration. It is the parents' responsibility to advise administration and the Class Teacher of any new allergies or conditions.

### **Administering Medications**

Parents or guardians must make a written request to the School if prescribed medication, over the counter medication or natural remedies are to be administered during school hours. The child's medication, with the pharmacist's/practitioner's written instruction on the container must be provided to administration for security purposes (asthma puffers and EpiPens excepted).

An adult staff member designated by the School will carry out administration of the medication in accordance with prescribed instructions. Medication forms are available from Administration.

**NO MEDICATION (including PRESCRIPTION, NON-PRESCRIPTION AND NATURAL REMEDIES) WILL BE ADMINISTERED WITHOUT WRITTEN CONSENT AS STATED HERE.**

### **Notifiable Illnesses: What to do when if your child has an infectious disease?**

The school must be notified immediately if a child is diagnosed as having any of the following conditions: Head Lice, Chickenpox, Measles, Whooping Cough, Ringworm, German Measles, Measles, Mumps and Conjunctivitis and Impetigo. Students with these conditions must be kept at home until they are no longer contagious. Any student showing symptoms of a notifiable illness, the parents will be contacted to collect the student from the school.

Please follow the link for communicable disease control guidelines  
<http://www.health.qld.gov.au/cdcg/index/>.

Conjunctivitis	Exclude from school until discharge from eyes has ceased.
Poliomyelitis	Medical certificate required before return to school.
Diphtheria	Medical certificate required before return to school.
Chickenpox	Exclude for 7 days after the first spots appear or until spots are dried and covered by scabs.
Mumps	Exclude for 10 days from onset of swelling or up to the obvious disappearance of the swollen glands.
Measles	Children should be kept away from school until they have recovered or for at least 7 days from the appearance of the rash.
Scarlet Fever	Exclude 7 days after symptoms subside or until medical certificate is produced.
Hepatitis	Medical certificate required prior to returning to school.
Septic Sores	Clean bandages must cover all sores.
Whooping Cough	Exclude for 3 weeks from onset of the cough. The period of exclusion may be less than 3 weeks if there is no cough and a medical certificate is produced.
German Measles	Exclude for at least 4 days from the appearance of the rash.
Scabies	Exclude until all evidence of the disease has disappeared or a medical certificate is produced stating that lesions are inactive.

Ringworm	Exclude until all evidence of the disease has disappeared or medical certificate is produced stating that lesions are inactive or anti-fungal treatment has commenced and sites are covered.
Impetigo (School Sores)	Exclude until sores have completely healed (dried and covered by scabs), then cover.
Streptococcus Infection	Exclude until fully recovered or medical certificate is produced.

Parents of children with rashes, skin infections, fever or any other symptoms of infectious diseases should consult their family practitioner for a diagnosis and treatment when necessary to find out if the child should be excluded from School. Children experiencing fever should be excluded until the fever is no longer present. Administration must be notified immediately of any positive diagnosis of a childhood illness.

#### Head Lice

Head lice are a continuing occurrence in the primary school and the preschool. Keeping your children's hair lice free requires constant vigilance as they can spread rather rapidly from head to head. If a child is found to have head lice eggs (nits), an email will be sent to the whole class to inform parents that they need to check their child's hair and comb out eggs and treat where necessary.

If live lice/eggs are found on your child you will receive a phone call from the office informing you to pick your child up and keep him/her at home until you have treated and removed all lice and eggs.

#### **Severe Allergy**

"Anaphylaxis is a severe and sudden allergic reaction. It occurs when a person is exposed to an allergen (such as a food or an insect bite)."

- Food (and other) allergies can be life threatening as they may cause a reaction called anaphylaxis. Common allergens for anaphylaxis are:

- Foods (peanuts and nuts, shellfish and fish, milk, egg, wheat products)
- Insect Bites (bees, wasps, jumper ants)
- Medications (antibiotics, aspirin)
- Latex (rubber gloves, balloons, swimming caps and band aids)
- Although death is rare, an anaphylactic reaction always requires an emergency response.

IT IS THE RESPONSIBILITY OF PARENTS TO INFORM THE SCHOOL IF THEIR CHILD SUFFERS FROM A SEVERE ALLERGY.

If a parent notifies the School that their child has a severe food allergy, the School will work with the parent to develop an ACTION PLAN to accommodate the child's needs throughout the School as much as possible, including in the classroom. Parents/careers must also provide:

- Emergency contact information
- Written medical documentation and instructions as directed by their family practitioner
- Information to their child regarding self-management so that their child knows:
  - Safe and unsafe foods
  - How to avoid exposure to unsafe foods
  - Symptoms of an allergic reaction
  - How and when to tell an adult they may be having an allergic reaction
  - How to read food labels, where age appropriate
  - How to administer medication, where age appropriate
- Medication that is correctly labelled
- Replacement medication when current medications have been used or have passed their use by date.

If an exposure to an allergen is thought to have occurred and the student feels unwell in any way the student's ACTION PLAN will be followed and the

parents notified. Parents will be asked to collect their child from School in order to closely monitor for the development of an anaphylactic reaction.

Any allergic students are included in all school activities provided such inclusion does not constitute an unacceptable risk. However, a student who has been prescribed an EpiPen will not be permitted to attend school or take part any school activity without providing an EpiPen and without an ACTION PLAN being established.

### **Emergency Contact Details**

Please notify administration of any changes in contact details, including emergency contacts or Medicare details.

## **Collaborative Home-School Relationships**

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The school recognises that the relationships between teachers, parents and students is essential. Throughout the year there are many opportunities for parents to enhance their understanding of Steiner Education and support their children's development. Parents are encouraged to attend education events such as talks, seminars and workshops. These events are advertised in the newsletter and on the school's website. The deeper your understanding of the principles of Steiner Education and how our school functions, the more you will understand your child's progress and the stronger will be your ability to support your child in getting the very best of what the school has to offer.

### **Class Meetings for Parents**

Parents are required to attend term class meetings. Class meetings are compulsory and are to keep you informed of the class programme and other activities, as well as for parent education in child development and other

aspects of Steiner Education. Extensive individual parent-teacher meetings are held in term 2 each year. At any time if you have a question, concern or need an extra meeting to discuss your child's progress, please book in with your child's teacher for an after school meeting.

## **Student Reports**

Twice yearly reports will be issued to communicate with you about your child's progress. The Term 4 report card is more extensive and includes comments, while the Term 2 report card offers a briefer guide to where your child is achieving within Australian Steiner Curriculum Framework outcomes so far for that year, and is given in conjunction with the annual parent-teacher meeting.

### **Early childhood students**

#### **Prep**

Twice yearly reports will be issued to communicate with you about your child's learning journey in preparation for class one. At the end of Term 2, parents will be sent a report card which can then be discussed in the Parent/Teacher meetings at the start of Term 3. The Term 4 report card looks at all learning experiences to the Australian Steiner Curriculum Framework outcomes.

#### **Part time Prep(Kindy Programme)**

At the start of Term 2, the Class teacher will send out a teacher comment card to give a picture of the child's learning as well as offer parent teacher meetings to discuss your child's first term at school. We will look at paintings, craft drawings and discuss general teacher observations. At the end of the year the students will be given a more formal looking report with the purpose of documenting their growth in the Steiner Early Childhood classroom.

## **Parents & Friends Association**

Birali Steiner School currently has a number of parent groups that take on various roles within the school. We currently have a weekly craft group that operates on Wednesday mornings (term time) – making supplies for the

classroom, promotion, market days and also personal craft. The school regularly establishes working committees within the parent community to organise social and/or fundraising events, including special seasonal and cultural events, and assist in the planning of whole school events such as parent education evenings and workshops.

## **Volunteers**

In addition to the many parents who dedicate time to the school organising events, we welcome parents and other volunteers to become involved by assisting with a range of activities including:

- Reading
- Gardening
- Craft assistance (knitting, crocheting, carving and sculpting)
- School excursions
- Music

Please ensure you remember that our volunteers are not paid and contribute their time freely and of their own good will, please pay them the respect they wholeheartedly deserve when communicating with them.

## **Working Bees**

Each term a whole school working bee will be held. All parents are required to participate and assist with repair, maintenance and improvement projects as part of their enrolment. The BSS Working bee Policy requires all school families to contribute 4 hrs per term. The work includes cleaning, gardening, painting, tidying the grounds, major landscaping and other improvement tasks. These are usually held on a weekend to encourage whole family participation.

There are opportunities for families who need more flexibility with timing for them to participate in working bee tasks. Any family unable to make a working bee date are welcome to make arrangements with the school to contribute help outside of designated working bee hours. Please contact administration to organise something that suits you.

## Donations

Donations are always welcome and are gratefully accepted. Donations to the School's Building Fund are tax deductible in accordance with S78 (1) (a) (XV) of the Income Tax Assessment Act and an official receipt will be issued to the donor. Please visit our website or contact Finance/Administration for further information on how to donate.

## School Policies & Procedures

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Common policies for Birali Steiner School can be found on our website at: [www.biralisteiner.qld.edu.au](http://www.biralisteiner.qld.edu.au)

All other policies can be accessed via Administration.

### Resolving Difficulties

If you or your child have any concerns regarding your child's education, you are encouraged to take the following steps:

- Step 1      Contact your child's teacher/guardian and make an appointment to meet together
- Step 2      If the matter is not resolved to your satisfaction , then approach the Principal who will take further steps to enable resolution to be reached
- Step 3      If the matter remains unresolved you may write to the Board

BSS full Grievance/Complaints Policy can be located on our website.

### Parent Code of Conduct

The school has a Parent Code of Conduct to help guide parents through times of difficulty with matters related to the school. The Parent Code of Conduct is available for viewing on our website and compliance is a part of your child's enrolment requirement at our school.

## **Privacy**

The school collects personal information, including sensitive information, about students and parents or guardians before and during the course of a student's enrolment. The primary purpose of collecting this information is to enable the school to provide education for students.

The school from time to time discloses personal and sensitive information to others for administrative and educational purposes. This might include other schools, government departments, medical practitioners, and people providing services to the school, including specialist visiting teachers, sports coaches and volunteers.

If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your child. Our full Privacy Policy is available from Administration.

## **School Fees**

As per the signed Enrolment Acceptance and Contract (Letter of Offer), it is required that all school fees will be paid by the due date. Fees are due one week prior to the commencement of each term, unless otherwise indicated. If you experience difficulties in relation to payment of any fees, please contact Finance PRIOR to the due date. Finance can be contacted by email on [finance@biralisteiner.qld.edu.au](mailto:finance@biralisteiner.qld.edu.au) . Payment plan applications are welcome (for tuition fees only) and the school has limited capacity to provide Fee Concessions. Please address any queries regarding fees and fee policies to Finance (see invoice for contact details).

## **Withdrawal of a Student**

Withdrawing a Student - A full term's notice in advance of your intended withdrawal date is required in writing.

One term's notice in the preceding term of withdrawal to the School is required when advising the withdrawal of a Student from the School, **otherwise one terms fees will be charged.** (e.g. to withdraw the Student at the commencement of term 1, you will need to advise at least by the last day of the previous term).

It is routine practice for an Exit Interview to be offered as part of the departure process in the event of withdrawing a student from the school. We ask that parents complete this for feedback to the school.

## **Pick Up and Drop Off of Students**

### **Drop Off**

#### **Primary**

The school side gate is unlocked at 8.15am. If you arrive before this time we ask that parents stay with students outside the gate until it is opened. When the gates are unlocked parents are to say goodbye to children at the gate, and students will walk through the yard to deposit their bag into their lockers. Students can play on the play equipment before school. If parents wish to speak to teachers briefly before school they can come through and do so. However please be mindful that class teachers are often using this time as preparation for the day.

For late arrival please go to the school Administration Office to obtain a late slip before going to your classroom.

#### **Early Childhood**

The gate into the Pippi Room deck will be opened at 8.15am each morning. Parents must sign your child in each morning as you walk them in and help them to place fruit in the fruit bowl and put bags in lockers. Parents need to say a quick goodbye and let the children go into the yard with the Early Childhood Class Teacher. As you leave please close the gate. At 8.30am the gate will be locked and you will need to get a late slip from the school Administration office before coming in through the main school side gate.

#### **Pick Up**

After school, students will be dismissed at 2.30pm and gather their bags and belongings from their lockers. Teachers will escort students out the side door leading directly to the street parking (the exit to the building on the Telstra side). Teachers will supervise students in the safety of the path leading to the footpath. We ask that parents wait on the footpath outside the gate and we will release students into your care at this time. Student will be supervised on the path inside the gate until parents arrive. We ask that all students be collected before 2.45pm.

On Friday afternoons the Primary School go for beach walk and when they return from the beach walk at 2.30pm, the teacher will bring the students into the school yard for closing circle where each class says their own end of day verse before being released into your care.

For early departures in the Primary School please first obtain an early departure slip from the Administration Office.

### **Early Childhood**

Monday/Tuesday and Thursday

Children will be dismissed at 2.30pm from the Pippi Room gate. ***Please do not park in the hall car park as this makes the area unsafe for small children being collected.*** Parents or authorised people must sign children out each day and students cannot be collected by anyone under the age of 18. Once your child leaves the fenced area they are in your care and we ask you to be mindful of where they are at all times as cars may be moving. We ask that all students be collected before 2.45pm or they will be taken to the school Administration Office for collection.

### **Early Childhood Only – Wednesdays 12.15pm Pick Up**

The current procedure will remain the same for collection of the Early Childhood students on Wednesday's from the school land on Nature Play Day located at 670 Beachmere Road, Beachmere.

### **Friday Collection**

On Friday the Early Childhood Class joins the Primary School for beach walk and when they return from the beach walk at 2.30pm, the teacher will bring the students into the school yard for closing circle where each class says their own end of day verse.

Friday afternoons we welcome all parents to come into the school yard with us to join as a community to end the week. Students will be released into your care at this time but you must say goodbye to your teacher so we are aware that the student has been collected. Teachers will remain in the school yard until 2.45pm. At this time however, we ask that parents support us in encouraging students to not play on the equipment or sandpit.

## Nature Day Drop off and collection

On Wednesdays the Early Childhood children are off site on 'Nature Day. Children must be signed in and out on Nature Day with the teacher on the land. Where to drop off and collect from is subject to seasonal and other changes. Class teachers will communicate with parents directly at the location. Drop off is at 8.15am and collection at 12.15pm.

We understand that contact with teachers is very important in maintaining a solid parent teacher relationship. Teachers are present before and after school to address brief queries, and all teaching staff are accessible via email should parents wish to make a formal meeting time for extensive discussions. Before and after school, teachers may seek out individual parents at various times.

In implementing this procedure, we will ensure that a staff member is unlocking the gate and providing supervision at 8.15am every morning.

MONDAY	8.15AM school side gate open for drop off.	2.30PM pick up at the gate on the Telstra side.
TUESDAY	8.15AM school side gate open for drop off.	2.30PM pick up at the gate on the Telstra side.
WEDNESDAY	8.15AM school side gate open for drop off 8.15am Early Childhood to be dropped at the land 670 Beachmere Road for Nature Play.	12.15 PM Early Childhood pick up from the land located at 670 Beachmere Road, Beachmere. 12.15PM Class 1 collected at the gate on the Telstra side. 2.30PM Primary school pick up at the gate on the Telstra side.
THURSDAY	8.15AM school side gate open for drop off.	2.30PM pick up at the gate on the Telstra side.
FRIDAY	8.15AM school side gate open for drop off.	2.30PM pick up from the school back garden.

## **Parking**

As we are a small school within a quiet residential street, it is essential that parking guidelines are observed at all times. Failure to do so puts the school at risk of non-compliance to specific council regulations and noise complaints from neighbours.

The car parks at the front of the Hall on the road are to be used at all times when dropping children off and collecting them from school. The parking spaces closest to the Moreton Terrace (beach) end of Progress Avenue are allocated for school drop off and pick up. Staff parking only is located in the dirt car park and is signed and designated for school use.

As the Moreton Terrace (beach) end of Progress Avenue does not allow a right turn on entry to our street or a right turn on exiting the street, it is necessary that vehicles enter Progress Avenue via James Road and exit via James Road or by turning left onto Moreton Terrace.

We strongly encourage car-pooling, bike riding and walking as means of transport to and from school where at all possible. A bike rack is located at the front of the Hall; in wet weather bikes can be stored under the school's rear deck. Due to the bike rack being located close to the road, it is recommended that a bicycle lock be used.

Close supervision of children in and around the car park areas when arriving and departing for school are the responsibility of parents. As we share the Hall with other groups and have neighbours within close proximity, we ask that you employ co-operation and respect at all times to ensure all parties can use this shared environment harmoniously.

If you have any queries, please contact the Administration Office.