



**BIRALI STEINER SCHOOL**

# Parent Handbook



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MBBSSA Inc. T/A Biral Steiner School | ABN 33 417 843 047

Version Date: 13<sup>th</sup> January, 2020

Please ensure you are viewing the latest version of the Parent Handbook by looking at the Policies section in School Stream or by visiting the Parents Tab on our school website – [www.biralisteiner.qld.edu.au/parent-information](http://www.biralisteiner.qld.edu.au/parent-information).

If you would like further information on anything contained in this Handbook, please contact your child's class teacher or Administration.

*Birali Steiner School reserves the right to change, add to or modify any of the provisions of this Handbook.*

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# About Birali Steiner School

## 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 by 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.

We will always endeavour to do the very best we can to support and integrate students who are having difficulties.

## Quality Assurance

Birali Steiner School is committed to delivering a high-quality Steiner education experience. This commitment begins with a detailed and thorough recruitment process. Our staff must have the right personal qualities, as well as professional qualifications, to join the school.

Teachers once appointed, are supported with a mentoring system where more experienced teachers can support those with less experience. Finally, all our teachers receive ongoing specialist Steiner teacher training through the school's Professional Development Programme.

## 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, our website or the Board Secretary. All applications are submitted to the Association Board for consideration at the next meeting after the \$5 annual fee is 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 our founding Steiner School are encouraged to contact the Association Secretary via email at [secretary@biralisteiner.qld.edu.au](mailto:secretary@biralisteiner.qld.edu.au).

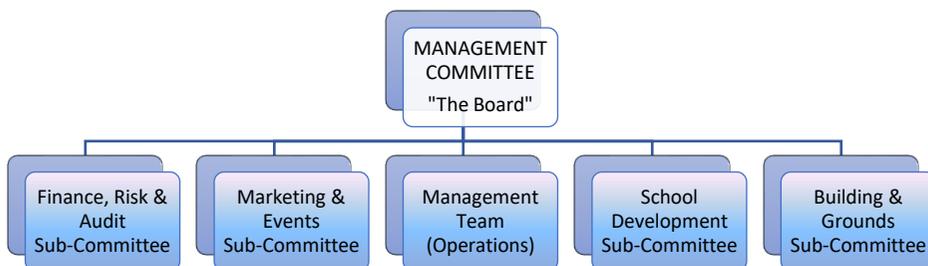
Birali Steiner School is a member of Independent Schools Queensland (ISQ). We also maintain membership with Steiner Education Australia (SEA) and The Australian Association for Rudolf Steiner Early Childhood Education (AARSECE), which ensures our integrity to Steiner Education. Close working relationships with other member Steiner Schools are fostered to promote access to all available expertise, mentoring and collaborative High School options whilst our 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 governance of legal, financial and management matters, and for ensuring that the school meets all its statutory and regulatory compliance requirements.

The Board is comprised of 7 Board Directors, with both office bearers and ordinary members, and meets regularly. A representative of each Sub-Committee (outlined in Figure 1 below) provides a progress report to the Board at each meeting. The Board is currently comprised of:

- Board Chair
- Board Vice Chair
- Board Secretary
- Board Treasurer
- Ordinary members



## *The Leadership Team*

The Leadership Team comprises of:

- The Principal – Chris Jack
- The College of Teachers Coordinator – Chloe Ann Francis
- The Business Manager – Beck Hewat

The Leadership Team meets regularly to ensure the smooth operational functioning of the school.

## The College of Teachers

The College of Teachers plays a central role in the management of a Steiner School. 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.

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: Monday to Friday: 8.30am – 2.30pm

Pre-school (*Kindy & Prep*): Mon/Tue/Thu/Fri: 8.15am – 2.30pm  
Wednesdays only: 8:15am – 12.15pm

Teacher hours: Monday to Friday: 8.00am – 3.00pm

In some circumstances these times may be adjusted at the discretion of the class teachers for transition programs, etc. and will be notified in advance.

## Administration

Administration can be contacted via phone, email, SMS or in person.

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

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

[info@biralisteiner.qld.edu.au](mailto:info@biralisteiner.qld.edu.au) | P: 07-5429 0511 | M: 0412 014 165

## Birali Staff Roles & Emails

### Contacting Class Teachers

Each Class Teacher will inform parents at the start of the year of the best way to contact them. Prior to this please use their school emails (outlined below).

Unless a matter is urgent/day specific, please allow teaching staff the time before school to prepare for their day.

Area	Role	Name	Email
Pre-school / Early Childhood	EC Educational Leader/ Teacher Teacher Aide	Becci Valli & Shereen Hamilton Megan Allison	<a href="mailto:bvalli@biralisteiner.qld.edu.au">bvalli@biralisteiner.qld.edu.au</a> <a href="mailto:shamilton@biralisteiner.qld.edu.au">shamilton@biralisteiner.qld.edu.au</a>
	Playgroup Leader	Lily Love	<a href="mailto:llove@biralisteiner.qld.edu.au">llove@biralisteiner.qld.edu.au</a>
Primary & Middle School	Class 1/2 Teacher Teacher Aide	Éva Robinson Emma Brown	<a href="mailto:erobinson@biralisteiner.qld.edu.au">erobinson@biralisteiner.qld.edu.au</a>
	Class 2/3 Teacher Teacher Aide	Lisa Cashion Steph Shaw	<a href="mailto:lcashion@biralisteiner.qld.edu.au">lcashion@biralisteiner.qld.edu.au</a>
	Class 4/5 Teacher Teacher Aides	Luke Deacon Maetreyii D. & Torie M.	<a href="mailto:ldeacon@biralisteiner.qld.edu.au">ldeacon@biralisteiner.qld.edu.au</a>
	Class 6/7/8 Teacher Teacher Aides	Chloe Ann Francis Agnes P. & Torie M.	<a href="mailto:cafrancis@biralisteiner.qld.edu.au">cafrancis@biralisteiner.qld.edu.au</a>
	Middle School Specialist Support Teachers	Antonia Forstpointner; Emma Brown	Please email your child's Class Teacher
	Japanese & Instrumental	Maetreyii Deacon	Please email your child's Class Teacher
	Music & Strings Teacher	Hannah Baker	Please email your child's Class Teacher
Individual Enrichment	Extra Lesson	Marianne McLellan & Agnes Palffi	Please email your child's Class teacher
	Literacy & Numeracy	Antonia Forstpointner & Shani Berriman	Please email your child's Class teacher
	Wellbeing Officer	Jenny Treacy	<a href="mailto:jtrecy@biralisteiner.qld.edu.au">jtrecy@biralisteiner.qld.edu.au</a>

Area	Role	Name	Email
Administration Team	School Principal	Chris Jack	<a href="mailto:principal@biralisteiner.qld.edu.au">principal@biralisteiner.qld.edu.au</a>
	Business Manager	Beck Hewat	<a href="mailto:businessmanager@biralisteiner.qld.edu.au">businessmanager@biralisteiner.qld.edu.au</a>
	General Administration	Diane Broder	<a href="mailto:info@biralisteiner.qld.edu.au">info@biralisteiner.qld.edu.au</a>
	Enrolments Officer	Diane Broder	<a href="mailto:info@biralisteiner.qld.edu.au">info@biralisteiner.qld.edu.au</a>
	Finance Officer	Penny Nelson	<a href="mailto:finance@biralisteiner.qld.edu.au">finance@biralisteiner.qld.edu.au</a>
	HR Officer	Torie Meggitt	<a href="mailto:hrofficer@biralisteiner.qld.edu.au">hrofficer@biralisteiner.qld.edu.au</a>
	Parent Liaison (Volunteer)	Lily Love	<a href="mailto:llove@biralisteiner.qld.edu.au">llove@biralisteiner.qld.edu.au</a>
Cleaning /Grounds	Cleaning Staff	Maureen Rowe; Noeline Fabian; Karen Hyslop	Please email the Business Manager
	Groundskeeper	Steve Lys	Please email the Business Manager

## School Policies & Guidelines

Please refer to the Parent Information Tab on our website or follow [this link](#) to find important Policies including Parent Code of Conduct, Child Protection, Privacy and Complaints Policies. If you need further information or have an enquiry relating to a policy not shown on our website, please email [info@biralisteiner.qld.edu.au](mailto:info@biralisteiner.qld.edu.au) or call the office on 07 5429 0511. If you do not have online access, please visit the school office to view a copy.

## 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 and make an appointment to meet and discuss

Step 2 - If the matter is not resolved to your satisfaction, then refer the matter to the Principal who will take further steps to enable a resolution to be reached

Step 3 - If the matter remains unresolved you may refer the matter to the Board.

Please refer to the full Complaints Policy and Complaints Resolution System [on our website](#) for further information.

## Privacy

Birali Steiner School is bound by the Australian Privacy Principles outlined in the *Privacy Act*. Any personal information gathered by the school is strictly used for professional purposes.

If we do not obtain the information referred to above, we may not be able to enrol or continue the enrolment of your child.

## Visitors

All visitors are to report to the Administration Office to sign in and receive a 'Registered Visitor' lanyard. A staff escort for the visitor may be required.

## Media/photos

### *Photographic and Video Images*

All photographs and video images of children and staff alike are classified as personal data. This means no image can be used for display or for school publicity unless consent is given by or on behalf of the individual concerned. All parents /guardians will be asked to sign consent allowing their child to be photographed or videoed while taking part in school activities (camps, excursions, performances etc) and for the image to be used for display or school publicity. All pictures taken will be appropriate, and will show children properly clothed for the activity they are engaged in. The school will show due sensitivity in the choice and composition of images.

### *Parent Use*

Photographs and videos taken at school events are for personal use only. Any such photos and videos must not be sold and must not be put on the web/internet. Photographs and videos must never be taken during performances. The teacher will allocate one person as 'photographer' if they feel this is required. At the conclusion of such events, time will be made available for parents to photograph their child/ren. For other events, the school will decide if photography and videoing will be permitted and staff will inform parents at the beginning of the event. Children must never be photographed changing for performances or events. These conditions also apply to other persons who may be present at school events (e.g. Grandparents or family friends).

### *Student Use*

At times students will be required to take photos as part of the curriculum. Photographs and videos must be used for educational purposes only and not displayed or published on the internet. Once an image has been used for its intended purpose they will need to be deleted.

### *Media*

At times local media may visit the school to follow up a news story, generally relating to the achievements of a student or group of students. In this situation, where children's images might be made public, the school will inform parents and carers of the event in advance and allow them to withdraw their child from the event if they wish.

### *School Photographs*

A professional school photographer comes to the school once a year to take photographs of all classes and individuals. Information regarding the date and payment options is published in the school newsletter. Parents/Carers need to advise in advance if they do not wish their child to be photographed in the class/whole school photos that will be available for sale to families.

### *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 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 recurring class fees only) and the school has limited capacity to provide Fee Concessions and Bursaries. Please address any queries regarding fees and fee policies to Finance.

Please refer to the Fee Schedule on [our website](#) for full details on fees, discounts available and payment options.

## Smoking/Drugs/Alcohol

Birali Steiner School is a drug, alcohol and smoke free zone. No smoking is permitted on the premises. The Birali Steiner School has a duty to ensure steps are taken to protect children, staff and visitors against any risk of harm which is reasonably foreseeable. Due to safety reasons intoxicated people must be reported to the Principal or administration immediately.

## Dogs

Dogs, with the exception of assistance dogs, are not permitted on the school grounds from the start of the pick-up / drop-off bay. If you wish to bring your dog on your trip to school, please:

- stay with your dog at all times
- when outside the vehicle,
  - the dog must be on a secure leash
  - the dog must remain to the south (carpark side) of the footpath at the pick-up/drop-off bay

## Care of Property

Birali encourages respect and care of property and the school environment. This includes individual possessions, others' possessions and school possessions and equipment. Students who damage or deface school property will be asked to right the wrong, this may be by repairing any damage they have caused, or where required, they will be asked to pay for the damage to be repaired.

## Intake Ages

The below table demonstrates the School's enrolment ages based on the year your child was born and shows what class level they would be enrolled in.

*Playgroup = Birth to Kindy Age*

*Kindy = The year they turn 5 years old (Jan to Dec)*

*Prep = The year they turn 6 years old (Jan to Dec)*

*Class 1 = The year they turn 7 years old (Jan to Dec)*

Year of Birth	2020	2021	2022	2023	2024
2006	Class 8	Class 9	Class 10	Class 11	Class 12
2007	Class 7	Class 8	Class 9	Class 10	Class 11
2008	Class 6	Class 7	Class 8	Class 9	Class 10
2009	Class 5	Class 6	Class 7	Class 8	Class 9
2010	Class 4	Class 5	Class 6	Class 7	Class 8
2011	Class 3	Class 4	Class 5	Class 6	Class 7
2012	Class 2	Class 3	Class 4	Class 5	Class 6
2013	Class 1	Class 2	Class 3	Class 4	Class 5
2014	Prep	Class 1	Class 2	Class 3	Class 4
2015	Kindy	Prep	Class 1	Class 2	Class 3
2016	Playgroup	Kindy	Prep	Class 1	Class 2
2017	Playgroup	Playgroup	Kindy	Prep	Class 1
2018	Playgroup	Playgroup	Playgroup	Kindy	Prep
2019	Playgroup	Playgroup	Playgroup	Playgroup	Kindy

## Withdrawing a Student

A full term's notice in advance of your intended withdrawal date is required in writing otherwise the fees for the term of withdrawal will be charged in full (e.g. to withdraw the Student at the commencement of Term 2, you will need to advise the school by the end of the first week of Term 1 to avoid Term 2 fees being charged).

It is routine practice for an Exit Interview or Questionnaire 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.

## Education Support

Birali is aware some children will need extra supports over a range of areas of development - physical, social, artistic and intellectual covering literacy and numeracy. The social welfare of the students is carried largely by the class teachers with children with special needs and aims not only to address academic shortcomings. Perhaps more importantly, it aims to develop confidence and increase the child's self-esteem. Often with greater self-esteem comes more positive and successful participation in both academic and social aspects of school life. If appropriate, children may be referred to private therapists for other specialist assistance. These include Extra Lesson, Motor Development Therapy, Psychologists, Speech Therapists, Doctors or Paediatricians.

## Duty of Care

Students arrive at the school after 8:15am and are to be collected promptly from school at 2.30pm.

It is the policy of the school to provide supervision of students whilst they are on the school grounds during the hours of 8:15am to 2:45pm only.

During recess and lunch breaks the children may play only in the areas that are supervised by the teaching staff on duty. All students are clearly instructed on the boundaries of the school and play areas and are expected to remain within the boundaries of the school at all times. The teaching staff on duty encourage children to respect property and their environment.

The school does not allow children into the car parking area.

During the breaks, the teaching staff on duty are active in their supervision of the children and any serious incidents are recorded and the class teacher informed for follow up.

In the event that an extreme incident or accident occurs, parents will be notified, first aid will be applied, and further medical attention will be sought, as required. An incident form will be completed, and the incident will be investigated.

## Parent Craft Group

Each Wednesday in Term time, our volunteer craft coordinators hold a Parent Craft Group at the Birali Hub, near the Administration building. All craft skill levels are welcome and play space is provided for small children. To see the current program, please contact the Administration Office or see the School Newsletter or Notice Board.

## Playgroup

Birali Steiner School offers Playgroup for families with children from birth to pre-school age. Playgroup is held each Tuesday & Thursday at the Birali Hub, near the Administration building. Our playgroup program is highly recommended for children entering our Early Childhood Unit (Pre-school). Our playgroup is a member of Playgroup Queensland. To find out more, please contact the Administration Office.

## Your Child At School

### Drop off & Pick Up of Students

#### *Drop Off*

#### Primary School

Staff will be on playground duty from 8.15am. If you arrive prior to 8.15am, please remain with your child until 8.15am.

Students will deposit their bag into their lockers. Students can play in the play areas provided, prior to school commencing.

**For late arrivals** after 8.30am, please go to the school Administration Office to obtain a late slip with your child before proceeding to their classroom.

#### Pre-school

Parents will need to drop-off pre-school children at the Pippi Room, not the carpark drop-off zone. The gate into the Pippi Room will be opened at 8.15am each morning.

You must sign your child in each morning and help them to place fruit in the fruit bowl and put their bags in their lockers. We ask that parents do not stay longer than needed to help unpack your child's things and say goodbye.

For late arrivals after 8.30am, please go to the school Administration Office to obtain a late slip with your child before proceeding to the Pippi Room.

### *Pick Up*

For early departures please proceed to the Administration Office to sign out your child where our Administration Staff will issue you an Early Departure slip to allow you to collect your child from their classroom.

### Primary School

Students will be dismissed at 2.30pm by their Class Teacher and gather their bags and belongings from their lockers. Teachers will escort students out to the drop-off zone and will supervise students to ensure their safety until released into your care. After 2.45pm remaining students can be collected from the Administration Office.

Please inform the Class Teacher or Administration if you have arranged for someone else to pick up your child that is not listed on your child's Collection Authorisation form.

### Pre-school

At 2.30pm, children need to be signed out from the Pippi Room gate by parents or authorised carers. Students cannot be collected by anyone under the age of 18. After 2.45pm, remaining students can be collected from the Administration Office.

A child may only leave the school if the child is given into the care of:

- a parent of the child; or
- a person named on the child's collection authorisation form.

A child may only leave the school in accordance with the written authorisation of the child's parent or authorised nominee named in the child's enrolment record or:

- is taken on an excursion; or
- is given into the care of a person or taken outside the premises; or
- because the child requires medical, hospital or ambulance care or treatment; or
- because of another emergency.

*Please note: Birali Steiner School reserves the right to refuse authorisation to collect a child if the person with written consent is deemed 'inappropriate' (e.g. poses a risk to the child by being under the influence of alcohol, etc.).*

### **Pre-school Nature Day Drop Off & Pick Up**

Please refer to the section further on detailing Additional Information for Pre-School Parents.

### **Attendance**

Steiner schools incorporate teaching through periods of main lesson blocks and practice lessons, with each day building upon the next. As such, consistency in attendance is essential for your child's education. Parents have a legal requirement to ensure their children attend school, unless in times of illness and other family circumstances.

*Please notify administration by 9:00am providing reason for any absence.*

Lack of notification and reason for absence will be recorded as unauthorised.

The school is required to record all absences, late arrivals/early departures. Any absence of ten days or more, requires prior approval by the school's principal. The Non-State Schools Accreditation Board, and other governing bodies, require data from the school regarding attendance, as well as unexplained and extended absences.

### **Daily Rhythm**

Please allow enough time for your child to settle into school as 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.

### **Primary School**

08:30am to 10:30am	Morning Circle/Main Lesson Session
10:30am to 11:00am	FIRST BREAK
11:00am to 11:45am	Middle Session One
11:45am to 12:30pm	Middle Session Two
12:30pm to 01:00pm	LUNCH/SECOND BREAK PLAY
01:00pm to 01:45pm	Afternoon Session One
01:45pm to 02:30pm	Afternoon Session Two
02.30pm	Class dismissed

*Morning and Afternoon Sessions can include main lesson follow up, specialist teacher lessons (Music/Japanese), as well as other practice lessons in a variety of learning areas.*

### **Pre-School**

08:15am to 9.45am	Self-directed outside play/gardening, and morning tea preparation
9.45 am to 10.45am	Morning circle and shared morning tea prepared by children.
10:45am to 12:30pm	Self-directed inside play/daily activity, story, lunch. Daily activities include painting, drawing, craft, and bread baking.
12:30pm to 02:30pm	Shared lunch (provided by parents), rest, outside/inside play, pack up, verse inside
02:30pm	Class Dismissed

*This is a general guide to the rhythm of the day in the Pre-School, not a strict timeline. Daily activities may be replaced by Festival preparation and birthday celebrations.*

### **Music Programme**

Music forms an important part of the educational curriculum and begins in the Pre-school with singing simple pentatonic songs. Singing continues to develop the voice from Class 1 up, with the introduction of the pentatonic recorder for Class 1 & 2, moving on to the diatonic recorder in Class 3 when string lessons are also introduced. There are two classroom music lessons per week. Instruments learned through the school include marimba, xylophone, recorder, violin and cello.

### **Language Programme**

Japanese is introduced in the Pre-school via 3-week blocks incorporating simple singing and rhymes. From Class 1 up, there are two Japanese lessons per week which encourages appreciation for cultural diversity. Celebrating Japanese Festivals deepens and enriches the programme.

## 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/transporting students beyond the boundaries of the school grounds. In the interest of reducing the level of correspondence on this matter a Local Excursion Consent is included in the Enrolment Record, 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 outside of the parameters of the Local Excursion consent.

## Special Events

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

The school will have a seasonal festival at the end of each term. The Early Childhood Winter and Christmas festivals are separate from the whole school celebrations.

## 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 email, SMS, weekly newsletter, class notes or books, Parent/Teacher meetings, parent forums and the AGM of the Association.

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

School Stream is an app that can be accessed for messaging, term dates, forms including absentee forms, newsletters, events and other communications. It is

our main form of communication with parents. Go to your app store, search for School Stream, Download & Install the app.

## Food Policy

The staff ask for parental support in providing students with nutritious food in their lunchboxes, to optimise their learning, energy levels and growth.

We encourage a diet of unprocessed wholegrain products, fresh fruit and vegetables, nuts, proteins and home baked food.

Filtered water is available for drinking. 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.

Please remove packaging from store bought food, prior to placing in your child's lunch box. Non-compostable packaging, together with uneaten food will come home in the lunchbox to enable you to better monitor your child's dietary intake for the day.

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

For any cooking or baking that occurs at school, please ensure the school is aware of any allergies or dietary needs for your child.

## Your Child at Home

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 as well as trading cards. This ensures that all special toys do not get broken or lost at school and minimises issues surrounding sharing and competition with toys and brand names.

Any exceptions to this must be discussed with the class teacher and be kept in your child's bag.

### *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 focused, 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. There is literature 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.

If your child's teacher notices signs of ongoing inappropriate exposure to mass media that is affecting their learning, social and emotional wellbeing or general development, an interview may be requested to offer support in this area. If there are no positive developments in this area, the school may take further action.

# Teacher and Student Rights and 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.
  - have the responsibility of maintaining an emotionally and physically safe learning environment.
  - have the responsibility to uphold the values of the school.
  - will care for the rooms and environment.
  - be punctual.
- Students:
  - will show respectful behaviour towards teachers and fellow students and equipment.
  - have the responsibility to support a productive learning process in lessons and not to undermine the lessons.
  - will follow teachers' instructions promptly

## Inappropriate / Uncooperative Behaviour

Birali Steiner School staff follow a whole school behaviour management policy to help guide children's behaviour. This is designed, based on Steiner's indications and influenced by restorative practices. General strategies for behaviour management can include 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 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 has a strict dress code that has been thoughtfully created with your child's best interest in mind. Our school is committed to protecting students 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.

### *What to wear to School*

- All clothing must be comfortable, modest and appropriate for movement and play at school, relative to the season.
- Clothes are to be neat and clean.
- Natural fibres (e.g. Cotton) are recommended for the children's comfort, where possible.
- Clothing worn to school must be safe, practical and appropriate for the range of activities students take part in, during school.
- If your child is wearing skirts, dresses, short or loose-fitting shorts, bike pants should be worn underneath.
- We ask that students are dressed in plain colours of the rainbow.
- Clothing that provides protection from the sun.
  - When outside, shoulders must be fully covered.
  - T-shirts with collars are recommended to help protect the back of the neck

### *What not to wear*

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

### *Spare Clothes*

Please provide spare clothes for your child as required. Children from Pre-school to Class Three are asked to have spare clothes in their school bag each day.

## *Shoes*

Shoes must be sturdy and fully enclosed to cover their toes, with a low heel for safety reasons. Thongs, ballet flats, open sandals, ugg boots, knee high boots, backless shoes, crocs, 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*

Birali Steiner School has its own school hat, effective from Term 1, 2020. Implementation of a school hat provides consistency throughout the school regarding safety from the sun, as well as consistent and safe hat designs and styles. Birali's school hat is full-brimmed with adjustable elastic around the top to prevent it falling off.

All students will receive their first school hat free of charge (for new students this will happen at the time of enrolment). If your child's hat is lost or damaged, you will be notified, and a replacement hat will be issued and charged to your school fee account and due immediately. Additional hats can be purchased from Administration with the charge added to your school fee account and due immediately. Replacement and additional hats are \$20 each.

It is a requirement that all students wear the new school hat at school and for excursions. We ask that the school hat is left at school during term time, except for laundering or for excursions, to ensure the students all have their Birali hats each day.

While outside, the school will enforce a "No Hat – No Play" policy at all times during the school day (8:30 AM – 2:30 PM). Students not wearing hats will be required to play in the undercover areas. When playing in the shade of the bushland hats are still required for all outdoor activities.

## Hair and Accessories

Hair dyeing, make-up and nail polish are not acceptable. Hair should be neat and tidy and long hair tied back. Jewellery must be minimal and not present a safety hazard during any school activities.

## Summary

Our dress code is based on common sense and simplicity. This helps minimise issues such as peer pressure, fashion trends, advertising and slogans. In developing our dress standards, consideration has been given to:

- Birali Steiner School's 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 above. 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, festivals and excursions reflect our dress code.

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

Staff will use various methods to enforce the school's dress code, appropriate to the situation. Such methods may include:

- Verbal or written reminders to students and/or parents
- Asking students to turn their t-shirt inside out
- Providing appropriate alternatives (*e.g. t-shirt with sleeves, bike shorts etc.*)

## 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 to school.

## Lost Property

The lost property basket is located at the Administration office. Regular reminders will be posted in the school newsletter. Unclaimed/unnamed property will be donated to charity once a term.

## Sunscreen

Birali Steiner School is a “Sun Smart” School. As such, we ask that you apply sunscreen to your child before coming to school and provide a supply of sunscreen in your child’s bag for use at school.

Cancer Council brand sunscreen is provided and made available for use at all classrooms. If you object to your child using the sunscreen provided, please advise the school office in writing, and support the class teacher with reminding your child about appropriate use.

## Insect Repellent

### *Mosquitoes*

Mosquitoes are especially common at certain months of the year, which can present a health hazard. Please apply insect repellent to your child prior to arriving at school. Please also provide a supply of insect repellent for use at school. This should be a roll-on or pump spray (not aerosol) and labelled with your child’s name.

### *Ticks*

Please be aware that ticks inhabit the school grounds. To assist in tick prevention, we ask that parents:

- Apply insect repellent to your child before school.
- Provide a supply of repellent, clearly labelled, in each child’s bag.
- Check your child regularly at home for ticks.
- Ensure suitable school clothing that will aid in preventing ticks.

As part of the enrolment information, parents are required to sign a consent form regarding tick removal.

## School bag

All children are required to bring to school, a suitably sized backpack to neatly contain their personal belongings such as lunchboxes, drink bottles, books, spare clothes, sunscreen, bug repellent etc. Bag hooks and racks are allocated at each classroom to store their possessions throughout the day.

## 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 use standard first aid and including topical remedies as required.

In the case of more serious injury or ailment, parents will be contacted immediately. Please ensure your contact details are always kept up to date with the school.

### 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/remedy, with the pharmacist's/practitioner's written instruction on the container must be provided to administration for safe keeping. Asthma puffers, EpiPen's and other emergency medications will be stored securely according to the individual's medical minimisation plan that will be developed in consultation with the teacher.

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

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

The school must be notified immediately if a child is diagnosed as having any of the conditions below. Parents are to follow the following listed exclusion periods and requirements before your child's return to school. Any student showing symptoms of a notifiable illness, the parents will be contacted to collect the student from school. Please follow the link for communicable disease control guidelines <http://disease-control.health.qld.gov.au/>.

Administration must be notified immediately of any positive diagnosis of a notifiable illness.

<b>Chickenpox</b>	Exclude until all blisters have dried. For non-immunised children, this is usually 5 days after the rash first appears, and less for immunised.
<b>Conjunctivitis</b>	Exclude from school until discharge from eyes has ceased or unless a doctor has diagnosed non-infectious conjunctivitis.
<b>Diphtheria</b>	Medical certificate required before return to school.
<b>Haemophilus influenzae type b (Hib)</b>	Exclude until the person has completed a course of appropriate antibiotic treatment.
<b>Hand, Foot and Mouth disease</b>	Exclude until all blisters have dried.
<b>Hand, foot and mouth disease</b>	- Exclude until all blisters have dried.
<b>Hepatitis A</b>	Medical certificate required before return to school.
<b>Herpes (cold sores)</b>	Exclude while lesion is weeping. Lesions to be covered with dressing.
<b>HIV/ AIDS virus</b>	Exclusion not necessary.
<b>Impetigo (School Sores)</b>	Exclude until 24 hours of appropriate antibiotics have been completed. Cover sores on exposed areas with a waterproof dressing until sores are dry, and encourage handwashing.
<b>Influenza and influenza-like illness</b>	Exclude until symptoms have resolved, normally 5–7 days.
<b>Measles</b>	Exclude for 4 days after the onset of the rash.
<b>Meningitis (bacterial)</b>	Exclude until well and has received appropriate antibiotics.
<b>Meningitis (viral)</b>	Exclude until well.
<b>Meningococcal infection -</b>	Exclude until 24 hours of appropriate antibiotics have been completed.
<b>Mumps</b>	Exclude for 9 days after onset of swelling.
<b>Norovirus</b>	Exclude until there has been no diarrhoea or vomiting for 48 hours.

<b>Poliomyelitis</b>	Exclude for at least 14 days from onset. Medical certificate required before return to school.
<b>Rubella (German Measles)</b>	Exclude until fully recovered or for at least four days after the onset of rash.
<b>Salmonella, Shigella</b>	Exclude until there has not been a loose bowel motion for 24 hours.
<b>Scabies, ringworm, headlice</b>	Exclude until the day after appropriate treatment has commenced.
<b>Severe Acute Respiratory Syndrome (SARS)</b>	Exclude until medical certificate of recovery is produced.
<b>Streptococcus Infection (Including Scarlet Fever)</b>	Exclude until the child has received antibiotic treatment for at least 24 hours and the child feels well.
<b>Tuberculosis</b>	Exclude until written medical clearance.
<b>Typhoid and paratyphoid fever</b>	Exclude until diarrhoea has stopped and two samples have tested negative.
<b>Whooping Cough (Pertussis)</b>	Exclude until 5 days after starting appropriate antibiotics or for 21 days from onset of cough.
<b>Worms (Intestinal)</b>	Exclude until diarrhoea has stopped for 24 hours and treatment has occurred.

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.

These are the minimum exclusion times required. If your child is still looking pale, feeling weak or is presenting with vomiting or diarrhoea we ask that you keep them home until symptoms have subsided for at least 24 hours.

The Public Health Regulations 2005 (Qld) lists the following conditions as prescribed contagious conditions and Birali Steiner School must inform the Public Health Unit of any reported case of these conditions:

- gastroenteritis
- chickenpox (varicella)
- diphtheria
- enterovirus 71
- German measles (rubella)
- haemophilus influenzae type b (Hib)
- hepatitis A
- influenza
- measles
- meningococcal disease
- poliomyelitis
- typhoid and paratyphoid
- tuberculosis
- whooping cough (pertussis)

### *Head Lice*

Head lice can spread rapidly within a school environment if left untreated. Please check your children regularly and notify the office if your child is found to have lice. If lice are found at school, you will be contacted. It is recommended that immediate treatment is applied and exclusion from school until all eggs and lice are removed, is best practice.

Following a report of head lice, a communication may be sent by the school to advise the class or parent body to check their children's heads carefully.

### **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 & Stings
  - 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/carers 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 in any school activity without the parents/carers 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

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, on the school's website and Facebook page. 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.

## Meetings for Parents

Parents are required to attend 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.

Individual parent-teacher meetings are held each semester. 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.

Staff may choose to have a second staff member present, typically a member of the Leadership Team, when meeting with parents, to assist with anecdotal note taking and information if relevant. This will be advised prior to the meeting and parents would be invited to bring a support person with them if they choose.

## Student Reports

### Primary & Middle School

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 semester two parent-teacher meeting.

### Pre-school 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 progress. 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

Although Birali Steiner School does not currently have an official P&F, we have 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 classrooms, promotions, market days and also personal craft. The school regularly establishes working teams 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 support
- Gardening
- Hand Craft assistance (knitting, crocheting, weaving, carving and sculpting)
- School excursions

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.

All regular volunteers are required to obtain a volunteer blue card (working with children check). Please see the school administration team to assist with the application, or to provide a copy if you already have one.

Each time you volunteer, please report to the office reception to sign in and receive a 'Registered Visitor' lanyard.

## 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 child's enrolment. 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.

## Additional Information for Pre-school Parents

### What to bring to school

- A change of clothes (please label each item including underwear and each sock). If your child has been busy working with mud or playing in water, we need to be able to change the children into dry, clean clothes – not having to worry about their clothes allows them to always be able to play freely. We recommend a wet/dry bag as we do not have any plastic bags to send children's wet clothes home in.
- A light raincoat that can stay at school so children can play in all weather and experience the changes in the seasons.
- Each day bring a drink bottle of water. Water will be provided in glasses during morning tea but they will need a drink bottle so they will always have access to water throughout the day.
- Once we commence full days you will need to bring your child's own lunch as per our [Food Policy](#) within this Handbook.
- Please bring one piece of fruit or salad veggies to share for morning tea (you can bring larger quantities to cover multiple days if this is easier).

## Transitional Weeks

### *Day One of the school year*

All Preschool children attend a start of the year picnic and story morning regardless of their days of attendance.

The school year commences with a whole school Rose Ceremony in the Hall between 8.30 – 9am when the new Class One students will be welcomed officially into the Primary School.

Please note that between 8.30am and 9am, Pre-school staff will be with the previous year's graduating class children, so you will need to stay with your child even if they were in the Preschool class the year before.

We encourage you to come and be part of this ceremony and see what happens as it is nice for the children to see what will happen for them the following year, otherwise we commence, together following the ceremony.

Staff will inform parents of the exact time of the picnic prior to the school year starting. The children and parents are invited for a short play in the garden – we will provide fruit and water for morning tea. The children will select a picture for their lockers, so they know which locker theirs will be when they come. At the end of their visit/play the children will come inside for story while the parents wait out the front. At the end of the story children will be dismissed to parents.

### *First two weeks*

For the first two weeks of school all Pre-school children start the year with half days. They arrive from 8.15am as normal but are collected at 12.15pm. This supports children in having a slow gentle start to the year and also for them to manage the warm days.

## Morning Tea Menu

*\*Teachers will advise parents of any changes in the menu.*

**Monday:** Fruit and rice cracker with jam (children to spread jam and cut fruit)

**Tuesday:** Fruit and fresh bread with optional butter

& Veggie Soup in Term 2 & 3 (known as Pirate's Brew)

**Wednesday:** Children bring their own food to eat on Nature day

**Thursday:** Fruit and Rye bread sandwiches with hummus or Jam

**Friday:** Fruit and Oat biscuits

## Nature Day Drop Off & Pick Up

Location: Beachmere Beach (Southern) 136 Biggs Ave, Beachmere (at the end of the no through road).

Each Wednesday the Pre-school class attends a Nature Day at the beach in Beachmere. Drop off and pick up is at the beach address above, not at the school. Please be mindful of the residents that live on Biggs Ave by not parking across their driveways or blocking the street.

Teachers will be on the grassed area near the covered picnic bench from 8:15am. Children can be signed into the teachers care from 8:15-8:35am. You will need to sign your child in and out each Wednesday and assist with fitting/removing a hi-vis vest to/from your child.

Near the end of Nature Day, the Teachers will walk the children to the grassed area for a story. Please wait until the class has finished their end of day verse before walking over to your child. The standard collection time for Nature Day is 12:15pm. Please remember to sign them out.

*Please note: Birali Steiner School reserves the right to refuse authorisation to collect a child if the person with written consent is deemed 'inappropriate' (e.g. poses a risk to the child by being under the influence of alcohol).*

## What to bring on Nature Day

- A full brimmed hat, preferably with an elasticised band to prevent blowing off, is required on Nature Day as children's school hats will remain at school
- Sun cream and bug spray for your child (pre-apply bug spray)
- We recommend quick dry clothing to be worn
- Child must wear shoes at all times as there may be stone fish or glass on the beach. We suggest water shoes or gumboots as appropriate shoes for the beach environment
- Please pack a filling morning tea for your child
- Water bottle full of water as no water is available once we leave the drop off area
- Rain pants/raincoat when needed
- Change of clothes – please do not send your child in clothes that cannot get dirty as this restricts their play

