



BIRALI STEINER SCHOOL

Parent Handbook



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

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 Policies and Documents Page on our website – www.biralisteiner.qld.edu.au/policies-documents-reports/.

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.

Version Date: 31.01.2023

Updates in this release:

- [School Fees](#)
- [Intake Ages](#)
- [Public Bus](#)
- [Notifiable Illnesses](#)

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About Birali Steiner School

Vision

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

Mission

At Birali Steiner School, we strive together to deliver an education that honours, nourishes, and develops the creative spirit of the child. Our school aims to kindle in young people, courage, determination, a sense for truth and beauty and a desire for lifelong learning, with an understanding of respect for the traditional custodians of the land on which the school is founded.

We do this by providing developmentally appropriate learning experiences that encompass and emphasise:

- physical development and connection to the natural world
- advancement of the social and feeling life
- development of artistic and creative capacity
- cultivation of living thinking through engaging in academic studies

Our educators bring the Steiner pedagogical approach to life, in our unique Birali context, so that young people may develop a healthy and lively connection to others, their natural environment and their own individuality.

With this foundation, the young person can go forth into the world with a broad and deep knowledge base, a feeling of their own social competency and a benevolent sense of individual freedom.

Values

Birali Steiner School values are underpinned by Anthroposophical beliefs and Steiner principles.

Wellness: At Birali Steiner School, our community values and fosters wellness in body, soul and spirit through providing a holistic education and environment that develops the whole child, and supports every community member, acknowledged through collaboration, tolerance and respectful inclusive engagement.

Creativity: A wide-ranging curriculum that includes a balance of academics and arts with physical, social and emotional development is offered through the learning environment at Birali Steiner School. By promoting creativity and imagination, students are encouraged to develop a capacity to think laterally in their later life.

Compassion: Our staff strive to offer an example through their actions and deeds, through clear thinking, balanced emotions and unconditional love for the children, colleagues, the community and our natural world. Enhancing the development of students to become confident adults who care for others.

Wonder: A sense of wonder and reverence is cultivated in each child by encouraging the child's innate affinity with the natural world. Birali learning environment stimulates curiosity and love for other beings and natural phenomena.

Authenticity: Our Birali Steiner learning focuses on striving to encourage the child to value truth, individuality, integrity and authenticity. Our Birali Steiner School community provide guidance on moral courage to stand up for what is good, true and beautiful.

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 (now known as Birali Steiner School). Membership of the Association is open to all current staff and parents and other interested people on application.

Association Membership Application forms are available from our Birali Steiner website or the Birali Board Secretary. All applications are submitted to the Birali Board for consideration at the next meeting, and with the \$20 fee to be paid. A copy of the Birali Steiner Association constitution is also available online or from the Birali Board Secretary.

The Birali Steiner Annual General Meeting of the Birali Steiner Association will generally be held by June of each year. Members of the Birali Steiner Association can nominate for positions on the Birali Board through the Birali Board approved process. Those who have appropriate skills, related experiences or a particular interest in assisting with the growth and stability of

our founding Birali Steiner School are encouraged to contact the Association Birali Board Secretary via email at secretary@biralisteiner.qld.edu.au.

Being a member of the Birali Steiner Association helps show support for the Birali Steiner Association as well as votary rights at each Birali Steiner Annual General Meeting to elect the Birali Board Directors.

Birali Steiner School is a member of Independent Schools Queensland (ISQ). We also maintain membership with Steiner Education Australia (SEA) and 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 collaboration.

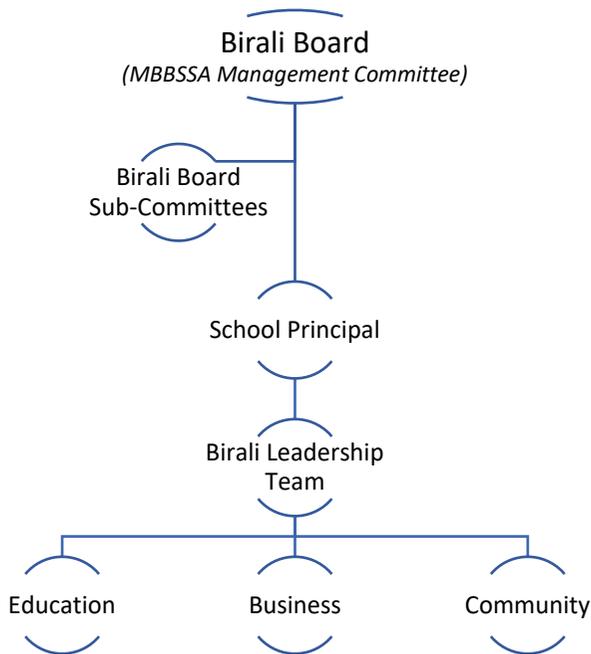
The Board

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

The Birali Board is comprised of 7 Birali Board Directors, elected by members or through Birali Board approved processes. The Birali Board meets regularly. A representative of Birali Board Sub-Committees provides a progress report to the Birali Board at each meeting. The Birali Board is currently comprised of:

- Birali Board Chair
- Birali Board Vice Chair
- Birali Board Secretary
- Birali Board Treasurer
- 3 x Birali Board Directors





The Leadership Team

The Leadership Team comprises of:

- The Principal
- The Pedagogical Coordinator
- The Business Manager

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

The Birali College

The Birali College plays a central role in the operation 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 Leadership Team 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

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.

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



School Policies & Guidelines

Please refer to the Policies and Documents section 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 or call the office on 07 5429 0511. If you do not have online access, please visit the school office to view a copy.

Enrolment Records

To ensure the school keeps up to date records regarding students and families, you will receive an update of records form at least annually. As well as completing these forms parents are responsible for advising the school of changes as they occur.

It is important for the school to be aware of any potential or impending enrolment withdrawal to support planning and budgeting processes.

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.

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 (Feedback) 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. A staff escort for the visitor may be required.

Privacy & photos/video/audio

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.

Teachers may decide to record (video &/or audio) a performance for the purpose of professional review and assessment. In this case, the recordings will be stored on school-owned, secure cloud storage.

Parent Use

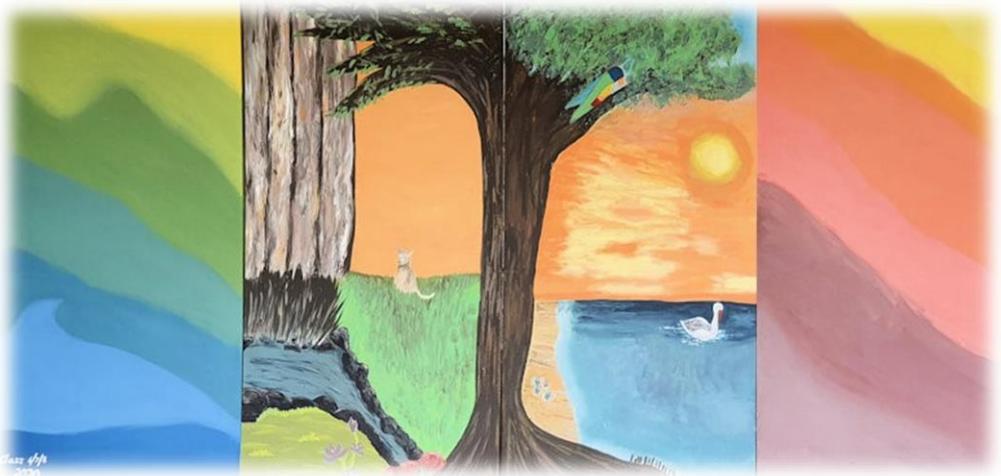
Photographs and videos taken at school events are for personal use only. Any such photos and videos must not be sold and must not be put on the web/internet. Photographs and videos must never be taken during performances. The teacher will allocate a person/s as 'photographer' if they feel this is required. 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.

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 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 the Enrolments Officer PRIOR to the due date. The Enrolments Officer can be contacted by email on enrolments@biralisteiner.qld.edu.au. Payment plans are available via the Westpac Payway Direct Debit. The school has limited capacity to provide Fee Concessions each year, however, can provide assistance for families needing short term support due to a change in

circumstances. Please address any queries regarding fees and fee policies to the Enrolments Officer.

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

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	2023	2024	2025	2026	2027
2007	Class 10	-	-	-	-
2008	Class 9	Class 10	-	-	-
2009	Class 8	Class 9	Class 10	-	-
2010	Class 7	Class 8	Class 9	Class 10	-
2011	Class 6	Class 7	Class 8	Class 9	Class 10
2012	Class 5	Class 6	Class 7	Class 8	Class 9
2013	Class 4	Class 5	Class 6	Class 7	Class 8
2014	Class 3	Class 4	Class 5	Class 6	Class 7
2015	Class 2	Class 3	Class 4	Class 5	Class 6
2016	Class 1	Class 2	Class 3	Class 4	Class 5
2017	Prep	Class 1	Class 2	Class 3	Class 4
2018	Playgroup	Prep	Class 1	Class 2	Class 3
2019	Playgroup	Playgroup	Prep	Class 1	Class 2
2020	Playgroup	Playgroup	Playgroup	Prep	Class 1
2021	Playgroup	Playgroup	Playgroup	Playgroup	Prep

Education Support/Individual Enrichment

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 on Wednesdays in the Pippi Room Garden. Our playgroup program is highly recommended for children entering our Prep Class. Our playgroup is a member of Playgroup Queensland. To find out more, please contact the Administration Office or view our Playgroup page on our website.

Your Child At School

Drop off & Pick Up of Students

Drop Off

Primary & High School Drop Off

Staff will be on playground duty from 8.15am. Students arriving between 8am and 8.15am must wait outside Administration until the staff member is on duty. If you arrive prior to 8am, please remain with your child until 8am.

At 8.15am students will deposit their bag into their lockers and can play in the play areas provided, prior to school commencing.

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

Pippi Room Drop Off

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

Please help your child 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.

Pick Up

For early departures for ALL classes 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; or staff will call to the classroom for the student to walk to the office.

Primary & High School Pick Up

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

Pippi Room Pick Up

At 2.30pm, children need to be picked up from the classroom door by parents or authorised carers. 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.

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.).

Pippi Room Nature Day Drop Off & Pick Up

Please refer to the section further on detailing Additional Information for Pippi Room Parents.

Public Bus Service

Drop-off and Pick-up on the Birali School Campus is available during each term. For further information, please refer to our website - [Public Bus Service](#).

- Pippi Class - children are to be dropped off and collected daily from our Pippi Classroom by an authorised parent/carer (not permitted to travel via bus)
- Class 1 – recommended to be dropped off and collected from school each day. If you require access to the bus service, a discussion with the Class Teacher and Administration is required to plan how to transition your child into safely travelling to and from school via bus
- Class 2 – 10 are permitted to travel to and from school via bus

Prior to commencing bus travel, we ask all parents to review the information on our website, complete a bus consent form, apply for the appropriate pass and then contact our school office to discuss how we will support your child to transition to this mode of travel if appropriate. This support can involve providing a bus buddy, prioritised collection from classrooms, and communicating with the bus company.

Attendance

Birali Steiner School prioritises your child's success through learning and their engagement in our school community. At Birali we care about your child and their wellbeing. We will contact you through SMS if your child is not at school and we appreciate your advice by reply.

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 and timely arrival between 8.15am and 8.30am, 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 & High 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.

Pippi Room

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 Pippi Room, not a strict timeline. Daily activities may be replaced by Festival preparation and birthday celebrations.

Class One Transition

The movement from Early Childhood to the Class Teacher Period (Primary School) is a significant transition. We recognise that children often need support and a gentle and considered approach during transitional moments in their development. To accommodate this, during term one, Class One students are afforded a mid-week rest space and attend a half day on Wednesday.

Class One Transition - Term One Hours of Attendance

Mon/Tue/Thu/Fri: 8.30m – 2.30pm
Wednesdays only: 8:30am – 12.15pm

Pippi Room (Prep) Transition – First Two Weeks Hours of Attendance

For the first two weeks of school all Pippi 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.

Home Visits

Home visits are where teachers take the time to visit each child in their home environment. These visits provide a ‘bridge’ between school and home. It is a special time for your child to have their teacher’s undivided attention, which strengthens the relationship between teacher and child. This visit also deepens the teacher’s understanding of each child.

The half-day in Prep for Nature Day and during the Class One transition period in term one, helps the teacher to accommodate a home visit schedule.

Music Programme

Music forms an important part of the educational curriculum and begins in the Pippi Room 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. Instruments learned through the school include marimba, xylophone, recorder, violin, cello, ukulele, guitar, djembe drums and piano.

Please note the following details in relation to associated costs and ownership related to the instrumental music program:

Pentatonic Recorders (Class One): students are provided with a recorder for school use during Class One. These remain school property.

Diatonic Recorders (Class Three): students are provided with a recorder. After 12 months this recorder becomes the student’s property and is retained by the student for the duration of their schooling.

Alto Recorders (Class Five/Six): students are provided with Alto recorders under a cost-free loan agreement which requires parental signature and are returned to the school as per conditions of that agreement.



Strings (Violin and Cello): **parents are responsible for the purchase or hire cost and maintenance of their student's string instruments.** Please note this is a compulsory program and parents are expected to provide their student with an appropriate instrument from Class 3. The school can provide guidance to parents in relation to the purchase of an appropriate school instrument and an instrument hire program is available through the school.

Elective Instruments (from Class Seven): currently the school offers various instruments as elective programs from Class 7. Most instruments can be provided under a low-cost loan agreement subject to availability.

Language Programme

Primary and Middle School students have weekly lessons which encourages appreciation for cultural diversity. Celebrating Japanese Festivals deepens and enriches the programme.

NAPLAN

Birali follows the Australian Steiner Curriculum Framework (ASCF). The ASCF is a nationally recognised curriculum based on the indications of Rudolf Steiner. Birali is required to offer NAPLAN for all students enrolled in Class 3, 5, 7 and 9. Students are not trained directly for NAPLAN and parents are provided with an opportunity to withdraw their student/s from sitting NAPLAN.

Camps and Excursions

Camps and excursions are part of the Birali curriculum and therefore attendance by all students is required. During camps or excursions, our students experience a high level of interaction and connection, of effort and reward, of fun and challenge. Through our Camp and Excursion program, students are presented with a wide variety of experiences to help with their overall growth and development.

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.

Day excursions and Camps 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 Newsletter and will be updated with new events as they arise. Tours, 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 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.

At the start of each new year, the upcoming Class 1 students are welcomed by their new Class Teacher during what is known as the “Rose Ceremony”. The Prep Teacher walks each student across/through a symbolic threshold and the students are greeted on the other side by their new Class Teacher and welcomed with a rose presented by senior students.



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

The school maintains a School Stream app, website and Facebook page. 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 and consent 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.

Mobile Phones and other Electronic Devices

Birali Steiner School is **mobile phone free** for students. We recognise that at times and in certain specific circumstances a student may need to have access to a mobile phone/smart watch/electronic device prior to or immediately after school. In these circumstances, storage of the phone/device is in the locked cabinet inside Administration. If you believe your student requires access to a mobile phone/device at any time during their enrolment at Birali, please contact the Principal to arrange a discussion.



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, sports equipment 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

Our education is based on and recognises the value of play, the development of creative imagination and protection of the senses. Exposure to digital technology and media has detrimental impacts on the developing human being. We understand that today's environment is often technologically focused, and that television, DVD, computer and electronic games can be seen to 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. To ensure your student is able to engage fully and to maximise the benefits of their Steiner education at Birali, we ask that students are not exposed to digital media during the school week and that exposure is limited on weekends and holidays. Please speak with your child's teacher if you need to discuss this topic further or would like some reading on this topic.

If your child's teacher notices signs of ongoing inappropriate exposure to digital media that is affecting their learning, social and emotional wellbeing or general development, an interview may be required. The school reserves the right to take further action if issues related to media exposure and negative impact on the student and/or class body, cannot be resolved.

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

Whole School 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.



Suitable options

While there may be slight variations within different areas of the school, some overarching guidelines are consistent. Clothing for students across all grades must be:

- Comfortable and allow for freedom of movement
- Modest and appropriate, relative to the season
- Sun-safe with shoulders covered
- Free from inappropriate language or imagery
- Free from large logos or commercial influences (*ie. TV shows...etc*)
- Neat, clean and tidy

ALL CLOTHING will be ideally plain in colour, or with a simple pattern.

Shoes

Fully enclosed shoes must be worn coming to and departing from school. Inside shoes/socks may be worn in the classroom. Please speak to your child's teacher regarding suitable inside shoes.

Hats

It is a requirement that all students wear their school hat at school and for excursions. 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). School hats are to be worn each day coming to and from school. A school hat is provided upon enrolment, and replacements can be purchased from Admin.

Primary Specific Requirements (Prep - Class 7)

In additional to the school-wide guidelines, the following apply to Pippi and Primary students:

- We ask that students are dressed in plain colours of the rainbow
- Simple patterns and small images are permitted (*excluding brand names, logos or commercial content*)
- Safe, sturdy enclosed footwear suitable for work and play must be worn when outdoors. Sneakers are ideal (*thongs, ugg boots, crocs are not permitted*)
- If gum boots are worn to school, please pack another pair of shoes for running
- When wearing dresses, skirts or loose-fitting shorts, bike pants should be worn underneath
- Halter neck, midriff baring or capped sleeve styles are not acceptable
- No fluoro colours
- Jewellery must be minimal and not present a safety risk (*ie. simple stud/sleeper earrings may be appropriate*)
- Nail polish, hair dye or make up is not permitted
- Long hair must be tied back and pinned away from face
- Students are asked not to wear a watch until completion of the “Time” Main Lesson, usually in Class 3 - *please consult with your child’s teacher* - analogue watches are preferred for Lower Primary (*no smart watches*)

Students in Prep - Class 3 must keep a spare change of clothes in their bag.



High School Specific Requirements (Class 8+)

In addition to the school-wide guidelines, the following apply to High School students:

- Some black clothing is permitted
- All clothing should be mostly plain
- Short-shorts / skirts are not permitted
- Long hair must be tied back
- Subtle natural looking make up or natural coloured hair dye is permitted
- Jewellery must be minimal and not present a safety risk (*specifics can be discussed with your Class Guardian*)
- Large fake nails are not permitted
- Enclosed shoes are required for specific activities

Protocol if a student is not following the dress code

Staff will use various methods to enforce the school's dress code, appropriate to the situation. This 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 covering shoulders, bike shorts etc.*)

Helpful Hint

You could create a drawer 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 in good condition 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 racks are allocated at each classroom to store their bags 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 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.

Chickenpox	Exclude until all blisters have dried. For non-immunised children, this is usually 5 days after the rash first appears, and less for immunised.
Conjunctivitis	Exclude from school until discharge from eyes has ceased or unless a doctor has diagnosed non-infectious conjunctivitis.
Diphtheria	Medical certificate required before return to school.
Haemophilus influenzae type b (Hib)	Exclude until the person has completed a course of appropriate antibiotic treatment.
Hand, Foot and Mouth disease	Exclude until all blisters have dried.
Hand, foot and mouth disease	- Exclude until all blisters have dried.
Hepatitis A	Medical certificate required before return to school.
Herpes (cold sores)	Exclude while lesion is weeping. Lesions to be covered with dressing.
HIV/ AIDS virus	Exclusion not necessary.
Impetigo (School Sores)	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.
Influenza and influenza-like illness	Exclude until symptoms have resolved, normally 5–7 days.

Measles	Exclude for 4 days after the onset of the rash.
Meningitis (bacterial)	Exclude until well and has received appropriate antibiotics.
Meningitis (viral)	Exclude until well.
Meningococcal infection -	Exclude until 24 hours of appropriate antibiotics have been completed.
Mumps	Exclude for 9 days after onset of swelling.
Norovirus	Exclude until there has been no diarrhoea or vomiting for 48 hours.
Poliomyelitis	Exclude for at least 14 days from onset. Medical certificate required before return to school.
Rubella (German Measles)	Exclude until fully recovered or for at least four days after the onset of rash.
Salmonella, Shigella	Exclude until there has not been a loose bowel motion for 24 hours.
Scabies, ringworm, headlice	Exclude until the day after appropriate treatment has commenced.
Severe Acute Respiratory Syndrome (SARS)	Exclude until medical certificate of recovery is produced.
Streptococcus Infection (Including Scarlet Fever)	Exclude until the child has received antibiotic treatment for at least 24 hours and the child feels well.
Tuberculosis	Exclude until written medical clearance.
Typhoid and paratyphoid fever	Exclude until diarrhoea has stopped and two samples have tested negative.
Whooping Cough (Pertussis)	Exclude until 5 days after starting appropriate antibiotics or for 21 days from onset of cough.
Worms (Intestinal)	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

Twice yearly reports will be issued to communicate with you about your child's progress. The reports are issued at the conclusion of Terms 2 and 4 detailing where your child is achieving within Australian Steiner Curriculum Framework outcomes and are given in conjunction with the parent-teacher meetings.

Milestones

The purpose of this Milestones List is to support parents and the school to work collaboratively when introducing new learning experiences to the students at school and at home.

Please be advised that this is a guide and it is not a guaranteed timeframe. Teachers make judgements regarding the introduction of new content/skills based on a variety of factors; the needs of the class, resourcing, composite classes as well as previous/upcoming content. These “milestones” are not the only key aspects or topics within the grade.

This list is to support parents when making decisions about home projects, craft activities and books.

	Milestones	Story Content / Topics
Preschool	○ <i>Finger knitting</i>	○ <i>Fairy tales</i>
Class 1	○ <i>Their own desk</i> ○ <i>Their own set of crayons (blocks for drawing, sticks for writing)</i> ○ <i>Pentatonic recorder (mid-year)</i> ○ <i>Learning to knit</i>	○ <i>Fairy tales</i> ○ <i>Folk stories</i>
Class 2	○ <i>Basic coloured pencils for writing</i> ○ <i>More complex knitting</i>	○ <i>Animal stories/fables</i> ○ <i>Celtic stories</i> ○ <i>“The King of Ireland’s Son”</i>
Class 3	○ <i>Basic coloured pencils for writing</i> ○ <i>Introduction of cursive/running writing</i> ○ <i>Measurement/ use of a ruler</i> ○ <i>Crochet</i> ○ <i>Descant recorder</i> ○ <i>Music reading/notation</i> ○ <i>Reading time – wearing a watch</i>	○ <i>The Old Testament stories</i> ○ <i>The history of measurement (water clocks, sundials etc.)</i>
Class 4	○ <i>Fountain pen</i> ○ <i>Cross-stitch</i>	○ <i>Norse Mythology</i> ○ <i>Animal Kingdom</i>
Class 5	○ <i>Protractor – angles</i> ○ <i>Compass and set square – geometry</i>	○ <i>Ancient Egypt, Persia, India Mesopotamia</i> ○ <i>Stories of the Greek Gods</i> ○ <i>Botany</i>
Class 6	○ <i>Treble recorder (Class 5-6)</i>	○ <i>Ancient Rome</i>

		<ul style="list-style-type: none"> ○ <i>Geology and Physics introduced</i>
Class 7	○ <i>Elective Instrumental</i>	<ul style="list-style-type: none"> ○ <i>The Middle Ages</i> ○ <i>Renaissance</i> ○ <i>Chemistry and Biology introduced</i>
Class 8		<ul style="list-style-type: none"> ○ <i>Shakespeare</i> ○ <i>Industrial Revolution</i>
Class 9		<ul style="list-style-type: none"> ○ <i>The Modern World</i> ○ <i>Focus on powers of observation and reflection</i>
Class 10		<ul style="list-style-type: none"> ○ <i>Early Human Societies</i> ○ <i>Focus on powers of comparison to find balance</i>

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) and sign a Restricted Persons Declaration. 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 Visitor pass.

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.

Annual Creative Spirit Fair

Each year, Birali hosts the Creative Spirit Fair to invite families and the wider community to a fun day filled with activities, performances, displays and tours that show case the Creative Spirit of Birali students. Parents and carers are asked to participate in the organisation and running of the Fair which can include planning prior to the day as well as being rostered for a shift operating a stall/activity on the day. Information will be provided in the lead up to the Fair.



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 Pippi Room 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 Pippi Room children attend a start of the year picnic. 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, Pippi Room staff will be with the previous year's graduating children, so you will need to stay with your child.

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.

Morning Tea Menu

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

Each day in the classroom, the student will assist to prepare cut fruit and a small dish prepared at school. Please refer to class communications about specific menus.

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 Pippi Room 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 12:00pm. 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

Birthday Celebrations

We would like to acknowledge each child on their birthday or the nearest possible day. On that very special day, parents are invited to share in the celebration with your child (younger siblings are welcome also). This is a special small festival for each child, and it is wonderful when both or all of the child's parents can be part of the celebration. An invitation with details of the celebration, will be sent to you prior to the day.

In the lead up to the birthday, please start to reflect on your child's life so far, making a list of important events or milestones from each year of their life.

Please note: no photos are to be taken during the celebration, but these may be taken afterwards. Flashes and the presence of the camera can break the mood and flow of the ceremony.



