



Parent Handbook 2018

MORETON DOWNS STATE SCHOOL

Growth through Knowledge

PO Box 470

Parson's Boulevard

Deception Bay Qld. 4508

Ph: 3897 2666 **Fax:** 3897 2600

Email: principal@moredownss.eq.edu.au

Web Page: www.moredownss.qld.edu.au

SCHOOL INFORMATION

School: **MORETON DOWNS STATE SCHOOL**
Parsons Boulevard
Deception Bay 4508

Phone No.: **38972666** Fax No.: **38972600**

Email: **principal@moredownss.eq.edu.au**

Web Site: **www.moredownss.eq.edu.au**

Facebook: **<https://www.facebook.com/MoretonDownsSS/>**

District Office Information

Education Region: North Coast

Region Sub-Grouping: Murrumba

Address: Level 3, 10 The Corso, North Lakes 4509
PO Box 248, Kallangur 4503

Phone: 3203 9000

Regional Director: Tracy Corsbie

Assistant Regional Director: Trevor Walker

SCHOOL OPERATIONS

Hours of School

8:55am to 3:00pm

Sessions

The school day includes three sessions:

Learning Session 1	8:55am – 11:00am
First Break	11:00am – 11:45am
Learning Session 2	11:45am – 1:30pm
Second Break	1:30pm – 2:00pm
Learning Session 3	2:00pm – 3:00pm

All pupils should be at school no earlier than **8.30am**.

Principal's Welcome

Thank you for considering Moreton Downs State School as the school for your children to learn and grow. Our school has, since opening in 1995 built a well-earned reputation as a school of quality, which works in partnerships with families to ensure their children reach their full potential.

Staff are enthusiastic, highly skilled and dedicated to building a healthy, vibrant community for which we can all be proud. Parents are encouraged to take an active and on-going interest of their children's education and participate in all the school offers.

Students are the focus at Moreton Downs State School as we seek to develop their personal strengths and talents and enhance their areas of need through dynamic, contemporary learning programs that support each child's intellectual, social, physical, cultural and emotional development.

At Moreton Downs State School our motto is "**Growth through Knowledge**". When making decisions at our school we keep this belief at the forefront of our minds. This means that we strive to reinforce the importance of continual learning for our students, our staff and our parents.

We provide the individual care and attention required for children to achieve at their highest possible level. At Moreton Downs State School you will see:

- A school guided by clear values.
- Relevant, challenging and purposeful teaching and learning.
- Programs that are outcomes focused.
- Student leadership programs to develop confidence and personal responsibility.
- A broad range of Key Learning Areas including English, Mathematics, Technology, Science, History, Art, Music, Languages other than English, Health and Physical Education and Religious Education.
- Enrichment programs to develop children's thinking and problem-solving skills.
- Specialised support for students with needs.
- Regular staff professional development to ensure currency of teaching strategies and pedagogy.
- A focus on our keys of being Respectful, being Safe and being a Learner.
- Regular explicit instruction which develops social and emotional skills and resilience based on responsibilities
- Ongoing celebration of achievement, quality, excellence, effort, personal bests and improvement.
- Staff, children, parents and our local community working together.

Research has found a strong correlation between involvement of parents and student success and our **Parents and Citizens' Association** is an important school community group that is integral in providing advice that represents the interests and learning of all parents and students. I invite you to become an active member of this group and to take part in the educative process developed for your child. We look forward to continuing our focus on '**positive parent participation**' and would love to hear your ideas on engaging our community.

We offer a strong focus for learning in these the Key Learning Areas. Units of work are based on Education Queensland's Curriculum into the Classroom (C2C) units. In Science these are reinforced with Primary Connections. We adapt and adjust C2C units to meet the needs of our student, community and school context.

In 2017 we are undertaking a substantial review of our school Enrichment program. The program when completed will provide a range of options to further promote and enlist student interest in extra curricula areas. This includes a review of our Student Leadership program.

Prep, now mandatory in Queensland, continues to be an important year in our school. All Prep classes are supported by a full-time Teacher Aide.

Highly qualified specialists in Physical Education, Music, Instrumental Music and Languages Other than English (LOTE) support students in these areas. In each of these areas we support student participation in interschool events and competitions.

The school develops the personal strengths and talents of all students, through dynamic learning programs that create a community of life-long learners. An integrated curriculum is delivered: where literacy, numeracy and ICT's are used within a learning program that develops children's thinking and problem-solving skills. Differentiation and enrichment are key foci which are embedded in strong team based approach, including year level planning.

School Vision

To provide learning opportunities for all students, that balance academic, social, emotional and physical development and to extend students to reach their individual potential in becoming contributing members of a changing society.

Statement of Purpose

Our school has a dedicated and supportive staff with a common purpose which includes:

- Extending life opportunities for all students
- Raising the bar towards excellence to ensure students reach their potential
- Balancing the growth of individual potential

School Values

- Staff working together as a professional family
- The sharing of our successes and challenges
- A focus on commitment, consistency and continuity
- A clear focus on improving literacy and numeracy
- The encouragement of students to become self-managing and independent
- The rights of all students, and associated responsibilities, to learn in a supportive school environment
- A belief in Life Long Learning.

The school has a strong focus on providing all students with the skills necessary to be successful life-long learners, whilst being responsible global citizens. Key focus areas include:

- Literacy (explicit focus on reading), Writing, Upper Two Bands (NAPLAN) and Attendance – are central to our 'Investing For Success' projects
- Inclusion, enrichment and extension
- A pedagogical framework approach based on **The Art and Science of Teaching[®]** (Marzano) and moving towards a feedback and coaching culture for the school, guided by our Collegial Engagement Framework
- Positive Behaviour for Learning - embedded in our three keys –Be Safe, Be Respectful and Be a Learner.
- Strong partnerships with community groups and volunteers, including building early year and high school transition practices

The school works in numerous networks and clusters to enhance opportunities to learn and deprivatise practices.

Location

Moreton Downs State School is situated 30 Kilometres north of Brisbane between Deception Bay to the North/East and Northlakes to the South. The school services the Moreton Downs and Deception Bay communities that form part of the school's enrolment catchment boundary.

About Us

Moreton Downs was opened in 1995 and has a mix of permanent and temporary buildings. The school is a band 10 State Primary School with an enrolment of approximately 690 students. We deliver instruction to 28 classes with class sizes meeting mandated requirements and supported by increased purchased teacher aide time. We provide quality learning programs in all Key Learning Areas for students from the Preparatory Year to Year 6.

As well, the school has a Special Education Program that provides an inclusive program for students with needs. The school student demographic includes 9% Islander and 8% Indigenous population. On the My School website our school Index of Community Socio-Educational Advantage (ICSEA) is 957, placing the school at the 27th percentile.

Our community is supportive of our school and our P and C is active in providing services for community members and resources for our school.

Absences

If your child is to be absent for any reason, please phone our **School Absence Line on 38972660** before school and leave a message (*child's name, class and reason for absence*). Messages will be passed on to Class Teachers each morning. A written message sent via the child's sibling is an acceptable alternative. If unable to comply with the above, send an explanatory note to the Class Teacher on your child's return. All absences **must be explained** under the Education Act. Should a student be absent for three days without notification, parents will be contacted regarding reasons for the absence.

Animals on School Grounds

Animals are not permitted on school grounds without prior arrangements with the school principal. This includes staff wishing to undertake learning activities involving animals. Some children are allergic to or have chronic fear of various animals.

Arriving and Departing School

Students should aim to arrive at school around 8:30am each day. Students who arrive before this time should go directly to one of the two undercover areas (A or D) and sit quietly. Students will be supervised in the covered areas by staff from 8:15am. After the bell is rung (approximately 8:45am) students are to move to classes to get ready for learning.

- Students who arrive before classes commence are to sit in one of the **undercover areas (D or A)**.
- There is no play before school, including the school play equipment being out of bounds. This ensures students are calm and settled on entry to class in the morning and ready for the important first session of the day.
- The main arrival and departure is via the front gates on Parsons Boulevard.
- All school gates, except the staff car park and the front main gate, are locked from 9:15am.
- So we may maintain safe practices and manage all those who are on site. All visitors to the school during school hours MUST sign in via the office.
- So that students may focus on their learning parents delivering children to classes must leave the school when the bell for class commencement sounds.
- Parents arriving to collect children at the end of the day may enter the school (It is recommended this occur after 2:45pm) and await their children away from the immediate vicinity of the classrooms. Waiting too close to classrooms can cause students to be distracted at the crucial point of day when key messages are shared.
- Students are to leave school by 3.15pm, except when under the supervision of a Teacher. After 3.15pm students need to be collected from the office.
- Students may only leave the school grounds after arrival, if they have permission of the Principal or a Deputy Principal. A note from a parent or a phone call is necessary.
- Our school uses an electronic roll marking system and all students later to school than 9:05am must receive a late note from the office on arrival.
- To assist the monitoring of attendance the school uses an automated attendance SMS messaging service. All students not at school on time for the day will have their parents sent a message advising of their absence.
- The school must be notified if children are to be picked up by any other person other than listed parents / guardians.
- Early collection of children must occur through the office.

ART and SCIENCE of Teaching (ASOT)

Moreton Downs State School is heavily involved in delivering a pedagogical framework based around Robert Marzano' Art and Science of Teaching. This philosophy frames teacher work around ten design questions across the three lesson segments. Research highlights there are major benefits for student outcomes when a school works via an agreed and aligned pedagogical framework.

Lesson Segments Involving Routine Events	
Design Question 1.	What will I do to establish and communicate learning goals, track student progress, and celebrate success?
Design Question 6.	What will I do to establish or maintain classroom rules and procedures?
Lesson Segments Addressing Content	
Design Question 2.	What will I do to help students effectively interact with new knowledge?
Design Question 3.	What will I do to help students practice and deepen their understanding of new knowledge?
Design Question 4.	What will I do to help students generate and test hypotheses about new knowledge?
Lesson Segments Enacted on the Spot	
Design Question 5.	What will I do to engage students?
Design Question 7.	What will I do to recognise and acknowledge adherence and lack of adherence to classroom rules and procedures?
Design Question 8.	What will I do to establish and maintain effective relationships with students?
Design Question 9.	What will I do to communicate high expectations for all students?
Overall	
Design Question 10.	Develop effective lessons organised into a cohesive unit.

Assembly

Parents are most welcome to attend school assemblies. Assemblies provide opportunity for us to communicate with our students, recognise student achievement and provide an audience for students to Showcase their work. Parents will be informed if students are providing an assembly item. In 2017 we will be moving to combined whole school fortnightly assembly. These will occur in the odd numbered weeks. Special assemblies may be call to celebrate and recognise special events. Prep students have their own assembly in semester one and join the whole school assembly from semester two.

Before School – ‘Bring-a-Book’

Students are asked to arrive at school no earlier than 8.30am. If arriving earlier than 8:50am, unaccompanied students are expected to sit in either Area A or D. Students will be supervised from 8:30am and may sit, read or play table games quietly. There is to be no active play before school. At 8:50am bell students will move to their classrooms.

Promotion of safe and quiet activity in the before school period is encouraged. In promoting this the before school session is being titled Bring-a-Book. Signs displayed around the school will encourage appropriate behavior. Sample sign shown.

Parents supervising children before school may have children sit with them in areas outside of areas A and D.

The oval and adventure playgrounds are out of bounds at this time for all children, including those supervised by parents.

Formal instruction commences at 8:55am.

Students arriving after 9:00am should attend the office first to obtain a late slip.

Bell Times / Daily Routine

All school need to run efficiently and at Moreton Downs State School we use a bell system. Key times are below:

8.45am	Children to sit in covered games area prior to this bell and move to classes at this time
8:55am	First session class lessons to commence
11:00am	First break – Play Time
11.25am	End of Play Time – move to eating areas
11:40am	End of Eating Time- move to class
11:45am	Second session classes commence
1:30pm	Second break – Play Time
1:40pm	End of Play time – move to eating areas
1:55pm	End of Eating Time – move to class
2:00pm	Third session classes commence
3:00pm	Classes dismissed

Booklists/Student Levy

Teachers have compiled all booklists and it is essential that students have the materials listed on the booklists. Booklists are designed for parents to order a complete set or to indicate those books and materials that are required. Materials from the previous year can be recycled into the following year. Parents are asked to check student requirements throughout the term to ensure students have all necessary equipment for their learning.

The school uses a commercial provider who can collate and deliver home the necessary booklist items.

**** Prep Year****

Students enrolled in Prep pay a levy to cover all their resources in their first year of school. This ensures all students start their formal schooling journey with all they need as learners at Moreton Downs State School.

Book Club

The Parents & Citizens' Association, through volunteer parents, provides a 'book club' service for all students throughout the year. Children have the opportunity to regularly purchase quality reading books and computer software.

Bookwork

Our teachers follow clear guidelines for the management of student bookwork. Student work will be corrected, signed and dated by the teacher and feedback provided to students.

BRING-A-BOOK

Quiet time before school

You may:

- . Sit and read
- . Talk quietly
- . Play a table game
- . Follow all directions
- . Move to class on the 8:50am bell

You may not:

- . Run around
- . Talk loudly
- . Play active games

Remember

Please arrive no earlier than 8:30am

Play ground equipment is out of bounds before school

Brain Break

All classes participate in Brain Break around 10:00 am each day for approximately 5 minutes. During this time the students eat brain (a healthy snack) food, drink water and stretch their legs and brain. This aids students to increase their learning for the rest of the day. Please make sure brain break food is limited to correct foods—nuts, dried foods, vegetables and water.

Breaks/Eating/Supervision Procedures

- All Students must pre-order tuckshop through our ordering system (an on-line option is available).
- Students must be seated whilst eating and drinking at all times.
- It is strongly recommended that parents remind their children not to share food with others.
- Providing a healthy, balanced and nutritious lunch is a necessity.
- Students are to remain seated until dismissed by supervising staff.
- Students must seek the permission of supervising staff to leave their eating areas to visit toilets.
- Please be aware our school does not provide facilities to heat student lunches.

Calendar of Events / School Calendar

A calendar of school events is published at the beginning of the year. It is updated each term and any further changes or additions are communicated through our school app. Check out our website and school app for term calendars.

Camps

A school camp and excursion policy applies for the school. All classes may at times undertake excursions during the school day. These are at cost to the parents and several weeks notice is always provided. Excursions relate to curriculum focus areas.

Camp events are as follows:

- All students will be provided a range of excursion activities which will generally be scheduled during the time frames of a normal school day. Some travel outside school hours may be approved to maximise learning opportunities for the excursion.
- Prep and Year 1 students will not engage in 'camp' related activities outside school hours.
- Year 2 and Year 3 students will participate in an extended time event at school where they are collected by parents from school before 9:00pm.
- Year 4 students to participate in a minimum two day, one night camp. Camp may be on the school site.
- Year 5 students to participate in a minimum three day, two night camp. With preference for the camp to be completed by the end of term three.
- Year 6 students to participate in a minimum four day, three night camp. With preference for the camp to be completed by the end of term three.

Parents are advised early in the year of expected costs. A payment plan is available and should be negotiated as early as possible.

Car Parking

The school has substantial car parking. There is a designated area for staff only parking, inside the school grounds. All other parking should occur in a safe and careful manner in the designated areas. We ask everyone to be aware we have some very young children as members of our school. Their size and inexperience does pose a potential risk if we are not careful, particularly at the end of the day.

Celebration Days

At the end of each term students are given an opportunity to celebrate their learning journey by attending an organised program of different activities. A \$9.00 levy is charged to cover Term 1, 2 and 3 activities, which will occur on site. In Term 4 students may attend activities off site. Such events will cost up to \$25.00, separate invoicing will occur for the term 4 activity. Parents will be informed of the cost of these activities early in each term. Some children may not attend these activities due to their inability to manage their own behaviour.

If a student is having trouble managing their own behaviour a Discipline Improvement Plan will be developed outlining goals students need to reach to attend 'Celebration Day' activities. Parents are contacted in week 8 of each term if students will not be attending.

Chaplain

Our school offers a non-denominational chaplaincy service. After one-off support parent permission is sort for extended counselling from our chaplain. The Chaplain does a marvellous job supporting some of our more needy families and is always looking for donations or support. The service provides an additional dimension to the school's existing student support programs. The aim of the Chaplaincy Service is a focus on supporting students, parents and staff in their personal, emotional and spiritual growth by:

- Caring for students, families and staff
- Building positive relationships across the school community
- Working with and complementing the existing school's support services

- Offering support to families in the wider school community
- Providing a positive role model
- Supporting students of all year levels and their activities
- Providing an alternative link between families and the school
- Providing a link to additional support services in the community.
- The Chaplain, works each Monday, Tuesday, Wednesday and Thursday.

Choirs

A Junior and a Senior Choir provide opportunities for students to become further involved in the Performing Arts area of the curriculum and to participate in an activity that is a strong feature of our school. Auditions are held each year and students have the opportunity to sing at various community functions. Practice before, after school is required and parents need to commit to payment and care and management of choir uniforms.

Costs incurred in participation include approximately \$5.00 as a choir resource fee and \$10.00 for cleaning and maintaining choir shirts borrowed.

Community Involvement-Volunteers

Parent participation is a significant feature of our school and we continue to encourage families to become involved in the educational lives of their children. This strong sense of community covers a wide field of involvement including:

- Assisting in classes
- Assisting with excursions and special events
- Joining the various Parent Committees within the school e.g. P&C Association, Uniform Shop, Tuckshop etc.
- Being a classroom tutor
- Book Club and Student Banking
- Special Event Involvement
- Representing parent opinion on various school committees

Volunteers must remember to sign in at the office.

Complaint Management-'Making it Right'

Effective partnerships between parents, students and our school are important to educational success. From time to time you may have concerns relating to your child or our school. We want to hear your concerns because it is only that way that we can resolve the issue. We aim to provide an educational service that can be improved through your feedback. You can raise an issue with any member of our staff. But should do so in a respectful way. Sometimes it is not possible to see you immediately, so we would ask that you make an appointment to meet with the relevant person or arrange a suitable time for them to phone you. We like to know what your concern is prior to the meeting so that information can be prepared if necessary.

Crossing Supervisors

The school is fortunate to have the services of Crossing Supervisors, thus allowing pupils to safely cross the roads adjacent to the school. Please encourage your children to obey signs, follow directions and walk their bike across the crossing. Modelling these behaviours as adults will assist our students to learn.

We also seek the cooperation of parents who drive children by observing the "No Standing" signs outside the school, particularly those near the pedestrian crossings. Your patience at pick-up time will be of great assistance.

NO PARKING IN THE BUS DROP-OFF ZONE IN FRONT OF THE SCHOOL.

Currency of Family Information

Please ensure that information given at enrolment time is as **complete** and **accurate** and that the school is notified of any subsequent changes. This is vital to inform the school immediately of any changes in family circumstances, medical information, addresses, telephone numbers and emergency contacts.

In order to provide the best service to you and your child, our records must be accurate. Please notify office of changes to: phone numbers (home, mobile, work), custody arrangements, medical information, addresses, emergency contacts, place of work, after school care arrangements

Curriculum Plan

The '**School Curriculum Plan**' provides comprehensive information about how our school: plans, delivers, assesses and reports on curriculum. The Learning Program at Moreton Downs State School covers the eight Key Learning Areas (KLAs): **English, Mathematics, Science, History, Geography, Languages Other Than English, The Arts, Health and Physical Education and Technology.**

Within the resources available, the school strives to provide a curriculum that caters for the learning needs of all students.

Our school website will provide opportunity for parents to know what is being taught each year.

Dental Care

The State Government School-based Program provides free oral health care to school children from Prep –Year 6. The oral health team providing this service consists of a Dentist, School Dental Therapist and Dental Assistants. Treatment is provided at the school dental van. On completion of treatment of children at our school the oral health staff / facility moves to the next school in priority and will return to our school as part of our recall system.

Emergency treatment is available to all eligible children by telephoning the Call Centre on **1300 650 002**.

Subject to parental permission, all children have access to the school's Dental Service. Contact is made automatically with children as they enrol.

Dress Standards - Wearing the School Uniform

On enrolment parents receive a copy of the school Dress Code Policy on enrolment. Guidelines exist around a range of uniform matters. Details of the uniform are:

UNIFORM DETAILS	
Item / Event	Details
Polo Shirt (unisex)	Green polo shirt with school badge/logo.
Shorts (unisex)	Green shorts with badge/logo.
Options	Skorts or tunic dress with school badge/logo.
Sport Uniform (Inter-house events)	Shirt - House shirt in each of the 4 house colours and printed with the house name. Shorts/Skorts – Green school shorts with school badge/logo. House shirts may also be worn on class HPE days.
Hats	Broad brimmed hats (green) are to be worn for HPE and lunch play.
Socks	White socks. Socks must be seen above the shoe.
Shoes	Predominately black, enclosed leather or vinyl shoes or sports joggers.
Winter Options	Jacket (green), Jumper (green), Track Pants (green). Tights (black or green) may be worn, however shorts or skorts must be worn over tights.
Music Shirt	Students performing in any school band, ensemble or choir must wear a Music Shirt. Students may choose to purchase one (ordered once each year), or borrow from the school stock. A \$10.00 annual cleaning and replacement fee is applicable for the borrowed shirts.
Senior Shirts	Year 6 students may purchase a souvenir shirt in their senior year.
Out of school events	Students must wear the approved uniform (school, sport or music) for all out of school events.
Permitted Jewellery and Make-up includes:	<ul style="list-style-type: none">▪ A watch▪ Pierced ears only are permitted and ear rings must be small plain sleepers or studs — 1 pair▪ Necklaces of religious significance may be worn but tucked under the shirt▪ Medical alert bracelet or necklace Students will be asked to remove / tape jewellery during sporting activities. Make-up, fingernail polish and decorative jewellery is not to be worn at school.
Hair	Hair which is longer than shoulder length should be braided, plaited or tied back from the face with bands, ribbons or 'scrunchies' in the school colours. Outlandish styles (including 'tracks') and unnatural colours (bleached or dyed) are not permitted.
Helmets	Students riding a bike or scooter to school are legally required to wear an approved helmet.

Early Education in Queensland

Prep education is now mandatory in Queensland schools. To be eligible to enrol your child in the preparatory year, children must be 5 by 30 June in the year they begin prep. Please feel free to contact the school should you require further information.

Enrolments and Transfers

Student enrolment is carried out by a member of the School Leadership Team, once an enrolment form is completed.

The information shared about your child at the interview is crucial to meeting their educational, emotional and social needs.

An **Enrolment Form** must be completed if you are enrolling your child in Prep –Year 6 and the original Birth Certificate must be sighted if you are enrolling from interstate or in a Prep class.

A copy of any Custody Orders, Protection Orders or Family Law agreements etc. should be given to the school at the time of enrolment.

An interview occurs with a Deputy Principal before class allocation is decided.

Enrolment form can be found on the Moreton Downs School website in the forms and documents section (link follows) -

<https://moredownss.eq.edu.au/Pages/default.aspx>

Information pertaining to enrolment in Queensland Government Schools, financial assistance and transport can be found at the following web addresses:

- www.education.qld.gov.au/publication/reporting/parents/pdfs/finassist.pdf
- www.education.qld.edu.au
- www.education.qld.edu.au/schools/directory/
- www.transport.qld.gov.au/home.nsf

NB - It is important that all information pertaining to enrolled students is kept up to date and as changes occur the school should be immediately informed.

Enrolment Management Policy

An Enrolment Management Strategy applies for Moreton Downs State School. Only students residing in the designated catchment are guaranteed enrolment. All other students intending to enrol are placed on a waiting list.

Moreton Downs State School has an enrolment capacity, using the current facilities of 831.

A catchment map can be found on our website. <https://moredownss.eq.edu.au/Pages/default.aspx>

Emergency Procedures-Evacuation and Lockdown

The school has documented procedures for emergency situations. These are practised each term with teachers explaining processes to students before the practice. If the school is in evacuation or lockdown parents must remain outside of the school grounds. During these times children are under the direction of their teacher and will not be released to parents. Parents will be notified via our school app of any emergent situation.

Excursions

Throughout the year our students will attend excursions – usually two per year. These are an important part of work planned by our Teachers. They provide an opportunity for students to enhance and to make their learning contextual. Parents will be informed of all excursions through parent information sheets sent home at the commencement of each term and letters sent home.

All students will attend excursions as they form a major part of a child's learning. Some students however depending on their behaviour record will need to be supported by carers or school staff.

Parents must pay for excursions before or on the set date.

A child will not be able to attend an excursion if payment is not made before the due date.

If there are issues with payment, a payment plan can be organised with the Business Services Manager. Such arrangements should be made well prior to the event.

Extra Curricula Opportunities

Through the commitment of staff, and supported by parents and members of the wider Moreton Downs community, our school offers a wide range of extra opportunities for students at our school. Some of these are:

- Instrumental Music
- Recorder Band
- Choirs
- Interschool Sport
- Drama and Dance Groups
- Student Council
- A range of extra sporting events

Facilities

Through the extensive co-operation of the school community, and significant government investment in recent years, our school boasts quality educational facilities for our students. We are continuously seeking to improve physical environs both inside and outside the classrooms through applying for grants and holding working bees, fundraising etc.

Instrumental Music

In addition to our class music program, the school has facilities for instruction in Woodwind, Brass, Percussion and string instruments for children from Year 3-6.

Interested parents should arrange discussion with the Deputy Principal / Music Teacher responsible for the program.

A Concert Band is a component of this program and support is required for students to attend to practice and care for their instruments.

There is a levy for students in the instrumental music program. This includes:

- approximately \$95.00 per year for resource hire and textbook for beginning strings and percussion students.
- students who have their own text and instrument for strings and percussion pay \$25.00 as a resource fee.

As well as guidelines on the care and maintenance of borrowed instruments. The instrumental music teachers attend our school one day per week.

Guidance Officer

Moreton Downs is allocated a Guidance Officer using an enrolment driven model and as such our Guidance Officer is at our school 3 days per week. Students are referred to our Inclusive Education Committee by our teachers to gain support from the Guidance

Officer. The Guidance Officers' role is for testing students referred to ascertain learning ability and to provide counselling and support for students and parents. Our Guidance Officer will provide a range of proactive programs for identified students and be involved in conducting parent programs as a part of developing Positive Parent Partnerships. Parent permission is required for students to access extended Guidance Officer support.

Head Lice

All parents have an obligation to check children's hair regularly for lice and / or eggs, treating as necessary. Regular checks and follow-up treatment are necessary. In accordance with school community expectations, children are excluded from school until hair has been treated and eggs removed. After treatment, students report to the school office prior to returning to class.

Information about treating head lice can be found at website: <http://www.kidshealth.org/parent/infections/common/lice.html>

Indigenous Support

'Closing the Gap' funding is received and used to support students with need. Our Indigenous students have done well in past systemic tests and continue to receive support through 'programs with a purpose' at the school site. Opportunity is provided each year for students to attend local indigenous programs.

Interschool Sporting Teams

Our school participates in two 8 week interschool sport periods during the year. Teams are selected and coached at school. Parent permission in writing is a must for selected students to attend. Interschool sporting teams may have specific uniform requirements. This will be advised by the Team Coach.

Instrumental Music Groups and Choirs

These groups have specific uniform requirements – depends which group students join and the Specialist Teachers / School Administrators will advise parents.

Homework

Homework is given at this school for the following reasons:

- To provide a source of information whereby parents can see what their child is working on and how they are progressing.
- To draw a link between the school and home, by providing learning activities that can be the basis of family activity.
- To reinforce work done at school.

Class Teachers will advise students and parents of homework procedures for their class. Homework may be given on Monday to Thursday nights and will vary in time dependent on work that is planned and the child's year level.

Parents should assist students to complete their homework by checking on completion and finding a suitable environment and routine for students to do homework. Part of student homework at Moreton Downs State School is to ensure students read each night and keep a reading log. Modelling reading is a good way for students to take to this habit.

- Prep Year: Generally students will receive a minor homework commitment.
- Years 1, 2 and 3: Could be up to – but generally not more than an hour per week
- Years 4 and 5: Could be up to – but generally not more than 2 –3 hours per week
- Years 6: Could be up to – but generally not more than 3 – 4 hours per week

Infectious Diseases

Some of the common childhood diseases necessitate exclusion of the child from school until the risk of infecting others has passed. The Health Department has produced a recommended exclusion list for infectious diseases. See below.

Please contact the school office for details. Any doubts in this regard should be discussed with the Principal.

The school should be advised of any infectious disease contracted by your child. More information can be obtained from the Health Department's Public website at www.health.qld.gov.au.

The following information is relevant:

- These guidelines have been drawn up on the premise that children who have been ill with an infectious disease will not return to the school until they have fully recovered. The only exception to this rule is that children with certain skin disease may return once appropriate treatment has commenced (see table).
- These recommended periods are issued as a guide to teaching staff and medical practitioners, and may be modified in individual cases as circumstances warrant. Variation in the recommendations may be warranted in cases of local epidemics.
- In cases of doubt, or for guidance about conditions not mentioned on the list, advice should be sought from the appropriate clinician, school medical officer or a health authority.
- Sunshine Coast Regional Health Authority Unit recommends that records of immunisation status of children be accurate and kept up to date.

- Sunshine Coast Regional Health Authority, Environmental Health Unit recommends that all children should be immunised against measles, mumps, rubella, poliomyelitis, diphtheria and tetanus, according to the NHMRC recommended schedule. If this was to occur the need to exclude case contacts should not arise.
- Non-immunised contacts of cases with a vaccine-preventable disease of childhood should be referred to a medical practitioner or an immunisation clinic.
- Sunshine Coast Regional Authority, Environmental Health Unit recommends staff of schools, preps and child care centres should also ensure that they have adequate immunity to measles, mumps, rubella, poliomyelitis, diphtheria and tetanus. Immunity to rubella is particularly important for female staff of child bearing age.

CONDITION	CHILD WITH THE INFECTION	PERSONS EXPOSED TO THE CHILD WITH THE INFECTION
Chickenpox & Shingles	Exclude for at least five days after the first appearance of the rash and the last blister has scabbed over. (Some remaining scabs are not a reason for continued exclusion)	Exclude children with immune deficiencies (eg: leukaemia or on chemotherapy), otherwise not excluded.
Conjunctivitis	Exclude until discharge from eyes has ceased	Not excluded
Cytomegalovirus	Exclusion not necessary	Not excluded
Diarrhoea (campylobacter, cryptosporidium, giardia, rotavirus, salmonella, shigella)	Exclude until diarrhoea has ceased for 24 hours	Not excluded
Glandular fever (mononucleosis)	Exclusion not necessary	Not excluded
Hand, Foot and Mouth Disease	Exclude until all blisters have dried	Not excluded
* Hepatitis A	Exclude until 7 days after the onset of illness or jaundice. Readmit with a medical certificate for recovery	Not excluded
Hepatitis B	Exclusion not necessary	Not excluded
Hepatitis C	Exclusion not necessary	Not excluded
Herpes ("cold sores")	Young children unable to comply with good hygiene practices should be excluded while sores are weeping (sores should be covered with dressing where possible)	Not excluded
Human Immune-deficiency Virus (HIV AIDS virus)	Exclusion not necessary unless child has a secondary infection	Not excluded
Impetigo ("school sores")	Exclude until treatment has started. Sores on exposed skin should be covered.	Not excluded
Influenza & influenza-like illness	Exclude until well	Not excluded
* Measles	Exclude for at least four days after the first rash appears	Immunised children not excluded. Non-immunised children and staff should be excluded until 14 days after the first day the rash appears in the last infected person. Excluded children or staff may return to the school if immunised within 72 hours of contact.
* Bacterial Meningitis and Meningococcal infection	Exclude until well	Not excluded
Mumps	Exclude for 9 days or until swelling does down	Not excluded
Parvovirus (erythema infectiosum, "slapped cheek" or "Fifth disease")	Exclusion not necessary	Not excluded
Ringworm, Scabies, Head Lice	Exclude until day after approved treatment has commenced	Not excluded
Rubella (German Measles)	Exclude for at least four days after the rash first appears	Not excluded (female staff of child-bearing age should check their immunity to rubella with their GP)
Streptococcal infection (including Scarlet fever)	Exclude until child has received antibiotic treatment for at least 24 hours	Not excluded
* Tuberculosis	Exclude until well and approval to return has been given by a Public Health Physician or delegate	Not excluded
* Typhoid Fever (including paratyphoid fever)	Exclude until well and approval to return has been given by a Public Health Unit Physician or delegate	Not excluded unless advised by Public Health Authority
* # Whooping Cough (pertussis)	Exclude for 14 days from onset of coughing or until child has taken five days of a 7 day course of antibiotics (erythromycin)	Household contact who have received < 3 dose of pertussis vaccine should be excluded until they have taken 5 days or a 7 day course of erythromycin, or from 14 days after their last exposure to the infection.

* Schools and childcare centres should notify the nearest Public Health Unit as soon as possible if attending children or staff are diagnosed with any of these conditions.

Recommendations for exclusion of persons exposed to pertussis (contacts) are specific to Queensland Health and may differ from recommendations in “Staying Healthy in Childcare”.

Languages other than English (LOTE)

It is mandated that Japanese (our school specific LOTE) is taught to students in Years 5 and 6. LOTE is one of the mandated Key Learning Areas and all students in year 5 and 6 will receive a minimum of 60 minutes of LOTE per week. Year 4 students are provide a minimum 30 minutes per week cultural studies program to prepare for LOTE.

A process exists for all considerations for students seeking exemption from LOTE, however strict requirements are in place and are rarely granted. Such exempted students must have an alternative learning program developed and implemented.

Learning Support-Support Teacher Literacy and Numeracy

Whilst our Classroom Teachers are responsible for the learning of all children in their class, they are supported by a range of Specialist Teachers who provide learning support to individual children. The school has access to a variety of learning support services such as Support Teacher Literacy /Numeracy, Guidance Officer, Speech Language Pathologist and Visiting Specialists. An Inclusive Education Committee manages this support within the school and meets fortnightly to discuss student referrals and consider action plans to meet student needs. This Committee is managed by our Head of Special Education Services (HOSSES). If you have any concerns regarding your child’s learning, please discuss these with your child’s Class Teacher as a first step.

Levies and Contributions

So you may plan expenditure for your child at school we offer the following as a snapshot of possible costs. Prices are generally indicative and subject to changes.

Table of School Payments		
Area	Amount	Purpose
School Camps	Year 2 and Year 3 - \$50.00 approx. Year 4 - \$150.00 approx. Year 5 - \$250.00 approx. Year 6 - \$350.00 approx.	Year 2 and 3 – Camp experience Year 4 – 2 day, 1 night experience Year 5 – 3 day, 2 night camp Year 6 – 4 day, 3 night camp
School Student Leaders Events	Between \$10.00 - \$25.00	May include several off-site learning experiences. Varies slightly each year.
Parents and Citizens’ Contribution (voluntary)	\$5.00 per child or \$10.00 per family	Assist with running costs of the Parents and Citizens’ Association (eg Wages / Insurance / Membership Fees)
Religious Education	\$2.00	Purchase instruction support booklet
Prep Resource Payment	\$110 (annual)	Assists with the enhancement of classrooms programs, particularly the purchase of art materials, and consumables such as paper, cartridges, discs and CDs for technology.
Instrumental Music	\$95.00 for text and resource hire (beginners) \$25.00 for text and resources (for those with own)	Maintenance of instrument Hire of equipment Purchase of music / textbooks
Class Music and Choir	\$5.00 for participation \$10.00 – Shirt Cleaning	\$5.00 covers cost of resources \$10.00 covers cost of cleaning hired shirts
School Swimming Years 2, 3 and 4	\$60.00 - \$70.00 Term 4	Bus, instructors and entry fee for lessons
Interschool Sport Payment	Winter Sport \$50.00 (Years 5 & 6) approx. Summer Sport \$50.00 (Years 5 & 6) approx.	Lump sum payment preferred
Celebration Days	Term 1, 2 and 3 - \$3.00 per child Term 4 - up to \$25.00	Used to cover costs of celebrating the learning and behaviour of students Term 4 could be an off-site activity.
Excursions/Incursions	Arts Council Performance Terms 1 and 3 - \$6.00 (approx.) Two excursions per year per class - \$30.00 each excursion approx.	Educational Aims

Note: If you are having difficulty with payment please contact the Business Services Manager so that a payment schedule can be developed. EFTPOS is available for ease of payment

Line Up and Movement around the School

After every break students line up in specific areas and are supervised by staff on duty. Staff must be on time to collect students. Please ensure students know expectations when they are lining up. When classes are moving around the school, Teachers will supervise students to move in an orderly fashion. Students who need to move from the classroom for any purpose will do so with a buddy - this is a security requirement.

Litter

We aim to have a tidy school so the battle against litter must be a team effort. Like any team we need agreed expectations. These include:

- 1) Eating is confined to designated areas only as food taken to play areas is a major cause of litter.
- 2) Bins are placed in key areas. Please ensure that they are not overflowing and lids are in place.
- 3) Teachers on duty will direct children to pick up litter.
- 4) Each class is allocated an area of the school which they will maintain, including checking at the end of each recess.
- 5) Class bag racks are to be maintained in an orderly fashion and that litter doesn't accumulate.
- 6) Tidy box checks should be carried out from time to time to eliminate accumulated rubbish.

If we all work together we can achieve a clean school ground.

Library / Resource Centre

Our Library is 'the hub' for all student learning. Our Heads of Curriculum oversee the library and provide a learning environment that is conducive to a love of books and learning. Library resources available for student use include:

- Books (fiction and non-fiction) available on loan for up to two weeks; may be exchanged at any time.
- All resource materials (including reference books and board games) are available during lunch breaks.
- Audio-visual equipment available for use under supervision of the Class Teacher or Library Staff.

Parents are invited to use the parent section of the Library.

Lost Property

Follow up immediately if an item becomes lost by contacting the Class Teacher or Office. Valuables should not be brought to school. All possessions brought to school, including stationery and clothing, are the responsibility of the owner. Parents should assist children to develop the skills necessary to accept this responsibility.

Property that is found around the school is placed in containers outside the Office. Each week, clothing is sorted and labelled and property is returned to owners. Unclaimed property is sent to a local charity at the end of each term with uniform articles cleaned and stored for student use.

Note: Mark clearly **ALL** items of clothing and personal property with child's name.

Medication

While most medication for children can be administered at home in a before-school / after-school / before-bedtime routine, it will sometimes be necessary for medication to be given at school.

We accept responsibility for this under the following conditions:

Where prescribed medication is required to be administered whilst the student is at school or involved in school related activities, a caregiver must, in the first instance, **make a written request to the Principal. (Form available at office)**

Where medication is to be administered, the instructions must be provided in writing by the medical practitioner or by a pharmacist at the medical practitioner's direction.

Such instructions must indicate specific times at which the medication is to be administered, as well as the quantity of medication to be given. Pharmacist's instructions should be written on the medication containers and must specify the student concerned. The instructions solely of a parent or caregiver are not acceptable.

Students who are asthmatic must have a completed Student Asthma Record on file which details the First Aid Plan most suited to them.

Medication may be held at the school for use during a particular emergency eg. bee sting, asthma attack.

School personnel will not administer non-prescribed oral medications (such as analgesics and over the counter medications) unless supported by medical practitioner's instructions. Medication will be kept in a secure place.

All medication administered will be recorded.

Mobile Phones / iPods / Digital devices

Mobile phones, iPods and Digital Devices have become a popular item in our modern technological society. We understand and respect that parents may provide their children with phones for security and transportation information reasons outside of school time. **However, there is no reason for any access during class time.**

Mobile phones / iPods / Digital Devices are prime targets for theft and hence, any student who chooses to bring these items to school will do so at their own risk.

In line with EQ recommendations this school's policy on mobile phones is:

- Students must hand their mobile phone/iPod/Digital Device into office staff before school starts and pick it up again at the end of the school day.
- If there is a need to contact your child during the day then contact must be made via the school office on **38972666**. Messages will be passed on to your child. If the matter is urgent, we will ensure immediate contact with the child.
- Where students do not follow this policy, parents will be contacted and asked not to send their child to school with a mobile phone/iPod/Digital Device.

Newsletters

Our school provides a fortnightly newsletter digitally. It can be sent to an email address or mobile phone. We also link the newsletter to our Facebook page and Web Page.

Parents and Citizens Association & Sub Committees

An active involved Parents and Citizens' Association serves the school community and it follows the basic aim of promoting quality education for all children. The Parents and Citizens' Association operates sub-committees such as the: Tuckshop, Uniform Shop and Fund Raising, as well as special events.

In addition, the Association provides parents with a variety of opportunities to participate in decisions affecting their children by providing a forum for parent involvement. P & C members also have access to a range of school committees that have representatives on them.

Monthly meetings are held on the **third Wednesday at 6.00pm** in the School Library. Notice of meetings is advertised in the School Newsletter and on our social media pages.

Parent / Teacher Meetings

Parent Teacher meetings are a vital communication tool within our school. Positive partnerships can be initiated and maintained through open two-way communication that starts with effective parent teacher meetings. Whilst these can occur at any time that is mutually convenient to both parents and teachers, a special meeting at the commencement of the school occurs in all classes throughout the school where class and school routines can be discussed and clarified.

Payment for Activities/Materials-Levies.

Moreton Downs State School has 'EFTPOS' facilities to assist with all payments. The preferred method of payment is by BPoint. Link to this site is <https://www.bpoint.com.au/payments/dete> . Refer to school invoice for customer reference number. If there is genuine concern with payment for activities please contact our Business Services Manager to organise a payment plan.

Photographs

As our children progress through school we often look at opportunities to take a photo as a memory. In the contemporary era we also look at times to share these on social media. Please be aware not to include photographs that depict the identity of any child who is not your own, without appropriate permission.

Playground Supervision

Students are supervised in both breaks and staff are rostered on to ensure adequate supervision is provided. Our school is broken into playground supervision areas that appear on our supervision roster.

Students **are supervised** before the school day but it is requested that students do not arrive at school before 8:30am, where possible.

Parents are asked to report unacceptable or unsafe behaviour to the office if it occurs at this time.

Playground supervision is not provided for playground equipment before or after school and these areas are out of bounds to unsupervised students at this time. Students may access equipment after 3:15pm if supervised by a parent

Prep Year of Schooling

Prep is the first compulsory year of schooling and provides the foundation for your child's education. At Moreton Downs State School, it is a fulltime program from Monday-Friday, 8.55am -3pm. To be eligible for Prep, a child must turn 5 by the 30th June in the year they intend to commence Prep. An enrolment form can be downloaded from our website or can be collected from the administration block at the school.

At MDSS, we value the opportunity to meet with new parents and their children, which is why we request an enrolment interview to help smooth the child's transition from home life to school life. It is important that both parties get answers to the questions they may have in regard to enrolment in our school. It is the critical starting point for the home-school relationship that supports your child in their developing their education to ensure their academic, social and emotional journey is a success.

In Term 4 we offer a Prep transition program for students seeking enrolment for the following year. This is a great opportunity for your child to prepare for transition to primary school and meet some new friends.

Refund Guidelines for Excursions and Camps

At Moreton Downs State School, we are committed to providing a safe and supportive learning environment for students, staff and volunteers. This commitment includes the health and safety of staff and students when conducting curriculum activities in the school or in other locations.

School excursions and camps enhance a student's learning by providing opportunities for the student to participate in activities, both curriculum-related and recreational, outside the normal school routine. All planned school excursions are approved by the Principal and endorsed by the Parents and Citizens Association.

State schools are able to charge a fee for:

- An educational service including materials and consumables not defined as instruction, administration and facilities for the education of the student;
- An education service purchased from a provider other than the school where the provider charges the school; and
- A specialised educational program.

A school fee is directed to the purpose for which it is charged.

School fees for excursions and camps are calculated on a cost recovery only basis, according to the number of students who have indicated their attendance.

Participation of students in an excursion or camp is indicated through payment of the excursion or camp fee and provision of a permission form completed by the parent/carer.

As the school budget cannot meet any shortfalls in funding for an excursion or camp due to the subsequent non-participation of a student who had previously indicated attendance of the activity, fees already paid for an excursion or school camp may be refunded in full or in part or not at all, having regard to the associated expenses incurred and the circumstances of the non-participation.

If a parent/carer wishes to apply for a refund due to their child's non-participation in an excursion or camp activity, they may do so by completing a Request for Refund form available from the school office. Where possible, the request should include the receipt relating to the payment for which a refund is being sought.

It is preferred that refunds be made as a credit against the student's account at the school, and used for any cost in the future.

Department of Education and Training policy references:

- Education (General Provisions) Act 2006
- SCM-PR-002: School Excursions
- FNM-PR-019: State Education Fees

Religious Instruction

Non-denominational classes are conducted weekly by volunteers from various religious denominations. A Christian strand is the basis of all programs which follow Education Queensland guidelines, a copy of which is available from the office.

Parents who do not wish their child to be involved in Religious Instruction lessons need to notify the school in writing.

Respect Project – ‘Respect Our Staff Respect Our School’

The PEP (Peninsula Education Precinct) Respect project is part of a local commitment to providing a safe and supportive learning environment for all students and school staff. This project sits within Education Queensland's Respect our Staff, Respect our School initiative.

We all have different beliefs, expectations and experiences, so there are inevitably going to be times where conflicts or disagreements occur in schools. How we handle those conflicts can make a significant difference to the learning and development of our students and the positive environments we aim to foster.

The safety of our students and staff is the number one priority and everyone in the community plays a part in ensuring learning environments are safe.

All members of the community are encouraged to work together to prevent abuse and violence directed towards school staff.

Violent or abusive behaviour will not be tolerated in our schools. It's not just a courtesy.

It requires:

- Acting with courtesy and demonstrating respect for all persons: fellow parents, school staff, students or community members.
- Listening and be tolerant of the views and opinions of others, even if those views and opinions differ from your own.
- Showing respect for school staff by: using appropriate communication channels when dealing with the school.
- Taking responsibility for your actions.
- Conducting and presenting yourself in a mature manner, acting ethically and with integrity.
- Ensuring all comments, including social media entries, are appropriate, fair and positive.
- Following the parking rules and do the right thing when delivering and collecting children from school.

Reporting on Student Progress

Parents are provided written report cards twice each year (at the end of each semester). At this time parents are offered an opportunity for an interview with the class teacher.

Responsible Behaviour Plan

A copy of our **Responsible Behaviour Plan** for students is available to each parent on enrolment. It is important that all parents read and understand this plan. The plan outlines the processes we use to manage all student behaviour. The plan is based on the principles of Positive Behaviour for Learning (PBL) and is a consistent approach to managing student behaviour. Opportunity will be provided for parent and community members at the start of each school year to attend an information session to further understand this plan.

Please approach our School Leadership Team if you have any questions or refer to a copy of our Code on our Website.

www.moredownss.eq.edu.au

Road Safety and Parking

Parking spaces in the front of our school are provided and parents are asked to consider all road safety rules when dropping off and collecting students from our school. Parents are reminded that the speed limit is restricted on roads around our schools at clearly marked times.

The collection time at the end of the school day is very busy and has the potential to be a concern. Please demonstrate patience at this time. Only parents with permission from the Principal may park or collect/deliver students inside the school grounds.

School Watch Program

School Watch is a security program, designed to encourage staff, students and members of the general community to be more observant of suspicious behaviour in school grounds out of hours and be prepared to report it to authorities. The aim of School Watch is to reduce crime directed against schools and to foster a greater degree of community involvement in school security. If you see any suspicious behaviour in our school please phone **13 17 88**.

Sickness / Accidents

School staff hold current First Aid and CPR Certificates and perform First Aid Room duties. A Register is kept of all students who report to the Sick Room and the attention they receive.

Parents are contacted immediately if there is any doubt about the student's condition. In all instances, parents are contacted when children sustain a hit to the head. It is important that we have correct contact numbers in the case of an emergency. An ambulance will be contacted in the case of an emergency.

Smoking

Our school observes a strict no smoking policy in all parts of our school site. Parents are requested to refrain from smoking near collection points also, providing good models for our students. A six meter exclusion zone exists around schools.

Special Education Program (HIVE)

The Special Education Program operates as part of the whole school approach to student learning. It provides a variety of programs for students diagnosed in the following low incidence disability areas.

I.I.	Intellectual Impairment
ASD	Autistic Spectrum Disorder
SLI	Speech Language Impairment

Some students who have VI (Visual Impairment), HI (Hearing Impairment), and/or PI (Physical Impairment) are also supported depending on their individual needs.

Education Queensland has specific criteria and processes for entry into special education program. These processes include profiling and placement and often involve personnel outside the school. The students are primarily enrolled in a regular class but their total learning program is a joint responsibility of the classroom and Special Education teachers. Programs are developed collaboratively with the class teacher, parent/s and Special Education teachers. Goals and strategies are specified through an Individual Education Plan (IEP).

Sport-'Smartmoves' Program

Inter-school and Inter-house activities are features of the Sports Program which is a component of the Health & Physical Education Program. Inter-school sports will be offered in Term 1-2, 3-4 for Years 4,5 and 6 students, with Athletics being a focus for Term 3 and Swimming for term 4.

Sporting events held annually include the school's Swimming Carnival (*Term 4-Year 4/5/6*) and Athletics Carnivals (*Term 2*).

Students are selected from these carnivals to represent the school at District Level.

All children are expected to participate, with exemption available only on medical grounds and at the written request of parents. As well teachers are involved in ensuring students are involved in daily fitness through the 'Smartmoves' Program.

Representing the school in a sport team is a privilege and students who do not meet behaviour expectations may have this privilege withdrawn.

Sporting Houses

Upon enrolment all students are placed in House Teams. These Houses are used throughout the school for a variety of purposes, including Inter-house sporting activities and Reading and Writing challenges.

Each House has a 'House Cheer' and students are expected to learn this and to wear house colours at Inter-house events. **The**

Sports Houses are: Freeman-Red, Meninga-Gold, Norman-Green, Perkins-Blue

Captains and Vice Captains are elected for each of the Houses mentioned above.

Children are encouraged to wear T-Shirts in their house colours at appropriate times e.g. athletics carnivals, fun days. House T-Shirts are available through the Uniform Shop. These T-shirts can be worn on days the student has Physical Education classes.

Student Banking

Children may make deposits with the Commonwealth Bank (*Dollar-mite Account*) every Monday. Students place their bank books in the office collection box and are returned after processing. Parent volunteers process banking at the school.

New students to the school are able to obtain application packages from the Tuckshop to join School Banking.

Student Leadership

Each year a School Leadership Team (4 Students) is elected in term 4 of the preceding year from our year 6 students. These children then represent the School at various times during the year and also assist with other tasks around the School. House Leaders are also elected for our School Houses and for the Instrumental, Choir and Recorder Bands in the following year.

A strong and active program of school engagement exists for all school leaders.

All year six students are considered as school student leaders and high expectations exist for their daily involvement in school life.

Swimming

Swimming lessons are provided for all students in Year 2/3/4/5. The program will be in term 4 using an intensive block approach. (2 weeks-10 lessons) Cost is borne by students and is reviewed each year, which is subsidized by the swimming funds provided by Education Queensland. The lessons are provided by qualified coaches at the swimming venues.

Education Queensland requires appropriate swimming costumes for all students, preferring girls to wear a one-piece suit.

Education Queensland's Sun Safety Strategy states it is compulsory for primary school children in state schools to wear sun shirts or T-shirts during school water-based activities. As part of our school Sun Safety Strategy, we provide a broad-spectrum, water-resistant sunscreen of SPF 30 for students to apply on uncovered areas of the skin such as the face and back of the hands when they are outdoors. Please ensure you notify the school and your child's teacher if your child has medical reasons for not following this strategy.

Technology

Our school has approximately 250 digital devices, including computers, laptops and iPads for classroom use. We also have two permanent computer laboratories for use.

Interactive whiteboards and touch screen TVs are installed across the school.

Our school focus is on the integration of technology in our school, where technology is seen as a tool to enhance student learning. Teacher learning and development in this area is given high priority.

In 2018 we will be initiating the employment of a specific Technology Teacher to further ensure the delivery of quality and relevant technology education across the school.

Transfers

Please notify the office of your child's last day of attendance as early as possible. All school equipment (library books, Instrumental Music books, Band & Choir Uniforms etc.) must be returned and any outstanding accounts finalised.

Transfer information to other State Schools within Queensland will be forwarded to the chosen school.

Student folios will be posted to the new school upon request by that school.

Travel to from school

School buses serve the school from the Narangba, Kallangur and Mango Hill areas. Free transport is available to all students residing more than 3.2km from the nearest State School - via the shortest route. Conveyance allowance is payable to parents who live more than 3.2km from the nearest State School, and who

- (a) transport their children by private vehicle to the school; or
- (b) transport their children more than 3.2km to the nearest school bus service.

Bicycle/Scooter Transport

- Children under 9 years of age are not physically or mentally prepared for the competition of the traffic situation and we therefore encourage parents not to permit them to ride bicycles or scooters to school without close adult supervision.
- All cyclists are required by law to wear a safety helmet.
- It is recommended that bikes be chained to bike racks in the Bike Enclosure Area.

- Expensive extras are not recommended for bikes.
- Cyclists must dismount at the school gate and walk their bike to and from the bike enclosure.
- On leaving the bike enclosure students must walk bicycles past pedestrian gates before mounting bicycles.
- Scooters are permitted but students must wear helmets and walk scooters when in school grounds.
- Skateboards are not permitted

Pedestrians

- Care at crossings is essential. Teach children to look out for motorists failing to observe the lights at crossings.
- Children and adults must obey directions of crossing supervisor who manages the pedestrian crossings
- Children must be alert to motorists "cutting inside" a stopping car or proceeding in the far lane. Parents are encouraged to model sensible road safety behaviour.
- Students should not use the roundabout at Mariner and Parsons Rd intersection for crossing.

Vehicle Passengers

- Common sense rules of road safety apply to car and bus passengers.
- Parking inside the school grounds is NOT permitted

Note: Streets around the school site are zoned 40km/h.

Trespassing / Security

Being on school property out of school hours without permission constitutes trespass. Police keep schools under surveillance out of hours and are keen to apprehend trespassers in an attempt to reduce vandalism and wilful damage to school property. Parents are asked to emphasise the above with children so that they do not enter school grounds after school or at weekends. A private security firm with guard dogs patrols the premises out of school hours to enhance the security at the school.

A School Watch program is active and parents and other community members are asked to contact **131 788** to report any concerns they see at the school out of hours

Tuckshop

Tuckshop facilities are available four days a week (excluding Tuesday) from 8.30am. Regular news on tuckshop activities is included in the School's Newsletter. A wide range of nutritious foods feature on the tuckshop menu to suit all tastes. Foods available before school ensures a healthy start to the day for those children needing a breakfast supplement.

All students are required to order their food before 8:40am using the pre-order bags. The order, as well as the child's name and class, are to be printed on the front of the bag. These orders are prepared prior to each break and sent to the classroom for distribution. The option to order on-line exists. Check the school newsletter for this link.

Price lists for all lines are published at the beginning of each term and placed on social media and on the web page. Price alterations are advised.

Children presenting large amounts of money (\$20 plus) at the Tuckshop will be required to report to the School Office for approval. Parent helpers are always in demand so if you can help, please contact the Tuckshop Convenor through the Office.

Uniform Shop -Tuesday and Thursday

The School Uniform Shop operates, supplying all uniform needs at competitive prices. EFTPOS facilities are available at the School Shop. **School Contact Phone Number: 38972666**

Valuables at School

Money brought to school should be carried in a secure pocket. It is not to be left in desks or school bags. Property of significant value (*monetary or sentimental*) should not be brought to school unless essential for the learning program e.g. spectacles, sporting equipment. **The school cannot accept responsibility for damage or loss, and no insurance scheme covers this.**

Volunteers

Volunteers are an important part of our school. Teachers may ask you to help with reading, maths, art, cooking or a number of other duties. It would be appreciated if you could support your child's class for half an hour each week. It has been proved that children whose parents help out at school do markedly better than others academically

It is important that all volunteers sign in through the office.

Website

Our school website can be found at <http://www.moredownss.eq.edu.au/> and provides a wealth of current information about our school, classroom activities and news items.

Wet Weather Procedure

Our school is not designed for extensive student play during wet weather. If the weather is too wet teachers are notified and students eat and remain in their rooms supervised by their teachers.

Workforce - Staff Profile

Our staff is a mix of beginning and experienced Teachers. We have seen considerable changes in school staff over the past few years with a number of long term staff moving to other sites or retiring. We boast a committed professional teaching staff with a competent support staff as well, who provide a safe, caring environment and a challenging learning program for all students. Our staff is accepting of change and adopt a life-long learning approach to their work. Strong collegial support is evident within our staff, at both personal and professional levels.

Our budget reflects our commitment to promoting our life-long learning philosophy. Much, however, cannot be measured in dollar terms, with a range of strategies offered for sharing of ideas, including release of Teachers for learning and development with support staff. Decisions for learning and development are made around mandated requirements, as well as school priorities. Teachers can also apply to attend learning and development around areas of specific interest. Our focus is to provide learning opportunities in Literacy and Numeracy.

High levels of support are provided by our Teacher Aides in classrooms. Our teacher aides are well trained in the teaching of reading and support a number of literacy and numeracy programs. The school receives funding for permanent teacher aides but also supplements this with extensive school investment so that there is quality support for students, individually or in small groups. As well as Permanent Aide Time this school also receives Indigenous Teacher Aide Time, Students with Disability Teacher Aide Time and Behaviour Support Time. This time is gained through submissions and changes from year to year depending on student needs and enrolments. The school also purchases extra teacher aide time to fund special projects and support areas of student need.