

# Mackay North

## State School

### Prospectus 2014





# INDEX

Page	3	Principal's Welcome	Page	12	Medication
	4	Our Vision & Values		13	Parents & Citizens Association
	5	Staff Directory			Money
	6	Responsible Behaviour Plan			Parent Teacher Contact
	7	Admission, Bell Times First Day procedures Arrival at School		14	Lost Property
	8	School Crossing Procedures Attendance & Absenteeism School Dismissal			Personal Appearance
	9	Lunch Times Compulsory Exclusion from School Exemption from Class Activities		15	Prep
	10	Awards Excursions Bus Travel Homework Dental Clinic			Newsletter
	11	Library Instrumental Music Bicycle Travel Sports houses		16	Swimming
					School Banking
					Sport
					School Photos
					Religious Education
				17	Student Council
					Special Needs
					Dogs in School Grounds
					First Aid/Sick Room
				18	Communication
					Reporting
					Class Helpers
				19	Uniforms
					Uniform Prices
					School Term Calendar

# WELCOME

Dear Prospective Parents

It is with pride and pleasure that we request you to consider Mackay North State School as the Primary School for your child/children.

Mackay North has approximately 370 primary pupils in years Prep-7 including students in our Special Education Unit.

Other features of our school include:

- \* Improving Academic results in all year levels
- \* Extended Learning catering for gifted and talented students
- \* Optiminds participation
- \* Regional Wakakkiri (Story Dance Competition) participation
- \* Excellent resources including free standing Library
- \* Excellent Music and Arts Program, including Instrumental Music and Drama
- \* Modern Technology Centres
- \* Computers in all classrooms
- \* Consistent, fair and firm Code of School Behaviour Program
- \* Sun Safe facilities and policies (Sun Smart School)
- \* "Active Australia" School
- \* Traditional Queenslander buildings (air-conditioned)
- \* Attractive and safe school environment
- \* Strong community support

*We would be happy to discuss your child's enrolment at this school and suggest that you make an appointment for a mutually convenient time.*

Mackay North State School is staffed by experienced, professional teachers and support personnel. Our school enjoys an excellent reputation and we believe it is "a great place to be".

We hope you may consider our school for your child/children.

**S.Bobby  
Principal**

# O UR VISION IS.....

**“Every child is motivated to learn and improve.”**

*For children to reach their full potential, we will work in partnerships with each student, staff, parent and the wider community to deliver high quality teaching and learning programs.*

*Our school motto, “Learning, Caring and Sharing” encapsulates the values and long-held traditions which support student success at Mackay North State School.*

## A s a school community we value .....

- \*Learning
- \*Creativity
- \*Individuality
- \*Initiative
- \*Personal Bests
- \*Quality
- \*Physical and Mental Health
- \*Honesty
- \*Rights of Others
- \*Risk Taking
- \*Responsibility
- \*Accountability
- \*Development of Leadership Skills
- \*Perseverance
- \*Responsible Choices
- \*Fun
- \*Positive Self - Esteem
- \*Goal Setting
- \*Belonging
- \*Acceptance
- \*Respect
- \*Encouragement



The goals of the school in accordance with the School Strategic Plan 2011-2014 are:

- \* **Teaching/Learning** - Deliver excellence in quality learning and effective teaching.
- \* **School/community Links** - Increase community awareness of school activities and to encourage the involvement of the community in the school's activities.
- \* **Resources** - Increase the schools bank of resources to further enhance and support our curriculum program.
- \* **Administration and Management** - To continue the development of efficient administrative and management practices and remain within Education Queensland's guidelines.
- \* **Personnel** - Provide for the well being of all personnel and ensure opportunities are available for all to reach their full potential.

# STAFF DIRECTORY

## A dministration

Stephen Bobby      Principal  
Dianne Schmidt      Deputy Principal  
Jean Turvey      Business Services  
Manager  
Debbie Scott      AO2

## A ncillary Staff

Kelly Biggs-Venz  
Lesley Mealy  
Lynne Voysey  
Wendy Windsor

## Schools Facilities Officer – Grounds

Kevin Barker

## T eachers

Anita Aaltonen  
Lauren Bird  
Jenna Borellini  
Rose Borresen  
Jenny Briggs  
Kerry Eddie  
Iona Fettell  
Neralyn Finch  
Natalie Hine  
Suzanne Howard  
Fiona Janson  
Sue McGann  
Christine McGovern  
Amy McGuire  
Courtney McVean  
Sarah Manntan  
Jacqui Maunder  
Lena Saunders  
Kristy Scott  
Emmet Williams

## T eacher Aides

Joanne Dorante	General
Dianne Woo	General
Deborah Smith	SEU
Jodie Lissa	Prep
Wilma Grant	Prep

## Support Teacher Aides (Casual)

Sandra Birrer	Danelle Keyter
Kerry Carroll	Hayley Langridge
Erin Daly	Janice Reilly
Toni Day	Louise Stander
Trish Fenech	Mary Swanton

## S pecialist Teachers

**Librarian**  
Cherie Sherley

**Support Teachers – Learning Difficulties**  
Annette Hosking  
June Williamson

**HOSE – SEU**  
Mondy Daniel

**Guidance Officer**  
Colleen Gauci

**ICT Technician**  
Bruce Rackemann

**Music Teacher**  
Joanna Chuang

**Instrumental Music**  
Yvonne Bell  
Sue Mora

**LOTE**  
Mark Shew (Japanese)

**Physical Education Teacher**  
Toni Balchin

**Chaplain**  
Jacquie McIlwraith

**Tuckshop Convenor**  
Rebecca Fleetwood

# *Responsible Behaviour Plan for Students*



***Mackay North State School, in consultation with our P & C, have developed a Responsible Behaviour Plan for Students which is based on The Code of School Behaviour. This plan outlines the school and community's expectations for student behaviour and the agreed responses, to facilitate a supportive learning environment.***

**The behaviour management programme of Mackay North State School has been established to achieve the following outcomes:-**

1. That school community members recognise and accept that certain standards of behaviour are expected.
2. That each person should be treated fairly because each has rights which will be recognised by all.
3. That with these rights come responsibilities that must be recognised and accepted.
4. That certain consequences will occur when these rights are disregarded or these responsibilities are not accepted.
5. That we acknowledge and encourage students who accept responsibilities and respect the rights of others.

# A

## dmission

The admission of all children who have not previously been enrolled will take place on the first day of the school year. A standard Application for Enrolment form must be completed and MUST be accompanied by satisfactory evidence of eligibility.

When children are enrolled a meeting will take place with the Principal and an Enrolment Agreement will be signed by the student, parent and Principal. This Agreement states the respective rights and obligations of students, parents and staff of our school.

A child enrolling in Prep must be turning 5 by 30 June of their Prep year. Parents must present a birth certificate upon enrolment.



# B

## ELL TIMES

First Bell	8.40am
Lunch	10.45am – 11.30am
Afternoon Recess	1.00pm – 1.30 pm
Dismissal	2.45pm

Students are not permitted in the grounds before 8.00am however, we encourage parents not to send students until 8.30am. All students must leave on the 2.45am bell. Playground duty is not undertaken before or after school.

School hours are 8.45am – 2.45pm

Once students arrive at school they are not permitted to leave the school grounds.

They are to sit quietly under buildings or prepare for the day in classrooms if the teacher arranges.

# F

## IRST DAY PROCEDURES

1. Class Lists are posted on the notice boards located about the school. Teacher aides will assist in guiding parents/ students to classes.
2. Once children locate their class room they are to move directly to that area. They may leave their belongings there.
3. To assist in locating class rooms a school plan will be displayed.
4. New enrolments will be completed by the Admin. These students will be allocated to classes as soon as practicable.
5. Children will remain in their respective class areas for the commencement of the school day at 8.45am.



# A

## rrival at School & Daily Routine



School starts at 8.45am. The first bell rings at 8.40am.

Pupils should be at school by this time to allow them to settle down and prepare for the day's lessons.

Children should NOT arrive at school before 8.00am. No responsibility can be accepted by the school for pupils who arrive before this.

No rostered supervision is scheduled at the school before 8.45am or after 2.45pm. Parents are requested to make arrangements for children to travel home immediately following dismissal at 2.45pm.

# School Crossings & Crossing Supervisors



Procedures – assemble and wait at crossing (both children and parents). When instructed to cross, walk quickly and quietly across the road. If you have a bicycle it must be walked across the road.

Instructions – given by supervisor.

One blow of whistle means wait on footpath beside crossing. Two blows of whistle means “CLEAR TO CROSS”. (At this stage Supervisors will be standing in the middle of the road with his/her lollipop “STOP” sign clearly visible to all oncoming traffic.)

## Position of Supervisor

The Supervisor will be standing on the opposite side of the road to the school in the mornings and on the school side of the road in the afternoons. No cars are to be parked in the “NO STANDING” zones as this obstructs the view of the Supervisor. Full cooperation of both parents and children is required.

CROSSING	SESSION	TIMES
Harvey Street	Morning	8.00 am—9.00am
Harvey Street	Afternoon	3.00 pm —3.30 pm

# Attendance/Absenteeism



Good attendance and success at school go hand-in-hand. It is expected that students who are absent from school will make up work missed. Students should only be absent from school because of illness. Where possible, appointments should be made out of school time.

Parents are asked to comply with the following requests when their students are absent.

- \* Please send a written note of explanation or phone or text the school to explain the absence. This note should be shown to the class teacher. Text messages for absences can be sent to 0427 016 460.
- \* If a student is likely to be absent for 2 or more school days, please telephone the school and inform us of the circumstances of the absence. A written note should still be sent with the students when he/she returns to school.
- \* Students are not to leave the grounds during school hours without the permission of the Principal.

# School dismissal

Parents who collect their children each afternoon are requested to exercise the utmost care when driving in their vehicles at this busy time.

PLEASE NOTE: Normally children will be dismissed as soon as practicable after the conclusion of the afternoon session. HOWEVER, should the need exist, some children may be detained after 2.45pm, for up to half an hour for disciplinary reasons. (Regulation – Detention of students – A student at a State School may be detained for a period of not more than:

A) 20 minutes during the midday recess  
Or

B) one half hour after the period allocated for school day routine, as punishment for disobedience, misconduct, wilful neglect to prepare home tasks or for other breaches of school discipline.)

If this occurs parents will be notified by a member of the Administration team by telephone to arrange collection of student.



# Compulsory Exclusion From School Through Illness



CONDITION	EXCLUSION PERIOD
<b>Chicken pox</b>	Until fully recovered and all blisters have dried up (at least five days after the first eruption occurs.)
<b>Conjunctivitis</b>	Until discharge from eyes has ceased
<b>Diarrhoea</b>	Until diarrhoea has ceased for 24 hours.
<b>Hepatitis A</b>	Written medical clearance from a Doctor or Public Health Unit is required.
<b>School Sores</b>	Until appropriate treatment has commenced and exposed surfaces are covered with a watertight dressing.
<b>Measels</b>	Written medical clearance from a Doctor or Public Health Unit is required.
<b>Mumps</b>	For at least nine days after the onset of the symptoms.
<b>Ringworm, Trachoma, Scabies &amp; Lice</b>	Until the day after appropriate treatment has commenced.

## Lunch Time



Lunch is taken at 10.45am where students eat a healthy lunch in their classrooms supervised by their teacher. At 11.00am the students proceed to their allocated play area where they remain until 11.30am. When the bell goes students go to the toilet and have a drink and then proceed back to their class.

Afternoon tea is at 1.00pm. There is supervised eating for 10 mins in their allocated areas and the children then play for 15mins.



## Exemption from Class Activities

Should a parent desire that a child be exempted from school activities, that may seriously affect the child's health, a note must be forwarded to the child's teacher stating the length of time that this exception is to be effective.

Please note that HPE is a compulsory curriculum area. Students should only be excused from these lessons for legitimate medical reasons.

## CULTURAL ACTIVITIES/EXCURSIONS

From time to time during the year, the school may undertake educational excursions so that the students may acquire a variety of experiences outside the classroom. Students normally travel by bus or in some cases by private transport.



Parental permission notes and Medical Information forms are required for all excursions. Students who wish to go on excursions must meet the school's requirements concerning appropriate dress and grooming, safety gear and standard of conduct. Parents will be required to meet costs associated with excursions where applicable.



## DENTAL CLINIC

The Department of Health Dental Unit visits the school once a year. Prior notification of the visit will be given so as to allow you to give permission for your son/daughter to be checked and any work to be carried out.



## Bus Travel

A member of staff is on bus duty each afternoon. If your child is NOT going home on the bus, please make sure that your child understands this.

Students attending PCYC are collected each afternoon from the designated Bus area.

## HOMEWORK

Regular homework plays a significant role in the teaching/learning process. It serves a range of purposes including:

- Provides an opportunity for consolidation of the content, processes and skills experienced in class.
- Creates a tangible link between the school and the home by familiarising parents with and encouraging active participation in their student's learning.
- Fosters a methodical, organised approach to work and develops good study habits.

Our school expects students will do some homework on a regular basis. The amount of homework is determined by, in most instances, year level teachers.

Homework may take the form of completing a class project, study for a test, private or required reading or working on an assignment.

If your child appears to be doing too little/too much homework, please contact the appropriate teacher.



## Awards

*Students are eligible for weekly awards which are presented on Parade each Friday morning. These awards are Student of the Week.*

*An awards evening is held at the end of each year. Students in years 3-7 are eligible for Class Academic, Citizenship and North Star Awards. Senior students are also eligible for Cultural, Sporting, Spirit of the Rats of Trobruk and Overall Academic Awards.*

# House System

House Name	House Colour
Pioneer	Green
Herbert	Blue
Burnett	Red

On enrolment each child is allocated to a house for sporting and other events. Children are allocated to one of the three houses depending on numbers in the various age groups. Families are kept together and once allocated no further changes are made. This system allows some flexibility to keep the house numbers as equal as possible.

House Sports shirts are part of the school uniform and can be worn on sports carnival days and Fridays.

## LIBRARY

The school is very proud of its well resourced library. We encourage its use by students. We ask that the simple library procedures be adhered to when using or borrowing. All students are required to have a waterproof bag for borrowing library books. Please help your child to look after their library book. Many people find it a good idea to have a safe place to keep the book—a special shelf, hanging on the bedroom door etc. Getting into the habit of putting the book in the same place every time saves panic on the morning of Library Day!

Every class has an allotted borrowing time for the week and children are welcome to borrow before school and at every break except Friday breaks. It is important that students return their books every week. If they have not finished reading the book the loan can be extended.

If Library books are obviously damaged or lost by a borrower, parents will receive a note from the library asking for a donation to help with the cost of replacing the book. We value our collection of resources and trust that you and your children will help us to maintain it. Replacing books reduces the amount of funds available for new books in the Library and takes time as well as money.

Please help your children to care for school resources by:

- \* Having a waterproof library bag
- \* Having a safe place to keep library books when at home
- \* Reminding them when the book needs to be returned
- \* Sending the book back to the resource centre to be mended if it is accidentally damaged



## Instrumental Music

Education Qld provides the tuition and some instruments for the continuation of the Instrumental Program. For details of the organisation and enrolment procedures, parents should contact the school office or music teacher. The instrumental Band and String Ensemble also perform on parades and at various community functions throughout the year.

## Bicycle Safety



Riding a bicycle on the roadway in conjunction with larger, much faster vehicles such as cars and trucks, requires a high degree of skill, knowledge and maturity.

Before allowing your child to ride his/her bicycle to school please consider the following carefully:

- \* Wearing of an approved safety helmet.
- \* **Your child's ability to maneuver and control** his/her bicycle in traffic
- \* The safest route to take

Bicycles are not to be ridden in the school grounds. Inside the grounds they are to be walked to and from racks provided for them. Although teachers and designated classes keep watch over the bike rack areas some tampering with bicycles still occurs. Students are required to provide a lock to secure their bicycle at school. Please contact the school if problems are experienced.

# MEDICATION

Regulations prohibit us from administering any form of medication whatsoever (including panadol etc) unless FULL WRITTEN INSTRUCTIONS (signed and dated by parent/guardian) are provided on an "Administration of Medication" form available from the school office.



## Administration of Medication to Students

School personnel may administer medication to a student where it is essential for the student's well being. It is important that medication be prescribed for administration during school hours only when it is absolutely necessary.

Guidelines for the administration of prescribed medication appear below for your information. Your cooperation in adhering to these guidelines when your child requires medication is sought.

## ORAL MEDICATION

This will be administered according to general guidelines.

Non-prescribed oral medications such as analgesics and over-the-counter medication will NOT be administered by teachers or any other member of the school staff.

## OTHER FORMS OF MEDICATION

Should another form of administration of a prescribed medication be required, (eg. Creams, drops) the parent/legal guardian should contact the school for the appropriate guidelines.

## SUMMARY

Is the prescribed medication necessary during school hours?

If "YES", then a permission form needs to be filled in at the office.

All medication will be issued at the school office.

Medication must be labelled by a pharmacy and state the child's name, specific times and the quantity that is to be administered and be in the container purchased from the pharmacy.

All unused medication is returned.



### DO NOT

Send tablet/s or the required portion of mixture in another container.

Send non-prescribed medication.

## P

### arent/Teacher Contact

Our school believes that when positive parent/teacher partnerships are formed, the educational progress of our students is greatly enhanced. Consequently, the school holds information days/evenings for year levels in Term 1. This has the twofold purpose of allowing the teachers to explain the program of study, and parents to meet with their child's teacher.



However, a parent does not have to wait until these occasions to discuss a student's progress with teaching staff – any mutually convenient time will do.

Appointments are encouraged to facilitate discussions with the Principal, Deputy Principal or Teachers. As caring parents you often wish to speak with teachers regarding your son/daughter's progress at school. Our School Policy actively supports the close liaison and cooperation which develops between interested, concerned parents and teachers. As you can appreciate, such mutually beneficial conferences should be conducted in maximum privacy, thus ensuring the confidentiality of matters discussed.

So that provision can be made to ensure that this is possible, it is highly desirable that parents wishing to hold discussions with teachers ring the Administration and arrange an appointment with the teacher at a mutually convenient time.

## L

### OST PROPERTY

All property that is found is located in the "Lost Property Box" situated near the hall.

## M

### oney

Occasionally it will be necessary for children to bring money to school for purposes other than tuckshop eg. swimming, excursions, school camps.

Please ensure the correct money is forwarded in a sealed envelope (if one is not provided) **bearing the child's name and class and purpose.** Please teach your child to take care of the money until it has been collected.

EFTPOS is available for parents to make payments for school activities. Please visit the Administration Office to make payments.



## P

### &C Association

The P&C Association meets at the school on the second Monday of each month with exception of school holidays. All parents are encouraged to take an active part in this association. Dates and times are advertised in our newsletter. Besides fund raising, the Association provides valuable assistance in developing our school policies. The P&C operates the school tuckshop and uniform shop.



## C

### omplaints

From time to time there may arise the need to discuss a concern that you may have with a **certain aspect of school.** Your child's teacher is always approachable for such a discussion.



Please take the opportunity and avail yourself of that avenue as a first step towards a solution. Please make appointments through the office. Alternatively, you may meet with the Deputy Principal or Principal. Please phone admin to make an appointment.

## PERSONAL APPEARANCE

Pride in appearance is encouraged and valued at Mackay North State School. The P&C have documented a School Dress Policy.

- \* Students are not to wear make up.
- \* The wearing of jewellery is not permitted. However, the following may be worn:
  - watch
  - single stud earrings or sleepers
- \* All students will wear enclosed shoes to school. For safety reasons, thongs or open shoes will not be permitted.
- \* Long hair must be tied back and must be a consistent cut and colour.
- \* Medical or cultural reasons for wearing other items of jewellery must be discussed with Administration.

## NEWSLETTER



Every fortnight, newsletters will be forwarded home with the oldest child enrolled at the school. These newsletters provide information about happenings at school, activities, projects and various items of interest from both school and the P & C Association.

The newsletter will be sent home on a Wednesday. The newsletter is also available on the school website, and/or sent to your email address.

## COMPUTERS

Computers in all classrooms, the library and the computer laboratory are connected to the internet.

The computer laboratory has 28 computers. The library has 10 computers and each classroom has approx 2 or more computers for student access.

All students Prep-Year 7 are to read and sign the Internet Access Agreement and Student Internet Program Agreement on enrolment.

## PREP

*How does Prep help prepare my child for Year 1?*

The Year 1 curriculum builds on the curriculum in the Prep Year.

The curriculum in the Prep Year is designed to provide the foundation that children need for success in later schooling. International research has identified several factors that influence success at school. These are developed through the Prep program:

- \* independence
- \* social learning
- \* health and physical development
- \* language development
- \* early understanding of literacy and numeracy
- \* ability to think and solve problems
- \* imagination and creativity
- \* a positive approach to learning.



## Religious Education



Religious Education is undertaken by visiting clergy or lay teachers. Enrolment for these classes will occur at the commencement of each school year. All year levels participate in Religious Education.

Parents who wish their child to be exempt must inform the school in writing every year.

Children not attending RE remain in their classroom **under their teacher's supervision.**

## School Banking



Banking Day is on every Wednesday. **All banking is done by the school's bank officers.** These officers are volunteers for the school's P & C Association.

If you have any inquiries please contact the school office. Information about School Banking for Prep children will be distributed soon after school starts.

## School Photos

Photographs of individuals, class groups and special groups ie School Captains, Sporting Captains, Music Band etc are taken each year.

## Sport



Decisions on sporting involvement by the school are made from year to year. As soon as these decisions are finalised parents will be advised through the newsletter.

Our school has a proud record of sporting achievement. We participate in most Southern Suburbs Zone Sports (eg. Athletics, Cricket, Netball, Softball, Rugby League, Soccer, Tennis, Swimming). Southern Suburbs Zone competition is open to students in Years Five, Six and Seven, and in some cases, Years Six and Seven only.

Because of the unavailability or prohibitive cost of bus hire it is often necessary to call on parents to assist with private transport. This assistance is greatly appreciated by both the students and staff.

## Swimming



Swimming Instruction forms an integral part of our HPE curriculum program. The aim of the program is to provide all students with the opportunity to become proficient swimmers and it is expected that all children participate. Costs will be determined each year in consultation with Pioneer Swim Centre who will be employed to teach our students to swim. All students from Prep to Year 5 are involved in this program.

To ensure a smooth and efficiently-run program assistance is needed. On their swimming day all children must bring a hat, sunscreen and an appropriate swimming costume i.e. girls are not permitted to wear a two piece swimsuit, only one piece. **Because of the intensity of the sun's rays a T Shirt or swimming vest is compulsory.** In an effort to stem the problem of misplacing swimming items a swimming bag to keep belongings together is essential. Please ensure all personal belongings are clearly marked e.g. towels.



## First Aid/Sick Room

As a general rule, if a student is not well enough to do lessons, he/she should not be at school. This is not to say that students should stay away for trivial reasons. If a student becomes ill at school, he/she will be cared for and every effort made to contact parents with a view to having the student taken home. Students will be admitted to the sick room for minor injuries or illness by their class or supervising teacher.

**It will be the parent/guardian's responsibility to arrange for the child to be collected from school.** Parents should inform the school of serious allergies or physical limitations or disabilities, both temporary and permanent. It is essential that parents keep their contact details up to date.

In cases of emergency, the ambulance will be contacted. Parents/Caregivers will be advised immediately.



From time to time dogs follow their owners to school or simply stray into the grounds. This creates a dangerous situation for children as the animals tend to become agitated by the excessive attention.

In addition, some dogs are naturally aggressive and may attack children without provocation. Therefore, dogs are not permitted at school and should they become a nuisance the owners are usually contacted to collect the animal. If the owner is unavailable the City Council dog catchers will be contacted.



## Special Needs



Mackay North State School provides a special education program (SEP). Children with verified impairments are supported by the SEP with teacher and teacher aide time.

Verified impairments cover vision, intellectual, autism spectrum disorder, speech language, physical and hearing impairments. Before confirming an impairment, Education Queensland requires evidence of testing and confirmation by professionals such as doctors, audiologists and therapists.

The SEP provides support with academic and social living skills. Some students work on modified or alternative programs.

Each student has a profile of needs and abilities developed which is recorded with Education Queensland and is used in establishing the annual provision to the SEP of teacher and teacher aide time.

The SEP meets with parents and teachers to set six month learning goals for students. These may be recorded in an Individual Education Plan.

## Student Council



The Mackay North State School Student Council consists of the School Captains and Vice Captains as well as representatives of year 6 and 7 students.

The Student Council meets regularly to:

- \* Represent all students
- \* Openly discuss problems that arise from time to time
- \* Liaise with staff, children and P&C Association
- \* Take any action after careful consideration and with the approval of the Principal
- \* Assist in developing our school (including funding some projects).

## R eporting

The School reports on a students academic progress in eight key learning areas (for Years P-7) and in social behavioral aspects of a child's development. At the end of each semester parents will receive a written report of their child's progress.

Parent interviews are arranged along the following lines. At the end of Term One, a full interview is arranged for the parents of children in all year levels. Another opportunity to meet with the class teacher is provided later in the year.

Parents may request an interview with the class teacher to discuss their children's progress at any time.



## C ommunication

All students are provided with a communication book. Teachers will use these books approximately 2 or 3 times per week. Parents are asked to sign the messages, and to use the books for communicating with the teacher.

The following methods are used to bring matters to the attention of the school community.

- ⇒ Parades
- ⇒ Communication books
- ⇒ Notices/Special flyers
- ⇒ Noticeboards
- ⇒ Newsletters, issued fortnightly
- ⇒ School Website
- ⇒ SMS Messages
- ⇒ Skoolbag Messages

Communications with parents are maintained through:

- ⇒ Parents & Citizens Association meetings
- ⇒ Parent/Teacher Days and Interviews
- ⇒ Open Evenings
- ⇒ Class Newsletters

## C lass Helpers



Many teachers encourage family and community members to become part of the education program by assisting with the planned program of instruction. If you would be interested in helping in this way, please speak to your son/daughter's teacher.

The decision to have parent voluntary aid rests with the individual teacher. Having extra adults in the school enriches the students' lives. You can offer your assistance in a variety of areas such as assisting with reading, computers and art, assembling of teaching aids, attending grounds working bees and the like. Helpers may also assist in the Library with preparation of resources. Please speak to the teacher librarian if this interests you.

We do appreciate the help given to us in this regard. If you are willing to assist we ask that you sign in at the office so that we have a record of people in the school in case of an emergency.

Community members who are not parents of children enrolled at our school are required to have a current Blue Card prior to volunteering at the school.

## Uniforms

The school has an endorsed Uniform Policy, through our P&C Association. Students are expected to wear school uniform daily. The school uniform, beside being highly suitable to the rigours of active children and continual laundering, gives children a sense of identity and pride in their school. A uniform shop operates from the school each Monday and Friday morning and Wednesday afternoon, beside the canteen, selling hats, school shirts, sports shirts, school jackets and shorts. Secondhand uniforms are also available.

The school uniform must be worn on official excursions and for special activities.

Majority black or majority white coloured joggers are suitable footwear. Thongs, surf sandals, singlet tops, cycle pants as outer garments and two piece (bare midriff) outfits, are considered unsuitable and unacceptable due to safety and health reasons respectively. Jewellery is to be kept to the minimum of a watch and children with pierced ears are to wear undecorated studs or sleepers only.

The school operates a broad brimmed hat policy. All students are to wear only broad brimmed hats, bucket or legionnaire hats at school. Failure to bring such a hat will mean no outdoor play for that day. Sharing of hats outside of family groups is discouraged.

UNIFORM SHOP IS OPEN EVERY  
WEDNESDAY  
2.15pm-2.45pm  
MONDAY & FRIDAY  
8.00 am—9.00am

# Uniform Price List

### NEW UNIFORMS

<b>School Shirts</b>	<b>\$25.00</b>
<b>Sports Shirts</b>	<b>\$17.00</b>
<b>Skorts</b>	<b>\$15.00</b>
<b>Shorts</b>	<b>\$15.00</b>
<b>Jackets</b>	<b>\$35.00</b>
<b>Hats Broad-brimmed</b>	<b>\$15.00</b>
<b>Bucket Hats</b>	<b>\$15.00</b>
<b>Sports Hats</b>	<b>\$15.00</b>
<b>Badges</b>	<b>\$ 5.00</b>
<b>Music Bag</b>	<b>\$12.00</b>

### SECOND HAND UNIFORMS

<b>Jackets</b>	<b>\$25.00</b>
<b>Other Items</b>	<b>Gold coin</b>

SEMESTER ONE		
<i>Term One</i>	28 January 2013	
<i>Term Two</i>	22 April 2013	
SEMESTER TWO		
<i>Term Three</i>	14 July 2013	
<i>Term Four</i>	7 October 2013	
DATES TO REMEMBER		
Term 1		
23& 24 January	Student Free Days	
27 January	Australia Day Holiday	
28 January	Students first Day of Term 1	
Term 2		
18 April	Good Friday	
21 April	Easter Monday	
22 April	Students first Day of Term 2	
25 April	Anzac Day Holiday	
9 June	Queen's Birthday Holiday	
19 June	Mackay Show Holiday	
Term 3		
14 July	Students first Day of Term 3	
Term 4		
5 October	Labour Day Holiday	
7 October	Students first Day of Term 4	
20 October	Student Free Day	