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APPENDICES:

• GETTING THE BEST FOR YOUR CHILD
• INFECTIONIOUS DISEASES
• PRIVACY STATEMENT
Values & Beliefs

- We believe that the school has a crucial role to play in the intellectual, social, physical, emotional and spiritual development of each child.

- Each child should be accepted as a worthwhile person who can make a contribution to the school community.

- Children will be encouraged to work together, learn together and to assist each other.

- Children should acquire the basic skills that are essential for learning so that they may achieve a sound competence in the field of literacy, numeracy, and all other academic fields.

- Wherever possible, inquiry and discovery will be the basis for learning activities.

- Children should develop independence and a realisation of their responsibility in learning and in self discipline.

- The cultivating and nurturing of positive attitudes and a positive self concept should be developed, and should result in the children feeling they are valued and important as individuals.

- Children should develop habits of respect, orderliness, neatness and cleanliness.

- A wholesome appreciation and responsibility for the care of the environment.

- The healthy development of each child into an effective member of society is not the sole responsibility of the school, but rather is a partnership between parents, children, staff and community. Therefore, it is essential that a strong support and communication network be encouraged between all stakeholders.

Absences

Reasons for child/ren's absenteeism from school prior to, or on the day, would be appreciated by phone, person or note. If impractical to do this, on the child/ren's first day back after absence, reasons for absenteeism from school by phone, person or note to Principal is necessary.
**Accident Procedure**

Minor accidents are treated at school by the Principal or Teacher Aide. Where the accident is more serious, an immediate attempt is made to contact a child's parents for their instructions. If parents are unable to be contacted an ambulance will be called or the child will be transported to the family doctor (indicated on record card) and the emergency contact person will be advised.

**Admissions**

**Admission to Prep**
Any child who has turned five years old by 30 June in the year they enrol.

**Admission to Year 1**
Any child who has turned five years old by 31 December of the preceding year will be admitted to this school in the current year. Documentary evidence of proof of birth is required on admission.

**Admission during the Year**
Children who come to school during the school year from another Queensland school must have a certificate of transfer with them. The enrolling parent will be requested to produce this certificate. If the parent has not received or obtained this document, a request form should be sent immediately to their child's last known school. An attempt should be made to contact children's previous school/s if from another state.

All enrolments are subject to the School Enrolment Management Plan.

**Arrival Times/Procedures**

Children arrive at school by walking, riding their pushbike and by parent transport. Children are encouraged not to be at school before 8.00am unless they are given special permission from the Principal after notification from the parents. As children arrive after 8.00 am, they will be encouraged to be ready for the school day by preparing pencils, rubbers, books etc and visiting the toilet. All this should be done in a quiet, purposeful way. When this is completed children have free time where they can play outside or work quietly inside the school.
Bell Times

School commences at 9.00 am and ceases at 3.00pm
Morning tea will be from 10.45am to 11.15am
Lunch will be from 1.00pm to 1.45 pm

The bell will be rung at the times indicated below. When the bell is rung at the conclusion of a break, children should stop playing immediately and prepare to go into school.

Bell times are:

- 8.55am - Parade / School
- 10.45am - Morning Tea
- 10.55am - Play Time
- 11.15am - School
- 1.00pm - Big Lunch
- 1.10pm - Play time
- 1.45pm - School

These times are as a guide only. On some days, these times will vary due to specialist lessons or travel commitments. Parents will be advised of these changes in the school newsletter.

Booklists

Booklists are not sent out to parents at the end of the school year. The school purchases suitable books for each grade and a levy is issued to parents of the school children (as soon as possible after the beginning of the year) to cover the cost of such books. This levy can be paid to the school after the beginning of the year and books are issued to the children at the commencement of the school year, and throughout the year as needed. Voluntary book levies are forwarded to parents at the beginning of Term 1.

Care of School Property

Children will regularly bring library books, reading books and other school resources home with them. Please ensure that all materials are well looked after as these
resources are often difficult and costly to replace. Sporting equipment should not be taken home from the school without special permission.

**Children Leaving Grounds**

No child is to leave the school grounds once at school (including lunch times) without permission from the Principal. Should you wish your child to leave the school grounds for any reason you must advise the Principal by telephone, written note or personal message.

**Class Size**

This is a one teacher school and as such the Principal will teach classes Prep to 7 inclusive. Children will work individually, in a small group, large group and at whole school level.

**Communication**

Please direct any queries or concerns that you may have about you child/ren’s education to the teaching principal.

**Complaints**

Any complaints should be directed to the Principal (in person). The Principal will then handle the problem accordingly. See Appendix A.

**Compulsory Attendance**

The Education Act requires that children attend school regularly. Should a child be absent from school for any reason the parent is required to phone, visit in person, or submit a written explanation detailing the reason for the absence to the Principal.

The Education Act Section 57 states: Compulsory enrolment and attendance at school - Every parent of a child being of the age of compulsory attendance shall cause that child:
(a) to be enrolled at a state school; or
(b) to be enrolled at a non-state school, and to attend on every school day the State or non-State School at which he is enrolled, unless there is in existence at the material time, in respect of that child, a dispensation or provisional dispensation granted in accordance with section 58.
Computers

The school has at its disposal several Apple Macintosh computers and IBM computers to a student ratio of 9 to 21 students. Children are encouraged to use these computers during school time as well as during their own free time. Activities cover all KLA’s, Typing Programs and Educational Games, to reinforce skills.

Cultural Activities

The Queensland Arts Council provides two performances during the School year (ie a performance each semester). These are held in the RSL Hall, Gin Gin. Performance times range from a morning session to an afternoon session. Prior to every performance an envelope is sent home outlining the nature of the performance, date and time, and the admission charge. This envelope acts as your means of giving permission for your child/ren to attend as well as your means of paying the entrance fee. It should be returned on or before the date indicated. The Arts Council sets the costs shown on the envelope. The school receives no income from this. For any further information please contact the Principal. Other performances are occasionally offered to the School. These include performances such as the Gin Gin State High School Musical, visiting bands etc. You will be given prior notice of these and are always welcome to attend.

Dental Clinic

This school receives an annual visit from the School dentist - a service provided free by the Health Department. Parents are advised of details of such visits as information comes to hand.

Emergency Evacuation

Any necessary emergency evacuation of the school will be carried out as outlined in the school policy. Where possible the Principal should be informed immediately upon an outbreak of fire or smoke being detected. The Principal will ring the bell continuously for a period of thirty seconds. It is essential that there be no delay in sounding the bell. On hearing this, the children will exit the classroom in a calm, orderly fashion. The Principal will take the roll with him/herself. The Principal will notify emergency services straight away and isolate power supply. Children are to move immediately to the oval by the shortest practical route and assemble in an orderly group. The roll will then be called. Drills will be conducted at least once per term under various assumed conditions which might arise in an emergency. This will help to ensure that children are fully aware of the procedure.
**Excursions**

This school recognises the value of educational tours (1 day to 1 week in duration). We believe such activities improve personal development and broaden the life experiences of girls and boys equally, especially in social, economic, political, organisational and technological skills and understanding, necessary to function in society. Parents will be advised well in advance of the details of any educational excursions children will be undertaking.

**First Aid**

The Principal and Teacher aide are in charge of the First Aid Equipment and children are referred to either for problems of a first aid nature. Refer back to 'accident procedure' for treatment of more serious injuries.

**Head Lice**

Head lice infections are an unwanted, although occasionally an unfortunate part of school life. Please do not forget that head lice can affect anyone no matter how often you wash or clean your hair. When and if it ever affects your child, please take all precautions to rid your child/ren’s hair of this infection.

Whenever we become aware of an infection at the school, a note will be sent home outlining possible actions you can take to rid your child/ren's hair of the head lice. Please note that children should be excluded from the school until their hair has been suitably treated. Many Products are available, and if used frequently, can actually help prevent your child from becoming infected. More information is available from the school or alternatively, contact your nearest chemist or pharmacy for advice.

**Health Services**

We have a visiting school sister, based in Bundaberg, who visits Prep and 7 students (and others on request) each year.

**Homework**

All homework should be viewed as an extension of work completed in the class during the school day or as a means of completing work which was not completed during the school day. It can also be seen as a means of completing revision, or a lesson, or objective, or
as a means of communicating the level of achievement of a child to his/her parents. On no occasion will homework be used as a means of introducing new work.

**Hygiene**

Children are expected to observe normal rules of hygiene and cleanliness while at school. They are expected to arrive at school neatly and cleanly dressed. They should ensure that hands and fingernails are clean; that clothes are kept reasonably clean; and that all their belongings are in good order. Rules of hygiene concerning the use of toilets should be instilled in the children before they come to school. The school insists on high standards of hygiene being maintained at all times.

**Infectious Diseases**

See Appendix B

**Interschool Sport**

This school is an active member of the Gin Gin and District Sports Association. We join with other affiliated schools in sporting events organised by this body. The Principal will take part in coaching and managing of teams when required to do so. Any parent who is interested in helping out with coaching of children should let the school know, as we would welcome their assistance.

Interschool sport is viewed more as a social activity rather than a competitive one. Rules for the more traditional sports are usually modified to suit the age of the children playing and to increase the safety participation (Safety of participants is of a paramount importance). Girls and boys may play which ever sport they choose because we attempt not to exclude children from a sport because of sex. The following is a list of the sports usually played although it may change from year to year.

<table>
<thead>
<tr>
<th>Term</th>
<th>Sport</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term 1</td>
<td>Cricket/Softball and Cross Country</td>
</tr>
<tr>
<td>Term 2</td>
<td>Athletics</td>
</tr>
<tr>
<td>Term 3</td>
<td>Netball/Touch</td>
</tr>
<tr>
<td>Term 4</td>
<td>Swimming</td>
</tr>
</tbody>
</table>

Each Semester a half-day carnival is conducted and a new sport, eg Team Handball, Minkey Hockey etc is trialled.

It is however only students in Year 4 – 7 that participate in Interschool Sports Activities.
**Interviews**

Formal interviews are held at the end of first semester. Parents are welcome to organise an interview with the Principal at any time by simply contacting the Principal and arranging a suitable time. It is useful and leads to a more productive meeting if parents let the Principal know the reason for the interview in advance. He/she can then have the relevant information on hand. Enquiries concerning your child/ren are always welcome.

**Library**

We operate a small, but well stocked library from which children may borrow books. Please encourage the use of this facility which is a positive way of encouraging reading. If a child loses or damages a library book, a fee equivalent to the book's value may be levied. Parents and other members of our school community are also invited to make use of this facility through the Principal. Library bags are very important in protecting books and children must use one when borrowing books. Library borrowing is on Friday. Children are permitted to borrow 2 books per week.

**Lost Property**

Lost property is a concern to parents and the school alike so please ensure all clothing worn to school by your child is clearly labelled. Lost property found at school is retained in a box. If you are aware that your child/ren is/are missing property please feel free to peruse the lost property box at your convenience.

**Medication**

At the beginning of the school year and on enrolment, each child receives a medication form to be kept at home until the need for medication. This must then be sent to the school complete with instructions and medication. No medication of any kind, including analgesics (eg. Aspirins) will be given to your child without this form completed and signed by a parent/guardian. We ask that this request be strictly adhered to so as to ensure that all medications are administered correctly for the protection of your children. On going medication requirements such as Ventolin sprays or diabetic syringes must also be accompanied by this form. The form needs only to be filled out once for this type of medication.

**Money**
There are many occasions when money needs to be sent to the school in payment of various accounts or for various activities. It is imperative that this money:

- be sent on time;
- sealed in an envelope provided by the school;
- marked on the outside with the child’s name, year level, the reason for the money and the amount.

Problems could arise for both the Parents and the Principal when these rules are not adhered to. If everyone adheres to the above, then the child/ren are able to confidently join in the many and varied activities of the school.

**Music**

All children will receive a ¾ hour a week music lesson from a visiting specialist music teacher. Students in year 4/5 receive recorder instructions. Students in year 6/7 receive guitar instructions.

**Newsletters**

Newsletters will be distributed every Tuesday to the eldest child in each family - to keep you informed of what is happening and about to happen in our school. Please check with your child to ensure that you receive all correspondence.

**Parents and Citizens Association**

Our children are lucky to benefit from a hard working P&C association. We hope that you too, will become involved, to the advantage of all the children. Without parental support, the school and children go without the necessities the department is unable to supply. Meetings are held on the second Tuesday of each month commencing at 3:30pm at the school.

**Parents in the Classroom**

Parents are welcome to sit in with their child/ren during their school day, however, it is a necessary courtesy for them to discuss this beforehand with the Principal. Special open days will be available during the year where parents may visit their child/ren’s classroom. Parents are valued and welcome to assist with daily reading or small group activities. If you can assist please see the principal.

**Playground Supervision**
At morning tea and lunch time there is always the Principal or Teacher Aide (or both) on duty to supervise the activities of the children. From 8.00 to 9.00 am there will be no direct supervision in the playground, however, children who come early are expected to behave in the appropriate manner in the playgrounds.

At the conclusion of the school day children are to sit quietly and wait for their parents. Children are not permitted to play on the playground structures whilst waiting for parents.

**Prep**

Prep is full time and children will attend from Monday to Friday as per normal school hours.

**Religious Education**

This is conducted on Wednesday each week by accredited religious educators. They are voluntary teachers and as such will be given every assistance by the Principal when required. Should a parent/guardian not wish his/her child to attend his lessons, he/she should contact the school.

Time: 12:25 pm to 12:55 pm

In the event of their absence, class will continue as for any other normal school day.

**Reports**

Formal written reports will be given to each child at the end of each semester. Formal interviews are held each semester if required.

**Sickness**

If during the course of the school day your child becomes ill, we will first attempt to ascertain the extent of the illness. Your child will be cared for in a suitable way. If deemed necessary, The Principal or Teacher Aide will contact you and inform you of your child's illness. You may then make a decision whether or not to collect your child and take him/her into your own care. If we are not able to contact you, we will ring the number listed as your alternate number and ask if that person is able to care for your child at their house. If none of these steps are possible, we will attempt to make your child as comfortable as possible until we are able to contact you. If the illness requires emergency treatment, we will follow the procedure outlined under Accident Procedure.
**Smart Moves**

In line with Education Queensland’s “Smart Moves” policy all students will partake in 30 minutes supervised Physical Activity each day.

**Sport**

Sport is regarded as being a strong, unifying force in the school. It provides the children with a chance to learn to work and play together for a common goal, and for a satisfying achievement of that goal. Children are shown that winning is important, but that an even greater level of satisfaction can be achieved by playing together well. The children should learn to win without being overbearing and to lose with grace. A high level of sportsmanship and common courtesies should prevail. Children should learn to be proud of their efforts and achievements and come to grow in their self-esteem.

**Swimming (Term 4)**

- Swimming is part of the school curriculum, and if a child is not to attend because of a medical or other condition, a note to that effect must be brought to the Principal.
- In Line with Education Queensland’s Sun Safety Policy all students must wear a “rash” shirt/swim shirt
- All items of clothing, towels and carry bags must be clearly marked with the child's name.
- Watches or other valuables are not to be left in the dressing sheds.
- Students must remove jewellery and other ornaments before entering the water. Sleepers or studs may be worn if the parent accepts full responsibility for any injuries which may occur.
- Students with long hair must have it secured to avoid interference with sight or breathing. Bathing caps are recommended for all children - both boys and girls.
- Students suffering from infections, suppurating sores or suspected contagions will be excluded from all swimming activities.
- All students, especially those with fair skin must be properly protected against over-exposure to the sun. The wearing of coloured zinc is not allowed.
- Students are discouraged from wearing the following:-
  - Long sloppy T-shirts, bikinis (girls),
  - Long shorts (boys).
- If a student suffers from a medical condition which might put that swimmer at risk in the water, eg. Epilepsy, diabetes, heart condition - written parental consent, supported by a medical certificate must be obtained for the student to participate in the swimming program.
Transfers

Any child leaving the school before the normal completion of Year 7 must be furnished with a certificate of transfer according to Regulation 34 of the General Provisions of the Education Act. Parents should ensure that they obtain a certificate before their child leaves. The Principal is the issuing officer for this school and as such requires timely notice of a child's intention of leaving.

Uniforms

We encourage children to wear, and be proud of, their school uniform.

Girls:
Day uniform - Red Polo shirt with collar and royal blue shorts/skirt
- Red/blue check dress
Sport - Red shirt with collar and blue shorts.

Boys:
Day uniform - Red Polo shirt with collar and royal blue shorts
Sport - Red shirt with collar and blue shorts

Pupils should be dressed neatly and cleanly and shoes and socks should be worn for inter-school sport and any educational excursions. A hat must be worn when playing in direct sunlight. Red school hats may be purchased from the school. If a child does not have his/her hat, then he/she must play in a shaded area. Sunscreen is available, for the children’s use, free of charge. McIlwraith State School uniforms can be purchased/ordered from “Country Cottage Fabric and Craft” Gin Gin.

Valuables at School

The Principal can accept no responsibility for valuables brought to school. Please be aware of any item of value your child brings to school and ensure your child understands the need to take personal responsibility of any item.

Vehicles in School Grounds

Safety of children in the school grounds is of utmost importance. Vehicles are therefore only allowed into the grounds when necessary and provided the following guidelines are strictly adhered to.
Rules:
- Children enter and exit school grounds through the gate. Not the driveway.
- Vehicles should proceed slowly in the grounds at all times.
- When leaving or entering the grounds vehicles must proceed at less than 10 km/h along the roadway.
- No reversing of vehicles is permitted within the school grounds.
- When delivering children to, or collecting children from the school, parents are discouraged from entering the school grounds and should park in the car park outside the school fence.
- These rules do not apply outside the school hours of 8.00 am to 4.00 pm, weekdays and holidays; although care should still be taken when driving in the school grounds.

Wet Weather Procedure

When we have consistent wet weather and children are unable to play outside because of continuous rain, they are allowed to bring indoor games which must be marked with their name clearly visible. They will be permitted to play with these, either in the classroom or under the school after eating their lunch.