



Marian State School

*'Developing lifelong learning skills in a supportive environment, enabling all to reach their future potential'*

# Prospectus and Parent Handbook 2017



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## **Principal's Welcome ...**

*Welcome to the Marian State School. We are pleased to have you join us and help in making our great school even better.*

*Marian School has a proud record of working with parents to meet the educational needs of our students. Our curriculum goal is "Developing lifelong learning skills in a supportive environment, enabling all to reach their future potential". Therefore our curriculum focuses on the essential learning required of all children. Achieving good educational outcomes for your children is very dependent on a successful partnership between your home and our school. Your child's progress is heavily influenced by the interest you show in their education, the support you provide and how you choose to participate in school affairs. To this end I encourage you to maintain regular contact with our teaching staff and to become actively involved in our school activities.*

*We believe that children come to our school to learn, to be safe and to be happy. All we do is aimed at satisfying this expectation. Learning is our core business. We aim to assist individual students to continuously develop their knowledge, skills and abilities within a supportive and caring school environment.*

*Marian State School recognises that everyone within our community has rights and responsibilities. Every individual's actions should ensure that another's rights are acknowledged by their own responsible behaviour. Children are expected to give their best effort, obey school rules, be neatly groomed & dressed, show respect for authority and be considerate & tolerant of others. Positive behaviours such as good manners, courtesy and diligence are encouraged and recognised.*

*This booklet endeavours to bring the school into closer contact with your home by assisting you in becoming familiar with Marian school's organisation and philosophy. Our aim is to provide a school environment that promotes learning through active involvement in a wide range of curriculum activities.*

*Marian's school motto is "Success Crowns Effort". We trust staff, students and parents will always demonstrate this positive virtue and display a loyalty to each other, our school and our school community.*

*We welcome you to share in the education of your children and I trust that your association with our school will be a satisfying and rewarding one.*

*Please keep this booklet as a reference document. We look forward to working with you to provide a quality education for your children. Please do not hesitate to contact me if I can be of assistance at any time.*

*Peter Mandryk  
Principal*

## **Deputy Principal's Welcome...**

*Welcome to Marian State School, a new and innovative school (built 1999), which retains an emphasis on the basics as well as a caring approach for each and every student. New parents and children quickly become part of our growing school community.*

*The children at Marian State School have quality learning experiences designed by the experienced and dedicated staff. Our school offers the following curriculum programs with essentials covered in highly engaging units of work. English, Maths, Science, History, Humanities and Social Sciences (Geography, Civics and Citizenship (from Year 3), Economics and Business (from Year 5)), HPE, The Arts (Music, Drama, Art, Media Arts), Technology and LOTE (Japanese). Information Communication and Technologies (ICTs) are utilised integrally across all learning areas to enhance student learning.*

*Marian has been rated in the top echelon of schools in the region based on results, surveys & performance. We are strong in Technology & ICTs. Students also have opportunities to participate in a range of extra curricula activities such as, Camps (including Sydney/Canberra), Eisteddfod, Instrumental Music Program and School Band, Dance, Choir and sporting ventures - soccer, basketball, athletics, swimming, tennis, touch football, cricket, t-ball, AFL, netball and rugby league. In State Opinion Surveys, students and parents highly rate Marian as a school of choice for their children.*

- **We encourage positive behaviour at this school.**
- *Our school is fully air-conditioned.*
- *Our school is completely networked, including a computer lab, mobile laptop trolley, iPad and each classroom is fitted with an interactive whiteboard.*
- *Our multi-purpose hall is one of the Valley's largest indoor sporting venue.*
- *Our school farm is an integral part of our studies and welfare program.*
- *Optimind Teams have excelled with performances for a number of years.*

*You are invited to be involved in the continued development of the school by attending P & C meetings, supporting special events, being a classroom volunteer, replying to surveys and discussing your child's progress with the teacher. Positive, open and constructive communication is the key to developing productive partnerships between home and school.*

*Marian is a great school and I am proud to be a member of the school leadership team.*

Casey Harej  
Deputy Principal

## ***A MESSAGE FROM YOUR P & C PRESIDENT***

On behalf of the Parents and Citizens Association it is my pleasure to welcome you to Marian State School. The P&C have a well-established and long standing relationship with our school community. We are proud to work alongside the passionate and enthusiastic teaching and administration staff as we strive to ensure the best outcomes for all of our students.

The P&C encourages volunteer participation throughout the year in a social and friendly manner. Volunteers come together to operate and manage the school's Tuckshop and Uniform shop as well as initiate social events and fundraising activities. The range of activities carried out can vary from trivia nights and twilight markets, to spell-a-thons and discos. We are only ever limited by the enthusiasm of our volunteers and are always open to suggestions of new opportunities!

Funds raised from our activities are used to improve the school experience for every student that attends Marian State School. We provide annual financial support to the school farm, resource centre, sporting and instrumental programs and the senior year graduation. We are able to support our teachers in their delivery of the school curriculum by helping to purchase equipment such as electronic whiteboards, computers and even upgrading the wireless internet connection. The fundraising goals of the P&C vary small and large, but it is with a sense of achievement that we have delivered oval redevelopments, large hall fans, water bubblers, playground equipment, shade structures and the list goes on.

At our meetings, we endeavour to support our school community in whatever way we can to ensure our students receive a great education in a safe and respectful environment. Be it reviewing and endorsing school policy, providing feedback on curriculum issues or planning the next event, our meetings are a great way to meet other families and are the platform where your opinions are considered and valued.

Our AGM is held in February each year and is advertised in the school newsletter. The executive committee is formed by way of nomination and each year all positions are open for election. We meet at the school resources centre on the first Tuesday of each month and if needs be, you are welcome to bring your children along.

I trust that your connection with our school will be beneficial to your family and you are invited to become a member of our association. Together, we can help provide a firm foundation for your children's journey into lifelong learning.

Elizabeth Akins  
P&C President

### **STUDENT COUNCIL**

*We would like to welcome all children attending Marian State School.  
We are very proud of our school and we hope that your continued support will help us make our school a better place.  
Marian is a top school with friendly students.*

## **SCHOOL ROUTINE**

First Bell .....		8:45 am
Second Bell .....		8:55 am
Session One .....	9:00 am -	11:00 am
First Break .....	11.00 am -	11.40 am
Session Two .....	11.40 am -	1.40 pm
Second Break .....	1.40 pm -	2.10 pm
Session Three .....	2.10 pm -	3:00 pm

***Buses depart from approximately 3:10pm each day***

Banking.....Every Wednesday

Tuckshop: Monday, Tuesday & Wednesday (First Break)

Thursday and Friday (both Breaks).

## **2017 SCHOOL YEAR**

**Term 1:** Monday 23 January - Friday 31 March

**Term 2:** Tuesday 18 April - Friday 23 June

**Term 3:** Monday 10 July - Friday 15 September

**Term 4:** Tuesday 3 October - Friday 8 December

## **PUPIL FREE DAYS**

Tuesday 17, Wednesday 18, Thursday 19 and Friday 20 January

Monday 16 October

*These are days for teachers to undertake Professional Development activities*

## **GAZETTED PUBLIC HOLIDAYS**

**Australia Day** Thursday 26 January

**Good Friday** Friday 14 April

**Easter Monday** Monday 17 April

**Anzac Day** Tuesday 25 April

**Labour Day** Monday 1 May

**Show Holiday** Thursday 22 June

**Queen's Birthday** Monday 2 October

**YEAR 3 & 5 NAPLAN TESTING** 9 - 11 May 2017

## **HOLIDAYS**

**Easter** Saturday 1 April - Monday 17 April

**Winter** Saturday 24 June - Sunday 9 July

**Spring** Saturday 16 September - Monday 2 October September

**Summer** Saturday 9 December - Sunday 21 January 2018

## SCHOOL UNIFORM

School uniforms assist in giving our school its unique character and help to build a positive school tone and sense of belonging. Please encourage your child to wear the uniform with pride.

### Boys' Uniform

- Royal blue & yellow polo neck shirt with school logo (from tuckshop)
- Royal Blue Shorts (available from tuckshop)
- Wide brimmed bucket hat (Prep students wear a yellow bucket hat)
- Shoes and socks

### Girls' Uniform

- Royal blue & yellow polo neck shirt with school logo (available from tuckshop)
- Royal Blue Shorts/Skorts/Culottes
- Wide brimmed bucket hat (prep students wear a yellow bucket hat- new in 2010)
- Shoes and socks



### House Sports Uniform

- Blue (Boldon), Green (Nabilla) and Gold (Hamilton)
- Royal blue shorts or Royal blue pleated netball skirt
- Shoes and socks
- Wide brimmed reversible bucket hat
- *This uniform is only to be worn on Friday*



### Uniform

Shorts available from Marian State School (P & C), Big W, Best and Less and Kmart

## **P & C Uniform Sales**

A hat with a wide brim must be worn on all days. Sun-visors, caps and narrow brimmed bucket hats are **not** adequate protection from the sun. **“NO APPROVED HAT, NO OUTSIDE PLAY”** is part of our Sun Protection Policy. **(Royal Blue 1-7, Yellow – Prep)**. Reversible hats are **\$16.00**. Yellow hats for Prep are **\$14.00**.

School Shirts (**\$35.00**), house shirts (**\$20.00**), shorts (**\$11**), vinyl library bags (**\$12.00**), homework bags (**\$15.00**), chair bags (**\$15.00**), jackets (**\$35.00**), skorts (**\$16.00**) and school bag (**\$40.00**) are sold from the Uniform Shop on Monday and Thursday (8.15am – 8.45am). Alternatively, orders can be put in the ‘red box’ with the correct money and the required goods will be given to the children. Order forms can be downloaded off our website or are available in the office area.

An 8 week lay-by system for purchasing uniforms will be available for families who require this service.

### **Please Note:**

Shoes and socks are part of the school uniform and must be worn. Thongs are not permitted.

**“NO SHOES, NO PLAY.”**

**“NO BROAD BRIMMED HAT NO PLAY”**

Children should always be clean, neat and tidy.

No jewellery, except sleepers/studs and wristwatches, may be worn, for safety reasons. Parents may seek permission for children to wear religious necklets, but these must be removed for any physical activity. Students are not to wear make-up. **Fashion trends are not permitted** – this includes anything that affects physical appearance. No facial or body piercing allowed. No tattoos.

**Hair variations are not permitted during school term.** Eg Rats tails, Mohawks etc

Satin boxer shorts and running shorts are not part of the uniform. Appropriate clothing must be worn at all times, including on free dress days.

To assist us to protect children from the sun parents should: - apply sunscreen before children leave home - dress children sensibly (wide brimmed hat, collars and sleeves - NOT visors or caps, singlets, bare midriffs or shoulders, or tank tops). Sunglasses, which are guaranteed to provide 100% UV protection, are permissible but are often inappropriate for activities undertaken.

### **Lost Property**

Please name all of your children’s belongings, especially clothes and train your children in being responsible for their own property. Please check through the lost property regularly – sited in the office.

## IMPORTANT INFORMATION (A - Z)

### Accidents, Sickroom/First Aid 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 sickroom for minor injuries or illness by their class or supervision teacher.

It will be the parent/guardian's responsibility to arrange for the child to be collected from school. The school staff ***cannot*** drive students home.

In the event of your child being injured and requiring medical attention, the ambulance may be called. Parents will be notified when possible. All accidents are recorded in the School's Accident Register.

Parents should inform the school of serious allergies or physical limitations or disabilities, both temporary and permanent, or any changes to information already on your child's file.

### Admissions

Prep eligibility for children is from the beginning of the school year in which they will reach the age of 5 years by 30 June. From 2017, all Queensland children are required to undertake Prep, prior to commencing Year 1. You will need to provide proof of your child's date of birth (e.g. birth certificate, passport or visa) upon enrolment.

Early or delayed entry to Prep are options which may be considered in specific circumstances and where it is in a child's best educational interests.

<http://www.education.qld.gov.au/schools/school-operations/early-delayed-entry-prep.html>

### Arrival/Departure

Children ***should not*** arrive at school ***before 8:15am***. Until ***8.45am*** children wait with bags in the covered games area. Formal supervision is provided in the covered games area from ***8:15am*** before school. If your child travels by car and cannot be collected before 3:20pm, please notify the school. All children must be at school ***before*** 9:00am. Children who arrive after 9:00am are marked 'late' for school and ***must*** report to the office before going to class to obtain a late slip. Also, if collecting children early, please call at the office and collect them from there. If you wish your child to go home with another person or on a different bus please let us know. Children who are collected after 3.10pm may be picked up from the bus shelter.

### Arts Council Presentations

During the year the Queensland Arts Council or School Performance Tours sponsors performances. Such shows are of great educational and entertainment value to the children. The necessary advertisement and money envelopes are forwarded home at the appropriate times. Envelopes are to be returned and placed in the "Red Collection Box", which is in the office.

### Assembly

We have a whole school assembly on the first and last week of each term. P-2 have assembly 2:30 - 3:00pm every Friday and Yr. 3-6 have assembly 2:30 - 3:00pm every Monday. Classes are able to share activities and achievements are recognised. Parents are very welcome to attend.

### Asthma

An asthma action plan must be completed to inform the school of your child's needs. Asthma aids are to be kept by the children for use in times of need. It is hoped that children can competently use such aids as 'puffers' and 'spacers'. School staff will administer ventolin or other relievers when necessary.

### Attendance

Good attendance, punctuality and success at school go hand-in-hand. Education Qld Policy is that "EVERY DAY COUNTS". 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 or emergent situations. Absentee Line: 49594460

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

- (a) Please telephone the school on the morning of the absence. If this is not possible, send a written note of explanation on the day that the student returns to school. This note is to be placed in the 'red box'.
- (b) If a student is likely to be absent for 3 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 student when he/she returns to school.
- (c) If your child has an infectious disease, ratified by a medical officer, the school needs to be advised immediately.



- (d) If your family is taking a mid term holiday or students will be absent for an extended period (1 week or more), new legislation requires parents to put in a request in writing to the school stating details. Whilst we realise holidays during school time are a cheaper alternative, the new Every Day Counts policy discourages this practice.

Office staff will ring parent or notes will be sent home requesting reasons for unexplained absences and repeated late arrivals.

Frequent absences are reported to the authorities with fines likely.

### **Awards**

To encourage good behaviour we have a selection of awards – Achievement and Green Cards and Attendance Tickets. These are presented at Assembly and in class. “A plus days” occur at the end of every term and are for students to celebrate good behaviour.

### **Banking**

School banking is conducted by an appointed agent, Mrs. Sant, on Wednesdays. Children wishing to open a school bank account are to contact the office. Please check your child’s coupon book regularly. Banking is to be left at the office.

### **Behaviour Management**

Our school rules are:

- Be a learner
- Be safe
- Be respectful

Positive behaviour is encouraged and acknowledged at our school.

Our school pledge is:-

“For my country and school I promise to believe in myself, respect others and always remember - Success Crowns Effort”.

Parents, teachers, and students have co-operatively developed a Responsible Behaviour Plan for Students. Compliance is essential and parents/students must sign as part of the Enrolment Agreement.

A summary of the major provisions is available. This document is reviewed biannually. We urge you to support our school in our endeavours to ensure all children have a safe, secure and happy learning environment. Green cards are issued to acknowledge positive behaviour surrounding our 3 school rules “Be a learner, Be safe and Be respectful”.

Our “**hands off**” expectation is specifically reinforced. Yellow, orange and red cards are issued for inappropriate behaviour – students are expected to **self report** misdemeanours to their parents.

Students must also show RESPECT at all times:

- Respect for others
- Respect for property
- Respect for rules
- Respect for self

### **STUDENTS WHO ARE NON-COMPLIANT HAVE BEEN SUSPENDED.**

### **Bus Behaviour**

Children **must** behave themselves at all times when travelling on buses. Please ensure that your children know the importance of safe behaviour and that they abide by the bus rules. A booklet outlining the *Code of Behaviour* is available. Continued bad behaviour can result in not being able to use the bus. Suspensions can be up to one term.

### **Bus Conveyance Committee**

Each bus has a Conveyance Committee that meets in February of each year. Parents of ‘bus’ children are notified of meeting date in the school Newsletter.

### **Care of Property**

Please ensure that all items of clothing and equipment are clearly marked with the child’s name. It is hard to prove ownership if the item has no name. Unclaimed items will be stored, but those clothes remaining by the holidays will be directed to a charitable organisation. ***Please do not bring toys, electronic games, swap (football, Pokemon, etc) cards, mobiles / iPods, iPads, technological items, other expensive items or large amounts of money to school.*** Students who do so, do at their own risk. Mobile phones brought to school **must** be checked into the office on arrival at school. Please ensure children have adequate supplies of writing equipment, pads, pencils etc. Please purchase appropriate stationery /equipment.

School equipment has been provided for the educational, recreational and social development of all the students. It must be handled with care at all times. Destruction of such property disadvantages fellow students. The **replacement/repair** of any property will be the **responsibility of the student and student’s parents.** (Lost Library books will need to be replaced).

### Collection Box (Money and Notes)

A central collection - "Red Box" - is situated in the Administration Block for all notes, permission forms, questionnaires, etc to be returned to school. Please return all money (School excursions, Arts Council, Life Education, swimming, raffles etc.) to school in an envelope clearly marked with your child's name, class, amount enclosed and specifying what the payment is for. It is important that envelopes are securely sealed and contain the correct amount of money, as change cannot be given out. A final date for return of money and permission slip (if applicable) will be advertised.

### Communication

Good communication is everyone's responsibility. You and your children can find out information about the school through:-

- Assemblies/parades
- **Newsletters, issued once a fortnight by email or paper....Tuesdays**
- Notes home
- **Website**
- **QSchools app**
- Parents' & Citizens' Association meetings
- Tuckshop meetings
- Parent Interest Group / Info. Sessions
- Parent/Teacher Nights
- Parent/Teacher interviews
- Orientation days/evenings
- Open days
- Interviews with teachers
- Notice Boards

If you wish to discuss a query that you may have, your child's teacher, the Guidance Officer, Learning Support Teacher or the Principal/Deputy Principal are always approachable. We are a large school, so it is essential to **please make an appointment through the office** as these people have scheduled timetables. **Please do not approach teachers during lesson times.**

Information you may find out about students or staff is confidential- please see the Principal or Deputy if you have any queries.

### Complaints/Issues/Concerns

If you have concerns, please make an appointment to see the Teacher or the Principal/Deputy Principal at the earliest mutually agreeable time. **At no times should a parent confront a student, another parent or a staff member on or in the vicinity of school grounds/premises.** Under new legislation parents who lose self control with staff or school personnel may be subject to lengthy bans/charges.

### Dental:

A mobile dental unit services the school approximately every 18 months. This is a free service and the relevant permission forms go home beforehand.

### Details Change

***It is very important to inform the office in writing of any changes to family details eg. transport and medical information, addresses, emergency contacts and phone details including mobile phone numbers so that we have up-to-date contact records at all times. Please supply Bus Route Number if travelling by bus.***

During the year a "Change of Details Form" will be sent home. Please ensure the form is returned.

### Excursions/Cultural Activities

These are a vital part of each child's education. They are seen as a means of broadening the child's experiences and interests. This school carefully considers the necessity, relevance, educational value and safety concerned with each excursion. It is not intended that a child be excluded from excursions because of economic circumstances; however parents are expected to contribute to the cost. Please contact the school to make arrangements. Parental support in the form of transport and supervision may be requested on some of these excursions.

Year 5 go to Kinchant Dam annually and Year 6 have a major excursion to Sydney/Canberra occurring every year. Years 1, 2, 3 and 4 may have day excursions.

Students normally travel by bus or in some cases by private transport. *Parental Permission* notes are required for all excursions. Students who wish to go on excursions must meet the school's requirements concerning appropriate dress and grooming, safety, and standard of conduct.

### Farm

On our school farm, we have guinea pigs, ducks, chooks, geese, peacocks, goats, .....and even more guinea pigs. Students access the farm at first recess.

### **Fire Drills/Lockdowns**

Classes have regular fire drills throughout the year practising orderly evacuation from the buildings. The evacuation point is the middle of the school oval. Lockdown practise will also occur, where students must remain in their rooms.

### **Head Lice:**

From time to time, if we are notified a child has head lice, all families in that class will receive a head lice alert notice. Please check your child's hair regularly.

### **Homework, Assignments and Projects**

At Marian State School we believe that it is beneficial for students to complete some homework. Times indicated are considered the maximum expectation for that Year level.

Prep & Yr 1 up to 10 minutes

Yr 2 & 3 up to 15 minutes

Yr 4 & 5 up to 20 minutes

Yr 6 up to 25 minutes

No homework is set on weekends or vacation periods.

### **Types of Homework:**

Practising sight words, reading a book.

Completion of or practice related to work done in class.

Learning tasks (spelling, number facts).

### **Health & Hygiene**

Good health habits are taught and encouraged at all times. There is enough evidence to suggest that a well balanced diet goes a long way towards physical and mental alertness, so it is important that all children have a healthy breakfast and bring along a well balanced lunch or order from the Tuckshop.

Students are asked to bring a snack break to be eaten at approximately 10:00am. *Brain foods are strongly encouraged for snacks. E.g. manageable fresh fruit and vegetables, cheese, wholegrain crackers or homemade savoury muffins/slice.* Cleanliness (*care of fingernails, hands and hair*) is also encouraged. We seek your valued assistance in this regard.

### **Immunisation**

Before starting school, it is strongly advised that each child has had his/her combined Diphtheria / Tetanus / Whooping Cough and M e a s l e s v a c c i n a t i o n s .

### **I n s t r u m e n t a l M u s i c**

The Instrumental program offers students:

- An opportunity to develop musically through instrumental instruction
- Performance experience in school-based ensembles
- An extra dimension to the classroom music program

Woodwind, brass and percussion instruction is offered to students in years 4, 5, & 6. As places in the program are limited, the school has a recruiting process to select students for the program. Students attend one lesson each week during the normal school hours as part of a group for 30 minutes. Once a student has developed sufficient technical proficiency on the instrument, the student is included in the school's concert band.

For the first year of tuition, students are able to borrow a school instrument for a loan fee. After the initial year, students are encouraged to purchase their own instrument.

### **Interviews**

Teachers are most willing to discuss your child's progress. Formal interviews occur in Term One and Term Three, however if you wish to see your child's teacher please arrange a suitable time outside of classroom hours.

### **Kindy**

Marian C&K Kindy, situated off West St caters for pre-prep students – see C&K website for info.

### **Learning Technology**

All students use computers and related technology in some lessons at school. From Year 3, students may use internet and email individually after their parents sign a permission form. This privilege may be withdrawn if students misuse this facility. Education Queensland tries to block all offensive material before it reaches the school but there is a possibility that some may slip through. Children are trained in how to handle this. See our IT Policy for details.

### **Leaving School Grounds**

For safety reasons, children will only be allowed to leave the school grounds if they have written permission from their parents. This includes before school.

### **Library Books**

The usual loan period is one week (this can be extended on request) and most classes visit the library once a week. Please encourage children to return books promptly. A library bag is available for purchase at the Uniform Shop. Children are encouraged to borrow two books - "A book in each hand" – one fiction and one non-fiction. The Resource Centre is open before school, first lunch and after school for borrowing and returning. There is access to computers and iPads in the Resource Centre for students who requires them for education purposes during opening hours. The Council's Mobile Library visits fortnightly on a Thursday.

### **Medical Information**

Education Queensland Regulations require that we only give medication if:

1. The medication has been prescribed by a medical practitioner.
2. The parent has completed an "**Administration of Medication**" form
3. The label on the medication clearly states:-
  - a) The name of the child
  - b) The dosage and times

PLEASE ASK YOUR PHARMACIST FOR THIS INFORMATION WHEN HE/SHE ISSUES THE MEDICATION.

Verbal instructions cannot be accepted.

***N.B. Analgesics (e.g. aspro, panadol), cough mixtures and the like WILL NOT be administered without authorisation from a Medical Practitioner.***

All medication brought to school must be handed in at the Administration Office (excluding asthma puffers), along with appropriate documentation. The guidelines also apply when students are off campus during such activities as excursions and school camps. No other medication than that prescribed should be sent to school at any time for safety reasons.

***Medication*** of any description ***should not be left in school bags and pockets.*** This practice presents a danger as it is accessible to other students, and may be especially dangerous where other students are allergic to that particular medication. Ready access to the medication of others can also promote experimentation. Medication will be kept in the office and unused medication will be returned.

### **Injections**

Types of injections other than intravenous may be given in exceptional circumstances (eg. Epipen) only by authorised persons who are trained in the procedure of giving such injections and are willing to give such injections. Injections may then only be given in circumstances where:-

- (a) there are full written instructions from the medical practitioner on the giving of such injections; and
- (b) A medical action plan exists

It is important that the school be kept up to date with a child's changing medical conditions. Seriously ill children will be treated as per serious accidents.

### **Newsletters**

The fortnightly newsletter will be forwarded home with youngest student in the family on the Tuesday each fortnight. If you prefer it can be emailed to you, contact the office with your email address. Notices of forthcoming events, meetings, general/community information and examples of children's achievements will be included. **Please take the time to read the newsletter as it contains vital information.** If your child does not bring one home there will be spares in the plastic flyer holders in the office foyer. Also, check out our web page.

### **P & C Association**

The Marian State School Parents' and Citizens' Association meets at the school library (6:30pm) on the first Tuesday evening of each school month and raises considerable funds for the school. All parents and citizens of the district are urged to attend and to be part of the decision making process that affects your child at school. Parents are nominated from the P & C to be part of various planning committees. Parents of students, school staff and interested people over 18 may become members at the close of the first meeting they attend and may vote at meetings after that.

### **Parents/Visitors Register**

For legal and insurance reasons each school has to maintain a current Register of Parents and Visitors. This is a record of the people who assist voluntarily at school, with school related activities, or visit the school on work related business. *Any person who helps at tuckshop, in the classrooms, with transport or in a range of extra-curricular activities, including P & C functions are reminded to sign the Register on arrival and you will be given a badge to wear.* The Visitors Register is in the Administration Block.

This is a security measure and students have been made aware to notify a teacher/staff member if there is anyone in the school grounds who is not wearing identification of some kind.

### **Parking**

Please show patience and resilience as parking and driving in the vicinity of the school is of concern to us all. There is a setdown/pickup areas on Anzac Avenue at the front of the school. Prep carpark. Parking near the hall off West St is encouraged, particularly for older students. Please do ***not*** park in No Standing Zones. Please don't park in the disabled parks as these are used for our students in Special Needs. Parking in the Administration Car Park area at the front of the school and Staff Car Park at the back of the school is also not permitted. Education Queensland accepts no liability for damage to motor vehicles parked within/outside the grounds. *The car park near the Administration Block is not a drop off zone. **The safety of our children should not be placed at risk so please be most vigilant when driving your car in the vicinity of the school.***

### **Prep**

Prep caters for children who are or will be turning 5 before July.

Prep staff are experienced and qualified in Early Years Education.

The prep program is now the first year of schooling and caters for individual children's abilities, needs and interests, and is complemented by an attractive and engaging playground. During the prep year, children are encouraged to become active and enthusiastic learners.

### **Religious Education**

We run a co-operative, non-denominational Religious Education Programme. Children are taught Religious Education in their own classroom by volunteer catechists/parents/teachers. Parents must nominate children to be involved. *(Permission form to be completed upon enrolment).*

### **School Crossing**

The school crossing on Kenny's Road is attended 8:10am – 8:55am and 2:55pm – 3:25pm.

### **School Premises**

No one should be within the grounds unless they have permission from the Principal.

People are still encouraged to seek permission to use the court and oval areas for sporting purposes with parental supervision only. Groups must complete a permission form and must have public liability insurance. Due to health regulations ***no dogs are allowed*** in the school grounds, except for show & tell & competitions. Bicycles, roller skates, skate boards, motor bikes, scooters etc of any kind are not permitted to be ridden inside the grounds. Adventure Playground equipment is ***not for use*** out of school hours. High school students do not have permission to be in or around school grounds. Individuals/Groups using premises must have a letter from the Principal.

### **School Reporting**

This will be in the form of written report cards and oral reporting at the end of each semester. Parents will receive a more comprehensive understanding of each child's progress if they are able to talk with the teacher at these times. Parents will be provided with the opportunity to attend a class meeting and/or meet with the teacher in term one.

### **School Tuckshop**

The P & C's tuckshop committee conducts a tuckshop every day. Items are sold at First Break (lunch) only on a Monday, Tuesday, Wednesday. This is done via brown paper bag orders. A special menu is advertised in the newsletter each week. Thursday and Friday is a full day tuckshop. Brown paper bags must contain the correct money and be placed in the class collection box before school or handed in at the tuckshop. Details of items available for sale at each recess are advertised in the Tuckshop Pricelist.

The tuckshop operates on a volunteer roster system. Parents are encouraged to help. Two red days occur per term.

### **Sports Teams**

The school has three sporting houses; Nabilla, Boldon & Hamilton. All children participate in our Interhouse Athletics & Swimming Carnivals. Some children then compete in the Pioneer Valley & District competitions. The older children may also participate in interschool basketball, soccer, cricket, softball, touch, rugby league, netball and trials for other sports throughout the year. Permission forms are required for children to attend these sports activities. The Swimming Carnival is held at the end of Term Four, weather permitting.

### **Student Council**

A Student Council made up of representatives from each class (Years 4-6) meets regularly to make suggestions for school improvements. They also raise money to purchase items for the school and to donate to charities. If they are having a Free Dress Day, this will be advertised.

### **Subjects**

The National Curriculum was introduced in 2011. English, Mathematics, Science, Humanities and Social Sciences (*History, Geography & Civics*), Physical Education, The Arts including Music, Technology, and Japanese are all compulsory subjects. Swimming for targeted age groups is mandatory. Most learning essentials are covered in our highly engaging units.

(Children may be excluded for health reasons only from Physical Education or swimming. Please send a note if your child has a health problem.)

### **Swimming Instruction**

Lessons will occur in Term 4. Costs involved and further details are forwarded home by newsletter at the appropriate time. Parental assistance is necessary if children are to participate. Students who do not have their Level 4 certificate are eligible. Generally Prep – Year 2 students attend swimming instruction.

### **Testing**

All Year 1-6 children will take part in one or more of the following – PAT testing, state & national formal testing to assess their progress. Parents receive a written NAPLAN report on their child's achievement (Year 3 and 5 only).

### **Transferring to another School**

If leaving our school to go to another school, please notify the office as soon as possible of the 'leaving date' and the school to be transferred to. Full details are then passed on. All library books/instruments must be returned.

### **Voluntary Helper Program**

At times throughout the year, class teachers will be seeking parental assistance across a range of areas. Grandparents and community members are also most welcome—they will need to apply for a Suitability Card, however. Assistance could be in the areas of preparing materials, working in class with children in specific areas, library tasks or helping in cultural/sporting areas. Early in the new year, familiarisation sessions may be

held in interest areas e.g. spelling, reading, computer, homework.

Volunteers are to sign the Parents/Visitors Register as well and receive a Volunteer Badge. Please let us know if you, or someone you know, is talented in a certain area and would like to join our Volunteer Helper Program.

### **SPECIAL EDUCATION PROGRAM**

The Special Education Program caters for students from Prep to Year Six with a range of disabilities in an integrated learning environment. Students follow an individual education pathway which encompasses functional learning areas, personal development and gross/fine motor skilling. This is achieved alongside integration into their regular mainstream class program. Most students, regardless of level of disability, attend their mainstream class for a part of each day. The split in timetabling is based on individual student needs. Both the special needs students and their mainstream counterparts gain a great deal from playing and learning alongside each other.

Many opportunities are provided for student to develop and utilize life and social skills learnt in the SEU.

The philosophy of the SEP is simply to see the child first, not their disability and in so doing to develop him/her into the most successful person they can be.

### **Resource Centre**

Marian State School is fortunate in having a well-equipped, fully automated Resource Centre staffed by a Teacher Librarian and a Library Aide.

The Library is open from 8.30 am to 3.15pm. Students are free to read, work on a computer, work on assignments, play games or simply meet with friends. Often, there are organised activities to suit all ages, based on books or current events such as ANZAC Day, for example.

Borrowing limits vary across the year levels. Classes have assigned library borrowing sessions during the week, however students may borrow and return on any day - they do not have to wait for their 'library day'. General library and home reader borrowing is between 8.30 – 8.55 am, 11.00 – 11.20am and 3.00 – 3.15pm.

Preps may borrow one book, usually from the Junior Fiction/Picture Book/Junior Non-

Fiction sections. Loans are for a two week period, however books can be borrowed more frequently with Preps attending the library on a weekly basis.

All other year levels are encouraged to borrow two books – *A book in each hand* – usually one fiction and one non-fiction book. Loans are for two weeks unless a request is made to Library staff.

Our library has a large Junior Fiction collection and a growing Non-Fiction section which appeals to most reading ages. There is an extensive Fiction section for any student who can manage the reading. The very popular 'Rapid Readers' section is highly accessed by fluent readers looking for something quick to breeze through, less accomplished older readers to manage and even for the younger good readers who want to stretch themselves to a chapter book.

Our Reference section is only small as we use either encyclopaedia software or online references. Many books that would normally be found in a reference section such as an atlas have been placed on the non-fiction shelves so that students may borrow them. Oliver, the computer system, will find them very quickly no matter where they are.

Computers are available for students to use before school, first break and for lessons during the day. Students and parents will be invited to sign an Internet Agreement Form, this form must be signed before access to the internet will be given. All our software is already on the computers and no discs or CDs are required. CDs shouldn't be brought from home under any circumstance.

The Marian State School library coordinates a regular Scholastic Book Club and hosts an annual Scholastic Book Fair.

All students require some form of protection for our books and library bags are available from the P&C uniform shop. These should last students throughout their primary years as well as offering maximum protection for books.

We aim to have our library well used, safe and child friendly. Cyber bullying & inappropriate use of ICTs is not permitted under any circumstances.

## SOME FINAL THINGS.....

### Our key messages for all students are ...

- Everyone must accept their responsibilities before they exercise their rights.
- Positive behaviours will be encouraged and acknowledged in a number of ways.
- In a school community, we need more team (“WE”) behaviours than selfish (“ME”) behaviours.
- Children only have three choices when something happens that they don’t like ...
  1. **Ignore** it as something unimportant & get on with their learning.
  2. Talk with the offender/s and **Warn** them that the problem will be reported if it occurs again.
  3. **Report** the problem to an adult who can help solve the problem.
- **NO PAY BACK.** Fighting, paying back or prolonging an argument only continues and complicates the problem.
- **Bystanders** are expected to take some positive action to assist in resolving difficulties.
- **Parents will be informed via Responsible Behaviour Cards** of their child’s positive or unacceptable behaviours. This may result in positive acknowledgement or the imposition of consequences as detailed by our Responsible Behaviour Plan for Students.
- **Behaviour Cards of all types should be signed by parents and returned to school** so that staff know parents are aware of the behaviour reported to them.

**Acceptable Behaviours:** Students are taught school expectations with regards ...

#### **Learning:**

- Completing class and homework tasks.
- Being in the right place, doing the right thing, at the right time.
- Following requests, instructions, directions.
- Accepting outcomes of behaviour choices.
- Being honest.

#### **Safety:**

- Safe, respectful movement about our school.
- Safe play.
- Avoiding physical contact.
- Wearing correct uniform.
- Possession of safe materials.

#### **Respect:**

- Using appropriate language.
- Respecting Property.
- Caring behaviour towards others.
- Respecting others.
- Respecting authority.

### **Positive Behaviours are Recognised and Supported by:**

- **Verbal reinforcement, acknowledgement, thanks** - Formal & Informal private & public recognition, including Parent/Teacher discussions
- **Parental contact** - Parents are notified so that they too can acknowledge their children’s achievements (e.g. home rewards) and share in our pride when students perform or behave creditably.
- **Privileges** – Students who consistently demonstrate self-discipline and responsibility are given opportunities to involve themselves in extra curricular (e.g. school sporting teams, Student Council), co-curricular (e.g. excursions, school camps, Peer Tutoring, Peace Patrol, Buddy programs) and/or recreational (e.g. school discos, etc.) activities.
- **Awards** – Individuals are accorded special recognition via the presentation of classroom or school and class awards (e.g. Student Of The Week, Class Awards, Principal Awards, Annual Awards). Various communication channels publicly recognise positive student contributions to our school community.
- **GREEN OR BLUE Positive Recognition Cards**- Cards are signed by parents, returned to school & then returned to the student. Our weekly ‘Green Card Draws’ provide an opportunity for students who have earned Green Cards to win a Tuckshop voucher
- Students may be issued a Blue “Improvement Card” when their behaviour changes from unacceptable to acceptable. An “Improvement Card” acknowledges the student’s efforts towards more positive behaviours and encourages them to continue in this manner.
- **Celebration Days** – Each term, all students who were not issued Consequence Behaviour Cards, are provided with an Acknowledgement Certificate, a small treat (eg. Ice block) & are automatically invited to participate in their class Celebrations Day Activities in recognition of their consistent good behaviour.

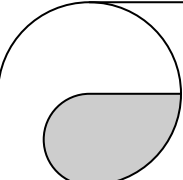


### **NHMRC Recommended Exclusion Periods**

The National Health and Medical Research Council (NHMRC) provide '*Recommended minimum periods of exclusion from school, pre-school and child care centres for cases of and contact with infectious diseases*'.

<b>Condition</b>	<b>Exclusion of cases</b>	<b>Exclusion of contacts</b>
Amoebiasis (Entamoeba histolytica)	Exclude until diarrhoea ceases.	Not excluded.
Campylobacter	Exclude until diarrhoea has ceased.	Not excluded.
Chicken pox	Exclude until fully recovered or for at least five days after the eruption first appears. Note that some remaining scabs are not a reason for continued exclusion.	Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded.
Conjunctivitis	Exclude until discharge from eyes has ceased.	Not excluded.
Cytomegalovirus Infection	Exclusion not necessary.	Not excluded.
Diarrhoea	Exclude until diarrhoea has ceased.	Not excluded.
Diphtheria	Exclude until medical certificate of recovery is received following at least two negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and the other 48 hours later.	Exclude family/household contacts until cleared to return by an appropriate health authority.
Glandular fever (mononucleosis)	Exclusion is not necessary.	Not excluded.
Hand, Foot and Mouth disease	Until all blisters have dried.	Not excluded.
Haemophilus type b (Hib)	Exclude until medical certificate of recovery is received.	Not excluded.
Hepatitis A	Exclude until a medical certificate of recovery is received, but not before seven days after the onset of jaundice or illness.	Not excluded.
Hepatitis B	Exclusion is not necessary.	Not excluded.
Hepatitis C	Exclusion is not necessary.	Not excluded.
Herpes ("cold sores")	Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by dressing, where possible.	Not excluded.
Hookworm	Exclusion not necessary.	Not excluded.
Human immun.-deficiency virus infection (HIV AIDS virus)	Exclusion is not necessary unless the child has a secondary infection.	Not excluded.
Impetigo	Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing.	Not excluded.
Influenza and influenza like illnesses	Exclude until well.	Not excluded.
Leprosy	Exclude until approval to return has been given by an appropriate health authority.	Not excluded.

Condition	Exclusion of cases	Exclusion of contacts
Measles	Exclude for at least four days after onset of rash.	Immunised contacts not excluded. Unimmunised contacts should be excluded until 14 days after the first day of appearance of rash in the last case. If unimmunised contacts are vaccinated within 72 hours of their first contact with the first case they may return to school.
Meningitis (bacterial)	Exclude until well.	Not excluded.
Meningococcal infection	Exclude until adequate carrier eradication therapy has been completed.	Not excluded if receiving rifampicin.
Molluscum contagiosum	Exclusion not necessary.	Not excluded.
Mumps	Exclude for nine days or until swelling goes down (whichever is sooner).	Not excluded.
Parvovirus (erythema infectiosum fifth disease)	Exclusion not necessary.	Not excluded.
Poliomyelitis	Exclude for at least 14 days from onset. Re-admit after receiving medical certificate of recovery.	Not excluded.
Ringworm, scabies, pediculosis (lice), trachoma	Re-admit the day after appropriate treatment has commenced.	Not excluded.
Rubella (german measles)	Exclude until fully recovered or for at least four days after the onset of rash.	Not excluded.
Salmonella, Shigella	Exclude until diarrhoea ceases.	Not excluded.
Streptococcal infection (including scarlet fever)	Exclude until the child has received antibiotic treatment for at least 24 hours and the person feels well.	Not excluded.
Tuberculosis	Exclude until a medical certificate from an appropriate health authority is received.	Not excluded.
Typhoid fever (including paratyphoid fever)	Exclude until approval to return has been given by an appropriate health authority.	Not excluded unless considered necessary by public health authorities.
Whooping cough	Exclude the child for five days after starting antibiotic treatment.	Exclude unimmunised household contacts aged less than 7 years for 14 days after the last exposure to infection or until they have taken five days of a 14-day course of antibiotics. (Exclude close child care contacts until they have commenced antibiotics).
Worms (intestinal)	Exclude if diarrhoea present.	Not excluded.



I dreamed I stood in a studio  
and watched two sculptors there.  
The clay they used was a young child's mind  
and they fashioned it with care.  
One was a teacher, the tools she used  
were books and music and art,  
One a parent with a guiding hand  
and a gentle, loving heart.  
Day after day the teacher toiled  
with touch that was deft and sure,  
While the parent laboured by her side  
and polished and smoothed it over.  
When at last their task was done  
they were proud of what they had wrought,  
For the things they had moulded into the child  
could neither be sold nor bought.  
And each agreed she would have failed  
if she had worked alone,  
For behind the parent stood the school  
and behind the teacher, the home.  
Author Unknown.

