

ABSENTEEISM

School attendance is compulsory between the ages of 6 years and 16 years.

The principal requires parents to advise the school in writing or via our school absentee hotline (5456 3360) when a student is absent. If the parent* knows in advance that the child will be absent, he/she should inform the school in writing beforehand. School absences are recorded in line with departmental policy and the information is periodically reported to Central Office. Absences for which the school receives no reasonable excuse from the parent are recorded as "unauthorised". Principals are required to report unexplained and unauthorised absences to a relevant authority if they consider it appropriate to do so.

* A parent is any of the following: child's mother/ father, a person who exercises parental responsibility, under Aboriginal or Island custom is regarded as a parent of an Aboriginal or Torres Strait Islander child, a person granted guardianship under the Child Protection Act or under a decision or order of a federal or state court.

ASSEMBLIES

Assemblies are held at 8.55 am on Monday mornings in the covered games area to mark a formal beginning to the school week, and to make announcements to the student body as a whole. Special assemblies are sometimes held at different times during the week. Parents are welcome to attend assemblies at any time.

ASSESSMENT AND REPORTING

Every child's work is assessed continually during the school year. State-wide tests are held in Years 3, 5 and 7, to determine how our students and teaching methods compare with those in all other Queensland schools. As well students in Year 2 participate in a procedure called the Year 2 Diagnostic Net. This is a statewide method of testing children's literacy and numeracy skills.

Report cards are issued to parents at the end of each semester for Years 1 to 7, (in June and December), and an Early Learning Record will be issued for Prep in December. Parent teacher interviews are held twice per year and a parent teacher information session is held at the beginning of each year. At this information session teachers will outline classroom policy and procedures. However, any parent wishing to confer with a teacher or the principal at any other time is welcome to contact us to arrange a mutually convenient appointment.

BANKING

Our School acts as an agency for the Commonwealth Bank School Savings Program. Children wishing to bank money should give their deposit book and money to their teacher immediately upon arrival at school. The teacher will forward this to the Office for processing by a volunteer parent. New savings accounts may be opened at any time through an enquiry to the school office.

BOOK CLUB

Periodically students may select books from brochures sent out by the Scholastic Book Club. Participation in the scheme is purely voluntary. Once or twice per year, the School Library runs a 'Book Fair', at which recommended books are made available for sale to children and parents at reasonable prices.

CAR PARKING

The car park is available for short-term or all-day parking as required. All-day parking is only permitted in the reverse angle parking bays. Parents are reminded that they should exercise extreme caution when turning and reversing as children may be moving through the carpark before and after school. Follow the arrows at all times. Please do not park in the bus zone. Stopping to set down or pick up passengers is permitted there except when buses are due. Children waiting to be picked up assemble outside the building 'Teaching 2'.

NB: PARKING IS REAR-END-IN, AND ALL TRAFFIC IS ONE-WAY ONLY.

An alternative area for setting down and picking up children is available at the Obi Obi Road entrance.

CHILDREN'S PERSONAL PROPERTY

All of a child's clothing and other personal property which is brought to School **should be permanently marked with the child's name.** It is in your own interest to do this. Missing clothes generally turn up in the Lost Property Box outside the Resource Centre.

To avoid loss or damage, your child should not bring valuables, costly toys or large sums of money to School. If it is necessary, then these should be handed to a teacher for safe-keeping. If your child inadvertently brings home an item of clothing or property belonging to another child, return the item to the School without delay.

CLASS PARENTS

In 2000, we began the appointment of "Class Parents". The main role of these volunteers, one from each class, is to facilitate communication between the class teacher, students and their parents. There are numerous useful tasks that the 'class parent' can undertake e.g. coordinating parent transport when required.

CURRICULUM

Our curriculum is based on the Queensland Curriculum Assessment and Reporting Framework (QCARF) Standards and Essential Learnings through the following Key Learning Areas:

- ◆ Literacy
- ◆ Numeracy
- ◆ Specialist lessons: Music, Physical Education, LOTE (Japanese, Years 4 to 7)
- ◆ Integrated Studies (The Arts, Health and Physical Education, Science, Studies of Society and the Environment, Technology)

The school also offers:

- ◆ Environmental Science (using Baxter Creek Environmental Site)
- ◆ Instrumental Music
- ◆ Support-a-Reader program
- ◆ Mathematics Tournament participation
- ◆ Tournament of the Minds participation
- ◆ ICAS testing program participation
- ◆ Sporting, Athletics and Swimming programs, including inter school activities
- ◆ Cosmic Kids Club utilizing the Mapleton Observatory

This curriculum is designed to assist students to become lifelong learners. A lifelong learner is:

- ◆ A knowledgeable person with deep understanding
- ◆ A complex thinker
- ◆ A creative person
- ◆ An active investigator
- ◆ An effective communicator
- ◆ A participant in an interdependent world
- ◆ A reflective and self-directed learner.

CUSTODY MATTERS

The Family Law Act 1975 (the Act) provides that each parent has parental responsibility for their children unless this responsibility is altered by a Family

Court order or registered parenting plan. Therefore the school is not legally able to restrict access of a parent unless the school has been provided with a copy of the custody arrangements.

In the absence of a court order, both parents are jointly able to obtain information about their child's education (both current and future). Please advise us without delay of any change in the custodial care of your children.

DENTAL CARE

The school is visited by the Mobile Dental Unit which provides a free dental inspection and treatment for all children. Parental approval for treatment is required. This usually happens on an annual basis.

DRESS CODE

Children attending our school are required to wear the school uniform when:

- ◆ attending or representing our school;
- ◆ travelling to and from school; and
- ◆ engaging in school activities out of school hours.

The school uniform was designed by a committee of parents from the P & C Association to reflect school community standards, and is consistent with occupational health and safety and anti-discrimination legislation. The dress code aims to contribute to a safe and supportive teaching and learning environment through:

- ◆ ready identification of students and non-students at school;
- ◆ fostering a sense of belonging; and
- ◆ developing mutual respect among students by minimising visible evidence of economic or social differences.

A student may have their attendance to non essential learning activities limited if they are not able to follow the school dress code e.g. sporting events and excursions.

The uniform consists of:

- ◆ Green polo shirt with emblem
- ◆ Navy bottoms **
- ◆ Navy hat (8cm brim) or navy legionnaire hat
- ◆ Closed in shoes with navy socks
- ◆ Navy jacket for colder months

** Parents may choose the style of uniform pants/skirts they prefer e.g. shorts, long pants, netball skirt, plain skirt, skorts or culottes.) Girl's skorts are available from the uniform shop.

The regular uniform is also used for sport. On special sports days such as Cross Country and the Interhouse Athletics Carnival, students are encouraged to wear tee shirts in their house colours.

All children must wear a wide brimmed hat and closed-in shoes for all outdoor activities. Uniform items are available for sale from the school tuckshop on one morning per week from 8:30am.

Children are discouraged from wearing items of jewellery to school. However, studs or sleepers worn in the ears are acceptable, as is the wearing of watches. Due to safety concerns and the risk of loss, no other items of jewellery are acceptable at our school.

The School supports the Student Council hosting free dress days as fundraisers for charities or specific events. Appropriate dress is expected from students on these days: They are expected to wear clothing or apparel that is acceptable in the school setting. Inappropriate dress refers to clothing or apparel worn by students that is deemed to be:

- Offensive;
- Likely to disrupt, or negatively influence normal school operations;
- Unsafe for students or others; and
- Likely to result in a risk to health and safety of student or others.

HEALTH ISSUES

When students are enrolled, parents are requested to advise the School of any medical concerns involving their child, and also to make known what action they would prefer the school to take in case of sudden illness or accident. Please inform the school of any medical condition your child may develop, including minor or temporary ones, so that we can deal with emergency situations should they arise.

If your child needs any form of medication administered at School, it should be handed to your child's teacher. We can only administer **prescribed medication** that is supplied with a doctor's or chemist's instructions, i.e. in the original container with the label attached.

We must also have an '**Administration of Medication**' permission form completed and signed by the parent or guardian before we can give a child any form of medicine. These forms may be obtained from the office.

School personnel are not permitted to administer to children any non-prescribed medication or drugs such as pain relief tablets, eye drops, ear drops, etc. If your child becomes ill, we will telephone you as soon as possible.

Children with infectious diseases are required to be kept home from School for a set period as shown in the Dept of Health exclusion table. In some cases, children who have come in contact with the sufferer may also be excluded.

CONDITION	CASES	CONTACTS
Chicken Pox and Shingles	Exclude until fully recovered or at least five days after the eruption first appeared. (Some remaining scabs are not a reason for continued exclusion.)	Exclude children with immune deficiencies (e.g. leukaemia or chemotherapy), otherwise not excluded.
Conjunctivitis	Exclude until discharge from eyes stops.	Not excluded.
Cytomegalovirus Infection	Exclusion not necessary.	Not excluded.
Diarrhoea	Exclude until diarrhoea has stopped.	Not excluded.
Glandular Fever	Exclusion not necessary.	Not excluded.
Hand, Foot and Mouth Disease	Exclude until all blisters have dried.	Not excluded.
Haemophilus Influenzae type b	Exclude until a medical certificate of recovery is given.	Not excluded.
Headlice	Exclude until the day after proper treatment has started.	Not excluded.
Hepatitis A	Exclude until a medical certificate of recovery is received, but not before seven days after the jaundice or illness started.	Not excluded.
Hepatitis B	Exclusion not necessary.	Not excluded.
Hepatitis C	Exclusion not necessary.	Not excluded.
Herpes ('cold sores')	Exclude if child cannot comply with good hygiene practices while sores are weeping. (Cover sores with a dressing where possible.)	Not excluded.
Human Immune Deficiency virus infection (HIV / AIDS virus)	Exclusion not necessary unless child has a secondary infection which requires exclusion in its own right.	Not excluded.
Impetigo ('school sores')	Exclude until proper treatment has started. (Sores on exposed skin should be covered with a watertight dressing.)	Not excluded.
Influenza and other influenza-like illnesses	Exclude until well.	Not excluded.
Measles	Exclude for at least four days after rash has started.	Immunised children not excluded. Non-immunised contacts should be excluded until 14 days after the first day the rash appears. They may return to School if immunised within 72 hours of contact.
Meningitis (other than meningococcal infection)	Exclude until well.	Not excluded.
Meningococcal Infection	Exclude until carrier eradication antibiotic course is completed.	Not excluded. Close contacts should take antibiotics (rifampicin).
Molluscum Contagiosum	Exclusion not necessary.	Not excluded.
Mumps	Exclude for nine days or until swelling goes down.	Not excluded.
Parvovirus	Exclusion not necessary.	Not excluded.
Ringworm, Scabies, Pediculosis, Trachoma	Exclude until day after proper treatment has started.	Not excluded.
Rubella ('German measles')	Exclude until fully recovered or for at least four days after the rash started.	Not excluded.
Streptococcal Infection (including scarlet fever)	Exclude until child has received antibiotics for at least 24 hours and feels well.	Not excluded.
Typhoid Fever (including paratyphoid fever)	Exclude until a medical certificate of recovery is received.	Not excluded unless advised by public health authority.

Whooping Cough (pertussis)	Exclude for 21 days from onset, or until child has taken 5 days of a 10-day course of antibiotics (erythromycin).	Exclude unimmunised household contacts aged less than 7 years.
----------------------------	-------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------

HEALTHY FOOD AND DRINK STRATEGY

Our school follows Education Queensland's Smart Choices-Healthy Food and Drink guidelines. This strategy not only impacts on Curriculum and Excursions but also the tuckshop and other school fundraising activities e.g. discos camps, class picnics, sports carnivals, however birthday cakes are exempt from this strategy.

TUCKSHOP

Tuckshop is conducted on Mondays, and on special occasions as notified in the *Newsletter*. Orders (with money) will be collected in classrooms before 9.00 am and taken to the tuckshop by a class monitor. At morning recess, children may purchase food or drink from the tuckshop, and then return to their designated area to eat until allowed to leave by the supervisor on duty.

At lunch recess, all ordered lunches will be delivered to the classrooms for distribution to the students. All will eat their lunches in their designated area and remain there until dismissed by the supervising teachers after the play bell rings. The tuckshop will then re-open at 12.50 pm for students to make additional purchases.

LEAVING THE SCHOOL GROUNDS

If your child is required to leave the school grounds (eg to attend a medical appointment) during school hours a note informing the teacher of this is required. Parents are required to collect children from the classroom and complete the sign out register located in each classroom. Children are not permitted to leave the grounds to purchase food.

NEWSLETTERS

Newsletters are published every second week and distributed to the eldest child. Please advise us if you would like to receive the Newsletter electronically. The newsletter is also uploaded to our school web site. Our web address is www.mapletonss.eq.edu.au

OBSERVATORY

The Mapleton Observatory is an astronomical observatory situated at our school. The Observatory is used by students through the Cosmic Kids Club held every three weeks. It is open to the public on organised viewing nights. See the school website for details.

PARENTS' AND CITIZENS' ASSOCIATION

The P. & C. Association meets at the School on the second Wednesday of the month (except in January). The Office Bearers are elected at the Annual General Meeting which is held in February. All parents/carers are urged to attend these meetings. Your attendance will allow you to be involved in matters pertaining to your child's education.

PORTABLE ELECTRONIC DEVICES

MOBILE PHONES/I-POD/DISCMAN

APPROPRIATE USE OF PORTABLE ELECTRONIC DEVICES BY STUDENTS:

Students are not permitted to bring portable electronic devices to this school. However, if parents* determine that their child needs to bring a mobile phone to school, the phone must be handed in at the office before school and collected at 3pm. If parents need to contact a child during the day for emergency reasons, they should phone the school office.

This policy also applies to students during school excursions, camps and extra-curricular activities.

PREP

PREP operates on a full day basis, with children attending five days week during normal school hours. PREP is offered to students turning 5 by 30 June of the current school year. PREP is non compulsory.

An effective Preparatory Year curriculum is offered through The Early Years Curriculum Guidelines (EYCG) using an integrated framework of the *Five Early Learning Areas*:

- ◆ Social & personal learning
- ◆ Health & physical learning
- ◆ Language learning & communication
- ◆ Early mathematical understandings
- ◆ Active learning processes

Parents are encouraged to become involved by assisting in the classroom, and on excursions. If you have a special skill, e.g. playing an instrument, a hobby or interest, you may be able to provide the students with 'real life experience'. Your involvement needs to be negotiated with the teacher.

Early in the school year the teacher will be hosting parent-teacher interviews to gain a deeper understanding of each child's learning style.

RELIGIOUS EDUCATION

Half -hour non-denominational Religious Education classes are conducted during the 11.00 am to 12.30 pm session every Friday. During enrolment, parents are asked to

indicate whether they wish their child/ren to attend these classes. A note from the parent at any time will enable a child to be exempted from Religious Education classes.

SCHOOL TRANSPORT

BUS:

The Department of Transport operates two routes bringing children to our School. Route No. 1416 services Flaxton and Kondalilla, and Route No. 1463 services Dulong and Kureelpa. Children residing less than 3.2 kilometres from the *nearest* State School are required to pay fares. Children beyond 3.2km from school may apply for a bus pass to exempt them from paying fares. Their fares are paid by the State Government.

Children riding on school buses are expected to abide by the '*Code of Conduct for School Bus Travel*'. In the interests of safety, any child whose behaviour on the bus causes concern will have the privilege withdrawn, and parents will need to make other arrangements for travel to and from School. Parents are encouraged to ensure their children wear seatbelts on buses that are fitted with them.

Information about either bus service can be obtained by contacting WNBC National Buses on (07) 5445 9724.

CONVEYANCE ALLOWANCE:

Parents/carers of children of any age who live more than 3.2km from the nearest school, and who are transported privately to that school, may be eligible for a conveyance allowance. Parents/carers with health cards who live within 3.2km may be eligible for transport assistance. Forms and information are available from Queensland Transport, Mooloolaba (phone 5477 8400).

SMOKE FREE ZONE

Our school is a smoke free zone. Parents, staff and visitors are not permitted to smoke within the school grounds.

SPECIAL NEEDS SUPPORT

Children requiring special needs support are catered for by both their classroom teacher and specialist teachers. Our school is serviced by a learning support teacher five days per fortnight. The teacher is assisted by advisory visiting teachers for intellectual and physical impairment, a speech/language pathologist, and a Guidance Officer. If you feel that your child needs assistance that has not yet been provided, please approach his or her teacher and express your concerns.

SPORTING ACTIVITIES

Each child is a member of a sports house - Eagles, Kangaroos or Sharks.

In Term 3 each year, the School conducts its Inter-House Athletics Carnival. Every child takes part and parents are encouraged to attend. The winning House becomes the custodian of the Fred Biggs Memorial Shield for the following twelve months.

Our School is a member of the Sunshine Coast Small Schools Sports Association and participates in the annual Athletics Carnival, as well as other interschool sporting activities.

At the end of Term 4, the Inter-House Swimming Carnival is held at the Nambour Swimming Pool for swimmers in Years 4 to 7. The Carnival is arranged so that all students can participate in at least one event. The more proficient swimmers then have the opportunity to represent our school at the annual Small Schools Sports Association's Swimming Carnival held the following February.

STUDENT COUNCIL

Our student council is comprised of the school captains and vice captains, as well as student representatives from the upper school. It meets on a regular basis with the principal and provides students with a forum to discuss issues with the principal.

TRANSFER OF STUDENTS

If you are intending to transfer to another school it would be appreciated if early notification could be provided. Any library books and other school books should be returned and any outstanding contributions paid.

VALUES EDUCATION

Mapleton State School promotes values education through a variety of workshops, and guest speakers representing culturally diverse groups within Australian society. The values of 'care and compassion', 'doing your best', 'fair go', 'freedom', 'honesty and trustworthiness', 'integrity', 'respect', 'responsibility' and 'understanding, tolerance, and inclusion' as promoted by the Australian Government are the core of these sessions which are offered as one half hour session per week. Written parent permission is required for your child to participate.

VOLUNTARY AIDES AND TUTORS

Parents and community members can make a valuable contribution to the education of our students through becoming a Voluntary Aide. Each year we have an increasing number of parents and other people offering their assistance in this way. They assist students greatly by hearing them read, testing word knowledge, and helping in other activities such as art, craft, speech and drama. Our learning support teacher offers training in the Support A Reader and Support A Writer programs. Non parent volunteers to our school are required to obtain a Working with Children Suitability Card (Blue Card).

