PARENT INFORMATION HANDBOOK

PREP TO YEAR 6



Contents

1.	Parent Handbook: Must be read by Parent/Guardian
2.	2027 Queensland State School Term Dates
3.	The Mapleton Way
4.	Resolving Issues Respectfully at School: Must be read by Parent/Guardian
6.	Homework Policy: Must be read by Student and Parent/Guardian
7.	Installing Szapp on your device
8.	QParents Registration Process

CURRENT SCHOOL STAFF AND ADMINISTRATION TEAM

Principal: Brendan Baillie

Business Manager: Jackie Hartley

Address: 24 Flaxton Drive
Mapleton Q 4560

Postal Address: As above

School Daily Routine:

TIME	BELL TIMES
8.50am	First bell
9.00am	Classes begin - morning session
11.00am	First break - eating time
11.10am	First break - play time
11.25am	End First break
11.30am	Classes begin - middle session
1.00pm	Second break - eating time
1.10pm	Second break - play time
1.35pm	End Second break
1.40pm	Classes begin - afternoon session
3.00pm	End of school day

ACCESS TO SCHOOL GROUNDS

Visitors to the school are requested to sign in at the office which is immediately inside the front gate.

ACCIDENT INSURANCE COVER FOR STUDENTS

Some school activities and physical education, particularly contact sports, carry inherent risks of injury.
Parents are advised that the Department of Education and Training does not have Student Accident Insurance cover for students. Therefore, if your child is injured at school as a result of an accident or incident, all costs associated with the injury, including medical costs, are the responsibility of the child, parent or caregiver. Some incidental medical costs may be covered by Medicare. If parents have private health insurance, some costs may also be covered through the private health insurance. Any other costs would be borne by the parents. Parents should contact their insurer or an approved Australian insurance broker if they choose to take out student personal accident insurance cover for their child. It is a personal decision for parents as to the types and levels of private insurance they arrange to cover their child for any accidental injury that may occur.

ARRIVAL (LATE) AND (EARLY) DEPARTURE OF STUDENTS

Parents must present to the office to obtain a late slip for their child if arriving after 9am, or an early departure slip if taking their child before 3pm (with early departure, the white register also needs to be completed). They are required to offer a reason for the late arrival or early departure. Also see – Leaving the School Grounds.

ASSEMBLIES

Assemblies are held on Mondays in the School Hall to celebrate achievements, and to make announcements to the student body. Special assemblies are sometimes held at different times during the week. Parents are welcome to attend assemblies at any time.

ASSESSMENT AND REPORTING

Each child's work is assessed regularly during the school year. Written reports are issued to parents at the end of each semester. Parent-teacher interviews are held twice per year. National tests (National Assessment Program Literacy and Numeracy - NAPLAN) are held in May for students in Years 3 and 5. The results are reported to parents, and the school receives a summary report comparing school results to like school and State means.

ATTENDANCE AND ABSENTEEISM

School attendance is compulsory between the ages of 6 years and 16 years. Parents must advise the school in writing, on the SZapp or via our school absentee hotline (07 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 rolls are marked online according to departmental policy and are reviewed by Central Office. Absences for which the school receives

no reasonable excuse, after 2 days, from the parent are recorded as “unauthorised”. Principals are required to follow up unexplained absences on the day on which they occur and may report to a relevant authority if they consider it appropriate to do so. Parents/carers will be telephoned the morning of the unexplained absence to establish a reason for the child’s absence.

** 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.*

BOOK CLUB

Periodically students may select books from brochures sent out by the Book Club. Participation in the scheme is purely voluntary. The school celebrates Book Week in August with a series of student-centred activities.

CAR PARK

Please note this is a council car park which is available for short-term use. Police often patrol this area. Follow the arrows at all times. Please do not park in the bus zone. Stopping briefly to set down or pick up passengers is permitted except when buses are due – 2 minute zone to keep traffic flowing. Children waiting to be picked up assemble outside M Block.

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

CHAPLAIN

The school offers a Chaplaincy Program which is funded by the Federal Government and local fund raising. Our Chaplin is here all-day Monday, Tuesday and half day Friday morning each week. Parents will be contacted and permission sought if a child wants, or needs, ongoing support from the chaplain.

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 (located in the under covered area in the blue box).

To avoid loss or damage, your child should not bring valuable items, 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.

STUDENT CODE OF CONDUCT

The Student Code of Conduct 2024 - 2027 sets out the responsibilities and processes we use in our school to promote a productive, effective whole school approach to teaching acceptable behaviours with support, guidance and direction. Its purpose is to facilitate high standards of behaviour from all students in the school community, ensuring learning and teaching in our school is prioritised, where all students have the opportunity to experience success and staff enjoy a safe workplace. The Student Code of Conduct can be viewed on the Mapleton State School Website: https://mapletonss.eq.edu.au/

COMMUNICATION

Our main method of communication is via the **Schoolzine App (SZapp)**. This App can be downloaded to your device, where you will be able to view school notices, calendar of events and newsletters, report a student absence and visit the school website.

Newsletters are published in Week 4 and 8 of each term and will be uploaded to the **Schoolzine App (SZapp)** and the school website.

Please ensure your email, phone and mobile numbers, private and work, are kept up to date in the event the school needs make contact regarding your child/ren.

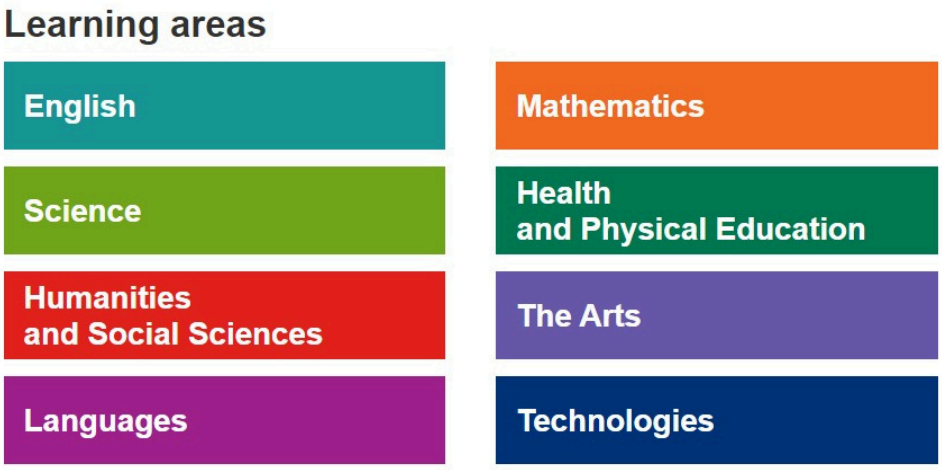
Additionally, Mapleton State School has a Facebook Page where you can see up to date information about what's happening at our school. Some rules to remember when posting on Facebook: be kind and courteous, no hate speech or bullying, no spam and protect everyone's privacy.

A parent teacher information session is held at the beginning of each year. At this information session teachers will outline classroom policy and procedures. Any parent wishing to confer with a teacher or the principal at any other time is welcome to contact the school to arrange a mutually convenient appointment.

Curriculum

Since 2010, Australia has been moving toward a national framework for schooling aimed at raising education standards and achieving nationally consistent curriculum, assessment and reporting.
The Assessment and Reporting Authority (ACARA) developed the Australian Curriculum. All schools were required to implement the Australian Curriculum by the end of 2020.

At Mapleton, we have a clear ' Whole School Curriculum, Assessment and Reporting Plan' which outlines how we implement the Australian curriculum in all of the 8 key learning areas.



At Mapleton, we use these materials to provide a starting point for curriculum planning. Teachers are encouraged to adopt or adapt them to meet individual student learning needs and local contexts.

To enhance our curriculum even further, our school also offers:

- Opportunities to enhance social-emotional learning, through explicit teaching and links to 'The Mapleton Way'- 'Care for self', 'Care for Others' and 'Care for our Learning'
- Curriculum related excursions, incursions and camps
- Sustainability and environmental science and links to our Mapleton Way- 'Care for our Environment'.
- Arts enhancement activities including our 'Instrumental Music' program, school choir and concerts.
- Sporting programs including athletics and swimming and inter-school sport activities with neighbouring schools.
- Science enhancement through the Cosmic Kids Club utilising our Mapleton State School Observatory and excursions/incursions.
- Under 8s Day to enhance early learning opportunities
- Opportunities to develop critical and creative thinking and collaborative learning e.g. 'STEAM' Week
- Focused and/or intensive support to develop literacy and numeracy skills
- Student Council and leadership opportunities.

CUSTODIAL CARE

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.

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 usually visited annually by the Mobile Dental Unit which provides a free dental inspection and treatment for all children. Parental approval for treatment is required.

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, designed by a committee of parents, reflects our 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 pride and belonging; and
- developing mutual respect among students by minimising visible evidence of economic or social differences.

A student may have their attendance at 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:

- school polo shirt with emblem (navy & green)
- navy bottoms as preferred e.g. shorts, long pants, netball skirt, plain skirt, culottes
- dress (in school colours)
- navy hat (8cm brim) or navy legionnaire hat (to meet sun safety standards)
- closed shoes with navy socks (to be worn at all times, unless specific permission to remove them is given by a teacher.
- navy jacket for colder months
- t-shirt in house colour for interhouse sporting activities.

Our uniform shop is run by volunteers and is not open on a set day each week. For convenience, we encourage orders to be placed via the online system.
Donations of second-hand uniforms are welcome.
Children may wear watches and sleeper or stud earrings to school. Other jewellery including wrist bands, anklets, spacers, and piercings other than a single ear stud should not be worn.
Please advise the school if your child must wear an item for medical or religious purposes.
Children with long hair are asked to wear their hair up for hygiene purposes.

The Student Council hosts free dress days as fundraisers for charities or specific events. Appropriate dress is expected from students on these days, that is, sunsmart 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;
- likely to result in a risk to health and safety of student or others.

EXCURSIONS

Excursions and incursions are organised throughout the school year by class teachers.
These events are curriculum related and parents are advised of the details, including costs, well beforehand and parental permission to attend is sought. Parents will also be advised whether or not a refund is applicable if the student has paid for the excursion but is unable to attend.

HEALTH ISSUES

Please advise the School of any medical concerns involving your child, and make known what action you 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 the office staff. 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 which includes

the child's name and dosage of the medication. We need an 'Administration of medication at school record sheet (routine/short-term 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 or available from the school's website.

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 communicable diseases exclusion table (***Time Out*** poster **https://www.health.qld.gov.au**). In some cases, children who have come in contact with the sufferer may also be excluded. A copy of the ***Time Out*** poster can also be located on the school website.

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.

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 come to the office, complete the *sign in/out* register. Upon arrival back to the school after appointment, complete the *sign in/out* register again. If you are not returning after the appointment, obtain an early departure slip (if the office is attended). Hand this slip to your child's teacher then collect your child. Children are not permitted to leave the grounds to purchase food.

OBSERVATORY

The Mapleton Observatory is an astronomical observatory situated at our school. The Observatory is used by students through the Cosmic Kids Club who meet approximately two times per term, depending on weather, and is advertised on parade. 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 once a month (except during school holidays). The Office Bearers are elected at the Annual General Meeting which is held in March. All parents/carers are urged to attend these meetings. Early in the school year the P&C request a voluntary contribution. A form is sent home to each family. Children from the school benefit from these contributions.

PERMISSIONS AND STUDENT INFORMATION

Parents are responsible for updating student information including -

- address details
- contact details including work and home phone numbers and mobiles emergency
- contact details
- student medical information, including allergies
- court orders
- State School Consent Form - media, including Facebook, Website, YouTube and Twitter
- local excursion permission - including Baxter Creek
- religious instruction permission
- email should your email address change

MOBILE DEVICES

Children are not permitted to bring mobile devices e.g. mobile phones, iPads or electronic games 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. For more information please visit:
https://ppr.qed.qld.gov.au/attachment/student-use-of-mobile-devices-procedure.pdf

PREP

Prep is compulsory as per Education Queensland Guidelines and 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.

PARENTAL INVOLVEMENT

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. All volunteer parents are required to complete the Mandatory All Staff Training – P&C, Volunteers and Visitors.

REFUND POLICY

Parents may request a refund for an excursion if their child is unable to participate in an excursion or incursion, providing the cost is based on individual attendance. If the cost of the excursion is a set amount e.g. includes the cost of a bus or a set cost to engage a guest artist/presenter, whole school swimming lessons, a refund will not available.

SCHOOL TRANSPORT

The Department of Transport operates two bus 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 3.2km 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. Information about either bus service can be obtained by contacting West's National Bus Company 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 regarding the School Transport Assistance Scheme are available from Translink https://translink.com.au/tickets-and-fares/concessions/school-students/school-transport-assistance.

SMOKE FREE ZONE

Our school is a smoke free zone. Parents, staff and visitors are not permitted to smoke within the school grounds and within 5 metres outside the boundary of the land.

SPECIALIST TEACHERS

Our school is visited on a weekly basis by our Specialist Teachers - Sport, Music, Instrumental Music and LOTE. Other specialist Teachers that visit on a less regular basis include Behaviour Management, Guidance Officer and itinerant specialists.

SPORTING ACTIVITIES

Each child is a member of a sports house – Eagles (yellow), Kangaroos (red) or Sharks (blue). Inter-house sporting events include: Cross Country (Term 2), Athletics and Ball Games (Term 2 or 3), Swimming (Term 4). All children are encouraged to participate.

The Fred Biggs Memorial Shield is awarded to the winning house in Athletics.

Our School is a member of the Sunshine Coast Small Schools Sports Association and participates in Cross Country, Athletics, Ball Games and Swimming carnivals. From this level more able students compete at district and regional carnivals.

During the year, teachers organise opportunities to compete against other schools in sports such as soccer, rugby league, Oztag, softball, volleyball and netball.

STUDENT COUNCIL

Our Student Council consists of elected office bearers as well as student representatives from Year 6. It meets on a regular basis and provides students with a forum to discuss issues, organise student-based activities and fundraising activities.

STUDENT SAFETY

Parents are to collect their children promptly at the end of the school day when the bell rings at 3pm. Safety procedures, including lockdowns and evacuations, are practiced each term to prepare for the unlikely event of an emergency (e.g. fire, flood or weather event etc.).

SUPPORT FOR LEARNING

We use a whole school approach to supporting all students' learning including:

- students with a disability
- gifted and talented students
- students learning English as an additional language or dialect (EAL/D)

We support students with additional needs by including levels of adjustments, monitoring of student learning and behaviour, and involvement of support staff. We have a committee focused on supporting students with additional needs who meet regularly to discuss the needs and progress of identified students. We work with parents to identify student needs and discuss adjustments, which may include focused support, intensive support with specialist teachers or the provision of an Individual Curriculum Plan (ICP). Our school has a Support Teacher for Literacy and Numeracy (STLaN) who works with classroom teachers and students identified as requiring additional support. Teachers are also assisted by Advisory Visiting Teachers, who specialise in a variety of areas such as physical impairment, speech and language difficulties and social-emotional support, as required.

TRANSFER OF STUDENTS

If you are intending to transfer to another school, please provide early notification of your intentions. Any library books and other school books should be returned and any outstanding contributions paid.

VOLUNTARY AIDES AND TUTORS

Our parents and community volunteers make a valuable contribution to the education of our students. Volunteers assist students by participating in activities such as reading, maths groups, art and craft, sport and excursions. Our inclusion teacher offers training in the Support-A-Reader and Support-A-Writer programs. Volunteers are required to annually complete the Mandatory All Staff Training – P&C, Volunteers and Visitors, and obtain a Working with Children Suitability Card (Blue Card). Applications are available online.

You will need to register for a Blue Card Services online account **before** you can apply for your blue or exemption card. You only need to register once.

Once you have registered for your online account, you **must** log in to the online applicant portal to apply for or renew your card. You can visit: https://my.bluecard.qld.gov.au/login

2027 Queensland term dates

Term 1: Wednesday 27 January to Thursday 25 March—9 weeks
Term 2: Monday 12 April to Friday 25 June—11 weeks
Term 3: Monday 12 July to Friday 17 September—10 weeks
Term 4: Tuesday 5 October to Friday 10 December—10 weeks

Staff professional development days

Term 1: Thursday 21 January, Friday 22 January, Monday 25 January—3 days
Term 2: Thursday 8 April to Friday 9 April—2 days
Term 3: Friday 3 September—1 day

School holidays

Term 1: Friday 26 March to Sunday 11 April—17 days
Term 2: Saturday 26 June to Sunday 11 July—16 days
Term 3: Saturday 18 September to Monday 4 October—17 days
Term 4: Saturday 11 December to Sunday 23 January 2028—44 days

The Mapleton Way

	School-wide	Classroom
Care for yourself	• Play where it is safe. • Remain in school grounds unless permitted to leave. • Display clean and healthy personal habits. • Use positive and respectful language. • Take responsibility for our own behaviour. • Walk as you transition.	• Use courtesy and manners. • Keep area tidy. • Work quietly when required.
Care for others	• Keep hands, feet and objects to myself. • Treat everyone with respect, courtesy and kindness. • Resolve conflicts peacefully. • Include others and respect diversity. • Look for opportunities to help others. • Respect other people's space and belongings.	• Respect other's privacy. • Encourage others. • Listen respectfully when others are speaking. • Accept uniqueness and show tolerance of others. • Allow others to learn without distraction. • Choose words and actions that support all students to • do their best with their learning.
Care for our school	• Keep a litter free environment and place all rubbish in the appropriate bin. • Care for school grounds, building and equipment. • Hand in items you find to the teacher. • Follow adult directions. • Be in a supervised area with an adult. • Play school approved games fairly. • Use toilets appropriately. • Do school work to the best of your ability.	• Place all rubbish in the appropriate bin. • Use equipment for its intended purpose. Look after your belongings and belongings of others.
Care for our learning	• Have all items ready for each lesson. • Listen carefully to instructions. • Ask for help if you don't understand. • Be punctual. Right place at the right time. • Move quietly as we transition through the school. • Use ICT responsibly.	• Follow the rules of each classroom. First time, every time. • Ask permission to leave the classroom. • Be patient and wait my turn. • Take pride in my work and the classroom. • Complete your homework and assignments on time. • Be prepared and on time for class.



Resolving issues respectfully at school

Information for parents and families

A key priority of state school staff, parents and families is to foster a safe and healthy learning environment for all Queensland students. As a parent of a school-aged child, there may be times when issues arise that affect your child, for example a playground incident with another child or issues within the classroom. How those issues are handled can make a significant difference to the learning and development of our students, and the positive environments we aim to create and nurture. The following information can assist parents, families and school staff to manage issues respectfully and reach an outcome that is in the best interest of the student.

Talk to your child

Ask your child questions (who, what, where, when, how) to clarify the issue. This can give you an idea of whether your child is able to find their own solution to a problem, or if staff intervention is required. One of the skills children need to develop to operate in the world is to solve their own problems if they can, and adults play an important role in modelling how to do this effectively.

Talk to your child's teacher about academic or social issues

If you are concerned about your child's academic progress or school work, the teacher may be able to suggest ways to help your child at home or help you to access additional support at school. If your child is experiencing persistent social issues, make an appointment with your child's teacher as soon as possible. Together, you and your child's teacher should be able to resolve the issue calmly and respectfully.

Talk to your school office administration staff about general school issues

If you have a general issue – for example, having difficulty paying school fees or have concerns about a school staff member – you can get in touch with the school office administration staff to calmly discuss the issue and find a workable solution.

Talk to your school P&C association about services managed by the P&C

If you wish to discuss the services that are offered or managed by the P&C at your school, for example Outside of School Hours Care (OSHC) or the tuckshop, you should speak with the P&C executive in the first instance. For more information please visit:
www.pandcsqld.com.au

Talk to your school principal or leadership team if the issue remains unresolved

If you have approached your child's teacher or school office staff and your issue remains unresolved, make an appointment to see the school principal to discuss the issue further.

Other useful tips for resolving issues related to school

- Remain calm and be respectful towards school staff when raising an issue with them.
- Try to keep an open mind and accept that multiple views reflect different perspectives.
- Remember schools are busy and complex places, and sometimes it may take time to resolve certain issues.
- Have a clear idea of the outcome you are seeking and communicate this desired result. If an agreed solution isn't working, discuss other options with school staff.

For more detailed information about resolving issues respectfully at school, please visit education.qld.gov.au/respectourstaff

Queensland Government

Mapleton State School Homework Policy

The *P-12 Curriculum, Assessment and Reporting Framework* states that all schools must develop a School Homework policy in consultation with the school community.



The Mapleton State School Homework policy will be disseminated to the school community, reviewed and monitored to ensure:

- Consistent and effective implementation occurs throughout the school – including a consistent approach to the amount of time students are to spend in completing homework (at particular year levels and in particular learning areas.
- The amount of homework is balanced across all learning areas to allow sufficient time for family, recreation, and community and cultural activities.
- Students are not disadvantaged by the lack of access to resources such as computers and the internet outside school.
- Homework is effective is supporting learning.

Homework is most effective when it:

- Is clearly related to class work
- Is appropriate to particular years of schooling
- Is varied and differentiated to individual learning needs
- Consolidates, revises and/or applies students' classroom learning
- Develops students' independence as a learner through extension activities such as investigating, researching, writing, designing, making
- Assists students to prepare for upcoming classroom learning, such as collecting relevant materials and information, completing surveys an audits
- Is monitored by the teacher

The MSS Homework Policy has been informed by:

- P-12 Curriculum, Assessment and Reporting Framework Homework guidelines
- Parent and Community Engagement Framework
- Recent research on the effectiveness and implementation of homework tasks



Advice for parents to support their children with homework:

Advice for parents - homework

Preparing your child for high school

Homework guidelines appropriate to the phase of learning

Prep-Year 2

10-15 mins per night (4 nights a week)



1. Daily reading – levelled texts to/with parents/caregivers
2. Literacy/Numeracy activities, e.g. sight words, handwriting, number facts
3. Incidental
   - Conversations about what is happening at school
   - Linking concepts with familiar activities, i.e. shopping, preparation of food, family outings
   - Preparation for school events or oral presentations
   - Opportunities to write for meaningful purposes, related to real life events, e.g. birthday cards or invitations, shopping lists, labels, signs, diary, addressing envelopes and so on.

* Prep children may not receive formal homework until mid-term 2, depending on their individual readiness, but the teacher will provide parents with suggestions for enhancing student's skills, understandings and knowledge, such as helping with cooking, shopping, oral language activities, making patterns, enrichment around social skills etc.

Year 3 & 4 15-20 mins per night (4 nights a week)

1. Daily reading – independent or levelled texts
2. Literacy/Numeracy activities, e.g. spelling sorts and number facts
3. Incidental – as above and below when required

Year 5 & 6 20-25 mins per night (4 nights a week)

1. Daily independent reading with summaries
2. Literacy/Numeracy activities, e.g. spelling sorts and number facts
3. Individual projects will be set at times to familiarise students with expectations of high school. This will be in addition to, or in lieu of regular homework as decided by the teacher.
4. Incidental
   - Watching the news or current affairs shows on television
   - Discussing events with parents

Research on Homework effectiveness

Prominent educational researchers Marzano and Pickering, agree with the critics that inappropriate homework is a waste of everyone's time and may even *decrease* student achievement. They also concede that the research shows that homework produces quite modest gains in the early elementary grades. But they insist that plenty of research backs up the value of the right kind of homework. Marzano and Pickering say that the research doesn't offer very specific guidelines for school people, but they feel comfortable suggesting the following:

• ***Assign purposeful homework.***



For example: introducing new content; practising a skill or process that students can do independently but not fluently; elaborating on information addressed in class; and giving students opportunities to explore topics that interest them.

• ***Assign homework that's likely to be completed.***

This means getting the difficulty and interest level right so that students can do it independently and with a high level of success. Homework that isn't completed has little value.

• ***Involve parents in appropriate ways.***

Teachers should send home clear guidelines that tell parents the ways they can be most helpful. One best practice is having parents act as a sounding board to help students summarize what they have learned from their homework. Parents should not be expected to act as teachers or to police their children's homework completion.

• ***Don't overdo it.***

The amount of homework should be appropriate to students' ages and allow time for other home activities. One rule of thumb is that total homework time should equal the child's grade level times 10 (i.e., a sixth grader should be assigned about 60 minutes).

• ***Follow up with students.***

Homework should be checked and students should get prompt feedback and, if necessary, remediation.

Mapleton homework considerations/organisation/expectations

Homework tasks will be organised to take the following into consideration:

- Families with working parents, more than one child
- After school commitments – sport, music etc
- Homework may be set Monday to Monday at allow weekend time for 'busy' students, however the school does not expect students to complete homework on the weekend.

Homework expectations will be clearly outlined by the class teacher and communicated via parent meetings, class newsletters and parent/teacher interviews. Children are to be encouraged to complete homework on time and to the best of their ability. Teacher expectations will include any consequences if students fail to complete homework tasks. This may include having their participation in non-essential learning activities limited while homework is being completed, or completing tasks in their own time.

Responsibilities

Principals/Leadership team:

- Develop a school homework policy, in consultation with their school community.
- Distribute the school homework policy to parents and caregivers at enrolment
- Include an up-to-date school homework policy as part of the school enrolment package and in the key communication tools for parents e.g. Newsletter and school website

Teachers can help students establish a routine of regular, independent study by:

- ensuring their school's homework policy is implemented
- setting homework on a regular basis
- clearly communicating the purpose, benefits and expectations of all homework
- checking homework regularly and provide timely and useful feedback
- using homework that is varied, challenging and directly related to class work and appropriate to students' learning needs to enhance literacy and numeracy skills (e.g. *Lower and Middle Primary*: Reading, Spelling/Words and Number Facts; *Upper Primary*: Projects and assignment tasks utilising research, spelling, writing, numeracy skills)
- explicitly teaching strategies to develop organisational, research and time-management skills and providing opportunities to practice these strategies through homework
- giving consideration to other academic and personal development activities (school based or other) that students could be engaged in when setting homework discussing with parents and caregivers any developing problems concerning their child's homework and suggesting strategies to assist with their homework

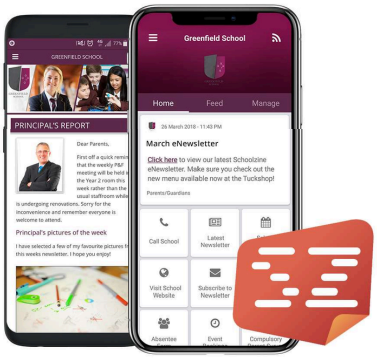
Students can take responsibility for their own learning by:

- being aware of the school's homework policy
- accepting responsibility for the completion of homework tasks within set time frames
- seeking assistance when difficulties arise
- organising their time to manage home obligations, participation in physical activity and sports, recreational and cultural activities and part-time employment.

Parents and caregivers can help their children by:

- reading to them, talking with them and involving them in tasks at home including shopping, playing games and physical activity
- encouraging them to organise their time and take responsibility for their learning -helping them to balance the amount of time spent completing homework, watching television, playing computer games, playing sport and engaging in other recreational activities
- contacting the relevant teacher to discuss any concerns about the nature of homework and their children's approach to the homework.

INSTALLING SZapp

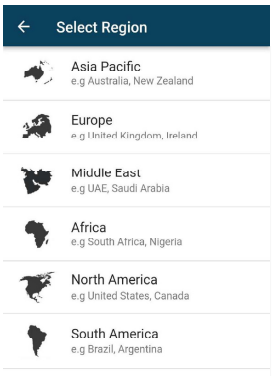


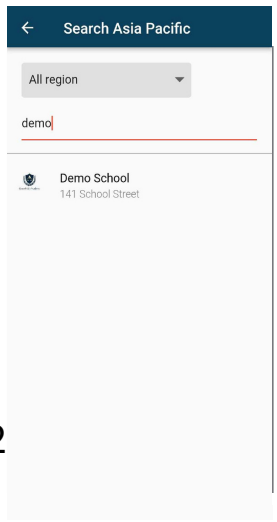
Apple devices:

1. On your device, open the App Store.
2. Search the App Store for SZapp.
3. Download and install SZapp.

Android devices:

1. On your device, open the Play Store.
2. Search the Play Store for SZapp.
3. Download and install SZapp.

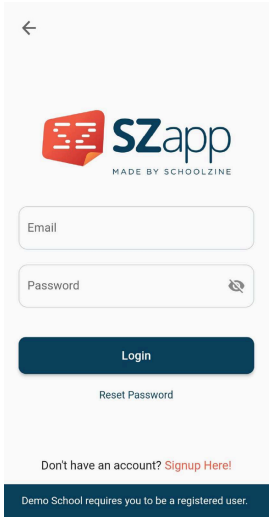


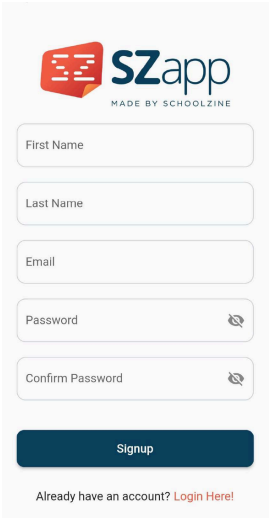


School Code: 8492

1. FIND YOUR ORGANISATION

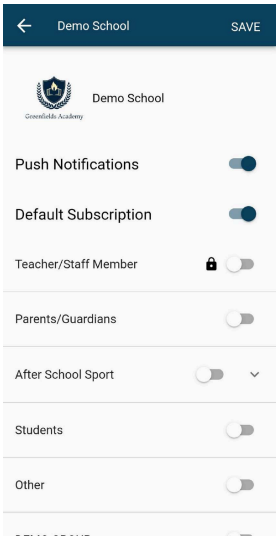
Select your organisation's region.
Search for and select your organisation.

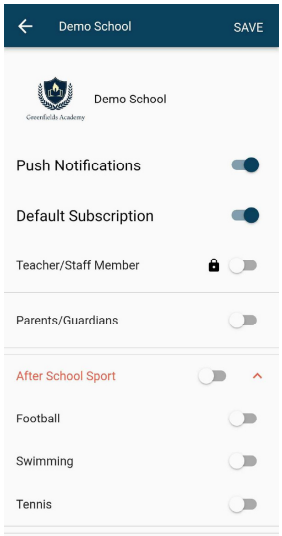




2. LOGIN OR REGISTER

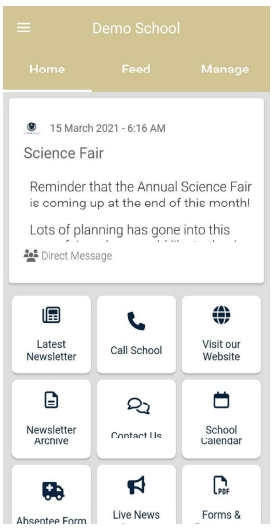
Before you can add your organisation, you will need to login with an existing user, or register a new user.

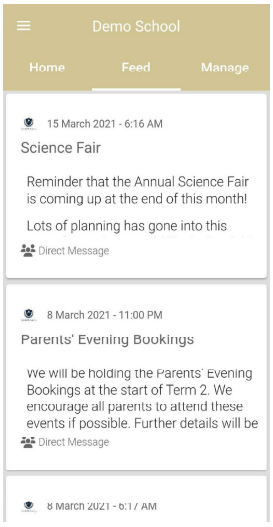




3. MANAGING NOTIFICATIONS

Choose which group(s) you would like to receive notifications from. Groups with arrows indicate there are sub-groups you can join.





4. VIEWING CONTENT

Use the 'Home' and 'Feed' tabs to view received messages and important pages or documents.

SZapp
MADE BY SCHOOLZINE

QParents Registration process for parents

Before you register as a QParents account owner, you will need to have:

1. Your QParents invitation email
2. 100 points of ID documents (see item 1)
3. Your child/children's EQID (Education Queensland identi cation) (see item 3)

1

Click on the link in the QParents invitation email.

Register as a QParents Account Owner

Dear John

You have been nominated as the QParents Account Owner for Janie Citizen by Purple State School
To register for QParents you will need:
1.Your unique invitation code
2.100 points of identification to verify your identity online
3.Your child's (or children's) EQID(s)

click here to begin the registration process

2

You will be taken to the QParents portal with your unique invitation code already entered. Click 'Next'.

Invitation code

Please enter your unique QParents invitation code.

Invitation code

Where should I find the invitation code?

Next >

3

Read the Privacy Statement and the QParents account owner terms and conditions. If you agree to these, tick the 'Read and understood' check-boxes for both and click 'Accept'.

4

Select 'Yes' if you are the person linked to the code you entered, then click 'Verify identity'.

Invitation code

This invitation code is registered to **John Citizen**
If this is not you, you must NOT proceed with the registration process.

Is this you?

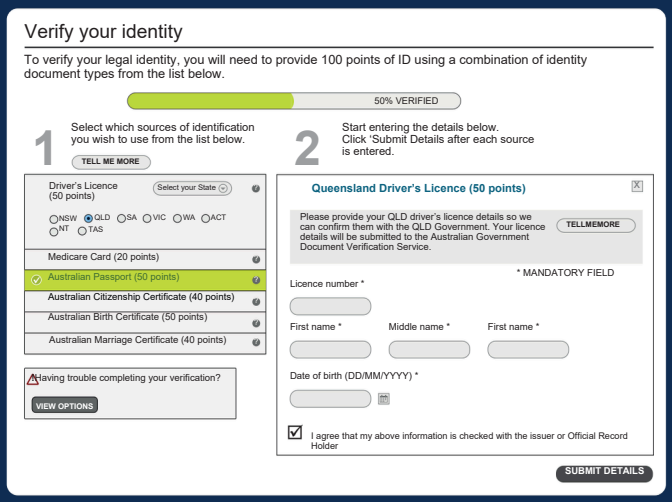
Yes No

Verify identity

5

You will now need to enter details from your identity documents.

1. Select the rst document you will use.
2. Enter the requested details—they can be found on your identity document. When you have done this, click 'Submit details'. (see item 2)
3. Repeat steps 1 and 2 until you have reached 100 points. Then click 'Finish'.



Item 1: ID

Thefollowingdocuments can be used to verify your identity online. Each identity document is worth a certain number of points. You need to have enough documents to reach 100 points.

Australian Passport	50 Pts
Australian Drivers Licence	60 Pts
Medicare Card	40 Pts
Australian Birth Certi cate	50 Pts
Australian Marriage Certi cate	40 Pts
Australian Citizenship Certi cate	50 Pts
Change of Name Certi cate	40 Pts
Australian Visa (foreign passports)	40 Pts

If you only have 60-90 points of the above ID, you can still register. However, you will need to attend your school for a further check later.

Item 2: ID HELP

Ifyouare havingtroubleverifying a birth certi cate or marriage certi cate, the following tips might help:

1. You must be referring to a full birth certi cate, not an extract.
2. Make sure you enter your name as it appears on the birth or marriage certi cate, even if your name has changed.
3. Click on the question mark next to the eld you are having trouble with to see an example document.
4. Please see our help guide if you are still having trouble:

6

You should now create your account. Make sure you use the 'Create an Account' form on the le of the screen.

1. Enter the email address you want to use with
2. QParents. It should be one you check regularly. Enter a password of your own choice that you will remember. It must be at least eight characters long.
3. Enter your password again.
4. Enter your mobile phone number.

Create an account

Email address

Password

Confirm your password

Mobile phone number

Cancel >

Submit >

7

An email is sent to the email address you entered in Step 6. Click on the link in this email to verify your email address and activate your account.

You are taken to the QParents login page.

Log in using your email address and the password you chose in step 6.

Login

Email address

Password

Login >

8

You now need to add your students. Enter the EQID (see item 3), school year, and school name, then click 'submit'.

If you have been nominated as the QParents account owner for another child, click 'Add another student' and repeat this process.

Once you have added all your students, your registration and account set-up is complete.

Details of student to be added

EQID

What is this?

Year level

What is this?

School

What is this?

< Back

Submit >

Item 3: EQID

Every school student hasan EQID. It consists of 10 numbers and one letter. You can nd it on your child's student ID card (the numbers under the barcode), report cards, or school invoices, among other documents.

9

A nal check is conducted at your child's school.

Youwill be noti ed by email whenthis check is complete and you will then have access to all of the features in QParents.