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Useful phone numbers -
School (07) 5456 3333
Absentee (07) 5456 3360
Tuckshop (Bianca) 0414 890 390
Wests National Coaches (07) 5445 9724
Out of School
Hours Care - PCYC (07) 5441 2915

Version 2 July 2016
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 obtain a late slip for their child if arriving after 9am, or an early departure slip if taking their child before 3pm. They are required to offer a reason for the late arrival or early departure. Also see – Leaving the School Grounds.

ASSEMBLIES

Assemblies are held at 9am on Monday mornings in the 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. 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. Written reports are issued to parents at the end of each semester. Parent-teacher interviews are held twice per year.

ATTENDANCE AND ABSENTEEISM

School attendance is compulsory between the ages of 6 years and 16 years. Parents must 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 rolls are marked online according to departmental policy and are reviewed by Central Office. Absences for which the school receives no reasonable excuse from the parent are recorded as “unauthorised”. Principals are
required to following 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.

*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.

BANKING

Our School acts as an agency for the Commonwealth Bank School Savings Program. On
Tuesdays, children wishing to bank money should bring deposit book and money to the Office
immediately upon arrival at school. Processing is done by a volunteer parent. New savings
accounts may be opened at any time. Please enquire at the school office.

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

The car park is available for short-term or all-day parking as required. All-
day parking is only permitted in the reverse-in parking bays. Please
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 briefly to set down
or pick up passengers is permitted except when buses are due. Children
waiting to be picked up assemble outside F Block
An alternative area for setting down and picking up children is available at the Obi Obi Road
entrance.

CHAPLAIN

The school offers a Chaplaincy Program which is funded by the Federal Government and
local fund raising. The Chaplain is here two days per week. Parents will be contacted and
permission sought if a child wants 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.

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.
COMMUNICATION

Newsletters and class newsletters are published regularly and distributed by email or to the youngest child. Our preference is for electronic distribution. Please ensure your email, phone and mobile numbers, private and work, are up to date as needed. The newsletter is also uploaded to our school website: www.mapletonss.eq.edu.au. Newsletters and other information can also be viewed using the QSCLA smartphone app available for free download from the iTunes App Store, Google Play and the Windows Store. The QSCLA app is a convenient way to receive current information from and about the school.

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

In 2017 our curriculum will be based on the Australian National Curriculum for English, Mathematics, Science, History and Geography. The other key learning areas of LOTE, The Arts, Technology and Health & Physical Education will be based on the Queensland Curriculum Assessment and Reporting Framework (QCARF) Standards and Essential Learnings.

The school also offers:

♦ Environmental Science (using Baxter Creek Environmental Site)
♦ Curriculum related excursions and camps
♦ The Arts including Arts Week, Instrumental Music and Choir
♦ Support for students with learning difficulties and disabilities
♦ Program Achieve – Positive Habits of the Mind
♦ Sporting, Athletics & Swimming programs, and inter-school activities
♦ Cosmic Kids Club utilizing our Mapleton School Observatory

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

Uniform items are available for sale from the P&C room in A Block on Wednesday mornings from 8:30 to 9am. 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.

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 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 which includes the child’s name and dosage of the medication.

We need an ‘Administration of Medication for Students’ 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. In some cases, children who have come in contact with the sufferer may also be excluded.

<table>
<thead>
<tr>
<th>CONDITION</th>
<th>CASES</th>
<th>CONTACTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chicken Pox and Shingles</td>
<td>Exclude until fully recovered or at least five days after the eruption first appeared. (Some remaining scabs are not a reason for continued exclusion.)</td>
<td>Exclude children with immune deficiencies (e.g. leukaemia or chemotherapy), otherwise not excluded.</td>
</tr>
<tr>
<td>Conjunctivitis</td>
<td>Exclude until discharge from eyes stops.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Cytomegalovirus Infection</td>
<td>Exclusion not necessary.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Diarrhoea</td>
<td>Exclude until diarrhoea has stopped.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Glandular Fever</td>
<td>Exclusion not necessary.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Hand, Foot and Mouth Disease</td>
<td>Exclude until all blisters have dried.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Haemophilus Influenzae type b</td>
<td>Exclude until a medical certificate of recovery is given.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Headlice</td>
<td>Exclude until the day after proper treatment has started.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Hepatitis A</td>
<td>Exclude until a medical certificate of recovery is received, but not before seven days after the jaundice or illness started.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Hepatitis B</td>
<td>Exclusion not necessary.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Hepatitis C</td>
<td>Exclusion not necessary.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Herpes (‘cold sores’)</td>
<td>Exclude if child cannot comply with good hygiene practices while sores are weeping. (Cover sores with a dressing where possible.)</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Condition</td>
<td>Exclusion requirements</td>
<td>Status</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>----------------------------------------------------------------------------------------</td>
<td>-----------------</td>
</tr>
<tr>
<td>Human Immune Deficiency virus infection (HIV / AIDS virus)</td>
<td>Exclusion not necessary unless child has a secondary infection which requires exclusion in its own right.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Impetigo (‘school sores’)</td>
<td>Exclude until proper treatment has started. (Sores on exposed skin should be covered with a watertight dressing.)</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Influenza and other influenza-like illnesses</td>
<td>Exclude until well.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Measles</td>
<td>Exclude for at least four days after rash has started.</td>
<td>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.</td>
</tr>
<tr>
<td>Meningitis (other than meningococcal infection)</td>
<td>Exclude until well.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Meningococcal Infection</td>
<td>Exclude until carrier eradication antibiotic course is completed.</td>
<td>Not excluded. Close contacts should take antibiotics (rifampicin).</td>
</tr>
<tr>
<td>Molluscum Contagiosum</td>
<td>Exclusion not necessary.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Mumps</td>
<td>Exclude for nine days or until swelling goes down.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Parvovirus</td>
<td>Exclusion not necessary.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Ringworm, Scabies, Pediculosis, Trachoma</td>
<td>Exclude until day after proper treatment has started.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Rubella (‘German measles’)</td>
<td>Exclude until fully recovered or for at least four days after the rash started.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Streptococcal Infection (including scarlet fever)</td>
<td>Exclude until child has received antibiotics for at least 24 hours and feels well.</td>
<td>Not excluded.</td>
</tr>
<tr>
<td>Typhoid Fever (including paratyphoid fever)</td>
<td>Exclude until a medical certificate of recovery is received.</td>
<td>Not excluded unless advised by public health authority.</td>
</tr>
<tr>
<td>Whooping Cough (pertussis)</td>
<td>Exclude for 21 days from onset, or until child has taken 5 days of a 10-day course of antibiotics (erythromycin).</td>
<td>Exclude unimmunised household contacts aged less than 7 years.</td>
</tr>
</tbody>
</table>
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 out register and complete the green Early Departure form. Hand the green Early Departure form 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 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 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.

PERMISSIONS

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 – media, including Facebook, YouTube and Twitter
- local excursion permission
- religious instruction permission
- newsletter distribution email should your email address change

PORTABLE ELECTRONIC DEVICES

Students are not permitted to bring portable electronic devices e.g. mobile phones/I-Pod/Discman 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.

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.

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, a refund will not available.

RELIGIOUS INSTRUCTION

Half–hour non-denominational Religious Instruction classes are conducted during the 11.00 am to 12.30 pm session on Fridays. 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 opt in or out of Religious Instruction classes.

REPORTING

At the end of each semester you will be given a written report on your child’s progress. Oral reporting will be offered twice yearly. You may arrange an interview with the teacher at other agreed time during the year.

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 are available from Queensland Transport, Mooloolaba (phone (07) 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.

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 (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, Austag, softball, T-ball, 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 and organise student-based activities.

SUPPORT FOR LEARNING

Children requiring support for their learning are catered for by their classroom teacher and specialist teachers. Our school is serviced by an inclusion teacher four days per week. The teacher is assisted by advisory visiting teachers for intellectual and physical impairment, a speech/language pathologist, and a Guidance Officer.

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.

TUCKSHOP

Tuckshop is conducted on Mondays and on special occasions as notified in the Newsletter. Orders (with money) need to be taken to the tuckshop before 9am. 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, Prep and Year 1 have their lunch orders delivered to the classrooms for distribution. Students from other classes will need to collect their lunch orders from the tuckshop. All students 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 1pm for students to make additional purchases.
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 who are not parents are required to obtain a Working with Children Suitability Card (Blue Card).