

Mundubbera State P-10



Prospectus
2021

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Our School

Mundubbera State P-10 is located in the North Burnett and is the second southernmost school in our educational region of Central Queensland. Our programs cater for students from Prep to Year 10 and support children from zero to 5 years in the Early Childhood Development Program (ECDP) and 3-year-old students in KindyLinQ from 2021.

Our Vision

Opportunities to learn in a community focused on wellbeing of every person, every day.

Our Mission

We believe that as a community we are building our students towards Academic Excellence and Social Competence

1. Inspire lifelong learners who apply their knowledge & skills to achieve personal success.
2. Enhance positive wellbeing by working with integrity, inclusivity, grit and resilience.
3. Communicate, collaborate and contribute to local and global communities.

Our Values

Engaged

Committed

Supportive

Statement of Purpose

Mundubbera State P-10

...engaged, committed, supportive

Three Expectations at school

1. We are safe
2. We are fair and respectful
3. We are engaged

WE ARE SAFE	WE ARE FAIR and RESPECTFUL	WE ARE ENGAGED
<ul style="list-style-type: none">• Keep hands, feet and objects to ourselves• Use equipment properly• Follow instructions and routines• Leave dangerous / banned items at home	<ul style="list-style-type: none">• Use polite language/ conversations/interactions• Consider others• Share• Let teachers teach• Let students learn	<ul style="list-style-type: none">• Attend all classes• Ready and prepared• Attempt/participate in all tasks and activities• Try our best and ask for help• Support our school and community

How can you be involved?

- By visiting the school frequently to discuss your child's progress with your child's teacher.
- By attending parent / teacher discussions at regular intervals.
- By monitoring homework each day and showing interest in what your child is doing at school.
- By emphasising the importance of courteous, considerate behaviour and modelling this on a regular basis.
- By helping at the school tuckshop.
- By offering your services as a parent helper - a good way to see what your child is learning first-hand.
- By helping at school functions and working bees to beautify the grounds and provide educational facilities for the betterment of your child's education.
- By joining the schools Parents & Citizens' Association

Contact information

PRINCIPAL

Peter Townsend

HEAD OF TEACHING and LEARNING

Nicole Evans

HEAD OF SPECIAL EDUCATION SERVICES

Alana Harris

BUSINESS SERVICES MANAGER

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WEBSITE

www.mundubberass.eq.edu.au

Like us on Facebook @ *Mundubbera State P-10*

OFFICE HOURS

8.00am - 4.00pm

School Times

Time	Secondary	Primary
8:30am	Parade and roll marking	Roll-marking
8:40am	Period 1	Morning session
9:50am	Morning Tea Break	
10:20am	Period 2	Middle session (includes brain break)
11:30am	Period 3	
12:40pm	Lunch Break	
1:25pm	Period 4	Afternoon session
2:35pm	End of school day	

2021 School Calendar

School Office Reopens

The school office will reopen for 2021 on Monday 18 January.

First Day Wednesday 27 January

Semester 1 and Semester 2 Term Dates

Term 1: 27 January – 1 April

Term 2: 19 April – 25 June

Term 3: 12 July – 17 September

Term 4: 5 October – 10 December

Year 10 finishing date for 2021: Friday 26 November

Pupil Free Days

Wednesday 20, Thursday 21, Friday 22 & Monday 25 January.
Friday 3 September

Public Holidays during school terms

Tuesday 26 January	-----	Australia Day
Friday 2 April	-----	Good Friday
Monday 5 April	-----	Easter Monday
Monday 26 April	-----	ANZAC Day
Monday 3 May	-----	Labour Day Holiday
Friday 7 May	-----	Mundubbera Show Holiday
Monday 4 October	-----	Queen's Birthday

P&C Meetings

Third Thursday of each Month (6.30pm)

Academic Competitions

This school encourages students to challenge themselves by entering a range of scholastic competitions as outlined below:

- NATIONAL SCHOOLS ACADEMIC COMPETITIONS – 2021

Competition dates and costing to be advised.

ICAS Subject	Year Levels
Computer Skills	Years 3–10
Science	Years 3–12
Writing	Years 3-12
Spelling	Years 3–7
English	Years 3-12
Mathematics	Years 3–12

- Australian Mathematics– Years 3 to 10
- Australian Geography competition – Years 3 to 10

Entry fees can be paid at the beginning of the school year if you wish.
There is a common due date for registration.

National Literacy and Numeracy Testing

NAPLAN (Years 3, 5, 7& 9) Tests – 11th May to 21st May

These are national tests and parents should ensure students **are** at school during their administration.

Student Code of Conduct

Engaged, Committed, Supportive

Students at Mundubbera State P-10 are expected to:

1. Participate actively in the school's education program.

- Complete all tasks, including homework tasks, to the best of their ability
- Attend all scheduled classes on time
- Appropriately explain all absences

2. Take responsibility for their own behaviour and learning.

- Complete and submit all assessment tasks on time
- Arrive at school with all necessary books and equipment
- Wear correct uniform and footwear
- Ensure that certain items are not brought into the school grounds, to school events or to school excursions. These items include: chewing gum, liquid paper, cigarettes, knives, matches/lighters, alcohol or other illicit drugs, steel rulers, spray deodorants, permanent marker pens, iPods / MP3's or mobile phones.
- Leave all medications at the office.
- Leave mobile phones at the office.
- Have all items labelled.
- Leave money and valuables at the office for the day
- Ask for help when needed

3. Demonstrate respect for themselves, other members of the school community and the school environment

- Be truthful, trustworthy and courteous with others
- Use appropriate polite language at all times
- Ensure their own actions and interactions with others are safe
- Do not litter, break or mistreat school property
- Do not take food into buildings.
- Observe out of bounds areas such as the bicycle racks, car park, other student's bags / belongings and other designated areas.
- Behave in a way to and from school that brings credit on themselves and the school

4. Behave in a manner that respects the rights of others, including the right to learn, allow fellow students to learn

- Adopt a "Hands off" policy with other students and their property
- Line up in a safe and orderly manner outside classrooms
- Stay out of classrooms unless under teacher direction or supervision.
- Follow classroom expectations
- Be considerate, tolerant and accepting of difference

5. Co-operate with staff and others in authority.

- Allow teachers to teach
- Follow the direction of teachers and other staff members.
- Follow sign-in / sign-out procedures if arriving late or leaving early.
- Follow school dress code without argument.

We have 3 EXPECTATIONS of all students:

- **We are safe**
- **We are fair and respectful**
- **We are engaged**

General Information

Communications – Newsletter, Website and Facebook

A School Newsletter is published each Thursday with details of coming events, news of school activities and educational news items. This is our main avenue of communication with home so it is important that parents read the newsletter each week. The newsletter can be accessed in the following ways:

Email: Parents may request their copy of the newsletter by email by registering your current email address with the office.

School Website: A copy of the weekly newsletter will be uploaded onto our website each week for ease of access.

School Facebook site: Search Mundubbera State P10

Paper: Only those families without email access will receive a paper copy of the newsletter.

We also have a school website where school documentation such as the Student Code of Behaviour, Prospectus, School Annual Report, I4S Agreement and curriculum information are available for perusal.

For more up to the minute information, parents can access the school's facebook page.



Q Parents

QParents is a secure, online portal created for the parents and care givers of Queensland state school children. Mundubbera parents can access their child's student details, download timetables and report cards, see a child's attendance record, report absences and access invoices and payment details. On enrolment at Mundubbera State P-10 we encourage all parents to link to QParents to improve communication between school and home.

The key benefits of QParents include:

Greater transparency of information

- Improves accountability between parents, care givers and schools by providing timely access to their child's information online.

Contemporary state-wide solution

- Secure 24/7 access online.
- Anytime, anywhere accessibility—access QParents on your smart phone, tablet or computer. QParents is a scalable solution that has the potential to become a centralised information hub for parents and carers to help them manage their child’s educational journey and achievement.

Improved administration efficiencies for schools

- Allows schools the opportunity to streamline their administrative processes and cut down on information requests received from parents and care givers.
- Potentially reduces the need for printing and mail-outs of thousands of pieces of paper each year.

Convenience and time savings for parents

- Parents and care givers can simply login to QParents anytime anywhere and view or request a change to their child’s details.
- Parents and care givers can download report cards, timetables and invoices instantaneously.

Complaints

During the course of your student’s school years, you may have cause to make a complaint about an issue with your student’s education. Mundubbera State P-10 is committed to ensuring that all complaints are dealt with in a fair and equitable manner. We pride ourselves on the belief that parents and students are welcome to discuss issues in a respectful manner with **class teachers in the first instance** or, if need be, with the Principal or Head of Teaching and Learning.

Student contact information

It is **very important** that we have up to date records of student addresses, telephone numbers, family circumstances, emergency contacts etc. Parents are asked to provide details at the beginning of each year and to update details as required throughout the year.

Enrolments

Enrolment forms are available at the School Office for completion by new students. It is school policy that parents / caregivers of all new enrolments make an appointment with the school administration to discuss school expectations before enrolling. Enrolments of children new to Education Queensland require a birth certificate as part of the enrolment process.

- Children must turn 6 by 30 June in the year they enrol in Year 1.
- Children must commence Year 1 schooling by the year that they turn 7 years old.
- Children who turn 5 by 30 June 2021 are eligible to enrol in Prep. Prep is now compulsory and is considered the official first year of schooling.

Transfers

If you are moving from the district and a change of school will be involved, you should notify the school office of your intended leaving date and, if possible, destination school. A transfer certificate and student records will be forwarded on request from the new school. Please ensure any school or library books are returned before departure.

Secondary students will be refunded levies on a pro-rata basis and the book hire deposit will be refunded providing all text books have been returned in good order. At least one week’s notice will be required for refunding of money.

Absences

By Act of Parliament (Education Act General Provisions 2006), school attendance to 17 years of age is compulsory unless employed (25 hours minimum) or engaging in training at a recognised facility and as such students are required to be at school each day of the school year. If sickness or dental appointments prevent attendance at school, parents are required to notify the school either prior to the appointment or by advising the school the same day by 9am eg. phone, Q Parents, email. Our school will endeavour to make contact with the primary caregiver by SMS or phone contact by midmorning, if we have not received notification of an absence. You are able to reply to the SMS to notify the school. If notice of absences are late, student's absenteeism will be marked as unauthorised. Every day counts.

Accidents and Illnesses

It is **most important** to leave up-to-date contact phone numbers so that you or your delegated emergency contact people may be contacted in the unfortunate event of an illness or accident that requires attention from either a doctor or ambulance officer. This information must be updated as soon as changes occur. As a general rule, if a child is not well enough to take part in normal lessons, he/she should not be at school. If in doubt, discuss with the Principal.

Minor accidents or illnesses are treated at school. In the case of accidents that might require medical attention, the ambulance is called and at the same time, every effort is made to contact parents or emergency contacts. As taxpayers, all families are covered by ambulance insurance. Sick students will be sent home if parents can be contacted. All head and neck injuries are treated as serious.

NB: Schools are not permitted to distribute paracetamol, aspirin or ibuprofen despite being sent to school by a parent unless labelled by a pharmacy for that student and with a note from the doctor. All medication distributed by the school is upon doctor's directions. Should prescribed medication be required by a student, the medication (in its original container which records the prescribing doctor, date and dosage on it), written advice and instructions must be sent to the school office for safe keeping, administration and record. Particulars concerning disabilities, allergies, etc. should be stated on the student enrolment form and updated by parents as necessary.

Infectious Diseases Exclusion Table

Whooping Cough	Exclude until 5 days after commencement of antibiotics
Chicken Pox	Exclude for at least 5 days after the eruption first appears or until blisters have dried
German Measles	Exclude for at least 4 days from first appearance of rash
Measles	At least 4 days after onset of rash Reports of measles are to be advised to the Principal who will pass this information on to Health Authorities.
School Sores	Exclude until 24 hours after commencement of antibiotics. Exposed sores are to be covered with a watertight dressing.
Conjunctivitis	Exclude until discharge from eyes has ceased
Ringworm	Exclude until the day after appropriate treatment has commenced

A child may return to school earlier if a medical certificate is provided. Children should not be sent to school with obvious contagious conditions, e.g. scabies, conjunctivitis.

Parents of children who present with evidence of head lice infestation will be asked to collect their child to arrange treatment. The student should return to school once treatment is completed. A letter notifying parents of a case of head lice in your child's class is sent home each time for all parents to check their child's hair. Co-operation is essential to minimise further infestations.

Insurance

The school does not carry insurance against injury to students.
This is a parental responsibility.

Bicycles

Students riding bicycles to school are required to store them in the bicycle racks provided. The wearing of bicycle helmets is law. Parents will be contacted if students are seen to arrive without a helmet, so they can arrange the delivery of a helmet before the child leaves the school grounds in the afternoon.

Students are reminded to care for their property and should be discouraged from allowing others to use their bicycles or helmets. Any incidence of this activity should be reported to the Principal.

Buses

Buses leave from designated areas outside the school. Rolls are used to check that all children are on the bus before it leaves, and we aim to have buses leave by 2:45pm.

- Students travelling on school buses are expected to conduct themselves appropriately. They are to be seated in an orderly manner while the bus is in motion. Older students are expected to set examples of acceptable behaviour to younger students. Seatbelts should be worn, where provided. Students travelling on school buses must follow the directions of the Bus Driver. Failure to do so may well result in withdrawal of eligibility for travel on the bus. The Code of Conduct for School Children Travelling on Buses (Queensland Transport) provides details of procedures to be followed.
- If a student is not going to travel on the bus on a particular day, the driver should be contacted or a message passed through other students to avoid unnecessary delays on the bus route.
- If students who are not regular bus passengers wish to travel on the school bus on a particular day (eg to go to a friend's place) prior arrangements should be made with the bus driver. Bus fares should be paid in these circumstances.

Conveyance Allowances

Students who meet all of the following criteria are eligible to receive Conveyance Allowance, Classes A, B and/or C.

- (A) The secondary student lives more than 4.8 km from the nearest state school.
The primary student lives more than 3.2 km from the nearest state school.
- (B) The student cannot travel to the nearest State School by School Road Transport Service.
- (C) An eligible student must be conveyed each day by private motor vehicle more than 3.2 km to and from a school road transport service.

The Conveyance Allowance is paid to parents who transport their children to the NEAREST State Primary/Secondary School or school bus stop by the shortest trafficable route. Classes A, B and C will be determined by the Conveyance Allowance Distance. This also applies to families with students attending a Non-State School or a more distant State School; i.e. the level of assistance is still determined by the Conveyance Allowance Distance.

Note: If claiming Conveyance Allowance Class A, C or D, it should be noted that Conveyance Allowance is paid on a per vehicle basis and generally only for one vehicle. However, in extreme circumstances, consideration will be given for the use of two vehicles (or one vehicle doing two trips) provided that full documentation including vehicle details and registration numbers are submitted. A Statutory Declaration to the effect that two vehicles are being utilised on a full-time basis will also be required. If claiming Class B or Class E Conveyance Allowance, documentary evidence may be requested.

New Applicants / Changes of Circumstances

A new application form is required to be completed when a child changes School or address, and for new families not previously in receipt of the allowance.

Applications must be received in the Department of Transport Office in Maryborough prior to 31 December of the year for which the allowance is required. Retrospective applications for travel will not be approved.

All Conveyance Allowance enquiries should be directed to:

School Transport Officer
Maryborough Regional Office
Queensland Transport
P.O. Box 371
MARYBOROUGH 4650.....Phone (07) 4121 8315

Arrival at School

The preferred time for students to arrive at school is between 8.15am and 8.30am. Students arriving earlier than 8.15 **must** wait in the undercover areas, as there is no formal and rostered supervision allocated before school. We advise parents to ensure that the best time for students to arrive at school is just prior to the 8.30am starting time. No child should be in the school grounds before 8.00am on a school day, and all students should go straight home in the afternoons. Children are not to be in the school grounds at times other than those specified for classes, or school activities arranged through administration.

Use of any school facilities after hours or at weekends must be approved through the Principal.

The use of playground equipment before & after school is **not** permitted. We request that parents do not supervise their children's use of school equipment as this encourages other children onto this equipment unsupervised.

Items Not To Be Brought To School

- For safety reasons, students should not have steel rulers, thick permanent markers or paint pens, white-out pens or spray cans (e.g. deodorant.)
- Items which could be used to injure other students must not be brought e.g. knives, matches, lighters, fireworks, firearms etc.
- Primary students should not bring toys to school, unless for Oral Language (Show and Tell) sessions. In this situation, items should be left with the classroom teacher for safe keeping.

- Large sums of money: should money be required to be brought to school, it must be handed to the office for safe-keeping.

NB: Mobile phones and electronic devices, brought to school with parental permission, are to be left at the office immediately upon arrival and collected at 2.35pm, unless being used in authorised class activities.

Students found with an unauthorised mobile phone will be required to leave it at the office and will be subject to the school's Student Code of Conduct.

All contact between students and parents during the school day should be through the school office.

Leaving the school grounds

Students are not permitted to leave the school grounds at any time after their arrival without the supervision of a responsible adult, nominated by the parent or caregiver. All lunch and other food items must be left at the office by parents for collection by students if required. Lunch passes are generally **not** permitted.

Excursions and Camps

From time to time, the school takes students on excursions which fulfil the aims and objectives of the work program and provide students with opportunities to which they may not otherwise have access. Student participation in each excursion is dependent on satisfactory behaviour, satisfactory compliance with uniform requirements and satisfactory completion of class work, homework and assignment work. Permission to attend extra-curricular activities may be withdrawn for non-payment of school fees.

The school reserves the right to exclude any student from any excursion.

Refund policy

At Mundubbera State P-10, we are committed to providing a safe and supportive learning environment for students, staff and volunteers. This commitment includes the health and safety of staff and students when conducting curriculum activities in the school or in other locations.

School excursions and camps enhance a student's learning by providing opportunities for the student to participate in activities, both curriculum-related and recreational, outside the normal school routine. All planned school excursions are approved by the Principal and endorsed by the Parents and Citizens Association.

State schools are able to charge a fee for:

- An educational service including materials and consumables not defined as instruction, administration and facilities for the education of the student;
- An education service purchased from a provider other than the school where the provider charges the school; and
- A specialised educational program.
- A school fee is directed to the purpose for which it is charged.
- School fees for excursions and camps are calculated on a cost recovery only basis, according to the number of students who have indicated their attendance.

Participation of students in an excursion or camp is indicated through payment of the excursion or camp fee and provision of a permission form completed by the parent/carer.

The school budget cannot meet any shortfalls in funding for an excursion or camp due to the non-participation of a student who has previously indicated attendance at the activity.

Therefore, fees already paid for an excursion or school camp may be refunded in full, in part or not at all, having regard to the associated expenses incurred and the circumstances of the non-participation. All applications for a refund require a submission of Refund documentation available at the office and will be considered by the Principal and Management Committee.

Damage to School Property

There are occasionally incidents of damage being caused by students to school property. If this is through no fault on the part of the student, no compensation is required. However it is school policy, supported by P & C that if the damage was caused by malicious, deliberate or irresponsible behaviour then compensation, either by financial or school service means, will be required.

School Houses

Upon enrolling at Mundubbera State P-10, students will be assigned to one of four primary or two secondary sports houses. These houses are used for participation in major sporting events and other on-going activities throughout the year. Allocation of houses **may** be determined on family traditions and student numbers in each year level. Primary houses are aligned to the 2 Secondary houses.

Primary Houses	Burnett – blue Stuart Russell – red	Leichhardt – green O’Regan – yellow
Secondary Houses	Cooromon - blue	Goola green

Sport

A variety of sports are encouraged at school. Cricket, softball, swimming (summer), soccer, netball, volleyball and athletics (winter) are the major sports, with a variety of other activities also being undertaken.






Swimming classes are held during the fourth term for all Primary classes. These lessons are compulsory unless the child is suffering from illness, any kind of infection, sores or skin complaints. A note is required from parents of non-participating students.

There is a small fee to cover the pool entry cost. Mundubbera State P-10 is a member of the North Burnett Sports Zone.

SCHOOL PROGRAMS AND STUDENT SUPPORT

You Can Do It!

A comprehensive social – emotional development program operates in the school to support students develop the skills to be successful in the classroom and school yard environment. It is based on 5 keys to success:

-  Confidence
-  Organisation
-  Persistence
-  Getting Along
-  Resilience

Behaviour Support

Behaviour Management processes at this school are aimed at building students' ability to cope with a variety of situations. It is based on the Student Code of Conduct. A school of approximately 220 children is a community in itself, and we encourage showing respect, being safe and being a learner as the basic rules of our group. There are some basic procedures which we must establish to ensure the smooth operation of the school community.

Parents will be advised if their student has been involved in a serious or ongoing breach of the School's Code of Conduct. This is a courtesy arrangement to ensure that you are aware of your child's behaviour so you can engage with your child to ensure your family's expectations are reinforced. It is important that school and home work closely together in co-ordination. Students may be required to engage in Planning Time to develop strategies for more appropriate behaviour in the future.

All parents are issued with the School's Student Code of Conduct upon enrolment of their child. This is also accessible on the school website. We ask all parents to support our Responsible Behaviour Strategy and contact the school if concerns about processes arise rather than discuss these concerns with your child. Our goal is to work together.

Special Education Program (SEP)

A Special Education Program is based at Mundubbera State P-10. Staffed by Head of Special Education Services (H.O.S.E.S.), special education teachers, teacher aides and an administrative officer. Staff support students who have been verified and are working primarily with their age appropriate cohort. The Mundubbera Special Education Program services the 10 North Burnett schools.

Instrumental Music Program

We are very proud to be one of the few schools in our region to have access to an Instrumental Music Programme specialising in Woodwind, Brass and Percussion tuition. The program is open to students from years 4 – 10. To find out more, please contact the office staff.

Library

The Library has an important role in implementing the school's educational programs by providing support services for both teachers and students. Teachers are helped with unit planning (where necessary), in the selection of suitable resources and the use of them, and in organising literature programs. We encourage a love of books and a desire to read for pleasure and learning.

Extra-curricular activities:

The following activities are offered by staff throughout the year, depending on interest and staff availability. If you are interested in your child taking part, as the activity becomes available it will be advertised in the newsletter with relevant details and staff involved.

Activities include:

Tutoring, homework club, sporting teams, craft club, lunchtime sport, junior choir, secondary choir, musical productions, show displays and competitions, book week activities and parade, Duke of Edinburgh Award, gala night, carols night, Under 8s Day, Hoof and Hook, NAIDOC Week activities, camps – music, sport, school camps and one day excursions eg.– cultural performances at QPAC, Australia Zoo.

Guidance Officer

The Guidance Officer visits the school, usually on a weekly basis. The Guidance Officer is available to advise parents and students on a number of matters, including emotional and behavioural support and educational issues directly related or potentially affecting the students success at school. Primary students require written permission from parents to be able to see the Guidance Officer.

School Based Youth Health Nurse

The school has a secondary school based nurse who generally visits once a week and may be consulted by students and parents for any medical or related family or emotional issues. Parents and students may book at the office or phone for an appointment.

In exceptional circumstances, the school-based nurse can arrange to meet with clients off the school site.

Youth Support Officer (YSO)

The Bridges Youth Support Officer is based in Gayndah and is available throughout the year by appointment.

Chaplain

Our school is supported by a chaplain one day a week, normally on a Wednesday. Our chaplain also facilitates our Breakfast club on this day before school.

PARENT SUPPORT

Homework Policy

Homework enables students to consolidate their classroom learning, develop good study habits and involve family members in their learning.

The amount and type of homework is based on the developmental level of students. Homework is set on regular basis for all grades. Set homework may be written or activity based. Reading for enjoyment is encouraged across all year levels as part of our students' homework routine.

If your child is spending considerably more time than required, please contact the class teacher.

	Semester 1	Semester 2
Prep		Optional
Years 1-3	Up 1 hour / week : literacy and numeracy activities	
Years 4-5	Up to 1 ½ hours week : literacy and numeracy activities	
Year 6	Up to 1 ½ hours	Up to 2 hours May include assignment completion
Years 7-8	Up to 3 hours/week. May include set homework, assignments and/or independent revision of class work.	
Years 9-10	Up to 5 hours/week May include set homework, assignments and/or independent revision of class work.	

Secondary students and parents are provided with an Assessment Overview for each subject at the beginning of each term. This is intended to provide students with opportunities to plan and adjust their study schedule.

Parents' and Citizens' Association

The school is supported by a Parents and Citizens' Association, which meets at 6.30pm on the third Thursday of each month during school terms.

Membership of the P & C is open to all parents, carers and interested community members. This voluntary group undertakes planning, fundraising and events in support of the whole student body and has input into some decisions regarding general school operations. Participation in the P & C Association allows parents to stay informed about school activities and to have some input into their child's education.

Tuckshop

The P & C operates a school tuckshop one day each week. Menus and price lists are issued from time to time in the newsletter and are included on the school web-site. All children are requested to bring lunch orders clearly written on a brown paper bag containing the right change. Orders are collected in primary classrooms or should be lodged at the tuckshop by secondary students. Primary tuckshop orders are delivered to classrooms before morning tea and lunch. No accounts are held at the tuckshop.

Parents are required to help in the canteen. Please help out if you can. If you are unable to help with preparation and serving, your assistance with supply of regular items is welcomed (eggs, beetroot, margarine etc.)

For further information or to offer your services, please contact the school office on 4165 5333 for referral to the elected representative.

Visitors to the School

For safety and security reasons, any visitors must enter and leave the school via the school office where a record is kept of times of arrival and departure.

Badges or lanyards issued by office staff should be worn at all times by visitors.

Parent Volunteers

The school encourages parents and carers to come along to your child's classroom and volunteer as a helper. If you are interested in supporting your child's education in this manner, please contact your child's teacher (primary school) or office (secondary school).

Reports

At the end of each semester and term 1, parents will receive written reports of their child's progress at school. In addition to these reports, parents will have the opportunity to engage in parent-teacher interviews at the end of Term 1, Term 2 and Term 3. Please do not hesitate to contact your child's teacher at any time to arrange an interview to discuss his / her progress at other times if required.

Teachers look for personal and attitudinal growth as well as achievements in academic learning. It is wise to compare a child's growth in school only with respect to his / her own ability.

Students across the whole state have the same report ratings. Students in Prep –Year 10 have a 5 point scale for rating achievement, effort and behaviour.

These are standards for comparable rating across all Queensland state schools. In primary, students will receive an overall comment and overall rating for behaviour plus individual ratings for each subject studied. Secondary students will receive ratings for each subject studied and no individual comments.

Interviews

Parents wishing to discuss any matter with the Principal, Head of Teaching and Learning or Class Teacher is very welcome. Please make an appointment through the teacher directly in the first instance or through the office (office hours 8.00am to 4.00pm daily).

It is not possible for parents to access teachers during normal class times unless in an emergency, as the teacher will not be able to give you his / her full attention, and teaching time will be lost. Teachers would normally be available after 2.45pm or during non-contact time during the day for such interviews. Avoid disappointment by making appointments.

UNIFORM CODE

Parents are reminded that the P&C endorses compulsory wearing of uniforms and this forms part of the school policy on dress.

Approved uniform code outlined below:

(for further clarification and/or examples of acceptable styles of short for secondary please see appendix)

Primary

- School design polo shirt (blue knit with stripes)
- Boys - Blue shorts, Girls - Blue shorts skirt or skort (No shorter than mid-thigh)
- Blue bike pants / leggings / active wear - under skirt only, **not to be worn on their own.**
- Mostly black or white lace up / velcro shoes. **No canvas slip ons or canvas lace ups.**
- White socks.

Secondary

- School design polo shirt (maroon knit with stripes)
- Plain black taslon, microfiber or sport mesh shorts or skirt. These **MUST** be no shorter than mid-thigh. (Examples in appendix) Very minor motifs or non-school logos are permitted.
- Black bike pants / leggings / active wear - under skirt only, **not to be worn on their own.**
- Mostly black or white lace up shoes. **No canvas slip ons or canvas lace ups**
- White socks.

Sports Uniform

- Same as day uniform
- On athletics days (and Fridays for primary students), students may wear the appropriate colour for their house.

Primary Houses	Burnett – blue; Stuart Russell – red	Leichhardt – green; O'Regan – yellow
Secondary Houses	Cooromon - blue	Goola green

Formal Uniform – Open to all secondary school students and primary band students

- White button-up shirt with an embroidered logo on the chest pocket with a maroon skirt / black dress shorts or slacks.
- This would be the uniform for 1 or 2 days of the week (timetable to be advised) with the current maroon polo shirt and black shorts for the rest of the week and / or PE classes.

Hats

Royal blue bucket hat

With the incidence of Skin Cancer in Queensland the highest in the world, our school enforces the rule **that all students must wear a bucket or broad-brimmed hat when participating in outdoor activities** in physical education, sport or playtime. Students are encouraged to wear sunscreen during all outdoor activities. The school provides sunscreen for each teaching area. Wide brimmed hats are required as part of the school uniform as caps provide no protection for the ears or back of the neck and therefore should not be brought to school. The primary students wear the royal blue hat and the secondary the black hat.

**NO HAT
NO PLAY!**

Hair and Nails

Students with hair that touches the shoulder or longer should have it tied at the back. This improves the neatness of appearance and reduces issues of head lice transference.

Due to workplace, health and safety regulations and First-aid requirements there is to be **no** nail polish or artificial nails worn to school. Nails are to be kept trimmed to a short length for sporting activities.

Jewellery

Students are permitted to wear a watch and sleeper earrings or plain studs if desired. For safety reasons **no** other form of jewellery or adornment is to be worn. It is advisable that children do not wear any form of jewellery for sport, P.E. and workshop classes. Earrings will need to be taped for sport sessions.

Facial piercings are not considered appropriate at this school due to Workplace Health and Safety requirements.

Parental co-operation and encouragement of students to comply with these expectations is appreciated.

Lost Property

To avoid losing clothing and other items, we require clear labelling of all items brought to school (including hats and shoes). A primary lost property cupboard is situated in the covered games area, and parents are advised to check there if items of clothing are missing. Items that remain unclaimed at the end of term are donated to the local opportunity shop.

General safety

Departmental and Workplace Health and Safety regulations require all students in Science Laboratories, Applied Technology and Home Economics Classrooms to wear shoes with impervious uppers at all times. Regulations state that students not complying will be excluded from these lessons.

Thongs, sandals and canvas shoes do not meet safety requirements. Students who are not wearing the correct school uniform are required to “sign in” at the office so that clothing can be checked to see that it fulfils safety requirements.

Student attention will be drawn to special rules which apply to the proper use of, and behaviour in, particular areas of the school, eg. laboratories and workshops. These rules will be given to students separately and will be displayed clearly in those places to which they refer.

Appendix

Homework information for parents:

Help, but not too much. Children, like adults, naturally ask for help with difficult problems, but you must resist the temptation to “do it all” for the child. There is no problem taking your child’s skill further but always ensure they walk away feeling pride in what they have achieved.

Here are some suggestions:

- Show interest in what your child is learning.
- Talk about it, ask questions, make suggestions, and develop new skills,
- Express belief in the importance of reading and writing and model these behaviours yourself.
- Never state that you were no good at this at school as it will establish a sense of disempowerment. Say “I have trouble with this so let’s see if we can work it out together.”
- Provide a place and establish a set time to do homework.
- See that he / she gets plenty of sleep.
- If in any doubt, contact the school by phone or come and see the appropriate teacher.
- Don’t be afraid to say that something isn’t good enough. Positive expectation of high standards is a good thing. If in doubt, talk to your child’s teacher.
- Routines are very important for students and have a direct bearing on learning. These include ensuring that students have a sensible bed time, homework times, TV watching times, use of phone and screen devices, internet and meal times.

Research has shown that the last thing a child’s mind encounters before going to sleep is most likely to be processed as permanent memory. Therefore reading positive material to your child before bed is preferable to them going to sleep after watching television.

School Uniform Guidelines

The P&C of Mundubbera State P-10 has established a student uniform code for our school because it believes that a student uniform code promotes the objectives of the Education (General Provisions) Act 2006. The P&C of Mundubbera State P-10 requires a student dress code to ensure the provision of a safe and supportive teaching and learning environment by:

- the ready identification of students and non-students at school;
- fostering a sense of belonging;
- developing mutual respect among students through minimising visible evidence of economic or social differences;
- enhancing a sun safe environment;
- providing protection and safety in all aspects of a working environment.

Parents can assist in the developing pride in our school by ensuring that children wear the correct and full school uniform. Secondary students not wearing the correct uniform must present a note from their parent/carer to the office. They will then be issued with a uniform pass for the day.

After a period of community consultation, the P&C of Mundubbera State P-10 have moved that the wearing of full school uniform is compulsory. The approved uniform is outlined below. The uniforms are available from the **Spinning Wheel Boutique** in Lyons Street.

Primary

- School design polo shirt (blue knit with stripes)
- Boys - Blue shorts, Girls - Blue shorts skirt or skort (No shorter than mid-thigh)
- Blue bike pants / leggings / active wear - under skirt only, not to be worn on their own.
- Mostly black or white lace up / velcro shoes. No canvas slip ons or canvas lace ups.
- White socks.

Secondary

- School design polo shirt (maroon knit with stripes)
- Plain black taslon, microfiber or sport mesh shorts or skirt. These MUST be no shorter than mid-thigh. Very minor motifs or non-school logos are permitted.
- Black bike pants / leggings / active wear - under skirt only, not to be worn on their own.
- Mostly black or white lace up shoes. No canvas slip ons or canvas lace ups
- White socks.
- Formal uniform – to be worn one day per week and at school functions

Stubbies Embossed Sport short SE052T
Stubbies knit sport short SE002T
LWR Mesh Shorts with side splits 4966MS/1966MS
LWR Micro Mesh shorts 491066/191066

Examples of suitable shorts:

LWR Taslon Shorts
47666/17666

Primary Winter Uniform

- Blue track suit, jumper, coat
- Blue tracksuit pants and jackets with school logo

Secondary Winter Uniform

- Maroon or black jumper – plain colours only – very minor motifs or non-school logos permitted
- Black tracksuit pants and jackets with school logo

Examples of suitable footwear:



Please ensure that footwear guidelines are adhered to

Footwear

Due to workplace, health and safety regulations, substantial shoes must be worn for school wear. Thongs, canvas slip-on / canvas lace-ups are **not** acceptable. Students attending secondary classes of Home Economics, Applied Technology, Agricultural Science, Art and Science are encouraged to wear impervious uppers (leather shoes).

Students who report to school in open or unsuitable footwear may be required to participate in full or partial alternate programs. If it is possible, arrangements will be made to have unsuitable footwear changed.

Please note:

- Shorts must be no shorter than mid-thigh
- Underwear must not be visible above the top of the shorts, skirt or skorts.
- Shirts which do not allow half the shorts/skorts to show below the shirt hem must be tucked in. Any loose clothing may need to be tucked in or tied back during some lessons.
- The following are not considered acceptable school uniform – caps, surf shorts, denim shorts, checked shorts, jeans of any colour, makeup, leggings, active wear, bike shorts on their own or coloured football shorts or socks.
- Students must be in full school uniform when attending out of school activities (sports, field trips) unless specifically advised to the contrary. Students **may** be withdrawn from the activity if they do not meet uniform requirements.
- Any secondary student out of uniform must bring a note to the office signed by the parent/carer and receive a uniform slip. This must be done before the commencement of the school day.
- Students wearing unacceptable items or clothing will be asked to contact home for replacement clothing or asked to change into appropriate clothing available at the school office.

Any discrepancies in uniform will be decided by the Head of Teaching & Learning and the Principal. The Principal's decision is final in all cases.

REFUND POLICY

At Mundubbera State P-10, we are committed to providing a safe and supportive learning environment for students, staff and volunteers. This commitment includes the health and safety of staff and students when conducting curriculum activities in the school or in other locations.

School excursions and camps enhance a student's learning by providing opportunities for the student to participate in activities, both curriculum-related and recreational, outside the normal school routine. All planned school excursions are approved by the Principal and endorsed by the Parents and Citizens Association.

State schools are able to charge a fee for:

- An educational service including materials and consumables not defined as instruction, administration and facilities for the education of the student;
- An education service purchased from a provider other than the school where the provider charges the school; and
- A specialised educational program.

A school fee is directed to the purpose for which it is charged.

School fees for excursions and camps are calculated on a cost recovery only basis, according to the number of students who have indicated their attendance.

Participation of students in an excursion or camp is indicated through payment of the excursion or camp fee and provision of a permission form completed by the parent/carer.

As the school budget cannot meet any shortfalls in funding for an excursion or camp due to the subsequent non-participation of a student who had previously indicated attendance of the activity, fees already paid for an excursion or school camp may be refunded in full or in part or not at all, having regard to the associated expenses incurred and the circumstances of the non-participation.

If a parent / carer wishes to apply for a refund due to their child's non-participation in an excursion or camp activity, they may do so by completing a Request for Refund form available from the school office. Where possible, the request should include the receipt relating to the payment for which a refund is being sought.

It is preferred that refunds be made as a credit against the student's account at the school, and used for any cost in the future.

Department of Education and Training policy references:

Educational (General Provisions) Act 2006

SCM-PR-002: School Excursions

FNM-PR-019: State Education Fees