# Mundubbera State College




Prospectus
2027

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## CONTACT INFORMATION

**Mundubbera State College** is in the North Burnett educational region of the North Coast, Queensland. Our programs cater for students from Prep to year 10 and support children from birth to five years in the Early Childhood Development Program (ECDP).

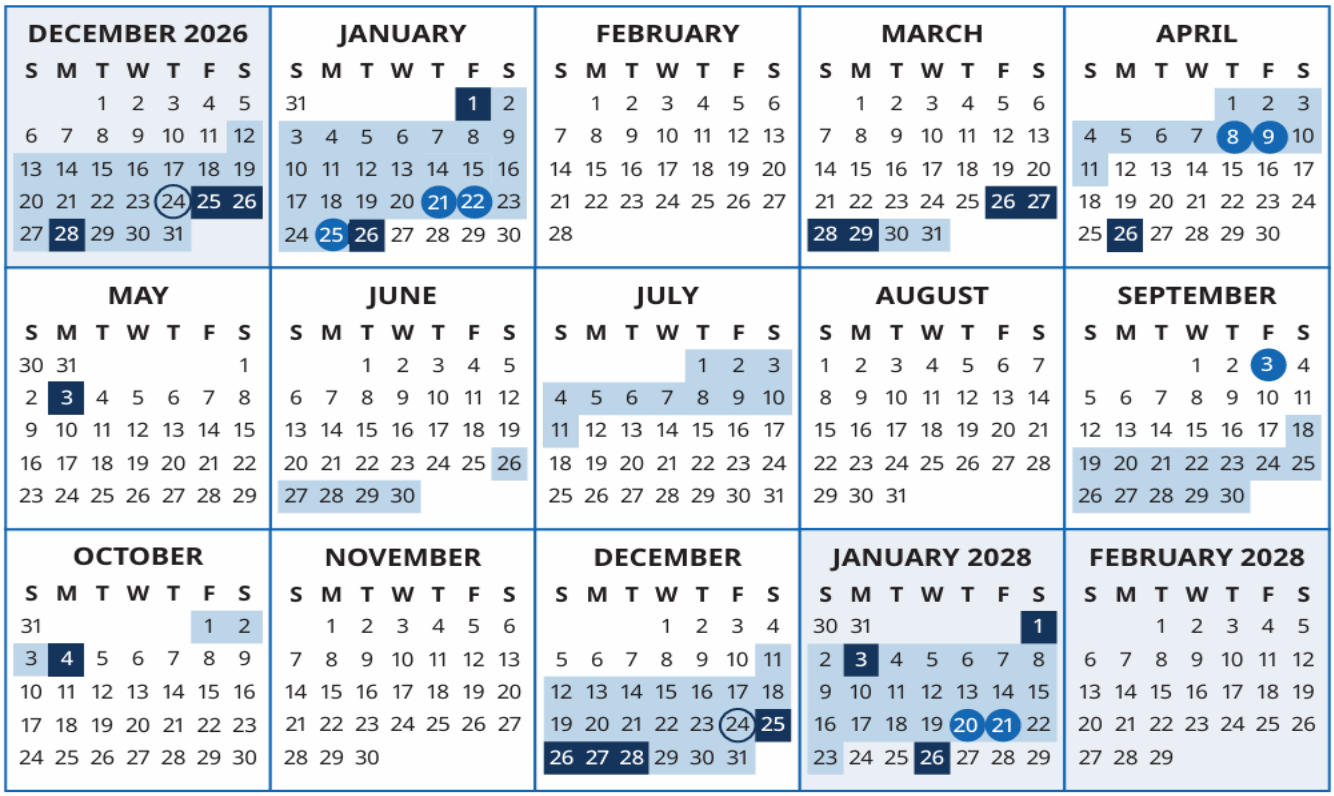
| | |
|---|---|
| **Principal** | Peter Townsend |
| **Deputy Principal** | Nicole Evans |
| **Head of Teaching and Learning** | Joshua Prescott |
| **Head of Special Education Service** | Nicole Gibbs |
| **Business Services Manager** | Kim Trengove |
| **Parents and Citizens association** | Face-to-face and online meetings via Microsoft Teams:<br>3rd Thursday of the month, 5pm<br>mundubberapandc@outlook.com |
| **Address** | 57 Bunce Street, Mundubbera 4626 |
| **Phone** | (07) 4165 5333<br>Option 1 – Student Absence Line<br>Option 2 - Administration |
| **Email** | principal@mundubberasc.eq.edu.au<br>admin@mundubberasc.eq.edu.au |
| **Website** | www.mundubberasc.eq.edu.au |
| **Facebook** | @ *Mundubbera State College* |
| **Office Hours** | 8:00am - 3pm |

## COLLEGE TIMES

| Time | Secondary | Primary |
|---|---|---|
| 8:30am | Parade or Form Class | Roll-marking |
| 8:40am | Period 1 | Morning session |
| 9:50am | Morning Tea Break | |
| 10:20am | Period 2 | Middle session<br>(Includes brain break) |
| 11:30am | Period 3 | |
| 12:40pm | Lunch Break | |
| 1:20pm | Period 4 | Afternoon session |
| 2:30pm | End of the college day | |

# 2027 COLLEGE CALENDAR

**College Office opens for 2027:** Monday 18 January




**National Literacy and Numeracy Testing – (Years 3, 5, 7& 9) March 10-22**

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

# PARENT / GUARDIAN INVOLVEMENT

**Parents / guardians can be involved in their child's education by:**

- visiting the college frequently to discuss your child's progress with your child's teacher.
- attending parent / teacher discussions at regular intervals.
- monitoring homework and/or reviewing classwork each day and showing interest in what your child is doing at college.
- emphasising the importance of being a learner, respectful and safe.
- helping at college functions and working bees to beautify the grounds and provide educational facilities for the betterment of your child's education.
- joining the colleges Parents and Citizens' Association and assisting with college functions and fundraisers

# Mundubbera State College

| WE ARE LEARNERS | WE ARE RESPECTFUL | WE ARE SAFE |
|---|---|---|
| • I manage and take responsibility for my learning<br>• I attend all classes<br>• I seek opportunities to contribute positively in support of our school and community<br>• I learn from the consequences of my actions | • I take responsibility for my own actions and make appropriate choices<br>• I am a role model for others<br>• I follow all staff instructions and procedures<br>• I use manners and appropriate language<br>• I interact politely, respecting others' personal space and property<br>• I consider the impact of my actions and words on others | • I demonstrate safe and suitable behaviour<br>• I ensure I am in the right place at the right time<br>• I look out for the safety of others<br>• I treat all property with care<br>• I use equipment for its intended purpose<br>• I resolve conflicts using problem solving strategies, and without physical or verbal aggression<br>• I wear school uniform as per the uniform policy |

| | Learning Spaces | Play Areas | Excursions | Eating Areas | Transitioning | Toilets | Online |
|---|---|---|---|---|---|---|---|
| **Learners** | • I arrive on time<br>• I am ready to learn<br>• I have all of my school equipment<br>• I take an active role in classroom activities<br>• I complete set tasks, to the best of my ability, in the allocated time<br>• I catch up on missed work | • I show that I am part of a team<br>• I encourage peers to walk away from conflict<br>• I solve problems about play-ground issues with the staff member on duty | • I am an active participant in any special activities<br>• I complete set tasks, to the best of my ability, in the time allocated<br>• I will listen actively and contribute positively<br>• I will follow instructions from the supervising teachers/ adults | | • I pack up equipment and move to class quickly, so that I am on time for learning<br>• I respond to the bell promptly | • I go to the toilet during breaks when possible | • I use technology to enhance my learning<br>• I check school emails regularly<br>• I access class learning platforms regularly<br>• I stay on topic specific websites |
| **Respectful** | • My actions allow teachers to teach and my fellow students to learn<br>• I am inclusive of all class members and their ideas<br>• I ask for help appropriately | • I play by the rules | • I represent myself and Mundubbera State College with pride<br>• I promote the school's positive reputation in the community<br>• I thank organisers / officials who provide special events | • I remain seated and talk quietly until dismissed<br>• I place waste in the correct bin | • I follow entry and exit procedures<br>• I walk quietly, considering others, so they are not disturbed<br>• I follow protocols for Parade arrival and departure<br>• I explain to teachers respectfully when I am late to class<br>• I knock to enter another classroom | • I respect others' privacy<br>• I will be the only person in a cubicle<br>• I leave toilets clean and tidy | • I follow the school online Code of Conduct<br>• I promote respectful language when communicating online |
| **Safe** | • I keep my work area tidy<br>• I keep walkways clear<br>• I only enter when a staff member is present and I am invited to do so | • I am sun safe, and I wear a broad-brimmed hat<br>• I play in my allocated areas<br>• I report injuries, unsafe areas, and unsafe behaviours to the on-duty teacher as soon as they happen | • I wear the appropriate school uniform / approved clothing for the activity<br>• I follow the special rules for the event<br>• I stay with the group<br>• I follow the expectations / rules and policies of the community organisation / venue | • I walk safely<br>• I sit when eating<br>• I keep our eating areas clean and tidy<br>• I only eat my own food, and drink from my own drink container or a bubbler<br>• I take all lunch items back to my bag after each break | • I move in a timely, safe and responsible manner around the school<br>• I return to class promptly, straight there and straight back<br>• I keep to the left on paths and stairs and use handrails appropriately<br>• I keep passageways clear<br>• I walk bikes and scooters within the school grounds | • I use the toilet appropriately and leave promptly<br>• I always wash my hands after using the toilet<br>• I use paper towel and soap appropriately | • I keep my personal details secure<br>• I hand my phone to the office as soon as I arrive at school<br>• I only share content that is helpful to others learning and wellbeing<br>• I report anything that makes me feel unsafe or uncomfortable<br>• I report inappropriate behaviours/interactions |

## COMMUNICATIONS

**Newsletter, Facebook and Website**
Newsletter - A College newsletter is published on a Thursday in weeks 3 and 7 of each term. The newsletter will be emailed to all families. Only those families without email access will receive a paper copy.
Facebook - follow us on Facebook @Mundubbera State College.
The newsletter and Facebook are our main avenues of communication with home, so it is important that parents read the newsletter and follow the college page on Facebook. They provide details of coming events, news of college activities and educational news items.
College Website - https://mundubberasc.eq.edu.au/

**QParents** - On enrolment at Mundubbera State College we encourage all parents to link to QParents to improve communication between college and home. Parents and care givers can:

- simply login to QParents anytime anywhere via smartphone, tablet or computer; and view or request a change to their child's details.
- download academic reports, timetables and invoices instantaneously.
- Notify for upcoming absences.
- sign online consent forms.
- access College calendar and upcoming events.

**Compliments / Complaints**
During your student's college years, you may wish to provide a compliment or to make a complaint about an issue with your student's education. Mundubbera State College 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, Deputy Principal or Head of Teaching and Learning.

**Student contact information and permissions**
Contact information - It is very important that we have up to date records of student addresses, telephone numbers, family circumstances, emergency contacts and permissions. Parents are asked to update these details as required throughout the year.
Permissions - The State College Consent Form, completed upon enrolment, covers the recording, use and disclosure of students' personal information and use of student copyright materials during the day-to-day educational activities (including college intranet and social media). The consent provided upon enrolment remains in effect for the duration of a student's enrolment or until a parent chooses to limit, withdraw alter consent. To limit, withdraw or alter consent, parents must contact the college in writing.

**Enrolments**
Enrolment forms are available at the College Office for completion by new students.
It is college policy that parents/caregivers of all new enrolments make an appointment with the college administration to discuss college 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 by the year that they turn 7 years old.
- Children who turn 5 by 30 June 2027 are eligible to enrol in Prep. Prep is now compulsory and is considered the official first year of schooling.

**Absences**
By Act of Parliament (Education Act General Provisions 2006), college 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 college each day of the college year. If sickness or dental appointments prevent attendance at college, parents are required to notify the college either prior to the appointment or by advising the college the same day by 9am. Notification of absence can be provided via the following methods:

1. QParents
2. text message (0427 966 905),
3. email (admin@mundubberasc.eq.edu.au).
4. Leaving a message on our Student Absence Line (4165 5333, Select 1)

You can reply to the SMS that you will receive if the absence hasn't been explained to notify the college. Everyday 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. Generally, if a child is not well enough to take part in normal lessons, he/she should not be at college. If in doubt, discuss with the principal.

Minor accidents or illnesses are treated at college. 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: Colleges are not permitted to distribute paracetamol, aspirin or ibuprofen despite being sent to college by a parent unless labelled by a pharmacy for that student and with a note from the doctor. All medication distributed by the college 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, administration of medication forms completed and instructions must be sent to the college 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. Administration of Medication form is to be completed at the start of each year for regular medication or as needed for irregular medication, these are available from the administration office.

**Arrival at College**
The preferred time for students to arrive at college 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 college. We advise parents to ensure that the best time for students to arrive at college is just prior to the 8.30am starting time. No child should be in the college grounds before 8.00am on a college day, and all students should go straight home in the afternoons. Children are not to be in the college grounds at times other than those specified for classes, or college activities arranged through administration.

**Outside college hours use of facilities**
Use of any college facilities after hours or at weekends must be approved through the principal. The use of playground equipment before & after college is not permitted. Parents should not supervise their children's use of college equipment outside college hours.

# MEDICAL

**Medications**

1. **Does your child need medication during college hours?**

   If your child needs to take medication at college, please provide the office staff with:
   - a completed and signed Consent to administer medication form;
   - the medication in its original container; and
   - medical authorisation (e.g. the pharmacy label, or a letter from the doctor, or a completed and signed health action plan).

   For further information, please refer to the Information for parents/carers and health practitioners.

2. **If my child must take medication at college, how will the doctor know what paperwork the college needs?**

   When you next visit your child's doctor (or other health practitioner), you could give them a copy of the Administration of medications in Queensland state colleges: Information for parents/carers and health practitioners.
   This document explains what advice they need to provide to help the college to safely administer medication to your child.

3. **Easy medication packaging**

   If your child takes tablets or capsules each day, you can ask the pharmacist to pack them individually in sachets, blister packs or bubble packs.
   This packaging is known as a 'dose administration aid' (or DAA) and has the pharmacy label instructions as part of the packaging.
   When medication is packaged in a DAA it can make it easier for the college to safely store and administer it.

   Please note: A pill case (e.g. a weekly medication organiser) filled by yourself is not a DAA and is not something the college is approved to use.

4. **Medication safety at college**

   If your child requires medication at college, there are some things you can do to help.
   - Only provide medication that has been medically authorised.
   - Check that the medication hasn't expired.
   - Provide medication in the pharmacy packaging.
   - Hand medication to the college in person.
   - Collect unused medication in person.
   - Provide a pill-cutter if tablets need to be halved or quartered or arrange for the pharmacist to package the medication using a dose administration aid.

**Headlice** - Parents of children who present with evidence of head lice infestation will be asked to collect their child to arrange treatment. The student can return to college 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.

***Infectious Diseases Exclusion Table***

| | |
|---|---|
| Whooping Cough | Exclude until 5 days after commencement of antibiotics or for 21 days from onset of cough AND confirmed they are not infectious |
| 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 or until fully recovered, whichever is longer |
| Measles | Exclude until the doctor confirms the person is not infectious but not earlier than 4 days after the onset of the rash<br>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 of appropriate antibiotics have been completed. Cover sores on exposed areas with a waterproof dressing until sores are dry and encourage handwashing. |
| Conjunctivitis | Exclude until discharge from eyes has ceased unless a doctor has diagnosed non-infectious conjunctivitis. |
| Ringworm | Exclude until the day after antifungal treatment has commenced. |

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

**Insurance**
The college does not carry insurance against injury to students or damage or loss of personal property. This is a parental responsibility.

## SPORT

**Sport**
A variety of sports are encouraged at college. 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.
Mundubbera State College P&C covers the cost of entry to the pool for school swimming lessons.
Mundubbera State College is a member of the North Burnett sports zone.

**College Houses**
Upon enrolling at Mundubbera State College, 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<br>Stuart Russell – red | Leichhardt – green<br>O'Regan – yellow |
| Secondary Houses | Cooromon - blue | Goola - green |

# ARRIVING / LEAVING SCHOOL GROUNDS

**Bicycles**
Students riding bicycles, scooters and skateboards to college are required to store them in the bicycle racks provided. The wearing of bicycle helmets is law.

**Buses**
https://www.qld.gov.au/transport/public/college
Buses leave from designated areas outside the college. 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 college buses are expected 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 must be worn, where provided. Students travelling on college buses must follow the directions of the bus driver. Failure to do so may result in withdrawal of eligibility for travel on the bus. The Code of Conduct for College Children Travelling on Buses (Queensland Transport) can be found at the link above.
- If a student is not going to travel on the bus on a particular day, the parent should notify the driver and the college
- If students who are not regular bus passengers wish to travel on the college bus on a particular day (e.g., to go to a friend's place) prior arrangements should be made with the bus driver. Bus fares should be paid in these circumstances.
- Information regarding the conveyance allowance can be found at the link above.
- A new application form is required to be completed when a child changes College 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:

  College Transport Officer
  Maryborough Regional Office
  Queensland Transport
  P.O. Box 371
  MARYBOROUGH 4650.....Phone (07) 4122 6115

**Visitors to the College**
For safety and security reasons, any visitors must enter and leave the college via the college office where a record is kept of times of arrival and departure. Visitor labels issued by office staff must be always worn by visitors.

**Leaving the college grounds**
Students are not permitted to leave the college 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.

**Excursions and Camps**
From time to time, the college takes students on excursions which fulfil the aims and objectives of the curriculum 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. The college reserves the right to exclude any student from any excursion.
Permission to attend extra-curricular activities may be withdrawn for non-payment of college fees.

# FINANCE

**Refund policy for Excursions and Camps**

At Mundubbera State College, 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 college or in other locations. College 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 college routine. All planned college excursions are approved by the principal.

State colleges can 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 college where the provider charges the college,
- A specialised educational program,
- A college fee is directed to the purpose for which it is charged,
- College 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.

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 college 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 college and used for any cost in the future.

*Department of Education and Training policy references:*
*Educational (General Provisions) Act 2006*
*SCM-PR-002: College Excursions*
*FNM-PR-019: State Education Fees*

The college 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 college 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 College Property**

If damage to college property is caused by a student through no fault of their own, no compensation is required. However, it is college policy, supported by P&C that if the damage was caused by malicious, deliberate or irresponsible behaviour then compensation, either by financial or college service means, will be required.

# EXTRA-CURRICULAR AND ACKNOWLEDGEMENT PROGRAMS

**Instrumental Music Program**
We are very proud to be one of the few colleges 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 college office.

**Pastoral Care Program**
Each week, secondary students engage in a 45-minute Pastoral Care lesson in which students learn about and engage in activities on topics such as wellbeing, academic integrity, and actively participating in our diverse society. To facilitate these learnings, secondary students receive a college diary along with a wellbeing workbook each year. The diary contains a wellbeing focus for each week and many associated activity pages that are first taught and discussed in Pastoral Care class and then in other classes throughout the week. The Wellbeing workbook further supplements the diary and our wellbeing program with sections regarding wellbeing, life skills, study skills, leadership and 21st century skills. These activities support students in improving and maintaining a high level of wellbeing. As parents, you are encouraged to discuss the focus and/or activities with your children each week. If you have any questions about the diary or our wellbeing program, please contact your child's Form class teacher.

**Homework Club**
A homework club is provided on a Monday afternoon for both Primary students (Year 1 to Year 6) and for Secondary students (Year 7-10). The club begins at 2:35pm with the children being collected by parents at 3:35pm. The club provides a free, supportive and supervised environment for students to complete homework, review class work or complete assessment tasks. Students willing to partake in this club will need to complete a form at the beginning of the year. The Homework club runs Week 3 to Week 9 (Term 1 only) Weeks 2 to 9 in Term 2 and 3. Weeks 3 – 8 in Term 4.
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.

**Extra-curricular activities**
The following activities are offered by staff throughout the year, depending on interest and staff availability. Information about these activities or programs are advertised in the newsletter and on Facebook with relevant details and staff involved. Activities may include but are not limited to: Student Council, Homework club, sporting teams, craft club, lunchtime sport, harmony day, show displays and competitions, book week activities and parade, Under 8's Day, Hoof and Hook, NAIDOC Week activities, camps – volleyball, and one day excursions e.g.– cultural performances at QPAC, Australia Zoo.

**MEGA cards and vouchers**
MEGA (Measuring Every Great Achievement) cards are awarded to students who are 'caught' doing great things at college. This can include class work, homework, demonstrating appropriate behaviours, giving their best effort, supporting others etc. Students are given the cards and once they have collected ten (10) cards, they can submit to the office to collect a $10 voucher for a local business.

**House points**
House points are regularly used to recognise effective team work and acknowledgement in and out of the classroom.

**Dubbs Dollars** is Mundubbera State College's attendance incentive program designed to encourage and celebrate positive school attendance. Classes and year levels compete to achieve the highest attendance percentage, with the winning group earning a Dubbs Dollar to add to their wallet.
In the Primary School, Dubbs Dollars are awarded fortnightly to the class with the highest attendance. In the Secondary School, Dubbs Dollars are awarded weekly to the year level with the highest attendance. Classes and year levels collect Dubbs Dollars throughout the term and can redeem them for rewards. Reward choices are made in consultation with students, allowing them to work together and decide how they would like to spend their Dubbs Dollars.

## BEHAVIOUR SUPPORT

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

Parents will be advised if their student has been involved in a serious or ongoing breach of the College'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. We ask all parents to support our Responsible Behaviour Strategy and contact the college if concerns about processes arise rather than discuss these concerns with your child. It is important that college and home work closely together in co-ordination. The Student Code of Conduct is accessible on the college website https://mundubberasc.eq.edu.au/support-and-resources/forms-and-documents/documents.

## STUDENT SUPPORT PROGRAMS AND SERVICES

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

**Guidance Officer (GO)**
The college guidance officer advocates for students by supporting their learning and wellbeing needs. Guidance support may include interventions including a confidential counselling service, psychometric assessments and advice to students, teachers and parents concerning educational, behavioural, career development, mental health and family issues. They operate as part of a multidisciplinary team and facilitate effective working relationships and partnerships with parents, college personnel and external support agencies to provide a comprehensive support, case management and referral service that optimises students' access and engagement in educational programs. At Mundubbera State College the guidance officer attends up to 3 days per week.

**School Based Youth Health Nurse (SBYHN)**
The College Health Nurse complements the college wellbeing program, primarily by supporting to secondary students in the areas of health and wellbeing. Students and families can access support

for any medical or related family or emotional issues, on request or by referral. The SBYHN can also facilitate individual, small group and class programs for students for health-related programs. This role provides an important link with Queensland Health. In special circumstances, the college-based nurse can also arrange to meet with clients off the college site. At Mundubbera State College the health nurse attends 1 day per week.

**Student Wellbeing Officer (SWO)**
Mundubbera State College has invested in a Student Wellbeing Officer which assists the college wellbeing team to provide support programs for students in Prep to Year 10. Support activities may include 1-1 social emotional support, career development training, supporting students and families with improved daily living and access to education. They also liaise with local agencies to support student engagement and wellbeing. At Mundubbera State College the wellbeing officer attends up to 2 days per week.

**Student Wellbeing Professional (SWP)**
Mundubbera State College is supported by a visiting wellbeing professional, and can include either a Social Worker, Psychologist or Guidance Officer (Wellbeing). The student wellbeing professional, assists the college wellbeing team to provide support for mild to moderate wellbeing and emotional concerns. SWPs may assist students directly or work with families to provide support in the identified areas of need. At Mundubbera State College the college wellbeing professional attends 1 day per week.

**Youth Support Worker (YSW)**
Mundubbera State College is supported by external agency - Bridges Health & Community Care. The Youth Support Officer is based in Gayndah usually will support students and/or families with mild to moderate concerns including engagement, behaviour and wellbeing. They can be accessed via a referral from the college wellbeing team. At Mundubbera State College the youth support worker attends the college on request.

**Indigenous support**
Indigenous support is provided to college teams, classroom teachers or individual students to support young people with cultural and learning needs. They may also make connections with members of the local indigenous community. More information is available on Indigenous education.

**EALD student support**
English as an additional language dialect (EAL/D)—experienced teachers work in college teams and with classroom teachers, small groups or individual students to provide differentiated, focused or intensive teaching, as required. More information is available on children and young people from culturally and linguistically diverse backgrounds.

# PARENT / GUARDIAN 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 may be written or activity based. Reading for enjoyment is encouraged across all year levels as part of our students' homework routine.

| | 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<br>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. | |

**Homework Club**

Refer to page 12

**Parents' and Citizens' Association**

The college is supported by a Parents and Citizens' Association, which meets at 5.00pm on the third Monday of each month during college terms at the college. 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 college operations. Participation in the P&C Association supports parents to stay informed about college activities and to have some input into their child's education.

**Reports**

At the end of each semester parents will receive a report of their child's progress at college via QParents. In addition to these reports, parents will have the opportunity to engage in parent-teacher interviews at the end of Term 1, 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 college only with respect to his or 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 colleges. 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, Deputy Principal, Head of Teaching and Learning or Class Teacher are very welcome. Please make an appointment through the teacher directly in the first instance or through the office (office hours 8am to 3pm daily).

# UNIFORM AND APPEARANCE GUIDELINES

**College Uniform Guidelines**

The P&C of Mundubbera State College has established a student uniform code for our college because it believes that a student uniform code promotes the objectives of the Education (General Provisions) Act 2006. The P&C of Mundubbera State College 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 college;
- 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 college by ensuring that children wear the correct and full college uniform.





**Primary Summer Uniform**

- College 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.

**Primary Winter Uniform**

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

**Secondary Summer Uniform**

- College 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-college 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. Fully enclosed shoes (Workplace Health and Safety)
- White socks.
- Formal uniform – to be worn one day per week and at college functions. Formal uniform white shirt with college emblem, black dress shorts or dress pants or maroon skirt.

**Examples of suitable shorts**:

| |
|---|
| Stubbies Embossed Sport Short - SE052T |
| Stubbies Knit Sport Short - SE002T |
| LWR Mesh Shorts with Side Splits – 4966MS/1966MS |
| LWR Micro Mesh Shorts – 491066/191066 |
| LWR Taslon Shorts – 47666/17666 |





**Secondary Winter Uniform**

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

**Secondary Formal Uniform**



- Students are encouraged to wear Formal uniform one day per week and at college functions. Formal uniform includes a white shirt with college emblem, black dress shorts or dress pants or maroon skirt.

**Sports Uniform**

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

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

**Hats**

With the incidence of Skin Cancer in Queensland the highest in the world, our college 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 college provides sunscreen for outdoor activities. Wide brimmed hats are required as part of the college uniform as caps provide no protection for the ears or back of the neck and therefore should not be brought to college. The primary students wear the royal blue hat and the secondary the black hat.

NO HAT
NO PLAY!

**Examples of suitable footwear:**

**YES**





**NO**





**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 college 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 college uniform when attending out of college activities (sports, field trips) unless specifically advised to the contrary. Students may be withdrawn from the activity if they do not meet uniform requirements.
- 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 college office.

**Hair and Nails**
Students with hair that touches the collar or longer should have it tied at the back. This improves the neatness of appearance and reduces issues of head lice transference as well as addressing safety concerns in the classroom. Due to workplace, health and safety regulations and First-aid requirements there is to be **no** nail polish or artificial nails worn to college. Nails are to be kept trimmed to a short length for sporting activities.

**Jewellery**
Students are permitted to wear a watch (not a smartwatch) 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 college due to Workplace Health and Safety requirements.
**Parental support 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 college (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. Secondary lost property cupboard location is in the Secondary undercover area. Any lost property not claimed by the end of term, is donated to the local op shops.

**Items Not To Be Brought To College**
- 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 college, 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 college, it must be handed to the office for safe keeping.

**NB: Mobile phones, smart watches and other electronic devices, brought to college with parental permission, must be left at the office at soon as students arrive at college and collected at the end of the college day, unless being used in authorised class activities.**
Students found with an unauthorised mobile phone or other electronic device will be required to leave it at the office and will be subject to the college's Student Code of Conduct. All contact between students and parents during the college day should be through the college office.