



Macleay Island State School

a community of learners

High Central Road,
Macleay Island QLD 4184

Phone: 07 3400 8333

Fax: 07 3400 8300

Principal: Mrs Glenda Seawright

Parents Handbook 2018



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Dear Parent/Carer,

On behalf of the school staff and students I would like to welcome you and your family to Macleay Island State School.

Attached in the prospectus is all the information you will require to actively participate in our school as an ever important member of our school community.

I encourage you to be active in our school community and you can do this in a number of ways. We are always looking for assistance with P&C activities, activities in classrooms and even general tasks around the school to help with things like beautification programs and so on.

I trust you will embrace the many opportunities that our school presents in a positive manner with your child. We welcome you once again to our school community.

Please ensure you read all the documentation in this package thoroughly as signing the enrolment form is considered as acceptance of all the conditions contained herein.

GLENDA SEAWRIGHT

Principal



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Admission to School

Prep Students

Students will be eligible for Prep in accordance with the following table.

Born	Begin Prep	Begin Year 1
1 July 2009 - 30 June 2010	2015	2016
1 July 2010 - 30 June 2011	2016	2017
1 July 2011 - 30 June 2012	2017	2018

Proof of age is required WITH ENROLMENT and must be an original document.

(Birth Certificate or Passport). Students are unable to begin in Prep until original document has been sighted and copied.

Arrival at School

Students should not arrive at school before 8:25am.

Students are to report to the Covered Play Area on arrival. Supervision is provided from 8:25am until the bell for class is rung at 8:40am. Because the period before school is a very busy time for staff, limits are placed on the types of activities students may pursue in the morning.

Students are expected to use some before school time to prepare for that day's activities. Any student who cannot find or does not have items that constitute basic needs (pencils, rulers, erasers, etc.) should advise their teacher before school. Students are responsible for the care of all items of personal property and may neither share nor borrow from others.

Students arriving after 9.00 am MUST go to the office to collect a late slip and sign in.

If a student must bring a mobile phone it must be left at the office during school hours.



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Absence from school

Parents must advise the school of the reason for any student absence. A note or phone call to the school office is acceptable. Unexplained absences will be followed up by staff.

Department of Communities will be asked to intervene in cases of irregular unexplained attendance and / or the police will be contacted in cases of known truancy.

Absence of Principal or other staff

Whenever a teacher is absent a qualified replacement is employed. On occasions the Principal will be required to attend conferences, meetings etc. The Principal appoints a teacher to manage the school during any such absence. Teacher aides are not necessarily replaced for short absences nor are office assistants.

Accidents (see also illness)

Students are given first aid at school and parents are contacted as soon as possible. The school will arrange ambulance transport if necessary. The safety and welfare of the accident victim is the paramount concern of staff. All accidents are reported in an accident register. Parents are advised that the Department of Education Training and the Arts does not have personal accident insurance cover for students. Education Queensland has public liability cover for all approved school activities and provides compensation for students injured at school only when the Department is negligent. If this is not the case then all costs associated with the injury are the responsibility of the parent/caregiver. It is a personal decision for parents as to the type and level of private insurance they arrange to cover students for any accidental injury that may occur.

Administration of Medication

Parents must send written instructions when requesting administration of medication. These instructions are retained in a Medication Register. The medication must be in a container bearing a pharmacy label with the students' name and dosage instructions. Children are not permitted to manage their own medication nor deliver medication to school. The only exception to this is for students who suffer from severe asthma and are required by a doctor to carry puffers on them. A letter from the doctor and from the parent is required in this circumstance.



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Behaviour Management

Staff, parents and students support a collaboratively developed behaviour management policy. The policy was reviewed during 2017. We are following a Positive Behaviour for learning program as part of our Behaviour Management Policy.

School rules are incorporated into our behaviour management policy and are consistent in all classrooms. Rules are designed to protect personal rights and encourage a sense of responsibility. Safety and respect were prime considerations when formulating rules. When students contravene rules a sequence of consequences is applied to help students understand and consequently modify their behaviour. Staff are charged with the responsibility of monitoring school rules. Our goal is to maintain a safe & happy environment where each person feels valued.

Our Positive Behavior for learning code incorporates three basic school expectations:

- **Be Safe**
- **Be Respectful**
- **Be a Learner**

These three pillars of our PBL process help students guide their relationships with teachers, students, staff and all other visitors to our school.

Pupils may be detained for up to half an hour beyond the school day routine. This may occur during the lunch break or after 2:45pm. Bus students will not be detained after 2:45pm without prior notice to the parents of those students. Students may be denied play time but they cannot be denied eating time. **Detention** is supervised by staff and students are required to ensure their behaviour during this time is appropriate or further disciplinary action may be taken.

Each classroom has their own **reward system** and there is a school wide reward system that celebrates the excellent behaviour of the majority of our students.

Bell Times

- | | |
|--------|--|
| 8:25am | students engage in supervised play in the undercover area (excepting prep students who go straight to prep area for the first 2 terms on the year) |
| 8:40am | make way to class and prepare for classroom activities |



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8:45am	commencement of instruction
10:45am	start of eating time (15 mins)
11.15am	start of play time (15 mins)
11:30am	start of second teaching session.
1pm	start of afternoon snack break (15 mins)
1.15pm	start of afternoon play time. (15mins)
1:30pm	start of third session
2:45pm	end of the school day

Bicycles

Students are reminded that the wearing of helmets is compulsory and that careless or unsafe riding will be reported. Bikes are to be stored in the racks provided. Cycling is banned in the school grounds. Students are to dismount their bikes at the school gates and walk them to the bike racks. The school recommends bicycles and helmets are chained up. The bicycle rack area is out of bounds as soon as the bicycle has been placed in storage, students should leave the area and are not permitted to return until 2:45pm.

Students are permitted to ride scooters to school and the rules to be followed are as per bicycles.

Book Lists

Teachers compile book lists for each year level at the end of each school year. Books are not provided free of charge and families are expected to purchase books, pencils etc. by the beginning of the new school year and replace consumables as required. Parents of students' in Prep may choose to pay the Prep student resource scheme payment and have the materials provided otherwise they would be required to buy materials as listed on the Prep Book List.



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Bus and Ferry Travel

Bus

Blue School Bus contact info

Ph. 3820 7815

Ferry

Bay Islands Transit System contact info

Ph. 3409 1145 Timetable Ph. 3206 8033

Travel by public transport is governed by the student travel code which is available on line.

Poor behaviour by students whilst travelling on these services may be dealt with using the provisions of the code of travel for students as well as any school based consequences for behaviour that is detrimental to the good order and management of the school. Poor behaviour when using this service reflects on our school. All students have a responsibility to behave correctly.

Band procedures (*Instrumental music program*)

The school provides and values an instrumental music program. This program is a user pays system. This in essence means that full fees must be paid **a term in advance** for students to be a part of this program. Parents are required to sign an agreement for the instrument hire and all lessons regardless of non-attendance must be paid for in advance. The school incurs a cost for the program teacher regardless of student attendance so costs must be recouped. Instrumental hire fees are to assist with the replacement and maintenance of musical instruments.

Communication

The school produces a newsletter each fortnight to inform parents of upcoming events, rule focus for the fortnight etc. These newsletters may be accessed in a number of ways. Parents may access them on our school website,

www.macleayislandss.eq.edu.au, request a copy be emailed to their private email address or request a printed copy be sent. If you require one of the latter choices you need to inform our school office staff and they will arrange this for you. You can also access our website using the QSchools smartphone app. Search for Macleay Island State School. Parents are notified of all excursions and sports events by written requests. Formal interviews with the Principal may



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be organised through the office staff and interviews with teachers are made by direct negotiation with the relevant teacher.

Computers

Students access computers to enhance learning. Computers are seen as functional work tools for gathering and storing data. The school recognizes that computers are only one element of the broader concept of "technology". Students and Parents are required to sign a technology use agreement at enrolment. This agreement outlines the conditions of access for students and is related to Departmental Policy in this area.

Consent Forms / **E**xcursions / **C**osts

Students will not participate in extra-curricular or out of school activities without the prior written consent of a parent or guardian. All out-of-school activities require a separate written consent form. Prior notice of excursions will be given in the school newsletter. If, for any reason, your child/ren cannot participate please notify the school. Payment plans can be made available and we strongly recommend participation in the excursions as they are directly related to curriculum studies in the classroom. Please note that attendance at all excursions is dependent on a satisfactory behaviour report.

Departure from School Grounds

Once students have arrived at school they are not to leave the grounds until 2.45pm without prior permission of the Principal. Parents who pick their students up from school should do so as close to 2:45pm as possible. Parents who pick up students before 2:45pm must sign an "Early Leavers" register, located at the office. The school is bound to release students to either parent or to approve guardians unless we hold a current court order that states otherwise. **Parents should ensure they make arrangements with their child in the morning, and avoid phoning the office except in emergency situations.**



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Dress

Students are required to wear school uniform at school and when representing the school at extra-curricular activities. If a student is unable to wear school uniform for any reason a written note should be sent to explain why the student is not in school uniform. Macleay Island State School uniform consists of:

School polo shirt, school shorts, school skirt, formal shirt, formal dress, school pants, wide brimmed hat and school jacket. These may be purchased from the Uniform Shop. The Uniform Shop is run by volunteers from the P&C and hours are decided upon at the beginning of each school year. Alternately, order forms for uniform items are located in the office and parents may wish to leave their order in the P&C postbox for filling.

Shoes must be enclosed and preferably lace-up.

Students who participate in music, sports or extra-curricular programs may require a specific performance uniform. Supervisors of these programs will notify parents of uniform requirements and arrangements.

Attention needs to be drawn to the following Dress Code Items:

Hats / Sunscreen - essential

Sun safe wide brimmed or bucket hats must be worn while students are participating in lessons, coaching or recreational activities outside the classroom. (Available from uniform shop)

Jewellery – permitted items

Watch; Earrings – sleepers or studs; Small religious symbols, E.R medical alert bracelets etc. which do not pose a safety risk to students are acceptable.

Not Permitted

Thongs or open footwear which does not permit students to actively participate in lessons or sport or protect feet during educational activities.

For safety reasons, students will be asked to remove any jewellery not described above.



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Emergency or Evacuation Procedures

In the event of any emergency affecting the school a sequence of procedures has been established. From time to time these procedures are practiced (e.g. fire drill). Other organisations may participate in a genuine school emergency (e.g. police, S.E.S.), and at times the local Fire Service will participate in routine fire drills to practise their own responses. Student safety is the paramount concern of staff at all times.

Environment

Macleay Island School actively incorporates environmental education activities across the school. As a result, our students communicate with various local, State and National organizations. Many community members strongly support environmental activities. We actively involve these concepts within our curriculum.

First Aid

Generally, one or more staff members maintain up-to-date first aid & CPR certificates. The first aid kit is properly maintained and a process exists for administering first aid (refer also accidents and illness). A register is kept of all first aid administered.

Fitness

As part of our health and physical education program and to meet the requirements of Education Queensland and the State Government, students participate in a variety of physical activities. A note from a parent or guardian is needed if a student is to be excluded from fitness activities as these form part of the curriculum.

Forbidden Articles

Toys, matches, pocket knives, gum, or any other object deemed by staff to be dangerous or unwarranted are forbidden at school. Personal sports equipment is forbidden except when the student has been selected to represent



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the school or district in a sporting event. The school provides a wide range of sports equipment for in-school skill development and play.

Students are strictly forbidden to bring MP3 players, I-Pods and items of value to school as their safety cannot be guaranteed. Please keep these items at home unless the classroom teacher agrees to them being used at school for educational purposes.

Mobile phones brought to school are the sole responsibility of the student. Macleay Island State School will not take responsibility for any loss or damage incurred. If for some reason your child must bring a phone to school it needs to be left at the office upon the student's arrival at school and collected just prior to leaving the school grounds.

INAPPROPRIATE USE OF MOBILE PHONES WILL RESULT IN THE CONFISCATION OF THE PHONE AND PARENTS BEING CONTACTED.

H*ats*

In line with Education Queensland's Sun Safe Policy, students are expected to wear a sun safe hat as available in the uniform shop. We are also accredited as a "Sun Safe" school and this accreditation requires that certain criteria be filled. Macleay Island Parents & Citizens Association approves and supports the Sun Safe policy. The school uniform incorporates Sun Safe ideas. Our playtime rule is "**No hat, no play**". Caps are not acceptable under policy and will not be allowed as a substitute for play time policy. The school uniform is also chosen with sun safe factors in mind and meets the Sun Safe Policy guidelines.

H*elp from Parents*

There are many ways parents can assist the school and assist student learning. At home parents can supervise the completion of home activities, read to students and listen to students read. In the classroom volunteer parents are at appropriate times invited to work with small groups of students. All helpers must sign a Volunteer's Register before entering the classroom to help and they must be aware of and have signed the P&C Volunteer Workers Policy.



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Holidays

Breaks are timed to coincide with Easter and Christmas. There is a further mid-winter break and a spring vacation. Most calendars list Queensland school holidays, we also maintain an up-to-date calendar on our website macleayislandss.eq.edu.au

Homework

Homework gives students an opportunity to independently review activities presented in the classroom. It also helps the student to adopt regular study habits and to demonstrate competence in current learning activities. Regular parental perusal of student homework books and sheets will give the parent a guide to their child's progress, neatness, pride of presentation and regularity.

Illness

Parents will be contacted whenever a child becomes ill at school. Parents should immediately pick ill students up from school. Should the student's condition deteriorate the staff will take any further steps deemed to be in the best interests of the welfare of the student (e.g. contact ambulance). Parents should inform the school of any change of **CONTACT DETAILS**.

The school must be made aware of any known existing medical condition (upon enrolment) that the student may have. Medical conditions requiring medication must follow Departmental guidelines for the administration of medication.

Infectious Diseases

Students diagnosed with infectious diseases are required to be kept away from school for a specified time, determined either by the family doctor or by the absence of any further sign of the illness. Education Queensland has exclusion policies on a range of common infectious diseases. Parents will be notified of the presence of any infectious disease present in the school as soon as the school has received official notification of a student having an infectious disease.



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Key Learning Areas

The Queensland School Curriculum is based around the key learning areas of English, Math, Science, History, Geography, The Arts, Technology, Health and Physical Education and Languages other Than English as per the National Curriculum.

Lost Property

All student property should be named or appropriately labelled. Staff regularly sort and distribute items which have found their way into the lost property box. Property not claimed by the end of each school term is donated to a charitable organisation or used to stock the second hand uniform shop after being thoroughly laundered.

Mandatory Reporting Obligations – Student Protection.

All employees in a state school have a responsibility to respond when they suspect a student, or an unborn child, has been harmed or is at risk of harm. School staff must be mandated by law to report student protection. Legislative obligations are set down in *ss.365, s.365A Education (General Provisions) Act 2006 & s.13E child Protection Act 1999*.

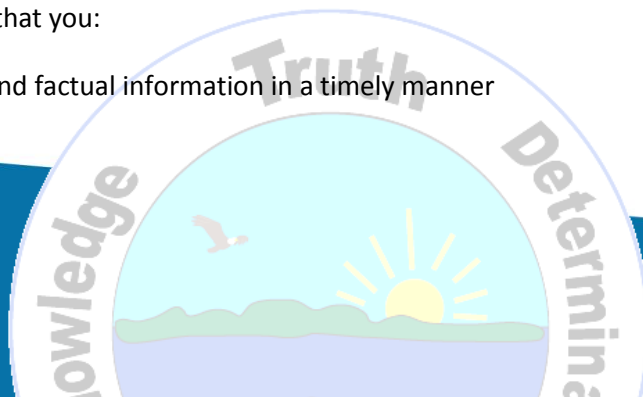
P&C

Macleay Island P&C meets on the second Monday of each month. The annual general meeting is held in February. Each year the P&C assists the school in many ways. It provides people power for working bees and the tuckshop raises money to enhance student learning and the school facilities. The sub committees contribute to school planning and school direction.

Parent Concern

Education Queensland is committed to ensuring that all concerns are dealt with in a fair and equitable manner. There are processes and support structures in place to enable parents/carers and students to work through any issues they may have with Education Queensland provisions. When expressing a concern, it is in the best interest of a meaningful resolution to ensure that you:

- provide complete and factual information in a timely manner





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- deliver your concern in a non-threatening and non-abusive manner
- do not make frivolous or vexatious concerns or include deliberately false or misleading information.

You should be aware that if you are expressing a concern about a staff member, that they will be told of the concern and offered the right of reply. You also have the right to have a support person participate throughout the process.

This school follows a “see the teacher first” procedure.

Parent/Guardian Access to Students

In situations when a person, not known to staff, arrives at the school demanding access to a particular student the principal may first insist on viewing suitable identification. If there is a legal question involved (e.g. custody) the principal will insist on sighting court papers of authority. Each case will be managed according to its specific characteristics, but in general, the principal will not yield up a child to anyone, parent or otherwise, about who staff have a doubt, unless there is a clear obligation to do so.

Parent/Teacher Meetings

These may be conducted with individual parents at any time, either at the request of the parent or of the teacher. Parent Information Meetings are conducted at the end of term 1 and term 3. At the end of each term parents are invited into classrooms to view students work and informally discuss student progress. In term 3, during our school expo, parents are invited to view their child’s work and discuss/ask questions about your child’s progress.

Formal written reporting occurs in Terms 2 and 4. These reports are sent electronically via email. Parents/carers can request a paper copy if email is unavailable.

Parking

Parking is provided in the bitumen car park outside the grounds, near the preschool, for those parents wishing to drop off or pick up students, or who visit the school through the day. Parents helping out in the tuckshop are expected



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to park outside the grounds. No private vehicles are permitted beyond the top gate during school hours without the express permission of the principal.

Playground Supervision

Playground supervision is timetabled at lunch break and afternoon break. Staff also assist sports teams during the lunch break.

A staff member is on bus duty after 2:45 pm. Students are escorted to the school bus. From that point students are no longer the responsibility of the school.

In the event of non-bus students not being picked up after school, phone calls will be made to parents, carers or emergency contacts. No child will be left unsupervised, and parents can find these children waiting inside the administration office. In cases where parents fail to collect students the school may wish to notify appropriate child protection authorities.

Policies

All school policies are collaboratively developed. School policies reflect the staff and community emphasis given to various behavioural, academic, social, sporting or cultural activities. Some school policies are referred to elsewhere in this document. Parents are always welcome to peruse school policies.

School Sport

Twice a year students are invited to try out for interschool sports teams. Gender is generally not an issue in primary sport so any student may trial for any activity. The school emphasis is on improving personal performance and learning to work as a team. Winning, if it happens, is a bonus. There are considerable transport costs associated with school sport (bus / boat fare) for away games. Parent transport is also needed at times.



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Participation in interschool sports teams is also dependant on behaviour. Students who have had behavioural issues may be excluded from participating.

The school also conducts inter-house and inter-island sports days, the focus of which is participation, fun and fitness. Teachers also regularly take students outside for games.

Support services

The school provides support for parents and students who have concerns about academic or social achievements. Special needs students are those who have been ascertained to have a disability such as Intellectual Impairment, Autism, Asperger's or ASD, Physical Impairment, Hearing or Vision Impairment and any other diagnosed impairment. The special needs teacher coordinates visiting specialists and works with students, teachers and parents. Learning support students are those who have been assessed as having learning difficulties and are having trouble completing curriculum tasks at the same level as their peers. These students are assessed and supported by the learning support staff. Teachers and parents are also able to obtain information, programs and support. A guidance officer is available one day a week at the school to provide counselling to assist with emotional/social issues and to provide information for special needs ascertainment.

A Chaplain operates at the school five days a fortnight. The Chaplain assists the school in the holistic care of our students. Students are able to access the Chaplain during the above days and parents/carers can meet with the chaplain by making an appointment through the school office.

A speech language pathologist visits the school once every two weeks to plan programs for students with language difficulties and is available at these times for parent and teacher appointments. To access any of these services a referral must be completed and presented to the Support Services Committee by the student's class teacher. A member of the committee will contact parents to obtain permission before students are offered any further assistance.

Smoking

Smoking is banned at any time in any part of the grounds of all government facilities.



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Students transferring from other sites. (Other than prep)

This school can access transfer papers for children enrolling from other schools within the country. We are able to access a far greater amount of information for students coming from Queensland public schools. Students coming from the private sector or from overseas may need to access required information themselves from their previous school.

Swimming

Education Queensland values water awareness and safety. Our Water Safety Program is an important part of the school physical education program. Students in year 3 are given the opportunity to attend 8 school water safety lessons. Extension activities are provided for those who have mastered basic water safety skills. The cost of these swimming lessons is covered through the government swimming grant.

Student Council

Students from Years 3 to 6 are elected to represent their class on the Student Council. Executive officers are elected by students. Recommendations from the Student Council are considered at school management and P&C level. Sub-committees of Student Council are each guided by a staff member.



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