



2021 PARENT HANDBOOK

Information for new and returning Parents

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Principal's Welcome

I would like to extend a warm welcome on behalf of the staff, students and families of Mount Marrow State School.

Our Primary School provides education for students from Preparatory Year to Year 6, through a phase-based structure. The community of Mount Marrow is committed to providing learning experiences relevant to your child's needs. Students' different learning rates are embraced and supported. A teaching and learning approach in the early years provides students with access to opportunities that enables them to discover learning connected to their own experiences to the real world around them. This then transitions to the middle phase of learning that engages students in experiences that enables them to achieve success through intellectually challenging and connected learning.

With a strong emphasis on the foundation areas of literacy and numeracy children undertake units of study which are based on the Australia Curriculum. Students also have the opportunity to take part in many cultural and sporting activities.

I wish your child all the very best for the learning journey ahead. Feel free to contact any of our teaching team if we can assist you with this journey in any way.

Emma McBain
School Principal



OUR VISION

We want our students to become expert learners who are, in their own way: purposeful & motivated, resourceful & knowledgeable, and strategic & goal driven.

PRINCIPLES

- Relationships
- Learner driven & evidence informed
- Empowering learning experiences
- Staff are both expert learners and innovative practitioners

FOCUS AREAS

- Universal Design for Learning
- Australian Curriculum
- Student Code of Conduct
- Birth - 5 Transitions

School Map



Responsibilities

At Mount Marrow State School, we all have certain responsibilities.

It is the responsibility of students to:

- Attend school on every school day for the educational program in which they are enrolled, on time, ready to learn and take part in school activities
- Act at all times with respect and show tolerance towards other students and staff
- Work hard and comply with requests or directions from the teacher and principal
- Abide by school rules as outlined in the school's Responsible Behaviour Plan for Students, including not bringing items to school which could be considered as weapons (e.g. dangerous items such as knives)
- Meet homework requirements and wear school's uniform with pride
- Respect the school property

It is the responsibility of parents to:

- Ensure your child attends school on every school day for the educational program in which they are enrolled
- Attend any meetings for parents
- Let the school know if there are any problems that may affect your child's ability to learn
- Ensure your child completes homework regularly in keeping with the school's homework policy
- Inform school of student absences and reasons for absences in a timely manner
- Treat school staff with respect
- Raise any questions or concerns directly with your child's teacher
- Support the authority of school staff thereby supporting their efforts to educate your child and assist your child to achieve maturity, self-discipline and self-control
- Not allow your child to bring dangerous or inappropriate items to school
- Abide by school's instructions regarding access to school grounds before, during and after school hours
- Advise Principal if your student is in the care of the State
- Keep school informed of any changes to student's details, such as student's home address and phone number



2021 School Calendar

2021 TERM DATES

All students commence the school year on Wednesday 27th January 2021.

Term	Dates	Length
Term 1	Wednesday 2 January - Thursday 1 April	10 weeks
Term 2	Monday, 19 April - Friday, 25 June	10 weeks
Term 3	Monday, 12 July - Friday, 17 September	10 weeks
Term 4	Tuesday, 5 October - Friday, 10 December	10 weeks

2021 PUBLIC HOLIDAYS

Term	Dates
Term 1	Tuesday 26 January - Australia Day Friday 2 April - Good Friday Monday 5 April - Easter Monday
Term 2	Monday 3 May - Labour Day
Term 4	Monday 4 October - Queen's Birthday

STUDENT FREE DAY (STAFF PROFESSIONAL DEVELOPMENT)

Term	Dates
Term 4	Friday 3 September

ASSEMBLIES

Assemblies are held most fortnights on a Friday afternoon, 2:40pm in the hall. This is an opportunity for all children to receive important messages, rewards and encouragement. Extra assemblies may be conducted for special occasions. Parents are welcome to attend all assemblies.

Attendance

In Queensland, the law requires parents to ensure their compulsory school age child is enrolled at school and attends on every school day. Many educational studies have shown a strong link between those children who do not attend school on a regular basis and those who are among the poorer performers within the education system.

At Mount Marrow we greatly value the power consistent attendance brings to educational outcomes. Each year we award students with 90% attendance and over with a certificate. Students who have 95% attendance and over are also given a small gift.

ARRIVAL AND DEPARTURE

Start and Finish Times: 8:50am - 3:00pm							
Roll Marking	Session 1	1st Break <i>Eating Time</i>	1st Break <i>Play Time</i>	Session 2	2nd Break <i>Eating Time</i>	2nd Break <i>Play Time</i>	Session 3
8:50	8:55- 11:00	11:00- 11:10	11:10- 11:40	11:40- 1:30	1:30-1:40	1:40-2:00	2:00-3:00

Students should not be at school prior to 8:30am as no supervision is provided before school. No child is allowed out of the school grounds once they have arrived at school.

Written permission or phone contact should be made with the school for students to leave the school grounds early. A parent or guardian must collect the student from the office and sign the student out. Do not collect students directly from classrooms unless it is a Friday.

Students are supervised in classrooms until 3:00ppm. All students must be picked up from school before 3:10pm. At 3:10pm any remaining students will be taken into the office. Parents must sign the late pick up book when collecting students after 3:10pm.

FIRST DAY ARRANGEMENTS

On the first day of the year, students go directly to their new classroom.

ABSENCES

Student absences are recorded daily. Should students be absent from school, contact must be made with the school through an email to away@mtmarrowss.eq.edu.au. If email is not available please phone the office on 5464 1358. If this does not occur, the absence will be recorded as unexplained. Please provide the following information:

- student's full name
- year level or roll class
- date of absence
- reason for absence
- expected duration of absence
- your relationship to student
- your contact number

As part of the Every Day Count Initiative each day parents will be notified via SMS of any student who has not been marked present. This notification will be sent by midday. Should you receive an SMS that you believe contains incorrect information, you can reply to the SMS and it will be actioned as soon as possible. Alternatively, if there is an urgent situation you wish to discuss, please contact the office.

LATE ARRIVAL / EARLY DEPARTURE

If your child is late to school, please accompany your student to the office to receive a late slip to take to the classroom teacher. If the office is unattended a parent will need to sign the student in in the late arrival/early departure register. If your child needs to leave please notify the classroom teacher by writing a note in the diary or sending an email to the classroom teacher. When it is time to leave the student will need to go to the office to sign out. If the office is unattended a parent will need to sign the late arrival/early departure register.

COMING TO SCHOOL

Parking

Parking in school grounds is for approved vehicles only. Drop off and pick up areas are available on Schumanns Rd. Parents should not enter the school grounds unless picking up students for early departure or meeting with administration team members.

Two Minute Zone

The success of the Two Minute Zone (“Kiss and Ride”) on Schumanns Rd requires cooperation from all drivers to ensure quick movement of vehicles through the area. Be aware that police regularly visit schools to issue infringement notices to offending drivers.

We ask that drivers observe these time frames and stay in the areas no longer than it takes to get children in or out of the car. Drivers must not park cars in these areas and go into the school with the children.

If you need to stop for longer than the designated time, please park on Thagoona-Haigslea Road and walk to your destination.

Visitors

On entry to the school grounds, parents must be signed in as a visitor at the office. On leaving the school parents must return to the office to sign out. Access to teachers is only out of class time, preferably by appointment.

School Travel

Exemplary behaviour is expected when travelling to and from school.

Bicycle racks are available on the school grounds. Students are reminded that when travelling to and from school they should wear helmets. All bikes, skateboards and scooters must be locked with a bike chain in the bike rack.

Lost Property

To avoid lost property, all clothing, stationery and other articles should be clearly marked with student's name. All lost property is held in the container inside the office for a short time and is always displayed at the end of each term. After a period of time all unclaimed items are then donated to other students or a local charity. It is the responsibility of students and parents to check for any missing property.

Personal Items

Students are not permitted to have mobile phones with them during school times. Upon arrival at school, phones must be signed in at the office. These will be locked away for collection after school. No toys or other electronics such as ipods, portable DVD players are allowed at school. We take no responsibility for loss, theft or damage of items brought to school against school policy.

SCHOOL CONTACT DETAILS

Office:	(07) 5464 1358 admin@mtmarrowss.eq.edu.au
School Facebook:	https://www.facebook.com/MountMarrowSS/
School Website:	www.mtmarrowss.eq.edu.au
Student Absentee Email:	away@mtmarrowss.eq.edu.au
Principal - K. Emma McBain:	principal@mtmarrowss.eq.edu.au

P-2 Teacher – Angie Broadhead	abroad20@eq.edu.au
3-4 Teacher – Ken Wilson	kwils184@eq.edu.au
5-6 Teacher – Emma McBain	emcba5@eq.edu.au
Teacher – Kristy Hobden	khobd5@eq.edu.au
Teacher – Jane White	swhit148@eq.edu.au
Teacher Aide – Sam Hayes	shayes96@eq.edu.au
Teacher Aide – Sharon Bulow	sbulo1@eq.edu.au
Teacher Aide – Ellen McNamee	emcna46@eq.edu.au
Business Manager – Vivienne Rea	vrea@eq.edu.au

COMMUNICATION

Enrolments

If you are interested in enrolling at Mount Marrow State School please to follow the steps below:

1. Read our [Enrolment Management Plan](#).
2. See if your child resides within our catchment by visiting the [catchment maps](#) webpage and entering your address.
3. If you reside within the catchment, please [contact](#) the school to make an appointment to see the principal for an enrolment entry meeting.
4. If you do not reside within the catchment, contact the school for an enrolment pack. Submit all required paperwork to the principal and it will be considered against available places in each year level. Please note that your child will not be placed on the waitlist until all relevant paperwork is received.

Your Contact Details

Having an accurate record of your current contact details including phone number, mobile number, street address, and email address is vital. In the event of an emergency we must be able to contact you. The majority of school communication is via email, including notification of student absences, invoices and report cards. If your details change at any time during the year, please contact the office as soon as possible.

In addition, some parents may prefer for teachers to communicate with them via email. If this is your preference, please contact the teacher concerned to exchange email addresses.

Mount Marrow State School Website

The Mount Marrow website <https://mtmarrowss.eq.edu.au> is regularly updated. This is the preferred source for the most up to date information.

Facebook

The school Facebook page <https://www.facebook.com/MountMarrowSS/> is recommended for news on school activities and events.

Newsletter

The school newsletter contains important school information from the school and the Department of Education (DoE), as well as future dates and events, classroom news and examples of student work. The newsletter is sent home via email each fortnight and can be found on our website. For those who cannot access the internet, a copy may be requested through the office.

Enquiries

Enquiries may be directed to the office via email - admin@mtmarrowss.eq.edu.au.

Appointments

Should you wish to meet with your child's teacher, please make an appointment via email or send a note with your student. Teachers will make every effort to make time to meet with you around their preparation and teaching times. Our staff have a wide range of commitments and every effort will be made to accommodate parent requests. Phone calls or emails can also be organised with your child's teacher to discuss student progress.

Phone Messages

Phone messages will only be relayed to students in cases of emergency. Please make all personal and transport arrangements before your student arrives at school.

COMPLAINTS MANAGEMENT

Effective partnerships between parents, students and our school are important to education success. One part of the partnership is trust and openness. We need to be able to talk to each other when we have concerns so issues can be resolved. From time to time you may have concerns or complaints relating to our school. It is important that you share these with us. Please raise any concerns regarding your student initially with the classroom teacher. Any broader issues may be raised with the principal via email to principal@mtmarrowss.eq.edu.au Together we will endeavour to work out any problems so that satisfactory resolutions can be reached for all concerned.

REPORTING

Semester	Term	Activity
One	One	Individual parent/teacher meetings offered to all parents
	Two	Semester One report card (emailed during Winter Break) Individual parent/teacher meetings offered to all parents
Two	Three	Individual parent/teacher meetings offered to all parents
	Four	Report card (emailed on last day of school or during school holidays)

SCHOOL ANNUAL REPORT

Each year a School Annual Report is provided to the parent body highlighting the achievements of the school during the past year. This report is available in paper form or accessible on the school's website- www.mtmarrowss.eq.edu.au

STUDENT TRANSFER

If you are leaving our school, please let us know in advance in writing. All outstanding monies need to be finalised and school resources returned.

PARENT OPINION SURVEY

We encourage all parents to complete the parent opinion survey that will sent home in term 3. This survey provides us valuable information that we use to improve a variety of aspects across the school.

MONEY COLLECTION

BPOINT is the preferred payment method for all student invoices at Queensland State Schools and Mount Marrow State School is cashless. Please ensure you provide your email address on enrolment so that your invoices can be sent to you. Other options may be available upon request.

STUDENT RESOURCE SCHEME

The school operates a Student Resource Scheme (SRS). The 2021 SRS operates under the policy and guidelines of the Department of Education and Training (DET) and is approved annually and endorsed by the P&C Association. The annual membership fee is \$90.

The objective of the SRS is to offer parents an economic alternative for the purchase of school resources and textbooks and to enhance and maximise resources available for student learning. While membership of this scheme is not compulsory, the school strongly encourages your participation.

The SRS provides support for:

- All prescribed textbooks
- Reproduced class materials which complement and/or substitute for textbooks
- Other student reference books
- Specialist materials and consumables for practical studies (e.g. cooking ingredients, art supplies)
- Specialist equipment (e.g. calculators, cameras, iPads, robotics equipment)
- Classroom consumables and project materials
- Student reference material (e.g. library reference books, audio-visual material, software)
- Administration and replacement costs

It does not cover

- items listed on stationery list
- Excursions, incursions, camps and sporting trips

Payment of the SRS assists in our delivery of enhanced curriculum in the school.

Parents will be provided with detailed information about the SRS and appropriate payment options available to parents in the Finance Booklet.

Parents and caregivers not wishing to participate in the SRS will be expected to provide all necessary textbooks and resources for their student. They will be provided with 2 weeks' notice to purchase all consumables for cooking, art and science etc.

Please see the Student Resource Scheme document for more information.

FINANCIAL HARDSHIP

It is the policy of our school that all children should be able to participate fully in all of the educational opportunities we provide. If, due to financial hardship you feel you are prevented from allowing your child to participate in a school activity, please phone the office for an appointment to see the Principal so that other arrangements can be discussed.

CLASS ORGANISATION

We currently have three classes: Prep-2, 3-4, 5-6. Teachers decide on the best placement for each student.

CURRICULUM

Mount Marrow State School delivers the Australian Curriculum to all students and we place a high emphasis on Literacy, Numeracy, Science and the Arts.

For more information on the Australian Curriculum, please visit: <http://acara.edu.au/>

ASSESSMENT

Records of assessment are collected throughout the year by teachers from a variety of tests and student work. These provide the basis of written reports to parents for Semester 1 and Semester 2. Collaborative assessment is applied by teachers in cooperative teaching situations. Copies of assessment details and reports may be retained at the school for future reference. All assessment is available for parents to peruse in the current year, please ask your child's teacher.

LIBRARY

Students are able to borrow books on a weekly basis and will require a clearly named library bag for this purpose. Students are encouraged to care for the loan books with the understanding that the books are school property. Parents will be responsible for replacing books that are lost or damaged. The classroom teacher will advise you of your child's borrowing day.

HOMEWORK GUIDELINES

Homework allows students the opportunity to practice previously taught skills and concepts. It provides a platform for children to consolidate their understandings and engage with tasks independently. Each week homework is set for all students. Homework is directly linked to the programs that occur in the classroom on a daily basis and therefore homework tasks should be familiar and achievable for students. Homework also provides children with the opportunity to develop organisational skills.

READING: Independent/Shared Reading (Prep-6)

All students in the Prep to Year 1 should engage with at least 15 minutes of reading per night. Students in Year 2-6 should read for at least 20 minutes each night. Students are to record their reading in their school diary, parents are to sign and teachers will check this on Friday each week.

SPELLING: Soundwaves Spelling Program (Years 1-6)

Each week a new list of spelling words will be provided for children to practice at home. The Spelling test is completed weekly on Friday unless the day is changed for operational reasons.

SIGHT WORD / LETTER KNOWLEDGE (Preps)

Students are encouraged to practice their sight words in their MAGIC word Folder and recite letter sounds and names often.

MATHS: Number Fact Knowledge (Years 1-6)

Teachers will select relevant number facts / consolidation activities as required.

*ALL Homework is to be kept in a homework folder.

*Students who consistently complete their homework will receive Good Ones.

TECHNOLOGY

Technology is an essential part of living in the modern day. All students are taught to use a variety of digital devices to achieve certain aspects of the Australian Curriculum. For students to access the various cloud based programs, a third party consent form must be signed.

EXCURSIONS

Excursions are organised as an integral extension to the school's teaching and learning programs. All details including cost, venue, activities and times are approved by the Principal, presented to P&C for their approval and then sent home to parents or guardians to obtain permission. Without this written approval children will not be permitted to attend an excursion. See 'Finance' for information about making payments.

2021 CAMP

Year 5-6 students will have the opportunity to participate in a camp to Tallebugera during Term 3.

STATIONERY

Students in all year levels are responsible for providing their own stationery. Stationery lists and ordering information will be distributed to parents in Term 4.

Students who do not provide the required stationery in the first week of attendance will be provided with a reminder. If stationery is not provided, class teachers will contact the parent.

BOOK LISTS

At the end of each year a booklist for the following year's basic requisites is sent home with children.

BEHAVIOUR MANAGEMENT PROGRAM

Successful management of behaviour in a supportive school environment at Mount Marrow State School is guided by principles of equity, effectiveness, responsiveness, participation and accountability.

Mount Marrow State School is committed to achieving the best educational outcomes for students. Our school community is committed to help individual students achieve their personal best. Our behaviour rules are:

- Be Safe
- Be Responsible
- Be Respectful

For more information, please see the Responsible Behaviour Plan for Students

STUDENT LEADERS

The school usually elects two captains and four house captains (subject to change at the discretion of the principal). The election process of student leaders occurs in Term 4 of the prior year.

STUDENT DRESS CODE STATEMENT

The Mount Marrow State School is a full uniform school. The School Uniform is regarded by the school community as being important in its role in encouraging a sense of self-esteem, belonging and self-discipline in students.

The Mount Marrow State School Dress Code is designed to:

- Give students a sense of purpose that lends itself to the process of learning in our educational environment
- Ensure our students are easily identifiable
- Cater for elements of safety, comfort, climate, modesty, cost, efficiency, social equity and activity

RELEVANT LEGISLATION AND POLICY

This policy has been developed in accordance with the Education (General Provisions) Act 2006 (Sections 360-363) and the Department of Education and Training policy- Student Dress Code in relation to implementing student dress codes in Queensland State schools. The policy clearly outlines the schools response to non-compliance with regard to the Student Dress Code at Mount Marrow State School. The Mount Marrow State School Student Dress Code is endorsed by the P & C Association.

RESPONSIBILITIES OF PARENTS REGARDING THE STUDENT DRESS CODE

- Commit to supporting the dress code as part of the enrolment agreement
- Support the student to adhere to the dress code
- Request short or long term modifications or exemptions to the dress code in writing, providing reasons for the request
- Work with the school to resolve issues regarding student compliance with the school's dress code
- Engage in consultation processes about future revisions to the dress code

EXPECTATIONS

All students are expected to observe the details of correct attire and must be wearing the complete school uniform unless advised otherwise. Students should present in a neat and tidy manner at all times, including on their way to and home from the School. This high standard will ensure that our students continue to represent themselves and the School in an outstanding way.

School uniform:

- Official Mount Marrow State School Polo Shirt
 - Year 6 students may wear the senior shirt for the current year only
 - Students participating in Music Bus may wear the Mount Marrow Music Shirt on the day the Music Bus visits.
- Black Mount Marrow shorts or black unisex shorts

- Black shoes
- White socks
- Black hat – legionnaires, bucket or broad brim

Winter Uniform:

As above plus the following-

- Black tracksuit pants
- Plain black jumper / black zip up jacket

Other items students may wear:

- Mount Marrow Way armbands earned that year
- Black stockings or tights under the school uniform (white socks do not need to be worn if the tights/stockings have a 'foot')
- Black or purple beanie, scarf and glove in winter months, outside of the classroom
- Black hijab, yarmulke or turban if required for religious reasons

Hair and Makeup

All students at Mount Marrow State School are to be well groomed and the following must be adhered to:

- Hairstyles must be neat, clean, tidy and well-maintained
- Students with long hair must have it tied back and are encouraged to use a purple or black hair tie
- It is unacceptable for hair to be coloured or dyed a bright or non-natural colour (unless it is a temporary colour for a sporting event)
- Extreme hairstyles such as mohawks, rats' tails etc. are not permitted
- Accessories are not permitted (including, but are not limited to, bandanas, other brightly coloured headwear, fashion head bands etc.)
- Eyeliner, eye shadow, mascara and other makeup is not permitted
- Students may wear clear nail polish only

Jewellery/Accessories

Due to Workplace Health and Safety requirements, jewellery is restricted to one pair of stud or sleeper earrings (one in each ear) and a watch. Rings, necklaces, nose studs/rings or other body piercings are not permitted. Junk jewellery is not permitted. Watches must not be capable of recording or communicating with other devices.

NON-COMPLIANCE WITH THE STUDENT DRESS CODE

Students not in correct uniform must have a note, email or phone call to the school from a parent/caregiver explaining the reason. The preferred option is a signed note to be given to the class teacher at the commencement of the school day. These will be accepted for specified and temporary reasons rather than long-term waivers of the uniform expectations.

If a student does not comply with a dress code for school students, developed under section 360 of the Act, the school principal, working within the Department of Education and

Training's Policy and Procedure – Student Dress Code, may impose the following appropriate disciplinary consequences:

- Issue a cautionary white slip for the first occurrence
- Incorrect items may be temporarily held at the school until parents can retrieve them
- Issue a detention white slip for a period of up to 20 minutes
- Prevent the student from attending, or participating in any activity for which the student would have been representing the school
- Prevent the student from attending, or participating in, any school activity that, in the reasonable opinion of the school principal, is not part of the essential educational program of the school

We will support the student to comply with the dress code using loan items (if available) or removal of inappropriate items (e.g. jewellery, nail polish) in the first instance. We will talk with the student about their non-compliance with the dress code and any consequences they may receive in the future. We will contact parents via the white slip process firstly with a caution and then with a detention. We will provide alternative educational activities if student participation in essential curriculum activities is prevented for safety reasons.

PURCHASING UNIFORMS

The Mount Marrow State School Polo Shirt, hats and branded shorts are available from the Mount Marrow State School uniform shop. Black shorts, white socks, black jumpers and black tracksuit pants can be purchased from major retail stores.

PHYSICAL EDUCATION

All children from Prep to Year 6 receive one physical education lesson each week from a specialist HPE teacher. Our HPE teacher progressively covers such skills as swimming, athletics and ball skills progressively throughout the year.

HOUSE SYSTEM

All students at Mount Marrow State School are assigned to a school house. Siblings are allocated to the same house. The Mount Marrow State School Athletics Carnival is held annually.

Hooper - Red

Schumann – Blue

SWIMMING

Students across the school undertake swimming lessons in two 9 week blocks per year in Terms 1 and 4. The costs for swimming cover the bus and entry to the pool.

SPORTING EVENTS

The following sporting events are held each year for the Rosewood Small Schools Cluster:

- Term 1 - Swimming Carnival - Year 3-6 dependent upon age
- Term 2 - Cross Country - Prep to Year 6
- Term 3 - Small Schools' Athletics Carnival - Prep to Year 6
- Intra-School Athletics Carnival - Prep to Year 6
- Term 4 - Ball Games - Prep to Year 6

RECREATIONAL ACTIVITIES FOR STUDENTS

Activities for students and supervised sporting activities may be offered at various break times or before school. These will be publicised as they are organized.

SCHOOL EVACUATION AND LOCKDOWN PROCEDURES

The school has documented evacuation procedures and lockdown procedures for use in cases of specific emergencies. Regular 'evacuation drills' and 'lockdown drills' are held so that all students and staff are fully acquainted with these procedures and the purposes for which they are used.

ACCIDENT OR ILLNESS PROCEDURE

Students who are unwell will be sent to the office (or the year 5/6 room on Fridays). Should it be determined that the child is not well enough to return to class within a short time, parents will be contacted and requested to collect their child from school. In case of accidental injury, first aid will be rendered and parents contacted if the matter is serious.

If parents cannot be contacted, persons listed as Emergency Contacts will be telephoned. Where the illness or injury is deemed to be serious, the Queensland Ambulance Service may be contacted.

It is essential that parents inform the school of any change in contact numbers, or those of the student's emergency contacts.

STUDENT ATTENDANCE AT SCHOOL WHEN UNWELL

If a student has any condition that may be infectious to other students, he/she should remain at home until the risk to other students has passed.

STUDENT MEDICATION

A form must be completed before staff are permitted to administer medication. A 'Request for Medication Form' must be accompanied with a doctor's letter, or medication with a prescription label requesting the administration of any medication by the school office. This must clearly outline correct dosage and times for administration. A parent permission form must also be provided. These forms are available from the office. Students may keep asthma puffers on their person and self-administer providing the school has copies of the forms.

ADMINISTRATION OF NON-PRESCRIPTION MEDICATION

Staff are not authorised to administer non-prescription medication. Students are not permitted to bring medication to school for self-administration.

HEAD LICE

If your child has head lice, it is important that the condition be treated as soon as possible to reduce discomfort and minimise the risk of passing them on to others.

SCHOOL SORES

If your child has school sores, they will need to be covered before attending school.

DENTAL CLINIC

The State Government School Dental Service operates a clinic at the school every second or third year. Every child is able to be seen by the dentist with appointments made through the school. Notes will be sent home to parents about appointments and services when the dentist arrives at the school.

FOOD AT SCHOOL

Lunches

There are three lunch breaks held throughout the school day:

Munch & Crunch, 10:00am: children eat fruit or vegetables.

First break, 11:00-11:30am: children eat a main lunch of healthy food

Second break, 1:30-2:00pm: children eat healthy snack.

As independence is encouraged in all aspects of your child's day, please pack their lunch in containers they can open themselves. If you choose to give your child tinned food (ring top cans) please empty these into a plastic food container at home first. The tin lids can be sharp once removed and we find most children have difficulty removing them. Children have 10 minutes to eat at each break prior to playing.

Tuckshop

The tuckshop is operated by the Mount Marrow P&C Association. For more information contact the P&C.

Parent Involvement

The involvement of parents and helpers is a wonderful way to add diversity and interest to all classrooms. Classroom helpers give teachers and children valuable support in one on one and small groups for reading, writing and other areas as defined by the teacher. Any involvement is valuable and if you have a skill, hobby or interest please contact the school or classroom teacher and let us know if and when you might be available.

VOLUNTEERING AT SCHOOL

All visitors to the school are sign in at the office and then return to the office to sign out when the activity has been completed.

If a parent volunteers to support the school in any way, although not compulsory, it is advisable to have a Blue Card. This is a check of suitability many sporting and education facilities now expect. Application forms are held at the school's office.

All volunteers within the school must abide by the Code of Conduct which can be found at <http://education.qld.gov.au/corporate/codeofconduct/>

PARENTS AND CITIZENS ASSOCIATION

All parents and interested citizens are entitled to become members of the P&C Association. The main aim of the Association is to raise funds to help with the improvement of general conditions, resources and amenities at Mount Marrow State School. Our P&C is run by a dedicated band of parents who support the school in fundraising and support other parents when needed. Meetings occur most months for the duration of approximately one hour and all are welcome to attend. If you are interested in becoming a member, please contact the P&C Secretary via pandc@mtmarrowss.eq.edu.au.

The P&C accept money for fundraisers through the Mount Marrow P&C Assoc. Account:

Account Name: Mount Marrow State School P&C Association

BSB: 633-000

Account Number: 112419510

Tuckshop Orders can be paid by direct deposit into the tuckshop account:

Account Name: Mount Marrow State School P&C Association Tuckshop

BSB: 633-000

Account Number: 161100391