



Moorooka State School

Parent Handbook

WELCOME

P: 3426 5333

E: enquiries@moorookass.eq.edu.au

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WELCOME

Principal's Welcome

Welcome to Moorooka State School

I have the best job in the world: I am the Principal of Moorooka State School and there is honestly no other job I would rather have. There are so many great things that happen at Moorooka State School that I consider it to be an honour to be the principal. Every day in our school is a joy and I know you will also be delighted in sending your children here.

Moorooka State School offers your children a well balanced curriculum. We have developed literacy and numeracy programs which enrich the learning outcomes of our students. While our NAPLAN results have continued to strengthen, what's more important is the growth our students experience in the overall teaching and learning process: they are outstanding! When you visit our school you will see first hand how the variety of learning environments we have allow staff to ensure students are actively involved in their learning.



We have welcoming classrooms, a huge hall including music and keyboard room, two computer labs, a well resourced library, science lab, visual art workroom, several play areas, and extensive outdoor learning areas.

ICTs are a priority at Moorooka State School. Staff and students have access to interactive whiteboards in every classroom around the school. We have in excess of 170 Apple iPad devices accessible by staff and students in our school.

We are implementing the National Curriculum since 2012, with our staff prioritising literacy and numeracy skills while continuing with school priorities such as meeting the needs of all students (those requiring extra support and those with gifts and talents), reducing our ecological footprint, embedding ICT practices and ensuring smooth transition for our students to Year 7.

There is nothing I enjoy more than my daily interaction with staff and students. The office staff often tell me I am hard to find: it's usually because I am out and about co-teaching with my colleagues in the classroom, chatting with parents who have dropped in, or enjoying a story or activity with a child in the classroom. Can I encourage you to do the same: your participation in your child's education is the key to ensuring that together we can ensure great things happen for your child.

Every day at Moorooka is Open Day. I invite you to come and discuss more fully what our school has to offer you and your family.

Craig Kerwin, Principal
Dip Tch (Prim), Grad Dip Ed (Comp in Ed)
Dip MM, Dip Train/Assess

About our school

This booklet provides information about Moorooka State Primary School. If you have any queries about the school, please contact the school office for additional information.

Moorooka State School is one of the oldest in Queensland and in 2015 will see the celebration of its 150th Anniversary. We are very proud of the history and the traditional role the school has played in the local community. Whilst we look back with pride, we are focused on providing opportunities to help our children prepare for their futures.

Our school has adopted a whole school approach and a united focus on improving literacy results with our Explicit Improvement Agenda as of 2016; Reading, Reading, Reading! We are focusing on ensuring a consistent approach to how teachers deliver Guided Reading.

We have also employed a speech language pathologist for two extra days a week to support students in our school who have speech and/or language difficulties. We are a PBL school which ensures consistent and concise behaviour is taught, encouraged and strengthened by our support staff. We are very proud of our expensive school grounds and facilities including double sized classrooms, large hall and pool.

Contact details

Office	3426 5333
Absentee Line	3426 5360 studentabsences@moorookass.eq.edu.au
Tuckshop	3426 5650 tuckshop@moorookass.eq.edu.au
Uniform Shop	3426 5348 uniformshop@moorookass.eq.edu.au
SchoolPlus (OHSC)	3161 9904 moorooka@schoolplus.com.au
Website	www.moorookass.eq.edu.au
Email	enquiries@moorookass.eq.edu.au

Queensland School Holidays and Student free days

Student-free days and Queensland school holiday dates can be viewed on the Moorooka State School website under the Calendar and News section:

<https://moorookass.eq.edu.au/Calendarandnews/Eventscalendar/Pages/Eventscalendar.aspx>

The students' day (8.45am-2.55pm)

Arrivals

The 'School Day' officially starts at 8:45 am. At this time supervision and responsibility for children at school commences. Children must not be at school before 8:15am at all, as we cannot provide supervision or ensure their safety. Children who arrive between 8:15 and 8:30 am must assemble and sit quietly in the supervised area under our outside their classroom.

Students can only enter classrooms with teacher permission/supervision. Play equipment and oval are not to be used at this time. If children do not meet this requirement their parents/carers will be notified that they will not be permitted at school before 8:45 am.

Bell/Playground times

Moorooka State School has a regular schedule for our students' day, which includes times and bells for eating, playing and learning. Our full school timetable is on page 6.

Outside School Hours Care

SchoolPlus

Moorooka State School is partnering with SchoolPlus Foundation to provide families with a full program of Outside School Hours Care (OSHC) including before school care, after school care and a fantastic holiday program. As a Not- For-Profit Organisation, the proceeds go back into improvements into the school community.

The Service operates on school grounds from the school hall. Our motto "Laugh Out Loud and Learn Through Play" reflects our focus on empowering children with a wide choice of stimulating activities including sport, craft, construction, cooking, gardening, homework club and much, much more. We invite all families to drop in and meet our amazing educators.

Onsite OSHC Office: 0448 051 254
School Plus Head Office: (07) 3161 9904
School Plus Website: www.schoolplus.com.au

Hours of operation:

Before school care: 6:30am - 8:50am
After school care: 2:55pm - 6:00pm
Vacation care 6:30am - 6:00pm

Student free days

All details are set out on the School Plus website www.schoolplus.com.au

Play guidelines and areas defined

Unstructured play is an important part of the learning process. These play times allow children to mix, play, make choices and co-operate with others with a minimum of adult intervention. During play times children are required to play in the correct areas in a safe and responsible manner. THE RIGHTS OF OTHERS ARE TO BE RESPECTED. Children unable to play in a safe and respectful manner may be withdrawn from the playground.

Lunch breaks

Teachers and aides supervise children in designated eating and play areas.

First break – Children remain seated to eat their first break main lunch from 10:50-11:00am. Orderly movement to the tuckshop, toilet and taps is permitted. Children are able to play from 11:00-11:35am.

Second break – eating time is from 1:10–1:20 pm. Children are able to play from 1:20-1:40pm.

Brain Break

It has been proven that children’s concentration and learning can be affected by their diet. We have decided, as a school, to introduce a “Brain Break”. During every morning session (approximately 9.30am to 10am) the children will stop for a fruit or vegetable snack which we believe will aid in their concentration. They will be required to bring a small piece of fruit or vegetable every day, washed and prepared (eg. oranges and carrots sticks pre-cut in a bag). Please note this is to be “FRUIT”, not processed food with fruit in it.

School timetable/bell times

8:40am	Bell: Warning bell for all students to report to classroom.
8:45am	Bell: Teaching and learning commences Roll marking, tuckshop monitors take the basket to the tuckshop by 9am Healthy snack morning session (5 minutes only in class)
10:50am	Bell: First break (eating) <ul style="list-style-type: none"> Teachers ensure that lunch boxes are in the basket and all children have a hat for play Lunch baskets are collected and monitors place the lunch baskets in the designated eating areas. Staff in the designated eating area distribute tuckshop orders to students. Classroom doors are locked during breaks
11:00am	First break (play) <ul style="list-style-type: none"> Staff on eating duty ensure area is free of litter At the end of first break the tuckshop box is returned to the classroom and lunch basket monitors carry the baskets back to classrooms
11:35am	Bell: Warning bell for all students to report to classroom.
11:40am	Bell: Teaching and learning commences
1:10pm	Bell: Second break (eating)
1:20pm	Second break (play)
1:35pm	Bell: Warning bell for all students to report to classroom.
1:40pm	Bell: Teaching and learning commences
2:55pm	Home
3:15pm	Students to have left the school grounds. Remaining students are to report to the once if not collected.

Tuckshop

Our tuckshop provides an important service for the school. Our tuckshop, is open five days a week, offering lunch and snack items. Our tuckshop requires the support of rostered volunteers to operate. The efforts of all our tuckshop volunteers are most appreciated.

- > Children are not permitted to leave the school grounds to purchase food.
- > Only children making purchases should be at the tuckshop.
- > Children are not encouraged to buy food for others.

The tuckshop menu can be accessed via:

<https://moorookass.eq.edu.au/Facilities/Tuckshop/Pages/Tuckshop.aspx>

There are two easy ways to order from the tuckshop:

1. Order online at <https://www.school24.net.au/> and follow the instructions. This can be done prior to the day, or the morning of. Our School Registration ID is: **25306963**
2. Order via paper bag in class or at the tuckshop. Please write your child's name, class, order, price and mark '1st break' or '2nd break' on the paper bag. Paper bag orders should be in before the school day and collected by class monitors.

All food is to be consumed in allocated eating areas.

- Children can purchase drinks, iceblocks, snacks from the tuckshop during breaks
- No sales after 11:35am & 1:35pm
- Manners to be used at all times
- Line up in an orderly manner – look after younger students!

Management matters

Class allocations

Year P–6 classes are formed before the end of the school year, for the next year. These are tentative only and may change in the new year. Parents/carers are given an opportunity in Term 4 to complete a form outlining their child's special needs they would like considered, during the last week of the school year. These will be considered, but are not guaranteed to be fulfilled. Classes are of mixed ability and are formed after careful consideration of:

- learning styles
- additional learning needs
- behaviour support
- friendship groups

Classes are kept numerically even through a year as far as possible. After class lists have been finalised and parents/carers notified, these will not be changed. There may, however, be adjustments made to class structures and makeup after the first week of the school year depending on enrolment numbers and teacher allocations and transfers. This cannot be avoided sometimes, as this depends on Government teacher resourcing.

Transfer of students in and out

A school transfer certificate is required when a child transfers from one state school to another. Please contact the office as soon as possible to advise of an impending move as we have a waiting list of students wishing to come to Moorooka State School.

Contributions, fees, fundraising, and money collection.

There are a number of costs associated with education today and the general raising of a child. At Moorooka we attempt to keep all costs at a reasonable level. While items such as buildings, staff and many teacher resources are provided by DET through the school, there are a number of items that enhance our curriculum and learning which we request parents to pay for or assist to subsidize.

You will be notified of the above through our school list each year. Please pay these promptly through our school office as notified. We are happy to make suitable arrangements for families who may be experiencing financial difficulties – please contact the Business Services Manager in relation to this.

Our P & C Association has approved and supports these contributions and they are reviewed annually by this body. Additionally, the P&C, and school, runs several annual fundraising activities and events. Again, these are on our annual list.

Money Collection

The arrangements for money collection for events or activities are as follows:

If paying by EFTPOS:

- Moorooka State School provides money collection envelopes and a form to complete with EFTPOS details

If paying by envelope:

- Write the following details on the envelope:
- Student's Full Name
- Class
- Reason for payment or name of the activity
- Amount
- Payments can be made by cash or cheque (made payable to Moorooka State School)
- Payment envelopes should be sent directly to the school office
- The due date for money a week before the event or activity is held.

ABSOLUTELY NO MONEY WILL BE ACCEPTED AFTER THAT DATE. If money is not paid by this date, the student will be unable to attend the activity/ camp/excursion.

Money, mobile phones and valuables at school

Money and Valuables

We discourage children from bringing valuable items to school (e.g. toys, iPods, MP3s, mobile phones, sports gear, etc) and the school will not be liable if you or your child brings these items to school. If an item is brought for a reason (class talk, special occasion) it should be with the permission of your teacher. If brought to school, items should be kept safely — in your teacher's care. Large amounts of money are not necessary at school. We request children bring no more than \$10.00 to school for tuckshop.

Money should not be left on or in desks, in bags or other public areas. Children need to learn to look after their money wisely. Money should never be given to other children. Money brought to school for trips, camps etc. should be forwarded in the official school envelopes with the details completed on the front. These MUST be handed to their teacher who will arrange for all money to be placed in the box near the office. Receipts will be issued for all payments through the student's teacher.

Mobile Phones

In the situation where it is essential that a child is required to bring a mobile phone with them to school the following procedures are to be followed:

- The phone is required to be switched off at school and will not be used during the school day
- Mobile phones are to be handed in to the office on arrival at school and collected at 2:55pm on departure
- Children misusing mobile phones will be subject to the school's 'Responsible Behaviour Plan for Students'
- We take no responsibility whatsoever for mobile phones in terms of misuse or security of these if the above processes are not followed

- Any urgent messages or information that a parent may need to pass on to a child should be done through the school's formal telephone system

Communication

Absences, late arrivals and early departures

As a matter of safety and to comply with DET requirements, parents/carers are asked to explain a child's absence with a note or phone the student absentee line on **07 3426 5360**. If no explanation is received, a phone call or email will be sent requesting a reason.

Office staff may contact parents/carers about a child's absence after three days of unexplained absence. Students who arrive after 9:00am should report to the office with an explanatory note.

Children are to be signed out/in at the office if they leave school early or arrive late for any reason. Please notify the school of planned absences as soon as possible. If the planned absence is longer than 10 school days an exemption register must be completed. These are available at the office.

Family Records — Confidential

It is a parental responsibility to provide the school administration with accurate and up-to-date data for family records. This is especially important in relation to home and emergency contacts and essential custody and medical information. All information in our school database is considered confidential.

Meetings with teaching staff and / or the leadership team

The Principal, Deputy Principal and teaching staff are always happy to meet with parents/carers to discuss student progress or other matters. Please ensure you have discussed the matter with your classroom teacher before phoning the school to make an appointment for a formal interview with the Deputy Principal or Principal. Deputy Principal or Principal will attempt to meet within 24 hours however this is not always possible. This enables staff members to ensure that they can give the matter their full attention. We will always try to make time to see a parent/carer.

Complaints management

From time to time parents/carers may have concerns about school matters or their child's progress. Minor concerns may become bigger issues if you do not talk to the school staff about them promptly. We have found most issues are best resolved through prompt and courteous communication.

Education Queensland and Moorooka State School are committed to ensuring that all parents/carers have their concerns dealt with in a fair and equitable manner. Our school processes aim to support parents/carers and school staff to work through issues towards a satisfactory outcome.

Our expectation is that parents/carers will contact the school first. Please contact the class teacher in the first instance. Concerns may also be lodged with the Deputy Principal or Principal if you're not happy with the response.

School decision-making

While the Principal is responsible for the decisions made for the school, several consultation processes do occur where appropriate. These include:

- Staff meetings
- through teams and our local consultative committee
- with parents and P&C meetings
- through sub-committees.

Parents are encouraged to check agenda items for P&C meetings in our newsletter and attend if they wish to contribute to these consultation processes.

Traditions + celebrations

Website, QParents App and Newsletter

The school website combined with the QParents app is a convenient way to receive up-to-the minute information from and about our school. It is also an easy way to access and read our school newsletter. The app will enable you to get alerts, short news stories, changes to calendar events, notices, eg. camp bus late etc. as well as emergency notices from the school. The school community will also receive emergency announcements from DET such as natural disasters and school closures through the app.

Our newsletter is sent out every fortnight (Friday even weeks) by email. This is a most important part of home/ school communication. Parents/carers are encouraged to check their email each Friday afternoon (or visit the school office to collect a copy for those parents without computer access).

The newsletter keeps you informed of school events as well as policy and procedures and interesting activities going on around the school. The newsletter is available for community notices. All notices need to be emailed or handed in to the office by 12noon Wednesday the week of the newsletter.

Parades and assemblies

Whole school parades are held at the hall each Friday (weather permitting). We have our National Anthem and notices. These child-centred assemblies feature announcements, class performances, music items (including Strings, Band, etc), and student awards. Parents/carers are most welcome to attend parades.

Uniform and dress code

The Moorooka State School Uniform and Dress Code is based on the Department of Education's Policy and Guidelines on School Dress Standards for Students.

Moorooka State School has always been a uniform school and our uniform and dress code is supported and endorsed by our Parents and Citizens' Association. There are many valid and important reasons why our uniform and dress code is important to our school and is necessary to comply with. For your consideration, some of these are outlined below:

- to ensure basic health and safety standards are met (according to the relevant legislation) and minimise harrassment attributed to dress
- ensure flexibility and suitability of style, design, cost and comfort
- to minimise stereotypical ideas about appropriate dress for boys and girls
- encourage respect
- contribute to good school tone, image and the school's supportive school environment practices
- encourage effective learning and teaching practices
- uphold community standards and expectations.

Sunsafe Considerations

Our collared shirts and broad-brimmed hats are most suitable for sun-safety. Students wearing baseball style caps and other inappropriate head wear will be deemed unsuitably dressed for the sun and will be confined to shaded areas under the buildings. Sunglasses may be worn at school following written parent/carer approval.

Sunscreen is essential and freely available at school, but must be white or a neutral colour. Sunscreen use is necessary during swimming lessons. It is now required that ALL children swim with suitable sun tops or T-Shirts (during Term 1/Term4 swimming lessons).

Dress Code Expectations

Children are expected to be clean, neat and tidy. Hairstyles are to be appropriate for primary school.

Broad brimmed hats are required for all outdoor activities at school and on school excursions. Children without hats will be required to play in covered areas under the buildings. Persistent failure or refusal to wear a hat will be regarded as a breach of school rules and will be dealt with under our 'Responsible Behaviour Plan for Students'. Members of certain school groups (e.g. choirs, chess teams, band, sport teams) are permitted to wear approved clothing for that activity.

When children are unable to wear school uniform, clothing approximating the school uniform, in colour and style may be substituted for a brief time in exceptional circumstances. Our school is able and very willing, to support families in genuine need to meet our dress/uniform requirements.

Where religious beliefs dictate variance from the school's dress code, parents/carers are asked to discuss this (and options) with the principal. New children to the school will be required to meet this code within one week of enrolling.

The following items are unsuitable and not permitted:

- thongs, sandals, high boots, plastic or coloured shoes (other than black/white)
- multi-coloured tops and tops with slogans, designs etc.
- football jerseys and coloured jumpers
- bike pants and satin boxers
- leggings without skort/dress
- pullup or wrap around skirts other than pleated netball skirt
- long, dangling earrings (in consideration of our students' safety)
- only one stud or sleepers per ear NOT multiple earrings
- earrings NOT recommended for boys
- rubber bracelets, anklets
- necklaces, charms etc
- transfers, tattoos, body markings, nail polish
- Mohawks, spikes, gel, coloured/bleached hair, undercuts

	Boys	Girls
Standard uniform	<ul style="list-style-type: none"> • Royal blue and gold polo shirt with school emblem • Royal blue rugby knit shorts with 'Moorooka' on front. 	<ul style="list-style-type: none"> • Royal blue and gold polo shirt with school emblem • Royal blue rugby knit shorts with 'Moorooka' on front. • Royal blue rugby knit skort with 'Moorooka' on front. • Blue and white checked dress with collar, short sleeves and front zip, with school emblem on left front
Winter Uniform	<ul style="list-style-type: none"> • Royal blue long sleeve shirt with school emblem • Royal blue full length knit pants 	<ul style="list-style-type: none"> • Royal blue long sleeve shirt with school emblem • Royal blue full length knit pants
Shoes/socks	<ul style="list-style-type: none"> • Brown/black school shoes (Joggers are acceptable). White/White with royal blue/gold stripe socks. 	

Students may choose to wear any combination on any day of the week. Jeans, singlet tops, midriff and hoodies do not form part of our school uniform and should be kept for outside of school. Where possible, other items of clothing which are cultural should be worn in school colours (blue, yellow, white).

For sports days children should wear house colours —

- > Flinders (Red)
- > Cook (Blue)
- > Logan (Yellow)

All clothing items are available through the Uniform Shop. Please mark all uniforms with your child's name.

Maintenance of School Dress Code

The school community expects all its members will follow this dress code. (Note agreement on the enrolment form). Children who are inappropriately dressed will, in the first instance, be reminded of the dress code. Records of reminders issued will be kept. Repeated breaches of the dress code will result in a letter to parents/carers reminding them of the school's requirements. If this continues resolution

will be attempted through negotiation. Children incorrectly or unacceptably dressed when going on a planned trip or excursion will not be permitted to attend such trip or excursion. Persistent breaches of the school's code of dress may result in a child being subject to the school's 'Responsible Behaviour Plan for Students'.

Uniform shop

The Moorooka State School Uniform Shop is run by the Parents and Citizens' Association as a service to the parents/carers and children. Please see the website for opening hours.

Second Hand Uniforms

Second Hand Uniforms are available through the Uniform Shop (first in, best dressed!).

Lost property

A Blue cupboard is located under in the bottom stairwell of the main A Block. They are cleared each fortnight, with the following management of items:

- named school uniform clothing will be left for collection
- unnamed school uniform clothing will be collected, washed and resold as secondhand items
- non-school uniform items will be donated to charity
- lunchboxes/food and waterbottles will be disposed of for health and hygiene reasons

it is the responsibility of parents and students to find the child's lost property. This is not the class teachers or administrations responsibility.

Extra-curricular programs

Physical Education swimming lessons

Swimming is an important part of the school curriculum as well as a useful skill for later life. We provide swimming lessons for all children during Terms 1 and 4. All children are expected to participate in these lessons unless they provide a note from a parent/carer excusing them. Children need togs, a towel and bathing cap (all named). It is now required that children wear T-shirts or sun safe tops as an additional form of sun protection.

As you know we are very fortunate that Moorooka State School has its own pool. Our focus is to improve the quality of coaching in school lessons by employing a trained swimming coach from Moorooka Swimming, a sub-committee of the P&C, to work side by side with our PE Teacher coaching the students and designing specific programs to develop their swimming skills and further enhance the quality of time spent in the pool.

We also recognise the significant benefits in having our parents continuing to participate in our swimming program by assisting in the water and around the pool.

Swimming Club (Moorooka Marlins)

The Moorooka State School Swimming Club (Moorooka Marlins) is a sub-committee of the Moorooka P&C Association. It is committed to providing children in our local community the benefits of swimming tuition and competition. Sign-On occurs all year round. Fun club nights for swimmers of all standards are held on Friday evenings during the swimming season. The club employs qualified coaches to cater for learn-to-swim classes (from preschool age onwards), squad training, competitive swimming and interclub carnivals.

Moorooka Marlins is a fun, family orientated club. We have an extensive swimming program that ranges from times each Friday at club night & we also compete in carnivals against other local swimming clubs throughout the season.

Club membership

The annual club membership fee applies. Family Membership is required if any of your children attend Friday Club nights or they train in any Squads. Swimmers can not be a member of any other school swimming club. If your child only does learn to swim or stroke development classes and doesn't attend swimming club on Friday nights, they are not required to be club members.

Important dates

Important dates for events such as sign on days and club events are listed on the Moorooka Marlins website: <https://moorookamarlins.teamapp.com/>

Camps, excursions & incursions

We have a comprehensive camping/outdoor education program along with appropriate class excursions and trips. Our program aims to give our children opportunities to experience a range of activities. Our school is equipped with camping equipment and staff experienced in organising and running school camps. The camps are held for varying durations in a range of settings from Year 4-6.

We are committed to providing a safe and supportive learning environment for staff, students and volunteers at all sites – both on and off campus.

- All planned school excursions are approved by the Principal and endorsed by the P&C Association. Camps and excursions appear on our approved term calendar.
- Notification will be given and permission sought for the participation of your child.
- Expenses are charged for these activities – such expenses are directed to the purpose for which it is charged.
- School charges for camps and excursions are calculated on a cost recovery basis, according to the number of students who have indicated their attendance.
- Participation of students is indicated through payment of the excursion or camp charge and provision of a permission form completed by the parent/carer.
- All children are expected to attend the year level camps, and we attempt to keep costs reasonable. If a child's behaviour is deemed to have been inappropriate during the course of a school year, and the child may be a danger or disruption to other children, the school has the responsibility to exclude the child from camps or excursions.
- We would attempt to work with parents to ensure each child can participate.

Refunds

These activities are carefully costed with no shortfall of funds allowed for due to the non-participation of a student who previously indicated attendance; fees may be refunded in full or part or not at all, having regard to the associated expenses incurred and the circumstances of non-participation.

YEAR 5-6 children are involved in Gala Days on Friday afternoons. All students in Years 5-6 pay a fee to cover the cost of transport to and from the venue.

House System

Students are given a house upon enrolment. We have both an athletics and a swimming carnival for P-3 and Year 4-6 students. For the school athletics and swimming carnivals the children are allotted to their house: Flinders, Cook or Logan. Students can also accumulate house points in their classroom and in the playground by collecting Moorooka Merits for following school rules.

Sport

We have a part-time PE Teacher who delivers Physical Education to P-6 students. Throughout the year we also have Sports Days, Swimming Carnivals as well as individual students who have particularly excelled in a specific sport are invited to regional sports days.

Robotics Club

Students from Years 4-6 are given the opportunity to be a part of the Robotics club. This club meets every Tuesday and focuses on programming designed robots to maneuver and perform actions.

Health + well-being

Accidents

All care is taken with children at Moorooka State School, however, accidents still occur. Staff qualified in first aid attend to minor injuries. Parents/carers are contacted immediately about more serious injuries. If we are unable to contact you, we will take appropriate action for the child's welfare. Head injuries will be reported to parents/ carers by telephone on the day it occurs.

Please ensure that the school has current family phone numbers and vital medical information to facilitate this process.

Chaplain

The role of the chaplain is to provide pastoral care and spiritual, personal, and ethical support to the entire school community including students, parents and staff. Some of the activities of the chaplain include participating in sporting and cultural programs, assisting in classrooms where requested, working with smaller groups of students in programs. School community members may request to see the chaplain on an individual basis for support in personal matters.

The chaplain is available Wednesday and Friday every week during the school term.

Immunisation

We strongly recommend that all children receive the full range of immunisation available to children in Queensland. Whilst immunisation is not compulsory, the school may decide to exclude children who are not immunised in the event of a severe outbreak of certain illnesses. The only exceptions to this may be children who have adverse reactions to immunisation. Full details of immunisation programs are available from the office or through the Brisbane City Council Health Department.

Medication and illness

If a child becomes ill at school he/she is sent to the medical room. The child may spend some time lying down near the Administration Staff. If the child appears distressed the parent/carer is informed and arrangements are made to have the child taken home. Parents/carers are informed of any head injuries to children as a matter of precaution.

DETE's policy guidelines for administering medication to students are very clear.

Staff members are not permitted to give students any medication (including headache and cough medicine) unless:

- medication is received in its original pharmacy container/packet labelled with the student's name, dosage and time to be taken
- the parent/carer provides written consent
- the student's doctor provides guidelines (including potential side effects or adverse reactions).

When the medication is no longer required the school needs to receive written advice and the medication must be collected. The exception to the above is when a relief puffer, such as Ventolin, is required. Children may carry a puffer provided that:

- a medical practitioner has assessed their need;
- parents/carers give approval;
- the school is satisfied the student can safely assume responsibility for self-medication.

We have found that most children can use puffers safely and when required; we are happy to keep these in the office area for children to use if parents/carers would prefer. Please ensure the administration is aware if children need to self-administer medication.

Management of Anaphylaxis Policy and Procedures

Anaphylaxis is a severe, rapidly progressive allergic reaction that is potentially life threatening. The most common allergens in school aged children are peanuts, eggs, tree nuts (e.g. cashews), cow's milk, fish and shellfish, wheat, soy, sesame, latex, certain insect stings and medication.

Purpose: To provide, as far as practicable, a safe and supportive environment in which students at risk of anaphylaxis can participate equally in all aspects of the student's schooling.

To raise awareness about anaphylaxis and the school's management policy in the school community.

To engage with parents/carers of students at risk of anaphylaxis in assessing risks, developing risk minimisation strategies and management strategies for the student.

To ensure that each staff member has adequate knowledge about anaphylaxis and the school's policy and management procedures in responding to an anaphylactic reaction.

Management Plan: ***Reducing the Risk***

1. Obtaining medical information about students at risk.

The parent/caregiver:

- upon enrolment, or if the student is enrolled, as soon as possible after diagnosis, inform the principal of the school in writing that their child is at risk of an anaphylactic reaction
- provides the school with an Action Plan for Anaphylaxis signed by a medical practitioner and with up to date photo, for all students who have been diagnosed as anaphylactic or potentially anaphylactic:
 - > http://www.allergy.org.au/images/stories/anaphylaxis/epipen_action_plan_personal_2011.pdf
 - > http://www.allergy.org.au/images/stories/anaphylaxis/allergy_action_plan_2011.pdf
- provides written notification for the school to administer or assist a student with the administration of a prescribed medication (e.g. auto-injector) in the management of an anaphylactic reaction
- provides the equipment and consumables, including medication (e.g. auto-injector), for carrying out emergency treatment as specified in the student's Action Plan for Anaphylaxis
- negotiates with the principal the conditions around which their student self-administers medication and/or if student is to carry emergency medication (e.g. auto-injector) on their person and self-administer this medication
- ensures that the equipment and consumables, including medication (e.g. auto-injector) provided, is not out of date and is labeled clearly with the student's name and dosage information. A minimum of two auto-injectors is required (if prescribed) for effective management procedures.
- provides home auto-injector for use on camp.
- replaces the medication (e.g. auto-injector) when it expires or after it has been used.
- informs the school if the student's medical condition changes, and if relevant provide an updated emergency procedures plan (ASCIA Action Plan).

School staff:

- displays Individual Anaphylaxis Action Plans in the first aid room, student's classroom, and all playground duty folders.

2. Education of school personnel concerning the risk of food anaphylaxis.

- A range of staff undergo practical training in using an auto-injector by a registered provider. A register of participants is kept.
- Discussions regarding management of Anaphylaxis occur at sta meetings throughout the year.
- Staff is expected to complete modules in Course – Australasian Society of Clinical immunology and Allergy (ASCIA). Register of sta that have completed course is kept at school.
- Information pertaining to management of anaphylaxis is made available to relief teachers and duty staff.

3. Implementation of practical strategies to avoid exposure to known triggers.

- School does not implement a blanket food ban nor does it prohibit entry of particular food substances into the school.
- Students with a food allergy are not physically isolated from other students.
- School promotes a no food and drink sharing policy, as well as washing hands before and after eating.
- Action Plans are displayed in various locations around school, including the tuckshop.
- Photo information is displayed in the front of relevant class rolls, all playground duty folders, in the tuckshop and in folders provided to specialist teachers.
- Registers of auto-injectors, which includes expiry dates and storage location are displayed in first-aid room, playground duty folders, library and tuckshop.
- School notifies parent if expiry date is due on auto-injector and parent has not already replaced.
- Consideration is given to distance from outside venues to medical treatment.
- Full medical information is collated by sta for excursions/camps. Medication is collected and returned to specific school locations for use on excursions/camps. Outside venues are informed of dietary requirements.

Class teachers are responsible for ensuring current variation to duty procedures are carried out to safe guard students with anaphylaxis while they are on excursions and camps. This includes considering all possible risks to students at event, developing management strategies accordingly, obtaining auto-injectors and action plan from location in school and ensuring it travels to the excursion or event.

- Tuckshop promotes a policy to minimise risk of cross-contamination when preparing foods, for example, ensuring all utensils used in preparation of egg sandwiches are thoroughly cleaned before reuse.
- Parents are encouraged to make an appointment with tuckshop convenor to check foods available at tuckshop and discuss options available.

4. Age appropriate education of children with food allergies so they can avoid them.

Individual anaphylaxis management plans

The following information must be provided on a student diagnosed with Anaphylaxis:

- Information about the diagnosis, including the type of allergy or allergies the student has (based on a diagnosis from a medical practitioner).
- The student's emergency contact details.
- An emergency procedure plan (ASCIA Plan), provided by the parent, that:
 - sets out the emergency procedures to be taken in the event of an allergic reaction;
 - is signed by a medical practitioner who was treating the child and;
 - includes an up to date photograph of the student.
- The student's ASCIA plan will be reviewed, in consultation with the student's parents/ carers:
 - annually, and as applicable,
 - if the student's condition changes, or
 - immediately after a student has an anaphylactic reaction at school.

References

Anaphylaxis Guidelines for Queensland State Schools –

[http:// education.qld.gov.au/schools/healthy/anaphylaxis.html](http://education.qld.gov.au/schools/healthy/anaphylaxis.html)

<http://www.allergyfacts.org.au/actionplans.html>

Responsible Behaviour plan

Moorooka State School is committed to provisions that ensure all students have a right to and receive a quality education. Essential to effective learning is a safe, supportive and disciplined environment that respects the rights of all students to learn, the rights of teachers to teach and rights to be safe.

Children are expected to be courteous, considerate and behave appropriately at school and when travelling to and from school. As representatives of our school, children must also be on their best behaviour on excursions, at school camps and when competing in sporting events.

Code of Conduct

All members of the school community have rights. These rights ensure we all feel safe, can learn and are treated with respect and dignity.

In order to uphold these rights at Moorooka State School, we value the following baseline behaviours for all members of the school community. Our expectations relate to behaviour outside of school that affects the good order and management of the school, including inappropriate online behaviour.

Safety.

School community members will act in a responsible manner that presents no danger to the physical or emotional security of themselves or others. Violence, or the threat of violence, will not be tolerated, including the possession of unsafe objects at school.

Respect. School community members will treat each other with courtesy and consideration at all times, being mindful of the rights and differing responsibilities of each person. Such courtesy will be reflected in both action and communication.

Responsible.

School community members will endeavour at all times to make appropriate behaviour choices and accept accountability for the outcomes of their actions.

Effort.

School community members will be mindful of the fact that the primary aim of schooling is student learning. Each member will actively fulfil their role in this process to the best of their ability.

Roles

Schools are expected to:

- > Provide safe and supportive learning environments
- > Provide inclusive and engaging curriculum and teaching
- > Initiate and maintain constructive communication and relationships with students and parent/carers
- > Promote the skills of self-management.

Students are expected to:

- > Participate actively in the schools education program
- > Take responsibility for their own behaviour and learning
- > Demonstrate respect for themselves, other members of the school community and the school environment.
- > Behave in a manner that respects the rights of others, including the right to learn
- > Co-operate with staff and others in authority.

Parents/Carers are expected to:

- > Initiate and maintain constructive communication and relationships with school staff regarding your child's learning, well being and behaviour.
- > Take an active interest in the school and wider community
- > Provide a positive role model for life long learning.
- > Support your child/children to continue their learning in the home environment.
- > Provide your child/children with the necessary materials for learning.
- > Participate actively in your child/children's schooling.

All members of the school community are expected to:

- > Conduct themselves in a lawful, ethical, safe and responsible manner that recognises and respects the rights of others.

Strategies to encourage appropriate behaviour

Honour Awards

Moorooka Merits

Explicit teaching of values, virtues, social skills through our 'Responsible Behaviour Plan'.

Formal acknowledgement via assembly/parade/ newsletter/school noticeboard

Strategies for managing INAPPROPRIATE behaviour

Moorooka State School has a clearly outlined strategy that provides educational support or intervention in responding to unacceptable or potentially unacceptable behaviour (see illustration, next page.) The purpose of the responsible behaviour plan for students is to teach values, virtues, personal qualities, and appropriate behaviours to promote the core business of learning. Everyone in the Moorooka School Community, students, teachers, parents, administration and staff has a responsibility to respect the rights of others by respecting school/class.

About bullying: parent information

Statement of belief

At Moorooka State School we believe in a strength based approach, and follow a restorative justice model. Restorative justice uses the incident of inappropriate behaviour as an opportunity to educate students about the impact of their actions, and strengthen them to make better choices next time, while accepting natural consequences for actions.

This approach actively involves students in repairing harm and taking responsibility for the development of positive peer relationships. The goal of a restorative justice approach is to solve the problem rather than interrogate, punish, blame or label individuals.

Bullying can be:

- Physical e.g. hitting, poking, tripping or damaging someone's belongings.
- Verbal e.g. name calling, insults, homophobic or racist remarks and verbal abuse.
- Social (covert) e.g. lying, spreading rumours, playing a nasty joke, mimicking and deliberately excluding someone.
- Psychological e.g. threatening, manipulation and stalking.
- Cyberbullying e.g. Using technology (e.g. email, mobile phones, chat rooms, social networking sites) to bully verbally, socially or psychologically.
- Sexual e.g. physical, verbal or sexual misconduct.

What bullying isn't:

- Mutual arguments and disagreements
- Single episode of social rejection or dislike
- Single-episode acts of nastiness or spite
- Random acts of aggression or intimidation.

How we deal with bullying

- Provide a range of enjoyable activities such as: library games and reading, sport training, marching band, chess and art.
- Ensure adequate supervision in the playground with clear guidelines about appropriate and inappropriate play and consistent consequences for both.
- Use parade, assembly and the school newsletter to inform the school community of processes to deal with bullying.
- Use co-operative learning strategies, role play and group problem-solving.
- Deal with positive relationships and appropriate conflict resolution skills through the Moorooka State School Social Skills Program.
- Encourage professional development for teachers to promote a consistent response to bullying.
- Our Sexual Harassment Referral Officer visits classes to inform students of the process they must follow if they are being bullied; she also deals with reports of bullying.

- Involve non-teaching staff in the implementation of our Responsible Behaviour Policy.
- Observe signs of distress or suspected incidents of bullying.
- Treat all reports of bullying seriously.
- Negotiate solutions to problems wherever possible.
- Follow up and monitor negotiated solutions.
- Provide support to help the bully understand and change their behaviour.

Contact people

Students have three (3) designated contact points within the school to report bullying

- > Class Teacher
- > Engagement Officer
- > Deputy Principal

Parents can report bullying by contacting the Deputy Principal. All reports of bullying must include:

When the bullying is taking place?

Where the bullying is taking place?

Who is involved?

What are the behaviours of concern?

How long has the bullying been occurring?

All reports of bullying will be investigated by the person who received the report. Following the investigation process the No Blame Approach may be implemented. The No Blame Approach follows these distinct steps:

What happens when a case of bullying is reported

The Shared Problem-solving (No Blame) Approach to handling bullying is suitable for stopping bullying behaviour. Specific acts of violence should be dealt with in accordance with the law. This is an enabling approach to bullying. It starts with the understanding that it is more important to solve the problem of bullying than to punish the perpetrator. It is important that the process is properly managed, so that bullying is not reinforced.

If the process is unsuccessful - Administration are informed to refer to other agencies for support.

What can your child do if he/she is being bullied

- tell the person to stop
- use neutral language to respond to the bullying, like 'maybe' or 'that's what you think'
- walk away
- try to act unimpressed.

BUT IF IT'S BEEN GOING ON FOR A WHILE AND THESE DON'T WORK...

- talk to your friends for support

- talk to your parents
- talk to a teacher

IF YOU SEE SOMEONE ELSE BEING BULLIED...

- tell the person acting like a bully to stop
- talk to a teacher
- don't watch or join in
- try to change the subject
- try to comfort and/or include the person who's being targeted
- explain that it's nothing to do with them – it's about the other person's behaviour.

IF YOU'RE BEING CYBERBULLIED...

- don't respond to the message or image
- save the evidence
- block and delete the sender
- report the situation to the website or Internet Service Provider
- tell trusted people – friends, adults, teachers, parents and police if necessary.
- Report it. Report it. Report it.

Possible warning signs that your child may be being bullied:

- > unexplained bruises, scratches or cuts
- > torn or damaged clothing or belongings
- > frequent complaints of non-specific pains, headaches, abdominal pains or physical ailments
- > signs of fear such as bed wetting or nightmares
- > feeling un-popular - "No one likes me or No one wants to play with me."
- > has lost interest in school work or suddenly begins to do poorly in school
- > appears afraid of going to school or taking part in organised activities with peers.

What can parents do if your child is being bullied

- Talk. Start a conversation about being bullied. But don't make it intense or you might deter them from talking to you.
- Listen. Hear the whole story without interrupting. Ask what they want to happen before you make any suggestions.
- Explain. It's normal to feel hurt. It's never OK to be bullied, and it's NOT their fault.
- Find out what is happening. Ask what, when and where the behaviours occurred, who was involved, how often and if anybody else saw it. Find out if any teachers know and if the school's done something to address the situation.
- Contact the school. Check the school's bullying policy. Make an appointment to speak to your child's teacher or coordinator. Be calm! Make a follow-up appointment in a week or two to make sure the situation is being addressed. Take your child.

- Give sensible advice Don't advise your child to fight back. Don't explain that the child doing the bullying did not mean it – they did. Don't tell them it will go away – it probably won't. Don't let your child stay away from school – it won't solve the problem.
- Help your child work out some things to do Look at the 'Top tips for kids' and help your child practise some useful strategies.
- Nobody behaves badly when they are feeling strong. It is important to get everyone the help they need!

Property

Staff make all attempts to ensure your child's property is safe. However, children must accept responsibility for their own belongings. As part of their education, children learn to respect others' property and care for their own. In our experience, very few items at school are actually 'stolen' — most are simply lost or misplaced. Please note the following:

- All items should be clearly marked with your child's name.
- Money needs to be looked after carefully.
- Valuable items should not be left in desks, bags or open areas.
- Valuables should be left with class teacher or office staff before school.
- Sharing property is not encouraged.

Travelling to and from school

Cars and Pedestrians in and around the school ground

In the interest of SAFETY for our children and the smooth flow of traffic around our school, please observe the following:

- Children are to go directly home in the afternoons.
- Children are not to remain in the school precinct and are to leave the grounds by 3.05pm- at the latest!
- Use pedestrian crossings to cross roads with your children at all times.
- Observe 40 km/hr speed zones BEFORE and AFTER pick up or drop off on Sherley Street and Beaudesert Road.
- Pick up children promptly.

PLEASE DO NOT:

- Stop in Sherley Street except for designated "Stop, Drop and Go" signs.
- Use driveways as turnarounds.
- Park across driveways as these must be kept clear at all times for Emergency and other authorised vehicles.
- Park in staff car parking areas.

Bicycles etc in and around the school grounds

Bicycles, scooters etc are not to be ridden in the school grounds. They must be walked in and out. Bicycles are to be secured in the bike racks between 8:15 am and 9:00 am The room will

then be locked until 2:55 pm. Outside the school grounds, riders are bound by the road rules, especially those related to helmets and riding on footpaths.

Parents/carers in the school grounds

Parents/carers are always welcome at our school and are invited to join in activities. However under no circumstances should parents/carers approach children (other than their own) in the playground. If a dangerous or unacceptable situation is observed, parents/carers should bring this promptly to the attention of the nearest staff member or to the office. We take ALL parents/carers' reports seriously.

Your co-operation with this will make our school a safe and pleasant environment.

Visits from parents/carers/relatives are discouraged during lunch breaks and playtime.

Any parent visits to the school, including as volunteers require parents to sign in through the office for safety and security.

Parents/carers are asked not to visit classrooms after 8:30 am as this is preparation time for teachers and not to stand outside classrooms for extended periods in the afternoons as this can disturb children and the school routine.

...be a part of it!

Visitors and volunteers guidelines

Visitors and volunteers play an important role in our school and we greatly value their support and contributions. They assist in classrooms with reading, group work, art activities and help organise events. Volunteers also join students on excursions and camps, and support extra-curricular groups and teams, e.g. music, sport, chess, swimming. We appreciate and encourage this.

All visitors and parents/carers or involved citizens undertaking volunteer duties must sign the visitors' register, which is kept in the main foyer near the office. Visitors' badges, available from the office, should be worn. All volunteers, who are not parents/carers of Moorooka State School children, are required to produce a 'Suitability Card' (Blue card), which is obtained after completing a 'Working with Children Check' through the Commission for Children and Young People.

Just as parents/carers have expectations of our school staff, we have expectations of our many volunteers. These are:

- Model appropriate language, behaviour, dress and appearance.
- Be dependable. If you volunteer for something please be there and on time, or at least let us know if you can't make it. Teachers may have organised activities that require group supervision.
- If you are unclear as to the task, ask the teacher for clear instructions.
- Expect high standards from our students in terms of work, behaviour and attitude.
- Report any matters of concern in relation to children to the teacher. These include behaviour, children having difficulty with the activities or health/safety matters.
- Issues can also be raised with the school administration. Matters are to be dealt with in the school through established processes.
- Be confidential. Information about children or incidents at school is strictly confidential and should, under no circumstances, be discussed outside the school with others — very often the full situation is not known.
- Remember at all times your role is to support our teachers and our children's learning.
- At excursions and camps, join in and support all aspects of the activity and be directed by teachers.
- At sports, set a high example of sportsmanship, we value participation and all children having a go to the best of their ability and enjoyment, recognise the efforts of our and other teams.

Parents & Citizens' Association

The Parents & Citizens' Association is a very important body of people vital to the functioning of the school. You are invited to attend the meetings on the second Tuesday of the month at 6:30 pm in the Library. As a member of the association you have the opportunity of being involved in decision making at your school. The P&C Association is an important part of the vibrant Moorooka State School community. This involvement contributes to the wealth of learning experiences available, the vast array of extra-curricular activities that the school offers and to the academic success of our children. One of the primary roles of the P&C is improving the learning environment for the students by enhancing facilities and adding resources to the school. Over the past few years we have initiated and funded such projects as:

- purchase of ICT and eLearning equipment for the school
- purchase of a new mobile PA system for sports carnivals & other events
- purchase of larger musical instruments for our diverse music program and the construction of a purpose built music room
- funding or part-funding of buses to some camps & excursions
- purchase of library resources
- a new playground and rejuvenation of the school oval
- equipment & improvements to the swimming pool complex, and accessing funding for upgrade of dressing sheds.

P&C Committees

Moorooka State School has a very active Events Committee which raises funds through the organisation of such events as a Trivia Night, Fancy Dress Ball, Easter Event, something for Mother's Day & Fathers' Day, Treat Stalls and more. The school community values the involvement of parents in the running of the Tuckshop and the Uniform Shop. Both are focussed on keeping costs reasonable for families whilst generating some profits for school resources. More volunteers are always welcome, including in our classrooms and assisting in the library.

The P&C supports our dedicated Committees which is responsible for the maintenance and ongoing enhancement of the strong music programme at Moorooka.

The Music Committee holds an annual showcase of all of the components to the music programme which includes the school Band, Strings, Percussion and Choir for all grades. The P&C also has strong other sub-committees which you may be interested in becoming involved in. These include our Sports Advisory Committee which is responsible for the enhancement of the strong sports programme at Moorooka. We also have a History Committee who are collecting and restoring the schools history, and organising displays in our new hall, in preparation for our 150th.

Our Grounds Development Committee are working to identify areas of the school grounds which need redevelopment to make them safer, more functional and to expand our play spaces.

The Moorooka State School P&C is grateful to all of the staff whose expertise and dedication make this a great place to educate our children. Please take the opportunity to indicate if you would like to be contacted about assisting in any of our groups.

School facilities

Schools facilities include buildings, equipment and grounds.

Availability

Some facilities are available for hire. If a facility is required for a certain time and date it must be booked through the Office between the hours of 8:00 am and 3:30 pm Monday to Friday through our Business Services Manager. Our facilities are used by students and teachers between the hours of 9:00 am and 3:00 pm Monday to Friday. Members of the community may hire these facilities outside these hours.

Costs — These charges apply. (All fees include GST)

- Oval Fee by negotiation
- Cricket Pitch Fee by negotiation
- Practice Pitches Fee by negotiation
- Library Fee by negotiation
- Hall Please contact office