



Moorooka State School

Parent Handbook

WELCOME

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Principal's Welcome

Welcome to Moorooka State School

Moorooka State School is a wonderful school where great things happen each and every day. Everywhere you look around our school you will see smiling faces and feel the joy of our students as they learn and grow. Our children are supported to thrive at Moorooka State School and we know that you will be so pleased that your children are part of this community.

Moorooka State School offers your children a well-balanced curriculum. We have developed literacy and numeracy programs which enrich the learning outcomes of all our students. While our NAPLAN results have continued to strengthen, we feel that it is even more important that our students are experiencing growth in their overall teaching and learning process. Our students are committed and enthusiastic learners who live and learn by the values of collaboration, curiosity, resilience and growth through challenge. They are outstanding! When you visit our school you will see first-hand how the variety of learning environments we have enables our staff to ensure students are actively involved in their learning.

Our facilities are fantastic. We have welcoming classrooms, a huge hall including a music and instrumental room, library, visual arts room, several play areas, a swimming pool and extensive outdoor learning areas.

Staff and students have access to a range of interactive and digital devices to support learning in a globally interactive world. Our school is well equipped with interactive TVs, laptops for students, desktops in classrooms and iPads for use in classrooms. Our students and staff access these at different times and in different ways to support the learning needs of our students.

We implement learning programs using the Australian Curriculum, with our current school priorities focused on improving the literacy of every student through high quality explicit instruction. While our focus is on teaching and learning, we continue to place our students' mental health and wellbeing at the forefront of everything we do. We have high expectations of student behaviour and school uniform, which creates a strong sense of belonging, school pride and a safe learning environment for all of our students.

The highlight of my day is my interactions with staff, students and families. I am constantly impressed with the quality of teaching, the excitement and enthusiasm of our students while they are learning and the positivity of our families who support our school, our staff and our students. I encourage our families to participate as much as possible with their child's education. This could be through volunteering, sharing highlights of learning with other families, helping out in the tuckshop, joining the P & C or simply by working closely with classroom teachers to meet the needs of their children. It is our teamwork as a school community that really ensures we can make great things happen for all of our children.

The common thing I hear staff and parents say about our school is 'we have a wonderful community that work well together' and 'this school is a great school that cares and supports our children'.

About our school

This booklet provides information about Moorooka State 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 schools in Queensland having been founded in 1929. We are very proud of the history and the traditional role the school has played in the local community over time. Whilst we look back with pride, we are focused on providing opportunities to help our children prepare for their futures.

We have an explicit improvement agenda focused on literacy to ensure a successful career path for every student. We have multiple intervention and extension programs to enhance curricular offerings. Staff supporting these programs include a weekly Speech Language Pathologist, Guidance Officer, and Inclusion Staff.

Contact details

Office	3426 5333 office@moorookass.eq.edu.au
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

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 responsibility for teaching our children commences. Children must not be at school before 8:15am, as we cannot provide supervision or ensure their safety. Children who arrive between 8:15 and 8:40am and are in Year 3-6, must assemble and sit quietly in the supervised area in the courtyard outside the office. Students in Year 1 – 2 assemble and sit quietly in the junior school courtyard outside E block.

Students can only enter classrooms with teacher permission/supervision. Play equipment and the ovals 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.

Outside School Hours Care (OSHC)

SchoolPlus

Moorooka State School is partnering with **SchoolPlus** to provide families with a full program of 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 for the school community.

The service operates on school grounds from our 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 – 9:00am
 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

Bell/Playground times

Moorooka State School has a regular schedule for our students' day, which includes times and bells for eating, playing and learning.

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. 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 or supported with a Playground Plan.

Nature play

We want children to be immersed in nature at lunchtimes. This includes a yarning circle, sand play, tree climbing, low ropes and ninja high ropes between trees. A loose parts play shed allows children to create their own play using readily available materials.

The purpose of these play areas is to instill confidence through challenge, develop coordination and strength, vestibular and proprioception senses, problem solving, social interactions, connection with nature and creative and imaginative play.

Before participating in these activities children will be instructed to safely use all equipment and perform any physical skills such as tree climbing under adult supervision to eligible for their Nature Play License.

We believe at Moorooka State School that the benefits of these activities outweigh the risks.

Lunch breaks

Teachers and Teacher 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 drink taps is permitted. Children play from 11:00-11:30am.

Second break – eating time is from 1:00–1:10 pm. Children are able to play from 1:10-1:40pm.

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 (e.g. oranges and carrot 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)
8.50am	First Session
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
11:30am	Bell: Middle Session
1:00pm	Bell: Second break (eating)
1:10pm	Second break (play)
1:40pm	Bell: Last Session
2:55pm	Home Time
3:15pm	Students to have left the school grounds. Remaining students are to report to the office if not collected.

Tuckshop

Our tuckshop provides an important service for the school. Our tuckshop is open Monday & Wednesday first break and Friday both breaks, 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 the Moorooka State School website.
<https://moorookass.eq.edu.au/facilities/tuckshop>

There are two easy ways to order from the tuckshop:

1. Order online by downloading the Qkr! App and follow the instructions on the website.
This can be done prior to the day, or on the morning it is required.
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
- 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 provide information outlining their child's special needs they would like considered, for placement the following 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, as this depends on Government teacher resourcing.

Transfer of students in and out

A school transfer process 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.

At the commencement of each school year we send home our Student Resource Scheme letter. 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 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.

Money Collection

Payments for activities and events are invoiced to parents via email.

Payment methods are as follows:

- BPoint
- Eftpos – to be made at the Payment Window
- Cash – to be made at the Payment Window

Payments must be made by the due date, specified on the letter sent home. **ABSOLUTELY NO MONEY WILL BE ACCEPTED AFTER DUE 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. 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 in a clearly marked envelope and handed in at the payment window before school. Receipts will be issued for all payments through the office.

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 into the office on arrival at school and collected at 2:55pm on departure
- Children misusing mobile phones will be subject to the disciplinary action under our Student Code of Conduct.
- 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 office before 2.00pm as we are unable to guarantee forwarding of these messages after this time.

Student dress code

The Moorooka State School Dress Code is an agreed standard of dress for students who attend our school. The uniform was developed through a thorough consultation process with parents, staff and the wider community. The dress code also covers other aspects of personal presentation of 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 harassment 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).

	Compulsory Unisex	Optional Unisex
Standard uniform	<ul style="list-style-type: none"> • Royal blue and gold polo shirt with school emblem • Royal blue shorts/skorts with 'Moorooka' on front • Chequered school dress with school logo • Plain white socks • Black school shoes (Joggers are acceptable). With black laces or velcro straps or buckles 	<ul style="list-style-type: none"> • Royal blue shorts/skorts with 'Moorooka' on front • School socks with Moorooka State School writing
Winter Uniform	<ul style="list-style-type: none"> • MSS school Jumper • Black or Navy Blue Stockings 	<ul style="list-style-type: none"> • Royal blue track pants • Undershirts white, black or royal blue only
Hat	<ul style="list-style-type: none"> • Sun safe school hat (Bucket or wide brim) 	
Clothing condition	<ul style="list-style-type: none"> • Uniforms need to be clean and undamaged/free of marks and writing 	
Religious Items	<ul style="list-style-type: none"> • Any religious headwear (hijab, turbans etc) must be solid royal blue, white or black. • No embellishments 	
Hair	<ul style="list-style-type: none"> • Shoulder length (or longer) hair needs to be tied back. Hair must be groomed for school each day • Neat, naturally coloured hair is expected 	

	<ul style="list-style-type: none"> Bright hair colouring (which is not a natural colour) is unacceptable Mohawks, rats' tails, shaved undercuts are unacceptable Tracks are not acceptable or hair tattoos and faded hair tracks Hair ties and ribbons in school colours of royal blue or gold
Nails	<ul style="list-style-type: none"> Neatly trimmed and no coloured nail polish
Tattoos	<ul style="list-style-type: none"> None
Jewellery	<ul style="list-style-type: none"> One plain gold or silver sleeper or stud in each ear lobe only.
Facial or body piercings	<ul style="list-style-type: none"> None
Necklaces	<ul style="list-style-type: none"> None
Watches	<ul style="list-style-type: none"> Digital or analogue only (No smart watches)
Rings	<ul style="list-style-type: none"> None
Bracelets/Anklets	<ul style="list-style-type: none"> None
Music	<ul style="list-style-type: none"> MSS Music polo shirt Long black pants
Excursion	<ul style="list-style-type: none"> Standard MSS uniform unless stipulated otherwise

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.

Sanctions of Dress Code

Our school community supports the application of the following sanctions for breaches of the Student Dress Code. These include:

- Preventing students from attending, or participating in any activity for which they are representing the school
- Providing verbal and/or written communication to parents of children who do not meet the requirement of the dress code
- Punitive consequences as a result of not meeting the requirements of the dress code will only be administered by the Principal and only in exceptional circumstances where the student is in direct breach of the code
- Families will be notified daily via email or SMS where their child does not meet requirements explained in the dress code

Lost property

Lost property is placed in a blue cupboard and on the hanging rack located under the bottom stairwell of D Block nearest to the Office. All Items are cleared at the end of term if not collected in the following ways:

- named school uniform clothing will be left for collection
- non-school uniform items will be donated to charity

- lunchboxes/food and water bottles will be disposed of for health and hygiene reasons

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

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 in advance or by phone on the student absentee line on **07 3426 5360**. If no explanation is received by 9.30am on the day of the absence you will receive an SMS requesting an explanation.

Office staff may contact parents/carers about a child's absence after three days of unexplained absence. Students who arrive after 8:50am should report to the office payments/late slip window for a late slip before attending class.

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. You will need to ask for an Exemption Form 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 and current.

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. Our 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, as soon as possible.

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 with your child's class teacher.

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 your class teacher's 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 on the P&C Facebook page and attend if they wish to contribute to these consultation processes.

Website, Schoolzine, Facebook and Newsletter

The Moorooka Facebook page is used for News Flashes and reminders.

The school website 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 Schoolzine app](#) will enable you to get alerts, short news stories, and 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. Please subscribe to the newsletter on our Website.

Parades and Assemblies

Whole school parades are held at the hall each Friday afternoon at 2.15pm. We have our National Anthem and notices. These child-centred assemblies can feature announcements, class performances, music items (including Strings, Band, etc), and student awards. Parents/carers will be notified in advance via email if your child is receiving an award at Parade so you can attend.

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 In Year 1-6 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 a bathing cap (all named). If you have a cultural or religious reason for non-participation please notify our school office so we can make alternate arrangements.

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 cannot 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 excursion/incursion program across Prep to Year 6. Our program aims to give our children opportunities to experience a range of activities in line with the Australian curriculum.. School camps are held for varying durations in a range of settings from Year 4-6. Excursions occur across Prep to Year 6 throughout the year and can be off-site and on school grounds.

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 make alternate arrangements for that child which may include non-attendance.
- We would attempt to work with parents to ensure each child can participate with adjustments.

Refunds

Camps/Excursions 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.

Sport

We have two part-time PE teachers who deliver 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. Year 5 - 6 children may be involved in Gala Days for Interschool sport. All students in Years 5 - 6 pay a fee to cover the cost of transport to and from the venues.

House System

Students are given a Sports 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. Students can also accumulate house points in their classroom and in the playground by collecting Moorooka Merits for following school rules.

Other extra curricular clubs

Mostly run by our school Staff with some outside providers supplementing offerings. These are based on current student and staff interests and requests, and currently include but are not limited to:

- Chicken Club
- Lego Club
- Robotics Club
- Tennis Club
- Art/Craft Club
- Maker Space
- Chess Club
- Speech and Drama Club
- Taekwondo
- After school sports clubs

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 through the office. 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. Any 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.

Insurance cover for students

Some school activities and physical education, particularly contact sports, carry inherent risks of injury.

Parents are advised that the department does not have Student Accident Insurance cover for students.

If your child is injured at school as a result of an accident or incident, all costs associated with the injury, including medical costs, are the responsibility of the child, parent or caregiver.

Some incidental medical costs may be covered by Medicare. If parents have private health insurance, some costs may also be covered through private health insurance. Any other costs would be borne by the parents.

Student Accident Insurance is an insurance policy that pays certain benefits in certain circumstances should your child have an accident.

It is a personal decision for parents as to the types and levels of private insurance they arrange to cover their child for any accidental injury that may occur.

Parents should contact their insurer or an approved Australian insurance broker for more information about student personal accident insurance cover for their child.

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. Please ensure you provide a copy of your child's current immunisations upon enrolment.

Illness and Medication

If a child becomes ill at school they will be sent to the first aid room located in the office. If the child appears distressed or particularly unwell the parent/carer is informed and the child is to be picked up and taken home immediately. Parents/carers are informed of any head injuries to children as a matter of precaution and if considered necessary it is requested that the child be collected from school.

DET'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 by the parent/carer only.

Asthma

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 and provided an asthma plan
- 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.

Anaphylaxis Procedures are in place 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:

<https://allergy.org.au/hp/anaphylaxis/ascia-action-plan-for-anaphylaxis>

- 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 labelled clearly with the student's name and dosage information. A minimum of two auto-injectors is required (if prescribed) for elective 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 staff meetings throughout the year.
 - Staff are expected to regularly complete modules in Course – Australasian Society of Clinical immunology and Allergy (ASCIA). Register of staff 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 staff 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.
- 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 –

<https://education.qld.gov.au/student/Documents/anaphylaxis-guidelines-for-queensland-state-schools.pdf>

<https://allergy.org.au/hp/anaphylaxis/ascia-action-plan-for-anaphylaxis>

Student Code of Conduct

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, wellbeing and behaviour.
- > Take an active interest in the school and wider community
- > Provide a positive role model for lifelong 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 'Student Code of Conduct'.

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

- 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.
- 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

- > Staff on duty (Teacher Aides/Teachers)
- > Class Teacher
- > Deputy Principal and Principal

Parents can report bullying by contacting the Deputy Principal or 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. 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

- Help your child work out some things to do.
- 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 grounds and are to leave the grounds by 3.00pm-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 8:15am and 8:50am. The racks will then be locked until 2:55pm. 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 in a voluntary capacity, must 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.

Volunteering

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 in through the school 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. Volunteers are also provided with a copy of the Moorooka State School Volunteers Handbook and are required to sign a Confidentiality Agreement and acknowledgement of our Code of Conduct.

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 in Weeks 2, 5 & 8 of each Term 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
- equipment & improvements to the swimming pool complex, and accessing funding for upgrade of dressing sheds.
- Air-conditioning of classrooms and fans in the hall

School facilities and hire

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 Manager. Our facilities are used by students and teachers between the hours of 9:00 am and 3:00 pm Monday to Friday and the Hall by OSHC from 6.30 to 8.30am and 3 to 6pm. Members of the community may hire these facilities outside these hours with permission. Hire fees apply – please contact the school office for current availability and costs.

More details are available on our Website.