

MOUNT MORGAN CENTRAL STATE SCHOOL: PART OF THE

Mount Morgan Educational Precinct



EST. 1887
MOUNT MORGAN
CENTRAL STATE SCHOOL
MEETS 1ST WEDNESDAY.
HANDBOOK
for Parents & Carers 2025
CELEBRATING 125 YEARS



Always Responsible, Safe & Respectful

Mount Morgan Central State School

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Mount Morgan, Q, 4714

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School Office Hours

Monday - Friday
8:00am to 3:30pm

Parents and Citizens Association meet
3:15 p.m. on the first Wednesday each month

Queensland term dates - 2025		
Term	Dates	Length
Term 1	Tuesday 28 th January - Friday 4 th April	10 weeks
Term 2	Tuesday 22 nd April - Friday 27 th June	10 weeks
Term 3	Monday 14 th July - Friday 19 th September	10 weeks
Term 4	Tuesday 7 th October - Friday 12 th December	10 weeks

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Principal's Welcome

Welcome to Mount Morgan Central State School! Whether your child is a continuing or new student, we are excited that you are part of our school community. We consider it a privilege to be entrusted with your child's formal education and look forward to partnering with you in this.

This Parent Handbook provides an excellent overview of our great school. We trust you will find it to be informative and helpful as we journey together this year.

Underpinning all that we do is our commitment to the mantra of Every Child Learning Every Day within a kind, caring and supportive environment. We are passionate about ensuring our children receive teaching and learning experiences of excellence. Our dedicated and professional staff commit to delivering high quality and individualised educational programs. Every student at Mount Morgan Central has individualised learning goals and there are strategies in place to support students to successfully attain these. We encourage active parental participation and partnership to achieve this end.

Finally, we invite you to communicate with us regarding any concerns or queries about your child or our school programs. Again, I thank you for your partnership and support and look forward to a highly successful school year.

Kind regards

Michelle Emery

Principal

Welcome from Your P&C President

On behalf of the Parents' and Citizens' Association we welcome you and your family to the school. We look forward to working with you for the benefit of all students.

You are invited to join us at a P&C Association meeting. You may become a registered member of our association, affiliated with the Queensland Council of Parents and Citizens Associations (QCPCA). Our meetings are held on the FIRST WEDNESDAY of each month at 3:15pm in the STAFFROOM. Your support ensures that this school provides the quality environment, facilities, resources and volunteers necessary for a quality education in a quality environment for your child. We also play an important role in school life as a forum for school planning and direction.

All the fundraising done by the P&C goes to benefit all of the children. Your help in areas such as sports day, various raffles and drives supports us to achieve our goal.

We look forward to meeting new and existing families.

Kirra Swain

President

Key Priorities

Education achievement through engaging curriculum.

Building confidence and capability with Australian Curriculum.

A positive environment for Learning and Teaching

Embed consistent and sustained PBL structures, policies and practices, with regular review cycles and implement with fidelity across the school.

Our Vision

At Mount Morgan Central State School we always do our best. We are responsible, safe and respectful and come to school every day." The students at Mount Morgan Central are our core business and we take responsibility for their progress. Our teachers have the courage and ability to innovate, reflect and adapt their teaching practices. Our commitment is unwavering in seeing each and every one of our students achieve the best possible outcome in life, academically, physically, socially and emotionally.

School Profile

Mount Morgan Central State School (student pop: 137) and Mount Morgan State High (student pop: 224), both heritage listed, are the only schools located in Mount Morgan, a town boasting immense historical significance.

Mount Morgan (pop: 2500), located in the heart of Central Queensland some forty kilometres south west of Rockhampton, has a rich appreciation of Aboriginal and Torres Strait Islander culture. The traditional owners are the Gangulu people. Approximately fifty four per cent of the student population identify as Indigenous.

High levels of staff morale are enjoyed at Mount Morgan Central. Our dedicated and passionate professionals provide comprehensive support for students in their academic, social, sporting and cultural pursuits. School Wide Positive Behaviour Learning programs operate across both the primary and high schools, further enhancing the educational climate for learners.

Arrival and Departure of Students / Transport to and from School

School commences at 8:40am and concludes at 3:00pm. Formal supervision of students commences at 8:15am. It is therefore expected that children will arrive at school between 8:15am and 8:40am. Students are expected to leave promptly once dismissed by their teacher after the 3:00pm bell and travel directly home.

Parents should ensure children are collected promptly if doing so or contact the school if an emergency arises.

Arts Performances

On occasions throughout the year, our school will be visited by performers such as those from the Queensland Arts Council. Each visiting group charges the school for performances. Parents will be informed prior to the performance dates through the school newsletter. These occur not more than once per term.

Attendance and Absenteeism

Student improvement and achievement is greatly impacted by school attendance. Every Day Counts towards achieving these two goals. Regular and punctual attendance at school is essential by law through the Education General Provisions Act. Students of compulsory school age must physically attend school every day. Absences from school must be advised, preferably by telephone on the day or sending an SMS to the school mobile. If your child's attendance is unexplained for the day, an SMS absence reminder will be sent.

Unexplained absences are followed up by telephone or text by our Administration Team on a daily basis. Continued unexplained absences may warrant a telephone call from the Principal to seek clarification of attendance issues. Department of Education and Training outline clear processes for schools to follow in response to ongoing unsubstantiated absences.

In accordance with Regulations of the Education General Provisions Act 2006, once students arrive at school, they may not leave the grounds at any time during the day without written permission as part of our duty of care. If students are required to leave, a parent or carer must present at administration for the child to be collected. The school will only release a child to the person who enrolled the child unless there is written authority or a validated phone call. Parents must sign students out upon departure (and sign in upon return).

Behaviour Management

Behaviour management is underpinned by our three school values: Be Responsible, Be Safe, Be Respectful. The framework for the implementation of our behaviour plan is School Wide Positive Behaviour Learning (PBL). Our Mount Morgan Student Code of Conduct 2025 is approved through Department of Education and Training and outlines the School's processes for dealing with behaviour incidents via a tiered level approach. The Student Code of Conduct is available on the website and is emailed to all current and new students.

Booklists

Mount Morgan Central State School issues booklists late in the school year for the coming year. These are also available upon enrolment from the school office.

Bikes and Scooters

Students who travel to school by bike or scooter are expected to enter and leave the school dismounted. Bikes are to be left at the bike racks. It is highly recommended that students provide their own lock to secure bikes.

Students travelling to school on a scooter should negotiate where the scooter will be stored for the duration of the school day with their class teacher.

Buses

A Bus Transport Subsidy may be available for some students. Certain conditions are required to be met. Please contact Queensland Transport for information on eligibility. Financial Assistance Guide is available on <http://education.qld.gov.au/finance/grants/fund/garp/html/par-stu.html>

A dedicated Bus Meeting Zone is located outside the school library. At 3:10pm, students are escorted to the school bus by supervising staff.

Calendar of Events

An updated calendar of events is included in the fortnightly School Newsletter.

Changes of Information

Please ensure that if you do change your address, phone number, place of work or emergency contacts, that you advise the school as soon as possible so that our records can be updated. In any emergency, the school may have to contact an ambulance or doctor or police without parent's knowledge if records are not updated appropriately.

Communications between Home and School

We encourage efficient two-way communication with all. If you wish to discuss any concerns it is encouraged to make an appointment to see a teacher or administration. In addition, the school has a telephone (49125333) and email (admin@mtmorganss.eq.edu.au) option for contact purposes and inquiries. Communication with your child's teacher through DET email or Class Dojo is an option. Please see your child's class teacher regarding this. School information can also be obtained on our school website: www.mtmorganss.eq.edu.au. Please be mindful teachers are not expected to be online all hours of the day and evening.

Complaints Management

Mount Morgan Central State School has a clear process to manage complaints. Most complaints are handled at the school level and we attempt to promptly resolve the issue fairly and effectively.

Minor concerns should be addressed with the teacher in a calm, clear and courteous manner. Appointments may be arranged with the teacher by telephoning them before or after school, through Administration. When complaints are not resolved, an appointment with the Principal may be necessary.

Serious allegations will be reported and investigated. It is often wise to discuss these with the Principal. They may be investigated by the Principal, Departmental Officers, the Police or/and Crime and Misconduct Commission (CMC). Complaints referred to our Regional or Central Offices are generally referred back to the Principal of the school unless of a very serious nature or involving the Principal, in which case the above process may apply.

All complaints about staff, students, procedures and policies are investigated as per Education Queensland processes and policies. Feedback and suggestions for improvement are most welcome as part of our ongoing review and improvement cycle.

Unruly, abusive or threatening behaviour by any adult in the school or via social media may result in the person being prohibited from entering the school by the Principal or Regional Director as per the Education Act and relevant policy or may involve the police.

Camps and Excursions

Periodically, students from the school are invited on planned, educational excursions to areas of interest as part of their learning experiences. These are generally to sites, performances or activities related to their studies. Whenever your child is taking part, you will be notified as to the location, time and any costs involved in writing. Invoices are provided in advance with payments made prior to the event. The staff at Mount Morgan Central desire that all students participate in such activities. As a result, should there be any reason why invoices cannot be paid promptly; parents should meet with the principal to arrange a payment plan.

Written parental permission is required for all students invited on excursions. Our expectations of student behaviour and responsibility are the same on an excursion as they are on any school day. Students withdrawn/suspended because of unacceptable behaviour will need to be collected by parents at their cost, as supervision of groups on camps and excursions is critical to health and safety.

If **private transport** is required for excursions, the driver has to produce their driver's licence, and current certificate of registration of the vehicle being used to transport students to the office before transporting students. This is kept on record for future activities.

Detaining Students

In accordance with the Education General Provisions Act 2006, a student at a Queensland State School may be detained for a period of not more than ...

- Thirty minutes after the period allocated for the school day routine

Students may be detained for a variety of behaviour or attitudinal reasons. Parents are notified of any after school detentions, prior to the detention.

Dress Code

Mount Morgan Central State School is a uniform school. The expectation is for all students to wear the appropriate uniform. Please refer Student Dress Code. Uniforms can be purchased from the school office.

Our School Dress Code aims to contribute to a safe and supportive teaching and learning environment through ...

- Ready identification of students and non-students at school and school activities;
- Fostering a school identity, sense of community and developing a team spirit;
- Developing mutual respect among students by minimising visual evidence of economic or social differences and reduces discrimination and harassment that may sometimes occur in schools and community activities through peer group pressure;

- Other aspects of personal presentation of students.

Shirt	Mount Morgan Red and Black polo (available Admin Office) Mount Morgan Senior Shirt (Year 6 only)
Shorts	Black Shorts
Winter	Red zipper style jacket (available Admin Office) Black microfibre or fleecy track pants
Headwear	Black broad brimmed hat or bucket hat or (available Admin Office)
Footwear	Suitable closed in shoes for sporting activities such as joggers or walkers. For safety reasons, these do not include sandals, thongs or loose-fitting fashionable shoes or boots. Conservatively coloured or plain socks should be worn.

Casual (Free) Dress Days also have expectations for appropriate wear. Clothing must be sun-safe and free of inappropriate or offensive wording.

Makeup

Students of any gender are not permitted to wear makeup while at school. Nail polish of a neutral colour is permitted. Students are not permitted to wear fake nails as it poses a risk when participating in school-based activities to themselves and others (breaking, scratching, getting caught on equipment and resources. The school can take the following actions for non-compliance:

- support the student to comply with the dress code using loan items or removal of inappropriate items (e.g. jewellery, nail polish)
- talk with the student and/or their parent (as necessary) about their non-compliance with the dress code and any consequences
- provide alternative educational activities if student participation in essential curriculum activities is prevented for safety reasons
- detention for persistent non-compliance
- prevention from attending or participating in any non-essential curriculum activity in which the student would have been representing the school.

Jewellery

Students are permitted to wear jewellery as long as it is not causing a risk to the student or others around them. A simple set of stud earrings is recommended to avoid earrings becoming caught in clothing or dislodged in sport or other curricular activities. Necklaces should be worn underneath clothing. Rings and bracelets are not advised and it becomes the parents' responsibility if a student wears these items and it causes an injury to the student. The school is not responsible for lost or stolen jewellery.

Emergency Evacuation, Lockdown and Drills

Each term the whole school takes part in an organised evacuation. All visitors, including parents, who are in the school grounds at the time of the evacuation, must take part. Visitors need to sign in/out as part of the school routine for this purpose. All classrooms, administration areas and Tuckshop have the Emergency Evacuation procedure on display. A dedicated siren bursts the evacuation signal (eg, a fire or bomb threat). At times, a Lockdown may be required where classes close doors and windows. Again, procedures are in place to signal a lockdown. This may occur, for instance, if a wild storm suddenly occurs or a dangerous situation exists in the school grounds.

Enrolling Your Child

In accordance with the Education General Provisions Act 2006, when enrolling for the first time in a Queensland school, your child's birth certificate **must** be produced. An Enrolment Package may be requested at the Office or viewed on our website. An appointment for an interview with

the Principal (or delegate) needs to be arranged before enrolment. An Enrolment Agreement will need to be read and signed by the parents of the enrolling student/s. The Enrolment Agreement includes a copy of the school's Responsible Behaviour Plan, Student Dress Code and Homework Policy as per the Education General Provisions Act 2006 and associated Regulations. A Transfer Note and background check will be requested from the student's previous school before enrolment of the student.

Preparatory Year Enrolments (Full Time first year of schooling)

To enter the Preparatory Year, a child must have attained the age of five by **June 30th** in the year they enrol in Prep. Enrolments are taken at the school's office, through application with a birth certificate or extract required for sighting. For further information on the Preparatory Year, visit www.education.qld.gov.au/etrp/Prep.html

Birth date	Eligible for Prep Year in
Child born 1 July 2019 to 30 June 2020	2025
Child born 1 July 2020 to 30 June 2021	2026
Child born 1 July 2021 to 30 June 2022	2027

Enrolment Forms and Information can be found on the school website www.mtmorganss.eq.edu.au and maybe emailed to admin@mtmorganss.eq.edu.au

Facilities

Mount Morgan Central State School facilities are a mix of both modern and traditional facilities. Many of the main classroom buildings and the administration area are heritage listed. All of these areas are however modernised with air conditioning and internet access. The school library and prep building are relatively recent additions and boast modern design.

There are several covered play spaces including a large parade ground which includes a stage.

Gardens continue to be developed along with other landscaping projects, which enhance the school's campus.

Fundraising

Our P&C Association and the Student Council are the two fundraising bodies within the school. Various fundraising activities are held throughout the year and are advised via the school Newsletter. Our Tuckshop is the major fundraiser for your P&C Association.

Head Lice

Head lice are common in schools and all other public places. Treating these is a parental responsibility and the school appreciates parents and carers notifying us of this issue. If we are notified of head lice, we will notify parents/carers through the School Newsletter so whole school action can begin with parents checking and treating their families at home before returning their children to school. Please refer to Appendix.

Homework

The school promotes the importance of Reading. Teachers may set homework throughout the term that is aligned to the teaching and learning of the curriculum. If you require additional homework it is advised to contact the class teacher to discuss your individual child's needs.

Illness

If a child becomes too ill to continue work in the classroom, she/he is sent to the sick bay where they remain under observation from office personnel. The situation is assessed immediately and parents or ambulance may be notified if the situation is deemed serious. Generally, we ask parents to collect the child. If the child feels well enough to return to class after a rest, we allow them to do so. **No Paracetamol, Panadol, Aspirin or similar can be administered by staff in these situations.** Only current prescribed medication can be issued with a medical form completed by the parent. Please refer to **Medication Policy**, Appendix 4.

Immunisation

During the year, the Local Council may conduct a clinic at the school. Parents will be advised through newsletters and permission will be required for a child to be immunised.

Infectious Diseases

If in doubt, discuss this issue with your doctor. The current diseases and exclusions are tabled below ...

CONDITION	CHILD WITH INFECTION	PERSONS EXPOSED TO INFECTION
Chickenpox	Exclude for at least 5 days after the first appearance of the rash and the last blister has scabbed over (Some remaining scabs are not a reason for continued exclusion)	Exclude children with immune deficiencies (eg. leukaemia or on chemotherapy), otherwise not excluded
Conjunctivitis	Exclude until discharge from eyes has ceased.	Not excluded
Diarrhoea	Exclude until diarrhoea has ceased for 24hrs	Not excluded
Cold sores (Herpes)	Young children unable to comply with good hygiene practices should be excluded while sores are weeping (Sores should be covered with a dressing where possible.	Not excluded
School Sores (Impetigo)	Exclude until treatment has started. Sores on exposed skin should be covered	Not excluded
Measles	Exclude for at least four days after rash first appears. Immunised children not excluded. Excluded children or staff may return to the school if immunised with 72hrs of contact with the first infected person.	Non-immunised children/staff should be excluded until 14 days after the first day the rash appears in the last infected person.
Rubella (German Measles)	Exclude for at least four days after rash first appears.	Not excluded. (Female staff of childbearing age should check their immunity to rubella with their GP).
Glandular Fever	Exclusion not necessary	Not excluded

Recommended minimum exclusion periods based on the National Health and Medical Research Council Guidelines

Information and Communication Technologies (ICTs)

Mount Morgan Central is committed to utilising ICTs in classroom learning for every student every term. Interactive white boards and internet access can be found in all learning spaces. Computers are located in classrooms and there is a full class computer laboratory located in the library. Access to iPADS is also available. Our school staff remain abreast of IT skills, engaging in annual professional development opportunities.

Library

The school's modern library serves as a lending and reference facility and is available for use by students of all classes. Students are responsible for the items that they borrow and should have a library bag (usually a water proof bag in which to keep their borrowed items). Library sessions are timetabled into the school week. Books are able to be borrowed for a maximum of two weeks with borrowing limits applying according to Year Levels.

If a book is lost or damaged, parents will be notified and an applicable fee will be requested to go towards the cost of the book. Parents may also access our well stocked library.

Lost Property

All items of clothing, hats etc. are to be clearly marked with the student's name so that they may locate it. A laundry marker is the better option for marking articles. Lunch boxes/drink containers, bags etc., should also be clearly marked. The lost property box is located outside the administration building at the rear. Unclaimed lost property is donated to worthy causes each term. Reminder notices are placed in newsletters for people to check for lost property.

Lunches

Parents are responsible for supplying healthy lunches for each child. Sandwiches, fruit and fruit drinks are appropriate; however soft drink, energy drinks, chocolates and lollies are not. Lollies and chewing gum are not permitted at school.

Medical

The following procedure will be carried out in the event of injury at school.

1. Minor accidents, scratches, bruises etc will be treated by a staff member. The school has several staff qualified in First Aid.
2. Accidents or illness of a more serious nature will be treated appropriately and parents will be notified.
3. In serious cases the ambulance will be called and subsequent care will be undertaken even if parents cannot be contacted prior to such action being taken.
4. It is standard school procedure for parents to be notified in the event of a head knock.

If your child has sores, cuts etc. these should be dressed and attended to at home each day. In such cases, the child may be sent home to receive adequate attention.

Medication

All prescribed medication must be handed in to the office and a medication form must be completed and signed by parents to authorise office staff to administer. The medication must be provided in the original container with current prescription label stating dosage and student's name. The office will handle only medication prescribed by a medical practitioner. **Staff cannot and will not issue non-prescribed medication** except in a situation of suspected Asthma attack, where a puffer may be administered. A register of administering and dosage is kept on record. Puffers may be kept by the user for easy availability.

Money Collection

From time to time, students will bring money to school for educational activities, fundraising, photographs, etc. Payment day for any school activities is on a **Wednesday**. The school will only accept payment on this day. Please place the money in the sealed envelope provided and write the student's name, class, amount and purpose for which it is sent, on the front of the envelope. Receipting by administrative staff will be completed as soon as possible.

Please Note ... If the school has had to prepay charges for events based on the number of students attending (eg; transport costs etc.) a refund may not always be possible.

Music (Instrumental & Curriculum)

Instrumental Music is available to students from Year Four for Percussion, Woodwind and Brass. As there is a limit to enrolment numbers, students who apply are selected for the program by the Instrumental Music Teacher. Some of the instruments may be available from the school on loan with a hire arrangement. Weekly lessons are held at the school by the visiting instrumental music teacher. An expectation of being selected in this program is that students will progress to participating in band performances during extra curricula activities and both parents and students need to be aware of this commitment for transport purposes.

Music curriculum is taught at school and forms part of formal reporting each semester.

Newsletter

Our newsletter is emailed home to parents fortnightly. This newsletter is important to us for communicating to parents and the wider community our school information, upcoming events,

achievements, community news and is our official communication for school information. It is also located on the School website for your convenience at www.mtmorganss.eq.edu.au

We are happy to advertise free for non-profit organisations. Please ensure information is handed to the office midweek. Information is preferred in electronic format or emailed to the school through the Administration at admin@mtmorganss.eq.edu.au

Parade

Parade is held each Friday from 9am in the Covered Area. This is a wonderful time to celebrate student achievement and present School Wide Positive Behaviour Awards to recipients. Parents are most welcome to attend to encourage the students on their achievements.

Parents and Citizens' Association

Our P&C Association is formed within the provisions of the Education Act 2006. Our P&C Association holds its meetings on the first Wednesday of each month, beginning at 3:30pm in the Staffroom. Meeting reminder dates are advised in the School Newsletter. The Annual General Meeting is held in February of each year where the Executive Office positions of President, Vice President, Secretary and Treasurer are nominated and elected as well as Committees for Fundraising or other events are formed. Registered members only may vote.

You may register at the AGM or through written application at a monthly meeting for the next meeting. P&C committees have the right to deny or deregister members who behave irresponsibly. The P&C Association is actively involved in enhancing the quality of educational outcomes for the children. Participation in collaborative decision making, support for curricula development and enhancement of the school environment through projects and financial support, are valued contributions to the school's ability to function efficiently. All parents and carers have the opportunity to participate in a range of decision-making forums in the school with feedback and input always sought and valued. Community involvement in school activities is also encouraged and valued. Programs to support and develop parents are ongoing. Our P&C is also an active member of the Queensland Council of Parents and Citizens Association (QCPCA) with some of our members actively participating at the regional and state levels over the past years.

Parent and Community Helpers

Parents and Carers are encouraged to become voluntary helpers in many aspects of school life as partners in the education of their child/ren. There are many ways in which you may be able to assist the teacher with class activities. These may include hearing children read, supervising small groups working independently, art and craft, helping on excursions, camps etc. Please contact the classroom teacher/s to see how you can help.

Volunteers may also actively participate on the P&C Association. Any help is always welcome. To cover you, in case of an accident whilst helping, you must sign in and out in the book held in the Office or classrooms. Volunteers are covered through P&C Association insurance only. There is a Parent Helper Handbook.

QParents

QParents is a secure online portal, where parents are able to access information regarding their child's attendance record, academic reports and behaviour records. Access for QParents is available to parents through computer, tablet or application access after validating their identity through the secure portal.

QSchools

QSchools is an application-based service that parents can use to keep up to date on school notifications and events. The app can be downloaded for both iOS and Android devices.

Refund Policy

All refunds must be asked for in person or in writing at the school administration. Refunds will be processed via a direct bank transfer or alternatively through a cheque. The cheque becomes the responsibility of the refund recipient. Where applicable the school will identify if a non-

refundable component is part of the payment, eg. Camp deposit. In these instances, a refund may be granted in consultation with the principal and if extenuating circumstances exist.

Reporting to Parents and Parent Teacher Interviews

Formal face to face interviews are held at the end of Term One & Term Three. This ensures both parents and teachers have met early in the school year to discuss strengths and identify any concerns. Interviews and appointments can be initiated by the teacher or parents at any time throughout the year.

Report Cards are issued at the end of Semester One and Two.

Year Three and Five National Assessment Program Reports - Literacy and Numeracy (NAPLAN) are distributed towards the end of Term Three.

School Dental Services

This Government Dental Service is conducted by the Health Department and has Dental Clinics at schools in Rockhampton. Students from Prep to Year Six may be seen by this unit. Parents and Carers are advised when the unit will be at the high school and of any dental work required and permission obtained prior to the commencement of any treatment. Parents may choose for their child not to have this service. The District Oral Health Coordinator can be contacted at (07) 4920 7553. Should appointments need to be rescheduled, contact can be made via facsimile on (07) 4920 7558.

School Routines

8:45	Bell	Move to class
8:50	Bell	Lessons commence
11:00	Bell	Play
11:25	Bell	Stop Play
11:30	Bell	Eating
11:45	Bell	Lessons commence
1:15	Bell	Second Lunch play
1:25	Bell	Stop Play
1:35	Bell	Eating
1:45	Bell	Lessons commence
3:00	Bell	Home

Sport and House Teams

All students are required to take part in weekly school physical education programs. Both athletics and swimming carnivals take place annually and involve all students. House Teams for these carnivals are Blue, Gold and Green.

Students in years four, five and six may gain selection in school sporting teams and participate in the Rockhampton Primary School Sporting competition. Sports for season 1 are soccer. Season 2 sports are netball and rugby league. Season 3 sports are Oztag.

Swimming lessons are held in term four. Five lessons take place over five weeks. Swimming is part of the school Health and Physical Education program and therefore is compulsory.

Student Welfare

Student welfare is a priority for all members of our school community. We take pride in the fact that our personal management and intervention of students with behavioural and social needs has been successful. The school provides a broad range of preventative and responsive behaviour

programs for students across the school. The aim of each of these is to develop the resilience and skill levels of children to enable more effective engagement and success in learning.

Student welfare is managed through a Social Justice Team which comprises of school administrative and teaching staff, Guidance Officer, School Chaplain and Regional Behaviour Team representatives.

Sun Safety

Mount Morgan Central State School is a Sun Smart School. As such, broad brimmed and bucket hats are expected to be worn. All students have access to sun screen prior to physical activity. The school provides several shade areas for outside play. Students without the appropriate hats are directed to covered play areas.

Swimming Program

Swimming and Land Programs occurs for Prep - Year 6 students. As swimming is part of the Physical Education curriculum, participation is mandatory unless a medical reason is provided to the school by parents. The class teacher should be notified in writing if this is the case. This program is substantially subsidised by the school to maximise participation. Parents are asked to contribute per lesson towards bus costs and pool entry. Lessons are held at the Mount Morgan Pool weekly for five weeks. The swimming program concludes with water activities.

Sun smart apparel is expected to be worn for swimming lessons.

Transfers (In and Out of Mount Morgan Central)

In Queensland, when a student transfers from one State School to another, an enrolment application is completed by the parent at the new school. Student information is posted on to the new school once enrolment is confirmed and previous schools contacted to obtain any further relevant information. Electronic transfers are enacted and a student number remains with the student whilst enrolled in a State School.

An Enrolment Agreement is required to be sighted and signed by the parent of the child as part of the school's enrolment package in accordance with the Education General Provisions Act and regulations 2006. This Agreement includes abiding by the school's Responsible Behaviour Plan, Dress Code and Homework Policy.

Use of School Facilities

Parents and community groups may have access to the school facilities after hours at the Principal's discretion. Booking forms are available at the Office. A **Public Liability insurance policy** must be sighted for organisations wishing to use the facilities as the school/Education Queensland do not accept responsibility for injuries/damages. A request and appointment needs to be made through the Principal. Please note, people found on school property without authorisation from the Principal may be questioned and charged by police for trespassing. Please contact the Police or School Watch on **131788** if you see suspicious people in the school grounds after school hours.

Website and Social Media

Our school website is an excellent first port of call for any information regarding the school, its policies and procedures. Our weekly School Newsletter is also available online. Please visit www.mtmorganss.eq.edu.au

Alternatively, receive updates about upcoming or recent events by "Liking" or "Following" the Mount Morgan Central State School page:

<https://www.facebook.com/Mount-Morgan-Central-State-School-104259548353010>

Appendix One - Medication

These guidelines apply to medication prescribed by a medical practitioner, and which is considered essential to be administered at school for a student to achieve optimum health and to participate fully in school life.

Medication is likely to be associated with a health condition such as epilepsy, diabetes, asthma, anaphylaxis, cystic fibrosis, Attention Deficit Hyperactivity Disorder (ADHD), but may include other conditions diagnosed by a medical practitioner.

School staff must not administer 'over the counter' medication, including analgesics, homeopathic or prescribed medications, unless they meet the accountability of a written request from a parent/caregiver, accompanied by written advice from a medical practitioner, and with the medication in the original labelled container. The exception is the reliever puffer, such as Ventolin, that is included for the emergency treatment of asthma under the guidelines. The containers for these are often blue.

It is reasonable to expect parents/caregivers to undertake the following in relation to the administration of medication and/or management of health conditions.

- Request the school in writing to administer prescribed medication or to assist in the management of a health condition.
- Notify the school in writing of any requests and/or guidelines from medical practitioners including potential side effects or adverse reactions.
- Provide the medication in the original labelled container.
- Ensure the medication is not out of date and has an original pharmacy label with the students name, dosage and time to be taken.
- Advise the school in writing when a change of dosage is required. This instruction is to be accompanied by a letter from a medical practitioner.
- Advise and collect the medication when it is no longer required at school.
- Contemporary management of chronic health conditions encourages students to administer their own medication, to recognise the signs and symptoms of their condition and to participate in the full range of activities offered by the school.

In schools, self administration may apply to students who are assessed by their medical practitioner and parents/carers and approved by the principal as capable of administering their own medication while participating in school activities.

Self administration of medication may include:

- Monitoring blood sugar levels and the injection of insulin for diabetes
- Inhaling medication such as 'Ventolin' for asthma
- Orally administering anti-convulsion medication for epilepsy and
- Orally administering enzyme replacements for cystic fibrosis

Students approved to carry their own medication should demonstrate practices of secure storage of medication that may be potentially harmful to other students and safe disposal of injecting equipment.

- The parent/caregiver provides a written request, with guidelines and procedures from the medical practitioner, for the student to be responsible for administering their own medication.
- The principal determines if the student is capable of assuming this responsibility.
- The student and the school agree on where medication is stored and where and how it is administered.

Teachers can assist students to manage their health condition by incorporating their medication needs in the routine management of the class and school.

Appendix Two - Privacy

Education Queensland collects information on the enrolment form for the purpose of school enrolment and student management. Personal information collected by the Department is protected by the Queensland Government's Information Standard 42 - **Information Privacy**. However, in accordance with Information Sharing Protocols and Memoranda of Understanding, some of this information may be passed on to government agencies. Some of these state government agencies include Queensland Health, Queensland Transport, Queensland Police Service and Department of Families. The Commonwealth Government, through Centrelink, may require information for matching purposes in relation to the payment of study assistance benefits to some students.

Personal information on the enrolment form can be disclosed to other third parties, without the individual's consent, where authorised or required by law.

While students are enrolled in and attend state schools, school staff will collect personal information about their academic performance, attendance and behaviour for the purpose of monitoring their educational progress and providing educational programs to suit the needs of the student.

Year 11 and 12 student details and academic profiles will be passed on to the Queensland Studies Authority for the purpose of processing Senior Certificates and Tertiary Entrance Statements. Year 3, 5 and 7 student names are passed on to the Queensland Studies Authority for the purpose of issuing individual reports in relation to the assessment of numeracy and literacy skills of students. This personal information can be disclosed to other third parties without the individual's consent where authorised or required by law.

Student Attendance, Achievement and Behaviour

While students are enrolled in and attend state schools, school staff will collect personal information about their academic performance, attendance and behaviour for the purpose of monitoring their educational progress and providing educational programs to suit the needs of the student.

Well Being, Protection and Safety

During a student's attendance, Education Queensland may also collect personal information that relates to the wellbeing, protection and safety of the student. This personal information may be passed on to agencies such as Queensland Health, Queensland Police Service and Department of Families in accordance with Education Queensland's Student Protection Policy and other policies relating to student behaviour. This personal information can be disclosed to other third parties without the individual's consent where authorised or required by law.

Children in the Care of the State

Education Queensland and Department of Families conduct a data matching program to improve school achievement outcomes for children and young people in care. The data matching program involves a comparison, through a unique identifier, of certain personal information of children and young people in care and those children of similar age in the general school student population, including those who have specific needs. This personal information may include ...

- achievement levels
- retention rates
- age
- school year levels
- school disciplinary absences and
- student movement between schools

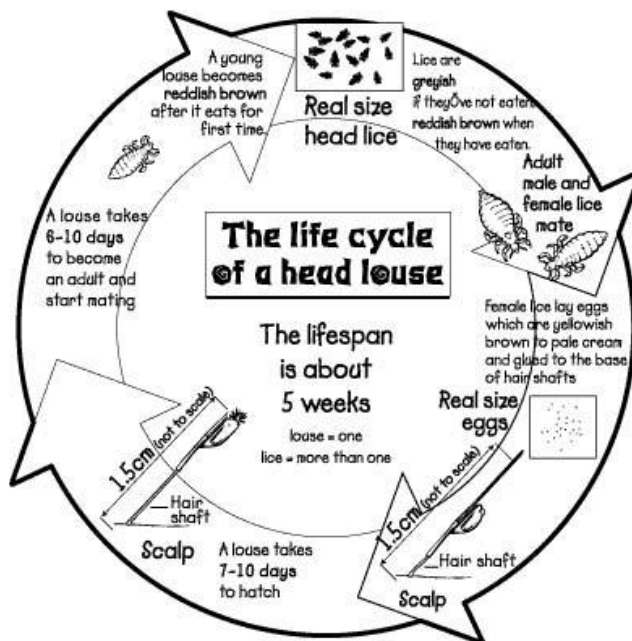
You may obtain further information about the Queensland Government's privacy regime contained in Information Standard 42 **Information Privacy** at <http://www.iej.qld.gov.au/informationstandards> If you have any questions about privacy or access to information, you may contact Education Queensland's Privacy Contact Officer on (07) 3237 0546.

Appendix Three - Head Lice

Understanding Head Lice Management:

Some facts about head lice:

- Head lice are tiny insects. They do not have wings, so they cannot fly. Head lice have strong claws and swing from hair to hair - they cannot jump.
- Head lice can only survive on human heads. They live on the hair and suck blood from the scalp. Head lice must feed every six hours or they will die from dehydration.
- Head lice can only be spread from one person to another by direct head-to-head contact.
- The female louse lays five to 12 eggs per day (up to 300 in her life time). Eggs remain strongly glued to the hair, even after hatching. Eggs are sometimes called nits.
- Live eggs need the warmth and moisture of the scalp to hatch and will be found up to 1.5cm from the scalp.
- Eggs that are further than 1.5cm from the scalp are either dead or hatched and do not require further treatment.
- At any one time, it is possible to have adult head lice, young lice and eggs.
- Anyone can get head lice - they have no preferences for cleanliness, hair colour, hair type, ethnicity or age.
- Only the insects (adults and young lice) can move from one head to another. Eggs cannot spread.
- Dandruff and hair particles can be mistaken for eggs.



Conditioner and combing: a technique for the detection and/or treatment of head lice

- Conditioner and combing is the **most effective** way of finding head lice.
- Conditioner and combing is also an effective way of treating head lice, particularly mild conditions.
- The conditioner stuns the lice for some minutes so they can be easily removed.
- Conditioner and combing is cheap. It also avoids the use of head lice chemicals (insecticides).
- Conditioner and combing is easy for older children to learn to do for themselves.
- Using conditioner and combing every two days between chemical treatments removes young lice as they hatch from the eggs. No insecticide will kill the eggs.

For conditioner and combing you will need:

- white hair conditioner
- an ordinary comb
- a fine tooth comb
- hair clips
- white tissues or material
- good light
- a magnifying glass
- a mirror if combing yourself
- a plastic container
- an old toothbrush, safety pin or dental floss



Appendix 4 - Safety in Schools Legislation

Schools pride themselves on being open and accessible to parents, visitors and the community and are committed to providing a safe learning environment for students and staff. Schools have a code of conduct or other standards in place that guide parents and visitors on appropriate behaviour. To make schools even safer, legislation gives Principals, Departmental Officers and the governing bodies of non-state schools legal powers to deal with parents and visitors who do not conduct themselves appropriately while on the school's premises. These powers assist the Principal, or the person in charge of the school, to ensure the safety and well being of people at the premises, the security of the premises, and the good order and management of the school.

The powers allow principals to direct a person to ...

- leave the school premises and not return for 24 hours
- cease certain conduct and desist in that conduct for up to 30 days
- only access the school according to the principal's instructions for up to 30 days

These powers are aimed at preventing or minimizing ...

- abusive, disruptive, threatening or violent behaviour
- conduct that is an offence or is about to become an offence
- conduct that is damaging to school premises or property
- attendance at the school premises without a good and lawful reason

They are not intended to stop parents or other visitors from making legitimate enquiries of school staff. The principal will give these 'directions' in writing, which apply from that time onwards. They only relate to school premises, including sporting fields, etc. under the school's fulltime control. When exercising these powers, the principal may require a person to provide their name and residential address. It is an offence not to provide these details.

A breach of a direction may result in a maximum penalty of **\$1500**.

A direction which applies for up to thirty days may be reviewed by application to the principal's supervisor within seven days of being given or before it ends (if it is for a period less than seven days). For state schools, the principal's supervisor is the executive director (schools); for non-state schools it is the school's governing body or a person nominated by the governing body.

In addition, a person may be prohibited from a school's premises for up to sixty days, by the Director General or delegate for state schools or by the non-state school's governing body, or a person nominated by the governing body, if the person is likely to ...

- cause physical harm to, or apprehension or fear of physical harm in another person while the other
- person is at the premises
- damage the premises or property
- disrupt the good order or management of the school

A person may appeal to the Magistrates Court or Children's Court, if the person is under 18 years of age, against the original decision prohibiting them from a state or non-state school premises for up to 60 days. A person may also be prohibited from a particular school's premises, from all state school premises or from all Queensland schools for up to one year.

This decision is made by the Magistrates Court or the Children's Court, if the person is under 18 years of age. It is the Director General who has the responsibility to make application to a court to seek any of these decisions. An appeal may be made to the District Court in these matters.

A breach of these court orders is punishable as contempt of court; a fine of up to \$15 000 may be imposed or the person may be imprisoned for up to three years. For more information please contact your school Principal.

Appendix 5 - School Dental Service

The School Dental Service provides Oral Health Care universally to children from four years of age to those who have not yet completed Year Ten. The majority of treatment is carried out by dental or oral health therapists who are highly trained and skilled in dentistry for children. More specialised treatment may be carried out by the Dentist who also advises parents with respect to orthodontics or other dental specialties.

While the Dental Clinic is located at your child/ren's school, he/she will receive a form offering free dental services. If you wish for your child to be seen by the School Dental Service please return the completed form promptly to aid the clinic in their efficient delivery of service.

Your child will then be seen for a check up. If any treatment is required you will be advised in writing and must give written consent in order for the treatment to be completed. Again, please return the consent to treatment note without delay.

If you find your child will be unable to attend a dental appointment, please advise the staff well in advance so that they can reschedule the appointment. This helps the staff avoid wasting clinical time.

Once an entire school's treatment is complete, the staff will move to their next school, either moving their dental van or closing the fixed clinic at the school they are leaving.

Should your child have a dental problem whilst the clinic is not at your child/ren's school, the School Dental Service can be contacted and an appointment made at another school.

Parents wishing their children to have more frequent dental checks are encouraged to contact their local School Dental Service. In order to maintain efficiency, these extra checks are generally scheduled in school holidays or out of school hours.

For further information please contact your local service by telephone on **(07) 4920 7553** or by facsimile on **(07) 4920 7559**

Appendix 6 - Mount Morgan Central State School Homework Policy

Teachers ensure that homework is set as part of a balanced lifestyle. This gives students the opportunity to further their classroom learning while leaving enough time for family, recreation and other activities.

Homework helps students:

- consolidate classroom learning
- prepare for and expand on classroom learning
- involve family members in their learning
- become independent learners.

When and where should my child do homework?

It is helpful for students to establish routines for homework like:

- setting a time to complete homework
- finding a space that is free of distractions.

How can I help?

You can help your child by:

- encouraging them to take responsibility for their learning and time management
- supporting them to complete tasks by discussing key questions and directing them to helpful and appropriate resources
- participating with them in online learning forums
- reading and playing games with them
- involving them in tasks; including shopping and cooking
- encouraging them to read and to take an interest in and discuss local, national and international events
- discussing homework concerns with your child's teacher

PREP INFORMATION

THE CURRICULUM

The Curriculum addresses the content of the new Australian Curriculum in the learning areas of English, Mathematics and Science, and The Early Years Curriculum Guidelines (EYCG) developed by the Queensland Studies Authority (QSA). The Early Years Curriculum Guidelines is designed to better prepare children for school. The Prep curriculum is play-based and child-centred. It clearly identifies enquiry based learning and investigations as key elements.

LEARNING AREAS - Australian Curriculum

English

The Australian Curriculum in English is organised into the three interrelated strands of:

- Language - knowing about the English language and how it works
- Literature - understanding, appreciating, responding to, analysing and creating literature
- Literacy - expanding the repertoire of English usage.

These three strands focus on developing the children's knowledge, understanding, strategies and skills in speaking, listening, reading, viewing and writing. The learning experiences in English will involve the children in learning about the purpose for using both oral and written language, the patterns and conventions of language, the concepts of print, phonemic awareness and alphabetic knowledge.

Mathematics

The Australian Curriculum in Mathematics is organised into the three content strands of:

- Number and Algebra
- Measurement and Geometry
- Statistics and Probability.

The focus is on active, hands-on learning which occurs through a range of contexts including focused learning and teaching sessions, real-life situations, investigations, play, and transitions and routines.

Science

The Australian Curriculum in Science is organised into three interrelated strands of:

- Science Understanding
- Science as a Human Endeavour
- Science Inquiry Skills.

Opportunities will be provided for the children to develop their knowledge, understanding and skills in a balanced, hands-on, activity-based program.

LEARNING AREAS - Early Years Curriculum Guidelines

Social and Personal Learning

The focus will be upon building the children's awareness of being members of many social groups, including family, cultural and community. The learning experiences will focus on developing respect, co-operation, resilience, positive self-esteem and independence.

Health and Physical Learning

The focus is on gross and fine motor development and making healthy choices to foster a sense of wellbeing in children. The learning experiences will contribute in developing the children's movement skills and positive health choices.

Active Learning Processes

These areas include:

- Investigating technology
- Investigating environments
- Imagining and responding
- Thinking

The children will participate and learn through a range of learning situations. These will include

- Play
- Investigations
- Real-life situations
- Routines and Transitions
- Focused learning and teaching

The teacher's planning will respond to children's needs and interests. Teachers will monitor and assess and reflect on children's learning by:

- Understanding children
- Building partnerships
- Establishing flexible learning environments
- Creating contexts for learning
- Exploring what children learn



What will my child learn in the Prep Year?

The learning experiences in the Prep Year will help your child to:

- take on responsibilities
- become more independent
- respect other people
- cooperate with others
- make sensible choices about their health and safety
- develop their physical skills
- develop their understanding of literacy and numeracy
- learn how to be thinkers and problem solvers
- use their imagination and creativity
- learn about their environment

What will I see my child doing?

Your child will be:

- investigating interests
- making choices
- talking with teachers and other children
- planning with their teacher about things they might do, and carrying out their plans
- designing and making things
- singing, dancing and painting
- listening to stories
- playing games indoors and outdoors
- climbing, balancing and jumping
- planning and sharing in make-believe play
- taking part in everyday experiences like gardening, cooking and tidying up
- writing and copying signs during their play
- learning about size, shape, weight and measurement as they construct things indoors and outdoors



How many things can you do already?

Can you

- Dress yourself?
- Put on your own shoes and socks?
- Tie your own shoelaces?
- Hang your clothes up and put away neatly shoes, hats and books without being reminded?
- Carefully put away your toys when you are through with them, without being reminded?
- Go to the toilet by yourself and wash your hands?
- Take turns when playing with others?
- Wait for a turn when others are speaking?
- Share things with others?
- Take care of your clothes and all your own things by being careful with them?
- Take care of things that belong to other people?
- Say “Please”, “Thank you” and “Excuse me” when you should?
- Do things cheerfully to help other people when they ask?
- Try to be fair when playing with others?

How many things do you know?

Do you know:

- Your own first and last name?
- Your address?
- Your telephone number?
- Your birthday and how old you are?
- Your mother’s name and your father’s name?
- How many sisters and brothers you have?
- How many people in your family?
- The colours: white, red, green, pink, yellow, black, brown, orange and blue
- Four or five nursery rhymes
- How to greet other people by saying, “Good Morning Mrs Brown”?



How does Prep help my child for Year One?

The Year One curriculum builds on the curriculum in the Prep Year.

The curriculum in the Prep Year is designed to provide the foundation that children need for success in later schooling.

International research has identified several factors that influence success at school.

These are:

- Independence
- Social learning
- Health and physical development
- Language development
- Early understanding of literacy and numeracy
- Ability to think and solve problems
- Imagination and creativity
- A positive approach to learning