PARENT INFORMATION BOOKLET 2015

PO Box 15
MALANDA QLD 4885

Acting Principal: Andrea Manley

<table>
<thead>
<tr>
<th>Sector</th>
<th>Contact</th>
<th>Phone No.</th>
<th>Fax. No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Services Manager</td>
<td>Jo Thomas</td>
<td>(07) 40967888</td>
<td>(07) 40965660</td>
</tr>
<tr>
<td>Admin Officer</td>
<td>Kay Struber</td>
<td>(07) 40967888</td>
<td>(07) 40965660</td>
</tr>
<tr>
<td>Guidance Officer</td>
<td>T.B.A.</td>
<td>(07) 40967888</td>
<td>(07) 40965660</td>
</tr>
<tr>
<td>Head of Curriculum</td>
<td>T.B.A.</td>
<td>(07)40967888</td>
<td>(07)40965660</td>
</tr>
</tbody>
</table>

Email address: the.principal@malandass.eq.edu.au
Web: www.malandass.qld.edu.au
STATEMENT OF PURPOSE

Malanda State School is committed to developing the whole child, with a focus on numeracy and literacy, to ensure that all our children reach their full potential, transition smoothly to the next phase of their education and eventually become active and contributing members of society.

Dear Parents and Children

Welcome to Malanda Primary School. For over 100 years the cornerstone of our school has been respect and high expectations. We are committed to ensuring the very highest standards of teaching and learning are achieved and that your child’s educational journey with us is one of excitement and progress. You are an important part of your child’s education and play a vital role in setting them up for success at school. Open and effective communication with staff is an important part of this. I encourage you to participate in your son’s or daughter’s education at every opportunity. This booklet provides basic information about most routines, procedures and processes in our school, however, if at any time you are unsure of something, please feel free to ask any of our staff for assistance. The best source of information about your child at school is his or her teacher. We welcome you and your child to our school community and hope that our association will be peaceful, educational and fruitful.
Andrea Manley
Acting Principal

MALANDA PRIMARY’S HISTORY

Malanda Primary School was opened in 1913 on the present site, although there were, of course, fewer buildings. The original campus consisted of one building (later moved to Gwynne Creek), which was replaced in 1926 with the building now known as B Block. This building housed our library until 2011 when it was fully renovated to become a modern teaching facility. The present tuckshop was added in 1972; around the time the toilet block and assembly area was also built. In 1974 the preschool opened. F Block was built in 1986 followed by G Block in 1994. We have two demountable buildings along with two undercover shelters, which were constructed in 1996. Our new library resource centre was constructed in 2011. The original administration building was refurbished in 1997. This building houses the sick bay, offices, staff lounge and the multi purpose room used for staff communication and meetings.
In 2013, the school celebrated its centenary and a time capsule was laid at the front of the school.
GENERAL INFORMATION (in alphabetical order)

APPOINTMENTS
We welcome the opportunity to meet with parents/carers to discuss any aspect of a child’s academic and social development as deemed necessary. However, as teaching and administration staff are not always readily available, it is important to first telephone the school office to arrange for an appointment that is mutually convenient. This may be face-to-face or a phone interview.

Generally speaking, parents should talk with their child’s teacher first regarding any concern or query.

<table>
<thead>
<tr>
<th>TERM 1</th>
<th>27 January – 2 April</th>
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<tbody>
<tr>
<td></td>
<td>Australia Day Holiday 26/1/15</td>
</tr>
<tr>
<td></td>
<td>Good Friday (Holiday) 3/4/15</td>
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<td></td>
<td>Easter Saturday 4/4/15</td>
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<td></td>
<td>Easter Monday 6/4/15</td>
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<table>
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<tr>
<th>TERM 2</th>
<th>20 April – 26 June</th>
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<tbody>
<tr>
<td></td>
<td>ANZAC Day 25/4/15</td>
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<td></td>
<td>Queen’s Birthday Holiday 8/6/15</td>
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<td></td>
<td>Yr 3,5,7 Naplan Tests 12-14 May</td>
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</tbody>
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<table>
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<tr>
<th>TERM 3</th>
<th>13 July - 18 September</th>
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<tbody>
<tr>
<td></td>
<td>Book Week</td>
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<tr>
<td></td>
<td>District Inter-School Sports Day</td>
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<tr>
<td></td>
<td>Under 8’s Week</td>
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<tr>
<td></td>
<td>Inter-House Sports Day</td>
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</tbody>
</table>

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<tr>
<th>TERM 4</th>
<th>6 October – 11 December</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Student Free Day 19/10/15</td>
</tr>
<tr>
<td></td>
<td>School Swimming Program</td>
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<td></td>
<td>Class Break-Up Picnics</td>
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<tr>
<td></td>
<td>Bookfair</td>
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<td></td>
<td>Year 6 Graduation activities</td>
</tr>
<tr>
<td></td>
<td>Labour Day Holiday 5/10/15</td>
</tr>
</tbody>
</table>

STUDENT-FREE DAYS 2015: 21, 22, 23 January, and 19 October.

ADMISSION AGES FOR 2015
Prep students must turn five by 30 June 2015
Yr 1 must turn 6 by 30 June 2015
Proof of age (birth certificate or passport) and immunisation records are required for all new enrolments.

ABSENTEEISM – Phone 40967888, Email absentees@malandass.eq.edu.au
Our school has implemented electronic management of student absences. Class rolls are checked daily for student absences. A report is then generated for further examination to check on reasons for absences or absences without reason. Any absences not explained by parents (either by phone, email, note or visitation to school) are designated unauthorised absences and will be followed up.

Going shopping, visiting family, staying up late and being tired or extending school holidays are not acceptable reasons to be away from school and will be recorded as unauthorised absences. Illness, genuine family emergency, participation in school sport or participation in approved off-campus activities are acceptable reasons for absence from school.

You should arrange leisure activities, visits to family and friends and shopping trips outside of school hours. If your family circumstances or plans will require your child to be away from school for any of these reasons, please contact the Principal beforehand.

Parents wishing their children to leave the school grounds for any reason during school hours must send a note which is to be sighted by office/administrative staff.
For your convenience, forms to advise the school of your student’s absence are provided at the back of this booklet.

Parents wishing their child to be exempted from school for periods of longer than 10 consecutive days (e.g., family holiday) are required to submit to the Principal the **Application for exemption for a child/young person enrolled in a State School or a child/young person not enrolled at any Queensland school** form. This form can be downloaded from the DEET website; please contact the school office should you require a hard copy.

Will your child’s attendance pattern help them be successful?

<table>
<thead>
<tr>
<th>If your child misses....</th>
<th>That equals....</th>
<th>Which is....</th>
<th>And over 13 years of schooling that’s...</th>
<th>Which is equal to finishing in</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 day per fortnight</td>
<td>20 Days per year</td>
<td>4 weeks per year</td>
<td>Nearly 1.5 years</td>
<td>Equal to finishing in grade 11</td>
</tr>
<tr>
<td>1 day per week</td>
<td>40 Days per year</td>
<td>8 weeks per year</td>
<td>Over 2.5 years</td>
<td>Equal to finishing in grade 10</td>
</tr>
<tr>
<td>2 days per week</td>
<td>80 Days per year</td>
<td>16 weeks per year</td>
<td>Over 5 years</td>
<td>Equal to finishing in grade 7</td>
</tr>
<tr>
<td>3 days per week</td>
<td>120 Days per year</td>
<td>24 weeks per year</td>
<td>Nearly 8 years</td>
<td>Equal to finishing at grade 4</td>
</tr>
</tbody>
</table>

**ASSEMBLIES**

Assemblies are held weekly on Monday afternoons for Yrs 4-6 and on Friday mornings for Yrs Prep-3. Whole school parades are held on the second Monday of each month. Parents are invited to attend assemblies.

**BEHAVIOUR MANAGEMENT**

Malanda State School’s **Responsible Behaviour Plan for Students** has been endorsed by the Executive Director of Schools and the School P&C and sets out the rights and responsibilities for all of our students and the processes used to manage and support appropriate behaviour. A copy of this policy is provided upon enrolment (as an inclusion in this booklet) and is also available from the office and on the school’s website.

**BICYCLES**

Bicycles are not to be ridden inside the school grounds. They are to be pushed to and from the designated bike area where they are to be housed during the day. We recommend chains and locks be used.

**BOOK FAIR**

A Scholastic Bookfair is run once a year (Term 3). It offers quality books for purchase and the Library receives a commission on sales. Bookfairs run for one week and parents are encouraged to come and browse during advertised hours. Parents are notified of Bookfairs through the school newsletter.
BOOK LISTS
Book lists are provided on enrolment and in the last week of school annually for the following year’s classes. Copies of our book lists are distributed to suppliers in our local area annually and are also available from the school office.

BOOK CLUB (SCHOLASTIC)
There are 8 issues of Bookclub per year, the brochures will be sent home with your child. This is by no means obligatory. Please send your order in a labelled envelope with correct money or cheque payable to Malanda Primary School. The orders are then tallied and the order placed. When the books arrive they are sorted and delivered to classrooms.

BUS OPERATORS’ CONTACT NUMBERS
If you wish your child to travel to or from school on the bus, you should contact the appropriate driver from the list below. You will need to complete a transport form, which is available from the driver. Eligibility for free travel is determined by the Department of Transport according to the distance between your home and the nearest State School.

<table>
<thead>
<tr>
<th>Road</th>
<th>Driver</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carson Road</td>
<td>John Hastie</td>
<td>40 912 084</td>
</tr>
<tr>
<td>Glen Allyn Road</td>
<td>Jan Emerson</td>
<td>40 965 262</td>
</tr>
<tr>
<td>Millaa Road</td>
<td>Kev Emerson</td>
<td>40 965 262</td>
</tr>
<tr>
<td>Peeramon Road</td>
<td>Margaret Wall</td>
<td>40 965 103</td>
</tr>
<tr>
<td>Topaz</td>
<td>Jim Wall</td>
<td>40 965 103</td>
</tr>
<tr>
<td>Meragallen Road</td>
<td>Joe Schmid</td>
<td>40 965 190</td>
</tr>
<tr>
<td>Tarzali</td>
<td>Kev Emerson</td>
<td>40 965 262</td>
</tr>
<tr>
<td>Jaggan</td>
<td>Kev Emerson</td>
<td>40 965 262</td>
</tr>
<tr>
<td>Russell Road</td>
<td>Jim Wall</td>
<td>40 965 103</td>
</tr>
</tbody>
</table>

School staff, supervise the children as they wait for their buses in the afternoon and attendance rolls are marked to record which children boarded which bus. All children travelling on buses are expected to abide by the Code of conduct for school students travelling on buses, which can be viewed at www.tmr.qld.gov.au

Any inquiries/complaints about bus runs, costs, behaviour on buses etc. are to be directed to the bus operators in the first instance.

CLASS ALLOCATIONS
On enrolment, students are allocated to classes according to numbers, gender balance and suitable class level. Each year some combined classes may be formed by request or in accordance with individual and staffing needs. Every attempt is made to meet class size limits as agreed between the Queensland Teachers’ Union and Education Queensland.

MAKING A COMPLAINT
During the course of your child's school years, you may have cause to make a complaint about an issue you feel is adversely affecting their education.

Education Queensland is committed to ensuring that all complaints - whether they relate to a school staff member or a school's operations - are dealt with in a fair and equitable manner.

When making a complaint, you have a responsibility to:

• provide complete and factual information in a timely manner
• deliver your complaint in a nonthreatening manner
• not make frivolous or vexatious complaints or include deliberately false or misleading information.

In most instances, staff members are told of complaints made about them and offered the right of reply. A complainant also has the right to have a support person throughout the process. If your complaint relates to suspected official misconduct or criminal activity, then you should direct your complaint directly to the Crime and Misconduct Commission or the Queensland Police Service.

The following five-step procedure assists parents, guardians, staff and school personnel in reaching an outcome that is in the best interests of the student:
1. **Discuss your complaint with the class teacher**
   
   If your complaint is with your child's teacher or an issue concerning your child's experience at school, make an appointment with that teacher as soon as to resolve the problem at this level.

   The teacher will make a record of the complaint and report your meeting and any outcomes to the Principal. Where the teacher has been approached but the issue remains unresolved, make an appointment with the Principal to discuss the issue further.

2. **Discuss your complaint with the Principal**
   
   If your complaint is related to the school more generally, you should raise your complaint directly with the Principal. The Principal will make a record of your complaint and work with you to resolve the issue. Complaints to the Principal may be lodged by telephone, writing or in electronic format. Email addresses can be accessed through the [Schools Directory](#).

3. **Contact Regional or District Office**

   If you have discussed the issue with the Principal and still feel that your complaint has not been addressed, you have the right to contact the Regional Executive Director (RED) who is the supervisor of the Principal and oversees activities of schools.

   Complaints may be lodged by telephone or in writing. Complaints should be specific in detail, and outline the steps taken to date to resolve the issue.

   When you contact the district office you will be advised that your name and the nature of your issue will be reported back to the Principal of your school. Staff at the district or regional office will attempt to resolve the issue.

   Cairns District Office
   
   FNB Services
   
   PO BOX 6094
   
   CAIRNS 4870
   
   PH: 40465222
   
   Atherton District Office
   
   FNB Services
   
   PO Box 1366
   
   ATHERTON 4883
   
   PH: 40910800

4. **Complaint still not resolved?**

   If you feel that your issue has not been resolved through the regional/district office process, you have a further right to make a complaint to the central office of Education Queensland.

   You may choose to progress your complaint in writing to the:

   **Deputy Director-General Education**
   
   PO Box 15033
   
   City East QLD 4002
   
   PH: (07) 3237 0618
   
   Fax: (07) 3221 4953

5. **Independent review**

   If, as a complainant you feel that your issue has not been resolved through these formal processes the Queensland Ombudsman provides an avenue for an independent review of the Department's decision. The Ombudsman may be contacted at:

   **Office of the Ombudsman**
   
   GPO Box 3314
   
   Brisbane QLD 4001
   
   PH: (07) 3005 7000
   
   Fax: (07) 3005 7067

### CURRICULUM

Key learning Areas (KLAs) studied at Malanda State School are: English; Maths; Science; Humanities and Social Sciences (Geography; History; Civics and Citizenship; and Economics and Business); The Arts (Music, Visual Arts, Dance, Drama and Media); Technology; Health and Physical Education; and LOTE (Japanese). Specialist teachers are appointed for HPE, Music and LOTE.

In 2015, unit plans for all Key Learning Areas (KLAs) will be developed in accordance with the Australian Curriculum. Queensland’s Classroom to Curriculum (C2C) unit materials will continue to
be used for English, Maths, Science, Humanities and Social Sciences (Geography; History; Civics and Citizenship; and Economics and Business).

We also have Foundation Learning Programs to support the development of our students’ foundational skills. These programs include: Sound Waves (individual student text book required); Junior Elementary Maths Mastery and Elementary Maths Mastery (JEMMS and EMMS); STARS comprehension; and our Sight Word program.

If you wish to see overviews of the units of work your children will be engaged in at each grade level throughout the school, you are welcome to speak to their class teacher or our Head of Curriculum (HOC).

**DENTAL CLINICS**
A free dental clinic visits our school on a regular basis. Children in all primary year levels are eligible for treatment from a qualified dentist. Forms will be sent home close to visiting time. Eligible students can attend a van in the area if treatment is required at any time. Phone the Atherton Hospital Dental Clinic on 40921575 for location of vans or phone 0418 716 687 direct to the van.

**EMERGENCY CONTACTS**
Please ensure that addresses, phone numbers and emergency contacts are kept current in case we need to contact you in a hurry. You, as parents, have a responsibility to your child and the school in your Duty of Care to keep the school informed of changes.

**ENROLMENTS**
On enrolment, you will have an interview with the Principal and generally your students will start school the next day, allowing time for the necessary arrangements to be made. If your child has special learning needs, please advise staff when booking an enrolment interview so we can arrange to have appropriate support staff present at the interview. We are an inclusive educational facility and aim to make your child’s transition into our school as supportive as possible.

**EXCURSIONS**
The children participate in a variety of excursions as part of their regular educational program. You will be advised when excursions are programmed. Generally, participation in excursions will incur a fee. Parents experiencing difficulty in paying for an excursion are asked to contact the Principal to discuss a payment plan.

**FAMILY LAW COURT ORDERS**
Some families are bound by Family Law Court Orders. Documentary evidence of these must be provided to the school where these exist to provide clear legal guidelines for school authorities in these sensitive issues.

**FIRST AID**
Designated staff members are qualified in first aid and cardio-pulmonary resuscitation (CPR). When students receive minor injuries they report to the office where staff make appropriate decisions in the circumstance. Actions are recorded in the medical register. If a student has a serious accident or becomes ill while at school, medical attention is applied by the trained first aid officer and parents/caregivers are immediately notified of the incident so they may take further action if necessary. In an emergent situation, and/or where parents/caregivers cannot be contacted, the Principal or Principal’s delegate will contact the Queensland Ambulance Service.

**GUIDANCE OFFICER**
A Guidance Officer is appointed to the school. Generally, before children meet with the Guidance Officer, parents will be contacted for permission. In some instances it may be inappropriate to contact parents when their children self-refer to the Guidance Officer. This may be the case under
Child Protection cases. Services offered by the Guidance Officer include guidance and advice to parents; counselling for students and their families; support to teachers; support in responsible behaviour for students; and working with families with referrals to appropriate agencies and programs.

HEAD LICE
Please be diligent in checking your child’s hair regularly. If lice are discovered, treat immediately and follow up within 5 days. Information about current best practice is available from the office.

Facts:
- Anyone can get headlice - adults and children
- You catch them through close contact of heads or sharing combs, brushes or hats
- You catch them from someone who has headlice

Treatment:
- Apply conditioner liberally to dry hair
- Cover scalp to the ends of the hair
- Detangle hair with a regular comb
- Leave conditioner in hair for 5 minutes – stuns lice for up to twenty minutes and makes combing easier
- Separate hair into sections
- Comb through with headlice comb
- Wipe conditioner from comb onto a tissue and look for lice and eggs
- Remove all nits (eggs) to assure total lice treatment
- Rinse conditioner from hair and clean hair
- Active cases of headlice must be retreated in 7 days

HOMEWORK
Teachers may set homework activities. Children are expected to complete these tasks to the best of their ability. When homework is given then it is an expectation that it is done neatly and on time. Please don’t hesitate to contact your child’s teacher if there are any problems. For all children reading, learning spelling and consolidating number facts constitutes an important part of the daily homework routine.

We aim to make homework effective by ensuring it:
- Is clearly related to class work
- Is appropriate to particular years of schooling
- Is varied and differentiated to individual learning needs
- Consolidates, revises and/or applies students’ classroom learning
- Develops students’ independence as a learner through extension activities such as investigating, researching, writing, designing, making
- Assists students to prepare for upcoming classroom learning, such as collecting relevant materials and information, completing surveys and audits
- Is monitored by the teacher

HOMEWORK GUIDE (per school night)
Prep 0-15 minutes (reading and learning sight words)
Year 1 0 - 20 minutes Year 2 up to 20 minutes
Year 3 up to 20 minutes Year 4 up to 30 minutes
Year 5 up to 30 minutes Year 6 up to 45 minutes
INFORMATION COMMUNICATION TECHNOLOGY

The Information Communication Technology (ICT) for Learning Agreement guides the implementation of the information technology resources and programs within the school.

Facilities: A local area network (LAN) operates using the EQ Connect Ed resources. Internet and email facilities are available for staff and students. All Years 1-6 classrooms have access to Internet and printing facilities. School email can be accessed at home.

Programs: We provide a developmental IT Skills program for all students, using desktop computers and ipads. Technology skills are integrated across Key Learning Areas. Students from Years 4-6 are provided with individual email accounts but must get parental permission to access these by completing the Internet Agreement Form, usually on enrolment. Students are also encouraged to learn how to use additional equipment e.g. digital cameras and scanners.

The school subscribes annually for all Prep & Yr 1 students to the ABC Reading Eggs online program. Students are issued with a user name and password allowing them to access the program at school and, if a computer and internet access are available, at home.

INSTRUMENTAL MUSIC PROGRAM

Instruction in playing woodwind, brass and percussion instruments may be offered to Year 4 - 6 pupils. A limited number of instruments are available to loan to the students but after one year parents are encouraged to buy their own. Applications to enter this program are made through the instrumental specialist music teacher early in the school year.

INSURANCE COVER FOR STUDENTS UNDERTAKING PHYSICAL ACTIVITIES

Physical activity and physical education, particularly contact sports, carry inherent risks of injury. Parents are advised that the Department of Education, Training & Employment does not have Personal Accident Insurance cover for students.

Education Queensland has public liability cover for all approved school activities and provides compensation for students injured at school only when the Department is negligent. If this is not the case, then all costs associated with the injury are the responsibility of the parent or caregiver.

It is a personal decision for parents as to the type and level of private insurance they arrange to cover students for any accidental injury that may occur.

INFECTIOUS DISEASES

Recommended minimum periods of exclusion from school and child care centres of infectious disease cases and contacts. (Adapted from information provided by the Health Authority Environmental Health Unit).

Important Notes

- These guidelines have been drawn up on the premise that children who have been ill with an infectious disease will not return to the school until they have fully recovered. The only exception to this rule is that children with certain skin disease may return once appropriate treatment has commenced (see table).
- These recommended periods are issued as a guide to teaching staff and medical practitioners, and may be modified in individual cases as circumstances warrant. Variation in the recommendations may be warranted in cases of local epidemics.
- In cases of doubt, or for guidance about conditions not mentioned on the list, advice should be sought from the appropriate clinician, school medical officer or health authority.
<table>
<thead>
<tr>
<th>CONDITION</th>
<th>CHILD WITH THE INFECTION</th>
<th>PERSONS EXPOSED TO THE CHILD WITH THE INFECTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chickenpox &amp; Shingles</td>
<td>Exclude for at least five 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)</td>
<td>Exclude children with immune deficiencies (eg: leukaemia or on chemotherapy), otherwise not excluded.</td>
</tr>
<tr>
<td>Conjunctivitis</td>
<td>Exclude until discharge from eyes has ceased</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Cytomegalovirus</td>
<td>Exclusion not necessary</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Diarrhoea (campylobacter crytpptosporidium, giarda, rotavirus, salmonella, shigella)</td>
<td>Exclude until diarrhoea has ceased for 24 hours</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Glandular fever (mononucleosis)</td>
<td>Exclusion not necessary</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Hand, Foot and Mouth Disease</td>
<td>Exclude until all blisters have dried</td>
<td>Not excluded</td>
</tr>
<tr>
<td>* Hepatitis A</td>
<td>Exclude until 7 days after the onset of illness or jaundice. Readmit with a medical certificate for recovery</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Hepatitis B</td>
<td>Exclusion not necessary</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Hepatitis C</td>
<td>Exclusion not necessary</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Herpes (&quot;cold sores&quot;)</td>
<td>Young children unable to comply with good hygiene practices should be excluded while sores are weeping (sores should be covered with dressing where possible)</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Human Immune-deficiency Virus (HIV AIDS virus)</td>
<td>Exclusion not necessary unless child has a secondary infection</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Impetigo (&quot;school sores&quot;)</td>
<td>Exclude until treatment has started. Sores on exposed skin should be covered.</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Influenza &amp; influenza-like illness</td>
<td>Exclude until well</td>
<td>Not excluded</td>
</tr>
<tr>
<td>* Measles</td>
<td>Exclude for at least four days after the first rash appears</td>
<td>Immunised children not excluded. Non-immunised children and staff should be excluded until 14 days after the first day the rash appears in the last infected person. Excluded children or staff may return to the school or centre if immunised within 72 hours of contact with the first infected person.</td>
</tr>
<tr>
<td>* Bacterial Meningitis and Meningococcal infection</td>
<td>Exclude until well</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Mumps</td>
<td>Exclude for 9 days or until swelling does down</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Parvovirus (erythema infectious, &quot;slapped cheek&quot; or “Fifth disease”)</td>
<td>Exclusion not necessary</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Ringworm, Scabies, Head Lice</td>
<td>Exclude until day after approved treatment has commenced</td>
<td>Not excluded</td>
</tr>
<tr>
<td>Rubella (German Measles)</td>
<td>Exclude for at least four days after the rash first appears</td>
<td>Not excluded (female staff of child-bearing age should check their immunity to rubella with their GP)</td>
</tr>
<tr>
<td>Streptococcal infection (including Scarlet fever)</td>
<td>Exclude until child has received antibiotic treatment for at least 24 hours</td>
<td>Not excluded</td>
</tr>
<tr>
<td>* Typhoid Fever (including paratyphoid fever)</td>
<td>Exclude until well and approval to return has been given by a Public Health Physician or delegate</td>
<td>Not excluded unless advised by Public Health Authority</td>
</tr>
<tr>
<td>* # Whipping Cough (pertussis)</td>
<td>Exclude for 14 days from inset of coughing or until child has taken five days of a 7 day course of antibiotics (erythromycin)</td>
<td>Household contact who have received &lt; 3 doses of pertussis vaccine should be excluded from childcare until they have taken 5 days or a 7 day course of erythromycin, or from 14 days after their last exposure to the infection</td>
</tr>
</tbody>
</table>

* Schools and childcare centres should notify the nearest Public Health Unit as soon as possible if attending children or staff are diagnosed with any of these conditions.

# Recommendations for exclusion of persons exposed to pertussis (contacts) are specific to Queensland Health and may differ from recommendations in “Staying Healthy in Childcare”.

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INFECTIOUS DISEASES EXCLUSION TABLE

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LATE ARRIVAL
Students who arrive to school late (i.e.: after 8.50am) are required to report to the office, where they will be issued with a “Late Slip” to hand to their teacher. Students not following this procedure may be marked as ‘absent’ on the roll.

LEARNING SUPPORT
Learning support is provided through specialist teachers and intervention programs. Access to extra support is through the Student Support Team, which meets with parents and teachers to make decisions on the most effective program for students within available resources.

LOST PROPERTY
All items of clothing need to be named. When so many items are the same this helps to identify them. Sweaters, shoes and lunch boxes are among items most frequently “lost” and unclaimed. A lost property table is placed under B block. At the end of term, lost property is displayed and any unclaimed items are recycled or donated to charity. We discourage children from bringing toys and personal items of sports gear to school. If they do so, teachers will not take responsibility for the items.

MEDICATION
Should medication prescribed by the student’s medical practitioner be required to be administered while the student is at school or involved in school approved activities, a parent/legal guardian must in the first instance, make a written request to the Principal of the school. School staff, authorised by the Principal to give medication to a student, are to administer medication as per the written instructions provided on the medication container by the pharmacist at the medical practitioner’s direction. The instructions on the medication container need to indicate specific times at which medication is to be administered, as well as the quantity of medication to be administered, and be named for the student requiring the medication. Send only chemist-filled prescriptions to school.

On written permission from a parent/legal guardian, and with the approval of the Principal, students may be responsible for asthma inhalers.
For your convenience, forms to request medication to be administered to your child are provided at the back of this booklet.

MOBILE PHONES
The use of mobile phones, pagers, portable CD and MP3 players, personal digital assistants and similar electronic devices in class is disruptive to the learning environment of all students and is therefore not permitted.

It is acknowledged that there are times when it is genuinely appropriate and beneficial for students to have access to a mobile phone. Students may, for example, feel the need to carry a mobile phone to and from school for security reasons. Immediately on entry to the school premises, mobile phones (labelled with student’s name) should be taken to the school office for secure storage during the day. They can then be collected by students at 3.00 p.m. No liability will be accepted by the school in the event of the loss, theft of, or damage to any device brought on to the school premises. Please refer to the document Personal Technology Devices at School which is included in this booklet as an appendix to the Responsible Behaviour Plan for Students.

MONIES SENT TO SCHOOL
Any money sent to the school must always be in an envelope and marked with your child’s name, class and reason for the payment. Correct cash would be appreciated or, if paying by cheque, please make it payable to Malanda State School (this includes bookclub). If utilising internet banking please use BPAY Biller Code and Reference displayed on bottom right of invoice.

PLEASE NOTE: CREDIT CARD OPTION IS NOT AVAILABLE AT THIS SCHOOL.
NEWSLETTER
The school newsletter is published once a fortnight. A copy is sent home with the youngest child in each family. Please look for it as it contains information regarding the running of the school, date claimers and class news. Electronic copies are emailed to all parents who have notified us of their email addresses. The newsletter is also available via links on our school website and through the Qschools app.

PARKING
Parking is available in Churchill Avenue. A Kiss ‘N’ Go zone operates in Churchill Avenue also. Parking in Mary Street is not recommended, as this is our bus zone. If you are dropping off or picking up a child at school, please be very careful of children and parents in the traffic area around the school. It is most advisable to use the Kiss ‘N’ Go zone in Churchill Avenue.

PARENTS AND CITIZENS’ ASSOCIATION
The P & C meets on the 2nd Tuesday of every month - 7.30pm in the staff lounge or the meeting room in the Resource Centre. This Association organises their fund raising events to provide for areas in education which are not covered by the school budget. It also plays a social role within the school community and provides an avenue for families to get to know one another. In addition, it gives parents an opportunity to become involved in decision-making and become informed and express views on school policy. The school needs parental involvement to provide an even better education for your children, so please become involved.

PERFORMANCE TOURS & ARTS COUNCIL:
The Queensland Arts Council and other organisations visit our school. Generally, we access one special performance per school term. Parents and students are advised of the performance and money envelopes are sent home prior to the performance. Only students who return payment by the advertised due date will be permitted to attend.

REPORTING TO PARENTS
In becoming informed of your child’s progress at school, the following procedures are adopted and encouraged:

(a) Your observation of the books and work samples brought home will show you what your child is achieving.
(b) Personal contact with your child’s teacher on a regular basis is encouraged. If at any time you have an area of concern, feel free to contact the school to make an appointment.

Written reports of student progress will be issued to parents at the end of each semester. Invitations to attend oral reporting sessions will be extended to all parents at the end of Term 1, and each teacher will offer a general class meeting once annually. Parents and/or teachers may request additional interviews at any time of the year if there is a need to discuss a child’s progress. As your child’s progress is the focal point of this school, it is important that you do take the opportunity to speak with your child’s teacher regarding your concern. What may seem to be a complex problem, is often easily settled through COMMUNICATION.

A common statewide report card format has now been introduced across all Queensland State Schools. Year 3, 5 and 7 students will also receive a NAPLAN (National Assessment Program for Literacy and Numeracy) report in Term 4, after sitting for the national tests in May.

Parents are invited to attend a parent/teacher interview at least once yearly, however, at any time during the year, you may ask your child’s teacher for an interview.
RESOURCES CENTRE
The Malanda State School Resource Centre provides a well-resourced, inviting, flexible and inclusive environment, which links leisure and learning and promotes a love of literature within students. In addition, the Resource Centre exists to effectively foster the development of student information literacy skills, empowering our students to become life-long learners.

The Resource Centre is overseen by two permanent staff members: A “Teacher in the Library” and a “Library Manager”. Volunteers also provide valuable help with routine tasks in the library.

**Borrowing and Returns**
Each class has a borrowing time of 30 minutes timetabled each week. However, students may return/borrow/renew books outside class times:
- Before School: 8.30 – 8.45am
- Lunch Time: 1.15 – 1.45pm
- After School: 3.00 – 3.15pm

<table>
<thead>
<tr>
<th>Year Levels</th>
<th>Borrowing Limit</th>
<th>Book Selections</th>
<th>Library Bag Required?</th>
<th>Borrowing Over Term Holidays?</th>
</tr>
</thead>
</table>
| Prep Year 1 Year 2 | 1 book | ➢ Junior Fiction  
➢ Non-Fiction  
➢ Junior Fiction Red (at teacher’s discretion) | Yes | No |
| Year 3 | 2 books | ➢ Junior Fiction  
➢ Non-Fiction  
➢ Junior Fiction Red  
➢ Senior Fiction (at teacher’s discretion)  
➢ Quarto Fiction (at teacher’s discretion) | No | Yes |
| Year 4 Year 5 Year 6 | 2 books | ➢ Junior Fiction  
➢ Non-Fiction  
➢ Junior Fiction Red | No | Yes |

**Overdue Books**
Students may not borrow if ANY books are overdue. Reminder notices about overdue books are sent home at regular intervals. If a book remains unreturned after an extended period of time, an account for payment will be sent home.

**Special Events**
Throughout the year the Resource Centre hosts some special literature-related events. These include the Reader’s Cup, National Simultaneous Story Time, Book Week, the MS Readathon, the Queensland Premier’s Reading Challenge and Book Fair.

**RELIIGIOUS EDUCATION**
Classes are conducted weekly by a number of religious denominations. The following programs will operate in 2015:
- Catholic – coordinator, Mrs Janice Hunt (Ph 40 966 304)
- Combined Churches - coordinator, Mrs Susan Smith (Ph 40 966 657)

Pupils are expected to attend the classes of the group to which school records show they belong (shown on enrolment form). Children will be exempted from religious education classes only on the written advice of parents. Children not attending religion classes will take part in a Values Education Program organised by the Principal. If parents wish to change the program their children attend, notice must be given in writing.
SCHOOL DRESS CODE

Introduction
The Parents and Citizens Association of Malanda State School has resolved that it supports a student dress code policy for Malanda State School because it believes that a such a code promotes the objectives of the school, and in particular that it:

• Promotes a safe environment for learning by enabling ready identification of students and non-students of the school
• Promotes an effective teaching and learning environment by eliminating the distraction of competition in dress and fashion at the school
• Fosters mutual respect among individuals at the school by minimising visible evidence of economic, class or social difference; and
• Promotes a supportive environment at the school by fostering a sense of belonging.

Rationale
Uniforms are in place, having been adopted and accepted in the development of the school. Sun Safety and Health and Safety issues have been of primary concern in the development of the uniform.

Whilst individuals have rights, they also have responsibilities. The school accepts its responsibilities in relation to a number of legislative and Departmental Policy issues.

1. Uniform
The school uniform we promote is the royal blue and light blue school t-shirt worn with blue shorts or skirts. Sports house colours are Red for Quinca and Green for Ithaca. Students in Yr 6 may be offered the option of a special ‘Seniors’ shirt, available for purchase from the tuck shop.

New and some second-hand uniforms are available from the school tuckshop between 9.00am and 1.00pm every tuck shop day. Prices are very competitive. We encourage students to wear uniforms where possible. All items of clothing must be clearly labelled with your student’s name. All students are expected to wear suitable and practical footwear at all times whilst at school. Sandals or closed in shoes are appropriate. Shoes without a heel strap are not acceptable eg: thongs, scuffs, slides. Students are expected to keep their footwear on all day except in the following instances:

• Footwear is wet/muddy.
• Footwear is removed for physical education or sport lessons. At the conclusion of the lesson, footwear must be put back on.
• Footwear is removed on entry to library and some classrooms.

2. School/Community Expectations
• Unless otherwise advised, school uniform should be worn on all occasions.
• Uniforms should be worn with pride and when in uniform, students should behave in a way that reflects well on themselves, their family and their school.
• The wearing of the school uniform includes the wearing of a Sun Safety approved hat (broad brimmed, legionnaire or approved bucket hat) Sun Safety approved hat and shoes with ankle socks or sandals (no thongs or scuffs)
• Students should wear appropriate footwear for their own foot protection and the general health and hygiene of the whole school community.
• Students are required to wear sun protective hats (hats that protect face, neck and ears) for all outdoor activities. For example, broad-brimmed, approved bucket hat or legionnaire hat. No caps are allowed.
• The school strictly enforces a NO HAT, NO SHOES, NO OUTDOOR PLAY policy.
• School badges (given to school leaders) and medical alert bracelets and pendants are acceptable adornments to the school uniform.
• The wearing of jewellery (except ear studs and ear sleepers) or other adornments is not permitted as it often causes a distraction to learning and in other cases may be a cause for concern to health and safety. Therefore, neck-chains, rings, anklets etc are not permitted.
• A watch may be worn, however the student must take full responsibility for its safekeeping.
• Make-up is not appropriate to be worn at school. Sunscreens or protectors are actively encouraged. However, colourful zinc creams and the like are not permitted.
• The school encourages children to be neat and tidy at all times and to take pride in their appearance. For example, tying long hair back in the interests of health and safety.

Optional Dress
All students are required to wear school uniform. However, there may be occasions when dress other than school uniform is worn. This is at the discretion of the Principal. In such circumstances, dress should be neat, comfortable and of a nature that:
• Does not create the potential for harassment, distractions or discriminatory remarks from others
• Ensures Sun Safety
• Does not restrict or inhibit participation in the full range of school activities
• Is not offensive to others
• Is acceptable in terms of climatic and hygiene matters.

SCHOOL BANKING
Our school offers Student Banking through the Commonwealth Bank ‘Dollarmite Account.’ If your child would like to be involved please contact the school during office hours. Banking is every Wednesday.

SMOKING ON SCHOOL PREMISES
Parents and carers are reminded that under current legislation smoking is not permitted in the school grounds.

SPORTS HOUSES
There are two sports houses:-
• Quincan - Red
• Ithaca – Green
Sports T-shirts can be purchased through the tuckshop.

STUDENT COUNCIL
Student representatives are elected annually to be part of the school’s Student Council. This group meets regularly with the Principal or nominee about matters that make Malanda State School the best possible for students at the school. They also organise fund-raising and social events throughout the year.

SUNSMART
A Policy exists at our school whereby students must wear hats to be outside. Legionnaire and wide brim hats are acceptable for outside play. School hats can be purchased from the tuckshop. Other hats meeting the Sun Safety requirements may be worn. Our school and P & C support the “No Hat, No Play” policy, a copy of which is attached at the end of this booklet. In 2001 we became an approved Sun Smart school.

SWIMMING
This is an essential part of our school program for all children. Variations to the program could be made in 2015 but we expect that costs will be approximately $25 per student, to subsidise pool expenses. Please have towel and togs in a swimming bag with EVERYTHING named – including the school uniform items your child will be changing out of.
It is a health requirement that students DO NOT wear their togs to or from school.

TIMES
School starts 8.50am
First Break 11.00 - 11.25am
Second Break 1.00 - 1.45pm
School finishes 3.00pm
TRANSFERS
If your child is leaving Malanda State School and transferring elsewhere, please notify the school office before his or her departure. Please also ensure all school equipment, including library and reading books, is returned and all personal items are collected from school. We are unable to forward children’s belongings to their new school.

TUCKSHOP
Our school tuckshop opens Wednesday to Friday from 8.30am – 1.30pm daily. The tuckshop operates as, and is managed by, a sub-committee of the P&C. It is staffed by a paid Convenor along with volunteers who work on a roster basis.

First Break orders should be written on a brown paper bag. (If you do not have a bag please add 5 cents to your order). These orders are taken into the classroom and placed in the class tuckshop basket. The baskets are then returned to each classroom at 11.00am.

Second Break orders follow the same pattern and are distributed at 1.00pm. Various items are available ‘over the counter’; these will be listed on the tuckshop price list. All enquiries should be directed to the Tuckshop Convenor, through the school office.

The Tuckshop depends on volunteers to provide home cooking and help the convenor with preparation and packaging of lunch bags, as well as serving the children when they come to the tuckshop for drinks and other items.

If you are willing to HELP, please provide your name and phone number to the Convenor. A roster will be prepared and distributed to all volunteers – usually the roster is a 6-week rotation.

WITHDRAWAL OF CHILDREN/EARLY DEPARTURE
Any parent/guardian wishing to withdraw children from school during the day must notify the office and students will need to be signed back in if returning to school on the same day. A note to the teacher in the morning would also be helpful.
Malanda State School Sun Smart Policy

FOREWORD

We are serious about the effect of skin cancer on our children. We all have a part to play, particularly parents who are responsible for seeing their children are correctly attired for school. School hats are available from the tuckshop - legionnaire style caps or wide-brim designs. Other designs are acceptable if they meet Sun-Smart requirements. Caps are not considered appropriate protection against the sun and therefore children will not be allowed to wear caps at Malanda State School.

PURPOSE

The purpose of the policy is to ensure that all children attending this school are protected from skin damage caused by the harmful ultraviolet rays of the sun.

AIM

♦ To have all children wearing legionnaire approved bucket hat or wide brim hats (not caps)
♦ To develop a positive attitude towards preventative measures for skin cancer
♦ For children to be aware of the dangers of damage by the sun.

General Skin Protection Strategies

♦ Children will wear legionnaire or broad brim hats which protect the face, neck and ears whenever they are outside (e.g. recess, lunch, sport, carnivals, outdoor excursions and activities)
♦ Children who do not have their hats during playtime will play in an area protected from the sun
♦ Children will be encouraged to use available areas of shade for outdoor play activities
♦ Outdoor activities will be held in areas of shade, whenever possible
♦ Staff will be encouraged to act as role models by practising Sun Smart behaviours:
  - wearing protective hats and clothing for all outdoor activities;
  - using a SPF 30+, broad spectrum, water-resistant sunscreen for skin protection;
  - seeking shade whenever possible.

The School will:

♦ ensure that school hats are appropriate and satisfy Australian Cancer Society and Queensland Cancer Fund guidelines
♦ provide more shelters and shade trees
♦ provide SPF 30+, broad spectrum, water-resistant sunscreen for staff and student use whenever possible
♦ incorporate programs on skin cancer prevention into its curriculum
♦ reinforce regularly the Sun Smart Policy in a positive way through newsletters, parent meetings, student and teacher activities.

When enrolling a child, parents will be:

♦ informed of the Sun Smart Policy
♦ requested to purchase a school hat or provide an appropriate hat for their child’s use
♦ encouraged to provide SPF 30+, broad-spectrum, water-resistant sunscreen for their child’s use
♦ encouraged to practise skin-protective behaviour themselves.

The students will:

♦ be aware that they are responsible for their own health and safety;
♦ comply with Sun Safe rules and guidelines e.g. wear a wide-brimmed or legionnaire hat;
♦ support each other and observe Sun Safe practices;
♦ wear suitable Sun Safe clothing;
♦ use sunscreen when required;
♦ seek shade for activities;
♦ be more positive role models for other students.