



# Malanda

State School

## 2024 Parent Handbook

Welcome to the  
Malanda family



work with pleasure

Mary Street (PO Box 15) Malanda QLD 4885 • Ph: 07 4096 7888 • [www.malandass.eq.edu.au](http://www.malandass.eq.edu.au)





# External Communication

**Communication Types**  
- **Order of preference**  
(Teacher is the first point of contact):

**1 – EMAIL TEACHER**  
Ensure there is a clear purpose. Response timeline of 24-36 working hours will try to be achieved

or

**2 – ARRANGE A PHONE OR FACE TO FACE MEETING WITH TEACHER**  
Email requesting availability with a clear purpose.

or

**3 – OTHER ENQUIRES**  
Phone: 4096 7888 or  
EMAIL: [admin@malandass.eq.edu.au](mailto:admin@malandass.eq.edu.au)  
with a clear purpose.



**School Community Communication - Order of preference**

 <p><b>School Community Communication - Order of preference</b></p>	Facebook	<a href="https://www.facebook.com/MalandaSS/">https://www.facebook.com/MalandaSS/</a>  <i>If you don't have facebook personally you can access the information that is on the school facebook page via the school website.</i>	Principal Clip – weekly PBL/PAUSE Focus – weekly Attendance – weekly class winners Attendance – process reminder x2 a term Good News Stories – weekly (rotate through year levels) Moolanda Cafe Promotion of school events/information (prior/during/after) Share relevant content from Malanda SS P&C page Share content from other pages as required
	Website	<a href="https://malandass.eq.edu.au/">https://malandass.eq.edu.au/</a>	Enrolment Our School Calendar & News Student Absence Much more wonderful information
	Text Messages	SMS message sent to mobile phone	Attendance Each Day Important Announcements Cancellation/Postponement of Events Event/excursion permission/attendance information
	Email	Email message sent to parents	Event/Activities Information Notices/Reminders Statements/Invoices Tuckshop Menu/Reminders General information from above notifications
	QParents	Download App or <a href="https://qparents.qld.edu.au/#/login">https://qparents.qld.edu.au/#/login</a>	Calendar of Events, Attendance, Report Cards, Personal Details Update, Student Finances

<b>Attendance</b>	Explanation of Absence	Phone line - 4096 7888 option 1 (student name, class, reason, contact no)
		Email - <a href="mailto:absentees@malandass.eq.edu.au">absentees@malandass.eq.edu.au</a>
		School website - <a href="https://malandass.eq.edu.au/">https://malandass.eq.edu.au/</a>
		QPARENTS - download App or <a href="https://qparents.qld.edu.au/#/login">https://qparents.qld.edu.au/#/login</a>
Late Arrivals/Early Departures	All late arrivals and early departures must be signed in/out at the office by a parent/guardian and to be collected at the school office	
Absence unexplained	Reply to the SMS text message	

<b>Parent/student personal information</b>	Update phone numbers / address / email address / emergency contact information / medical information	Email - <a href="mailto:admin@malandass.eq.edu.au">admin@malandass.eq.edu.au</a>
	Update phone numbers / address / email address / medical information	QPARENTS - download App or <a href="https://qparents.qld.edu.au/#/login">https://qparents.qld.edu.au/#/login</a>





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### 3 – OTHER ENQUIRES


Phone: 4096 7888 or

EMAIL:

[admin@malandass.eq.edu.au](mailto:admin@malandass.eq.edu.au)  
with a clear purpose.

<b>Classroom</b>	Curriculum	Email class teacher/s with a clear purpose - to discuss a concern, or to make a time for a phone conversation or in person meeting. Email from teacher - weekly update
	Technology	Email class teacher/s with a clear purpose - to discuss a concern, or to make a time for a phone conversation or in person meeting.
	Report Cards	QPARENTS - download App or <a href="https://qparents.qld.edu.au/#/login">https://qparents.qld.edu.au/#/login</a> (access early 1 week prior to email being sent)
		Email - on date advertised
	Behaviour	Email class teacher/s with a clear purpose - to discuss a concern, or to make a time for a phone conversation or in person meeting.
	Student Services	Email class teacher/s with a clear purpose area of concern

<b>Payment for Expenses</b>	Payment options for school invoices are: (payments may take up to 3 days before they are seen on students accounts)	QPARENTS - download App or <a href="https://qparents.qld.edu.au/#/login">https://qparents.qld.edu.au/#/login</a> BPOINT - details on the bottom of the statement
	Payments options for purchasing Tuckshop or Uniforms is:	Qkr - Download the APP 
		
* The school office is now cashless system	Payment plan options	Centrepay - form to be completed at the school office

<b>School Times</b> 	SESSION	TIME
	Session One	8:50am – 11:00am
	Brain Break	10:00am (approx.)
	Lunch 1 – Play	11:00am – 11:30am
	Lunch 1 – Eating	11:30am – 11:45am
	Session Two	11:45am – 1:15pm
	Lunch 2 – Play	1:15pm – 1:45pm
	Lunch 2 – Eating	1:45pm – 1:55pm
	Session Three	1:55pm – 3:00pm



## Welcome to Our School

An education at Malanda State School is the way school is meant to be, with very high community involvement, children come to school happily – ready to engaging in modern teaching of the Australian Curriculum.

Focusing on *Equity and Excellence*, our school has a proud history of high achievement in all areas – from our successes academically, musically and on the sporting field, to a culture which promotes learning – beyond what most schools can aspire to.

Our student body is a rich tapestry of cultures – with children travelling from all around the Southern Tablelands to us each day, not to mention the families who move into our catchment to engage in our community. Our students have access to well-maintained facilities with dedicated staff ensuring every child can achieve success, every day. We take the time to celebrate the successes of individuals – with our awards on our virtual and in-person parades, our Dream Work celebrations and various other events across the year.

We have a proud tradition of working closely with our community, while engaging in best-practice teaching. We look forward to starting your family with us.

**Mark Allen – Principal**

## The ‘Malanda Family’

Our school has a proud history of working closely with the community, and works on the ‘Outward Facing School’ (Dr. George Otero) model of school – community engagement. Parents and families are an important part of our school community. Malanda State School encourages families to become involved in their child’s broad educational experience with us, by keeping in regular communication with teachers, volunteering in class (with prior approval), with the Moolanda Café or by joining our P&C Association.

We actively welcome the community into our school and have a presence out in the community. Some of the events the school participates in each year include:

- Curriculum – Excursions and Incursions
- PBL – Student Leadership Ceremony, Rewards Days, Cool Student Activities & End of Year Awards Ceremony
- Meet-N-Greet, Parent-Teacher Interviews and Semesterly Report Cards
- Student Council Initiatives – discos, free dress days, fundraising events to donate to local community organisations and an annual legacy item
- P&C Initiatives – Uniform Shop, Meetings, Book Fairs, Bilby Bop, Fete, Mother’s Day stall, Father’s Day Pizza & Movie Night and Carols on the Oval
- Student Leaders active in the community
- Year 6 Transition Night
- Sport – house, school and inter-school carnivals
- Musical – band, choir, MSS Dance, class and drama performances
- Cultural – NAIDOC
- Japanese – Speaking Competition, live video sessions with international schools
- STEM – STEM Mayhem event, Robotics, VEX Program
- Transition activities – Kindy and High School
- Moolanda News segments with the support of the Malanda Chamber of Commerce
- Community events – ANZAC Day, Vietnam Veterans Ceremony, Remembrance Day, Shop Local Christmas event, Friday Night Show Street Parade
- Allied Health Agencies – VPG Parent Workshops



## Malanda State School - A History of Our Facilities

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 covered games areas were also built. In 1974, the Preschool opened in the two buildings we now use for Prep. F Block



was built in 1986, followed by G Block in 1994. 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. We have two demountable buildings which were constructed in 1996, one of which is our Outside School Hours Care (OSHC) facility. Our library resource centre was constructed in 2011. In 2013, the school celebrated its centenary and a time capsule was laid at the front of the school.

## School Map



## Contact Details

Area	Phone Number	Email Address
Administration Office	07 4096 7888 (press 3)	<a href="mailto:admin@malandass.eq.edu.au">admin@malandass.eq.edu.au</a>
Moolanda Café (Tuckshop)	074096 7888 (press 2)	<a href="mailto:moolandacafe@gmail.com">moolandacafe@gmail.com</a>
Absence Line	074096 7888 (press 1)	<a href="mailto:absentees@malandass.eq.edu.au">absentees@malandass.eq.edu.au</a>
P&C Uniform Shop	-	<a href="mailto:uniformshop@malandapandc.org.au">uniformshop@malandapandc.org.au</a>
OSHSC (Camp Australia)	0452 247 683 or 1300 105 343	<a href="mailto:info@camppaustralia.com.au">info@camppaustralia.com.au</a>



## Address

Physical Address	24 Mary St, Malanda, 4885
Postal Address:	PO Box 15, Malanda, 4885
School Website	<a href="http://www.malandass.eq.edu.au">www.malandass.eq.edu.au</a>

## Leadership Team

Role	Email Contact
Administration Office	<a href="mailto:admin@malandass.eq.edu.au">admin@malandass.eq.edu.au</a>
Principal	<a href="mailto:principal@malandass.eq.edu.au">principal@malandass.eq.edu.au</a>
Deputy Principal	<a href="mailto:deputyprincipal@malandass.eq.edu.au">deputyprincipal@malandass.eq.edu.au</a>
Guidance Officer	<a href="mailto:guidanceofficer@malandass.eq.edu.au">guidanceofficer@malandass.eq.edu.au</a>
Head of Department: Curriculum	<a href="mailto:hoc@malandass.eq.edu.au">hoc@malandass.eq.edu.au</a>
Head of Department: Inclusive Practices	<a href="mailto:HoIP@malandass.eq.edu.au">HoIP@malandass.eq.edu.au</a>
Support Teacher for Literacy and Numeracy	<a href="mailto:ltln@malandass.eq.edu.au">ltln@malandass.eq.edu.au</a>
Prosocial Intervention Staff	<a href="mailto:ltpi@malandass.eq.edu.au">ltpi@malandass.eq.edu.au</a>
Business Manager	<a href="mailto:bsm@malandass.eq.edu.au">bsm@malandass.eq.edu.au</a>

## Daily Routine

Time	Session	
8:50am – 11:00am	Session 1	<p><i>We appreciate your support in settling your child in the morning, and thank you for leaving the school grounds at the commencement of the day (when the song plays at 8:45am). If you attend school site during learning time, you are required to report to the office to follow the sign-in procedure.</i></p>
10:00am (approx.)	Brain Break	
11:00am – 11:30am	Lunch 1 Play	
11:30am – 11:45am	Lunch 1 Eating (with class teacher)	
11:45am – 1:15pm	Session 2	
1:15pm – 1:45pm	Lunch 2 Play	
1:45pm – 1:55pm	Lunch 2 Eating	
1:55pm – 3:00pm	Session 3	

## Important Dates for 2024

Term Dates	Student Free Days
Term 1: Monday 22 January – Thursday 28 March	Thursday 18 January – Friday 19 January ( <i>school holidays</i> )
Term 2: Monday 15 April – Friday 21 June	Thursday 11 April – Friday 12 April ( <i>school holidays</i> )
Term 3: Monday 8 July – Friday 13 September	Friday 30 August
Term 4: Tuesday 30 September – Friday 13 December	

## Collaborative Planning and Moderation Days (Terms 1, 2, 3 & 4)

On the last school day of Terms 1, 2, 3 and 4 our school conducts *Collaborative Planning and Moderation Days*. An SMS permission is sent home a few weeks prior to the end of each term for you to notify us if your child will be attending school on this day (last day of Terms 1, 2, 3 & 4). Students who attend school on this day will be supervised by relieving teachers and teacher aides where revision work only will take place. The same work is emailed to all parents who choose for their children to remain home on this day. If you require a paper copy, please contact the office [admin@malandass.eq.edu.au](mailto:admin@malandass.eq.edu.au). There will be **no** new learning on this day.

*Collaborative Planning and Moderation Day encourages a culture of collegiality, management of resources, inclusivity and professional development. We aim to distribute workload fairly while meeting the Australian Curriculum (P-12 Curriculum, Assessment and Reporting Framework) requirements, including: planning, teaching, assessing and reporting. This will support us in achieving a consistent, collaborative approach to teaching and learning across year levels.*

## Enrolment Process

Malanda State School has an approved [enrolment management plan \(PDF, 317KB\)](#).

The approved catchment area for the school is shown on the [interactive catchment map](#).

All students who reside within the local catchment area and are eligible for enrolment in the educational program offered by the school have a right to automatic enrolment at the school. In addition, the following groups of students are also eligible for automatic enrolment:

- All students enrolled at Malanda State School on the final day of the preceding year
- Children and young people who are subject to child protection orders that grant guardianship or custody to the chief executive officer of the Department of communities or child safety
- Siblings of current students at a school who reside outside of the catchment are entitled to enrol at the school (excluding siblings of students accepted into programs such as programs of excellence, if applicable)
- Students whose parent or legal guardian is employed by the school
- Students accepted under the international student program

The principal will hold places for students who relocate to within the catchment boundary throughout the school year. ***Enrolment of students from outside the local catchment area will be managed to ensure that the total current and forecast enrolments do not exceed the school's current build capacity and where applicable will ensure there is an even spread of students across year levels or class groupings.***

### ***Enrolment Procedure: Prep (when commencing school the following year):***

1. Family checks enrolment eligibility according to the Education Queensland's [interactive catchment map](#). If in catchment, proceed to step 3. If not in catchment, proceed to step 2.
2. If out of catchment, complete '[Intention to Enrol](#)' and submit to office. Office will then notify family of next steps.
3. Family collects Enrolment Package from the office or downloads from the school website
4. Family returns completed Enrolment Package
5. Family partakes in a school tour
6. Family books an enrolment interview via school interviews
7. Early Years Specialist (EYS), Early Years Pathways Teacher (EYPT) or Head of Inclusive Practices (HoIP) conduct interview, during which:
  - EYS or EYPT or HoIP interact with the child to complete a placemat to gather information about the child's strengths
  - Parents/carers watch school information video via iPad
  - Questions are asked by either family or school
  - Relevant parties ensure any required paperwork is provided to the school
8. Family commences at Malanda SS in the next school year

## Enrolment Procedure: Prep (when enrolling during the school year) – Year 6 (all year round):

1. Family checks enrolment eligibility according to the Education Queensland's [interactive catchment map](#). If in catchment, proceed to step 3. If not in catchment, proceed to step 2
2. If out of catchment, complete '[Intention to Enrol](#)' and submit to office. Office will then notify family of next steps
3. Family collects Enrolment Package from the office or downloads from the school website
4. Family returns completed Enrolment Package
5. Admin schedules an enrolment interview within the next 2-3 school days
6. Interview takes place with Principal/Deputy Principal (DP) (HoIP or Prosocial Intervention [PI] Teacher may be invited)
7. Family commences at Malanda SS within the next 2-3 school days

## Step Up Day

Each year, towards the end of Term 4, we conduct Step Up Day.

**Purpose:** to prepare all students (new and current) for the following school year by introducing them to their teacher(s), peers, classroom and play areas.

While every effort is made to ensure class allocation is organised for the following school year, it is possible that there may be changes to your child's allocated teacher, class and classroom.



## Book Lists

Book lists are provided upon enrolment and are emailed out to families in the last week of Term 4 for the following school year. Copies are also available from our office and school website, and have been distributed to suppliers in our local area.

## Class Allocations

Upon enrolment, students are allocated to classes according to numbers, gender balance and suitable class level. In Term 4, parents/carers have the opportunity to make 'social' recommendations (two friends maximum) for their child's class for the following school year as well as any other concerns they would like the school to note, e.g. friendship clashes. We do not allow parents/carers to select a teacher as their child's preference. Classes are formed in accordance with considering individual and staffing needs. Every attempt is made to meet class size limits as agreed between the Qld Teachers' Union and the Department of Education.

## A Message From Our P&C (Parents' and Citizens' Association)

The Malanda State School P&C Association is an integral part of our school & works in partnership with the school's leadership team to:

- Promote the cohesion between parents, citizens, pupils and staff through mutual goals and activities
- Ensure students have access to quality learning materials and equipment
- Ensure effective school policy and management of school activities
- Ensure that the parent body has a voice in the school community
- Host meetings throughout the school year. All parents/carers are welcome to attend and take up formal membership.



As a member, participants are entitled to raise issues and vote at meetings and are also covered by insurance when involved in P&C events.



There are many different ways in which people are able to contribute to the school community. You may not have the time to attend meetings, but are able to help at events or provide products or services that everyone can benefit from. What is your "Just One Thing?"

The P&C Association connects communities in many different ways – Please contact us should you wish to get involved, or offer suggestions on how to make our great school greater.

**Phil Sly – P&C President**

### Contact Us

[PandCExecutives@malandass.eq.edu.au](mailto:PandCExecutives@malandass.eq.edu.au)

Follow us on Facebook  
[Malanda State School P & C](#)

#### P & C Meetings

Held twice a term on a Tuesday at 5:00pm

In the Library Meeting Room (Entrance via Mary St)

dates to be advised

### For more information

For a complete guide to our P & C please refer to our handbook on the Malanda State School website  
<https://malandass.eq.edu.au/our-community/pandc>  
 P&Cs Queensland  
<https://pandcsqld.com.au> (The Info Place)  
 Queensland Government (Education Queensland)  
<https://education.qld.gov.au/parents-and-careers/parent-participation/p-and-c>

### "Just One Thing"

Any contribution to our P & C is valued no matter how big or small. Your "Just One Thing" for our school community may include:

- Helping in the tuckshop
- Helping sell tickets and merchandise
- Organising raffle prizes, sponsors and donations
- Helping set up stalls
- Donating food for fundraising events
- Helping man the BBQ and serve food
- Assisting with maintenance of the Yum Tum Garden
- Coordinating volunteers
- Planning and organising events
- Writing grant applications
- Attending meetings and/or sub-committees
- Helping with administration

## Parents & Citizens Supporting our School

What's your "Just One Thing?"

[Malanda State School P & C](#)  
[pandcexecutive@malandass.eq.edu.au](mailto:pandcexecutive@malandass.eq.edu.au)

### What is a P & C?

P & Cs, short for Parents & Citizens, exist to promote a school's interests, facilitate the school's development and contribute to the school's improvement.

### About Us

The Malanda State School P & C Association is a group of volunteers working together to improve and grow the facilities and opportunities available at the school.

We have a close relationship with the Principal and staff, as well as the broader Malanda community.

### Why join the P & C?

- ✓ Meet other parents and community minded people
- ✓ Stay informed on what's happening within the school
- ✓ Learn new skills & share a laugh
- ✓ Support fundraising events and investment in our school
- ✓ Be part of the school's decision making process

### What we do

- ✓ Operate the school uniform shop
- ✓ Fundraising and community engagement events
- ✓ Support school events such as STEM Mayhem, Sports Carnivals and Under 8's Day
- ✓ Yum Tum Garden (school vegetable garden)
- ✓ Working Bees
- ✓ Pursue grants for school capital improvements
- ✓ Finance improvements to infrastructure and new equipment

### Schedule of P & C Events

February	Meet and Greet
April	Bitby Bop
May	Mother's Day Stall/event
September	Father's Day Stall/event Fete (biannual event)
December	Cards on the Oval Christmas Concert
Each term	Working Bees

### Facts & Questions

**I only have limited time, how can I help?**  
 Our "Just One Thing" initiative lists various ways of how you can contribute to improving our school. Small contributions can make a big difference.

**I would like to help but I don't want to be a member.**  
 You don't have to be a member to attend meetings or participate. However, only members can vote on motions at meetings.

**I am new to town and don't know anybody.**  
 P & Cs are one of the best places to meet other parents. We are an open and inclusive environment and no one will be harassed into volunteering.

**Can I bring my kids to the meetings?**  
 Absolutely.

**I hear meetings are long and boring.**  
 We do our best to keep them short and succinct. They are an excellent way to keep informed about what is happening in our school.

**I don't want to turn up and then be stuck doing everything.**  
 There is no pressure on members/attendees to take on duties, it is solely on a volunteer basis.

**What are the roles of the P & C executive and what is its purpose?**  
 President, Vice President, Secretary & Treasurer. The executive take care of all the procedural matters, running meetings, correspondence, paying bills etc and setting the overall direction for the P & C.

## Communication

Open communication between home and school underpins a great primary school experience for children. To ensure that you always know what is happening at our school, we provide important information through the following: class emails, office news emails, school website, SMS and the school Facebook page. The Facebook page can also be viewed via the school website for those who do not have Facebook. **Please make sure that your details are always up to date.** This can be done by emailing the office or updating personal details via the QParents app.

### External Communication Process:

**Your child's teacher is the first point of contact.** The preferred way to contact your child's teacher is to send them an email with your query (including context). Staff will then respond as outlined in the External Communication Process. Staff respond to emails within business hours: 8.00am-4.00pm and aim to reply within 24 – 36 hours of their scheduled working hours.



### Teaching Staff – Parent Communication Expectations:

Class teachers will initiate communication with their parent body via email three times per term. This will generally occur at the start, middle and end of each term.

#### Start of each term:

- Curriculum at Home document
- Weekly timetable including specialist lesson times: Health, PE, STEM, Music & LOTE (if applicable)
- Team Teaching days/teacher changes
- Term calendar of class events/excursions
- Attendance expectations and how parents/carers needs to inform the school of absences
- Homework expectations (mathematics mat, reading)

#### Middle of each term:

- General update of class learning
- Any changes to normal routine

#### End of each term:

- Summary of the term
- Well-wishes for the holidays

## Parades (virtual and face-to-face)

**Purpose:** Parade is a time to celebrate achievements of students, provide information about upcoming events and inform the school community of the weekly PBL/Pause lesson, with the students being the target audience.

### Face-to-face Junior and Senior Parades:

Occurs on Tuesday afternoons in Week 1 of Terms 2, 3 and 4 and any other time deemed necessary by leadership staff. Parents/carers are welcome to attend.

❖ **Senior School (Years 4 – 6): 2:00pm – 2:30pm and Junior School (Prep – Year 3): 2:30pm – 3:00pm**

### Virtual parades:

Filming occurs on Tuesdays in Weeks 2-10 unless a face-to-face parade is scheduled. Our virtual parades are posted on our Facebook page, and are a great way to keep abreast of what's happening in the school and to celebrate successes of our people. The online format is highly engaging, and gains solid post-engagement with families 'liking', 'tagging' and 'sharing' amongst their networks. Teachers also play this clip in class, so all students get to view it weekly. For those without Facebook, the parade is available to view on our school website.

## Excursions

Our students' learning is enhanced through participation in school excursions. When planning excursions, our teachers ensure:

- The activity complements students' academic programs
- Students not participating in the excursion are supervised and provided with an alternative program at school
- Specific processes are in place if students are being transported in private vehicles
- There is a safety briefing for all parents/ volunteers participating in the excursion

Parent/carer permission is required for all excursions via the SMS Parent Permission System. Please ensure you have read the attached permission form in the SMS, as this will include important information. If there is a cost associated with the excursion or event, payment is preferred via QParents or QKR.

**Consent closing date and final payment date will be included in the SMS permission (at least one week prior to the event/excursion. No late submissions will be accepted). We do enforce the deadline date for consent and payment dates to ensure all the necessary paperwork and planning arrangements have been processed prior to the day. If you require a payment plan, you will need to contact the office at least one week prior to the payment closing date to set this up.**



Students MUST wear their blue school shirt on excursions (no sports or senior shirts), unless otherwise stated on the permission form.

We appreciate your support by meeting the required deadlines. Students who do not attend the excursion/event will be supervised at school.

*\*Only students meeting our school expectations of behaviour, effort and attendance can attend camps, excursions and represent the school at extra-curricular activities such as competitions and sporting carnivals.*



## Media Permissions

At enrolment, as a parent/carer, you provide approval for your child's media access and photo consent. As a school, we regularly photograph student learning activities for sharing in class newsletters (emailed) and on our Facebook page. Additionally, students have their class photos annually. You may choose from:

- **Full Consent** – Full permission to publish photo/name in class newsletters (by email), Facebook page or website, including professional class photos.
- **Limited Consent** – Select your preferred permission to publish photo/name for different platforms. For example: Photo with no name or 'first name only'.
- **No Consent** – No permission granted to publish photo/name

*We always strive to ensure we are following the media consent as identified by you on your child's enrolment paperwork. If at any stage you would like to change your child's permission, please contact the office.*

## Student Records

Individual student records are kept on file at our school. Copies of student report cards, absence details, record of behaviour issues and contact information are available to parents/guardians upon written request, addressed to the Principal. Most of these can also be seen on the QParents app.

## Personal Information

It is **important** that you inform the school as soon as possible if there are any changes to:

- Contact details including email address
- Medical information
- Family circumstances

This applies to all parents and carers, including step-parents who are actively involved in the child's upbringing.

This information can be changed in the following ways:

- QParents
- Email to [admin@malandass.eq.edu.au](mailto:admin@malandass.eq.edu.au)
- Written letter posted/handed to the office

When parents are separated and we are advised by only one parent of changes to contact details, the school will decide based on knowledge of the family's situation whether or not to contact all parties for permission to record their contact details on the OneSchool database.

## Custody/Parenting Arrangements

Information regarding your family circumstances is essential to help us to understand and support your child while at school. A copy of a court order or custody order is necessary so that school staff can help ensure the legally designated parent or guardian collects children. The school requires a copy of the new documentation when these arrangements are changed through the courts.

## QParents

**We strongly encourage parents to sign up to the QParents app.** The QParents web mobile application provides a more convenient, easier way for parents and legal guardians of Qld state school students to interact with their child's school. Parents will have secure, online access to their child's student information, anytime, anywhere, through a smartphone, tablet or computer.

QParents allows parents to connect instantly with their child's school to access and manage their child's student information, which may include:

- Attendance and absence details, as well as to notify the school of an absence
- Behaviour information
- Academic report cards
- Class timetables
- Viewing unpaid invoice details, payment history, and making payments online
- Viewing and updating student details, including medical conditions and address
- Enrolment details
- Payments can be made via QParents online. The office is now a cashless school and do not accept cash for payment of school invoices.



## Qkr!

Qkr! App is the preferred payment method for invoices from Moolanda Café, P&C Uniform Shop, P&C events and school events/excursions. This app is easy to set up and use. All you require is your student's name and class.



## Attendance Statement

### From the External Communication Process:

Explanation of Absence	Phone line - 4096 7888 option 1 (student name, class, reason, contact no)
	Email - <a href="mailto:absentees@malandass.eq.edu.au">absentees@malandass.eq.edu.au</a>
	School website - <a href="https://malandass.eq.edu.au/">https://malandass.eq.edu.au/</a>
	QPARENTS - download App or <a href="https://qparents.qld.edu.au/#/login">https://qparents.qld.edu.au/#/login</a>

Our school values student attendance. Malanda State School uses electronic management of student absences. Class rolls are checked twice daily for student absences and a report is then generated for further examination of reasons for absences or absences without reason. Any absences not explained by parents (either by phone, email, note, QParents or visitation to the school) are designated as unauthorised absences and will be followed up by one of our Administration Officers. **It is expected that your child is at school for the whole of every school day, except when factors such as illness, serious family matters or important appointments cause an absence.** If your child is absent, please contact the school by phoning 4096 7888 and select 1 (please speak clearly and include your name, your child's name, reason for absence and expected return) or log the absence via QParents. 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. 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.

All schools are required, by the Department of Education, to record and track attendance. If your child's attendance starts to decline, we will contact you to offer support in improving their attendance. As a parent/caregiver, you are legally required to ensure your child attends school (this includes Prep). If you would like to read ways to help get your child to school every day – you can visit the **Every Day Counts** website at <https://education.qld.gov.au/initiatives-and-strategies/initiatives/every-day-counts> or contact the school for further support.

Parents wishing their child to be exempted from school for periods of longer than 10 consecutive days are required to complete an 'Application for exemption for a child/young person enrolled in a State School form' and submit to the Principal for consideration. This form can be downloaded from the Department of Education website; please contact the school office should you require a hard copy.

If your child misses....	That equals....	Which is.....	And over 13 years of schooling that's...	Which is equal to finishing in
1 day per fortnight	20 Days per year	4 weeks per year	Nearly <b>1.5 years</b>	Equal to finishing in grade 11
1 day per week	40 Days per year	8 weeks per year	Over <b>2.5 years</b>	Equal to finishing in grade 10
2 days per week	80 Days per year	16 weeks per year	Over <b>5 years</b>	Equal to finishing in grade 7

## Late Arrival/Early Departure: Signing In and Out From School

Students that are either a late arrival/early departure must be signed in/out at the office by a parent/carer and are to be collected from the school office. If an early departure is required, please advise the office if your child requires their bag, to minimise classroom interruptions and for the convenience of having the student in the office ready for collection.

## Parking

Parking is available on Churchill Avenue, Mary St and in the Cul-de-sac near the pool. Please park in an allocated bay to ensure the safety of our school community.

## Before School Procedure

It is preferred that students do not arrive at school before 8:00am, unless they are attending Outside School Hours Care (OSHC). Students who arrive at school between 8:00-8:30am will be required to sit in the allocated areas: Prep-Year 3 – Covered Area (Year 3-4 Eating Area) & Years 4-6 Under B Block (Year 6 Eating Area). If you require OSHC, please contact them on 0452 247 683 or 1300 105 343 to obtain further information.

## Kiss 'N' Go

A Kiss 'N' Go zone operates on Churchill Avenue. It is most advisable to use this zone, as it's the fastest and most efficient method. Please ensure your family surname is displayed on your passenger sun visor. Whilst driving around our school, please ensure you abide by all speed limits, road rules and parking signs.

## Bus Travel

If you wish your child to travel to and/or from school on the bus, you need to contact the appropriate bus company from the list below. You will need to complete a school transport form, which is available from the bus company. Eligibility for free travel is determined by the Department of Transport according to the distance between your home and the nearest state school. Please provide the school with the bus route number that your student will be travelling on, so that the student's name can be added to the correct bus roll.

If your situation changes and you require the school office to relay how your child is getting home in the afternoon, please call the school office before 2.30pm to allow sufficient time for the message to be passed on prior to the departure bell.

Bus Company and Route	Contact Number
<b>Emerson's Bus Company</b> <a href="mailto:info@EmersonBusCompany.com.au">info@EmersonBusCompany.com.au</a> Carson Road, Glen Allyn Rd Tarzali to Nash Road, Peeramom Rd Tarzali, Jaggan Hail n Ride	4096 5262
<b>Jim &amp; Marg Wall</b> <a href="mailto:tarryfell@tpg.com.au">tarryfell@tpg.com.au</a> Russell Rd	4096 5103
<b>Dave Radel</b> Topaz	0408 037 037
<b>Noelene Madin</b> <a href="mailto:nmadin@outlook.com.au">nmadin@outlook.com.au</a> Meragallen Rd to Hitchconole Rd	4096 5190



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 <https://translink.com.au/travel-with-us/school-travel/school-travel-info/code-of-conduct>

## Outside School Hours Care (OSHC) – Camp Australia

Outside School Hours Care and Vacation Care is available through Camp Australia. Services are offered through a well-equipped, purpose-specific facility located in the school's precinct. The operation of the service reflects our school's values, and is available to all families. Please visit [www.campaustralia.com.au](http://www.campaustralia.com.au) for more information.



## Parents/Carers on School Site Between 9:00am-2:30pm

Parents/carers who are on school site between the hours of 9:00am-2:30pm will need to come to the office to sign in at the office on our 'PassTab' App. Our system will print you a yellow sticker for your shirt.

## Volunteering

Our school welcomes the active support of our parents and community members. Whether it is volunteering in our tuckshop, supporting a reading program in class, supervising a school camp or offering a hand at a working bee, all help is greatly appreciated. **If you are volunteering, please remember to sign in at the office on our 'PassTab' App, and present your Volunteer Blue Card (if you are not a parent of one of our students).** Our system will print you a yellow sticker for your shirt, to be displayed while onsite. The Principal makes the final decision in regards to volunteering tasks during school hours.

## Blue Cards

To work or volunteer with children in Queensland, you may need a blue card. Whether an individual requires a blue card will depend on several factors, including the environment where the work is performed, type of work, and frequency of work.

You **will** need a blue card if your work is at a school and includes if you:

- do work with children at a school, including school excursions and school camps;
- are a teacher's aide;
- do other work at a school, such as a cleaner, including employees of the school and of other companies; and,
- are a student doing a practical placement in a school.

Under this category you **do not** need a blue card to work at a school if you are a:

- parent who is volunteering at your child's school; or,
- a teacher registered with the Queensland College of Teachers.

Under the rules, a person does not need a blue card if they are a paid employee, volunteer or student and work for no more than seven days in a calendar year. This is not limited to one school, but rather all possible opportunities to engage in child-related work. On this basis, Malanda State School has taken the position that everyone who works with our students will require a blue card. The office administration team are happy to help you obtain a volunteer blue card. Please call the office to make an appointment.

How to apply: <https://my.bluecard.qld.gov.au/login>

**Want to work or volunteer with kids in Queensland?**

You may need a blue card  
A person must have a valid clearance before they start working with kids.

**No Card, No Start**

Blue Card Services  
Working together to keep kids safe




1800 113 611  
[www.qld.gov.au/bluecard](http://www.qld.gov.au/bluecard)  
[info@bluecard.qld.gov.au](mailto:info@bluecard.qld.gov.au)

Queensland Government

## Student Uniform Statement

All students at Malanda State School must uphold our Dress Code. This not only encourages equity among students but also promotes the school's SunSmart approach.

Full dress uniform (**BLUE Shirt**) must be worn by all students participating on excursions.

<b>School Shirt</b>	Malanda State School <b>BLUE Shirt</b> (short & long sleeve available) <i>Blue shirts must be worn on excursions, unless otherwise stated.</i>	
<b>Sports Uniform</b>	Malanda State School <b>RED – Quincan Shirt</b> Malanda State School <b>GREEN – Ithaca Shirt</b>	
<b>Year 6 Senior Shirt</b>	Malanda State School SENIOR Shirt	
<b>Skirts/Shorts</b>	Royal-blue skirt/skort or shorts	
<b>Hat</b>	Malanda State School Hat (SunSmart) with reverse sports side or plain royal blue SunSmart hat. <i>Students must wear a royal blue broad brimmed hat when working playing outside the classroom. Caps are not permitted. Sunscreens or protectors are actively encouraged; however, colourful zinc creams and the like are not permitted (unless it's Sports Day).</i>	
<b>Winter Uniform (jumper &amp; pants)</b>	Royal-blue jumper Royal-blue track pants/leggings	
<b>Socks</b>	White or black low-cut socks	
<b>Shoes</b>	Closed-in footwear e.g. joggers/sandshoes/runners only <i>For personal safety and general health, students must wear appropriate footwear at all times. Students are expected to wear shoes when travelling on the bus to and from school, on excursions, and when on school site.</i>	
<b>Water bottle</b>	All students are encouraged to bring a water bottle to school. Water bottles filled with water are able to be used in all classrooms.	
<b>Hair</b>	Natural hair colour is preferred. Hair ties must be simple in nature (e.g. a plain blue scrunchie or band). <i>The school encourages children to be neat and tidy at all times and to take pride in their appearance. Tying long hair back is also in the interest of health and safety.</i>	
<b>Jewellery</b>	Wearing of jewellery is discouraged. Earrings which are sleepers or studs, a watch (minus camera functionality), school badge and medical alert bracelets are approved. However, the student must take full responsibility for its safe keeping. <i>Neck chains, rings, anklets etc. are not permitted as it often causes a distraction to learning and in other cases may be a risk to health and safety. Jewellery of religious or cultural significance may be worn with approval from the Principal.</i>	
<b>Makeup and Nails</b>	Makeup and nail polish are not appropriate to be worn at school.	

## Lost Property

All items of clothing need to be **named** as this helps to identify the owner and enable us to return it to the correct student. A lost property table is located under B Block (Year 6 Eating Area). At the end of each week, lost property is displayed and any unclaimed items are recycled or donated to charity.



## P&C Uniform Shop

The Malanda State School Uniform Shop is run by P&C volunteers. We stock all uniforms in sizes from 4 to Large.

We offer two purchasing options:

- Face to face: Tuesday mornings from 8:15am-9:15 at Moolanda Café. One of our volunteers can provide samples for your child to try uniforms before buying. You can pay with card or cash.
- Online ordering:
  - Login to QKR and go to Uniform Shop
  - Select the Monday you would like to pick up the order and the child who the uniforms are for
  - Select the item you'd like to buy and the size and add to cart.
  - Go to check out and pay with your preferred card
  - Uniforms will be ready for collection only from the next Monday after your purchase, from the School office.
- ❖ For any urgent matters, please contact [uniformshop@malandapandc.org.au](mailto:uniformshop@malandapandc.org.au)

## Moolanda Café (Tuckshop)

Please refer to the termly menu to see which delicious, healthy food items are available to purchase.

### Opening hours/days – Wednesday to Friday (8:15am-2:00pm)

- **Brain Break:** purchased before school or online
- **Lunch 1 & Lunch 2:** pre-ordered before school or online, and over the counter sales (cash only) are available for the first 10 minutes of the play breaks



### Online Ordering:

**Online ordering is preferred via the QKR! App.** Orders will close at 8:45am. Please ensure your child's profile is linked to the correct class and orders placed under the date the order is required. Orders can be made up to two weeks in advance, and there is no cost to use this service. *Please note: QKR! may not be compatible with all mobile phones.*

If there is an online order misunderstanding, the Administration office will check the daily Moolanda Café orders sheet. If the student is not on the list, then they will be provided with a sandwich from the office and the office will inform the parent.

If you are collecting your child early for any reason, the parent is responsible for going to Moolanda Café to discuss the order options (e.g. take food home if ready or make other arrangements with Moolanda Café staff).

If you have pre-ordered your child's lunch and they happen to be away, it is the parent's responsibility to contact Moolanda Café to discuss options. Failure to notify the tuckshop will result in the order being null and void.

### Cash Sales:

Cash orders will still be accepted. The brown paper bag is the traditional method where students write their name, their class, Brain Break, Lunch 1 or Lunch 2 and their order on a paper bag. Students put their money in the paper bag and put it in their class tuckshop basket or hand it in to the Tuckshop before school.

### Volunteers:

Please call into Moolanda Café to discuss how you can volunteer.

### Red Food Day:

Each term, our tuckshop holds a 'Red Food Day'. This is an opportunity for our students to purchase foods that are not usually offered by our healthy tuckshop. Normal menu items are not available unless a student has special dietary requirements.

### Birthday Basket:

Take the hassle out of celebrating your child's birthday by purchasing a basket of icy poles to share with the class and a birthday badge to keep.



## Birthdays

We love to celebrate birthdays here at school. If you are wanting to bring in celebration food for your child's birthday, please let your child's classroom teacher know at least 24 hours prior so they can prepare. The teacher can let you know what they would prefer and if there are any dietary requirements. As a school, we prefer for the **items to be single-serve**, such as cupcakes, fun-sized chocolates or ice-cream/ice-blocks.

## Healthy Minds – Healthy Bodies

Please consider carefully the foods you include in your child's lunch box. Healthy food contributes to calm children who are able to focus and learn without distraction. Strong bodies develop strong minds. **At eating time, children will be encouraged to eat healthy choices such as sandwiches and fruit first.**

Please ensure that lunch containers are easy for your child to open, (practise at home before school begins), include food that does not need reheating or cutting up and include forks/spoons so that your child can independently manage their lunch.



## Smart Choices Nutrition Guidelines

The school curriculum seeks to improve students' understanding of good nutrition and develop the skills to make positive health decisions. Learning about healthier food choices may encourage students to try new foods. Classroom activities also provide an opportunity for students to be involved in planning and promoting healthier foods.

The Smart Choices food and drink categories assist with selecting food and drinks to be supplied in schools.

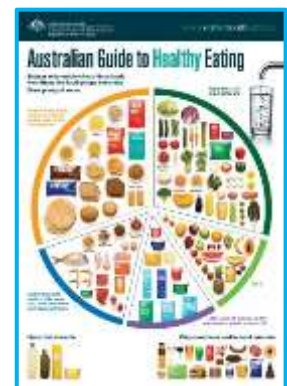
Information is provided about:

- the nutritional value of foods
- the most appropriate (and healthiest) food choices
- the nutrient criteria for identifying foods and drinks that need to be restricted.

Foods and drinks have been classified into three categories according to their nutritional value: Green, Amber and Red. GREEN: 'Have plenty' – Encourage and promote these foods and drinks in the school. AMBER: 'Select carefully' – Do not let these foods and drinks dominate choices and avoid large serving sizes. RED: 'Occasional' – Limit the availability of these foods and drinks to no more than two occasions per term.

More information:

<https://education.qld.gov.au/students/student-health-safety-wellbeing/student-health/smart-choices>



## Litter Sustainability Program

At Malanda, we have a 'Litter Sustainability Program – Waste Warriors' which encourages litter-free lunches and responsible recycling. Each class is allocated three bins that they are responsible for. Litter is disposed of according to which bin it belongs in.

Any litter (food packaging/plastic wrapping) or uneaten foods that comes from the lunchbox is placed back into the lunchbox to be disposed of at home. Wet containers such as yoghurt tubs and poppers can be disposed of at school. When tuckshop is ordered, the litter can be disposed of at school. We have 'Return It' bins to recycle most drink containers - including bottles and poppers



## SunSmart Policy

Queensland has the highest rate of skin cancer in the world. Of all new cancers diagnosed in Australia each year, 80% are skin cancers. Research suggests that at least two-thirds of all melanomas occurring in Australia could be prevented if children were protected from the sun during their first 15 years.



Skin damage, including skin cancer, is the result of cumulative exposure to the sun during all seasons. Research shows that severe sunburn contributes to skin cancer and other forms of skin damage such as sunspots, blemishes and premature ageing. Most skin damage and skin cancer are therefore preventable. Ultraviolet radiation (UVR) levels are highest during the hours that children are at school. As children will spend a portion of their day outdoors, we are committed to protecting them from the harmful effects of the sun.

Malanda State School realises the need to protect children's skin and educate them about SunSmart behaviour, thus reducing their risk of skin damage from exposure to the sun. All students must wear a SunSmart hat in order to play outdoors and participate in outdoor physical education lessons. Sunscreen is available in all classrooms. Students are encouraged to bring a water bottle to school every day. Heat and shade options are taken into consideration when planning events/excursions.

## Accident Insurance Cover for Students

Some school activities and physical education, particularly contact sports, carry inherent risks of injury. Parents are advised that the department does not have Student Accident Insurance cover for students.

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

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

Student Accident Insurance is an insurance policy that pays certain benefits in some circumstances, should your child have an accident. It is a personal decision for parents as to the types and levels of private insurance they arrange to cover their child for any accidental injury that may occur. Parents should contact their insurer or an approved Australian insurance broker for more information about student personal accident insurance cover for their child. For more information, visit: [education.qld.gov.au/parents/school-life/health-wellbeing/accident-insurance-cover.htm](http://education.qld.gov.au/parents/school-life/health-wellbeing/accident-insurance-cover.htm)

## Managing Medications

Schools are only allowed to administer medication:

- as directed by a medical practitioner with a written request by a parent or carer
- where emergency first-aid medication is needed, e.g. EPIPEN or Ventolin

You must inform your school if your child has any specific medical needs (e.g. medications for Asthma, Diabetes and Epilepsy) and/or needs medication during school hours. This includes those children who self-administer. Please follow the Administration of Medication procedures as medication will not be given at school unless the correct paperwork is filled out and the medication requirements below are followed.

## Administration of Medication

**All medication which has been prescribed by a doctor must be brought to the School Administration Office in the original dispensed container/box that it came in from the pharmacy. Parents/carers will also need to complete the 'Consent to Administer Medication Form' and provide a letter from the Doctor that informs the school on how/when the medication is to be administered.** Students are required to come to the office at the scheduled time so they take the medication under the supervision of a member from the Administration team.

## Over-the-Counter (OTC) Medications

The Department of Education recognises that all medications, including over-the-counter (OTC) medications, e.g. paracetamol or alternative medicines, may be drugs or poisons and may cause side effects. As such, schools are required to receive medical authorisation from a prescribing health practitioner (e.g. doctor, dentist, optometrist, but NOT a pharmacist) to administer any medication to students, including those bought over the counter.

Whilst parents may administer OTC medications to their child without medical authorisation, they are aware of the child's complete medical history, and are able to provide ongoing, direct supervision for the course of the child's illness. Due to these circumstances, a parent is also more likely to recognise if their child is having adverse effects and requires immediate medical attention.

The child's prescribing health practitioner also has the knowledge of their medical history to determine the appropriate OTC medication to administer, and is therefore able to determine dosage and provide advice regarding potential side effects or interactions with other medications.

For these reasons, OTC medications will only be administered to a child at school if medical authorisation has been received. Parents are required to attend the school office to hand medication in and fill out the required 'Consent to Administer Forms'.

More information can be found:

- [administration of medication in schools](#)
- [managing students health support needs at school](#)

## Allergies

Allergic reactions can range from mild to severe. Please advise your child's school of any known allergies.

Schools can deal with severe and sudden allergic reactions (known as anaphylaxis). Detailed guidelines explain ways to minimise all students' exposure to potential allergens.

Read more about [anaphylaxis management](#).

When biting insect populations increase (e.g. after heavy rains), use insect repellent to prevent insect bites. Read more about [insect viruses and allergies](#).



There are two forms for allergies; one is an anaphylaxis form, the other is an allergy form. These forms need to be filled out by your GP and returned to the school office. These forms are required to be reviewed and updated yearly. This is so we have the most recent updated information for your child and can treat the situation properly if the need arises.

## Asthma

Asthma attacks can range from mild to severe. Please inform the school if your child has any asthma related illness. There are trained staff that can deal with severe and sudden asthma attacks.

There is an asthma action plan that is required to be filled out by your child's GP. This form is required to be reviewed yearly and updated with the school so that we can treat the situation properly with the correct medical information. If you require an asthma action plan, please contact the school office.



## 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 4092 1575 for location of vans, or to book an appointment, phone 1300 300 850.



## First Aid

Members of our school staff are permitted only to render basic First Aid. This is immediate, temporary treatment given by the staff in case of an accident. Should medical treatment beyond First Aid be required, parents are notified immediately whenever possible and/or the necessary treatment arranged.

In case of a serious accident, an ambulance will be called to transport the injured child to the hospital. It is understood that it is not always possible to notify parents immediately of action taken. However, every endeavour is made to contact parents or emergency contacts as soon as possible.

## Infectious Diseases

Malanda State School follows the exclusion guidelines provided by the National Health and Medical Research Council.



<b>Chicken Pox</b>	Exclude until fully recovered or for at least five (5) days after the first eruption.
<b>Conjunctivitis</b>	Exclude until discharge from eyes has ceased.
<b>Head Lice/Scabies</b>	Re-admit the day after appropriate treatment has commenced.
<b>Ring Worm/Hepatitis A</b>	Exclude until medical certificate of recovery is received.
<b>Measles</b>	Exclude for at least four (4) days from the onset of rash.
<b>Mumps</b>	Exclude for nine days or until swelling goes down (whichever is sooner).
<b>Rubella/German Measles</b>	Exclude until fully recovered or for at least four days after the onset of rash.
<b>Impetigo/School Sores</b>	Exclude until sores have fully healed.
<b>Whooping Cough</b>	Exclude the child for five days after starting antibiotic treatment.

## Headlice

Like most schools, we face a battle to keep these annoying 'pests' under control. Should an incidence of headlice be reported in your child's class, an alert letter will be emailed home, advising of the outbreak and requesting parents check their child's hair.

## School Resource Scheme (SRS)

The school resource scheme is a fee that is set up to help provide much needed learning equipment/resources for students. This scheme is updated every year in accordance with the necessary requirements for each year level which is decided by the teachers. A list of items the scheme provides can be found on our website for each year level (the lists are different as they are based on what is required for each year level). These items may include Soundwaves textbook, pencils, whiteboards, whiteboard markers, art supplies such as paint and subscription to the online subscriptions. Those families who wish to not participate in the SRS will be required to purchase the items and send them along to school. Please contact the office for more information.

## Invoicing and Statements

Students will be invoiced for relevant school activities/excursions/camps via OneSchool prior to the event date. All planned approximate costings are displayed on the yearly booklist. The system that will be followed for invoicing of these costs will be:

- Student Resource Scheme – Invoiced directly via OneSchool invoicing at the start of the year
- Activities on site – Invoiced directly via OneSchool as the activities are due
- Excursions/Camps – Invoiced directly via OneSchool as the activities are due

Payments must be made by the due date. Preferred payment methods are:

- QParents
- Qkr! App
- BPOINT – as per link on invoice/statement
- Payment Plan – Centre Pay, fill in the form at the school office

**Statements** will be issued at the beginning of every month.

## Teaching & Learning

### Curriculum

We provide all eight learning areas of the Prep to Year 10 Australian Curriculum to all students with effective coverage of the relevant achievement standard for each learning area and/or subject provided in each year and/or band. In practice, this means learning areas are taught, assessed and reported on once per year or band (2 years) in certain year levels. More information on the requirements for providing the Australian Curriculum are supplied in the [P–12 Curriculum, assessment and reporting framework](#).

### Prep Year:

The quality of learning experiences in a child's earliest years plays a significant role in setting the foundations for lifelong development, including language acquisition, participation and achievement in formal schooling as well as development of social and emotional skills.

At Malanda State School, our Prep program celebrates the importance of a quality early years education by providing our students with an enriched learning environment that promotes self-discovery, social awareness and independence through the use of Age Appropriate Pedagogies (AAP).

Our child-centred approach focuses on the development of fundamental literacy and numeracy skills as children pursue their individual interests and follow their natural curiosity.

Prep at Malanda State School provides children with a seamless transition into formal education.

### Sample of Unit Overview Years Prep

	Term 1	Term 2	Term 3	Term 4
English	Unit 1	Unit 2	Unit 3	Unit 4
Mathematics	Unit 1	Unit 2	Unit 3	Unit 4
Health (inc.PBL)	Unit 1	Unit 2	Unit 3	Unit 4
SEED	Based on The Arts and HASS*			
Specialist Teachers				
HPE	PE	PE	PE	Swimming
Technologies	Science, Digital & Design Technologies*			
Music	Unit 1*	Unit 2*	Unit 3*	Unit 4*

\*non-assessable/non-reportable

### Lower Primary (Prep-Year 3):

Often referred to as the “Early Years of Learning”, Lower Primary at Malanda State School focuses on developing our students’ passion for learning, creativity and self-confidence.

Our program aims to not only provide our youngest students with a balanced and relevant set of core literacy and numeracy skills, but also with a strong attitude to learning that will underpin their later academic and personal achievement.



### Sample of Unit Overview Years 1-2

	Term 1	Term 2	Term 3	Term 4
English	Unit 1	Unit 2	Unit 3	Unit 4
Mathematics	Unit 1	Unit 2	Unit 3	Unit 4
Health (inc.PBL)	Unit 1	Unit 2	Unit 3	Unit 4
HASS	Unit 1: Geography		Unit 2: History	
The Arts	The Arts*			
Specialist Teachers				
HPE	PE	PE	PE	Swimming
Technologies	Science, Digital & Design Technologies			
Music	Music	Music	Music	Music

\*non-assessable/non-reportable

### Upper Primary (Years 4-6):

Malanda State School’s approach to the Middle Years of Schooling (Years 4-6) reflects our understanding of the unique educational needs of young adolescents.

Our Upper Primary program supports the intellectual, social, emotional and physical development of our students. Learning experiences encourage active learning, strong relationships, co-operation and the development of independent learning skills.

### Sample of Unit Overview Years 3-6

	Term 1	Term 2	Term 3	Term 4
English	Unit 1	Unit 2	Unit 3	Unit 4
Mathematics	Unit 1	Unit 2	Unit 3	Unit 4
Science	Unit 1	Unit 2	Unit 3	Unit 4
Health (inc.PBL)	Unit 1	Unit 2	Unit 3	Unit 4
HASS	Unit 1: Geography		Unit 2: History	
The Arts	The Arts*			
Specialist Teachers				
HPE	PE	PE	PE	Swimming
Technologies	Digital & Design Technologies			
Music	Music	Music	Music	Music
Japanese (5/6)	Unit 1	Unit 2	Unit 3	Unit 4

*\*non-assessable/non-reportable*

### Assessment Statement

Assessment helps teachers make decisions about what your child knows and can do. Teachers use both summative and formative assessment that is aligned with the Australian Curriculum.

Formative assessment is ongoing formal and/or informal monitoring and diagnostic testing that is used to inform ongoing teaching and learning.

Teachers administer summative assessments that include task sheets and marking guides. These tasks create a student portfolio that is used to make an on-balanced decision to determine an overall academic grade at the end of each semester. In exceptional circumstances (such as significant absence), teachers may use formative assessment to make their decisions.

### Reporting to Parents

Your child's teacher is available to discuss their progress anytime throughout the school year via appointment. Please refer to the External Communication information if you wish to make an appointment to discuss your child. **Your child's teacher is your first point of call.**

Additionally, there are key times of the year when we formally report to parents.

#### **Student Reports (Semester 1 & Semester 2):**

- Semester 1 written report cards will be sent out at the start of Term 3.
- Semester 2 written report cards will be sent out at the end of the school year for Semester 2 progress.

Report cards are also available via QParents. Please see our front office for more information about how to join QParents.

#### **Parent-Teacher Interviews:**

- At the end of Term 1, parents/carers are invited to a face-to-face interview to discuss their child's progress.
- At the beginning of Term 3, parents/carers are invited to another face-to-face interview to discuss their child's progress and Semester 1 results.

#### **Meet 'N' Greet (Early Term 1):**

Classroom teachers welcome parents/carers to visit their child's classroom and to discuss curriculum, behaviour expectations and individual learning needs for the year ahead. This event also includes a community expo with local community groups and sporting sign ons.



## Whole-School Reading

At Malanda State School, we are in an exciting transition in the reading space. All students in Prep are being taught how to read using phonics, which teaches students to connect the sounds of speech to written letters. Prep students receive whole-class instruction in addition to participating in differentiated literacy groups to apply their learning in reading, writing and speaking. In 2024, Year 1 and 2 will also be using this approach. Once students have mastered the alphabetic code, they can read anything!

All students from Prep-Year 4 participate in small literacy groups four days per week, and students in Years 5-6 receive directed and differentiated reading instruction three days per week.

## Specialist Lessons

### *STEM (Science, Technologies, Engineering and Maths):*

We offer an engaging STEM program for Prep-Year 6, providing hands-on learning experiences that develop problem-solving and ICT skills essential for future success. The program is designed to complement the existing curriculum and is delivered by experienced educators. Students will gain critical thinking, creativity and a love for learning, preparing them for the ever-evolving technological world.

### *Japanese:*

The extended Malanda State School curriculum provides all students with the opportunity to engage with and experience different languages and cultures. In Upper Primary, (Years 5 and 6) our students are formally enrolled in Japanese.

### *Music:*

Music is provided as a core component of our academic program.

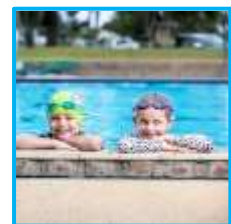
### *Health and Physical Education:*

Our Health and Physical Education program engages all students in fun, active skill development across a number of sports, while teaching them how to play fairly and display good sportsmanship. Sports that children may participate in include: soccer, gymnastics, athletics, basketball, tennis, softball and cricket. Within our Health and Physical Education curriculum, students may participate in health lessons. These lessons involve teaching students about topics such as the human body, nutrition, how to keep safe in various situations (e.g. water safety and personal safety) and respectful relationships (e.g. navigating friendships).

Swimming is conducted in Term 4 and is an essential part of our HPE program for all students. Students will swim once a week over 8 weeks. Please send your child to school with a towel, togs and sunsafe shirt in a swimming bag with EVERYTHING named –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.

There is a voluntary contribution fee for this program.

**Please note:** All physical activities involve inherent risks. Like all state schools, we do not offer “accident insurance” to cover medical or other costs in the event of accidental injury. We therefore recommend families consider private insurance.



## Extra-Curricular Programs

### *Intra-school Sport:*

In Terms 2 and 3, Malanda State School conducts Intra-school Sport on Friday afternoons from 2:00pm-3:00pm. During these sessions, students in Years 5-6 will participate in a sport/skills session either with their class, house group or year of birth cohort. Students must be meeting our school expectations of effort, behaviour and attendance in order to participate.

## **Instrumental Music:**

Education Queensland provides a program of Instrumental Music (IM) Tuition in Primary and Secondary schools across the state. At Malanda State School, we are incredibly proud of our IM program and wish to invite students from Years 4-6 to learn a Woodwind, Brass or Percussion instrument.



### **How the program works**

Instruction takes place weekly in small groups of 3-6 students. Once a particular level is reached, a compulsory Concert Band is formed to provide students with experience in a large ensemble, which then continues as the core focus of the program.

Students are selected for the program according to the following criteria:

- Musical aptitude and interest
- Attendance at weekly lessons/band rehearsals and music performances with instrument & music
- Commitment of both parent and student to daily practice at home
- High standard of behaviour and attitude
- Care of instrument observed
- Physical characteristics pertinent to a particular instrument

### **How to join the Instrumental Music program**

Each year we hold a recruitment drive, in which all students have the opportunity to apply for our Instrumental Music program. After this, students who have returned the appropriate paperwork will have the opportunity to be part of our instrument fitting days. This process allows your child to trial a particular instrument to see if it is a good fit for them. If your child has been successful, they will receive a 'Welcome to the Instrumental Music Program' form which will include information on any relevant fees and resources required.

If your child is in Year 3, they will receive an Expression of Interest form from their teacher to fill out. If your child is in Year 4-6, they can collect this paperwork from the school office.

If you enrol at our school during a school year and your child is interested in being in the Instrumental Music Program, please email the Instrumental Music Teacher to discuss options.

## **MSS Dance Crew:**

MSS Dance Crew is a dance program offered to a select group of Years 4-6 students. Students are expected to attend weekly rehearsals. The program involves: learning dance movements of different combinations in a hip-hop genre, learning technical and expressive skills within performance, and attending performance opportunities throughout the year (in and out of school time).

## **Choir:**

Students in Years 1-6 are invited to attend choir, which is scheduled once a week at a play break. They will have the opportunity to learn songs to perform at various events throughout the year (in and out of school time).

## **Moolanda News:**

Moolanda News consists of a team of reporters from Years 5-6 who create segments about school and local community events. This position has a Specific Role Description and auditions/expression of interest occur in order to select students. This program is offered as an extension opportunity for students.

**Purpose:** Student reporters from 'Moolanda News' showcase the connection between our school and our local community, including events and businesses from the Malanda Chamber of Commerce, using media (video clips/news segments).

## **VEX Robotics:**

Selected students participate in one weekly hour-long session, focusing on the building and programming of Vex robotics to solve problems using coding. This program is designed to extend students who already achieve highly in the STEM field. Each session is run by a qualified teacher experienced in robotics.

## Religious Instruction

Malanda State School offers all students in Years 1-6 access to religious instruction by accredited and approved representatives of religious societies and denominations.

Our program features Catholic Religion and Combined Religion lessons in 1 x 10 week blocks throughout the school year on Tuesday afternoons.

If you indicated at enrolment that your child is to be withdrawn from all religious instruction, students will complete an alternate learning activity during this time. If you would like any more information, please refer to the 'Religious Instruction Statement' on the school website.

You can nominate at any time to enrol or withdraw your child from religious instruction. Please contact the school office for more information.



## Homework Statement

We understand that families have different approaches to homework and will have various commitments outside of school hours. To support all families, we have created a flexible homework system. We appreciate your dedication to your child's learning by helping with these aspects of their education. Thank you for all you do to help your child progress.

### Prep:

Our homework policy for Prep focuses on reading and is first sent home in Week 5 of Term 1.

- **Reading** – At home, we would love for you to listen to your child read each night. Your child will bring home a decodable reader to practise reading to you. More information about how to use these readers is provided by the class teacher. Your child may also bring home high-interest authentic texts; please read these to your child and engage in the content with them.
- **Online Programs** – later in the year, your child's teacher may assign books to read on the Decodable Readers Australia website. Further information and login details will be provided by the classroom teacher.

### Years 1-2:

Our homework policy for Years 1-2 focuses on reading and is first sent home in Week 5 of Term 1.

- **Reading** - At home, we would love for you to listen to your child read each night. Your child will be provided with a Decodable Readers Australia (DRA) login, to practise reading to you. More information about how to use this website, including your child's level, is provided by the class teacher. If you require a hardcopy reader instead, please contact the class teacher. Your child may also bring home high-interest authentic texts; please read these to your child and engage in the content with them.
- **Number Facts** - Class teachers will send home a copy of the number facts that your child needs to know (off by heart) by the end of the year. Again, regular practice at home each week will assist them greatly in their mathematical learning.

### Year 3:

Our homework policy for Year 3 consists of reading & number facts, and is first sent home in Week 2 - Term 1.

- **Reading** - At home, we would love for you to listen to your child read each night.
- **Number Facts** - Class teachers will also send home a copy of the number facts that your child needs to know (off by heart) by the end of the year. Again, regular practice at home each week will assist them greatly in their mathematical learning.
- **Online Programs** - Your child has access to Soundwaves Online and Reading Eggs/Eggspress (passwords will be provided by the teacher). These two programs are used weekly at school, and some home use may help to consolidate their reading and spelling.
- **Additional Homework** - If you would like your child to undertake additional homework, please feel welcome to choose from these suggestions: sentences, alphabetical order, dictionary definitions, syllables or topic research.

### Years 4-5:

Our homework policy for Years 4 and 5 consists of reading and number facts and is first sent home in Week 2 of Term 1.

- **Reading** - At home, we would love for you to listen to your child read a little bit of their novel/book each night. This could also be a book online (e.g. Sora/Borrow Box). Reading daily is so beneficial!
- **Number Facts** - Class teachers will also send home a copy of the number facts that your child needs to know (off by heart) by the end of the year. This will assist them greatly in their mathematical learning, as number facts are used extensively in most mathematical concepts.
- **Online Programs** - Like last year, your child has access to Soundwaves Online, Reading Eggs/Eggspress (Year 4 only) and Prodigy (passwords will be provided by class teacher). These programs are used weekly during the school week and some home use may help to strengthen their reading, spelling and mathematics.
- **Additional Homework** - If you would like your child to undertake additional homework, please feel welcome to choose from these suggestions: sentences, alphabetical order, dictionary definitions, syllables and topic research.

### Year 6:

Year 6 homework is set to closely reflect the systems used at high school and is first sent home in Week 2 of Term 1. Students will receive regular homework. Students will have a designated homework book, which will be taken home and returned regularly as directed by the teacher.

- Homework activities will reflect what has been taught in class and may include: mathematics questions, spelling activities, sentence writing and research questions.
- The homework should not be time consuming and should not exceed 15-20 minutes per session.
- Students need to be responsible and use their time wisely to get their homework completed and handed in. This may involve doing it before school or at lunchtime if they have a busy schedule.
- If they have research to complete, but do not have the resources at home to do so, then they will need to use lunchtime computer availability to complete the tasks.
- The best habit to get into is to put the homework book straight in the school bag as soon as it's completed!

## National Testing (NAPLAN)

All Years 3 and 5 students in Australia sit the National Assessment Program – Literacy and Numeracy (NAPLAN) tests. There are four tests: Conventions of Language, Writing, Reading and Numeracy. The results of these tests provide the school with information about what each student knows and can do. Parents also receive a report showing how your child performed against agreed national benchmarks.

## Technology & Resources

Malanda State School provides a well-resourced learning environment for students. In addition to our classrooms being filled with age-specific resources, students have access to specialist teaching environments and the latest Information and Communication Technologies (ICT). Our classrooms are fitted with the latest in interactive ICT, including:

- Teacher laptops
- Networked and interactive projectors
- High-speed internet connections
- Document cameras in all classrooms
- iPads, laptops and desktops
- Robotics, drones, Beebots, etc.
- Sound Field Systems in all classrooms

## Library

The library is open during the school day (8:45pm-3:00pm). All classes visit our library at least once a week to borrow reading materials. Students are also encouraged to participate in the range of activities offered in the library throughout the year.



### OLIVER:

Malanda State School has recently upgraded their library system to OLIVER. It is an online library catalogue where students can search for books from any device that has an internet connection. Use the following link to access our school library online – <https://malandass.softlinkhosting.com.au/oliver/home/browse/list>

### SORA:

SORA is an online library where students can access thousands of eBooks and Audio Books for free. Please use the following link and your child's EQ username to log in.

<https://soraapp.com/library/eduqueenslandau>



### Book Club (Scholastic):

There are four issues of Book Club per year (one per term); the brochures will be sent home with your child. This is by no means obligatory. **All orders** are to be processed via The Loop App or online <http://www.scholastic.com.au>. The orders are then tallied and the order placed. When the books arrive, they are sorted and delivered to children in their classrooms. The school earns a commission from the sales, which is then used to purchase more books for the library.

### Book Fair:

A Scholastic Book Fair is held twice a year. It offers quality books for purchase and the library receives a commission on sales. Parents are encouraged to come and browse during advertised hours. Book Fair is advertised through the school Facebook, office news and class emails.

## Student Support Team

At Malanda State School, we believe that every student has the ability to learn and demonstrate capacity in academic and social/emotional learning. Our school operates using inclusive practices, where support and adjustments are provided to students who require additional or differentiated support. Staff identify and provide support and adjustments to students with diverse needs. Through early intervention and maximising the learning outcomes of all students, we ensure every student can access their education. Support and adjustments may be provided in the areas of: *general/executive functioning, academic, communication, behaviour, social/emotional and attendance.*

### Multi-Tiered Behaviour Support System (MTSS):

Malanda State School uses multi-tiered systems of support (MTSS) as the foundation for our integrated approach to learning and behaviour. MTSS is a preventative, differentiated model grounded in practical strategies, targeted planning and data-informed decision making. Based on a problem-solving model in MTSS, school staff match increasingly intensive interventions to the identified needs of individual students.

**Tier 1: Quality differentiated teaching practices** are usually managed and implemented by the classroom teachers. This support is low level and may occur infrequently, either in specific learning areas or as a broad support, to ensure learning can be accessed. Examples of Tier 1 supports and adjustments include giving preferential seating that suits individual needs, allowing use of specific writing equipment or materials or conducting more frequent checks for understanding.

**Tier 2: Supplementary support** is generally managed by the Support Teacher for Literacy and Numeracy (STLaN) and the Prosocial Intervention (PI) teacher. This support may occur at particular times in a day on a regular basis. Tier 2 intervention will occur in conjunction with Tier 1 supports already in place. Some examples of Tier 2 supports can be intervention or extension groups, use of assistive technology or social narratives.

**Tier 3: Substantial/extensive support** is generally managed by the Head of Inclusive Practices (HOIP), Guidance Officer (GO) and external department advisory staff. Tier 3 intervention is highly individualised support that is consistently required at most or at all times throughout the day. Tier 3 support occurs in conjunction with Tier 2 and Tier 1 supports. Some examples of support at this level include an Individual Curriculum Plan (ICP), specialised assessments or support from regional specialists.

Key support staff available at Malanda State School include:

- Principal and Deputy Principal
- Guidance Officer
- Head of Inclusive Practices
- Social Worker (Education Queensland)
- Early Years Pathways Teacher
- Inclusive Practices Teachers and Teacher Aides
- Support Teacher for Literacy and Numeracy
- Prosocial Intervention Teacher and Teacher Aides
- School Chaplain
- English as an Additional Language/Dialect (EALD) support staff
- Department of Education: Advisory Visiting Teacher – Hearing Impairment (Referral required)
- Department of Education: Occupational Therapist (Referral required)
- Department of Education: Speech-Language Therapist (Referral required)
- Department of Education: Physiotherapist (Referral required)

**Please note:** within a school context, services offered by allied health professionals such as Occupational Therapists, Speech-Language Therapists and Physiotherapists differ. Department of Education allied health professionals can conduct assessments and provide recommendations to support student needs within the school environment, but they do not provide therapy services in an ongoing capacity. If ongoing therapy is required, this remains the responsibility of families. For more information, please contact our *Head of Inclusive Practices* – [HOIP@malandass.eq.edu.au](mailto:HOIP@malandass.eq.edu.au)

#### **Guidance Officer (GO):**

At Malanda, we have our Guidance Officer for two days a week – Thursdays and Fridays. Our Guidance Officer work across a range of settings in the school, providing individual support and in-class support, as well as assisting families to access external specialist supports.

The Guidance Officer:

- Advocate for students, considering individual circumstances through assessment and gathering of information to inform recommendations and advice given to students, teachers and parents concerning educational, behavioural, social/emotional wellbeing, career development, mental health and family issues.
- Work as part of a multidisciplinary team including school support staff, parents and external support agencies in order to provide a comprehensive support, case management and referral service that optimises students' access and engagement in educational programs.

- Conduct activities such as student observations and psychoeducational assessment in order to determine the nature of student learning difficulties, disability, developmental levels or psychological and emotional status in order to make recommendations for educational adjustments and interventions.

If a student is requiring support from the Guidance Officer, the class teacher/SST completes a Tier 3 Referral Form. This will be discussed at the scheduled fortnightly SST meetings. If a parent has a significant, immediate concern regarding their child, they can contact the office to speak with a member from the leadership team.

#### **Social Worker:**

We have a Social Worker two days per week – Tuesdays and Wednesdays. The Social Worker role is funded by The Department of Education Student Wellbeing Package and is specifically targeted at supporting young people to overcome the challenges associated with mild to moderate mental health concerns.

The Social Worker:

- Works with students to connect, engage and support them to maximise their education outcomes.
- Identifies issues and implements strategies to improve student non-attendance and school refusal.
- Acts as the contact for parents/carers and the community to put in place strategies to improve relationships between the school and community.
- Helps students and parents/carers to navigate the welfare system and access relevant support.
- Provides professional social welfare assessments, interventions and follow-up support to students and parents/carers as required.
- Provides ongoing one-on-one therapeutic intervention to students.
- Provides support to families for the needs of the student.
- Provides group education and support sessions to students, staff and families.

Referrals to the Social Worker are made through the school's Student Services Team. Parents can speak with the class teacher if they are seeking Social Worker support.

#### **Prosocial Intervention Staff:**

Our Prosocial Support Team is made up of a teacher and teacher aides. We plan and re-teach expected behaviours from our Positive Behaviour for Learning (PBL) and PAUSE lessons. Staff recognise when a student may need some extra support and they request the assistance of the Prosocial Intervention Team. Students are also encouraged to ask for help when needed.

Students can access support for:

- Basic needs (uniform, food, learning supplies)
- Emotional regulation
- Reporting incidents
- Mediating with other students
- Needing someone to talk to about concerns

When responding to behaviour, staff are encouraged to:

- Give a respectful warning to prompt a student to pause and re-think
- Provide reset time at a PAUSE zone – this provides a chance to use strategies to self-regulate.
- Instruct the student to attend support class/out of play – this gives student a voice, allows further investigation, encourages them to practice owning their behaviour, helps them to recognise how their choices might impact on others, provides opportunity to participate in a productive mediation guided by adults and agree on a plan moving forward.

***It is important that the little people in our Malanda Family know that school is a safe environment where they will be valued and respected, and where mistakes are used as opportunities to learn and for staff to re-teach (just like we would do if they are having difficulty with a curriculum area).***

### **School Chaplain:**

The role of a state school chaplain and student welfare worker is to provide social, emotional and spiritual support to students, parents and staff. The role of the chaplain will reflect the specific needs of the students attending the school. Chappy Molly co-ordinates the 'Rise-N-Shine, It's Breaky Time' program at the Moolanda Café (tuckshop) on Mondays. Throughout a school day, Chappy Molly may assist in classrooms, support students emotionally and socially either individually or in small groups, interact with students by coordinating games at playtime, foster family relationships and attend school/community events.

### **Early Years Pathways Teacher:**

The Early Years Pathways Teachers (EYPT) are based within state schools and provide individualised support to children with a suspected disability, developmental delay or concern prior to prep. The teacher collaborates with the child's family/carers and early childhood service to ensure developmentally-appropriate adjustments are in place to support the child's full access to, and meaningful participation in, their learning environment. The service focuses on developing strong partnerships with families, carers, local early years services, community agencies and the NDIS. For some students, the Department of Education's multidisciplinary teams can work in partnership with the Early Years Pathways Teacher based in that community to ensure a successful transition to Prep. If you would like further information about the Early Years Pathways, please contact our office staff who will put you in contact with our EYPT.

## **Health Screening**

### **All Prep and New Students:**

All new enrolments (including Prep) are strongly encouraged to attend a 'Health Check' at the Malanda Health Clinic – 3/15 Catherine Street, Malanda – 4096 5339.

### **Vision:**

**Prep:** Prep students are also government funded to have their vision screened by a clinician who will attend the school throughout the year to bulk screen students with parent permission.

**Years 1-6:** An optometrist can conduct vision screening. This can be bulk billed to Medicare once every three years.



## **Working With External Health Professionals**

Some students will be engaged with their own external health professionals such as paediatricians, speech pathologists, occupational therapists and physiotherapists. Malanda State School supports NDIS-funded therapy at school, provided that the Department of Education NDIS policy is adhered to. For policy details and more information, or to obtain the paperwork to make a request, please contact our *Head of Inclusive Practices* – [HOIP@malandass.eq.edu.au](mailto:HOIP@malandass.eq.edu.au).

## **Requesting School Information for External Health Professionals**

The Student Support Team is also happy to supply school-based information to external health professionals upon request. Requesting school observations and information is particularly beneficial if your child has an upcoming appointment for a health check, occupational therapist or paediatrician, as they will often require this information. Please contact our Head of Inclusive Practices – [HOIP@malandass.eq.edu.au](mailto:HOIP@malandass.eq.edu.au) for more information, or to make a request for a student summary letter. Please note that we require two weeks' notice to process requests, prepare school summaries and forward onto the required external health professional.



## Positive Behaviour for Learning (PBL)

PBL is a whole-school framework for behaviour support adopted by many Queensland schools. It promotes positive behaviour and helps schools to develop safe and supportive learning environments. PBL helps schools to be consistent in the way they support and respond to behaviour. It enables schools to develop clear expectations and boundaries for behaviour and ensures that behaviour support is differentiated according to need. For more information on PBL, you can watch a seven-minute [clip](#) about the PBL framework.

**Malanda State School has a culture of care and high expectations for all students. Staff endeavour to:**

- build effective relationships with each student
- set a positive classroom learning tone
- establish an atmosphere of high expectations
- ensure that each student feels valued and respected
- engage each student in their progress towards their learning goals
- have a high standard of display which includes school rules (we are safe, we are respectful, we are learners), PBL social skills weekly focus, the support class process, Dream Work Incentive and the High Five.



### Dream Work



Classes work together by obtaining Moolah through positive acknowledgements to achieve Bronze, Silver and Gold target levels. The desired incentive is chosen by the class at the commencement of each term.



### Lunch 1 – On Class Eating Time with Class Teacher: ‘Building a Family, Not Just a Class’:

All classes eat with their teacher and class and Lunch 1 while participating in activities such as: conducting a weekend debrief or whole class meeting, revising a PBL Focus, reading a book, building friendships and resolving conflict.

**Purpose:** The Lunch 1 eating time is dedicated to connecting students **with their class members and teacher**, whilst eating their lunch, as it is classified as ‘on class teaching time’.



### Cool Student Activities:

Each day before school and at both play breaks, students have the opportunity to attend a number of activities in a fun and supported manner. Some of these activities include gardening, chess, dance, robotics, art and sports. Parent permission is required for some invitational clubs.



### Bike Bus and Scooter Bus:



The school have organised days that students, staff and parents meet at a central location to ride to school. Bikes and scooters are not to be ridden inside the school grounds. They are to be pushed to and from the designated bike racks where they are stored for the day. We recommend chains and locks be used.

### Family Time at the Yum Tum Garden:

Families are welcome to come along to the Yum Tum Garden to help maintain it and enjoy the fresh produce.

### Toys:

'Your toys and balls are too cool to be at school' and students should be discouraged from bringing them to school. This includes balls, as sports tubs are available each day with equipment available for students to use. This is to avoid toys being broken/lost/stolen and/or friendship issues arising. Any toys that find their way to school or are required to be brought in for 'show and tell', will be given to the teacher to put away for collection at the end of the day or when required. Staff cannot assume responsibility for any loss or breakage.

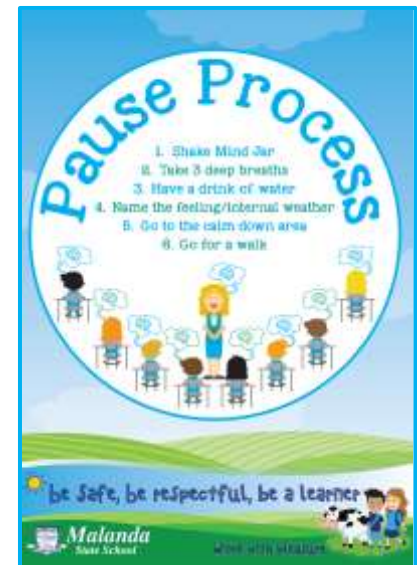


### Pause

**Purpose:** The purpose of the Pause program being delivered at Malanda State School is to teach students to self-regulate their emotions.

### The Pause Program:

- is designed to deliver improvements in teacher wellbeing as a direct result of students being able to emotionally self-regulate their behaviour
- is implemented through processes which involve staff, students and parents learning about Neuroscience, Mindfulness and Positive Education
- is implemented and supported by a set of lessons delivered in a similar manner to the lessons associated with the Department of Education's Positive Behaviour for Learning (PBL)
- teaches the three key parts of the brain that are responsible for thinking, emotions and long-term memory
- encourages self-regulation by taking notice and acting on the signals received from our brain in a positive way
- improves both teachers' and students' wellbeing by learning about and using the knowledge of neuroscience and mindfulness strategies in our daily lives.



### Student Leadership

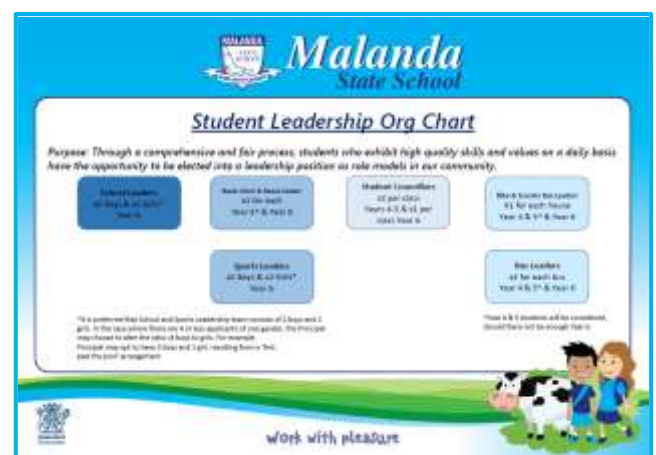
Student leaders are elected annually. Positions include School, Sports, Band, Choir, Dance, Bus, Bike Bus and Scooter Bus Leaders along with Student Councillors.

### Student Leadership Process:

At Malanda State School, we have many opportunities for students to participate as School Leaders. Students must participate in at least five (5) school/community activities in order to nominate for any position. All positions have a Specific Role Description and score card. Students are provided with a guide of what should be included in a speech, should the position require one to be delivered. A Student Leader Agreement is signed by the student and their parents/carers should they be elected into a position.

### Student Council:

The Student Council is an elected body of students representing each senior school class (Years 4-6). Students who have demonstrated commitment to our school



through community service (in the year prior) as part of the Student Leadership system are eligible to nominate to become a student councillor.

The Student Council conducts meetings and organises events that fundraise for Malanda State School, community groups or state/country charities. The Student Council also works in collaboration with the P&C and School administration to undertake an annual 'legacy gift'. Our elected School Leaders chair each meeting, take minutes and monitor funds for our Student Council events.

#### **Awards – Year 6 Transition Ceremony:**

Each year, we have a Year 6 Transition Ceremony. This is an intimate celebration with the Year 6 student and two adults from their family. The following awards are presented on the night:

- Crowther Most Improved Award
- School/Community Awards (Year 6 students)
- Bega All Rounder Award

#### **Awards presented at a parade in Term 4:**

**McKinnon Family Shield** –is awarded to a student who always does their very best whilst overcoming any form of adversity.

#### **Awards – Celebrating Success at End of Year Parade:**

At the end of each school year, the following awards are presented to worthy recipients at a special parade.

The award categories include:

- Academic Excellence (Year 4 – Year 6)
- Academic Endeavour (Year 4 – Year 6)
- Citizenship Award (Year 4 – Year 6)
- Tablelands Regional Sport Representative
- Peninsula School Sport Representative
- Queensland School Sport Representative
- Musician of the Year Award
- Japanese Award

#### **Prosocial Behaviour System: High Five!**

Students are explicitly taught the High Five and are strongly encouraged to use these strategies when dealing with conflict.

1. Talk Friendly
2. Talk Firmly
3. Ignore/Walk Away
4. Warn
5. Report

#### **Bullying:**

The agreed national definition for Australian schools describes bullying as:

- ongoing and deliberate misuse of power in relationships through repeated verbal, physical and/or social behaviour that intends to cause physical, social and/or psychological harm;
- involving an individual or a group misusing their power, or perceived power, over one or more persons who feel unable to stop it from happening;
- happening in person or online, via various digital platforms and devices and it can be obvious (overt) or hidden (covert). Bullying behaviour is repeated, or has the potential to be repeated, over time (for example, through sharing of digital records);
- having immediate, medium and long-term effects on those involved, including bystanders. Single incidents and conflict or fights between equals, whether in person or online, are not defined as bullying.



If bullying is identified, a Responding to Bullying checklist should be commenced. Parent/carers are informed that the school is monitoring the situation, so they can also support the student at home.

Behaviours that do not constitute bullying include:

- mutual arguments and disagreements (where there is no power imbalance)
- not liking someone or a single act of social rejection
- one-off acts of meanness or spite
- isolated incidents of aggression, intimidation or violence.

However, these conflicts are still considered serious and need to be addressed and resolved. At Malanda State School, our staff will work quickly to respond to any matters raised of this nature in collaboration with students and parents.



## Step Up into Education Initiative

Step up into Education is the Queensland Department of Education’s commitment to improve children’s transition into schooling through a focus on effective partnerships and best practice approaches to early years curriculum and pedagogy. Under the Step up into Education (2021–2024) initiative, our school receives funding to work with transition research partners to evaluate and modify their existing transition and early years practice to suit the needs of their local communities.

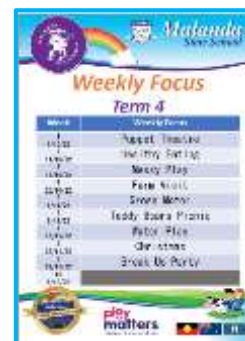
### Early Years

Early years transitions are important milestones in a child's life and the transition period to formal schooling is a critical time that shapes long-term educational experiences. Families have a critical role to play in supporting positive transitions, as do early childhood and school educators and the community.

### Playgroup

Playgroup is conducted at our Library Meeting Room each Tuesday from 9:00am. Each session features a focus and a Spotlight Session. More information can be found on the Malanda Playgroup Facebook page.

**Purpose:** Connecting parents/carers as their child’s first teachers through positive play, with the support of the Malanda Early Years Team.



### Kindy to Prep Transition

A positive start to school leads to a child’s sense of belonging and engagement and greater ongoing connection with school and helps foster a child’s enthusiasm for lifelong learning.

**Purpose:** to walk alongside our future Prep students, their families and Early Years service providers to ensure they feel settled, supported and engaged when transitioning into the Malanda Family.

## Policies & Procedures

All policies and procedures that relate to the management and operation of our school are available via the school website and parent handbook.

## Student use of Technology

### Personal technology devices and etiquette at Malanda State School:

Students of Malanda State School are discouraged from bringing mobile phones or electronic devices to school, as they can distract from quality learning activities. Parents/carers or families can contact their children directly through the School Administration Office.

If personal technology devices (including mobile phones and watches with cameras) must be brought to school, the child is held solely responsible for its safekeeping and must abide by the following rules:

- Upon arrival at school, the student must drop off their technology device to the office for safekeeping during the school day
- Students are not permitted to carry their mobile phone on them, unless they are granted prior approval from the Principal (e.g. for a medical condition)
- The device must be clearly marked with the student's name
- The student is to collect their device from the office at 3pm each afternoon
- Students must be courteous, considerate and respectful of others when using a device
- Students must not use their device to send harassing or threatening messages
- Students who catch the bus home from school must keep their device in their schoolbag until they are seated on the bus. Devices are not to be used in the bus lines.

*Students must display courtesy, consideration and respect for others whenever they are using a phone/device.*

### **Student Technology Access:**

The Internet/Intranet provides our students with valuable learning experiences – offering access to information from around the world.

All websites accessed through school computers are filtered through Education Queensland's Managed Internet Services. Together with the supervision of our teachers, we aim to minimise the risk of students being exposed to harmful information.

Student access to the internet is monitored through individual logins and passwords. In accordance with Education Queensland policy, we require parents to sign our Internet Access Agreement and Online Services Agreement before such access is given, including email.

### **Student Code of Conduct**

The Malanda State School's Student Code of Behaviour is based on three core expectations: Be Safe, Be Respectful and Be a Learner. Productive learning & positive behaviour are inextricably linked.

Malanda State School endorses a whole-school approach intended to promote and support appropriate behaviours in all students. To facilitate this approach, the school has implemented the PBL framework as a means to revise and develop strategies and procedures to promote a safe, supportive and disciplined school environment.

Important principles that guide our work under our PBL framework, include:

- Appropriate behaviour needs to be explicitly taught
- Acknowledging students for meeting our expectations is a crucial factor in reinforcing their use of positive and pro-social behaviours
- For some students, extra support will be required in both teaching and reinforcing such behaviour

Our Student Code of Conduct can be found on our school website.

### **Complaints Process**

Malanda State School staff are committed to ensuring every student is supported to feel safe, welcome and valued in our school. There may, however, be occasions where parents need to raise a concern or make a complaint about an issue they feel is adversely affecting their child's education. **The first point of call is generally your child's class teacher.**

All Queensland state schools are 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. As a parent or carer, you can express dissatisfaction with the service or action of the Department of Education or its staff, including decisions made or actions taken in a school and/or by the local regional office.

As a complainant, it is your responsibility to:

- give us a clear idea of the issue or concern and your desired solution
- provide all the relevant information when making the complaint
- understand that addressing a complaint can take time
- cooperate respectfully and understand that unreasonable, abusive, or disrespectful conduct will not be tolerated
- let us know if something changes, including if help is no longer needed.

**The Department of Education may not proceed with your complaint if your conduct is unreasonable.**

The following three-step approach assists parents and school staff in reaching an outcome that is in the best interests of the student:

- 1. Early resolution:** Discuss your complaint with the school – The best place to raise any concerns is at the point where the problem or issue arose. You can make an appointment at the school to discuss your complaint with your child’s teacher or the principal. You can also make a complaint through [QGov](#).
- 2. Internal review:** [contact the local Regional Office](#): If, after taking the early resolution step, you are dissatisfied with the outcome of your complaint or how the complaint was handled, you can ask the local regional office to conduct a review. You need to submit a [Request for internal review form](#) within 28 days of receiving the complaint outcome.
- 3. External review:** If you are dissatisfied after the internal review, you may wish to contact a review authority, such as the Queensland Ombudsman, and request an independent, external review. More information about external review options is available at [www.ombudsman.qld.gov.au](http://www.ombudsman.qld.gov.au).



# Malanda

State School

# Get Set for Prep



work with pleasure



## Step Up to Prep – Curriculum and Teaching

Welcome to our Malanda family! Our approach to the Early Years centres around continuity, evidence-based practice and connections. Our school works closely with our partner Kindergartens and Early Years services to ensure successful transition to school for students and their families.



We achieve this by:

- Embracing the belief that our ‘School needs to be ready for the child’ as opposed to the idea that the ‘Child needs to be ready for School’
- Using Transition Statements to inform teacher planning and professional development
- Planning collaboratively with Kindergarten teachers to build on curriculum and individual plans
- Implementing the Australian Curriculum Assessment and Reporting Authority (ACARA) and Age Appropriate Pedagogies (AAP) as our framework for planning instruction
- Embedding AAP as our instructional approach which provides flexibility to meet the developmental needs of our students
- Engaging play as a teaching strategy
- Employing an Early Years Specialist (EYS) and Early Years Pathway Teacher (EYPT) that work across both the school, local Kindergartens and Early Years services
- Providing weekly specialist lessons in Music, STEM, Health and Physical Education (HPE)
- Having school staff and leadership play an active role in the Far North Early Childhood Network (FNECN)

At Malanda State School, children experience outdoor learning through:

- weekly gross motor lessons facilitated by a teacher
- specialist lessons – Health and Physical Education, Music and STEM
- unstructured play break opportunities in our outdoor learning spaces
- outdoor learning opportunities embedded in classroom planning
- targeted intervention for students with additional needs

## Overview of the Early Years Curriculum

In Prep, students will study English, Mathematics, Science, HASS, Art and Technology. They are assessed and reported on for English, Mathematics and Science.

### English:

By the **end of their Prep year** when *listening, reading and viewing* students:

- Use predicting and questioning strategies to make meaning from texts
- Recall one or two events from texts with familiar topics
- Understand that there are different types of texts and that these can have similar characteristics
- Identify connections between texts and their personal experience
- Read short, decodable and predictable texts with familiar vocabulary and supportive images, drawing on their developing knowledge of concepts of print, sounds and letters, and decoding and self-monitoring strategies
- Recognise the letters of the English alphabet, in upper and lower case, and know and use the most common sounds represented by most letters
- Read high-frequency words and blend sounds orally to read consonant-vowel-consonant words
- Use appropriate interaction skills to listen and respond to others in a familiar environment
- Listen for rhyme, letter patterns and sounds in words



When **speaking, writing and creating**, students:

- Understand that their texts can reflect their own experiences
- Identify and describe likes and dislikes about familiar texts, objects, characters and events
- Communicate clearly in informal groups and whole class settings
- Retell events and experiences with peers and known adults
- Identify and use rhyme, and orally blend and segment sounds in words
- Write familiar words and phrases and images to convey ideas
- Show evidence of letter and sound knowledge, beginning writing behaviours and experimentation with capital letters and full stops
- Correctly form known upper- and lower-case letters



### Mathematics:

By the **end of their Prep year** students:

- Make connections between number names, numerals and quantities up to 10
- Compare objects using mass, length and capacity
- Connect events and the days of the week
- Explain the order and duration of events
- Use appropriate language to describe location
- Count to and from 20 and order small collections
- Group objects based on common characteristics and sort shapes and objects
- Answer simple questions to collect information and make simple inferences

### Science:

By the **end of their Prep year** students:

- Describe the properties and behaviour of familiar objects
- Suggest how the environment affects them and other living things
- Share and reflect on observations, and ask and respond to questions about familiar objects and events



### Simple tips to help your child enjoy a positive start to school:

- be ready to support your child
- listen to your child's thoughts about starting school
- make time to talk, read, play and relax with your child
- share your positive feelings about school
- practise new routines
- encourage your child to keep trying when something is hard
- assist your child to know how to get help
- meet new children and families before the first day
- celebrate starting school.

Your child may raise questions or wish to share their thoughts about what school might be like. Talking with them about these feelings is a good way to help them, and you, prepare for a positive transition to school.

## Prep – Frequently Asked Questions (further information may also be listed in the general section of this handbook)

### *When do the Kindy to Prep transitions happen?*

The 'Step Up into Prep', (Kindy to Prep transitions) start in Term 3. Our local Kindergartens or Early Years services will have the flyers outlining times and focus sessions. Our school Facebook page also advertises our transition program. Participating in the experiences is a wonderful opportunity to engage in sessions, meet new families and teachers and familiarise yourself and your child with the school layout.

### *What do I need to organise prior to the first day of school?*

- Enrolment Process completed
- Interview with the Early Years Specialist booked
- Full school uniform

*Following on from our Step-Up Day in Term Four, your child's class allocation, book list and important school information will be emailed to you.*

### *What time does school start and finish?*

Classrooms are *generally* open from 8:30am. Outside School Hours Care (OSHC) and vacation care are available if needed. Prep finishes at 2:50pm. Class teachers and teacher aides walk Prep children to either the Kiss 'N' Go area or Under A Block at the front of school for parent collection, bus or OSHC. Please inform your child's class teacher directly about their required departure location.

### *Where do I park at school drop off and pick up?*

Parking is available on Churchill Avenue, Mary St and in the Cul-de-sac near the pool. A Kiss 'N' Go Zone operates on Churchill Avenue. **Please ensure you park in a bay and abide by road rules and signs.**

### *Are bus services available?*

If you wish for your child to travel to or from school on the bus, please contact the relevant bus company.



### *Where do I purchase uniforms from?*

The Malanda State School Uniform Shop is run by P&C volunteers. Please see the uniform section of this handbook for further information.

### *What does my child require daily?*

Each day your child will need to have the following: a blue SunSafe hat (this can be kept at school), a water bottle, a nutritious lunch, brain break snack, wear enclosed shoes and a spare change of clothes. **Please ensure everything is clearly named.**

### *Are there classroom fridges?*

We are moving towards a sustainable model, where fridges are being phased out and students are encouraged to use a cooler bag with an ice brick.

### *How do I familiarise myself with staff that work in the Prep space?*

We provide our families with a Malanda State School Early Years Contact Board. This board has staff photos and their roles within the Prep space.

### *Who do I see if I think my child may require additional support?*

We always suggest to make an appointment with the class teacher. We also have a Student Support Team who meet fortnightly to support our students.

### *What is the recommended process should I require school information for an external health professional?*

The Student Support Team is also happy to supply school-based information to external health professionals upon request. Requesting school observations and information is particularly beneficial if your child has an upcoming appointment for a health check, occupational therapist or paediatrician, as they will often require

this information. Please contact our Head of Inclusive Practices – [HOIP@malandass.eq.edu.au](mailto:HOIP@malandass.eq.edu.au) for more information, or to make a request for a student summary letter. Please note that we require two weeks' notice to process requests, prepare school summaries and forward onto the required external health professional.

#### ***How will the school communicate to our family?***

Teacher and school emails, general SMS, event/excursion SMS permission, notice boards and the school Facebook page are the platforms used to keep our families up to date with what is happening within our community.

#### ***How will I know what curriculum is being delivered?***

A 'Curriculum At Home' document is emailed to families at the beginning of each term. This outlines what students are learning in class, how you can support your child at home and what the assessment for the term will look like.

#### ***Are there homework expectations for Prep?***

Yes, please refer to the homework section in the general information.

Parent literacy and numeracy 'make and take' sessions are presented to Prep families to provide adults with hands-on experiences to assist Prep students' development of foundation skills.

#### ***Can parents/carers volunteer their time at school?***

Yes! Participating in our school community is a wonderful experience. Some of the ways you can volunteer are:

- Listening to students read
- Changing home readers
- Volunteering at Moolanda Café (Tuckshop)
- Attending excursions and school events
- Attending P&C meetings and volunteering at their events
- Participating in committee groups

#### ***Can parents/carers come onto school site or into the classroom at any time during the day?***

Parents/carers who are on school site between the hours of 9:00am-2:30pm will need to come to the office to sign in at the office on our 'PassTab' App. Our system will print you a yellow sticker for your shirt.

- ❖ Please note: parents are unable to sit in the classroom during learning time to support their child. If you have concerns, please see your child's teacher or make an appointment at the office to speak with a member from the leadership team.

#### ***What does a week look like in Prep?***

Below is an example of a Prep timetable.

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
8:45-9:00	Roll Gross Motor	Roll Gross Motor	Roll, Tuckshop Gross Motor	Roll, Tuckshop Gross Motor	Roll, Tuckshop Gross Motor
9:00-9:30	Fine Motor (handwriting)	Fine Motor (handwriting)	Fine Motor (handwriting)	Fine Motor (handwriting)	Phonemic Awareness
9:30-10:00	English Unit	English Unit	English Unit	English Unit	Writing/Grammar
	Brain break	Brain break	Brain break + Parade	Brain break	Brain break
10:00-10:30	Phonics	Phonics	Phonics	Phonics	Maths Application (rotations)
10:30-11:00	Literacy Groups	Literacy Groups	Literacy Groups	Literacy Groups	
11:00-11:30	<b>Morning Tea</b>				
11:30-11:45	On-class eating	On-class eating	On-class eating	On-class eating	On-class eating
11:45-12:15	Phonemic Awareness	STEM	Phonemic Awareness	Phonemic Awareness	Library Book Appreciation
	Maths Explicit Lesson		Maths Explicit Lesson	Maths Consolidation	Computers
12:15-12:45			PE	Maths Explicit Lesson	
12:45-1:15	MUSIC	Phonemic Awareness		Maths Application (rotations)	HEALTH
1:15-1:55	<b>Big Lunch</b>				
1:55-2:00	Book Appreciation	Book Appreciation	Book Appreciation	Book Appreciation	
2:00-2:30	Imaginative Play	Maths Application (rotations)	Maths Consolidation	SEED/ART	SEED/ART
	PAUSE				
2:30-3:00	Phonemic Awareness				
	Show & Tell	Show & Tell	Show & Tell	Show & Tell	
	Early Departure	Early Departure	Early Departure	Early Departure	Early Departure





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