



Mutarnee State School

School Prospectus 2013



Address: 65 School Road
Mutarnee QLD 4816

Telephone: 47 708 131

Mobile: 0467 728 882

Email: the.principal@mutarneess.eq.edu.au

Website: <http://www.mutarneess.eq.edu.au/>

Contents

Introduction	3
Enrollment Information	4
School Routine	5
Responsible Behaviour Plan	6
School Dress Code	7
Homework	8
Book club & Booklists	9
Awards	10
Infectious Diseases	11
Medication	12
Money, Jewelry & Electronic Devices	13
Conveyance Allowance	14
School Curriculum	15
Interviews, Library & Newsletters	16
Parents & Citizen Association	17

Introduction

This booklet has been compiled to inform parents and carers of all students of the operating procedures at Mutarnee State School.

Like other Queensland schools, Mutarnee State School clearly sets high expectations for students, parents and staff in regards to:

- behaviour and daily interactions with each other,
- respect for self and others,
- dress, and
- personal development.

Our school community is committed to provide quality education for our children, to become responsible, supportive individual members of our local, and global, community.

Parents/carers will always have an important role to play in the formal education of their children. Input, from everyone in the school community, into the school's decision making process may take place through:

- Parents and Citizen Meetings
- Parent & Student interviews (formal & informal)
- School Opinion Surveys

By working cooperatively, Mutarnee State School will continue to be a progressive, supportive and pleasant environment for all.

Jeannie Peachey

Principal

Enrolment Information

Under the provision of the Education Act, attendance at school in Queensland is compulsory between the ages of 6 and 15 years of age. Children commencing Prep must be aged 5 by June 30th and students in year one must be aged 6 years by June 30th.

Prep is not compulsory in Queensland.

Children are expected to attend school every day, unless they are ill. If such is the case, a note, email or phone call to the school is required.

Every Day! Every Classroom! Every Child!

When enrolling a new student, it's a legal requirement that the principal sights either a Birth Certificate or Extract.

A package will be made available to parents who wish to enrol their child at Mutarnee State School. It will include:

- Internet Agreement Form
- Media Release Form
- Responsible Behaviour Plan

School Routine

Arrival & Departure Times

Our school times are from 8:30am to 2:30pm.

Children should not arrive at school before 8am on a school day unless prior arrangements have been made with the Principal. In the afternoons, students should be picked up as soon as possible as staff regularly attend meetings after school and may not be available for prolonged supervision.

During School

Students are not permitted to leave the school grounds, for any reason, between arrival and departure times without prior notice to the Principal or teacher in charge. The principal must be notified if you are collecting your child/children before 2:30pm.

The school has a refrigerator which students may use to store their lunches in. It is the student's responsibility to ensure their lunch boxes are put in their bags to take home.

When released at the end of the school day, students are to wait near Block B until their transportation arrives. Bicycles ridden to school must be left in the racks provided beside Block B. Students are not to loiter near the bike racks, touch or interfere with another student's bicycle or helmet.

Responsible Behaviour Plan

Mutarnee State School is committed to providing a safe, respectful and disciplined learning environment for students and staff, where students have opportunities to engage in quality learning experiences and acquire values supportive of their lifelong wellbeing.

This Responsible Behaviour Plan for Students is designed to facilitate high standards of behaviour so that the learning and teaching in our school can be effective and students can participate positively within our school community.

Our school community has identified the following school expectations to teach and promote our high standards of responsible behaviour:

- Be Respectful to all members of the school community.
- Be Responsible by respecting your own and others' property.
- Be Safe by working and conducting yourself in a safe manner.

Areas of Concern or Complaints

From time to time, an issue may arise that may cause parents or students some concern. Parents/carers should not hesitate to contact the Principal so that the issue can be addressed and further follow up can be organised if required.

Most issues can be resolved at the school level.

Educational concerns should always be directed to the child's teacher.



Dress Code

Students are expected to wear the school uniform every day, on excursions and when representing the school at official functions. The school uniform consists of a hat (bucket or wide-brimmed style), a green “Mutarnee” shirt, black shorts, skorts or skirt, black socks and “jogger” style shoes.

Hats are to be worn at all times when outside. Shoes are to be worn at all times except where exemption is granted by the Principal in special circumstances, such as athletics practice.

A black bucket hat and the “Mutarnee” shirt can be purchased through the Parents and Citizens Association.



Homework

At Mutarnee State School homework is provided so that students can develop study habits and self-discipline in order to progress successfully through school and beyond. The policy recommends the following maximum homework hours over a week:


- Prep no homework is set
- Year 1 to 3 no more than 1 hour per week
- Year 4 to 5 no more than 2 to 3 hours a week
- Year 6 & 7 no more than 3 to 4 hours per week

Tips for parents

- Get involved - be proactive about your child's numeracy
- Be positive - avoid imparting your fear of maths onto your children
- Show your child how mathematics applies to real-life situations
- Encourage children to take part in activities that use their maths skills like grocery shopping within a budget or measuring materials for craft activities
- Get a list or poster of multiplication tables at home
- Remain calm when helping with homework - play some classical music in the background if it helps your child and take a break when it gets frustrating for both parent and child
- Talk to the teacher to clarify teaching methods if your child says "we don't do it this way in class"
- Use maths on the weekend - if you are planning a visit to a number of theme parks, ask your child to work out which is better value for money

Online assistance

[Education Queensland's Curriculum Exchange](#) recommends a number of maths sites covering brainteasers to number puzzles.

The State Library of Queensland has compiled a list of maths sites as part of their [Homework Help initiative](#) .

Book Club

Throughout the year the school provides the opportunity for families to purchase from Scholastic Australia. Resources are levelled as:

- Wombat Prep
- Lucky Year 1 to 3
- Arrow Year 4 & 5
- Star Year 6 & 7

While the school encourages students to participate in Book Club it is not compulsory. Order forms need to be placed in an envelope with the correct money, cheque or order number (if placed directly to Scholastic Australia over the phone). All orders are handed into the office.

Book Lists

Book lists are sent home at the end of each school year. In 2013 students text books include:

- Sign Post Math
- Signpost Math Mentals
- Grammar Conventions
- Handwriting (Prep to Year 3)



Awards

At the end of the school year awards are presented to some students for good citizenship, academic achievement or recognition for overall performance and effort.

Also at the end of the school year students and staff vote on which students will take the following leadership roles in the school.

- School Captain
- School Vice-Captain
- Sports Captain
- Sports Vice Captain

Students usually are from Year 6 but it may be necessary for students in Year 5 to nominate for the positions.

Excursions

Throughout the year excursions are arranged to enhance the school curriculum. In the past, excursions have included:

- School camp is the 19th & 20th of August at Mungalli Falls, Atherton (Term 3)
- Swimming (Term 4)
- Ingham Arts Festival (Term 3)
- ANZAC & Remembrance Day

Notes explaining each excursion are sent home and usually require a consent form to be sent back to school for your child to participate. As a small school we rely on parents to assist with transportation to most excursions, as it significantly reduces costs to families.



Infectious Diseases

Schools and other departmental workplaces are common sites for transmission of illness and disease and therefore have an important role to play in ensuring that all members of the school community are aware of the most effective ways to minimise the risk of disease transmission.

The application of standard precautions to all situations is an effective way to prevent or minimise the spread of infection, illness and disease to staff, students and others. This practice ensures that all events and individuals are managed using the same procedures.

The major areas of concern in this area are head lice, ringworm, impetigo (school sores), chicken pox and measles.

Students who are unwell should not attend school.

Head Lice

From time to time head lice will occur and it can become an issue trying to eradicate them. Facts about head lice:

- Head lice are a nuisance; not a health risk.
- Head lice prefer clean, healthy hair and scalps.
- Head lice are extremely contagious.
- A single egg can hatch and be laying 3000 eggs in 2 weeks.
- The eradication of head lice requires 100% cooperation from everyone in the school community.

Should a child show symptoms of infection, parents will be notified confidentially. However, the whole school community will be notified with a written notice.

Medication to Students

Procedure for a student requiring medication whilst at school:

- Medication prescribed by the student's doctor that is required to be given whilst the student is at school. All forms must be accompanied by a written request from the parent/carer
- A teacher or other adult on the school staff (approved by the Principal) may accept responsibility to give medication following a written request from a parent.
- The original pharmacist's label must be attached to the medication (verbal Instructions from the parent is not sufficient).
- Medications, obviously, cannot be transferred from one child to another.
- All medications must be held by the teacher. Asthma inhalers can be kept by students.
- Parents must deliver and collect medication from the office each day.
- Non-prescribed oral medications (such as analgesics and over the counter medications such as *Paracetamol* are not to be administered by staff. Parents must administer non-prescribed oral medications to their children.

Money & Valuable

During the year students will be required to bring money to school to pay for excursions, Book Club, tuckshop day, school uniforms or school photograph. All money should be placed in a sealed envelope with the following information on the front:

- Student's name
- Purpose of the money (what is it paying for?)
- Amount of money enclosed

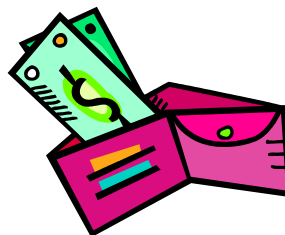
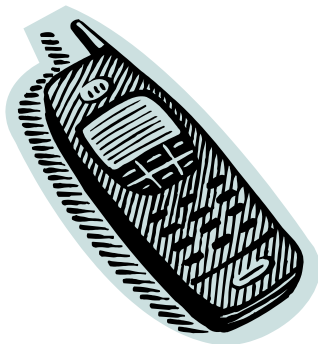
All money should be handed into the office as soon as the student comes to school.

Jewellery

The wearing of jewellery is limited to sleep or studs and a wrist watch. The wearing of other jewellery is not encouraged at school due to the possibilities of loss and injury if worn during sport and games.

Communication Devices

Communication devices, such as mobile phones, iPhone, iPod, MP3 players, are brought to school at the user's own risk. If these devices are brought to school they are left in the student's bag, and may be checked during lunch breaks and after school.



Conveyance Allowance

A conveyance allowance is payable to parents who drive their children to and from school each day. Payment is made by the Queensland Department of Transport. If you reside more than 3.2 km from the nearest State School; and there is no bus going to this school then you might be eligible.

Once parents have been approved for a conveyance allowance, it remains in effect for the primary school years. Parents are mailed a renewal form at the beginning of each school year from the Department of Transport for the allowance to continue.

It is important that this renewal be returned to the Department of Transport as soon as possible. Application forms and information are available from the:

Department of Transport (School Transport)

PO Box 7466

Garbutt BC QLD 4814

47 587 544

Learning Areas

Education Queensland has designated 8 key learning areas for Education Queensland. These are:

Australian Curriculum

- Mathematics
- English
- Science
- History

Essential Learnings (QSA)

- SOSE
- Art
- Health and Physical Education
- Technology
- LOTE (Year 6 & 7)

LOTE is delivered via the internet through an Education Queensland platform called Elluminate or One Channel. Students in Years 6 & 7 work with other students in the district and complete set tasks online.

More information can be obtained by visiting the **Australian Curriculum Assessment Reporting Authority** (ACARA) at www.acara.edu.au

Interviews

Education Queensland mandates parent & teacher interviews twice a year, at the end of semester 1 and 2. However, parents are encouraged to make appointments for interviews during the school year if they have a concern about their child's education.

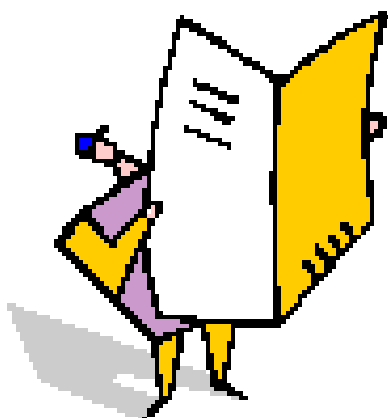
Library

Students may borrow books, to take home, for up to two weeks.

Newsletters

Newsletters are written each fortnight and sent home with the eldest child in each family. Newsletters are the major form of communication between the school and families. They contain important information concerning school activities, new initiatives from Education Queensland and a calendar of upcoming events.

If you would like to also receive an electronic copy of the school newsletter please contact the school so we can organise it.



Parents and Citizens Association

The Parents and Citizens Association of Mutarnee State School consists of the parents, citizens and the Principal. All parents of students enrolled at the school are automatically eligible to become members of the P&C with full voting rights.

A copy of the constitution is available for perusal from the secretary of the P&C Association or the school. The Parents and Citizens Association is an integral part of the school's management and decision-making process. These include:

- Annual Operation Plan
- Quadrennial School Reviews (2010 & 2014)
- Teaching & Learning Audit (2010 & 2012)
- Playground/Grounds Improvement
- Social Functions and Organisation
- Initiatives from Education Queensland

The P&C meet in the staff room twice a term on a Friday from 1:30pm to 2:30pm. The Annual General Meeting of the Parents and Citizens precedes the first general meeting of the year in February or March. Election of the "Executive" for the year takes place at this meeting.

2013 Staff

Principal	Jeannie Peachey
Administration Officer	Nellie Berra
Teacher Aides	Nellie Berra Gina Burgess Sonya Service (volunteer)
Support Teachers	Jackie Brown (Science) Deb Giles (STL&N) Colleen Way (Science) Linda Venn (Paluma EEC) Robyn Miko (Literacy & Art)
Religion	Anne & Bob Zander
Grounds/Cleaner	Peter Triffit