Maroon State School Handbook

School Procedures

Times

- 8.00am Students should not arrive before this time as responsibility for the students by school staff is not accepted.
- 8.45am Start of Morning Session
- 10.45am Lunch
- 11.30am Middle Session
- 1.00 pm Afternoon Break
- 1.30 pm Afternoon Session
- 2.45 pm End of school day

Arrival/Departure
As school commences each day at 8.45am, children should not arrive any earlier than 8:00am and no later than 8:40am. This enables the students' adequate time to prepare themselves for the day’s lessons. School concludes at 2.45pm each day and students should proceed directly under the school to wait to be collected by a parent. Children should not leave this area unless accompanied by an adult.

Car Parking
To minimise the risk of students being injured by a motor vehicle, parents/caregivers should reverse park to the left of the driveway when entering the school. This area is the designated car park area. Please always be mindful of other students when dropping-off and collecting children in the car park. Please note the school car park is out of bounds for ALL STUDENTS.

Admissions
New parents are asked to fill out an enrolment form when enrolling their children at this school. Parents are asked to notify the school if details on the enrolment form change.

Attendance
Regular and punctual attendance at school is essential for each student’s development. If a student is absent from school a note or telephone call of explanation must be forthcoming for accountability purposes.

Prep/Year One Pupils
By department regulations a child who was born on or after 1 July 2009 will be eligible for Prep 2015 and need to be five by June 30th 2015. Children must be six by 30 June in the year they enrol in Year 1 and will be eligible to attend school in that grade in 2015.
Departmental guidelines state that an enrolling parent must supply evidence supporting the child’s date of birth. Evidence may take one of three forms:

1. Birth Certificate or Extract
2. A Statutory Declaration
3. A Certificate from a Clergyman or Doctor

This evidence must be presented on the day the child is enrolled.

**Contact Information**
It is important that we have contact numbers for parents at all times. If you or your partner work, please advise us of these work numbers in case of emergencies including mobile numbers.

**Banking**
School banking is conducted at the school every Tuesday through the Commonwealth Bank. New accounts can be opened at any stage.

**Valuables at School**
Students are discouraged from bringing to school any family or personal items of value; this includes jewellery, expensive toys/models and electronic games and equipment.

**Accidents**
During the school day your child will be under the supervision of a school staff member, however, accidents may still occur. The procedure we follow is that if possible, the parents are immediately notified. If we (the staff) feel the nature of the accident is such that it requires immediate attention, an Ambulance will be called. You will be called if a head injury occurs.

**Illness/Medication**
Students are not allowed to bring prescription medication to school without adequate description from parents for its administration. Ensure medication to be administered has medical authorisation e.g. a pharmacy label attached to the original container. The medication logbook shall be completed with the administration details and will be followed strictly.

Parents are to:
. notify the school if the student requires medication during school or school-based activities (including camps and excursions) via:
  . a letter (for short term medication) or
  . a request to administer medication at school permission form, completed and signed by the parent and the prescribing health practitioner, if the student has a chronic (long term) medical condition and requires routine or emergency medications. (Form can be obtained from the school or from the school website [https://maroonss.eq.edu.au](https://maroonss.eq.edu.au)).
. notify the school in writing of any requests and/or guidelines provided by the students’ prescribing health practitioner concerning medication administration.
. consult with the school to develop and Emergency Health Plan if emergency medication is required for the student.
notify the school in writing (with an accompanying letter from the prescribing health practitioner) when changes occur to the students' routine or emergency medication. 
- notify the school in advance (in writing) if medication is being transported with the student for purposes other than administration at school (respite, shared parental arrangements)
- advise the school in writing and collect medication when it is no longer required at school.

In the event of a student contracting any diseases, the following exclusion periods or treatments must be adhered to:

- **CHICKEN POX** - 14 days from the onset or doctor’s certificate
- **MUMPS** - As for Chicken Pox
- **MEASLES** - As for Chicken Pox
- **SCHOOL SORES** - Must be covered at all times
- **RING WORMS** - Must be covered at all times
- **HEAD LICE** - Until head is treated

### Excursions
During the course of the year, the school participates in a number of excursions, from periodical swimming to whole day trips. Before a student can participate in any school orientated excursions in 2014, a form signed by the parent granting general consent must be given to the school.

### Assessment/Reporting
The assessment of students occurs continuously across all key-learning areas. The main aim is to let the student know his/her progress as well as reporting directly to parents.

The format for reporting to parents is as follows:

- Semester 1 Progress Report
- Semester 2 Progress Report

### Languages Other Than English (LOTE)
Years 4 to 7 students may study German for up to 90 minutes each week. Years Prep, 1 to 3 students may study German for up to 30 minutes each week.

### Swimming Lessons
Swimming lessons are held at Boonah State High School pool in first (1st) and fourth (4th) terms.

### Homework
It is important that students consolidate their day’s work by doing regular homework and revision. Homework will be given to students in all year levels Monday - Thursday.

### Library
Library books are changed every Thursday morning. Children are encouraged to select three (3) books a week. The community are also welcome to borrow books from the school library.
Newsletter
Open and regular communication between the school and its families is an essential element of education in all schools. This will be issued fortnightly to the eldest child in each family. It will contain important information and reminders. The newsletter can also be viewed on our website [https://maroonss.eq.edu.au](https://maroonss.eq.edu.au).

School Chaplain
The National School Chaplaincy Programme supports schools and communities to establish school chaplaincy services.

It is a voluntary programme that assists schools and their communities to support the spiritual wellbeing of their students. This might include support and guidance about ethics, values, relationships and enhancing engagement with the broader community. A School Chaplain attends Maroon State School a day per fortnight, however, as this is a voluntary programme students are not obliged to participate.

Religious Instruction
Religious instruction classes are available at the school. These classes are conducted on a Friday morning weekly.

The Faith group who provides approved instructors to deliver religious instruction is the Ipswich Presbyterian Church using Christian Education Publications which is the program authorised by the Ministers Fraternal under a cooperative program arrangement. For further information please contact the coordinator Irene Hurren 0423727333.

Students are allocated to these classes in accordance with the information provided on the Application for Enrolment. This information remains operational unless the parent informs the school otherwise in writing. The program is offered to year levels 1-6.

Students who are not participating in religious instruction will undertake normal class routine activities.

Parents of child/ren participating in these programs will be advised if a faith group requires funds to cover the expense of materials used by the child/ren.

Parents & Citizens Association
Our P&C Association meets every second (2nd) Tuesday of the month. The Association convenes an Annual General Meeting in February each year. All parents are encouraged to attend P&C meetings.

Uniform
Our school has a set uniform, which is unisex. It consists of a blue broad brimmed hat, a maroon shirt with a white collar and navy blue shorts. These items can be purchased from the P & C Association at the school. We encourage the use of sunglasses that exceed the Australian standards.

Hats
Our school has a NO HAT/NO PLAY policy, which is strictly adhered to. A hat is given to all students entering Prep. If students require another hat during their primary years they will be required to purchase it from the school.

**Booklists and Requirements**

Booklists can be obtained from the office prior to the commencement of school. Booklists are generally available last week of school to enable parents enough time to purchase items before commencement of the school year. In the past the P&C have purchased all the text books.

**Calendar: Term Dates for 2015**

1st Semester

- Term 1 - Tuesday 27th January – Thursday 2nd April
- Term 2 - Monday 20th April - Friday 26th June

2nd Semester

- Term 3 - Monday 13th July - Friday 18th September
- Term 4 - Tuesday 6th October - Friday 11th December

**Pupil Free Days**

- Term 1 Thursday 22nd January & Friday 23rd January
- Term 2 - Wednesday 15th April, Thursday 16th April, Friday 17th April
- Term 3 - N/A
- Term 4 - Monday 19th October

**Public Holidays affecting school routines**

- Australia Day – Monday 26th January
- Good Friday – Friday 3rd April
- Easter Monday – Monday 6th April
- Anzac Day - Friday 25th April
- Queen’s Birthday – Monday 8th June
- Ekka Show Day - Monday 10th August
- Labour Day – Monday 5th October

**Staff in 2015**

The school staff comprises of: Teaching Principal – Mr Danny Laegel; Assistant Teacher - Mrs Sandra Stenzel; Teacher Aides - Mrs Sue Buchanan and Mrs Bev Harvey; Administrative Officer- Mrs Roseanne Griffiths(Tuesday and Friday); LOTE- Mrs Joan Sheldon; Cleaners - Mrs Deb. Harvey and Mrs Leanne Harvey.

The office is attended on Tuesdays and Fridays. If you need to contact us please phone as we are attending to the children’s needs.