



**MOUNT CROSBY  
STATE SCHOOL**

STRONG AND SURE

**P:** (07) 3813 2222

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**Parent Handbook 2025**

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# Parent Handbook 2025

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## Welcome from the Principal

Whether you are investigating the best school option for your child or have already made the decision to enrol at Mount Crosby State School, I hope the information in this handbook will assist you. There is a great deal of pride instilled in those who have chosen Mount Crosby School as their school – and for good reasons.

This school instills strong values of respect, integrity and resilience. It has a long history of being a high performing school. This high performance is clearly demonstrated by classroom and academic performance. Over 90 percent of students enrolled achieve a report result of an A, B or C. NAPLAN results indicate an overall performance in the top 75% of Australia.

Mount Crosby State School participates in an inter-school sports competition on a Friday which recognises participation and competition. Many of our students are selected in regional sports teams and athletics competitions. Over 120 students are involved in the Instrumental Music Program. This program achieves excellence in music. Ensembles play in competitions and performances throughout the year.

This school values diversity and inclusion. We recognise that every person comes with individual requirements and a unique background. We work hard, and use evidence-based philosophies to drive an inclusive school culture. We recognise our staff require ongoing professional development so they can continue to be the expert teaching team we presently have.

The school partners with a vibrant Parents' and Citizens' Association. This group assists in strategic decision-making, organises fund-raising, provides significant funding to school projects and runs the Out of School Hours Care (OSHC) business. The synergy of this partnership value adds to what is a great school.

Out of School Hours Care (OSHC) is available before and after school. Over 100 children attend this program daily. More information is available about this program of excellence.

Clear and concise communication is crucial in any organisation. I welcome the opportunity to discuss how Mount Crosby can cater for your child. I hope that this handbook is of use and welcome your feedback about this information.

**Chris Muir**  
Principal



## School Vision & Values

To engage with our school community to provide innovative learning opportunities, embrace diversity, and deliver excellence.

Our School values are reflected below:

- Respect
- Responsibility
- Resilience

## Extra-Curricular Activities

- \* Student Council
- \* Choir (Junior and Senior)
- \* Instrumental Music (including Bands); Strings Program
- \* Rainbow Rangers (supported by our Chaplain)
- \* Talent Quest
- \* Concert
- \* Garden Club (Year 2)
- \* Library Monitors
- \* Excursions and visiting shows – these are linked to the curriculum for each year level
- \* Inter-School Sporting Teams
- \* Year 6 Camp
- \* Swimming and Athletics Carnivals (Years 3 - 6)
- \* Junior Sports Day (Prep - Year 2)
- \* Fun/Colour Run (Prep - Year 2)
- \* Cross Country (Years 3 - 6)
- \* Under 8's Day
- \* Book Week
- \* Mystery Reader

## Staff

**PRINCIPAL:** *Chris Muir*

**DEPUTY PRINCIPALS:** *Jane McGill & Trevor Flaherty*

**HOD CURRICULUM:** *Kerry Barker*

**HEAD OF INCLUSION:** *Sacha Pringle*

**INCLUSION SUPPORT TEACHERS**

**BUSINESS MANAGER:** *Lainie King*

**ADMIN OFFICE STAFF:** *Jackie Hathaway, Julie Charlwood & Toni Butler*

**Our specialist teachers include:**

- \* Physical Education Teacher
- \* LOTE (Japanese) Teacher (Years 5 & 6)
- \* Music Teachers (Class and Instrumental)
- \* Visiting Speech Language Pathologist
- \* Visiting Guidance Officer
- \* Advisory Visiting Teachers

**School  
Details**

Mount Crosby State School  
541– 561 Mount Crosby Road  
KARANA DOWNS QLD 4306

**MAIN SCHOOL PHONE :** 07 3813 2222

**ABSENCE LINE:** 07 3813 2260 or  
absences@mtcrosbyss.eq.edu.au

**OUTSIDE SCHOOL HOURS CARE:** 07 3201 1673  
mtcrosbyshc@bigpond.com

**TUCKSHOP:** 07 3813 2257

**UNIFORM SHOP:** Monday 8:30am to 10:00am &  
Thursday 2:30pm to 4:00pm  
07 3813 2259

**EMAIL:** admin@mtcrosbyss.eq.edu.au

**WEBSITE:** www.mtcrosbyss.eq.edu.au

**OFFICE HOURS:** 8:00am to 3:30pm

**Term  
Dates**

Term 1	Tuesday 28 January – Friday 4 April	10 weeks
Term 2	Tuesday 22 April – Friday 27 June	10 weeks
Term 3	Monday 14 July – Friday 19 September	10 weeks
Term 4	Tuesday 7 October – Friday 12 December	10 weeks

**PUPIL FREE DAYS -** Thursday 23 & Friday 24 January 2025  
Wednesday 16 & Thursday 17 April 2025  
Friday 5 September 2025

<b>OTHER HOLIDAYS -</b>	Australia Day - Friday 27 January 2025
	Easter Holidays - Good Friday 18 April 2025
	Easter Monday 21 April 2025
	Anzac Day - Friday 25 April 2025
	Labour Day - Monday 5 May 2025
	Brisbane Exhibition Holiday - Wednesday 13 August 2025
	King's Birthday Holiday - Monday 6 October 2025

### School Routine/ Bells

Prior to 8:30 am	All children wait in the senior undercover area
8:30am	Children play in designated area
8:50am	School commences
11:10am	Lunch - seated outside classrooms
11:20am	Play, if finished eating (no bell)
11:50am	School resumes
1:20pm	Afternoon Tea - seated outside classrooms
1:30pm	Play, if finished eating (no bell)
2:00pm	School resumes
3:00pm	School concludes

### Curriculum Overview

Mount Crosby State School provides a dynamic curriculum framework that reflects the Australian Curriculum. We have a school curriculum which is engaging, relevant and endeavours to improve learning outcomes for all students.

#### Planning

Year level teachers collaboratively plan with the Head of Department to ensure all achievement standards are being taught and assessed. This avoids fragmenting learning and sharpens the assessment focus.

#### Assessment and Reporting

All students in Prep to Year 6 will receive a Report Card at the end of Term 2 and Term 4. Parents and carers will have opportunities to discuss their child's progress twice per year.

## General Information

### **ANNUAL SCHOOL REPORT**

Schools are required to provide a School Annual Report to their community. The School Annual Report must appear on the school's website after July the following year and it reports on various aspects of schooling that have occurred in the previous year. To view our most recent School Annual Report, please visit our website: [www.mtcrosbyss.eq.edu.au](http://www.mtcrosbyss.eq.edu.au).

### **ACCIDENTS**

Unfortunately, accidents do happen, no matter how many precautions we take. If your child is involved in a minor accident, he/she will be given first aid at the school. If the accident is more serious and we feel further medical attention is needed, we will make every endeavour to contact you regarding the situation, (hence the need to update emergency contact numbers immediately they change). In an emergency situation, the ambulance will be called.

### **ACCIDENTS OF THE TOILETING VARIETY**

From time to time, our younger students have accidents. To minimise the drama associated with life's little accidents, please place a spare pair of underpants and a spare pair of shorts in a plastic bag and leave them in your child's school bag.

If children do soil themselves, the procedure is:

- \* they clean themselves up - we will give them some 'wet ones' etc. to help with that job
- \* they change into their clean clothes
- \* they place dirty clothes in a bag
- \* we ring home for you (or emergency contact) to collect them
- \* for obvious reasons, we will rarely send the child back into the classroom

It is helpful for spare clothes to remain in your child's bag all the time, so that we have a handy option when dealing with such events. If your child has an accident we may have to call you to bring a change of clothes to the school or to assist your child to clean themselves up.

If you think that this sort of accident might still be a possibility for your child, we would encourage you to discuss this with your child and even to practise the clean-up procedure so that he/she knows how to go about such a process should it be required.

## Arrival/Departure

It is recommended that children do not arrive at school too early - ideally not before 8:30am. If at school before 8:30am and not before 8.15am, all children must be seated in the senior undercover area near the tuckshop until 8:30am, unless they are in the Before School Care Program. A staff member is on duty in this area from 8:15am each morning. Our school office is open from 8:00am – 3:30pm each day. If a child has

to leave the school before the end of the school day, he/she must be collected from the office by a parent/guardian and signed out. If arriving during the school day, children must also come via the school office to be signed in. All pedestrians must enter/leave the grounds via small pedestrian gates, rather than through carpark areas. The safety of your child is our main priority.

### **Assembly**

A whole school assembly is held each Friday at 9:00am in the hall. General school notices are given and awards are presented to children at those assemblies.

### **Assignments/ Projects**

Children often do projects within a particular unit of work. They are taught the processes to be used and are given sufficient time to complete the project in school time.

### **Athletics**

Our focus in school sport is to encourage participation by all students and our Athletics Carnival reflects this. We hold a Junior Athletics Day for Prep to Year 2 and a Senior Athletics Day for Years 3 to 6. All children participate in all events and each child has the opportunity to earn points for his/her house by achieving certain pre-set standards. All children are engaged in rotational activities throughout the day rather than merely watching others. We are still able to identify our higher achievers who then complete further training in preparation for the inter-school and regional competitions. We also hold a Cross Country event for children in Years 3-6 and a participation carnival for junior students.

### **Attendance/ Absenteeism**

Regular and punctual attendance at school is vital.

The Education (General Provisions) Act 2006 states that “Each parent of a child who is of compulsory school age must –

- (a) ensure the child is enrolled at a State School or non-State School; and
- (b) ensure the child attends the State School or non-State School, on every school day, for the educational program in which the child is enrolled;

unless the parent has a reasonable excuse.”

Under the *Roll Marking in State Schools policy*, leisure activities such as going shopping, fishing, visiting friends, or celebrating a birthday are not deemed to be a reasonable explanation for a child’s absence from school.

Parents are required to provide an explanation for any absence from school pertaining to their child. There are a number of ways you can do this:

- 1) you can leave a message on the student absence line (phone 3813 2260) or
- 2) email [absences@mtcrosbyss.eq.edu.au](mailto:absences@mtcrosbyss.eq.edu.au) or
- 3) write a note to the class teacher.

If no such advice is received, parents/carers will receive a student absence notification text seeking an explanation for the absence.

## **Behaviour**

Student behaviour is guided by the 'Student Code of Conduct' and is managed within a safe and supportive environment. Mount Crosby State School has a whole school approach to teaching and reinforcing positive and appropriate behaviour and social skills and has clear, consistent processes for managing inappropriate behaviour.

### ***Our School Expectations are:-***

- \* Be Respectful
- \* Be Resilient
- \* Be Responsible

### ***Teaching and reinforcing positive and appropriate behaviour***

Each week we teach a new behaviour expectation. On Friday Assembly, the new behaviour is introduced to the students for the following week. Posters of this behaviour are displayed in the classroom and around the school. Information about the Behaviour Expectation of the week will also be included in the newsletter.

### ***School-wide acknowledgement of positive behaviour***

Mount Crosby State School has numerous ways to recognise and acknowledge positive and appropriate student behaviour.

#### ***Crosby Card***

The Crosby Card is for acknowledging students who are consistently exhibiting the Behaviour of the Week throughout the term. Each class nominates 1-2 students twice a term to receive this award.

#### ***Student of the Week Awards***

Each week, classroom teachers nominate a student in their class to receive a Student of the Week Award. This award is presented to the students on Friday Assembly. The awards are to acknowledge students who have successfully demonstrated the behaviour of the week.

#### ***Managing inappropriate behaviour***

Our school has consistent approaches to manage incidents of minor and major behaviours that occur in the classroom and in the playground.

Responding to **minor** behaviours:

- Expectation reminder and re-direction to the expected behaviours
- Warning
- 1-1 conversation with student regarding:
  - inappropriate behaviour



- expected student behaviour
- plan for improvement
- Consequence is applied if necessary
- Specialist teachers/playground duty teacher to notify classroom teacher of inappropriate behaviour through completing a record of behaviour (minor) incident report on OneSchool.

Responding to **major** behaviours:

- Student/s is referred to Leadership Team through a Leadership Team referral' - in person, via the phone or record of behaviour (major) incident on One School
- Leadership Team member investigates incident
- Consequence is applied and restitution/apology is completed if necessary
- Leadership Team member contact parents/carers

In the event of extreme misbehaviour such as repeated offences of a severe nature; behaviour which endangers or causes physical, psychological or moral injury; or the use or possession of illegal or dangerous objects, a range of intensive strategies will be used. These include immediate notification of parents, possible police intervention, suspension (1-20 days) or recommendation for exclusion.

For more information, a copy of the school's Student Code of Conduct can be borrowed from the office or from the school library or accessed on our school website:- [www.mtcrosbyss.eq.edu.au](http://www.mtcrosbyss.eq.edu.au)

## Bullying

Bullying is not accepted at Mount Crosby State School. Bullying falls into a number of categories.

1. **Physical bullying:** fighting, pushing, shoving, invasion of personal space and the destruction of property.
2. **Verbal bullying:** any comment of an offensive nature that refers to ability, race, religion or gender, including name calling, offensive language and spreading of rumours.
3. **Extortion bullying:** the use of force to obtain money, food or personal belongings from other students; forcing children to do tasks.
4. **Exclusion bullying:** includes the deliberate isolation of an individual student from his/her peer group.
5. **Gesture bullying:** includes making gestures to intimidate or embarrass.
6. **Cyber-bullying:** using the internet or mobile phone to verbally abuse or threaten.

Sometimes people are inclined not to report bullying because of a misguided fear of making the situation worse. It is critical that all forms of bullying are addressed and consequently the school believes that all incidents should be reported.

## **Bicycles**

A number of students ride bicycles to school and park them in our bike racks. Children riding bicycles are required to dismount and walk the bike through the school grounds before school and walk their bikes to the gate at the end of the day. In consideration of other students, adults and toddlers, riding is not allowed in the school grounds.

## **Book Club**

All children regularly have access to a Book Club. Book Club enables you to purchase quality literature at very reasonable prices. As we are always trying to find more ways of encouraging good reading habits in our children, please consider the occasional purchase from the Book Club. Details are regularly published in our fortnightly newsletter.

## **Booklists**

Booklists are issued via the school's website at the end of the year so that your child can begin the new year fully equipped. For your convenience, book packs may be ordered from the local Newsagency or purchased from various retailers.

## **Bookwork Policy**

At Mount Crosby State School, we have high expectations of bookwork of all of our students, from Prep to Year Six.

### **Aim**

The Mount Crosby State School Bookwork Policy aims to allow teachers to guide students to develop a sense of pride and achievement in neat, well presented bookwork and to ensure consistency of presentation throughout the school in addition to developing self confidence in our learners.

### **Rationale**

At Mount Crosby State School, we promote and advocate the development and maintenance of a high standard of written bookwork and presentation from our students. The standard of bookwork and presentation of work in general is a primary method by which parents and others form opinions about the school. Students' books also hold the evidence of teaching, learning and assessment and should reflect a commitment to quality and effort by students. It is imperative that students develop automaticity in bookwork habits which allows each successive teacher to build upon the foundations established in earlier grades.

### **Role of the teacher:**

- \* Expect high standards of bookwork
- \* Explicitly teach Queensland beginners print, pre-cursive and cursive script through handwriting lessons
- \* Regularly remind students about correct posture and pencil grip
- \* Explicitly teach how to rule up and present bookwork

- \* Display age appropriate letter formation – desk charts/wall display
- \* Display the bookwork posters in the classroom
- \* Bookwork expectations glued into student's books
- \* Regularly check bookwork and ensure student understanding of editing and proof reading and processes
- \* Acknowledge work by initialling, dating, marking and / or commenting on work including homework
- \* Celebrate quality work

### **Brisbane Show Holiday**

Mount Crosby State School is in the Brisbane City Council area; therefore, the school takes the holiday gazetted for the Brisbane Show, Wednesday 10 August 2022, NOT the Ipswich Show Holiday.

### **Buses**

A licensed bus service (Southern Cross Transit, phone number 3813 8900) operates within the areas of Chuwar, Karana Gardens, Mount Crosby, Karana Downs, Kholo Park and Forest Glade, to transport children to and from school. Education Queensland pays the fees for eligible children. Ineligible children may travel on the bus, but they are required to pay a fare.

To be eligible, children must reside more than 3.2km from the school by the shortest route.

Should your child be eligible and you wish to use this service, you will need to complete an application form for each child. The forms are available from the bus company or bus driver. Bus passes, pick-up points and times are available from the bus company. Any enquiries regarding the bus arrangements are to be made direct to the bus company.

Children with bus passes need to show their pass each time they board the bus.

#### **BUS BEHAVIOUR**

All bus travellers are required to abide by the "Code of Conduct for School Bus Travel" (effective from January 2006) - this is for the safety and well-being of all those on the bus. When parents apply for a bus pass, the bus company issues a copy of the code of conduct which sets out the rights and responsibilities of travellers, examples of expected behaviour and the possible consequences of not following the 'code.' Please discuss and support this policy with your children. A copy of the 'Code of Conduct' is also available from the Queensland Transport office.

If you have concerns about bus travel or the behaviour of children when travelling by bus, please raise these with the bus company.

### **Choirs and Bands**

The school has a Senior Choir (Years 5 - 6), Glee Club, a Junior Choir (Years 2 - 4), a Junior and Senior Band (Years 5, 6 Instrumental Music Program) and a Strings Program (Years 3- 6). All members are

required to attend practices organised by choir and band teachers. Children who wish to drop out of choir / band require a note from their parents. Children involved in Strings and Instrumental Music can purchase their shirt from the Uniform Shop.

## **Code of Conduct**

The full Code of Conduct which guides behaviour management at this school can be found on the school website.

To show respect for self, others, property and the environment

- ❖ To allow ourselves and others the right to learn by being active participants in the learning process
- ❖ To make responsible choices
- ❖ To act in a safe and healthy manner

## **Collection of Children**

To minimise the distractions around classrooms at the end of the day, parents are requested to wait outside the school grounds. Parents waiting directly outside classrooms cause a significant distraction to students in classes.

We are currently using a LOOKOUT program, for parents who pick up their children at the front gate. Parents should display their family name on the car's dashboard. As the parent pulls up at the gate, the family name is called out and the children are escorted to their car by a staff member.

## **Complaints**

If you have a complaint which relates to the classroom, you are encouraged to first contact the class teacher. However, for general concerns, or if in any way dissatisfied, you are most welcome to refer complaints to the Principal or the Deputy Principal.

The full Complaints Management Policy can be downloaded from our webpage under the rules and policies dropdown menu.

### **The Role of the Parents' and Citizens' Association Complaints**

It is understandable that this process may be overwhelming, some parents and individuals may request their P&C to provide support in such circumstances. P&C's Qld can provide guidance to the P&C in order to resolve the complaint.

Complaints regarding services run or managed by the P&C, eg Out of School Hours Care or Tuckshop, should be directed to the P&C in the first instance.

Education Queensland has advised Principals that they will follow similar procedures to those listed above when complaints are made directly to Education Queensland, i.e. the complainant will initially be advised to make his/her complaint at the school.

Parents should note that we do not allow dogs in the school grounds, other than 'companion dogs' This is for safety and health purposes. There have been occurrences in schools where the 'tamest' of dogs, on a lead, has bitten a child. There are also health issues with regard to faeces droppings etc.

### **Early Departure**

When a student needs to depart school before the end of the day, parents are requested to come to the school office to receive an 'Early Departure' printout. The office will contact the classroom and arrange for the child/children to be sent to the office.

### **Eating Arrangements**

At 11:10am when lunch begins the children remain outside classrooms for a period of ten minutes. In this time the children are required to eat their lunch supervised by one of the classroom teachers. The same applies at 1:20pm with ten minutes for eating afternoon tea. In this way, children's lunches are supervised and good eating habits are encouraged.

### **Evacuation Procedures**

A copy of the evacuation procedures and a map of assembly areas are displayed in each classroom. A practice drill is held at least once per term. This includes both emergency evacuations and lockdowns.

### **Excursions**

Education Queensland sanctions excursions of value, after the Parents' and Citizens' Association and the Principal approves them. These teacher arranged trips may be of full or half day's duration and are related to curriculum studies. Parental permission is necessary before children will be permitted to take part.

### **Forbidden Items**

Water pistols, guns and caps, matches, pocket knives, chains, and any objects considered dangerous will be confiscated. Weapons are prohibited under or code of conduct. Possession of such items may lead to consequences. See the Code of Conduct for further information. Such items may be reclaimed by parents or guardians, but will not be returned to children. From time to time we need to also ban 'fad' items which are causing problems (see also **valuables and money**). Chewing gum and aerosol deodorant sprays are also banned from school.

### **Free Dress Days**

These are organised by our Student Council and advertised in our e-Newsletter, usually as a fundraiser for a specific purpose. Free dress clothing must be sun safe (eg covered shoulders and midriiffs). There should be no inappropriate or offensive logos, images, slogans or wording (eg alcohol/ tobacco). Footwear must be covered in (no thongs).

### **Guidance**

On two days of each week the Guidance Officer visits our school to provide a testing and counselling service. Parents may request assistance from the Guidance Officer through the Inclusion Teacher, the Principal or Deputy Principal. Parents must sign a permission slip prior to the Guidance Officer working with your child.

## Hats and Shoes

Children are required to wear hats when outside the classroom. Our uniform policy recommends a wide-brimmed hat (available from the Uniform Shop) as best protection - no caps.

Shoes must be worn at all times, except in the sandpit. Thongs, sandals and slip-on shoes are not considered safe footwear (except for swimming lessons). Joggers are the most suitable footwear for school activities which include play, physical education and sport. For students in younger grades, please consider shoes with Velcro fastening as these are much easier than laces for little fingers.

## Head Lice

It is extremely important for you to check your child's head for head lice regularly. Please check the hair of ALL family members too! Keep checking every 2 days until there are no head lice found for 10 consecutive days.

If you do find head lice, commence effective treatment immediately and be sure to complete the process of treatment. This will help prevent head lice from spreading.

Parents have the prime responsibility for the detection and treatment of head lice on their children.

Schools consider that the main route of transmission for head lice is head-to-head contact and promote general measures that help in the prevention of infestations.

Students suspected of having live head lice or eggs present in their hair are **not** removed from class or school. Students are provided with information to take home to their families and a letter requesting immediate treatment be commenced. Please consult the Qld Health website for further information: [http://access.health.qld.gov.au/hid/InfectionsandParasites/Parasites/headLice\\_fs.asp](http://access.health.qld.gov.au/hid/InfectionsandParasites/Parasites/headLice_fs.asp)

## Homework Policy

The aim of this Policy is to assist students to have a balanced lifestyle in these difficult times and allow time for activities with family and friends.

Purpose of Homework:

- \* To provide an extension, revision or completion of classroom work.
- \* To assist with communication and understanding of the child's school with parents.

### Prep - Year 3

The main focus is for parents to be involved with their children by reading books and encouraging them in school activities.

Prep Year – Generally students will not be set formal homework.

Years 1- 2 -3 – Homework would generally not be more than one hour per week.

### Years 4 – Year 6

For the older students, parents can assist students to balance the amount of time spent on homework, playing sport, cultural pursuits and socialising.

Homework in Years 4 and 5: Could be up to, but generally not more than, 1-2 hours each week.

Homework in Year 6: Could be up to, but generally not more than, 2-3 hours each week.

Homework is to prepare students for the routines they will have in high school.

We believe at Mount Crosby State School:

- \* Homework should not be a source of tension and conflict within the family.
- \* Clear and honest communication between teachers, students and parents is very important to ensure students reach their full potential. If a student has difficulty with the content of their homework, parents should discuss this with the teacher.

We believe homework should - (based on John Hattie's Research Finding)

- \* Cater for individual differences
- \* Be engaging
- \* Be aimed at an independent working level
- \* Be corrected the day they are due
- \* Include a home reading component

### Hot Weather Routine

Our **Extreme Hot Weather Routine** is implemented on days where the predicted temperature is above 35 degrees.

- a. All PE lessons to be conducted under cover and should be activities that limit excessive use of energy. Classes should not go outside for games and activities during the excessive heat.
- b. All rooms are air-conditioned.
- c. Ensure that all students are appropriately supervised, including the monitoring of their hydration.
- d. Ensure that school lunch boxes are stored in classroom areas.
- e. Encourage students to drink plenty of water and to stay out of the sun in play time. A split lunch break may be put in place if necessary.
- f. During the breaks students spend 20 minutes out in the undercover areas and the other 20 minutes back in classrooms.
- g. Children should still wear their hats and need to be advised that drenching themselves with water is

not appropriate.

- h. If a student becomes heat-stressed, regular first-aid procedures apply. That is, parents and caregivers will be contacted and arrangements for students to be collected as in any other case of injury or illness.

Symptoms of more severe heat stress include malaise, headache, rapid pulse, nausea and vomiting.

People with heat stroke usually have core body temperatures above 39 degrees Celsius and an altered mental state such as confusion, lethargy or agitation. Seizures and coma can follow.

Queensland Health recommends that during hot weather, water (room temperature or slightly cool rather than very cold) is the best fluid to drink.

## **Illness**

Children should not be sent to school when they are sick, as we have limited sick room space and supervision available.

If your child becomes ill at school, our response will be determined by the apparent seriousness of the signs and symptoms. Often, a child will be sent to the sick room where recovery sometimes occurs after a short rest. If the illness is more serious, we will try to contact you at your home or place of work, with a view to sending the child home. If, in our opinion, the child requires urgent medical attention and attempts to contact parents are unsuccessful, we will contact the ambulance service.



**General Infectious Diseases:-**

The table below may assist you to know what to do in the event of your child contracting the more common infectious diseases. If you have any doubts, please contact the Principal.

<b>ILLNESSES:</b>		
<b>Condition</b>	<b>Period of exclusion for:- Sufferer</b>	<b>Period of exclusion for:- Contacts</b>
<i>Chicken Pox</i>	May return to school 6 days after the appearance of the rash unless heavily scabbed.	Do not exclude.
<i>Glandular Fever</i>	Symptoms will preclude attendance in acute phase. Pupil should return on doctor's advice.	Do not exclude.
<i>Measles</i>	Exclude for at least 7 days from the appearance of the rash or until a medical certificate of recovery is produced.	Do not exclude. All children should be immunised against measles before entry unless they have had the disease.
<i>Mumps</i>	Exclude until fully recovered.	Do not exclude.
<i>Rubella (German Measles)</i>	Exclude until fully recovered.	Do not exclude.
<i>Whooping Cough</i>	Exclude the child for five days after starting antibiotic treatment.	Exclude unimmunised HOUSEHOLD contacts aged less than 7 years for 14 days after the last exposure to infection or until they have received five days of a 14-day course of antibiotics.

<b>Common local diseases affecting pupils' skin, hair and eyes</b>		
<b>Condition</b>	<b>Period of exclusion for:- Sufferer</b>	<b>Period of exclusion for:- Contacts</b>
<i>Conjunctivitis (acute infection)</i>	Exclude until discharge from eyes has ceased.	Do not exclude.
<i>Impetigo (School sores)</i>	Exclude until sores have fully healed. The pupil may be allowed to return provided that appropriate treatment is being applied and sores on exposed surfaces such as scalp, face hands or legs are properly covered with occlusive dressing.	Do not exclude.
<i>Ringworm, scabies, headlice</i>	Readmit when appropriate treatment has commenced, and supported only when requested by a medical certificate.	Do not exclude.

<b>Internet Access</b>	Updated Internet & Media access forms will be sought if new activities are to be undertaken by students.
<b>Interschool Sport</b>	In Year 5 & 6, students have the opportunity to try out for the inter-school sports teams.
<b>Jewellery</b>	A watch (although unnecessary) and sleeper earrings or studs in pierced ears, are the only forms of external jewellery which are to be worn to school. Culturally significant medallions etc. may be worn beneath the uniform.
<b>Languages</b>	We have Japanese classes at our school for Years 4, 5 & 6. The LOTE teacher provides these cultural lessons each week.
<b>Late Arrivals</b>	If your child is late arriving to school, parents are asked to come to the administration office for the student to be signed in and issued with a 'Late Arrival' printout to take to the class teacher.
<b>Library</b>	<p>The Library is open from 8:30am to 8:50am in the mornings, from 11:20am – 11:50am during first break and from 1:30pm - 2:00pm during second break. Prep and Year 1 children may borrow one book for one week. Year 2-6 children may borrow two books for two weeks. Each child must have a library bag which is available from the Uniform Shop. Children who have overdue books will be issued with a notice to parents, asking that the book be located and returned.</p> <p>If a book is damaged or lost, parents are expected to cover the replacement cost of the book.</p>
<b>Lost Property</b>	<p><b>Please mark all items of clothing with your child's name.</b> Lost property boxes are located outside on the junior side of our Amenities Block wA. Please direct children to check the boxes when you miss items of clothing etc. Unclaimed items which are not clearly named are donated to a charity at the end of each term. Any watches or items of value are held at the office until claimed.</p>
<b>Lunches</b>	Children eat both their lunches in the courtyard outside their classroom. This provides a civilised eating arrangement which is supervised by teachers.
<b>Medication Administration</b>	<p>Strict procedures have been developed by the Queensland Government regarding prescription and over-the-counter medication in schools. These procedures ensure the safety and well-being of students.</p> <p>All parents/caregivers are required to:</p> <ul style="list-style-type: none"><li>* notify our school in writing of a health condition requiring medication at school;</li><li>* complete the school provided Consent to Administer Medication Form (a separate form for each medication) - this must be accompanied by a letter from the doctor;</li><li>* provide an Action Plan completed by the doctor if your child is diagnosed with: asthma, anaphylaxis or other allergies;</li></ul>

- \* provide the medication in the original labelled container to the nominated staff member;
- \* ensure the medication is not out of date and has an original pharmacy label with the student's name, dosage and time to be taken;
- \* notify our school in writing when a change of dosage is required. This instruction must be accompanied by a letter from a medical practitioner;
- \* advise our school in writing and collect the medication when it is no longer required at school.

Please contact the office if you would like any clarification.

School personnel are not permitted to provide or administer analgesics such as Panadol, Panadeine and the like (unless prescribed within above guidelines).

If your child does not require an Action Plan for asthma, asthma puffers (such as Ventolin) **MAY** be kept by the student, however, you will be required to provide a letter from the doctor stating the student is capable of self-administering.

## Messages

We ask that you minimise messages to children via the office - especially in the afternoon, as it is sometimes difficult to pass them on by 3:00pm. We are only too happy to pass on urgent and/or important messages, but sometimes we receive more than we can easily manage close to 3:00pm.

## Mobile Phones

We actively discourage students from bringing mobile phones to school. Any message that needs to be conveyed to students during school time should be done through the school office. If a student has a mobile phone at school, the mobile phone is to be handed to Administration upon their arrival at school. The child will be issued a receipt. The phone may be collected at the end of the day. This school does not permit children keeping phones for the following reasons:-

1. Security
2. Privacy - Photographing other students
3. Cyber Bullying reduction.

## Newsletter

Our newsletter is produced electronically every second Tuesday and is emailed to all families. Providing an email address on your child's enrolment form will ensure that you are added to our list of newsletter subscribers. The newsletter is also available on our website. Just click on the newsletter link on our homepage: [www.mtcrosbyss.eq.edu.au](http://www.mtcrosbyss.eq.edu.au). The newsletter is our prime means of communication to parents, and we ask that you read this document carefully and file it in a handy location, for future reference.

## Outside School Hours Care (OSHC)

OSHC provides supervised care and varied activities on the school site.

**After school care** is available on school days from 3:00pm – 6:30pm.

**Vacation care** is available on Pupil Free Days and School Holidays (NOT Christmas Week, New Year Week and Easter Week) from 6:30am – 6:30pm.

**Before school care** is available on school days from 6:30am – 8:30am.

These services are provided at a very moderate cost and Childcare Benefits are available to all families. Further details and enrolment forms are available from the school office or After School Care direct. This very useful service is much better than having students wait at school (or at home) unsupervised.

## Payment Options

Mount Crosby School accepts cashless transactions only. BPoint is the preferred method of payment.

Invoices are emailed to the nominated parent and instructions can be found on the bottom left hand side of the invoice. If paying by cash or EFTPOS the Student Services window is open 8:00am – 11:30am Monday & Friday.

## Parents' and Citizens' Association

Meetings of the Association are held at 7.00pm on the 4th Thursday of each month, unless otherwise stated.

All parents are encouraged to attend meetings regularly. Your participation and input are welcomed. The P&C plays an invaluable role within the total school organisation. The AGM of the Association is held in March each year.

## Parent/Teacher Interviews

The most important time teachers have during the day is the half hour or so before school when they are preparing lessons or other daily tasks. It cannot be stated strongly enough how important parent-teacher contact is, but equally it is important that appointments are made, so that teachers are free of other matters, to give you their full attention. To arrange for an appointment, please email or write a note to your child's teacher, or contact the school office, indicating times you are available, so that a satisfactory arrangement can be made.

## Parking

Except in an emergency, no parent is to drive into the school grounds. An off road parking area at the front of the school is provided for parents to use. There are parking bays inside the school grounds, but these are specifically for staff. Further space needs to be available for delivery trucks, ambulances, etc.

The main reason for this request is that your child's safety is paramount to us. Unauthorised vehicles must not enter the grounds. Set Down/Pick Up areas have been designated Loading Zones for your convenience between 7:00am – 9:00am and 2:00pm – 4:00pm. Maximum stopping time is 2 minutes. **These areas are NOT parking spaces during these times.** Parking around the school is limited at peak times and parents are encouraged to park a little further away and walk.

## **Performing Arts**

Many programs and activities are available including School Concert, Years 4 - 6 Talent Quest, Senior and Junior Choir and Instrumental Bands. Participation in Eisteddfods and community events also occurs regularly.

## **Playground Supervision**

The safety and wellbeing of our students is of paramount importance to us. We appreciate parental support in reinforcing with their children the rules that are in place to ensure their safety.

- Students are not to leave the school grounds or enter buildings and classrooms at any time without teacher permission and supervision.
- All fixed equipment is out of bounds before and after school for safety reasons.
- Climbing trees is not allowed.
- Parents who are in the school grounds after school hours are asked to respect and reinforce these rules.

Staff are on playground duty during first and second breaks.

## **Religious Instruction**

Half hourly lessons may be given weekly to children in Years 1 to 6, in their year level groups, by Ministers of Religion or their appointees. Religious Instruction is not compulsory and these programs are of a non-denominational nature.

Students not participating in Religious Instruction will have alternative instruction available to them in another classroom.

You will need to complete the Religious Instruction section on the enrolment form.

## **Safety**

The Principal of Mount Crosby State School, has the responsibility of ensuring that staff, students and visitors are provided with a safe environment. Schools should be places of support and nurturing, where inappropriate behaviour from any person cannot be accepted.

Under the Education (General Provisions) Act 1989, Principals have been provided with specific legislative powers to deal with the range of inappropriate behaviour that may occur on school premises. These powers generally relate to the principal ensuring the safety and wellbeing of persons at the premises and the security of the premises themselves, as well as the good order and management of the school. The powers allow principals to:

- \* require a person to leave the school premises and not return for 24 hours
- \* direct a person to cease certain conduct and to desist in that conduct for up to 30 days
- \* direct a person to refrain from accessing a particular part of the school premises for up to 30 days
- \* direct a person to only access the school premises in a certain way for up to 30 days.

Should you witness any unsafe behaviour, please ensure you let someone in the Administration Block know.

## School Captains

The election of student leaders will occur at the end of Term Four when the students are in Year 5. This means we will have School Captains and House Captains in place for the start of the school year. The nomination and election process will take place in the last four weeks of the school year.

Students will self-nominate for a school leadership position and they will need to complete a nomination form on which they are asked to identify their own behaviour / characteristics in line with our school values. The student's class teacher will also sign this form. Current student behaviour records will also be reviewed when examining the nominations.

The Principal will make the final decision on suitability of applicants. When a student's nomination has been accepted, they will then identify the positions they wish to nominate for and the usual election process will be followed.

At Mount Crosby State School, we are very proud of the high standard that has been set for our student leaders and we believe this process ensures that this standard will be continued.

## School Concert

Each year our school hosts two concerts - a Junior Concert and a Senior Concert. These are wonderful events that showcase the fantastic talent of our student body.

## School Motto

"Strong and Sure"

## Smoking

Legislation does not allow for smoking at any time on school premises (including both grounds and buildings) and is also prohibited for 5 metres beyond all boundaries.

## Sport Houses

Each child is placed in a Sport House. The Sport Houses are:

*Bradman (Maroon)*

*Cuthbert (Yellow)*

*Elliott (Blue)*

*Fraser (Red)*

Family members are always placed in the same house. House t-shirts are available from the uniform shop.

## Student Council

Students from Years 3, 4, 5 and 6 can be elected to Student Council. Membership is for a semester and this provides an opportunity for a number of students to participate throughout the year. School Captains are also members. The Student Council also decides on a few fund-raising activities (eg muffin days, sausage sizzles, free dress days) each year to support selected charities and replenish sports equipment for student use at lunchtimes.

## Student Resource Scheme

There are many costs associated with providing quality educational opportunities. Whilst the cost of providing instruction, administration and facilities for the education of a student at a State School is met by the State, the provision of resources is covered by school and parent support. In previous years, the voluntary parent contribution has assisted us in providing extra resources but dwindling support of this scheme has forced us to explore other avenues.

In 2025 Mount Crosby State School will continue to operate a Student Resource Scheme (SRS) as an economical alternative for the provision of high-quality resources for their students. SRS is organised by the school, operates under the policy and guidelines of the Department of Education is approved annually and endorsed by the Parents' and Citizens' Association.

## Swimming

All year levels will participate in swimming at some point throughout the year.

## Tuckshop

Smart Choices, the *Healthy Food and Drink Supply Strategy*, has been implemented at the tuckshop. This strategy classifies foods and drinks into Green (have plenty), Amber (select carefully) and Red (limit to no more than two times per term).

### General information

- \* Watch for SPECIALS in the SCHOOL NEWSLETTER.
- \* Any price changes will be notified through the SCHOOL NEWSLETTER.
- \* Every effort will be made to ensure that the items on the Menu are available. If for some reason a substitute is given, it does not have to be accepted.

Parents of children with any food allergies should inform the Convenor.

### TUCKSHOP ORDERS

Ordering is online only through Quick Cliq [www.quickcliq.com.au](http://www.quickcliq.com.au)

**Please note: A current Tuckshop Menu and Price List is always available from the school office and also from the Tuckshop.**

## Uniform Shop

The Uniform Shop is open every Monday morning from 8:30am until 10:00am and Thursday afternoons from 2:30pm until 4:00pm (excluding school holidays and/or public holidays).

Cash, EFTPOS and credit card payments are accepted. Online ordering is also available at - [www.muchmonitor.com](http://www.muchmonitor.com)

The School Uniform shop is staffed by a Convenor and volunteers and is a major fundraiser for the P&C Association. All profit goes directly to the school to benefit your children.

**Please note: A current Uniform Price List is always available from the school office and also from the Uniform Shop.**

## Uniform Policy

We care about our students, their safety and their image in the community and believe that their appearance is a very significant visible communicator about our school.

It is a school community expectation that all students follow the school's uniform and dress code by wearing the appropriate uniform at all times whilst attending and/or representing the school. In particular:

- \* Students are expected to wear their uniform to school each day and when attending any excursion unless otherwise notified in writing by the class teacher;
- \* Students receiving awards on assembly should be in uniform;
- \* Student leaders on assembly must be in school uniform.

Mount Crosby State School P&C Association supports a student dress code for Mount Crosby State School because it assists in providing a safe and supportive teaching and learning environment by:

- \* Ready identification of students and non-students at school;
- \* Eliminating distraction of competition in dress and fashion at school;
- \* Fostering a sense of belonging; and
- \* Developing mutual respect among students through minimizing visible evidence of economic or social difference.

Consequences for not wearing uniform:

- \* Students will receive a reminder / warning for uniform infringement.
- \* Students will be given a uniform infringement notice for parents to sign after several warnings have been issued.
- \* Students may be offered loan clothing for the day if clothing worn to school is inappropriate.

### NOTES:

- \* Oversized shirts must be tucked in - shorts / skirt must be visible underneath the shirt.
- \* Black or Green stockings may be worn in winter.
- \* Leggings may be worn under skirt instead of stockings but must be ankle length.
- \* Bike pants must not be visible under a skirt or dress.
- \* Hair longer than shoulder length must be tied back to minimize the spread of head lice.
- \* A watch (although unnecessary) and pierced sleeper earrings or studs are the only external jewellery which may be worn at school. Religious medallions etc may be worn beneath the uniform.
- \* No makeup to be worn. Clear nail polish only. Natural Hair Colour.

***If family circumstances impact on a student's ability to wear school uniform, parents should provide a note to the class teacher.***



**EVERYDAY UNIFORM**

- \* MCSS Green & Black Polo Shirt (Prep - Year 6)
- \* Senior Shirt (Year 6 only)
- \* Black Shorts or Black Skirt (with built in bike shorts)
- \* Green Check Dress (optional)
- \* Black/Bottle Green Hair Accessories
- \* Black or Green Broad Brim Hat (5-6cm brim)

**Winter additions**

- \* Green & Gold Warm-up Jacket
- \* MCSS Green Fleecy Zip-Up Jacket
- \* Black Tracksuit Pants
- \* Plain Black or Bottle Green Jumper (no motifs or logos)
- \* N.B. Black or green stockings may be worn in winter or ankle length black leggings under the school dress or skirt.

**Note:** To comply with the Queensland Government’s SunSmart Policy a ‘no hat, no outdoor play’ policy is enforced.

**FOOTWEAR**

At all times appropriate closed in black or white shoes or jogger, with black, grey or white socks, should be worn with a lace or velcro fastening, as detailed below. No slip on or brightly coloured shoes are to be worn at any time.



## **SPECIAL PURPOSE UNIFORMS**

### **SPORTS DAY UNIFORM**

- \* MCSS Sports House Shirt or Plain House Colour T-Shirt
- \* Black Shorts or Black Skirt (with built in bike shorts) or Black Tracksuit Pants

*All students are assigned a Sports House upon enrolment at Mount Crosby School.*

*The house colours are as follows:*

**BRADMAN - Maroon**      **ELLIOTT - Blue**      **CUTHBERT - Yellow**      **FRASER - Red**

### **BAND UNIFORM**

- \* MCSS Band Shirt (to be worn on Instrumental Lesson Days and Performances)
- \* Black Shorts or Black Skirt (with built in bike shorts) or Black Pants
- \* Black Shoes with White Socks

***Details on special uniform requirements for children participating in extra activities including Junior and Senior Choirs, Interschool Sport and Eco-Marines will be advised by the teachers as required.***

## **Valuables and Money**

We discourage children from bringing valuable items to school including toys. Children should not bring any more money than is necessary. Where it is discovered children have more money than is desirable, parents are contacted.

## **Volunteers**

At Mount Crosby State School, we highly value the important role volunteers play in providing a full and effective education for our students.

We believe that the contribution of volunteers is invaluable BUT it needs to be supported by sound policies and procedures in order to meet planned outcomes for students.

On arrival each day, volunteers must sign in at the office.

## **Wet Weather Departures**

At certain times of the year a storm breaks close to school finishing time. If a storm or rain is imminent around 3pm, children will be asked to wait in covered areas, either senior covered area or the hall.

Parents should park their cars and pick children up from either of the areas.

