Welcome to Mt Crosby State School - a fantastic Queensland public school!

The school leadership team has established and is driving a strong improvement agenda for the school, grounded in evidence from research and practice, and couched in terms of improvements in measurable student outcomes, especially in literacy, numeracy and science. Explicit and clear school-wide targets for improvement have been set and communicated with accompanying timelines.

A high priority is given to the school-wide analysis and discussion of systematically collected data on student outcomes, including academic, attendance and behavioural outcomes. Data analyses consider overall school performance as well as the performances of students from identified priority groups; evidence of improvement/regression over time; performances in comparison with like-schools; and in the case of data from tests such as NAPLAN, measures of student growth across the years of schooling.

The school is driven by a deep belief that every student is capable of successful learning. A high priority is given to building and maintaining positive and caring relationships between staff, students and parents. There is a strong collegial culture of mutual trust and support among teachers and school leaders. The school works to maintain a learning environment that is safe, respectful, tolerant, inclusive and that promotes intellectual rigour.

The school applies its resources (staff time, expertise, funds, facilities, materials) in a targeted manner to meet the learning needs of all students. It has school-wide policies, practices and programs in place to assist in identifying and addressing student needs. Flexible structures and processes enable the school to respond appropriately to the needs of the individual learners.

The school has found ways to build a professional team of highly able teachers, including teachers who take an active leadership role beyond the classroom. Strong procedures are in place to encourage a school-wide, shared responsibility for student learning and success and to encourage the development of a culture of continuous professional improvement that includes classroom-based learning, mentoring and coaching arrangements.

The school has a coherent, sequenced plan for curriculum delivery that ensures consistent teaching and learning expectations and a clear reference for monitoring learning across the year levels. The plan, within which evidence-based teaching practices are embedded and to which assessment and reporting procedures are aligned, has been developed and refined collaboratively to provide a shared vision for curriculum practice. This plan is shared with parents and carers.

In their day-to-day teaching, classroom teachers place a high priority on identifying and addressing the learning needs of individual students. Teachers closely monitor the progress of individuals, identify learning difficulties and tailoring classroom activities to levels of readiness and need.

The administrative team recognise that highly effective teaching practices are the key to improving student learning throughout the school. They take a strong leadership role, encouraging the use of research based teaching practices in all classrooms to ensure that every student is encouraged, challenged and learning successfully. All teachers understand and use effective teaching methods - including explicit instruction - to maximise student learning.

Penny Grant
Principal
STATEMENT OF PURPOSE AND VISION

“Mt Crosby School is developing strong foundations: building agile learners.”

Building
Developing a strong, flexible framework that incorporates and values students, teachers, parents and community as an integral part of its foundation.

Strong
Rigorous evidence based decision making underpins the schools’ unity of purpose. Working confidently as a team to thrive in the face of challenge.

Foundations
We are about building a strong base from which students can grow and develop academic, social and emotional skills. We aspire to motivate students to be life-long learners who recognise the value of learning. Along the way, we foster resilience, risk-taking and reflection skills.

Agile
Agile means being responsible risk takers who are flexible, proactive learners and being open to new experiences. It is the ability to change in order to perform.

Learners
Everyone is a learner, you never stop learning. Learners grow through experiences and by making mistakes. They engage in interactive learning behaviours.

Our School values are reflected below:

- Be Respectful
- Be Responsible
- Be Safe
Extra Curricular Activities

Student Council
Choir (Junior and Senior)
Instrumental Music (including Bands); Strings Program
Talent Quest
Annual Concert
Glee Club
Garden Club
Library Monitors
Excursions and visiting shows – these are linked to the current unit of work for each year level.
Men & Boys Nights - Years 3—6
Inter-School Sporting Teams in Soccer, Netball, Softball, Tennis, AFL, Basketball, Rugby League and Cricket
Year 5-6 sporting skills program involving Netball, Rugby, AFL, Soccer and Softball
Year 6 camping program
Swimming and Athletics Carnivals (Years 3—6)
Cross Country (Years 3—6)
Walkathon

STAFF

PRINCIPAL: Penny Grant
DEPUTY PRINCIPALS: June Riley & Ruth Kelly
HEAD OF CURRICULUM: Kerry Barker    MASTER TEACHER: Lisa Tonscheck
BUSINESS SERVICES MANAGER: Debbie Horrigan
ADMIN OFFICE STAFF: Sue Diffo, Julie Dover, Vicki Lee, Jackie Hathaway

The staff at Mount Crosby School is a dedicated group comprising of the Principal, 2 Deputy Principals, Head of Curriculum, Master Teacher, Business Services Manager, 32 classroom teachers, 12 specialist teachers, 12 teacher aides, 5 cleaners, a janitor-grounds person and 4 administration support staff. Many have been at the school for several years. All staff members are supportive of each other and of the students. Staff encourage parents to participate in a range of school activities. Interaction and communication between staff, parents and students is of a high standard. The majority of teachers are very experienced and all teachers are accepted, well respected members of staff.
Our specialist teachers include:

Learning Support Teacher
Teacher Librarian
Physical Education Teacher
LOTE (Japanese) Teacher (Years Prep, 1, 5 & 6)
Music Teachers (Class and Instrumental)
Special Education Teachers
Visiting Speech Language Pathologist
Visiting Guidance Officer
Advisory Visiting Teachers

Professional Development

All staff are committed to their own ongoing professional development. Many staff share their expertise and experience through the presentation of workshops and in-service activities. These activities are planned to meet both individual/personal needs and the curriculum needs of the school.

Professional development in the area of Literacy is supported by our Master Teacher.

School Details

Mt Crosby State School
541 Mt Crosby Road
MT CROSBY QLD 4306

MAIN SCHOOL PHONE: 07 3813 2222
ABSENCE LINE: 07 3813 2260 or absences@mtcrosby.eq.edu.au
INFORMATION LINE: 07 3813 2288
FAX: 07 3813 2200
OUTSIDE SCHOOL HOURS CARE: 07 3201 0841
mtcrosbyoshc@bigpond.com
TUCKSHOP: 07 3813 2208

Email: the.principal@mtcrosbyss.eq.edu.au
Website: www.mtcrosbyss.eq.edu.au

OFFICE HOURS: 8:00am to 4:00pm
TERM DATES

1st Term - 27 January 2016 to 24 March 2016
2nd Term - 11 April 2016 to 24 June 2016
3rd Term - 11 July 2016 to 16 September 2016
4th Term - 4 October 2016 to 9 December 2016

PUPIL FREE DAYS - Wednesday 20 - Friday 22 January 2016
Monday 17 October 2016

OTHER HOLIDAYS - Australia Day Holiday - Tuesday 26 January 2016
Easter Holidays - Good Friday 25 March 2016
Easter Monday 28 March 2016
Anzac Day - Monday 25 April 2016
Queen’s Birthday Holiday - Monday 3 October 2016
Brisbane Exhibition Holiday - Wednesday 10 August 2016
Labour Day Holiday - Monday 2 May 2016

SCHOOL ROUTINE / BELLS

Prior to 8:30 am Children wait in the undercover area
8:30am Children wait outside classrooms
8:50am Ready for the day
8:55am School commences
11:00am Lunch - seated in rooms
11:10am Play, if finished eating (no bell)
11:40am School resumes
1:10pm Afternoon Tea - seated in rooms
1:20pm Play, if finished eating (no bell)
1:50pm School resumes
3:00pm School concludes
CURRICULUM OVERVIEW
Mt Crosby State School provides a dynamic curriculum framework that reflects current Education Queensland Policy. We have been working towards creating a school curriculum that is engaging, relevant and that leads to improved learning outcomes for all students.

The curriculum framework is based on the National curriculum (ACARA) in the Learning Areas of English, Mathematics and Science from P-6. The remaining learning areas will be informed and assessed by the Queensland Curriculum Assessment and Reporting Framework.

Influences
The influences on our curriculum framework are evident through:
ACARA
C2C resources
Queensland Curriculum, Assessment and Reporting (QCAR) Framework
Essential Learnings and Standards
QSA Assessment Bank
Dimensions of Teaching and Learning
The Productive Pedagogies
A team approach to planning, implementation and assessment
ICTs integrated across all KLAs

We focus on engaging students through a relevant and challenging curriculum. Therefore we:

- Provide a rich context for students to develop deep understandings in all areas of the curriculum
- Provide engaging ‘real-life’ and ‘life-like’ experiences that are relevant to the lives of students
- Encourage links within our school community and with our local and global community

Planning
Term plans are collaboratively designed by the year level team along with the Head of Curriculum (HOC). OneSchool Curriculum Planning tools are used to construct and store all of the curriculum planning documents and track ACARA and Essential Learnings being assessed.

Across the semester, work in each KLA is planned, taught, assessed and reported on. Year level teams use consistent guides to make judgement against the standards at the appropriate
year level juncture for each KLA assessment task.

Where possible cross-KLA units will draw only on two KLAs. This avoids fragmenting learning and sharpens the assessment focus.

Year level teams consider the adjustments to teaching that will enable all students to progress with their learning.

**Assessment and Reporting**

Through the use of consistent marking guides, Essential Learnings and National Standards, the diagnostic NET, The Early Learning Record, Queensland Comparable Assessment Tasks (QCAT) and National Assessment Program—Literacy and Numeracy (NAPLAN) responses as tools for moderation within year level teams and sectors, enable teachers to ensure consistent judgements within each year level and between year levels.

All students in Years 1-6 will receive a written progress report at the conclusion of each semester. Teachers will offer a formal face to face interview with parents and carers twice a year, usually in Term One and Three.

**Australian National Curriculum (ACARA) and C2C (Curriculum into the Classroom)**

**What is ACARA?** The Australian Curriculum sets out the core knowledge, understanding, skills and general capabilities and National Standards that are important for all Australian students.

It identifies what all young people should learn as they progress through schooling and is the foundation for high quality teaching to meet the needs of all Australian students.

Students across Australia will have a consistent curriculum in English, mathematics, science, (and history in 2013), and these will be the four core learning areas every young Australian will study during their education from Prep to Year 10.

**What is Curriculum into the Classroom (C2C)?**

*Curriculum into the classroom* (C2C) is a project designed to support implementation of the Australian Curriculum in Queensland state schools. It includes a curriculum planning and support package.

The C2C curriculum package consists of:

- *Examples* of planning documents that detail what students need to learn. These include a whole school curriculum and assessment plan, year level plans, unit plans, lesson overviews, assessments and marking guides (where applicable)
Examples of how to support student learning. These include lesson plans and teaching and learning resources

Examples multi-level materials such as P–6 semester overviews, conceptual maps, unit plans, lesson overviews, assessments and marking guides (where applicable), and lesson resources

Examples planning materials for differentiation for students with diverse learning needs, including model unit plans and example lessons

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.

GENERAL INFORMATION

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, accidents happen to our younger students. 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

If it is possible for spare clothes to remain in your child's bag all the time, it will give us a handy option when dealing with such happenings. If your child has an accident and they do not have any spare clothes we may have to call you to bring a change up to the school.
If you think that this sort of accident might still be a possibility for your child, I would encourage you to discuss it with your child and even to go through a clean-up procedure so that he/she knows how to go about such a process should it be required.

**ACTIVE SCHOOL TRAVEL**

In 2009, our school became involved in the Brisbane City Council Active School Travel program by introducing Walking Wheeling Wednesday. Students are encouraged to really think about how they travel to and from school and to choose an active from of travel.

Active School Travel is all about reducing traffic congestion at the school gate and improving road safety. It is a positive campaign to promote clean and green, active and healthy school travel modes. If you live too far away to walk to school, then consider parking one kilometre from the school and walking from there. We will continue to promote this program over the next few years.

**ARRIVAL / DEPARTURE**

It is recommended that children do not arrive at school too early - not before 8:30am unless unavoidable. If at school before 8:30am, children must be seated in the assembly area until 8:30am, unless they are in the Before School Care Program. There is no formal playground supervision before school. Most teachers arrive by 8:00 – 8:30am. Limited staff are on site prior to 8:00am.

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. We also ask that, if arriving during the school day, children come via the school office to be signed in. All pedestrians must enter/leave the grounds via small pedestrian gates (NOT CAR PARKS). The safety of your child is our main priority.

**ASSIGNMENTS / PROJECTS**

Children often do assignments within a particular unit of work. They are taught the processes to be used and are given sufficient time to complete the major part of the assignment in school time. They should not have to locate resources that are not available at school, except in the most exceptional circumstances.

**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. 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 competitions. We also hold a Cross Country event for children aged 9 years through to 12 years.

**ATTENDANCE / ABSENTEEISM**

If we are to achieve the results that both you and we want for your child, 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 as 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 (ph 3813 2260) or
2) email absences@mtcrosbyss.eq.edu.au or
3) write a note to the class teacher.

If no such advice is received a note will be sent home seeking explanation or a phone call may be made to a parent.

**BEHAVIOUR**

Student behaviour is guided by the “Responsible Behaviour Plan for Students” and is managed within a safe and supportive environment. Clear, consistent consequences are applied for both misbehaviour and good behaviour.

**Reinforcing expected school behaviour**

At Mount Crosby, communication of our key messages about behaviour is backed up through reinforcement, which provides students with feedback for engaging in expected school behaviour. A formal recognition and monitoring system has been developed. This reinforcement system is designed to increase the quantity and quality of positive interactions between students and staff. As part of our school Pedagogy Framework, all staff members are expected to give consistent and appropriate acknowledgement and rewards. Each class
operates its own positive reward system appropriate to the year level.

School-wide acknowledgement and rewards include:

**Crosbycard**
These are a postcard format that staff can send home at any time for positive behaviour / effort notifications. The card can be paper copy or in an e-version.

**Positive Agile Learner (PAL) awards**
Each week the spotlight of PAL awards will be shone on the work of a particular year level. Each year level will expect an opportunity to star at least twice per term. Students nominated for an award would typically have demonstrated one of the agile learning skills such as perform, innovate, take risks, reflect and who find another way when things go wrong. A number of students in each class could be nominated for a PAL award and the expectation is that a number of students across the year level will receive an award. Some of the students receiving an award may also present some of their work to the students on assembly.

**Misbehaviour**
For misbehaviour, children are initially given a verbal warning, some ‘time-out’ or a **yellow warning slip**. This slip is given to the class teacher who files it in the class behaviour folder. A number of yellow slips can result in the issue of a white slip.

A **white slip** may be issued for repetition of minor behaviour infringements such as running on concrete, inappropriate language or minor quarrels or for single severe offences such as bullying, physical aggression or stealing. Parents will be notified of each white slip issued in an effort to keep you informed.

After several white slips in a short period, the student is sent to the Principal/Deputy for an appropriate course of action, which may include consultation with parents, an advisory visiting teacher and/or the development of an individual behaviour plan.

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 “Responsible Behaviour Plan” can be borrowed from the office or from the school library or accessed on our school website www.mtcrosbyss.eq.edu.au.

**Bullying**
Bullying is not accepted at Mt 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 someone else.

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 weekly newsletter.

**BOOK LISTS**
Book lists are issued 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 Karalee Newsagency or purchased from various retailers.

Religious Education materials are purchased separately through the school office early in the school year at a cost of approximately $8 per student.
BRISBANE SHOW HOLIDAY
The school is in Brisbane City Council area. Therefore the school takes the holiday gazetted for Brisbane Show, Wednesday 10 August 2016, NOT the Ipswich Show.

BUSES
A licensed bus service (Southern Cross Transit, phone number 3812 2520) operates within the areas of Chuwar, Karana Gardens, Mt 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. It 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 this with the bus company.

CHOIRS / BANDS
The school has a Senior Choir (Years 5 - 6), 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.

COMPLAINTS
If you have a complaint which relates to the classroom, you are encouraged to firstly 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.

Commitment: Our school has a commitment to the efficient and fair resolution of complaints.
We respect the right of the individual to lodge a complaint.

**Fairness:** Our complaint handling process recognises the need to be fair to both parties in a complaint. This includes:

- the right to be informed of the processes used by the school in handling the complaint
- the right of both parties to be heard
- being informed of the decision and the reasons for that decision
- the school’s role in assisting a person to correctly make a complaint

**Reviews:** The Complaint Handling Process will be subject to review.

**Emotions:** The purpose of making a complaint is to bring about a productive resolution. We understand that at times complainants may become emotional. Effective complaint handling, though, requires discussion of the problem in a manner that will bring about a resolution. When making a complaint, it is in the best interests of complaint resolution to ensure that you:

- Provide complete and factual information in a timely manner
- Deliver your complaint in a non-threatening and non-abusive manner
- Not make frivolous or vexatious complaints or include deliberately false or misleading information.

Staff have the power through the Education (General Provisions) Act 2006 to limit access to the school and press charges against complainants who act in an abusive or aggressive manner.

*Please Note:* It is inappropriate for parents/carers to reprimand or question children, other than their own, on disputes or disagreements which occur at school between students. If a child has a complaint regarding another student, the appropriate course of action is for the child or parent/carer to discuss the matter with the child’s teacher. Offending parents/carers may face legal implications from the parents/carers of the student who has been confronted.

**How Do I Make a Complaint?**

There are three stages in the complaint process. It is hoped that a resolution can be achieved in the first stage.

**Stage 1:** Your complaint should be made to the person against whom you have the complaint. Should you contact the Principal first you will be advised to contact the person against whom you are complaining.

The only exceptions to this would be:
• matters specifically relating to Education Queensland and its policies eg. school enrolment, procedures,
• matters referring to the operation of the school not directly relating to any staff member,
• allegations of a serious nature involving serious misconduct by staff that could result in legal action.

Make an Appointment In order to ensure your complaint will receive the full attention it deserves, an appointment needs to be made at the school. In this way staff can rearrange crossing/playground and other duties to enable the interview to be conducted without interruptions.

Make Your Complaints to the Right Person If a complaint is to be made then it is essential that it is made to the staff member concerned only and that they have an opportunity to tell all they know about the incident or problem.

Anonymous and Confidential Complaints Under the Public Sector Management and Employment Act, an officer of the Department is entitled to be informed of the outcome of a complaint. This would include particulars of the complainant. Therefore, with the exception of matters that would be referred to the Criminal Justice Commission anonymity of a complaint cannot be guaranteed.

Stage 2: Should resolution not be possible in Stage 1 then a school based mediation session is conducted between the complainant, the staff member concerned, and the Principal. The views of all parties are discussed and an effective solution is sought.

Stage 3: Should a school level resolution not be possible, you have the right to contact the supervisor of the principal, the Executive Director (Schools) Brisbane Central and West on 3350 7856 or in writing.

Complaints should be specific in detail and outline any actions taken so far to resolve the issue.

The Role of the Parents and Citizens’ Association

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

Complaints regarding services run or managed by the P&C e.g. After School Care or Tuckshop, should be directed to the P&C in the first instance.

Education Queensland 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.

**DOGS**

Parents should note that we do not allow dogs in the school grounds. 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 or page the child over the PA system during lunch breaks.

**EATING ARRANGEMENTS**

At 11:00am when lunch begins the children remain in their classroom 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 1:10pm with ten minutes for eating afternoon tea. In this way, children’s lunches are supervised and good eating habits are encouraged. You might like to provide your children with napkins to use at their desks. A tea-towel or similar, to place on the desk, is most useful.

**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.

Teachers are encouraged to consider excursions as a means of highlighting school studies or of stimulating interest in classroom work.

Parental permission is necessary before children will be permitted to take part.
FORBIDDEN ARTICLES

Water pistols, guns and caps, matches, pocket knives, chains, and any objects considered dangerous will be confiscated. 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.

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 Learning Support 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.

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.

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 take into account 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. Such 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

HOMEWORK GUIDELINES

Homework provides students with opportunities to consolidate their classroom learning, pattern behaviour for lifelong learning beyond the classroom and involve family members in their learning.

Whilst parents are encouraged to assist with homework when possible, children should be able to complete the work within a reasonable time and with minimal support. If a child has difficulty with homework parents should not do the work for the child and the teacher should be notified of the difficulties.

Education Queensland’s policy states that:

- Homework in Years 1, 2, 3 could be up to - but generally not more than - an hour each week
- Homework in Years 4 and 5 could be up to - but generally not more than - 2-3 hours each week
- Homework in Years 6 could be up to - but generally not more than - 3-4 hours each week.

At Mt Crosby School, our homework guidelines are:

At Mt Crosby State School, Prep Homework Tasks are designed to cue children into real world Literacy and Numeracy experiences, allowing parents to support their child’s early learning in a natural, authentic and positive way. Prep Homework Tasks should never impact negatively on the family and reading with your child is valued above all else.

- Year One 10 to 15 mins daily (to include reading, sight words / spelling)
- Year Two 15 to 20 mins daily (reading, spelling / Maths activity)
- Year Three 20 to 25 mins daily (reading, spelling / Maths activity)
- Year Four 2 hours per week (Read 20-30 mins, 10 mins spelling / Maths)
- Year Five 2 ½ to 3 hrs per week (Read 20-30 mins, 10 mins spelling / Maths
- Year Six 3 hours per week (Reading, spelling / maths/ unit related work)

Information outlining exact requirements for each year level will be sent home at the start of the year by your child’s teacher.
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; and
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 should 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 sick, as we have limited sick room space and supervision.

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, this will be sought immediately, if attempts to contact parents are unsuccessful.

**General Infectious Diseases:**

If there is a reported case of a child in your child’s class with head lice, all children will receive a notice, advising to that effect. Please check your child’s scalp. There are various treatments recommended by the School Health Services and most are readily available from Pharmacies. After treatment, repeated combing is necessary to remove all eggs.

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.

**INTERNET ACCESS**

Each year, students in Years 4 to 6 are given an Internet Access agreement form to read and sign. Parents are also required to read and sign this document. The internet access agreement outlines acceptable use and the consequences that may be imposed if students breach the agreement.

**INTER-SCHOOL SPORT & SPORTS SKILLS**

Sporting teams from Years 5 & 6 are involved in inter-school sporting fixtures on Friday afternoons. Travel is generally by bus and advance notice is given relating to the cost and equipment requirements. Sports most commonly played are:

- Touch Football, Softball, Basketball, AFL & Cricket in **Summer**
- Netball, Tennis, Soccer & ARL in **Winter**

Students in Years 5 & 6 who are not involved in inter-school sports are involved in a Sports Skills Program during the summer and winter interschool sports season. These skills sessions are conducted on Friday afternoons from 2-3pm. Instructors, usually from outside agencies spend a number of weeks teaching skills to the children before they rotate to another activity. In the past, these activities have included general fitness, volleyball, softball, basketball, netball, ball handling skills, ARL, AFL and other sports. It is a great all-round program that offers physical fitness and fun. There is a cost involved, however we do keep this cost as low
as possible.

<table>
<thead>
<tr>
<th>Condition</th>
<th>Period of exclusion for:-</th>
<th></th>
<th>Period of exclusion for:-</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Sufferer</td>
<td></td>
<td>Contacts</td>
</tr>
<tr>
<td>Chicken Pox</td>
<td>May return to school 6 days after the appearance of the rash unless heavily scabbed.</td>
<td></td>
<td>Do not exclude.</td>
</tr>
<tr>
<td>Glandular Fever</td>
<td>Symptoms will preclude attendance in acute phase. Pupil should return on doctor’s advice.</td>
<td></td>
<td>Do not exclude.</td>
</tr>
<tr>
<td>Measles</td>
<td>Exclude for at least 7 days from the appearance of the rash or until a medical certificate of recovery is produced.</td>
<td></td>
<td>Do not exclude. All children should be immunised against measles before entry unless they have had the disease.</td>
</tr>
<tr>
<td>Mumps</td>
<td>Exclude until fully recovered.</td>
<td></td>
<td>Do not exclude.</td>
</tr>
<tr>
<td>Rubella (German Measles)</td>
<td>Exclude until fully recovered.</td>
<td></td>
<td>Do not exclude.</td>
</tr>
<tr>
<td>Whooping Cough</td>
<td>Exclude the child for five days after starting antibiotic treatment.</td>
<td></td>
<td>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.</td>
</tr>
</tbody>
</table>

Common local diseases affecting pupils’ skin, hair and eyes.

<table>
<thead>
<tr>
<th>Condition</th>
<th>Period of exclusion for:-</th>
<th></th>
<th>Period of exclusion for:-</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Sufferer</td>
<td></td>
<td>Contacts</td>
</tr>
<tr>
<td>Conjunctivitis (acute infection)</td>
<td>Exclude until discharge from eyes has ceased.</td>
<td></td>
<td>Do not exclude.</td>
</tr>
<tr>
<td>Impetigo (School sores)</td>
<td>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.</td>
<td></td>
<td>Do not exclude.</td>
</tr>
<tr>
<td>Ringworm, scabies, head lice</td>
<td>Readmit when appropriate treatment has commenced, and supported only when requested by a medical certificate.</td>
<td></td>
<td>Do not exclude.</td>
</tr>
</tbody>
</table>
JEWELLERY

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. Religious medallions etc may be worn beneath the uniform.

LANGUAGE OTHER THAN ENGLISH

We have Japanese classes at our school for Years 5 and 6. The LOTE teacher provides these cultural lessons each week.

LATE ARRIVALS

If your child is late arriving to school, parents are asked to come to the administration office for the student to be issued with a 'Late Arrival' printout to take to the class teacher.

LIBRARY

The Library is open from 8:30am to 8:50am in the mornings, from 11:10am – 11:40am during first break and from 1:20pm - 1:50pm 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.

If a book is damaged or lost, parents are expected to cover the replacement cost of the book.

LOST PROPERTY

Lost property boxes are located outside on the oval side of our Amenities Block A. 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. It cannot be stressed strongly enough that all items of clothing should be clearly marked with the child’s name. Any watches or items of value are held at the office until claimed.

LUNCHES

Children eat both their lunches in classrooms seated at desks or in the courtyard outside their classroom. This provides a civilised eating arrangement which is supervised by teachers. Children are encouraged to bring some kind of napkin (e.g. tea towel) to avoid crumbs falling on the carpets.

MEDICATION ADMINISTRATION

Strict new procedures have been developed by the Queensland Government regarding prescription and over-the-counter medication in schools. These procedures have been put in place to ensure the safety and well being of students.

All parents/caregivers are required to:

• notify our school in writing of a health condition requiring medication at school
• request in writing if school staff are to administer medication or assist in the
management of a health condition

- provide the school with guidelines from medical practitioners including potential side effects or adverse reactions
- 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 students 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).

Exception to the above guidelines are asthma puffers (such as ventolin) which **MAY** be kept by the child.

**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 phone is to be handed to the class teacher at the beginning of the day and will be handed back to the student at the end of the day. If a student chooses to leave their phone in their school bag, then the phone must be switched off and cannot be used during the school day. We accept no responsibility for any loss or damage of a phone left in a school bag.

**MONEY COLLECTION**

Money is collected every day: 8:00am – 10:00am. Money is paid directly to the office. **PLEASE ENSURE THAT YOU ASK FOR A RECEIPT.** The school now has EFTPOS and credit card payment facilities available.
NEWSLETTER

Our newsletter is produced electronically each Tuesday and is emailed to all families who are subscribers. 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 each Tuesday on our website. Just click on the newsletter link on our homepage: 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

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 7:00am – 6:30pm.

Before school care is available on school days from 7:00am – 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.

PARADES

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

PARENTS’ AND CITIZENS’ ASSOCIATION

Meetings of the Association are held from 7:00pm on the 4th Wednesday of each month, unless otherwise stated. All parents are encouraged to attend meetings regularly. Your participation and input is welcomed. The P&C plays an invaluable role within the total school organisation. The AGM of the Association is held in February each year.

PARKING (LOADING ZONES)

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 8:00am – 9:00am and 2:30pm – 3:30pm. 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, Year 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 supervising their children in the playground after school hours are asked to help reinforce these rules.

Staff are on playground duty during first and second break.

PREP

Prep is full-time and a non-compulsory year of schooling. The Preparatory Year is an integral part of schooling and the starting point for the Early Phase of Learning, which spans Prep to Year 3.

Prep provides an important link between school and what children learn at home and in early education and care services before they start school. We encourage parents to continue to drop off and pick up students from the classrooms during the Prep year.

Prep students will:

- participate in specialist lessons
- be able to attend before school and after school care
- begin on day one of the school year the same as Years 1 to 6
- be able to rest if they need to
- wear school uniform
- be able to travel on school transport.
- have a staggered entry into the playground with Years 1-6 students. Prep students will initially play in designated areas for the first two weeks of school and then a staggered entry to the whole playground will occur in week three.
- be able to order Tuckshop from Term Two.

RELIGIOUS INSTRUCTION

Religious Instruction is not compulsory and you will need to complete an RI permission form upon enrolment indicating whether you would or would not like your child to participate. Groups of students who have permission, attend weekly half hour lessons provided by Ministers of Religion or their appointees. These programmes are of a non-denominational nature and materials used cost around $8.00 per student per year which can be paid at the School Office. Students not participating in the RI program have suitable instruction provided to them in another classroom.

SAFETY IN THE SCHOOL GROUNDS

The Principal of Mt 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 BANKING

Student banking is available to all Mt Crosby students. This has been made possible through partnerships with the community bank – The Heritage Building Society at Karalee. Students leave their bank books at the office every Tuesday morning and they are returned to students by the end of the same day. To open an account or to find out more information, please visit the Karalee branch.

Student banking is also available to Mt Crosby students through the Commonwealth Bank. There is a banking bag in each classroom for students to leave their deposit wallets on banking day and they are returned to students by the end of the same day. To open an account or to find out more information, please collect an information pack from the school office.

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 three 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 Mt Crosby State School we are very proud of the high standard that as been set for our student leaders and we believe this process ensures that this standard will be continued.

SCHOOL CODE OF BEHAVIOUR

- 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

SCHOOL CONCERT

Each year our school hosts a whole school concert in September. It is a wonderful event that
showcases 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 most department stores, such as Big W, Kmart, Target, Best & Less and Lowes.

**STORMS**

At certain times of the year a storm breaks close to school finishing time. If a storm is imminent around 3pm we will hold the children in their classrooms or the staffroom (dependent on the time) until they are collected or it is safe to let them go.

**STUDENT COUNCIL**

Students from Years 4, 5 and 6 can be elected to Student Council. Membership is for a 12 week period and this provides an opportunity for a number of students to participate throughout the year. School Captains and 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 2015, Mount Crosby State School will be operating 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, Training and Employment (DETE), is approved annually and endorsed by the
Parents and Citizens Association

For parents **NOT** wishing to participate in the Student Resource Scheme, you will need to purchase the following items.

<table>
<thead>
<tr>
<th></th>
<th>Prep</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
<th>Year 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Software</td>
<td>$12</td>
<td>$12</td>
<td>$21</td>
<td>$21</td>
<td>$21</td>
<td>$21</td>
<td>$21</td>
</tr>
<tr>
<td>Tests</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>English</td>
<td>(2) tests</td>
<td>$24.94</td>
<td>$28.97</td>
<td>$32.94</td>
<td>$46.84</td>
<td>$50.84</td>
<td>$54.80</td>
</tr>
<tr>
<td>Atlas</td>
<td>$9</td>
<td>$9</td>
<td>$9</td>
<td>$9</td>
<td>$9</td>
<td>$9</td>
<td>$9</td>
</tr>
<tr>
<td>Consumer materials</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prep Folder</td>
<td>$8</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cooking materials</td>
<td>$0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL PER YEAR</strong></td>
<td>$88</td>
<td>$103.94</td>
<td>$221.97</td>
<td>$242.84</td>
<td>$248.80</td>
<td>$257.88</td>
<td>$291.75</td>
</tr>
<tr>
<td>Hire of musical instruments</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>All Band Members Percussion Hire</td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**SWIMMING**

Year three and four students participate in a swimming block late in term 4. Students swim each day for 5 days and the focus is on water safety. Currently we use the facility at Bellbowrie.

**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 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.
TELEPHONE USAGE

The school allows usage of a telephone by a child at the discretion of Administration. The situation needs to be both urgent and important. Calling for homework left at home, or to arrange to play with a friend after school, for example, are not permitted.

TOYS

A good place for toys is at home. Bringing them to school can cause favourite possessions to be broken, lost or damaged. Parents, please remind your child that no toys are allowed at school.

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 WEEKLY SPECIALS in the SCHOOL NEWSLETTER.
- Any price changes will be notified through the SCHOOL NEWSLETTER
- If incorrect money is sent a different item will be substituted.
- Paper Bags for 10c each can be purchased from the Tuckshop.
- 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.

Slush Puppies, frozen treats and savoury snacks are not to be ordered through the bags. Over the counter sales only.

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

TUCKSHOP DAYS

Tuckshop days are Wednesdays, when items can only be ordered over the counter, and full service on Thursdays and Fridays.

TUCKSHOP BAGS and PLACING ORDERS

Online ordering is now available and is the preferred system for placing tuckshop orders.

Orders need to be placed menu and

http://www.ouronlinecanteen.com.au. For further information regarding online ordering, please collect an information sheet from the Tuckshop Convenor or the school office.
Orders may also be placed using the paper bag system. **Paper bags must be used** (not plastic bags or envelopes) and should be clearly marked with the child’s NAME, CLASS, FIRST BREAK or SECOND BREAK, YOUR ORDER DETAILS and HOW MUCH MONEY is enclosed. A separate bag for DRINKS is preferred marked in the same fashion as the lunch bag. Any change will be taped to the OUTSIDE OF THE BAG. Change of more than $5 is sent to the office for collection. Place completed orders in the marked box at the Tuckshop before 9:15am ready for processing.

**Below is a sample given of First Break bags:**

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 Tuesday morning from 8:30am until 10:00 am (excluding school holidays and/or public holidays). Cash, cheque, EFTPOS and credit card payments are accepted. Online ordering is also available at [http://www.ouronlinecanteen.com.au](http://www.ouronlinecanteen.com.au).

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. In accordance with community feedback and health and safety issues, the following uniform is in place for all students.

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.

The P&C of Mount Crosby State School supports a student dress code for Mt 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 minimising visible evidence of economic or social difference.

In keeping with both Mt Crosby State School and community views, 99% of the items stocked by the Uniform Shop are Australian made, and where possible by local community suppliers.

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.

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

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.
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.

<table>
<thead>
<tr>
<th>Boys Sports Day Uniform</th>
<th>Girls Sports Day Uniform</th>
</tr>
</thead>
<tbody>
<tr>
<td>House Colour Polo Shirt*</td>
<td>House Colour Polo Shirt*</td>
</tr>
<tr>
<td>Black Basketball Shorts or</td>
<td>Black Basketball Shorts or</td>
</tr>
<tr>
<td>Black Tracksuit Pants</td>
<td>Black Tracksuit Pants</td>
</tr>
<tr>
<td>Black Skirt (with built in bike shorts)</td>
<td>Black Skirt (with built in bike shorts)</td>
</tr>
</tbody>
</table>

**Boys Band Uniform**

<table>
<thead>
<tr>
<th>Boys Junior Choir Uniform</th>
<th>Girls Junior Choir Uniform</th>
</tr>
</thead>
<tbody>
<tr>
<td>White T-shirt/shirt*</td>
<td>White T-shirt/shirt/blouse*</td>
</tr>
<tr>
<td>Black Pants* (no denim)</td>
<td>Black Skirt or Pants* (no denim or leggings)</td>
</tr>
</tbody>
</table>

**Boys Senior Choir Uniform**

<table>
<thead>
<tr>
<th>Boys Interschool Sports Uniform</th>
<th>Girls Interschool Sports Uniform</th>
</tr>
</thead>
<tbody>
<tr>
<td>Red T-shirt/shirt*</td>
<td>Red T-shirt/shirt/blouse*</td>
</tr>
<tr>
<td>Black Pants* (no denim)</td>
<td>Black Skirt or Pants* (no denim or leggings)</td>
</tr>
</tbody>
</table>

**All items listed are available from the school Uniform Shop except shoes and items marked with an *
Everyday Uniform

<table>
<thead>
<tr>
<th>Boys Uniform</th>
<th>Girls Uniform</th>
</tr>
</thead>
<tbody>
<tr>
<td>MCSS Green &amp; Black Polo Shirt (Prep - Yr 6)</td>
<td>MCSS Green and Black Polo Shirt (Prep - Yr 6)</td>
</tr>
<tr>
<td>Senior Shirt (Year 6 only)</td>
<td>Senior Shirt (Year 6 only)</td>
</tr>
<tr>
<td>Black Basketball Shorts or</td>
<td>Black Basketball Shorts or</td>
</tr>
<tr>
<td>Black Rugby Shorts</td>
<td>Black Skirt (with built in bike shorts) or</td>
</tr>
<tr>
<td></td>
<td>Green Check Summer Dress (optional)</td>
</tr>
<tr>
<td></td>
<td>Black/Bottle Green Hair Accessories</td>
</tr>
<tr>
<td>Black or Green Broad Brim Hat (5-6cm brim)</td>
<td>Black or Green Broad Brim Hat (5-6cm brim)</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Winter Additions</th>
<th>Winter Additions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Green &amp; Gold Warm-up Jacket</td>
<td>Green &amp; Gold Warm-up Jacket</td>
</tr>
<tr>
<td>Black Tracksuit Pants</td>
<td>Black Tracksuit Pants</td>
</tr>
</tbody>
</table>

*Black or green stockings may be worn in winter or ankle length black leggings*

**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 midriffs). There should be no inappropriate or offensive logos, images, slogans or wording (eg: alcohol/tobacco). Footwear must be covered in (no thongs).

**Lost Property**

All personal items should be clearly named to assist with Lost Property return. The Lost Property box is near the uniform shop. At the end of each term any unclaimed unnamed school uniform items in good condition will be laundered and resold through our Uniform Shop. Any unclaimed unnamed non-uniform items will be donated to charity.

**USE OF SCHOOL FACILITIES**

School Hall, Tennis Court, Basketball and Netball Courts, Oval and Cricket Practice Wickets may be used outside school hours by parents and other community members – (WITH PRE-ARRANGED PERMISSION) FOR A SET HIRING FEE.

Arrangements may be made for the Library, Music Room or classrooms to be used for various meetings. For use of any facilities an application form must be completed (available from the school office).
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.

Interaction between volunteers and the school enhances our role in the local community.

On arrival each day, volunteers must sign the attendance book and wear a visitor’s badge. The attendance book provides a record of the amount of time given and is a requirement for QCPCA Insurance cover. It is also a requirement under Workplace Health & Safety.

An induction session for volunteers is held at the start of the school year. Watch the newsletter for details.

WALKATHON

Each year a school walkathon is held to raise funds. Funds raised contribute to the school budget, eg for playground equipment, sporting equipment, computer resources.

WAITING TO COLLECT CHILDREN AT THE END OF THE DAY

To minimise the distractions around classrooms at the end of the day, parents are requested to wait in either of the two undercover areas or on seating away from the classrooms. Parents waiting directly outside classrooms causes a significant distraction to students in classes.

We are currently using a LOOK OUT program, for parents who pick up their children at the front gate. Once parents have registered at the school office, they are issued with a card showing their family name, which they display 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 parent volunteer.

WET WEATHER

When wet weather makes use of our playgrounds impractical during breaks, we operate a split lunchtime arrangement to ensure all students can spend 20 minutes outside in the undercover areas. Children spend the other 20 minutes in classrooms doing a variety of suitable activities.