

McDOWALL STATE SCHOOL



STUDENT ENROLMENT

Revised 2024

Department of Education – Queensland

The Department of Education - Queensland delivers high-quality and accessible public education to Queensland school students through the State School system. Queensland State Education operates as a partnership between schools and their communities. All State Schools are co-educational. Information about the full range of Department of Education - Queensland services is available at the departmental website www.education.qld.gov.au

Preparatory Year

The full-time Preparatory Year is the first year of schooling in all State Primary Schools. It is compulsory for all students to undertake the Preparatory Year prior to commencing Year 1. Six purpose-built Preparatory Year classrooms are available at the McDowall State School. The Australian Curriculum begins in the Preparatory Year and continues throughout a student's formal education.



PRIMARY SCHOOLS

Primary Schools begin with the Preparatory Year and extend to Year 6. The Australian Curriculum provides students with compulsory learning in a common, yet broad, curriculum that teachers adapt to suit local and individual needs. Students develop knowledge and skills relevant to their present and future needs and gain a greater understanding of other cultures and technology. McDowall State School averages a primary student enrolment of approximately 1,000 students with primary class sizes averaging (a) Preparatory Year to Year 3 at one teacher per 25 students, and (b) Years 4 to 6 at one teacher per 28 students. Specialist primary teachers include: Health & Physical Education, Human Movement, Music, Instrumental Music, Japanese, Child Needs - Learning Extension / Support / Special Education; and English as an additional language/dialect and Guidance.

International Education

McDowall State School and Department of Education - Queensland welcome the participation of international students at our Queensland State School. Education Queensland International (EQI) manages a range of programmes to assist international students to enrol and participate in educational programmes in Queensland State Schools. International students are offered a choice of long-term and short-term programmes in State Primary and Secondary Schools in a variety of programmes available from Preparatory Year to Year 12. A Study Tour Programme provides groups of international students and teachers with tailored education and tourism programmes that include visits to McDowall State School and other State Schools, home stay, recreational activities and/or professional training.

For further information on any International Education Programme visit www.eqj.com.au



WHEN CAN MY CHILD START SCHOOL?

Preparatory Year

The Preparatory Year is available at McDowall State School. Children must be aged five by 30 June in the year they enrol. Parents enrol their child in the Preparatory Year by contacting McDowall State School Administration from Term 1, the year preceding attendance. For a child entering the Preparatory Year, the McDowall State School Administration will require:

- Documentary evidence of the date of birth of a child such as birth certificate, extract or statutory declaration, passport or visa.
- Documentary evidence of the child's place of residence.

The only exceptions to compulsory participation in the Preparatory Year are where:

- A child has undertaken education in another jurisdiction that is equivalent to Preparatory;
- A child was registered for Home Education in the year prior to enrolment in a state or non-state school; **or**
- The Principal is satisfied the child is ready to be enrolled in Year 1 taking into account the child's attributes.

Primary Education: Years 1-6

Children must be six years of age by 30th June in the year they enrol in Year 1. Parents enrol their child by contacting McDowall State School Administration from Term 1, the year preceding attendance. For a child entering Year 1 or on transfer from another school, the McDowall State School Administration will require:

- Documentary evidence of the date of birth of a child such as birth certificate, extract or statutory declaration, passport or visa.
- Documentary evidence of the child's place of residence.
- As appropriate, a Student Data Transfer Note (School Administration can assist you)

Should a student be continuing at McDowall State School from the Preparatory Year onto Years 1-6, the lodging of a second Enrolment Application is not required.



Inclusive Education

The Department of Education's [Inclusive education policy \(PDF, 329KB\) External link](#) commits the department to continuing our journey towards a more inclusive system at policy and regional levels, and as part of our everyday practice in schools, educational settings and classrooms.

Our commitment means that children and young people across Queensland, from all social, cultural, community and family backgrounds, and of all identities and all abilities are able to:

- **attend** their local state school or education centre and be welcomed.
- **access and participate** in a high-quality education and fully engage in the curriculum along-side their similar-aged peers.
- **learn** in a safe and supportive environment, free from bullying, discrimination or harassment.
- **achieve** academically and socially with reasonable adjustments and supports tailored to meet their learning needs.

School Transport Assistance: Students with Disability

Eligibility of a student with a disability for school transport assistance is based on attendance at the nearest school or the nearest school with a specialized programme in the area.

McDowall State School – Enrolment Management

Parents are generally able to send their children to the school of their choice, depending on available places. The McDowall State School has an Enrolment Management Plan in place. This means that all students who reside within the local catchment area and are eligible for enrolment in the educational programme offered by the school have a right to enrolment at the school. The Principal will hold places for students who relocate to within the catchment boundary throughout the school year. Enrolment of students from outside the local catchment area will be managed to ensure that the total current and forecast enrolments do not exceed the school's current built capacity, and where applicable, will ensure there is an even spread of students across year levels, school programmes and/or class groupings. Where there is spare capacity to enrol students residing outside the school's local catchment boundary, students will be enrolled on the criteria and order of priority outlined in the Enrolment Management Plan.

Parents should contact the McDowall State School Administration for more information. Parents can search for schools in their local area on the website at www.education.qld.gov.au

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Administration for more information. Parents can search for schools in their local area on the website at www.education.qld.gov.au

Enrolment Application Forms

Enrolment applications must be made on the approved *Department of Education Queensland Application for Enrolment Form*. These are accepted at School Administration annually from the start of Term 1. Enrolment Applications must be lodged at School Administration prior to an Enrolment Interview, along with documentation providing evidence of date of birth and place of residence (This includes other requirements as may be advised by the school and other documentation as may assist the Principal or delegate to approve the enrolment).

- Students enrolling from another Queensland State or Non-State School or Inter-State require a Certificate of Transfer, Student Progress Report and any other pertinent documentation from the previous school.
- Students enrolling from Overseas require Passport/Visa, Student Progress Report & English translation of above (if required).



Parents are required to attend interview with a McDowall State School Deputy Principal as part of the Student Enrolment Application process. Where possible, the prospective student should also attend. Information is collected to (a) confirm student entitlement under the Education Act 2006 to enrol at the McDowall State School, (b) verbally approve and accept the student enrolment, and (c) better inform the school on how to best prepare for the catering of the child's learning needs prior to attendance.

It is the parent's responsibility to ensure that the information held at the school about a student is current and is correct. Should circumstances change, eg. new address, telephone number, contact person, health status, custody, access arrangements, etc. School Administration must be advised or the Application for Enrolment may be cancelled.

Refusal Of Enrolment

A student's Application for Enrolment may be refused by the Principal on a number of grounds. Eg. Not meeting requirements for age, semester allocation and Enrolment Management Plan requirements, etc. Should an Application for Enrolment not be approved due to further information being required, the Deputy Principal will consult with the Principal and work in partnership with the parent in acquiring the required information as a matter of urgency.

A student suspended from another State School is not entitled to be enrolled at another State School during the period of the formal suspension. If the Principal reasonably believes that the prospective student would, if enrolled at the school, pose an unacceptable risk to the safety or wellbeing of members of the McDowall State School community, the Principal will refer the Application for Enrolment to the Regional Director (Metropolitan Region) for their consideration.

Basic Allocation of Semesters

The 'Basic Allocation of Semesters' is the allocation of 24 semesters of State Education. Should a student begin their formal education in Year 1 at a State School before the student turns 7 years, the student has the basic allocation from the start of the semester, in the school year in which the student begins schooling. Should a State School Principal approve a student to repeat a Year Level of schooling for which the student has already been enrolled, as soon as practicable, the Principal will provide the student with written information about their allocation of State Education. No more than 2 extra semesters may be granted to a student by a Principal.

Enrolment Agreement

The 'Enrolment Agreement' sets out the responsibilities of the student, parents (or carers) and school staff about the education of students enrolled at McDowall State School.

It has been widely proven that **"excellence"** in the form of school operations, curriculum programmes, teaching and learning is best achieved through **"partnership"** between the teacher, parent and student. We all have key roles to fulfill in ensuring that relationships between the teacher, parent and student construct meaningful, relevant and positive learning experiences. This can only be achieved through **continuous improvement**, regular **celebration of success** and focused **teaching of self-responsibility**.



Responsibility means to become *mature* in the sense of being responsible to family, to self; and to society. To be responsible for all aspects of our lives and our situations; for our talents, for our potential, for our feelings, for our thoughts, for our actions; and for our freedom. **Responsibility is not the result of maturity but the cause of it!** Failure to assume self-responsibility, leads to the imposition of disciplinary consequence and/or suspension of student enrolment at the McDowall State School.

The 'Enrolment Agreement' is included within the Enrolment Package and is discussed during the Enrolment Interview.

Orientation to the New School Year

During Term 4 of the preceding year, the McDowall State School provides:

- Tartan TAPS – Parent Information (Class Programmes);
- Tartan TADPOLES – Pre-Preparatory Classroom Experiences;
- New Parent and Student Introductory Tour;
- School Open Morning.

Date Claimers are highlighted within an Application for Enrolment receipt acknowledgement letter forwarded to parents. From the date that an Application for Enrolment is lodged at School Administration, the "Tartan Times" (School Newsletter) is electronically forwarded to parents.

Class teachers will, within the first few weeks of the new school year, offer an invitation for parents to attend a Meet the Teacher Information Meeting in the classroom. At this meeting, plans and goals for the year will be outlined. General discussion will be welcome. Parents will also be invited to make an



appointment with the teacher should specific discussion be thought beneficial in the interests of an individual child.

Before School Begins

Teach your Child:

- His/her full name
- To recognise their name in print
- How to eat their packed food
- Toileting procedure
- Look after their possessions
- The name of the street where they live
- To do up shoe laces
- Where to wait after school
- To pack their own bag
- Phone number
- To dress themselves
- Who to approach for assistance
- How to play with other children

Encourage your Child:

- To talk in sentences
- To look at picture books
- To remember little rhymes
- To read with you
- To listen to you read a story
- To be patient / Take turns
- Help your child to know the safest way to and from school (and what to do if parents are not at home or are late to pick child up from school)
- Remind them that hands should be washed before and after meals and after going to the toilet.
- See that your child knows how to open and close the new school port. Label the new school port with an identification sticker, label or ribbon so that the child can recognise it.
- Teach your child to assume responsibility for the care of personal property.
- Establish a routine that your child wears a wide brimmed hat when-ever they go outside.

Transferring to Another School

When a student is to enrol at another school, a Student Transfer Note must be issued by the McDowall State School. This is performed electronically through OneSchool if the student transfers to another State School. A copy is sent to the new school and a copy is retained.

Before You Leave

- ✓ Notify the school of your move.
- ✓ Discuss the move with your child. Answer their questions and reassure them.
- ✓ Ask the school for a Transfer Note to be issued and advise where to send it.
- ✓ Contact the new school for information.
- ✓ Make sure that all library books, text books, other school resources are returned to the school, and accounts have been paid before departure from the school.
- ✓ Collect your child's belongings and school work from the school.
- ✓ If moving inter-state, take with you information detailed in the Inter-State Student Data Transfer Note to assist the new school gain this important information about your child.

Take These Records With You

- ✓ Your updated Student Information Portfolio / Samples of schoolwork.
- ✓ Copy of Birth Certificate.
- ✓ Copy of immunization.
- ✓ Your child's most recent School Progress Report for all areas studied.
- ✓ A report showing your child's achievement in annual Year 3, 5, 7 or 9 literacy and numeracy tests.
- ✓ An updated assessment of special needs (where relevant)
- ✓ Any further information relevant to your child's education.

On Arrival

- ✓ Make an appointment with the Enrolment Officer.
- ✓ At the appointment discuss your child's strengths and weaknesses; any special needs.
- ✓ Let the school know that you are happy for information to be shared / transferred from your child's previous school to the new school. You may need to sign an authority. This will assist the school in preparing to meet your child's needs.
- ✓ Discuss the new school with your child. Answer their questions. Reassure them.
- ✓ Familiarise yourself with the new school and established forms of communication.
- ✓ Ask what expectations the school has of parents and talk about how you may be able to contribute to the school community.
- ✓ Allow for your child to settle in and for teachers to get to know them. Contact the school to discuss progress or concerns.

GIVING AN INVALUABLE HEAD START TO EARLY READERS

In today's world reading involves more than reading books. Books are still very important, although viewing websites, television and movies, reading shopper dockets, street directories or junk mail provides great opportunities for families to encourage their children's reading.



There are always reasons to read – for pleasure, to follow instructions or learn something – and children quickly learn that reading is useful through watching people around them make sense of the world and get what they want.

Reading print is still vitally important, but it is no longer sufficient. We need to be able to read much more than print alone. When viewing an internet site, you need to recognise and interpret icons to choose a pathway to follow, perhaps watch a video presentation, listen to a voice-over and compose some text to answer questions or send an email.

When supporting and encouraging beginning reading, the key word is '**TALK**' – Talk with your child and talk about what they are reading or viewing.

- **Read** to your child and encourage discussion through questions such as: *What do you think might happen next? If you were ... what would you have done? Has anything like that happened to you? Were you puzzled or surprised?* Give the child plenty of time to answer.
- **Watch** a favourite television programme or video together and discuss what you liked or disliked.
- **Play** computer games and talk about what is happening.
- **Read** books and **view** websites together. Talk about the menu, index or table of contents and how these help identify specific information.
- **Explain** and **discuss** signs, advertisements, and safety notices around us.

Tips for helping a young reader read independently:

- **Before reading**, talk about the cover, author and title, make predictions about the content, look for new vocabulary and have fun finding out the meaning of new words.
- **During reading** allow plenty of **WAIT** time for self-correction or re-reading, or reading on when unsure of a word.
- **If** a reader substitutes a word that still makes sense – for example, 'house' instead of 'home' – let the reading continue.
- **If** what the child reads does not sound correct or does not make sense, ask *Did that sound right to you? Or Did that make sense to you?*
- **If** the child makes a mistake in letter – sound relationships, ask *Does that look right to you?* Have them check their reading.
- **After** reading, discuss the text together. This is far more useful and enjoyable than comments such as 'Good reading' or asking the reader a series of questions.

LITERACY – PARENTS MAKE THE WORLD OF DIFFERENCE!

Parents are our children's first teachers! Your child first learns how to speak and use words at home. Families answer questions about what things look like, what things are used for and when to use them. All the basic things that are taught give the child a good start at school and stay with them. Many of the everyday things that we do at home help our children to learn.

Helping your child to learn can be simple!

- Read to them.
- Let them read to you.
- Encourage them to tell you the same story in their words.
- Ask them to talk about what they have learned at school.
- Ask them to talk about the things that interest them.
- Talk about events and activities that occur in your area.
- Write a shopping list together.



- Get a book out of a library together.
- Cook and follow a recipe together.
- Draw a picture, write on it and send it to relatives.
- Read comics, magazines and newspapers.
- Make a book with pictures and words.
- Get your child to teach you how to use a computer.

Everyone has knowledge to share. Everyone has a story to tell. Parents are vital in helping children to make sense of their world. **Parents are your children's first and most important teacher!**

Learning together is fun! Sometimes, it seems that the way your child is taught at school is very different from your own school days. You may feel as though you can't help – but you can! What school children need most to help them learn is encouragement from their family – from parents, grandparents, aunts, uncles and friends. **Giving support and encouragement to your child to learn is the most important way you, as a parent, can help them succeed.**