

McDOWALL STATE SCHOOL



STUDENT ENROLMENT

EDUCATION QUEENSLAND

Education Queensland delivers high-quality and accessible public education to around 70% of all Queensland school students through the State School system. The Department is responsible for 1,250 schools staffed by more than 36,000 teachers and attended by almost 480,000 students. Queensland State Education operates as a partnership between schools and their communities. All State Schools are co-educational. Information about the full range of Education Queensland services is available at the departmental website www.education.qld.gov.au

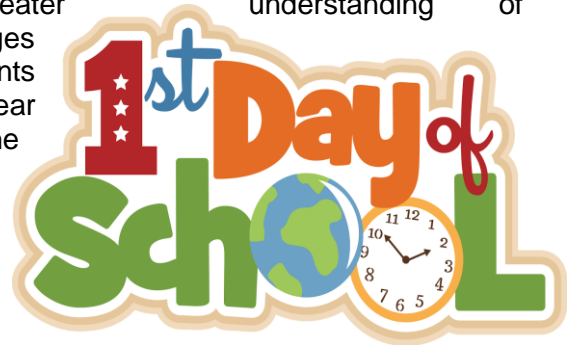
PREPARATORY YEAR



The full-time Preparatory Year is the first year formal 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. The Australian Curriculum assumes that a child entering the Preparatory Year has already achieved a specified standard of learning.

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 1,030 students with primary class sizes averaging (a) Preparatory Year to Year 3 at one teacher per 24 students, and (b) Years 4 to 6 at one teacher per 28 students. Specialist primary teachers include: Teacher-Librarian Literaries, Physical Education, Human Movement, Developmental Music, Instrumental Music, Japanese, Child Needs - Learning Extension / Support / Special Education; and Guidance.



SPECIAL SCHOOLS

Special Schools provide highly specialized and individual programmes in many locations for students with significant support needs, and who have an intellectual disability. A range of staff is employed including teachers, speech-language pathologists, occupational therapists, physiotherapists and registered nurses. Education programmes for students with disabilities are also provided in many primary and secondary schools, sometimes within special education programme facilities and classes. The McDowall State School is a State Primary School, not a Special School.

Although a Special Education Programme is implemented by two full time teachers across P-6, enrolled students are capable of integration within normal class routine and class size, usually without extensive support. Specialist Advisory Visiting Teachers are located at other schools. As necessary, contact the school to discuss facilities that are on-site at the school and the support services that may be available.

INTERNATIONAL EDUCATION

McDowall State School and 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.eqi.com.au

WHEN MAY 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.

Birthdate:	Eligible for Prep. Year in:	Eligible for Year 1 in:
Child born 1 st July, 2015 – 30 th June, 2016	2021	2022
Child born 1 st July, 2016 – 30 th June, 2017	2022	2023
Child born 1 st July, 2017 – 30 th June, 2018	2023	2024
Child born 1 st July, 2018 – 30 th June, 2019	2024	2025
Child born 1 st July, 2019 – 30 th June, 2020	2025	2026

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

- A child has undertaken education in another jurisdiction that is equivalent to the Preparatory Year;
- 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 Application for Enrolment is not required.



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 enrolment 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 enrolment 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

ENROLMENT APPLICATION FORMS

Applications for Enrolment must be made on the approved *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 his 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 Application for Enrolment 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. At McDowall State School, this agreement is referred to as 'Partnership Agreement'.

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.

STUDENTS WITH DISABILITY

Generally, children are expected to enrol at their closest local school, unless there are high level specialist services required in supporting that child. The McDowall State School is a State Primary School, not a Special School. All schools though, provide a range of programmes to support students, including refugees, students with disabilities or who have English as a second language. Parents need to discuss the support needs of their child with the Principal (or Deputy Principal) at time of lodging an Application of Enrolment at their local school. Students with a disability, who are of eligible age to attend the Preparatory Year, will be included in local Preparatory Year classes, where-ever possible.

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.

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. State Schools should not enrol a student from another school without having been provided a Student Transfer Note. Original Student Profile / Record documents are not forwarded from the McDowall State School (only copies). Parents are requested to ensure that all School Library, Sports and other school materials are returned and accounts are settled before departure from the school.

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 Certificate of Transfer or 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.
- ✓ 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 (ISDTN) to assist the new school gain this important information about your child in a timely manner.

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 Principal or Enrolment Officer.
- ✓ At the appointment discuss your child's strengths and weaknesses, placement and 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 between school and home.
- ✓ Ask what expectations the school has of parents and talk about how you may be able to contribute to the school community.
- ✓ Allow approximately four weeks for your child to settle in and for teachers to get to know them. Contact the school to discuss progress or concerns.

ORIENTATION TO THE NEW SCHOOL YEAR

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

- a) New Parent Information Evening.
- b) Tartan TAPS – Parent Information (How to prepare your child for a new Year Level.)

- c) Tartan TADPOLES – Pre-Preparatory Year Play Group.
- d) New Parent and Student Introductory Tour around the school facilities.
- e) School Open Morning (Induction Day for Preparatory Year students).



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 Parent Information Evening in the classroom. At this meeting, a Class Programme overview is provided along with specific plans and goals for the year. 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:

- | | | |
|---|--|---|
| <input type="checkbox"/> His/her full name | <input type="checkbox"/> The name of the street where they live | <input type="checkbox"/> Phone number |
| <input type="checkbox"/> To recognise their name in print | <input type="checkbox"/> To do up shoe laces | <input type="checkbox"/> To dress themselves such as jumper, socks, rain wear, etc. |
| <input type="checkbox"/> How to eat their packed food | <input type="checkbox"/> Where to wait for you at 2.30pm or 3.00pm | <input type="checkbox"/> Who to approach for assistance |
| <input type="checkbox"/> Toileting procedure | <input type="checkbox"/> To pack their own bag | <input type="checkbox"/> How to play with other children |
| <input type="checkbox"/> Look after their possessions | | |

ENCOURAGE YOUR CHILD:

- | | | |
|---|--|--|
| <input type="checkbox"/> To talk in sentences | <input type="checkbox"/> To remember little rhymes | <input type="checkbox"/> To listen to you read a story |
| <input type="checkbox"/> To look at picture books | <input type="checkbox"/> To read with you | <input type="checkbox"/> 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.

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 docketts, 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.**