ACCIDENTS WHILE AT SCHOOL

In the event of a student sustaining an injury which is thought to necessitate expert medical attention, an ambulance will be called, and possibly child taken to hospital with a member of staff accompanying until a parent can attend. If it is at all possible, parents will be notified immediately, or a message left with the ‘contact person’ as identified on the Student Enrolment Form.

Minor play related incidents do occur during recess periods. Duty staff are equipped to respond and provide care regarding such incidents. Where a more focused assessment is required, students are referred to School Administration. Staff maintain a record of all students attending School Administration, including reason and whether the parent has been contacted. Most students are returned back to class, without need for medical attention and parent contact. The class teacher then monitors the student. If any doubt exists, a second staff opinion is sought, with staff more likely to request a parent attend the school to access specialist medical care for their child, than not. Staff will contact a parent every time their child presents at School Administration, should such a request be made in writing. Parents will be contacted in relation to the following:

- Head knocks (or any injury above the neck)
- Sprains
- Relatively deep or significant cuts or abrasions
- Reactions (eg. Insect bites)
- Any issues relating to the administration of medication (As per Management Plan)
- Any minor injury or illness determined to possibly require further monitoring.

Parents are to advise School Administration if there are any changes to the health status of students during their time of enrolment. eg. Allergies, Medications, Disabilities, etc. All staff and students of McDowall State School are provided free Ambulance Cover. Parents must ensure that telephone contact details remain up to date.

ACTIVE SCHOOL TRAVEL

McDowall State School participates in and supports the Brisbane City Council Active School Travel Programme. Actively travelling to school is a healthy initiative to reduce school traffic congestion and create lifelong healthy attitudes to being active. Essentially what it means is this:

Walking Wheeling Wednesdays

Each Wednesday we encourage the students to Actively Travel to school. Actively travelling includes one of the following: Walking, Wheeling (bikes / scooters), carpooling, catching the bus or even park and stride (parking a little further away and walking the final distance to school).
Active School Travel Map

An Active School Travel Map is available on the school website www.mcdowallss.eq.edu.au. This map displays our area within a 500m and 1km radius. It highlights bus routes, bike paths, walking tracks, and more. Parents and children are encouraged to Park and Stride. Locations are Landis Street, Pleshette Place, Brynner Street, and Curlew Street.

ANIMALS IN SCHOOL GROUNDS

Stray animals found in the school grounds are referred to Brisbane City Council Pound Officers for removal. Our priority is the safety of our students. We would also request that animals accompanying their owners, **not** be brought into the school grounds. 1. Animals exhibit unpredictable behaviour around children and in crowds. 2. The school grounds are not to be soiled. Animals visiting classrooms are permitted only within the extent of EQ Policy and completion of a pertinent risk assessment.

ASSEMBLIES

**FORMAL ASSEMBLY PROGRAMME**

| * Welcome and Acknowledgement: “Good Morning.” | School Captains. |
| * Singing the National Anthem | School Captains. |
| * Statement of: (a) Our Motto (b) Our School Rules (c) Our School Creed. | School Captains |
| * Acknowledgement and celebration of student successes. eg. McDowall Magic / Certificates / Other awards. | Deputy Principal assisted by School Captains |
| * School Reports (as written by teacher) (a) Library (b) Music (c) Physical Education (d) Japanese | Cultural & Sports Captains Selected Students |
| * School House Reports (a) Friday Points Tally (b) House Events (c) Issues (d) Focus for the Week (e) Sport | House Captains |
| * Student Council Report (a) Student Council Events (b) Issues (c) News | Student Council Representative |
| * Special Presentations or Guest Speaker (If applicable) | Deputy Principal |
| * Topics for Instruction | Principal or Deputy Principal |
| * Weekly Messages | Deputy Principal |
| * Graduated Dismissal for Return to Class. [By class or Year Level] | Deputy Principal |

**Formal School Assembly**

Conducted in the School Hall by the Principal or Deputy Principal.

| Years 3-6 | Monday | 9.00am – 9.30am |
| Prep – Year 2 | Wednesday | 8.30am – 9.00am |

**Purpose**

A weekly formal assembly led by the Principal or Deputy Principals and Student Leaders to:

- Instruct, reinforce and induct students and staff into school tradition, foundation values, culture, procedures and standards.
- Instruct, reinforce and induct students in Australian citizenship and democratic / societal responsibilities.
- Reinforce teacher instruction at Debriefing, across Year Levels and in class. Eg You Can Do It!
- Develop, refine and perpetuate a sense of school identity, loyalty, belonging and pride.
- Instruction and communication relating to current issues, events and routines.
- Celebration and acknowledgement of school, class, student achievements.
- Provide a forum through which Student Leaders can practically exercise leadership before their peers.
‘Focus’ Assemblies

School ‘Focus’ Assemblies are scheduled for the school community to formally instruct, acknowledge and commemorate National, State, School and other cultural and significant events and/or symbols. Examples include: Anzac Day, Remembrance Day, School Symbols – Flags, Tradition, History, Culture & Meaning, Queensland Day, House Assembly, Guest Speaker, etc. Parents are welcome to attend.

‘Celebratory’ Assemblies

School Celebratory Assemblies are scheduled for the school community to formally experience, acknowledge and appreciate the expertise and talents of students (a) Performing Arts (b) Sporting Achievement (c) Writing (d) Public Speaking (e) Student Leadership (f) Year 6 Presentations (g) Awards. Parents are welcome to attend.

Class or Year Level ‘Sharing’ Assemblies

Daily, students are involved in a range of exciting, quality learning experiences. Class or Year Level Sharing Assemblies provide class teachers and students with opportunity to present, demonstrate and share a ‘snapshot’ of these experiences to their peers. Both teacher and students conduct the assembly in such a way as to: (a) Celebrate their learning journey (b) Reinforce learning (c) Highlight mastery of new skills; and (d) Generally share and display work samples, ability, demonstrations, oral presentation, etc. Class or Year Level Sharing Assemblies are not meant to be a stand-a-lone major production and imposition on quality learning time. Instead these assemblies are intended to be a culminating meaningful experience to reinforce learning as is already occurring in class. Links should exist to Work Units involving: (i) Academic Studies (ii) Social (inter-personal) Behaviour (iii) Student Behaviour (self-responsibility) Development; and (iv) Student Acknowledgement / Achievement. Class or Year Level Sharing Assemblies enable teachers to highlight, communicate and showcase the work, standards and expectations inherent within both their Year Level and Class Curriculum Programmes, building pride, cohesiveness and satisfaction. Parents are welcome to attend.

Year Level Recess Debriefing Assemblies

Year Level Recess Debriefing is conducted under School Covered Areas by teachers at the conclusion of each recess period. Teachers and students meet to review the recent recess period in terms of celebrating the achievements, efforts and successes of students and to address inappropriate conduct so that prompt and firm resolution can be effected. These assemblies led by teachers are used to share information, acknowledge appropriate student behaviour, enhance team work and promote positive social behaviour.

BICYCLES & SCOOTERS

Bicycles / scooters must be walked through the school grounds. Bicycles / scooters are to be stored within the Rack Area provided between the School Hall and C Block. Helmets should not be left on bicycles. It is strongly recommended that adequate lock security be used. The school accepts no responsibility for the security of bicycles brought into the school grounds. Students are to enter and depart the school grounds, exercising care, through the closest school gate. Bicycles must be walked across Rode Road when using the traffic lights.
BUS BOOKINGS – SCHOOL EVENTS & ACTIVITIES

The McDowall State School has a *strong preference* toward the use of seat-belt fitted buses for school events and excursions. For a travel distance of 20km or more and for travel on highways, a seat-belt fitted bus will be used. The P&C Association has requested that the school book seat-belt fitted buses when-ever they are available. The intent of this policy is to highlight student safety even though seat-belt fitted buses are more expensive to hire. This policy does not apply where buses are booked and/or provided through another organization. Eg Regional Sports. Parents should familiarize themselves with all student travel arrangements and exercise judgement regarding child participation. Usual bus booking safety compliance procedures will continue to apply.

It is acknowledged that there will be times when buses fitted with seatbelts will be unavailable. Such instances may include the transportation of small groups of students. On such occasions, the McDowall State School may request quotations for a bus not fitted with seatbelts.

1. Staff will make every endeavour to ensure that seat-belt fitted buses are to be used for school excursions. This requirement is signed off in the Variation to School Routine Approval process. The Principal or delegate, must approve the use of buses not fitted with seat-belts.

2. Where a seat-belt fitted bus is either unavailable or uneconomical to hire (eg. Small groups), parents are either to be advised that seatbelts are unavailable or the excursion is to be cancelled. Where a significant number of students do not attend an excursion, the Principal will question the viability of the excursion.

3. The Principal is in charge of McDowall State School management and operations. The decision as to whether or not a seat-belt fitted bus is used for an excursion; or whether an excursion is to be cancelled, ultimately rests with the Principal.

BUS SERVICES

Brisbane City Council (through Translink) operate bus services to and from the McDowall State School. As these routes may change due to demand (load factors), parents are best advised to contact the operator direct to ascertain bus stops and pick-up / set-down times. The Principal strongly supports the ‘School Transport Code of Conduct’ by Queensland Transport. Eg. Informal warning to the child by the bus driver, then Formal written notice to the parent/s; then finally, child suspension from accessing the bus service.

CASH COLLECTIONS

All money requested for excursions and other school events is receipted through School Administration. Money is collected on Wednesday and Friday. When forwarding money to school, place it within a well-sealed envelope showing all necessary information. Return both the sealed envelope along with Permission & Medical Forms to the class teacher on stated designated days by the date due. Details of the excursion or event are provided on the notice issued by the class teacher. The envelope will be placed in a Class Collection Bag and sent to School Administration for processing. Receipts are issued to students to take home to their parents or can be collected from School Administration (upon request).

If making payments for students in different classes, it is preferred that one family payment be made. Parents may make payments at School Administration. EFTPOS and credit card facilities are available.

Processing of money, providing a detailed list of payments and attendance rolls necessitates a ‘close off date’ after which no further money will be accepted resulting in the student not being permitted to attend. Please note the closing date for return of forms and payment. Some activities are pre-booked and pre-paid at a set price. Providers require attendance numbers by a set date.
In these instances, refunds may not be possible. For other activities, requests for refunds (eg. student non-attendance) must be made no later than 14 days following the event. Money can be used in some circumstances to off-set other family accounts. Refunds need to be collected and signed for by the parent.

Year Level Curriculum Overviews and Term Invoices

The McDowall State School issues an invoice for all known events, excursions and activities relating to a student. There will be some exceptions. Parents have the option to pay out the invoice immediately or pay-it-off during the term. Students will only be permitted to attend excursions, camps, other activities if the full payment is made by the due date or in a case of financial hardship, a payment plan is agreed with the respective Deputy Principal.

Outside Organisations

Collections and fundraising in any form by outside organizations (eg Scouts, Charities, Sporting Groups, etc) is not permitted unless prior approval of Principal, and at his discretion, the P&C Association, is provided.

COMMUNICATION

Tartan Times Newsletter

The ‘Tartan Times’ is the formal newsletter of the McDowall State School to parents and the school community. It incorporates P. & C. Association news and notices. It is published fortnightly during the second half of the week. It is our preference to advise parents by email when the ‘Tartan Times’ (colour version) is posted onto the school website. Alternately, parents should ask their children for the issued printed (black/white) version issued by the class teacher. Additional copies are available from School Administration.

Telephone Calls and Written Messages

All telephone calls and written messages are usually held at School Administration (unless extremely urgent) until the teacher or appropriate member of staff is off class. Teachers are encouraged to communicate with parents by phone in maintaining an effective, well-informed partnership focused on the education of the child.

Teachers are delighted to discuss your child’s educational progress with parents but to ensure ‘quality time’ is made available for Parent / Teacher Interview, it is essential that an appointment is made through School Administration. School Administration will not provide home contact details for staff.

Formal / Official Letters

Most written communication to parents is conveyed by students. Where School Administration needs to be sure that formal / official communication to a parent is received, it will be posted. A copy may also be sent home with the student.

COMPLAINT

From time to time, issues do arise within the McDowall State School Community that may cause concern, emotional upset and/or distress. Most issues can be readily resolved through effective communication and explanation. Often, concern is based upon misinformation. At times, concern is well founded and the raising of the issue permits the school to reassess policy and procedure to further benefit students.
In the first instance, parents should discuss issues of concern with the class teacher or the respective member of staff. Through rational, calm discussion, issues can be explored within context, understood and action put in place to achieve meaningful resolution. Should this approach prove unsatisfactory, parents are requested to approach the respective Deputy Principal (P-1, 2-3, 4-6). Please be aware that time will be required to investigate the issue fully before being able to respond during a second interview or by telephone. Other times, parents may seek to speak with the Principal. In better understanding the issue of concern, it may be necessary for other school staff to be present during interview (at the Principal’s discretion). The Principal is therefore able to take an informed position in seeking to promptly and satisfactorily resolve the issue of concern.

It is preferred that parents either respectfully approach or make telephone contact should an issue of concern exist. It is in everyone’s interest for concern to be addressed. A ‘Code of School Behaviour’ applies in all Queensland State Schools. Calm, polite, non-threatening communication, which provides complete, factual information in a timely manner achieves best resolution. Do not make frivolous or vexatious complaints or include deliberately false or misleading information. Where parents are unable to make personal contact, a written letter will be accepted. In most instances, members of staff are told of complaints made about them and offered the right of reply.

**DAILY SCHOOL SCHEDULE**

**School Administration Hours:** 8.00am to 4.00pm.

**Preparatory Year to Year 2 School Hours:** 8.20am to 2.30pm.

**Years 3 to Year 6 School Hours:** 8.50am to 3.00pm.

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- Preparatory Year students assemble under PA and PC Covered Areas.
- Year 1 students are collected by their class teacher from the J Block Undercroft by 8.15am.
- Year 2 students are collected by their class teacher from beneath the Large Animal Mural Covered Area beside the Curriculum Centre by 8.15am.
Years 3-6 students assemble and sit under Large School Emblem Covered Area beside the Uniform Shop. They are supervised from 8.15am – 8.45am. Years 3-6 students are collected by their class teacher from beneath the Large School Emblem Covered Area between 8.30am-8.45am.

Students enter the classroom. A Class Roll is called. Daily messages are provided to students at 8.20am and 8.50am.

**Recess** - During the Refreshment Period, students remain seated. Students do not leave this area until it is clean and tidy.

**Recess Activity** - Students participate in a range of recess play and games. Tartan Tuckerbox opens for counter sales (Not Preparatory Year).

**At Recess conclusion students assemble in their Year Level Areas for Recess Debriefing.**

* Messages
* Celebration of positive interpersonal relations.
* Consequential action in response to inappropriate recess activity.

**DEFENCE TRANSITION AIDE PROGRAMME**

Moving schools and other issues associated with moving across State and Territory boundaries are a major source of concern and stress for many Australian Defence Force (ADF) families. The Defence Community Organisation manages a range of programmes designed to alleviate the impacts of a mobile lifestyle. One of these programmes is the Defence School Transition Aide Programme (DSTA). Another significant benefit of this programme has been the support provided to these students when their parents are on overseas operations or absent from the family for service reasons.

**Duties of the Defence School Transition Aide:**

- Contributing to the development of a supportive educational environment for families of Australian Defence Force personnel.
- Organising activities and developing strategies to assist the integration of, and departure of mobile dependents of Australian Defence Force personnel.
- Developing rituals, processes and resources as part of the school culture to support the long-term needs of mobile dependents of Australian Defence Force personnel.
- Assisting children to quickly develop a sense of belonging in the school community.
- Providing a communication link between families of Australian Defence Force personnel, school staff and the wider school community.

**Defence School Transition Aide:** Mrs. Christine Jones Contact through School Administration.

**DENTAL CLINIC**

The McDowall State School is supported by a mobile Dental Clinic from Queensland Health. The mobile Dental Clinic, when at the school is located beside School Administration. The Clinic is staffed by a dental therapist and dental nurse. A dentist makes regular visits. Treatment is free but children are only treated with the written consent of a parent. Parents are encouraged to attend the Dental Clinic with their children. In recent times, referral has been required to the Public Hospital.

**DISPLAY OF STUDENT WORK**

Student work and achievements are celebrated and displayed at various class, Year Level and school events advertised during the school year. Eg Principal’s Gallery and Slide-Show (Administration Building), Performing Arts Concerts, Year 5 Inventions, Assemblies, Tartan Times newsletter, etc.
DRESS STANDARD - STUDENT

The McDowall State School Dress Code clearly outlines standards of acceptable student dress and personal presentation when:

- Attending or representing their school.
- Travelling to and from school.
- Engaging in school activities out of school hours.


School Council and P. & C. Association Resolutions

The McDowall State School Council and P & C Association of McDowall State School have resolved that they support a student dress code for the McDowall State School because they believe that a school student dress code at McDowall State School promotes the objectives of Education (General Provisions) Act 2006. In particular, the P & C Association of McDowall State School supports the intention of a student dress code 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;
- Ensuring suitable and appropriate dress for age, maturity and purpose is worn at school;
- Fostering a sense of belonging; and
- Developing mutual respect among students through minimising visible evidence of economic or social differences.

McDowall State School Student Dress Code

The McDowall State School Council and P. & C. Association expect that every student attending the school will be wearing school uniform each school day. It is expected that students attend school neatly dressed and well groomed each day. All parents are expected to dress their children in school uniform. Students are to wear the ‘Tartan Uniform’ on all school outings unless otherwise advised. At all times, students are to be modestly and suitably dressed. (Shorts etc worn at the waist – not sagging. Long shirts tucked in. Undergarments, boxer shorts not visible) McDowall State School implements a ‘SUNSMART’ endorsed expectation corresponding with Queensland Cancer Fund Guidelines. Refer to the ‘McDowall State School Student Dress Code’ document for school uniform and uniform variation details, casual dress days, special programmes and further procedural information.

The following inappropriate dress is not to be worn or brought to school (including Casual Dress Day).

- Tank tops, Midriff tops, Sleeveless singlets
- See-through items, Lingerie
- Swimwear
- Skimpy, brief shorts
- High heeled shoes, Thongs, Skate-shoes, Shoes with wheels, spikes, clips or studs
- Caps, Visors.
- Jewellery, with exception of wrist watch, a signet ring, medical bracelet or bona-fide religious or cultural item (Keep to bare minimum)
- Finger nail polish, Make-up including coloured lip gloss. Brightly coloured sunscreen.
- Ear rings, other than sleepers or studs (No protrusions).
- Printed messages, symbols, pictures, designs and items that are inappropriate (Lewd, offensive, vulgar, immodest or promote / refer to alcoholic beverages, drugs or prohibited substance. Depicting / promoting violence, guns, sex, weapons, death, dismemberment, disfigurement, gang activity or affiliation)
- Body piercing jewellery and ornaments. Eg Nose rings.
- Tights, Exercise pants, Lycra peddle-pushers
- Gang paraphernalia
- Torn, ragged, frayed, holed or unclean dress
- Items posing hazard to full student participation
- Fundraising paraphernalia eg. Wrist bands etc. (Unless pre-approved by Principal & Student Council)
- Dressed or coloured hair, Long unkempt hair, Provocative hair styles eg. Mohawk.
- Other clothing (eg shirts) beneath school uniform and clearly visible.
EMERGENCY PROCEDURE

Two emergency drills are held and reviewed each school term: (a) Evacuation (b) Lock Down.

| McDOWALL STATE SCHOOL |
| EVACUATION PROCEDURE |

Copies of this procedure are prominently displayed in each school room. All people are required to evacuate during this procedure. All staff, students and visitors must be familiar with this procedure.

| ON OUTBREAK OF FIRE, DANGEROUS HAZARD OR EMERGENCY...... |
| ♦ Immediately notify School Administration (a) Intercom (b) Student runner. Advise School Administration of the Fire / Hazard / Emergency and its location. |
| ♦ The electric alarm system will be sounded for at least 15 seconds is repeated 5 (five) seconds later [2 cycles], until the school is evacuated. System then turned off. Internal phone used to broadcast, “An Evacuation Procedure is now in effect. Everyone is to secure their room and move to designated assembly areas until further notice.” Power Failure: Sounding of manual alarm siren. |
| ♦ Business Services Manager & Administration Officer will ascertain the nature of the emergency, advise the Principal, then call: Police / Ambulance / Fire Service ...... on [000] before securing / evacuating the Administration Building with a radio, mobile phone, personnel / student / visitor list. |
| ♦ Teachers will immediately supervise and escort their class (from near the rear of line) in orderly and silent lines by way of the designated exit to the school emergency assembly area. Teachers will ensure all rooms in their building level are checked (secured if safe to do so) before evacuating. [Power off / Lock Doors] Staff & adults evacuate to closest assembly point. Movement must be toward open spaces and not through heart of school. The Class Roll is to be accompany the teacher (if possible). Beware emergency vehicles entering the school grounds. |
| ♦ Classes will assemble in Year Levels (East-West on Junior Play Field & North-South on Oval). Teachers will conduct a class head count against the most recent Class Roll effective enrolment number and if a student is thought absent, then progress through the Class Roll, (name by name). Specialist & Special Education staff will inform the class teacher or Deputy Principal of students under their care. The Deputy Principal is to be informed when head count is satisfactory and/or a student is missing. The Principal will then be informed. |
| ♦ Administration staff will check the School Administration Building for students, before evacuating. Head of Curriculum and the Services Officer will check the Covered Areas (including toilets) for students. Teacher-Aides assist teachers with student management. All other buildings are to be checked by in-site staff. Unoccupied buildings should be secure; not requiring inspection. |
| ♦ The Business Services Manager will check against the Staff List & Voluntary Worker Register (Admin & Tuckshop) that all adults within the school are accounted for at assembly. PA1 Teacher does likewise and advises Deputy Principal. At Principal’s request, Business Services Manager will read through School Staff List. Classified staff will confirm observed staff attendance at Assembly Areas. |
| ♦ Everyone will remain (seated) at Assembly Areas until otherwise advised by the Principal. An ‘All Clear’ will be advised by the Principal. External speakers will broadcast, “The Evacuation Procedure is now concluded. Please resume normal school routine.” |

| NO ACTION WILL BE TAKEN TO EXTINGUISH FIRES. CLASS ROLLS ARE TO BE TAKEN TO CHECK THAT ALL STUDENTS ARE PRESENT AT THE ASSEMBLY AREA. PERSONAL BELONGINGS WILL NOT BE COLLECTED. |

| NOTE: If gas, electricity or other hazardous substances are being used within a room when the alarm is sounded, secure and turn-off prior to room departure. |

| EMERGENCY EVACUATION DURING RECESS PERIOD..... |

Have students instructed to move directly to the School Assembly Area upon alarm sounding.

1. School campus drills will be conducted each term.
2. Emergency Evacuation Sirens / Megaphones are strategically located throughout the school.
3. Classified Staff are to retain a working Radio for emergency communication.
4. All staff and Frequent School Visitors will be required to endorse the Evacuation Procedure Document (Annually)
Copies of this procedure are prominently displayed in each school room. All people are required to lockdown when the alarm is sounded. All staff, students and visitors must be familiar with this procedure.

WHERE DANGER EXISTS OR OUTBREAK OF AN EXTERNAL HAZARD ........

- Immediately notify School Administration (a) Intercom (b) Student runner. Advise School Administration of the Hazard / Emergency and its location.

- Business Services Manager & Administration Officer will ascertain the nature of the emergency, consult the Principal, then call: Police / Ambulance / Fire Service ....... on [000] before securing the Administration Building with a radio, mobile phone, personnel / student / visitor list at hand.

- The electric alarm system will be sounded for at least 15 seconds is repeated 5 (five) seconds later [2 cycles]. In between each cycle, the external speakers will broadcast, “A School Lockdown Procedure is now in effect until further notice.” The system is then turned off. Power Failure: Administration staff use megaphones.

- All staff return to supervisory duty. Head of Curriculum & Services Officer will check the Covered Areas (including toilets) for students. Teacher-Aides will assist out-of-doors classes. All students and staff are to immediately take refuge in the nearest possible Teaching Block, if this can be accessed safely. Classes undertaking activities within the grounds, eg PE Lessons are to be closely supervised and promptly relocated in a safe, orderly and silent manner.

- Teachers will immediately conduct a class head count against the most recent Class Roll effective attendance number, and if a student is thought absent, progress through the Class Roll (name by name). Specialist Teachers are to always ascertain the number of students present in each class when lessons commence.

- Only School Administration are to use the phone system during Lockdown Procedure. School Administration will intercom each Teaching Block, in sequence, advising of emergency nature and to ascertain the location of staff, visitors and class groups. The teacher at the phone must be ready to identify:
  1. Staff and visitors present.
  2. Class group present and names of students missing from class group with possible location.
  3. Additional students to the class group and from which other class they come from.

  The Principal will be advised of staff, visitors and student location and those who cannot be located. Police will then be advised.

- Within each Teaching Block or Building, staff are to ensure that:
  - All windows and doors are secured and locked.
  - All lights are turned off.
  - Staff and students are positioned away from doors and windows (inconspicuous as possible)
  - Students remain seated at their desks – Quiet activity or study.
  - As little movement or sound occurs as possible.

- The Lockdown Procedure will remain in force until School Administration (at direction of Principal) provides a general internal phone system broadcast to all Teaching Blocks & Buildings, “The Lockdown Procedure is now concluded. Please resume normal school routine.”

NOTE: If gas, electricity or other hazardous substances are being used within a room when the alarm is sounded, immediately secure and turn-off.

EMERGENCY LOCKDOWN DURING RECESS PERIOD.....

Have students instructed to move directly to the external door of their Teaching Block and line up. Teachers are to proceed promptly in ensuring class entry in the shortest but orderly, possible time.

1. School campus drills will be conducted each term.
2. All staff and Frequent School Visitors will be required to endorse the Lockdown Procedure Document (Annually)
FEES & VOLUNTARY FINANCIAL CONTRIBUTIONS

Definitions

FEES

The purpose of this definition is to clarify fees for State School students. Students enrolled in a school can be charged for those services and consumables not defined as instruction, administration and facilities, where, if not provided through the school, the parent would have to purchase in the private market.

Examples:
- Textbook hire and educational resources provided by schools that if not provided by the school, would have to be purchased by the parent. Eg. Photocopy of work books.
- Materials for subjects where instruction is extended through providing practical learning experiences in excess of materials provided by school grants.
- School excursions.
- Swimming Levy
- Hire of equipment. Eg. Musical instruments and photographic equipment.
- Transport to sporting events.
- ICT Levy
- Materials for subjects where instruction is extended through providing practical learning experiences in excess of materials provided by school grants.
- Sporting & artistic programmes that extend beyond the core curriculum.

Where schools provide resources, the ownership is retained by the school. The school can decide to pass these on to the student. Where parents pay for the resources, they retain ownership.

VOLUNTARY FINANCIAL CONTRIBUTIONS

Voluntary contributions are requested to supplement government funding of instruction, administration and facilities. Schools provide resources to ensure a core service provision. Parents are able to contribute to provide an enhanced educational service.

Examples:
- Reprographics (not photocopies of work books).
- Arts and crafts supplies.
- Cooking materials.
- Specific School and P. & C. Association projects that improve the student experience.

SPECIALISED PROGRAMMES

Specialized programmes are regulated programmes that fall outside the standard curriculum and alternative programmes provided in schools. Parents may incur a substantial fee for the provision of the specialized programmes.

McDowall State School Fees & Voluntary Financial Contributions

The McDowall State School will publish a statement of Fees and Voluntary Financial Contributions that relate to the new school year annually by the end of Term 4. This statement is endorsed by the P. & C. Association and approved by the Principal. Class teachers provide detailed information during Information Meetings each February.
FIRST SCHOOL DAY

Class Lists are not finalized by School Administration until the working day prior to school commencing in the New Year. On the first day of school, class lists will be displayed outside each classroom. Classes are identified by the Year Level + Room Number. Eg. A Year 3 class located in Block F, Room No 2 is called 3F2. Room numbers are displayed beside the door and are sequenced left to right. School maps will be strategically located throughout the school. Class teachers will be in classrooms: P-2 from 8.10am. Yrs 3-6 from 8.30am. Additional staff (wearing badges) will be on hand to guide parents. Parents are invited to attend K Block (OSH) for a free drink and snack from 8.30am. School Assemblies are not held in Week 1.

Preparatory Year and Year 1

On the first day of school, Preparatory Year and Year 1 students are to be accompanied by the parent to their classrooms from 8.10am. Class lists are displayed beside the door. Staff will be available to provide direction and assistance as required. The kindest thing for parents to do after a brief settling in period is a positive goodbye. Drawn out departures often end in needless tears and upsets. Students are given a name tag to wear and it is recommended that it be worn all week until teachers get to know each child’s name. Teachers will spend considerable time teaching, settling and familiarizing students with their classroom environment, daily and weekly routine and procedures during the first week. Please keep the teacher informed of any issues that may affect this settling in period.

HEAD LICE

Head Lice – known to many as ‘Nits’ – are often the subject of jokes and teasing at school. However, much of the misunderstanding, stigma and blame surrounding head lice has come about because many people do not know how head lice reproduce, grow and are spread from head to head. They do not realize they are just a bug that can be treated like any other bug.

What are Lice?

The first thing you need to know is that the word lice is plural and the word louse is singular. ‘Nits’ is a common name for the eggs of lice.

Head lice:
- Are tiny egg laying insects
- Grow to about 3.5mm (the size of a pinhead)
- Have no wings, so they cannot fly
- Have six legs with strong claws designed for holding tightly onto hair

Detecting Head Lice

Itching is often the first thing that raises concern about head lice – however, it is not a reliable sign of lice. By looking at the hair when it is dry, you may see only a small number of lice, if any. They can be difficult to see because they are so tiny, move quickly and may be close to the scalp. Eggs may be easier to see, but knowing if they are dead or alive has important implications for management. If they are more than 1.5cm from the scalp they will be hatched or dead eggs.

How to get rid of Lice

While many chemicals are available on the market to combat head lice – the conditioner and combing technique is the most effective and cheapest way of detecting and TREATING lice:
- For mild head lice conditions
- When chemicals are not effective due to resistance
- To avoid using chemicals (insecticides)
- For children to learn and do themselves under adult supervision
- In between chemical treatments – use every two days to remove young lice as they hatch.

**Conditioner and Combing Technique**

1. Untangle dry hair with an ordinary comb
2. Apply the hair conditioner to dry hair. The conditioner works by stunning the lice and this works best when the conditioner is thick. Use enough conditioner to cover the whole scalp and all the hair from roots to tip.
3. Use an ordinary comb to evenly distribute the conditioner and then divide the hair into four or more sections using hair clips. A mirror helps if you are combing yourself.
4. Change to a head lice comb.
5. Start with a section at the back of the head. Place the teeth of the head lice comb flat against the scalp.
6. Comb the hair from the roots to the tips.
7. Wipe the comb on a tissue or material after each stroke.
8. Comb each section twice until you have combed the entire head.
9. If you find lice or eggs, decide on a treatment.
10. If you choose conditioner and combing as a treatment, keep combing the whole head until all the hair conditioner is gone.
11. Repeat the conditioner and combing technique every two days until you find no more head lice for 10 consecutive days. You will be removing all the adult lice and any young lice as they hatch.

Head lice are not a result of uncleanliness but is a common problem experienced by many students. Parents should check children’s hair regularly and carefully. Head lice are transmitted directly from one person to another. If treatment is occurring, a student’s attendance at school need not be disrupted. Further information can be accessed from School Administration.

- **All** children should have their hair checked for headlice by parents, on a weekly basis. This could be achieved while the child is sitting watching their favourite TV show.
- Headlice infestation does not mean the child is dirty. Lice prefer clean hair to oily hair as the eggs are more easily attached to the hair shaft.
- Headlice prefer straight rather than curly hair as eggs are more easily attached.
- Headlice only live on humans.
- Boys are less prone to headlice infestation as they usually have shorter hair. Girls like to be close to one another, share brushes and have longer hair.
- Eggs are laid close to the scalp. Eggs look like dandruff against a hair shaft but do not move from the shaft.
- Headlice have become resistant to shampoos which are applied wet to hair. Solutions which are applied to dry hair with the solution saturating the hair should be used. Other types are ineffective.
- The solution must not be applied more frequently than is stated on the bottle instructions.
- Eggs are impossible to kill. The treatment must be repeated 8-10 days later. Refer to the label.
- Regular vigorous brushing is necessary to respond to possible headlice infestation. The brushing damages eggs and kills many. Dip combs in vinegar afterwards.
  - Adults must not use kerosene or products with Lindane (DDT). These will dispose of the headlice but will harm the child.
  - Lice do not jump from heads of hair. They will remain as close to the scalp as possible (food source). Transfer usually occurs through direct transfer from head to head.
  - **Headlice management is a parental responsibility.** The school will endeavour to prevent, where possible, headlice transfer situations and promote effective strategies for parents to use.
- Parents should assist the school, in braiding children’s long hair with loose hair being tucked into the braid. Platting and pig tails are not effective. Hair needs to be restrained near the head.
- If parents use a treatment and it is found not totally successful, a change of brand / product is necessary. This may assist in preventing headlice resistance to products. Brand advice is available from the local chemist.
• The school will promote the wearing of hats throughout the school year (Sunsmart Strategy). Students will be taught *not* to share hats, brushes and combs. These items are personal belongings and should be stored in ports. Where headlice have been identified within a class group: the teacher will promote a *personal space* concept thus reducing direct contact between students. This is an issue in the younger year levels as children like to sit close to their friends on the carpet.
• Headlice will *never* be totally eradicated from society.

**HEALTHY LUNCHES = HEALTHY KIDS**

Whether your child attends school or child care, the foods they consume while there form a large part of their daily food intake. School lunches and snacks should make a valuable contribution to your child’s nutritional needs, helping them stay alert, energetic and healthy. By following the guide below when packing your child’s lunch, you will ensure they receive all the protein, carbohydrates, vitamins, minerals and fibre they need for healthy growth and development.

1. **Breads and Cereals** four or more serves per day.
   One serve = one slice of bread = half cup of cereal = half cup of cooked rice or pasta

2. **Fruit and Vegetables** four or more serves per day.
   One serve = one piece of fruit = half cup of vegetables

3. **Meat and Meat Alternatives** one or two serves per day.
   One serve = 90g meat = 150g fish = 1 egg = three quarters cup beans = quarter cup nuts

4. **Milk and Milk Products** 600ml per day.
   Made up of one cup milk, one cup yoghurt and 30g hard cheese

5. **Fats and Oils** 1 tablespoon daily.

**HOMEWORK**

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. The setting of homework takes into account the need for students to have a balanced lifestyle. This includes sufficient time for family, cultural and recreation activity.

**Homework:**

- Is to be purposeful and relevant to students’ needs
- Is to be appropriate to the Year Level learning programme being completed
- Is to be appropriate to the capability of the student
- Develops the student’s independence as a learner
- Is to be varied, at times challenging and clearly related to class work
- Allows for student commitment to family, cultural and recreational activities

Homework engages students in independent learning to complement work undertaken in class through:
- Revision and critical reflection to consolidate learning (*practising for mastery*)
- Applying knowledge and skills in new contexts (*a topic of interest, an authentic local issue*)
- Pursuing knowledge individually and imaginatively (*investigating, researching, writing, designing, making*)
- Preparing for forthcoming classroom learning (*collecting relevant materials, items, information*)
<table>
<thead>
<tr>
<th>Teachers help students establish a routine of regular, independent study by:</th>
<th>Students take responsibility for their own learning by:</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ Ensuring the <em>School Homework Policy</em> is implemented</td>
<td>✓ Being aware of the <em>School Homework Policy</em></td>
</tr>
<tr>
<td>✓ Setting homework on a regular basis</td>
<td>✓ Discussing homework expectations with their parents</td>
</tr>
<tr>
<td>✓ Clearly communicating the purpose, benefits and expectations of all homework</td>
<td>✓ Accepting responsibility for the completion of homework tasks within set timeframes</td>
</tr>
<tr>
<td>✓ Checking and correcting homework regularly and providing timely and useful feedback</td>
<td>✓ Following up on comments made by teachers</td>
</tr>
<tr>
<td>✓ Using homework that is varied, challenging and directly related to class work, being appropriate to students’ learning needs</td>
<td>✓ Seeking assistance when difficulties arise</td>
</tr>
<tr>
<td>✓ Explicitly teaching strategies to develop organisational and time management skills; and providing opportunities to practise these strategies through homework</td>
<td>✓ Organising their time to manage home obligations, participation in physical activity and sports, recreational and cultural activities</td>
</tr>
<tr>
<td>✓ Giving consideration to other academic and personal development activities (school or other) that students could be engaged in when setting homework</td>
<td></td>
</tr>
<tr>
<td>✓ Discussing with parents any developing problems concern their child’s homework and suggesting strategies to assist</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Parents assist their children by:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ Reading to them, talking with them and involving them in tasks at home including shopping, playing games and physical activity.</td>
<td>✓ Encouraging them to read and take an interest in and discuss current, local, national and international events.</td>
</tr>
<tr>
<td>✓ Helping them to complete tasks by discussing key questions or directing them to resources.</td>
<td>✓ Helping them to balance the amount of time spent on completing homework, watching television, playing computer games, playing sport and engaging in other recreational activities.</td>
</tr>
<tr>
<td>✓ Encouraging them to organise their time and take responsibility for their learning.</td>
<td></td>
</tr>
<tr>
<td>✓ Contacting the relevant teacher to discuss any concerns about the nature of homework and their child’s approach to the homework.</td>
<td></td>
</tr>
</tbody>
</table>

Each McDowall State School Year Level of Teachers (*in consultation and with Deputy Principal endorsement*) develop a Year Level Homework Programme. This programme is issued to parents and students at the beginning of the school year and is explained during the Year Level Parent Information Meetings held in February. (*Schedule, time, topics, expectations, consequences that will apply – including any assessment penalties*) It is of course open to parents to consult with a student’s teacher about additional materials or practice exercises with which parents can assist their children at home or while on holiday (during school time).

**Homework Time Expectations**

<table>
<thead>
<tr>
<th>Year Level</th>
<th>Maximum Time Per Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preparatory</td>
<td>1 hour per week</td>
</tr>
<tr>
<td>Years 1-3</td>
<td>1 hour per week</td>
</tr>
<tr>
<td>Years 4-5</td>
<td>3 hours per week</td>
</tr>
<tr>
<td>Year 6</td>
<td>4 hours per week</td>
</tr>
</tbody>
</table>

Reference: The Principal of, or a teacher at, the school may detain the student as punishment for disobedience, misconduct, wilful neglect to prepare homework or for another breach of school discipline.


Refer to the ‘*McDowall State School Homework Policy*’ document for further detail and procedural information.

**INFECTIOUS DISEASE**

Students who are unwell must not attend school and should remain at home until fully recovered. The exception in this case is where certain complaints, eg. skin diseases are being medically treated and are adequately covered.
Where a student attends school while unwell or suffering from an infectious health condition, the parent will be required to collect the child (Health Act). The child will be excluded from attendance until the infectious period has past or until a doctor certifies that the child may safely return to school. Further advice is available concerning these health conditions from School Administration.

<table>
<thead>
<tr>
<th>DISEASE</th>
<th>ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Chickenpox and Shingles</strong></td>
<td>• Exclude until fully recovered or at least 5 days after the eruption first appeared. (Some remaining scabs are not a reason for continued exclusion)</td>
</tr>
<tr>
<td></td>
<td>• Exclude contact children with immune deficiencies (eg. leukaemia or chemotherapy) otherwise not excluded.</td>
</tr>
<tr>
<td><strong>Conjunctivitis</strong></td>
<td>• Exclude until discharge from eyes has stopped.</td>
</tr>
<tr>
<td><strong>Cytomegalovirus Infection</strong></td>
<td>• Exclusion not necessary</td>
</tr>
<tr>
<td><strong>Diarrhoea (campylobacter, cryptosporidium, giardia, rotavirus, salmonella, shigella, intestinal worms)</strong></td>
<td>• Exclude until diarrhoea has stopped</td>
</tr>
<tr>
<td><strong>Glandular Fever (mononucleosis)</strong></td>
<td>• Exclusion not necessary</td>
</tr>
<tr>
<td><strong>Hand, Foot and Mouth Disease</strong></td>
<td>• Exclude until all blisters have dried.</td>
</tr>
<tr>
<td><strong>Haemophillus Influenzae Type B (Hib)</strong></td>
<td>• Exclude until Medical Certificate of recovery is received</td>
</tr>
<tr>
<td><strong>Headlice</strong></td>
<td>• Exclude until day after proper treatment has started</td>
</tr>
<tr>
<td><strong>Hepatitis A</strong></td>
<td>• Exclude until a Medical Certificate of recovery is received, but not before seven days after the jaundice or illness started</td>
</tr>
<tr>
<td><strong>Hepatitis B</strong></td>
<td>• Exclusion not necessary</td>
</tr>
<tr>
<td><strong>Hepatitis C</strong></td>
<td>• Exclusion not necessary</td>
</tr>
<tr>
<td><strong>Herpes (cold sores)</strong></td>
<td>• Exclude if child cannot comply with good hygiene practices while sores are weeping. Sores should be covered with dressing where possible</td>
</tr>
<tr>
<td><strong>Human Immune Deficiency Virus Infection (HIV / Aids Virus)</strong></td>
<td>• Exclusion not necessary unless child has a secondary infection which requires exclusion in its own right</td>
</tr>
<tr>
<td><strong>Impetigo (school sores)</strong></td>
<td>• Exclude until proper treatment has started (Sores on exposed skin should be covered with a watertight dressing)</td>
</tr>
<tr>
<td><strong>Influenza (and influenza-like illnesses)</strong></td>
<td>• Exclude until well</td>
</tr>
<tr>
<td><strong>Measles</strong></td>
<td>• Exclude for at least four days after rash has started</td>
</tr>
<tr>
<td></td>
<td>• Immunised contact children not excluded. Non-immunised contacts should be excluded until 14 days after the first day the rash appears in the last case. They may return to the school if immunised within 72 hours of contact with the first case</td>
</tr>
<tr>
<td><strong>Meningitis (other than meningococcal infection)</strong></td>
<td>• Exclude until well</td>
</tr>
<tr>
<td><strong>Meningococcal Infection</strong></td>
<td>• Exclude until carrier eradication antibiotic course is completed.</td>
</tr>
<tr>
<td></td>
<td>• Contacts not excluded. Close contacts should take antibiotic (rifampicin). Health Authorities will advise.</td>
</tr>
<tr>
<td><strong>Molluscum Contagiosum</strong></td>
<td>• Exclusion not necessary</td>
</tr>
<tr>
<td><strong>Mumps</strong></td>
<td>• Exclude for nine days or until swelling goes down</td>
</tr>
<tr>
<td><strong>Parvovirus (erythema infectiosum or Fifth Disease)</strong></td>
<td>• Exclusion not necessary</td>
</tr>
<tr>
<td><strong>Ringworm, Scabies, Pediculosis, Trachoma</strong></td>
<td>• Exclude until day after proper treatment started</td>
</tr>
<tr>
<td><strong>Rubella (German Measles)</strong></td>
<td>• Exclude until fully recovered or at least four days after rash started</td>
</tr>
<tr>
<td></td>
<td>• Staff should check their immunity to rubella with GP</td>
</tr>
<tr>
<td><strong>Streptococcal Infection (including Scarlet Fever)</strong></td>
<td>• Exclude until child has received antibiotic treatment for at least 24 hours and feels well.</td>
</tr>
<tr>
<td><strong>Typhoid Fever (including paratyphoid fever)</strong></td>
<td>• Exclude until a Medical Certificate of recovery is received</td>
</tr>
<tr>
<td><strong>Whooping Cough (pertussis)</strong></td>
<td>• Exclude for 21 days from onset or until child has taken 5 days of a 10 day course of antibiotics (erythromycin)</td>
</tr>
<tr>
<td></td>
<td>• Exclude unimmunised household contacts aged less than seven years and children who are in close contact who are less than one year old or not fully immunised, for 14 days after they were last exposed to infection or until they have taken 5 days of a 10 day course of antibiotics (erythromycin). If necessary contact nearest Health Service.</td>
</tr>
</tbody>
</table>
METRO, GOLDWYN & MAYER STREET CIRCUIT

To improve the flow of traffic in Metro, Goldwyn Mayer Streets at McDowall State School start and finish times a series of parking measures apply. Parking measures include:

- ‘No Stopping’ zones on the inside of each corner.
- A ‘No Stopping’ zone adjacent to McDowall State School Metro Street gate.
- ‘No Parking (between 7-9am & 2-4pm)’ zones on the inside of the Metro, Goldwyn, Mayer Streets circuit

In addition to these changes it is recommended that traffic flows in a clockwise direction (as indicated by the arrows on the image below)

Benefits

- Reducing traffic congestion levels during peak times.
- Reducing the time taken to collect students after school.
- Making the school’s access point safer for students and parents.

With the support of parents, community and local residents, the traffic conditions and associated safety for students and parents can be greatly improved through these new changes.

MEDICATION

It is important that medicines be prescribed for administration during school hours **only** when this is absolutely necessary. eg. Deemed vital for the maintenance of the functional level of the body. It is preferable that parents administer medication, and with full knowledge of School Administration. Parents requiring staff to administer medication at school must provide signed and dated, written notice to School Administration.
The parent must also provide all necessary details and written instructions recorded by either the doctor or pharmacist. (These are often found on the medication container) Non-prescribed medications will not be administered. Parents must attend School Administration to complete pertinent forms and deliver medication; before any medication will be administered. Cough lozenges must not be brought to school.

**Asthma Medication**

Parents may request that asthma medication be carried by the child for self-administration (as required). Written application must be made through School Administration for Principal approval to be granted. Requests must be re-submitted annually.

**MOBILE PHONES / CAMERAS / RECORDING DEVICES**

Students are often provided with mobile phones by their parents to enhance personal safety in traveling to/from school. Mobile phones and other recording devices are to be handed to the class teacher or at School Administration for safe / secure care and not kept in ports, tidy boxes or in class. Mobile phones and cameras are not to be used in taking pictures or vision from within the school or of people without their knowledge or consent of the Principal.

Mobile phones and cameras used in this way will be confiscated, parent informed and arrangements made for the student to delete offending photographs and appropriate return of the phone or camera to either the parent or student (discretion of Principal) after hours. Likewise, all vision and audio recordings, by parent, visitor or student, of people without their knowledge or consent is prohibited.

**OUTSIDE SCHOOL HOURS CARE**

The McDowall State School Parents’ and Citizens’ Association operates an Outside School Hours Child Care Programme, before and after school and during school vacation. All children who are eligible to attend the McDowall State School, including those enrolled in the Preparatory Year, are eligible to be enrolled in the OSH Programme. Enquiries can be made at School Administration or to the OSH Programme Co-ordinator.

Tel: 07 3353 5755  Fax: 07 3103 0720  www.mcdowallosh.org.au  admin@mcdowallosh.org.au

**PERSONAL ITEMS & PROPERTY**

All personal items brought to school should be clearly marked with the student’s name if such items are to be returned, when lost and later located. Lost property is stored either within the Teaching Blocks or Lost Property (Outside Uniform Shop). Items not claimed after one school term, are donated to local charities. It is the responsibility of the owner to seek out lost property.

Certain personal items and property are not to be brought to school. Water pistols, matches, jewellery, knives, sound and/or vision recorders, chewing gum or any other items which teachers deem dangerous or unsuitable given the purpose and operations of the McDowall State School; are not to be brought to school. Such items will be confiscated by the teachers and returned either by 2.30pm/3pm or directly to a parent or police. Expensive, elaborate or uniquely special items (including sentimental value) are also not to be brought to school as they become lost or damaged. The school will assume no responsibility for such items brought to school.

Money must only be brought to school if specifically requested or required, eg. Excursion, event, tuckshop, etc. Money must be deposited with the appropriate member of staff or with School Administration upon student arrival; not stored in tidy boxes or in ports. Parents are requested to ensure that money is well secured within an envelope with name, class, purpose and amount clearly written on the outside. Personal money for spending at the School Tuckshop is the responsibility of the student.
PHOTOGRAPHS

Class Group photographs are taken annually by a photographic firm selected by School Administration, with advice provided by the P. & C. Association. There is no requirement for parents to purchase the photographs.

1. Class Photograph
2. Student Leadership Photograph
3. Sports Teams Photograph
4. Cultural / Performing Arts Photographs
5. Year 6 Photograph

Photographs are generally not permitted to be taken of McDowall State School students both during school events or while traveling to/from school, without approval of the Principal.

It is acknowledged that parents often do take photographs of students during school events, functions and activities. It is expected that photographs are directly related to their own child/ren. Where this is in doubt or that it is suspected that the person in question does not have a direct relationship with an involved student, (a) clarification with be sought from the person by two members of staff – name, address/contact and student relationship (b) arrangements made for the person to delete offending photographs or (c) police called. Where photographs are not to be taken at a school event, function or activity, a public announcement will be made.

REFERENCES / SELECTION REPORTS FOR PRIVATE SCHOOLS

The McDowall State School proudly belongs to a State System of schools. Staff time, school resources and collective community endeavour are focused on achieving the best possible learning outcomes for all our enrolled students. Parents are expected to select the most appropriate school in respect to their child’s learning needs. State School staff are not expected to write or prepare references, achievement reports or write statements to assist a child or family to navigate detailed or standards referenced Private or Independent School student selection processes. All McDowall State School formal reports, references and correspondence must be endorsed by the Principal or delegated Deputy Principal. An additional copy of the latest Student Progress Report will be made available (upon request). Upon completion of secondary school enrolment, McDowall State School staff will assist and support all students to make a successful transition into their new school.

RELIGIOUS INSTRUCTION

Ecumenical Religious Instruction is conducted for approx. 30mins per week. Volunteer personnel approved by Education Queensland and the local Minister’s Fraternal conduct the programme. The programme involves the use of an Activity Booklet or worksheets for use in the lesson. A School Invoice will be sent to parents early in the new year. Class teachers do not deliver Religious Instruction.

Parents advise the school in writing whether or not their child/ren attend Religious Instruction. Students withdrawn from Religious Instruction lessons complete additional revision school studies while supervised by a classroom teacher elsewhere in the school.

REPORT CARDS

Student Progress Reports are issued each semester to let parents know of their child’s educational progress while at school. Parent interviews are generally arranged during the first weeks of Terms 1 and at the end of Term 2. Upon request, interviews are again available late in Term 4.
Formal examinations constitute only a snap-shot view of the evidence upon which this professional judgement is based. Student achievement monitoring occurs throughout the school year and the rating on the Student Progress Report Card is a brief record of the student’s overall semester achievement. At school, each child is considered as an individual who will develop intellectually, physically and socially according to their abilities and opportunities. Parents should feel free to make an appointment with their child’s class teacher at any time during the school year apart from normal school hours to both monitor student work samples and discuss specific detail of student achievement. It is not appropriate for class teachers to disrupt class teaching time for an unscheduled discussion or interview with parents when a better time could have been prearranged.

**SCHOOL COUNCIL**

A School Council meets at least each term to discuss strategic issues that impact on the effective operation of the school. School Council members are formally elected with 50% of members turning over annually. The purpose of the School Council is to provide advice and monitor strategic direction of the school as indicated by the School Plan, School Improvement Plan, School Budget and School Annual Report.

School Council members are elected for a period of usually two years. Returning members may be re-elected. Written expressions of interest are invited annually for both staff and parents who wish to become members of the School Council. In the event of a vacancy occurring, an interim appointment will be made.

**Membership**

Principal 5 x Staff P&C Assoc President 5 x Parents

**Terms of Reference**

The School Council’s brief is to act as a platform group to provide strategic advice to the Principal. (Meetings are held each term and any community member may attend meetings as an observer) Dates are advised in the Tartan Times. The School Council will:

- Monitor the implementation of the School Improvement Plan.
- Monitor and review School Plan implementation.
- Consider school community feedback within the planning process.
- Submit, in writing, all agenda items from the community, through the Principal, with two clear days prior to meetings.
- Advise the Principal on strategic areas of school planning.

**School Strategic Plan / School Annual Report**

The School Plan is prepared by the Principal, with advice from the School Council. The overview provides broad strategic direction for the school over four years. The School Plan is informed by a Quadrennial School Review. The Annual Report reports on the achievement of targets and goals in the School Improvement Plan and is published on the school website mid-year.

**Short-Term School Improvement Plan**

The Annual Short-Term School Improvement Plan and Budget are prepared by the Principal, in consultation with representatives of staff and school community. The plan includes strategies and budgets, which guide school operations for 12 months.
SCHOOL SECURITY

The grounds of the McDowall State School are to be avoided during school vacation periods and out-of-school hours. School gates are locked closed during vacation periods. Education Queensland maintains a cost recovery strategy where persons convicted of damage to school property and facilities will be sued for damages. Persons found loitering around school facilities will be reported to the Police Service for investigation. School buildings are protected by electronic surveillance through to the State Government Security Service. All equipment and items of stock have been engraved with a Department of Education Identification Code.

Teachers conduct regular Class Roll checks during the school day. Rostered staff patrol allocated duty areas, ensuring adequate supervision of toilet, covered areas and grounds areas. Students are not permitted to move into grounds peripheral areas unless permitted to do so by duty staff and are wearing school uniform. Student movement through the school and attendance at toilet facilities during the school day occurs in groups, with students ‘checked out and in’ and timed for their return to class.

All Parents, Contractors and Visitors to McDowall State School

All parents and visitors attending the McDowall State School, enter the school grounds under the direction and authority of the Principal. All parents, contractors and visitors are to sign in and out through School Administration. An identification badge will be provided. Visitors not wearing identification will be challenged and subsequently directed from the school grounds. Out of hours entry into the school grounds requires approval from the Principal (or delegate). General community exclusion periods for access and use of the school grounds, facilities and equipment are:

- Prior to 6.30am School & OSH Club Days
- After 7.00pm School & OSH Club Days
- All other times.

The Principal or delegate, can waive or amend exclusion periods for general community access and use of the school grounds, facilities and equipment. Unauthorised persons on the school premises will be regarded as trespassers, unless accompanied by a member of the School Staff or a person who has written authorisation from either the Principal or School Administration.

The Public Carpark “Kiss and Ride Facility” is Brisbane City Council land under jurisdiction of both the Council and Police Service. In the interests of student safety, School Administration personnel monitor student conduct within the Kiss and Ride Facility area between 2.35pm and 3.20pm. Parents are expected to instruct their children to wait (safely) within the school grounds or designated waiting area and await their arrival, if by car. Students not waiting for a car or bus should progress directly home.

SCHOOL TRANSPORT ASSISTANCE SCHEME (STAS)

STAS is:

- One of the largest assistance programmes provided by the Queensland Government.
- A scheme to provide assistance to eligible students travelling to primary and secondary schools.
- Administered by Queensland Transport.

Who is eligible?

Primary and secondary students may be eligible for assistance if they:

- Have parents who are Australian citizens or permanent Australian residents.
- Attend an approved school on a full-time basis.
- Are younger than 19 years of age.
- Are seeking transport assistance to and from one address only.
- Are travelling more than one trip per week.

Students must also meet specific criteria that applies to the type of transport assistance sought.

**Bus Transport Assistance**

**Distance Eligible Students**

- Primary school students must live more than 3.2km from the nearest State primary school.
- Secondary school students must live more than 4.8km from the nearest State secondary school.
- Students attending non-State schools must live more than the distance criteria from both the nearest State and non-State school of the type attended.

All measurements are by the shortest trafficable route and are based on the nearest school which offers the required year level.

**Safety Net Eligible Students**

- Primary school students must live 3.2km or less from the nearest State primary school.
- Secondary school students must live 4.8km or less from the nearest State secondary school.
- Students attending non-State schools must live less than the required distance from either the nearest State or non-State school of the type attended.

In addition, a student must be listed on:

- Health Care Card issued by Centrelink; or
- Pensioner Concession Card issued by Centrelink; or
- Department of Veterans’ Affair Pensioner Concession Card; or
- Be a student placed under a Care and Protection Order by the Department of Child Safety.

All measurements are by the shortest trafficable route and are based on the nearest school which offers the required Year Level.

**Conveyance Allowance**

In some areas it is necessary for parents to make private arrangements for the transport of their students to and from school, or to and from a bus stop or train station. In certain circumstances these families may be eligible for the payment of conveyance allowance to assist with the cost of this travel.

- Primary school students must live more than 3.2km from the nearest State primary school.
- Secondary school students must live more than 4.8km from the nearest State secondary school.
- Students attending non-State schools must live more than the distance criteria from both the nearest State and non-State school of the type attended.

All measurements are by the shortest trafficable route and are based on the nearest school which offers the required Year Level.

Conveyance Allowance may also be available for students who live outside the Greater Brisbane area and who attend non-State schools irrespective of the distance to the nearest State school. Additional conveyance allowance is also available for eligible students who live on a drought declared primary producing property. Eligibility for conveyance allowance is dependent on other factors such as the types of bus services operating in the area and the distance to the nearest bus service.

**Rail Travel Assistance**

All students are eligible for travel at reduced fares on the Citytrain network. Some students may be eligible for a fully funded rail ticket if they qualify for safety net assistance. To be eligible for this a student must be listed on a:

- Health Care Card issued by Centrelink; or
- Pensioner Concession Card issued by Centrelink; or
- Department of Veterans’ Affair Pensioner Concession Card; or
- Be a student placed under a Care and Protection Order by the Department of Child Safety.

**Assistance for Isolated Students**

Students must:
- Live in an isolated area as designated by the Director-General, Queensland Transport.
- Live more than 16km from the nearest State school.
- Live more than 16kms from the nearest approved bus service which can transport the student to school.

**Assistance for English as a Second Language (ESL) Students**

ESL students who are enrolled full-time in an ESL course may be eligible for assistance to the nearest ESL facility for 12 months from the original date of enrolment at this facility.

**Assistance for Students with Disabilities**

Students with disabilities may be eligible for transport assistance to their recommended placement. All enquiries about transport assistance for thee students should be directed to the school attended or the relevant Depart of Education and the Arts district office.

**How Do I Apply?**

**Bus Transport Assistance**
- Contact your local bus operator who will provide an appropriate application form.

**Conveyance Allowance**
- Contact your local Queensland Transport office to obtain an application form.

**Rail Travel Assistance**
- Discount student tickets can be purchased from any Citytrain station.
- Safety-net eligible students should obtain a Rail Travel Assistance Application from their school or nearest station.

**Queensland Transport Office**

For more detailed information, phone Brisbane, 07 3863 9849.

**SCHOOL WATCH  Safeguard Our School  Tel: 13 1788**

School Watch is a community based awareness and crime prevention programme aimed at safeguarding schools against vandalism, theft and arson. School Watch is a joint initiative between Education Queensland, the Qld. Police Service and the Qld. State Government Protective Security Service.

Schools are at high risk of deliberate damage because of their very nature and design. They are regularly unattended and vulnerable. Schools are community property so we must all work to protect them.
DO
Be observant when walking or driving past your school.

DO
Observe anything out of the ordinary and make notes about what is happening.

DO
Phone 13 1788 if you are at all suspicious or phone the nearest Police Station.

DON’T
Enter the school grounds out of hours unless you have the authority to do so.

DON’T
Place yourself in any form of danger.

LOOK  LISTEN  REPORT

SOUND & VISION RECORDING DEVICES

Sound and vision recording devices are not to be used within the school or at a school event, function, interview or activity without the approval, knowledge and permission of the Principal and those in attendance. Eg Teacher, students, parents, etc. Devices used in this way will be confiscated, parent informed or police called (as appropriate) and arrangements made for the student / adult to delete offending recordings and as appropriate return of the device to the parent, adult or student (discretion of Principal) after hours.

STUDENT ACCESS

Access to students undertaking study within the McDowall State School is generally restricted to the enrolling parent unless otherwise directed / approved by the Principal. All requests for access are to be made through School Administration. Parents are expected to attend School Administration before progressing through to classroom areas. Written communications and telephone calls will be intercepted and held at School Administration for Principal referral. Where legal custody / access orders exist, the Principal is to be provided with a copy as soon as possible.

STUDENT ARRIVAL

P-2 students should arrive at school as close as possible to but before their class teacher collection time of 8.15am. Years 3-6 students should not arrive at school before 8.15am unless attending Out-of-School Hours Care. Early arrivals are encouraged to join the OSH Club which operates from 6.30am to 8.30am. Students arriving prior to 8.30am are required to sit patiently under the Large School Emblem Covered Area beside the Uniform Shop until dismissed by a member of staff.

There is no formal supervision by staff of students provided before or after school. The parent is responsible for their child outside of school hours (Including waiting within the school). For this reason, it is strongly recommended that students arrive as close to but before the start of the formal school day as is possible. Students who consistently arrive early in the school grounds and pose a safety or disruptive issue (self or others) will be attended by the Deputy Principal with parents contacted. To help develop a sense of independence, students in Preparatory to Year 1 should be encouraged to walk from a Covered Area or the school gate to their classroom without a parent. This could be commenced approximately Week 3 or 4. Years 2-6 should do so from the start of the school year.

Late Arrivals

All students who arrive at school 10 or more minutes after the first beeper must attend School Administration. It is a requirement that the student is either signed in by a parent or guardian; or has a note from their parent explaining the reason for the late arrival.

If a student is not accompanied by a parent or guardian; and a note is not received, parents will be contacted.
STUDENT BANKING

Student Banking is available through the McDowall State School on a weekly basis, presently each Wednesday of the school term. Student banking is provided through the Commonwealth Bank Student Banking Scheme. Parent volunteers, as representatives of the P. & C. Association, electronically process student banking online with the bank. This scheme allows students the opportunity to learn how to save and manage their money wisely. Students are provided their own bank book (deposit slips) and bank account number. A family does not need to have a current bank account with the CBA to participate. The Student Bank Account is in the child’s name and is exempt from taxation (enquire at your local branch for further details). The parent has access to this account. Student accounts opened at another school may be used at the McDowall State School.

In turn, student banking assists the McDowall State School in a fundraising capacity. The Commonwealth Bank provides commission to the school based on the amount of money student’s bank each term, as well as $5.00 for every new student banking application.

Student banking forms will be annually issued to all children in the Preparatory Year, early in Term 1. New students across Years 1-6 can obtain a Student Banking Pack from School Administration. In this pack, all the information and forms required to open a student banking account will be found. Please return completed forms to School Administration for forwarding to the bank. Approximately 2-4 weeks later, the bank book etc will be posted to the student’s home postal address.

Further details regarding this service are available from School Administration. Parents are requested to ensure that money is securely forwarded to the school as no responsibility is accepted for money lost. Any parent able to assist in processing student banking, should contact School Administration.

STUDENT BOOK CLUB

Each term, information brochures of available publications (including order forms) are distributed to students in providing an opportunity to purchase books through Scholastic Book Club. Parent volunteers, as representatives of the P. & C. Association, collect orders, electronically process them, and when received, distribute books to students.

Book Club:
- Generates excitement around books and reading.
- Features the very best books from Australian and overseas publishers.
- Provides access to books at discounted prices.
- Encourages recreational reading.
- Earns valuable Rewards Points – used by the School Library to purchase books and resources to enhance the school collection.

Ordering from Book Club:
- Book Club brochures are usually issued twice per term (unless a Book Fair is held)
- Book Club brochures will be sent home with students (usually on a Thursday)
- Orders are due back to the Tuckshop on the Tuesday or Friday (by 9.30am) on the following week – Check the ‘Tartan Times’ for details. Orders cannot be received after 9.30am. Late orders, after the due date, cannot be accepted.
- Payment can be made by cash, cheque (made out to Scholastic Australia) or credit card (directly through the Scholastic website). If paying by credit card, the order must still be received at the Tuckshop, with the credit card receipt number recorded.
Books are usually distributed to students approximately 2 weeks later.
If the books are a gift and the parent doesn’t want books distributed to their child/ren, please make a note on the order (highlight it so that it is clearly visible) and provide a contact phone number so that you can be advised when to collect the books (in secret).

Further details regarding this service are available from School Administration. Parents are requested to ensure that money is securely forwarded to the school as no responsibility is accepted for money lost. Any parent able to assist in processing student Book Club, should contact School Administration.

STUDENT COMPULSORY ATTENDANCE

Attendance at school is compulsory for children aged from 5.5 years by 31 December of the previous calendar year. Teachers are required to maintain daily Class Rolls. There can be many important reasons why a child is absent from school, including illness, dental appointments and specialised treatment or instruction. Whatever the reason, if a child is going to be absent from school, it is important that parents inform the school, even for a single day. Not only is it a legal requirement that children attend school but being away from school (late or absent) can have serious consequences for a child’s education and future prospects.

If absence occurs, a note signed by the parent, is to be provided to the class teacher or a phone made to School Administration (preferably at the start of the day). The reason for student absence is recorded within the Class Roll.

If a student is absent from school without appropriate explanation, the school will contact the child’s parents to find out why. Although it is a requirement that unexplained absenteeism be referred to appropriate agencies for intervention (Police and/or other Government Agencies), the Deputy Principal would rather sit down and talk about support for the student and other strategies before it gets to that point.

- Recess period absenteeism requires a note form the parent and approval from School Administration.
- If a student is to be away from school for a number of days (due to illness) the teacher may be able to provide the parent with home studies for the child.
- Sporting Carnivals, events and school excursions are not considered excuses for absenteeism from school.

STUDENT DISMISSAL / LEAVING THE SCHOOL GROUNDS

Students are expected to remain within the school grounds from the time of their arrival until dismissal at the end of the formal school day unless written parental consent is provided to either the classroom teacher or School Administration. Students found absent from the school grounds after commencement of formal instruction without authority, will be immediately referred to the parent and/or Police Service for absence investigation. At conclusion of formal instruction, students are to directly proceed from the school grounds toward home unless other school / parent approved activities are being undertaken.

While awaiting collection by parents, students are to remain within the school grounds. Upon vehicle arrival, students then depart the school grounds. There is no formal supervision by staff of students provided before or after school. The parent is responsible for their child outside of school hours (Including waiting within the school).

Years 1-2

When collecting Year 1 students parents are encouraged to wait in the J Block Undercroft. Year 2 parents are requested to wait under the large Covered School Emblem Area beside the Uniform Shop and not outside the classroom.
From about Week 3, students should be encouraged to go to a school gate or may be collected from the Covered Area / School Administration. It is important that students be met promptly to prevent anxiety and confusion. Waiting near the classroom distracts the students inside.

**Early Departure**

Parents collecting their child/ren during school hours are requested to advise the class teacher (on the day) in writing. To reduce disruption to class, parents are required to collect their child/ren from School Administration. The parent / guardian signs a Register to indicate that their child has departed the school grounds early.

**Late Departure**

Students not able to be collected from school by 3.30pm should be registered with OSH Club. Students who are not collected at their regular pick-up point are to make their way to School Administration. Students should be clearly instructed not to begin wandering home in the hope that someone will find them or to go to a friend’s house. Note: School Administration closes at 4pm.

**Storms Posing Danger At 2.30pm or 3pm**

In the event of severe storms at 2.30pm or 3pm, students are either retained in the classroom or escorted to the School Library and kept under supervision by administration and teaching staff. Students are released to parents from these buildings, until the storm safely passes. The safety of our students out-weighs the inconvenience to parents. Bus students use services as usual from the School Hall.

**STUDENT EXCLUSION FROM ATTENDANCE**

When a student’s disobedience, misconduct or other conduct is prejudicial to the good order and discipline of a State School, the Principal may formally suspend a student’s enrolment and attendance for a period of time – 1-5 or 6-20 days. Should a student’s behaviour be so inappropriate for the school environment, the Principal may suspend a student’s enrolment and attendance for a period of time – 6-20 days with view toward exclusion.

**SUN PROTECTION**

A “No hat-No play” policy is enforced within the playground. Students without hats are restricted to shaded areas. Skin protection is a high priority during sports. eg. Hat, Sunscreen, Tee-Shirts, etc. If adequate skin protection is not provided, the student will be required to complete an alternative supervised activity elsewhere in the school. All students must own and have access to a hat (wide brim 8-10cms) during the school day. Hats are to be stored within ports.

“Australia has the highest rate of skin cancer in the world. Research indicates that childhood sun exposure is an important contributing factor to the development of skin cancer later in life.”

Given that students are at school during peak ultraviolet radiation (UVR) times throughout the day, we look to providing an environment where policies and procedures can positively influence student behaviour. This requires the co-operation and co-ordination of teachers, staff, parents and students themselves.

**Our Expectations:**

- Provision of shade (trees and shelters)
- Wearing of wide-brimmed (8-10cm) or legionnaire style hats – in sun.
- SPF30+ sunscreen (before school and outdoor activities)
- Teaching about sun protection
- Avoiding outdoor activities in the middle of the day – where possible
- Role modelling (We all have a part to play – teachers, staff & parents)
- Rashie or t-shirt worn at the swimming pool

The school and students are given their own commitments towards SunSmart. Sunsmart requires that parents also take on a key role.
- Provide a Sunsmart hat and ensure that your child wears it to and from school.
- Ensure that your child applies sunscreen 20 minutes before leaving for school.
- Ensure that your child’s clothing provides adequate UVR protection.
- Act as positive role models – Sunsmart behaviour.
- Actively support the school’s Sunsmart and Dress Standards.

TARTAN TUCKERBOX / TUCKSHOP ORDERS ….. FLEXISCHOOLS

The P&C Association uses the Flexischools online ordering system. Online ordering is available 24/7. It is convenient for parents. It removes paper orders and cash from the process. Parents can register for FREE and it only takes a few minutes. Online ordering can be performed from home, work or through a mobile device. No more fumbling around for coins in the morning or sending children to school with excess cash. Online orders are faster and more accurate, giving parents peace of mind that their order and payment is received accurately at the school.

ONLINE REGISTRATION
- Go to www.flexischools.com.au
- Click REGISTER.
- Enter your email address. You will be emailed a link to an online form. Follow the link.
- Choose a username and password and complete the form.
- Add each student and their class.
- Top up the account – VISA or MASTERCARD is preferred.
- For assistance call 1300 361 769.

TRANSPORT

Families are encouraged to use environmentally friendly means of transport in an effort to reduce traffic volume around our school. Please observe rules of road safety and road courtesies both to other road users and local residents. Adult conduct is on display for children who learn from such modeling.

Bicycles

Bicycles must be walked through the school grounds. Bicycles are to be stored within the bike racks provided. Helmets should not be left on bicycles. It is strongly recommended that adequate lock security be used. The school accepts no responsibility for the security of bicycles brought into the school grounds. Students are to cautiously enter and depart the school grounds through the closest school gate.

Vehicles

Only staff are permitted to park within the school grounds and only in designated areas. Education Queensland accepts no responsibility nor liability for vehicles brought inside the school grounds. Other access is limited to authorised vehicles, special delivery vehicles and emergency services. Students are to alight and be collected from the footpath areas surrounding the school or from the school public carpark and ‘Kiss-and-Ride’ area.

All vehicular access to the school grounds requires Principal approval, which may be withdrawn at any time.
**Pedestrians**

A traffic light regulated pedestrian crossing is located on Rode Road in front of the school. Students wait behind the yellow line until the green signal is displayed, observe vehicles stopping, then promptly walk across the road, while observing vehicles. Bike riders are to walk their bikes. Students are not to attempt crossing Rode Road at any other point.

Pedestrians are not to negotiate the ‘Kiss and Ride’ area or main school driveway as they enter or depart the school. Single pathways are to be used (a) Via the School Hall (b) To ‘Kiss and Ride’ (c) Metro Street via Preparatory Year.

**Kiss and Ride Facility Area**

The Brisbane City Council has established a waiting or drop off / collection zone for the safe, efficient use of parent traffic around children. This area is called, the ‘Kiss and Ride Facility’. Traffic Officers maintain a regular parking patrol monitoring vehicle parking and activity. The Kiss-and-Ride Facility is a sign-posted regulated 5 min drop off and set down area. Vehicles are to stop within marked parking bays, within the drive-through lane closest to the school fence. Students are to access vehicles only by using the provided footpath. Under no circumstances should a child cross the bitumen or enter the car park area without an adult. The McDowall State School participates in the Brisbane City Council SAFEst and Active School Travel Programme. Parents are not to get out or leave their vehicle in the Kiss-and-Ride Facility. This lane is for drop off and pick up only.

**School Bus Services**

Brisbane City Council through Translink, operates school bus services from stops located on Rode Road in front of the school. Parents are best advised to contact Brisbane City Council or Translink for information about these services. Vehicles must not park in or use the marked bus stop as a loading zone. School bus services are regulated by Queensland Transport and are provided as a service to parents.

**VEHICLE ACCESS TO SCHOOL GROUNDS & PARKING**

Vehicles are not to enter the school grounds without prior Principal approval, which can be withdrawn at any time. Only staff are permitted to park within the school grounds between 7.30am and 4.30pm and only in designated areas. Vehicles must remain on designated roadways and not exceed 10kph with all care and attention taken. Pedestrians have right of way. Education Queensland accepts no responsibility nor liability for vehicles brought inside the school grounds. Metro Street Car park gates are locked between 2.35pm and 3.10pm. Rode Road gates are locked between 2.50pm and 3.10pm to provide safe departure for students. The double-gate closest the traffic lights provides access for taxis, collection of sick & injured students, emergency vehicles and deliveries only. Vehicle access to the OSH Club is via Metro Street access roadway only between 6.30am-7.45am and 3.15pm-6.30pm with no vehicles permitted to enter grassed or playground areas.

**METRO STREET CAR PARK**

The McDowall State School Car Park facing Metro Street is a regulated vehicle area for designated cars as determined by the Principal. The Principal manages all vehicle access into the McDowall SS grounds and reserves the right to direct, refuse or cancel access at any time. Neither Education Queensland nor the Principal, accept any responsibility for the loss of, or damage to, personal property (including vehicles) brought onto school premises. Vehicles brought into the school grounds are at the owner’s risk and responsibility.
FLYING GANG PARKING

Parent volunteers assisting within the McDowall SS may have their names placed within a weekly Year Level draw. Should a parent volunteer be successful, at the discretion of the Principal, a Metro Street Car Park Access Code is awarded for use over the next month. Key P&C Association volunteers, including Tartan Tuckerbox and Uniform Shop, may also receive an Access Code. Access Codes change every month.

- Parent access and parking within the McDowall SS grounds is at the discretion of the Principal.
- Parent access and parking within the McDowall SS Rode Road Staff Car Park is not permitted at any time.
- The issuing of an Access Code does not guarantee the provision of a car parking bay within the McDowall SS Metro Street Car Park. Driver patience is expected until a parking bay is available for use.
- Parking is not permitted on ‘Yellow Lines’.
- One McDowall SS Metro Street Car Park bay will be used by the OSH Co-ordinator. (He will open and lock the car park daily).
- A 10km/hr speed restriction applies within the McDowall SS grounds.
- Passengers must only enter / alight from a car when it is parked in a marked bay.
- A parent must accompany all children when walking within the car park area.
- Pedestrians have ‘Right of Way’ at all times.
- Vehicles exiting the McDowall SS Metro Street Car Park must ‘Give Way’ to vehicles entering the car park and to pedestrians using the footpath.

ADMINISTRATION CAR PARK GATE

Given the road location of this gate, exit traffic is expected to be ‘low volume’ with both the new intersection and traffic lights designed to accommodate ‘low volume’ traffic. Eg. Max. 15 cars + visitor traffic only. The Administration Gate is now part of a ‘regulated’ intersection.

NO RIGHT TURN is permitted from within the McDowall State School grounds. Police and traffic officers have been instructed to record vehicle registration details and arrange for fines to be issued. The intersection supports new road markings and signage.

It is illegal for a vehicle to enter the intersection undirected by the traffic light system. The traffic lights regulating the new intersection have been programmed for an extended change cycle, allowing pedestrians to safely cross the widened Rode Road. Rode Road School gates must remain locked closed between 2.45pm and 3.10pm for pedestrian use of the footpath and for safe bus access (bus and pedestrians) within the bus stop. Traffic lights cannot be seen from vehicles exiting the McDowall SS Administration Gate. Vehicle exit must occur with EXTREME CAUTION and at the driver’s responsibility.

As a ‘low traffic volume’ gate, a TRIPPING BUTTON has been installed for vehicles exiting the Administration Gate with the assistance of traffic lights.

The driver needs to press this button from inside their car and wait for the traffic sequence to run. When all traffic lights have turned RED a bright RED light will be displayed beside the pressure button. (Note arrow)

All traffic lights will only remain red for 8 seconds, only allowing a maximum of two vehicles to promptly exit the school grounds. EXTREME CAUTION is still required by drivers entering Rode Road.

For a driver to press the Tripping Button, their vehicle will be positioned on the right-hand side of the gateway. This means that vehicles cannot enter through the Administration Gate, while the exiting vehicle is there.
For a driver to press the Tripping Button, their vehicle may protrude and block the pedestrian footpath. Please be aware of pedestrians and ensure that they can safely move around your vehicle.

Two vehicles only can safely and promptly exit through the Administration Gate each traffic light cycle.

VOLUNTARY ASSISTANCE

Parent assistance in the classroom is a welcome extension to the Teacher Aide Programme. Parents desiring to be of assistance in the classroom must be well known by the classroom teacher. The classroom teacher will brief parents on tutoring techniques, behaviour management practices and approaches. Parents will also be advised of the schools approach to issues of ‘confidentiality’ and staff teamwork. Workshops may be conducted during the school year for parents to gain greater insights into current teaching strategies. Involvement within the classroom curriculum programme remains at the Principal’s discretion.

All voluntary workers assisting with school or P. & C. Association activities are covered by the P. & C. Association Personal Liability Insurance. It is necessary for all such adults to sign the Volunteer Register held at School Administration. Visitors are required to wear an identification badge, each time they enter the school. Visiting adults must sign out upon departure. Please note that the children of voluntary workers are not covered by this insurance. Alternative arrangements for their care should be taken while parents are involved in volunteer activities.

WEBSITES

[Links to various websites]

WET WEATHER PROCEDURE

Wet weather necessitates a change to school routine. Students generally remain on covered concrete areas within the school or within classrooms. As far as possible, students are kept dry and safe from accidental harm that may result in wet conditions. During downpour or an electrical storm, students will be retained in their Teaching Blocks. Visits to the toilets and Tuckshop will be permitted under additional staff direction and supervision.

WORKING WITH CHILDREN: CHECK FOR VOLUNTEERS

On 1st May, 2002, Queensland’s Commission for Children and Young People became the first organisation in Australia to run criminal history checks on volunteers working with children. From this date, Queensland volunteers – including those working in schools – have been required to present a blue suitability card indicating they have passed the ‘Working with Children Check’ before they can work in child-related employment.

Parents volunteering at their children’s school or for activities in which their child is involved are exempt.

The check is a comprehensive screening of an applicant’s criminal history. School Administration has all required forms and will assist volunteers through the check process.

For further information, contact School Administration. Application Forms are available online at [www.childcomm.qld.gov.au](http://www.childcomm.qld.gov.au) or by calling 1800 113 611.
A “Year Level Placement Decision-Making Checklist” has been developed for use by teachers when considering whether or not a student should be retained in their current year level. The teacher is responsible for completing this form, consulting with Specialist Support Staff and parents prior to discussing the case with the Deputy Principal. The completed checklist remains in the student’s file when completed. Parents are advised during interview as to the reasons for recommending either retaining the student or promoting a student onto the next year level.