

McDOWALL STATE SCHOOL



POLICY & PROCEDURES GENERAL

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, completion of a pertinent risk assessment; and Principal approval.

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. The school will book seat-belt fitted buses when-ever they are available. 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 continue to apply.

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.

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 School Administration 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 Cash Collection Box and when opened, Permission and Medical Forms provided to the Class Teacher. Receipts are issued to students to take home to their parents or can be collected from School Administration (upon request).



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) within the McDowall State School is not permitted unless prior approval of Principal (at his discretion) and that of the P&C Association, is provided.



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. Jesse Ramm. 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 the Tartan Tuckerbox Covered Area. 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 Celebration Concerts, Year 5 Inventions, Assemblies, Tartan Times newsletter, etc. Please refer to the Tartan Times Newsletter.

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. The OSHC Programme is not administered nor operated by McDowall State School. 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 OSHC Programme. All enquiries are to be directed to the OSHC Programme Co-ordinator.

Tel: 07 3353 5755	Tel: 07 3067 2397	www.mcdowallos.org.au	oshc@mcdowallsspc.org.au
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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 the Uniform Shop). Items not claimed after one school term, are donated to local charities or discarded. 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 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, Tartan Tuckerbox, 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 Tartan Tuckerbox is the responsibility of the student.

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. Class teachers do not deliver Religious Instruction. The programme may involve the use of an Activity Booklet or worksheets for use in the lesson. A School Invoice may be sent to parents early in the new year.

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

SCHOOL COUNCIL

The McDowall SS 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 Newsletter.

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 or PA Block. 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 & Out-of-School Hours Care Days
- * After 7.00pm School & Out-of-School Hours Care 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 3.30pm. 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 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

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.



CommonwealthBank

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 Student Banking volunteers (located in K Block) each Wednesday morning. 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 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 Out-of-School Hours Care 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 school gate to their classroom assembly area or to the school gate upon dismissal, without a parent. This could be commenced approximately Weeks 4 or 5. 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.

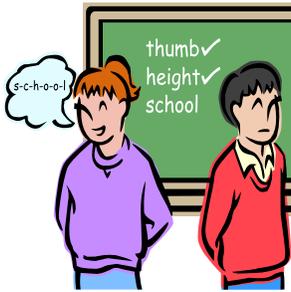


STUDENT COMPULSORY ATTENDANCE

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 and strategies for the student.

- * 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.
- * Pre-planned extended absence from school requires Principal approval. Please contact School Administration as early as possible.
- * 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).

P-2

To help develop a sense of independence, students in Preparatory to Year 1 should be encouraged to walk to the school gate upon dismissal, without a parent. This could be commenced approximately Weeks 4 or 5. Years 2-6 should do so from the start of the school year. It is important that students be met promptly to prevent anxiety and confusion. Waiting near the classroom distracts the students inside.

If necessary, 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.

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 Out-of-School Hours Care. 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 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 on the Tuesday or Friday (by 9.30am) on the following week – Check the 'Tartan Times' newsletter 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, 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.

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.

VOLUNTARY ASSISTANCE

Parent assistance in the classroom is a welcome extension to the Teachers-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 and/or at PA Block. 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.

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

From 2002, all Queensland volunteers – including those working in schools – have been required to present a blue suitability card (from Queensland’s Commission for Children and Young People) 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 or by calling 1800 113 611.

YEAR LEVEL REPEAT



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, the Guidance Officer 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.