

MALENY STATE SCHOOL

2022

PARENT INFORMATION BOOKLET



Welcome to Maleny State School

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Deputy Principal: Mrs Paula Heiniger

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Maleny State School

Connected Learners – Creative Leaders

FROM THE PRINCIPAL

Dear Parents and Carers,

On behalf of The Maleny School Community, I extend a very warm welcome to all newly enrolling children and their families. As our school vision states, we aim to develop 'Connected Learners into Creative Leaders'. Thankfully we enjoy the support of many parent and community volunteers to enrich our students' learning and development.

We are delighted to be able to share the Maleny magic with you. Our school is now your school.

At Maleny State School we believe effective teachers take responsibility for all students' learning and set high expectations so as to achieve the personal best out of each student. We believe effective teachers are lifelong learners that improve, learn and change. Effective teachers create a safe and supportive learning culture that increases student achievement. We believe that effective teachers use research based practices and benefit from coaching and collaboration. We believe effective teachers are reflective teachers.

At Maleny our core values lie under the three beliefs of;

- High Expectations
- A Supportive Learning Culture
- Being a Reflective Life Long Learner.

With approximately 400 students at our school, we are not too big and not too small. We are big enough to afford our students every opportunity that being a 'big' school allows, yet still small enough to maintain that 'small, country school feel'.

So what makes our school so special? It is more than our experienced teachers, our lovely green grounds and our outstanding academic, sporting and cultural achievements. Our most outstanding feature is the quality of the relationships we share at our school. We see the explicit teaching of Literacy and Numeracy as essential and are proud of our outstanding results in these areas. Our Innovation Centre ensures that all students have the opportunity to engage in the latest digital technologies curriculum and participate in additional extension activities.

Every person is valued and respected. Every interaction is important. The strength of our relationships (student/teacher/parent/staff/school community) and the culture of belonging created within our school is held in high regard within our local community.

I look forward to meeting your child/ren and yourselves and welcoming you personally, into our school.

Until such time, I wish you well. Please do not hesitate to contact me if I can assist your child/ren or yourself in any way.

Kind Regards,

John Byrne
Principal Maleny State School

ANAPHYLAXIS

Anaphylaxis is a severe, possibly life-threatening allergic reaction to specific allergens. We have several students enrolled at our school who have anaphylactic reactions if exposed to nuts (peanuts or tree nuts) or nut products (eg peanut butter, nutella). We therefore request all families not to send nuts, nut products or other products containing nuts to school. If your child is at risk of anaphylaxis, it is important for you to provide the school with your child's emergency medication and their ASCIA Anaphylaxis Action Plan, completed by your doctor. This Anaphylaxis Action Plan provides the instructions for the school to administer your child's medication in an emergency, which is specific to respond to their health condition.

ARRIVAL AT SCHOOL

It is not recommended that students arrive at school before 8:30 as staff supervision commences at 8:30, but if this is necessary on any occasion, the Principal should be advised. Students should sit quietly under the building until the 8:30am bell rings before moving to bitumen areas for quiet play. Playground equipment is not to be used before school.

Parents are required to check in their children at the office when bringing their children to school late.

ASSEMBLY

School Assembly is held every 2nd Wednesday at 2.20pm in the school hall for general announcements, presentation of certificates and awards for achievement, school band performances, addresses from special visitors or guests.

As this is the only time each fortnight when all students and teachers are together, it is a very important occasion to foster school pride and a sense of belonging. Parents are most welcome to attend.

ASTHMA

Parents are required to inform the school if their child has Asthma and supply an Asthma Plan completed by their doctor together with an inhaler (with a prescription label showing student's name and doctor's name) and spacer if required. An inhaler, for emergency use only, is located in the First Aid Room.

Students can only administer their own asthma medication under the direct supervision of their teacher, who will record the dosage and time administered at the office.

BICYCLES & SCOOTERS

In the interest of your child's safety, children riding bicycles and scooters to school should:

- have a roadworthy bicycle or scooter
- wear an approved helmet
- obey all road rules
- dismount bicycle or scooter at supervised crossing in Bunya St and walk (with bike or scooter) when directed by the crossing supervisor
- dismount and push the bike or scooter between the crossing and the school and when entering or leaving the school grounds
- park and lock bicycle or scooter in racks near the front of the admin block or scooter lock up.

BUS TRAVEL

Up to 200 children travel to school by bus. Local contractors provide up to 9 services for our students. Application forms for bus travel can be obtained from your bus driver or Qld Transport and must be approved before students are eligible to travel by school bus.

Prep and Year 1 Students are collected from their classrooms each afternoon by a staff member and put safely on the bus. If their bus drops them at school before 8:30am they are welcome to wait in the office.

SCHOOL TRANSPORT ASSISTANCE SCHEME (STAS). To be eligible for STAS, primary school pupils (Years Prep - 6) must:

- Be enrolled in Maleny State School
- Live more than 3.2 kilometres by the shortest trafficable route from the nearest State Primary School

Ineligible children pay their fare directly to the driver.

If you do reside less than the above distance and are listed on a:

- (a) Health Care Card issued by Centrelink; or
- (b) Pensioner Concession Card issued by Centrelink; or
- (c) Department of Veterans' Affairs Pensioner Concession Card; OR
- (d) Are a student placed under a Care and Protection Order by the Department of Child Safety,

you may be eligible for assistance with BUS TRANSPORT ASSISTANCE under the Safety-Net Scheme.

If you drive your child/ren more than 3.2 km to a school transport bus service you may be eligible for assistance under the Conveyance Allowance Scheme. *For further information contact Queensland Transport.*

BUS TRAVEL CODE OF CONDUCT

Education Queensland and Queensland Transport have developed a Code of Conduct for student behaviour on school buses. Under the Code of Conduct children are expected to:

- respect other people and property
- wait for the bus in an orderly manner
- conduct themselves in an orderly manner whilst on the bus
- use designated stops
- alight from the bus in an orderly manner
- follow the driver's direction in the case of an emergency or a breakdown

If a student does not abide by the Code of Conduct, action may be taken by the drivers which could include refusal of student's travel on the bus.

CALENDAR 2022

Semester 1	1st Term:	Monday 24 January to Friday 1 April (10 weeks)
	2nd Term:	Tuesday 19 April to Friday 24 June (10 weeks)
Semester 2	3rd Term:	Monday 11 July to Friday 16 September (10 weeks)
	4th Term:	Tuesday 4 October to Friday 9 December (10 weeks)

Pupil Free Days

These are the days on which children do not attend school and teachers are engaged in Professional Development activities:

- * Thursday, 20 January & Friday, 21 January 2022
- * Wednesday, 13 April & Thursday, 14 April 2022
- * Friday, 2 September 2022
- * Other Pupil Free Days will be advised through school newsletters

CHAPLAIN

Maleny State School Chaplaincy Service has been in place at the school since 2007. The service was established under the National School Chaplaincy Programme. Funding is provided by the Australian Government and also by the Local Chaplaincy Committee, which guides and supports the position and fundraises to supply our Chaplain with resources to work with children.

Participation in the Chaplaincy Program is voluntary, with written parental/guardian consent being sought for ongoing one-on-one meetings and involvement in specific programs. Whilst the Chaplain is able to model their own faith position, they must not promote any one faith, denomination or philosophy as being superior to another.

The service has adopted two models of operation, the Pastoral Care Model and the Mentoring Model:

- The Pastoral Care Model – provides an additional dimension to the school's care, guidance and support of students with spiritual, religious and/or ethical needs.
- The Mentoring Model – involves acting as a role model for students and assisting in developing supportive relationships with and among students.

More specifically, the chaplain's role is to:

- Build positive relationship with, and between, students.
- Promote a sense of wellbeing and belonging.
- Encourage students to realise their potential.
- Help children to resolve friendship difficulties,
- Provide religious and ethical guidance when requested.
- Assist students to explore their spirituality when requested.
- Work closely with other staff to help provide a nurturing and supportive school environment.
- Assist students who have personal issues such as family breakdown, family illness, divorce, grief, loss etc...
- Facilitate groups and lunchtime activities.
- Follow-up with new students.
- Refer to the Chaplaincy Service brochure for further information.

CODE OF CONDUCT

Maleny State School is committed to providing a safe, respectful and disciplined learning environment for all students, staff, parents and visitors.

The Maleny State School Student Code of Conduct sets out the responsibilities and processes we use in our school to promote a productive, effective whole school approach to discipline.

Its purpose is to facilitate high standards of behaviour from all in the school community, ensuring learning and teaching in our school is prioritised, where all students are able to experience success and staff enjoy a safe workplace.

See our Website or the Office for a full copy of the Maleny State School Student Code of Conduct 2020-2023.

COMPULSORY SCHOOL ATTENDANCE

The State Education Act states that children between the ages of six years and six months and when they turn sixteen or complete Year 10, whichever is sooner, must attend school and shall be absent only when they have a valid excuse.

STUDENT ABSENCE PROCESS

School starts at 8:50am. Electronic rolls are marked at 8:55am and 1:40pm. Students coming late to school are required to obtain a late slip from the office to give to their class teacher. Parents are required to accompany their children to the office when bringing their children to school late.

Parents/Guardians are required to contact the school on the day the student is absent by 9.00am by either phoning the school Absentee Line 5499 8366 (this is a 24 hour recorded service, you can call it anytime) or email admin@malenyss.eq.edu.au to notify the school of the reason for the child's absence.

Office staff check and clear the Absence Line and emails by 9:30 and a Daily Unexplained Absence report is run. A generic SMS message requesting an explanation of their child's absence is sent to parents who reside with the student. If you receive an SMS message, please reply with the reason for absence or phone the Student Absence Line to explain the absence OR if you believe your child/ren should be at school contact the school office on 5499 8333 immediately to notify us. This procedure is to ensure the safety of your children and avoid time delays in emergency situations.

- Students who have returned after an absence and their parents have not informed the school the reason of the absence will be given an absence note by their class teacher. Students are to return this note to the office completed by their parent/guardian the following school day.
- Students that do not return this note will be given a second note and school staff will contact the parent/guardian requesting an explanation for the student's absence.
- Students with persistent absences or lateness will be referred to the Principal/Deputy Principal.

The principal will follow the '**Managing Student Absences and Enforcing Enrolment and Attendance at State Schools Policy**'.

Parents can apply for an Exemption from Compulsory Schooling when their child/ren cannot (or it would be unreasonable in all the circumstances) attend school for a period of more than 10 consecutive school days. It is a requirement that an Application for Exemption for a child or young person enrolled in a Queensland State School is obtained from the office. Once completed, this application is submitted to the Principal. The Principal may grant an exemption from compulsory schooling if he/she is reasonably satisfied that:

- the child cannot attend a state school or
- it would be unreasonable in all the circumstances to require the child to attend a State School

Written notification of the decision regarding this application will be forwarded to the parent/carer.

BE ON TIME

The first 15 minutes of the school day is an important routine which includes marking of the roll, messages and changes to the day's routine. Children are expected to be at school by 8.45 a.m. **Punctuality** is expected and parents are urged to assist in ensuring children do not arrive late to school. Late arrivals must be signed in by parents at the office.

CROSSINGS

Children crossing Bunya Street should cross *ONLY* at the pedestrian crossing. Using the crossing sets a good example for your child.

Persons employed by the Department of Transport on school days supervise the Bunya Street crossing. Children and motorists must respect and obey the Crossing Supervisors at all times (between 8.05am - 9.00am and 2.40pm - 3.15pm).

Children should be familiar with and obey the following rules:

1. Approach crossing in an orderly manner and wait at the kerb - remember no pushing/shouting, etc
2. After the Supervisor has stopped the traffic, the supervisor's whistle indicates you may cross the road. (Do not run).
3. One sharp blast means "STOP" immediately.
4. Remember bicycles and scooters must be pushed and skateboards must be carried across the crossing. All children are encouraged to cross at the school crossing even when going to the Riverside Centre.
5. Students are only permitted to wait on the school side of the crossing of an afternoon when being collected at 2.50.

DENTAL VAN

Each year, students have access to the dental van where dental work will be performed at the school. This service is free to children of the school. Parental permission is required for this service.

DEPARTURE

All children should clear the school grounds as soon as possible after dismissal. No child is to leave the grounds before their teacher has dismissed them at the end of the day. Students waiting for collection must remain on the footpath behind the Crossing Supervisor. Everyone crossing the road (including cyclists), are to walk across the supervised crossing. Any children not collected within 15 minutes are to report to the office and wait in the foyer to be collected. Children are not permitted to wait unsupervised on the footpath or across the road from the Crossing Supervisors. Students waiting to be collected by High School siblings must wait with staff under the A Block building. Students need to be respectful at all times of all school neighbours and local shop owners.

ENRICHMENT CENTRE

Maleny Special Education Program (SEP) provides special education programs to Maleny State School students verified with a disability.

At Maleny State School the SEP operates out of the Enrichment Centre, with a primary focus on providing support within the student's classroom environment.

The Maleny Special Education Program advocates an inclusive philosophy as documented in Education Queensland Policy and Procedures: *CRP-PR-009: Inclusive Education*

"Inclusive education...responds to [the] uniqueness of individuals so all students can access schools and participate to achieve learning outcomes and to develop skills to work and live productively and respectfully with others from a range of backgrounds, abilities and cultures."

Inclusive education therefore translates into our school setting as:

- Celebrating diversity.
- Providing adjustments within the teaching and learning environment so that disabilities are not a barrier to student learning outcomes.
- Ensuring that students with disabilities are active members and participants in our school community.

On enrolment students identified with a disability in accordance with Education Queensland guidelines are:

- Enrolled in a class
- Allocated a Case Manager (Special Education Support Teacher)
This enables our students to develop a sense of belonging in a supportive environment. To promote and maintain this culture, a close working relationship exists between Students with Disability staff and class teachers.

The Maleny Special Education Program supports students verified with one or a number of disability categories, including: Autism Spectrum Disorder (ASD), Hearing Impairment (HI), Intellectual Disability (ID), Physical Impairment (PI), Speech-Language Impairment (SLI) and Vision Impairment (VI). To be verified in any of the above a student must meet Education Queensland criteria.

EMERGENCY CONTACT DETAILS

It is important that the school is able to contact parents in an emergency, when a child is ill or for general correspondence. For this reason we need to be informed immediately of any change of address, family status, telephone numbers (work/home/mobiles), email addresses and emergency contact details. Lack of current information can cause delays in contacting you. In an emergency, time is vital.

EXTRA CURRICULAR ACTIVITIES INCLUDE:

- Instrumental Brass Program (Years 4-6)
- Instrumental Woodwind Program (Years 4-6)
- Recorder Ensemble
- School Choir
- Advanced Instrumental Music Camp
- Surf Skills
- Noosa North Shore (Year 6)
- Mapleton Camp (Year 5)

- Currimundi Camp (Year 4)
- Lunchtime Activities Program
- Under 8's Day (P-2)
- Sporting Schools Program
- GEMS (Prep-6)
- Daniel Morcombe Walk
- Lunchtime clubs (Robotics, Coding and Minecraft EDU Club)

REFUND GUIDELINES for EXCURSIONS and CAMPS

School excursions and camps enhance a student's learning by providing opportunities for the student to participate in activities, both curriculum-related and recreational, outside the normal school routine. All planned school excursions are approved by the Principal and endorsed by the Parents and Citizens Association.

State schools are able to charge a fee for:

- An educational service including materials and consumables not defined as instruction, administration and facilities for the education of the student;
- An educational service purchased from a provider other than the school where the provider charges the school; and
- A specialised educational program.

A school fee is directed to the purpose for which it is charged.

School fees for excursions and camps are calculated on a cost recovery only basis, according to the number of students who have indicated their attendance.

Participation of students in an excursion or camp is indicated through payment of the excursion or camp fee and provision of a permission form completed by the parent/carer.

As the school budget cannot meet any shortfalls in funding for an excursion or camp due to the subsequent non-participation of a student who had previously indicated attendance of the activity, fees already paid for an excursion or school camp **may be refunded in full or in part or not at all**, having regard to the associated expenses incurred and the circumstances of the non-participation.

If a parent/carer wishes to apply for a refund due to their child's non-participation in an excursion or camp activity, they may do so by completing a Request for Refund form available from the school office. Where possible, the request should include the receipt relating to the payment for which a refund is being sought.

It is preferred that refunds be repaid to the parent/carer, however it is possible to have the refund amount credited against the student's account at the school, and used for any cost in the future.

FACEBOOK

Join the Maleny State School Facebook Page to see regular posts, photos and updates about our school.

HALL

The school's Hall is used for a variety of purposes. With seating capacity for 500, it is the ideal venue for performances, parades and dances. With dinner seating for 150 it is also the ideal venue for private functions. Contact the office for Hire Fees.

HEAD LICE

Head Lice in schools can be a problem. Infestation occurs where children interact as in the school situation. It is important for all parents to be vigilant and to apply treatment at the first signs of infestation. Several preparations are available from the chemist. Students with long hair are required to tie their hair up at school to minimise the risk of infestation.

Treatment MUST be repeated in 7 to 10 days to guard against reinfestation. It is recommended that conditioner be applied to the hair after treatment and combed through with a special fine toothed comb until all the dead lice are removed. Sheets, pillowcases etc. need to be washed and disinfected otherwise the treatment could be ineffective.

If students have head lice, parents will be notified and options will be discussed. Parents can assist in dealing with head lice by reporting (confidentially) any incidence of head lice to the Teacher or Administrative Officer. A school notice will be sent home to all families in the child's class asking parents to check their child for head lice. The notice also contains information on head lice and treatment.

HEALTHY EATING HABITS

Maleny State School, with the support of parents:

- promotes being nut free – NO NUTS or NUT PRODUCTS
- encourages children to eat healthy food
- promotes dental hygiene to reduce the incidence of tooth decay
- develops an awareness of the link between healthy eating, brain function, learning and work habits

Parents can encourage their children by packing nutritious lunches and discouraging snack food high in sugar and additives.

HOMEWORK

Maleny State School endorses the concept of homework on the grounds that it can:

- Provide the opportunity for positive parent involvement in a child's learning. We know that this kind of involvement is associated with high levels of a student's achievement.
- Assist children in the development of study habits and skills.
- Assist children in the promotion of self-discipline and time organisation.
- Provide a link between the home and the school.
- Reinforce concepts learnt at school.

Generally, our approaches to homework should encourage students to interact with family members and not be a source of stress or frustration within the family.

Each teacher will allocate appropriate homework tasks according to the school Homework Policy. In all year levels reading is encouraged and it is hoped children will develop a love of reading and read often at home.

Students in Years 1, 2 and 3 could expect up to but generally not more than 1 hour of homework per week. Students in Years 4,5 and 6 could expect up to but generally not more than 2 hours of homework per week.

ICT

ICTs are integrated across all areas of the curriculum and used in a variety of ways to help students communicate effectively. The use of digital technology has become an invaluable tool in the teaching & learning of our students.

Most of our classrooms and teaching spaces are supplied with Flat Screen Televisions and many utilise wireless technology to facilitate greater access to online learning and technology opportunities. Students have access to a computer lab, ipads, laptops, robotics and cameras to enhance their learning.

ILLNESS

If a child becomes ill, the school will attempt to contact the parent or the nominated emergency contact as per the Enrolment Form. Children who become ill at school should report to the teacher who will then refer the child to the office.

INFECTIOUS DISEASES

Should your child contract an infectious disease, check the table below for the recommended exclusion period.

Condition	Child with the infection	Those in contact with the infected person
Chickenpox (varicella)	EXCLUDE until all blisters have dried. For non-immunised children, this is usually 5 days after the rash first appeared, and less for immunised children.	EXCLUSION MAY APPLY EXCLUDE non-immune pregnant women and any child with immune deficiency or receiving chemotherapy. Contact your Public Health Unit for specialist advice. Varicella can be reactivated in older children and adults as Shingles. See below.
Cold sores (Herpes simplex)	Not Excluded if the person can maintain hygiene practices to minimise the risk of transmission. Young children unable to comply with good hygiene practices should be excluded while sores are weeping. Sores should be covered with a dressing where possible.	Not excluded
Conjunctivitis	EXCLUDE until discharge from eyes has ceased unless a doctor has diagnosed non-infectious conjunctivitis.	Not excluded
COVID-19	EXCLUDE for at least 10 days after the onset of illness and until they have not had any symptoms for 3 days. Contact your Public Health Unit for specialist advice	Exclusion may Apply Contact your Public Health Unit for specialist advice
Cytomegalovirus (CMV)	Not Excluded. Pregnant women should consult with their doctor.	Not excluded. Pregnant women should consult with their doctor.
Diarrhoea and/or Vomiting (including amoebiasis, campylobacter, cryptosporidium, giardia, rotavirus, salmonella & viral gastroenteritis)	Exclusion periods may vary depending on the cause. EXCLUDE a single case until 24 hours after the last loose bowel motion and the person is well. See information below if norovirus is confirmed or considered likely as the cause of diarrhoea and vomiting.	Not excluded
Enterovirus 71 (EV71 Neurological disease)	EXCLUDE until written medical clearance is received confirming the virus is no longer present in the person's bowel motions.	Not excluded
Fungal infections of the skin and nails (ringworm/tinea)	EXCLUDE until the day after antifungal treatment has commenced.	Not Excluded
Glandular Fever (mononucleosis, Epstein-Barr virus)	No Exclusion	Not excluded
German measles (rubella)	EXCLUDE for 4 days after the onset of rash or until fully recovered, whichever is longer. Pregnant women should consult with their doctor.	Not excluded Pregnant women and female staff of childbearing age should check their immunity with their doctor. Contact your Public Health Unit for specialist advice
Haemophilus influenzae type b (Hib)	EXCLUDE until the person has completed a course of appropriate antibiotic treatment. Contact your Public Health Unit for specialist advice	Exclusion may apply Contact your Public Health Unit for specialist advice
Hand, Foot & Mouth Disease (EV71)	EXCLUDE until all blisters have dried	Not excluded
Head lice	Exclusion is not necessary if effective treatment is commenced before next attendance day (i.e. the child does not need to be sent home immediately if head lice are detected)	Not excluded
Hepatitis A	EXCLUDE until at least 7 days after the onset of jaundice or dark urine, or for 2 weeks after onset of first symptoms if no jaundice or dark urine.	Not excluded Contact your Public Health Unit for specialist advice
Hepatitis B and C	Not Excluded Cover open wounds with waterproof dressing.	Not excluded
Hepatitis E	EXCLUDE until at least 2 weeks after the onset of jaundice.	Not excluded
Human immunodeficiency virus (HIV/ AIDS)	Not Excluded Cover open wounds with waterproof dressing	Not excluded
Influenza & influenza like illness	EXCLUDE until symptoms have resolved, normally 5-7 days.	Not excluded
Measles	EXCLUDE for 4 days after the onset of the rash Contact your Public Health Unit for specialist advice	Exclusions May Apply Vaccinated or immune contacts Not Excluded. Exclude immune-compromised contacts (including those receiving chemotherapy) until 14 days after the appearance of the rash in the last case. Exclude non or incompletely vaccinated contracts, without evidence of immunity. Contact your Public Health Unit for specialist advice.
Meningitis (bacterial)	EXCLUDE until well and has received appropriate antibiotics	Not excluded
Meningitis (viral)	EXCLUDE until well	Not excluded
Meningococcal infection	EXCLUDE until 24 hours of appropriate antibiotics have been completed. Contact your Public Health Unit for specialist advice	Not excluded Contact your Public Health Unit for specialist advice
Molluscum contagiosum	Not Excluded	Not excluded
Mumps	EXCLUDE for 5 days after onset of swelling. Pregnant women should consult with their doctor.	Not excluded Pregnant women should consult with their doctor.
Norovirus	Exclude until there has been no diarrhoea or vomiting for 48 hours	Not excluded
Roseola, sixth disease	Not Excluded	Not excluded
Scabies	EXCLUDE until the day after treatment has commenced.	Not excluded.

School sores (impetigo)	EXCLUDE until 24 hours of appropriate antibiotics have been completed. Cover sores on exposed areas with a waterproof dressing until sores are dry, and encourage handwashing.	Not excluded
Shiga toxin-producing E.coli (STEC)	EXCLUDE until diarrhoea has stopped and two samples have tested negative, <i>Contact your Public Health Unit for specialist advice</i>	Exclusion May Apply Contact your Public Health Unit for specialist advice.
Slapped cheek syndrome, fifth disease (parvovirus B19, erythema infectiosum)	Not Excluded Pregnant women should consult with their doctor.	Not Excluded Pregnant women should consult with their doctor.
Shigellosis	EXCLUDE until there has been no diarrhoea or vomiting for 48 hours. <i>Contact your Public Health Unit for specialist advice</i>	Exclusions May Apply Contact your Public Health Unit for specialist advice
Shingles (herpes zoster)	Exclusions May Apply If blisters can be covered with a waterproof dressing until they have dried Not Excluded. EXCLUDE if blisters are unable to be covered and until no new blisters have appeared for 24 hours.	Exclusion May Apply Contact your Public Health Unit for specialist advice, including advice for pregnant women and any person who is immune-compromised (including receiving chemotherapy)
Streptococcal sore throat (including scarlet fever)	EXCLUDE until 24 hours of appropriate antibiotics have been completed	Not excluded
Tuberculosis (TB)	EXCLUDE until written medical clearance is received from the relevant Tuberculosis Control Unit.	Not excluded
Typhoid and paratyphoid fever	EXCLUDE until diarrhoea has stopped and two samples have tested negative. <i>Contact your Public Health Unit for specialist advice</i>	Exclusion May Apply <i>Contact your Public Health Unit for specialist advice</i>
Whooping Cough (pertussis)	EXCLUDE until 5 days after starting appropriate antibiotics or for 21 days from onset of cough. <i>Contact your Public Health Unit for specialist advice</i>	Exclusion May Apply for those in contact with the infected person. Contact a public health unit for specialist advice regarding exclusion of non- or incompletely vaccinated contacts.
Worms	EXCLUDE until diarrhoea has stopped for 24 hours and treatment has occurred.	Not excluded

For updates and further information contact your nearest Public Health Unit at: www.health.qld.gov.au.

INJURY

If a child is injured at school, our immediate procedure is to assess the extent of the injury. On evaluation of the injury the parent will be contacted and treatment discussed which could include the calling of the Ambulance. If parents are unable to be contacted alternate medical treatment may be arranged by the school. Our prime concern at all times is the welfare of the child.

INNOVATION CENTRE/LIBRARY

The Innovation Centre, which houses our School Library is open every day, including lunch breaks. During this time students can borrow books, have access to reading materials and access to a range of Science, Technology, Engineering, Arts and Mathematics (S.T.E.A.M.) related activities.

Students are able to borrow up to two books at a time for a two-week loan. Of course children can choose to borrow more frequently and can usually renew their book if more time is needed. Students are notified if books become overdue. Replacement costs are charged for overdue, lost or damaged books.

A **waterproof** library bag with a velcro or zip closure is strongly recommended as accidents can occur with wet togs and leaking water bottles.

INSTRUMENTAL MUSIC

Students in Yrs 4 – 6 may choose to learn a Brass, Woodwind or Percussion instrument at school. They are required to participate in before-school concert band rehearsals and receive a 30 minute lesson each week, during class time. Students in Yr 4 may hire some school instruments (subject to availability and payment of hire fees). The Maleny State School Concert Band performs at a number of Community and School events throughout the year.

Each year at Maleny State School, students who are involved with the Instrumental Music Program are required to pay an instrumental music fee.

All students - \$30 – This contributes towards photocopying, supplementary music, extension pieces, ensemble pieces and music equipment such as music stands.

All students who are loaning a school instrument for the year will also be required to pay a further \$90 – This contributes towards the servicing and maintenance of the instrument at the end of the year when it has been handed back to the school.

Eg. *Students who are using a school instrument - \$30 + \$90 = \$120 for the year*
Students who are using their own instrument or playing a percussion instrument will only be required to pay \$30.

Payment plans are available – please contact the school office.

This money is used to maintain school instruments and resources such as school music stands, supplementary books, concert band music etc.

Please Note: School instruments will not be provided to students until payment has been received or a payment plan organised.

As the student is expected to remain in the program for the duration of the school year, these fees are not refundable if the student withdraws from the program before the end of the school year. Similarly, if the fees are not paid, the student will be unable to continue in the program.

LEARNING SUPPORT

The Support Teacher: Literacy & Numeracy (STLAN) works closely with classroom teachers to ensure that children are able to progress at their own level. Assistance may take the form of either working with classroom teachers and/or children in the classroom, withdrawing children for short teaching sessions or advising classroom teachers on suitable programming and resources. Support for parents is also available.

The STLAN liaises closely with other specialist services and The Enhanced Learning Committee. Intervention for students with special needs is coordinated through referral to the school Enhanced Learning Committee.

Specific intervention programs are offered for students identified by teachers through internal and external diagnostic testing (such as Year 3 & Year 5 Naplan Tests). The STLAN manages these programs. Literacy/Numeracy Teacher aides support children with identified learning needs.

LEAVING the SCHOOL GROUNDS

Once a child enters the school grounds he/she must remain in the school grounds throughout the day.

If parents need to collect a child/ren from school, they are required to meet their child/ren at the office where they are signed out by the Administration Officer. Children will not be permitted to walk home alone or to wait at gates etc. during the school day. Parents are required to advise the school if anyone other than the residential parent is collecting a child/ren from school during school hours for the safety of students.

Parents should impress on their child/children the dangers to their personal safety and security in leaving the school grounds without permission or unsupervised.

LOST PROPERTY

All articles (including clothing) brought or worn to school by children must be named clearly.

Lost property is placed in the lost property area, which is located under the steps in the old foyer. Named articles are returned to children where possible. Parents or children are encouraged to check the lost property for lost articles on a regular basis.

LOTE

In 2021, students in Yr 5 & Yr 6 will study Japanese at Maleny State School. Languages (Other Than English) is one of the Key Learning Areas in Education Queensland's curriculum, and therefore, are compulsory.

Learning a Language Other Than English:

- introduces students to other languages as a means of accessing other people's ideas and ways of thinking;
- inspires interest in and respect for other cultures;

- intersects with a range of communication technologies;
- develops an array of transferable skills that support other areas of the curriculum.

These outcomes have far-reaching benefits for:

- individual students, their families and communities;
- Queensland, in its vision of building the Smart State;
- Australia's diverse cultural community;
- Australia's position in the global community.

MANAGING PARENT CONCERNS - “PUTTING THINGS RIGHT”

At times parents may have a concern or query about a school related matter. It is important that you resolve the issue with the person or persons involved, using the School Complaints Management Procedure. Issues you think are serious should be raised with teachers or admin. We are committed to dealing positively and openly with your concern. It helps us to learn how we can do things better for you. We will try to make sure that your complaint is resolved quickly. Sometimes a complex matter will take time.

If parents have a concern with the actions or behaviour of other students this should be reported to the school ASAP. It is not acceptable for parents to address/confront other students in relation to their concerns. Action may be taken against parents that do not comply with this directive.

Effective partnerships between parents, students and our school are important to educational success. One part of that partnership is trust and openness. We need to be able to talk to each other when we have concerns, so that issues can be resolved for the benefit of all concerned.

MOBILE PHONES

If students need to bring a mobile phone to school they are to be switched to silent and left in their school bag from the time they enter the grounds to the time they leave. Students using phones will have them confiscated and they will need to be collected by their parents. Students that bring phones to school must act responsibly and do so at their own risk.

MONEY AND VALUABLES

Anything of special or considerable value is to be left at the office for safe keeping. This could apply to articles brought to school for morning talks or units of work. Students should keep their money or give it to a teacher as considerable distress occurs when money goes “missing” from a bag or tidy tray. Money sent to school for excursions, etc. should be in a sealed envelope with your child’s name and class and given to the office. Children who present large sums of money at Tuckshop - (\$20.00 or more) may be questioned.

MUSIC

Maleny State School aims to give all students a taste and appreciation of the many aspects which encompass Music.

“Without music life cannot be complete.....We should try to instil the awareness of this into all who have no idea of the beauties hidden in the enchanted garden of music...” Zoltan Kodaly.

We aim to develop the musicality of children so that, as members of our community, they might better be able to enjoy and be involved in music activities realising the integral role music plays in all our lives.

All students from Prep to Year 6 participate in weekly class music lessons. Students are introduced to the knowledge and understanding of music through singing, listening, moving, creating and playing percussion instruments, ukuleles and marimbas. These activities are designed to enhance the child’s overall social and emotional development and self-confidence, and to learn fundamental concepts in music.

Students in Years 4 – 6 experience descant recorder, ukulele, keyboard, marimba and a variety of tuned and untuned percussion. They participate in composition, performing dance and music appreciation.

Apart from weekly music lessons, students are able to extend their performance skills by joining our Choir, Rock Band, Marimba and Recorder Ensembles, and Concert Band. They are also given the opportunity to be involved in our Instrumental Music Program. Instrumental students are instructed in the areas of percussion, woodwind, and brass instruments. Our School Choir and Ensembles perform at various concerts, competitions and events throughout the year.

NEWSLETTERS

Class teachers communicate with parents through Class Newsletters at the beginning of each term.

Our fortnightly School Newsletter is uploaded to our Website: www.malenyss.eq.edu.au. Parents are sent an email containing the link when the Newsletter has been uploaded.

The Newsletter is a very important means of communication with parents. Parents are encouraged to seek it out each fortnight and read it carefully.

ORAL MEDICATION

Education Queensland has a policy on the administering of oral medication to children by staff at school. Any medication prescribed by a doctor and issued by a pharmacist can be administered by school staff. If you wish your child to receive prescribed oral medicine at school, you **must** sign a form giving staff permission to administer the medication. **All medication must have the original pharmacy label showing the Students name, Doctors Name** and instructions on the bottle or box. This must indicate specific times and dosage for administration. Verbal instructions for administration of medication are NOT ACCEPTABLE. Non-prescribed medicines (e.g. Analgesics or homoeopathic etc) **will not** be given by staff. Asthma inhalers should be named and may be kept with the child – see section on Asthma for more information.

P&C ASSOCIATION

The Maleny State School Parent and Citizen Association aims to work together with the Principal and staff to foster parent/teacher co-operation and local interest in educational matters. The P&C Association provides a forum for discussion and debate on all issues relating to our school. Views of all parents are encouraged, hence wider avenues of parental involvement have been created. For any enquiries please contact pandc@malenyss.eq.edu.au or refer to their dedicated website: <https://www.malenypandc.com.au>.

School Planning and Budgeting. P&C Representatives play a key role in this area and work together with the Principal, Administration and teaching staff to enrich school programs and facilities.

Tuckshop provides a valuable service to the school operating the school tuckshop Tuesdays, Thursdays and Fridays with volunteers and paid Tuckshop Convenors.

Uniform Shop provides a valuable service to the school operating on Fridays 8.30-9.00am with volunteers. Uniforms can also be purchased through the P&C website: <https://www.malenypandc.com.au/uniform-shop>.

Fundraising: All schools require additional funds to improve resources for the students. The P&C assists in co-ordinating and implementing most fundraising activities with the Principal. They welcome a strong and varied membership and value new ideas. **Parents are urged to support all fundraising activities to ensure all school plans are implemented effectively.**

Meetings: The P&C Association meet on the second Wednesday of every month during school term at varying times in the library meeting room. Participants are also able to use online services if they are unable to attend in person. Office bearers of the Association are elected at the Annual General Meeting each year in March. All parents and community members are welcome.

Membership: Membership is open to all parents and interested citizens and is renewable each year at the Annual General Meeting of the Association. A person must apply for membership of the Association by completing and submitting an Application for Membership to the Association and attend a General meeting in person or AGM in person or in absentia. Membership applications can be completed online at <https://www.malenypandc.com.au/membership>. All members of the P&C Association must be registered. Registration fulfils the requirements of our 'Voluntary Workers Insurance'.

PARKING IN THE SCHOOL GROUNDS

The car park within the grounds is limited to Education Queensland employees only.

Parents must park outside the school grounds in designated parking areas at all times. Parking across the gateway or in Bus Zones is illegal and seriously endangers your children's lives. Parents are permitted to park in the car park at the Hall, however **MUST** give way to buses and pedestrians on arriving and departing. Exit from this car park is unavailable between 2.30pm and 3.15pm.

Parents are urged to take extreme care when driving or parking in the vicinity of the school.

PREP

This is the first year of schooling in Qld and children must be 5 by 30 June in the year they enrol. In your child's Prep Year at Maleny State School we aim to provide early learners with positive dispositions to both learning and to themselves as learners. To be eligible for Prep, please use the below table as a guide:

Birthdate	Eligible for Prep year in	Eligible for Year 1 in:
Child born 1 July 2015 – 30 June 2016	2021	2022
Child born 1 July 2016 – 30 June 2017	2022	2023
Child born 1 July 2017 – 30 June 2018	2023	2024
Child born 1 July 2018 – 30 June 2019	2024	2025

The following factors have been identified that contribute to success in learning:

- ★ social and emotional competence with a focus on social and personal learning
- ★ health and physical wellbeing, particularly in making healthy choices, gross-motor and fine-motor development
- ★ language learning and communication focusing on oral language and early literacy
- ★ early mathematical understandings with emphasis on early numeracy
- ★ active learning processes with a focus on thinking, investigating, imagining and responding
- ★ positive dispositions to learning.

PRIMARY SCHOOL

The Primary School caters for students in years Prep – Yr 6 covering the ages of 5 years to 12 years. The Australian Curriculum covered at the Primary School includes the following areas:

- English
- Mathematics
- Technology
- Science
- Humanities and Social Sciences (HASS)
- Language other than English (LOTE)
- The Arts
- Health & Physical Education (HPE)

PERFORMANCES

Throughout the year, students will be offered the opportunity to access extra curricular activities such as Science Workshops and visiting Authors/Artists.

RELIGIOUS INSTRUCTION

Queensland state schools embrace a multitude of cultural, religious and non-religious beliefs. Under the Education (General Provisions) Act 2006, schools are to provide Religious Instruction (RI) if approached by a faith group seeking to provide RI and students of that faith attend the school.

RI informs students about the beliefs and values of a particular religion. It is delivered by volunteers of a faith group using instructional materials approved by that faith group. RI is required to be consistent with legislation and Department of Education policies and procedures.

All RI instructors must hold a blue card and participate in compulsory Student Protection and Code of Conduct training. RI instructors are only entitled to deliver the RI program outlined below. A school staff member will be present during the delivery of RI.

Participation in RI is not compulsory. Any student (except Prep students) may participate in RI if a parent has provided written instructions to the school.

Students are allocated to RI based on information provided by parents on the completed Application for student enrolment unless other written instructions have been provided to the school.

Note: This consent remains in effect unless the parent informs the school otherwise in writing.

At Maleny SS each of the instructors provide a Cooperative Arrangement Religious Instruction Program under the provisions of s.76 of the Education (General Provisions) Act 2006 (The Act) and the Education (General Provisions) Regulation 2017. They are only entitled to deliver Christian Religious Instruction using an approved Christian Education Publications Curriculum to students who have parental consent to participate in the program.

Participating faith groups: Anglican, Baptist, Australian Christian Church (COTR), Lutheran, Presbyterian, Uniting and Catholic churches.

Title of authorised program: Christian Religious Instruction using Christian Education Publications Curriculum (Beginning with God, Connect and Big Questions)

Aims and Goals of the program: To instruct students about the basic beliefs of the Christian faith from a non-denominational perspective, and to enable an understanding of foundational Christian ideas and values.

Amount of time for lesson: 30 minutes per week

'Beginning with God' for year 1 – 'Beginning with God' introduces the Christian faith to students, the one year program of 40 lessons assumes little prior knowledge. Lessons progress through seven main themes:

- God and the world he created
- A troubled world and god's remedy
- Jesus, God's son, is always with us
- Jesus cares for his people
- Responding to Jesus and God
- People in God's unfolding plan
- God's plan fulfilled

Different children learn in different ways and the Beginning with God curriculum is designed to reflect this. Children engage with the truths of the Bible week by week through music, drama, reading and writing, puzzle solving, drawing, and asking questions.

This curriculum is child-related. It is designed to engage minds and emotions as well as develop the skills needed to understand the Christian faith and how it applies to life.

'Connect' for lower primary and upper primary – The key themes of the Bible and the Christian faith are clearly explained in 'Connect'. Week, by week, students are encouraged to make connections with the Bible's teaching and apply the learning to their lives. Over a three-year cycle Connect lessons cover these main themes:

- God, our good Creator
- God's big plan of salvation
- God keeps his promises
- God's people living in God's land
- Jesus teaches about his kingdom
- Followers of Jesus
- Living god's way
- Easter and Christmas
- Special lessons: self-esteem, dealing with loss, caring for the environment, growing as a Christian, coping with change.

Different children learn in different ways and the Connect curriculum is designed to reflect this. Children engage with the truths of the Bible week by week through music, drama, reading and writing, puzzle solving, drawing, and asking questions.

This curriculum is child-related. It is designed to engage minds and emotions as well as develop the skills needed to understand the Christian faith and how it applies to life.

'Big Questions' for upper primary students in their final year of primary school – These lessons concentrate on god and Jesus, who they are, what they have done, what people have done in response to God and what this means for people today. Basic bible reading skills are introduced so the students can use the Bible to discover and apply biblical concepts for themselves. Students also look at what it means to be Christian. Jesus is examined as the model for Christian living and further Bible study skills are introduced. Students look at the story of the early church and consider how church is still relevant today. These lessons also deal with contemporary problems that the students face in today's world. Students explore what the Bible says and provide suggestions for dealing with these problems when they arise. The responsibilities of Christians to show God's love to others are also discussed.

For further information, including module and/or lesson descriptors visit: www.christianRI.org.au

Parents of students participating in these programs will be advised if a faith group requires funds to cover the expense of materials used in RI.

REPORTING TO PARENTS

The information contained in the school Prep to Year 6 Report Cards is a summary of your child's achievement in learning areas studied over the reporting period. Reports will be issued twice per year. The report is one of a number of strategies used by our school to communicate with you throughout the year about your child's achievement, effort and behaviour. Parent-teacher interviews will also be offered twice yearly, to discuss your child's progress. The ratings awarded are for this reporting period only.

Your child's overall achievement in each learning area studied over the reporting period is reported by ratings using a 5 point scale.

For Students in Prep.

RATING	DESCRIPTOR
Applying	Evidence in the student's work typically demonstrates a depth of conceptual understanding and a sophistication of skills from the standard that are able to be transferred to new situations.
Making Connections	Evidence in the student's work typically demonstrates that they are making connections with the conceptual understandings and skills from the standard and are beginning to transfer them to new situations.
Working With	Evidence in a student's work typically demonstrates that they are working with the conceptual understanding and skills from the standard and are able to apply them in familiar situations.
Exploring	Evidence in a student's work typically demonstrates that they are still developing the required conceptual understandings and skills from the standard and are beginning to apply them in familiar situations.
Becoming Aware	Evidence in a student's work typically demonstrates an awareness of the required conceptual understanding and skills from the standard and these can only be applied with support.

For students in Years 1-3, this scale includes:

RATING	DESCRIPTOR
Very High	The student consistently demonstrates a very high level of knowledge, skills and understanding and is able to apply them independently in a wide range of contexts.
High	The student demonstrates a high level of knowledge, skills and understanding and is able to apply them independently in most contexts.
Sound	The student demonstrates a sound level of knowledge, skills and understanding and is able to apply them in some contexts.
Developing	The student is developing knowledge, skills and understanding and is able to apply them, with support, in some contexts.
Support Required	The student requires significant support to develop knowledge, skills and understanding.

For students in Years 4-6, this scale includes:

RATING	DESCRIPTOR
A	The student consistently demonstrates a very high level of knowledge, skills and understanding and is able to apply them independently in a wide range of contexts.
B	The student demonstrates a high level of knowledge, skills and understanding and is able to apply them independently in most contexts.
C	The student demonstrates a sound level of knowledge, skills and understanding and is able to apply them, in some contexts.
D	The student demonstrates limited knowledge, skills and understanding and is able to apply them, with support, in some contexts.
E	The student demonstrates very limited knowledge, skills and understanding.

RESTORATIVE JUSTICE

What is Restorative Justice & why do we use it at Maleny State School?

The Positive Behaviour for Learning is aimed at setting rules and boundaries and teaching socially acceptable behaviour. By developing social and emotional skills, positive relationships have a greater chance of flourishing. It embraces a wide range of human attributes: respect, responsibility and valuing one another and our learning. Through the continued efforts of staff, parents, students and the wider community, we are forging ahead in creating a healthy outlook for our future adults.

When an incident occurs that results in damage to a person or property, the cause of the harm is addressed, the impact it has had on those affected is explored and ways to make amends are investigated. This way of dealing with issues is known as Restorative Justice. Restorative practices focus our attention on the quality of relationships between all members of the school community.

It asks the questions:

What happened?

Who has been hurt or harmed?

What can we do to fix this?

What will you do next time?

It encourages wrongdoers to understand the consequence of their actions, empathize with the victim and creates a willingness for them to take steps to put things right. Repairing the harm necessarily forces us to learn from the experience that has led to the conflict and examine our attitudes, beliefs and behaviours that have contributed to it. Having the wrongdoer deal with and accept agreed upon consequences as a way of repairing the harm, rather than being punished for doing wrong, tends to eliminate the desire for revenge.

If, on the other hand, the incident that a student is involved in is resolved through the Restorative Justice process, it allows them the opportunity to continue to learn and grow socially when the opportunity arises. Some students may struggle with their behaviour at such a social event, however, if an incident is dealt with in the same supportive way, all those involved are left knowing that the harm has been repaired. Let's take deliberately creating a mess as a further example. To right the wrong, the mess needs to be cleaned up by the person who created it. By insisting on the wrongdoer taking responsibility for one's actions, all the while maintaining a positive relationship, the desire to re-offend is diminished and expectations of future choices are established and understood. Restorative Justice values personal change above retribution and is about supporting and building a strong community identity.

SCHOOL DAY

Timetable

Students are requested not to arrive before 8.30am. On arrival students are required to sit in their year level area.

8:30 a.m.	First Bell. Sit quietly under the building or play hand ball.
8:40 a.m.	Children should get a drink, visit toilet and assemble for class.
8:50 a.m. – 11:00 a.m.	Session One (All children are expected to be in class by 8:50 as instruction starts at this time.)
11:00 a.m. – 11:40 a.m.	Lunch Break (Play 11:00 – 11:25 am; Eat 11:25 – 11:40 am)
11:40 a.m. – 1:00 p.m.	Session Two
1:00 p.m. – 1:30 p.m.	Afternoon Tea Break (Play 1:00 – 1:20 pm; Eat 1:20 – 1:30 pm)
1:30 p.m. – 2:50 p.m.	Session Three

SPORT

Maleny Primary is a member of the Glasshouse and District Sports Association. Inter-school sports for upper school students may include: soccer, netball, athletics, swimming, A.F.L., softball, touch football and cross country.

Various selection trials are also held for regional carnivals. Friday afternoon interschool games and sport are held during school for Year 5 & Year 6 students.

SPORT HOUSES

For intra-school sport, athletics, cross country and swimming, students are divided into four houses.

BARRUN	(Gold)
KULUIN	(Royal Blue)
TIBROGARGAN	(Green)
WAREGNA	(Red)

SPORTING SCHOOLS

Our School operates a Sporting Schools Program 1 afternoon per week, for 30 – 40 students each term. Children are encouraged to participate in a variety of different sports by community based coaches aimed at promoting fun, fitness and healthiness.

STIC (Science Technology Information Centre)

Our STIC offers classes in a modern, open-plan space for Science and Technology learning. Equipped with robotics kits and lots of fancy gizmos, our STIC offers exciting and innovative learning opportunities for our students.

SUPPORT SERVICES FOR STUDENTS WITH SPECIAL NEEDS

A Guidance Officer and several Advisory Teachers visit the school on a part-time basis to offer support for children with learning, behavioural, physical, hearing, vision, speech or emotional difficulties. When extra support is accessed, parents are required to give permission. These support persons work closely with the

Enhanced Learning Team, Class Teachers and Support Teacher: Literacy and Numeracy to assist with the development of programs to suit individual needs.

All Specialist Teachers work closely with the Administration Team, Class Teachers, and Support Teachers to ensure the best learning outcomes for students.

Our Enhanced Learning Team meets every fortnight to assess and design individual support programs to support children with their emotional, social and academic well being.

TRANSFER from ONE SCHOOL to ANOTHER

The school requires reasonable notice of a parent's intention to leave. Parents must return all books, library books, instruments etc., belonging to the school. School Reports or Student Profiles may be forwarded at parent request. Any outstanding money owed to the school must also be finalised.

TUCKSHOP

The school tuckshop operates 3 days a week, as well as special event days such as Sports Days, School Discos, etc. The preferred method for placing orders is via the online payment system FlexiSchools. Go to www.flexischools.com.au to sign up and follow the instructions. This system replaces manual ordering (orders written on paper bags), there is no cash required, you can order several days in advance and you can either set up a pre-paid account or pay for each purchase separately.

Alternatively, a paper bag system is available by writing the order on the outside of the bag with the correct money enclosed. A separate bag is requested for first and second lunch orders. Bags are available at the tuckshop for a cost of 10c each. Class monitors will collect the orders and take them to the class teacher.

The tuckshop is run by the P&C Association, not only providing an important service to the school, but a valuable source of fundraising. Support from students, parents and staff to use the tuckshop is essential to make it viable. It also relies heavily on volunteers to run it successfully, with two (2) volunteers needed per day to help paid Tuckshop Convenors, Gunnar Jonsson and Aki Lepper. We also need people to be on our 'emergency roster' for when regular volunteers are unable to attend.

Any assistance you are able to give at the tuckshop would be greatly appreciated, even if it is just one day a month for 3-4 hours. It is a great way to meet other families, and many volunteers find it a rewarding and fun experience. If you would like to help, please contact the Tuckshop Convenor on (07) 5499 8318 or drop in between 8:00am - 1:30pm on a Tuesday, Thursday or Friday to find out more or put your name on the roster.

The tuckshop menu is available on the P&C website (<https://www.malenypandc.com.au/tuckshop>) and on www.flexischools.com.au

UNIFORMS - UNIFORM POLICY

This policy outlines appropriate dress standards for students which reflect community standards and expectations and enables every student to participate in school activities.

The policy incorporates the recommendations and requirements of relevant Health and Safety Policies. It takes into account relevant Legislation and Government Guidelines.

The policy reflects the principles of:

- Access and participation
- Equity
- Comfort
- Health & Safety
- Responsiveness and sensitivity
- Upholding community expectations

Reasonable dress is clothing which is acceptable to our school community, maximises student participation, promotes sun safety and the good image of our school.

Inappropriate dress refers to clothing or apparel that the student wears which is, or could be deemed to:

- a) Be offensive
- b) Negatively influences the normal operation of the school
- c) Inhibit personal access to school activities
- d) Result in a risk to the health of the student or others.

This school expects children to wear the school uniform.

Wearing of the school uniform promotes a positive image of our school within the community.



Consultation

This policy was drafted by a working party including the Deputy Principal, Principal, staff and parents during August 2000.

At Maleny State School the wearing of the school uniform is expected.

School Policy	Parents are advised that	Consequences
<p>Uniform Shirt is designed to be worn out – (not tucked into shorts)</p> <p>Shorts must be worn above the knee</p>	<p>Maleny State School is a “Uniform School” where students are expected to wear the uniform. Clothing that is “<i>likely to negatively influence the normal operation of the school</i>” is not permitted. To represent the school on excursions, interschool sport etc. all students are expected to wear the appropriate Maleny State School uniform. Students not wearing the correct uniform are required to bring an explanatory letter from their parents.</p>	<p>Students wearing inappropriate clothing or apparel will be asked to dress appropriately.</p> <p>Students not wearing school uniform will be ineligible to represent the school away from the campus or at special school events on campus.</p>
<p>Hats</p> <p>The wide brimmed school hat is to be worn for all outdoor activities. The minimum width of the hat’s brim is 7cm.</p>	<p>Non-wearing of a hat is “<i>likely to result in a risk to the health of the student</i>”</p> <p>Maleny State School follows the Sun-Safe guidelines of the Queensland Cancer Society.</p>	<p>A student not wearing a wide brimmed hat will be excluded from all outdoor activities. Parents/carers will be notified if a student is persistently not wearing a hat.</p>
<p>Shoes and socks</p> <p>Students are to wear black enclosed sports shoes and white socks at all times unless directed otherwise by the teacher for a specific activity.</p>	<p>Non-wearing of shoes and socks is “<i>unsafe for the student or others</i>”.</p>	<p>A student will be asked to replace his/her shoes and will be excluded from all outdoor activities until suitably attired. Parents/carers will be notified that the student is not appropriately dressed.</p>
<p>Jewellery</p> <p>The following items are permitted to be worn –</p> <ul style="list-style-type: none"> ▪ Earrings – small plain studs or sleepers ▪ Necklaces – only for religious purposes bearing a significant religious symbol ▪ Medical alert bracelet ▪ Watch ▪ Flat signet ring (no protruding stones or metal) 	<p>Other jewellery items may be “<i>unsafe for the student or others</i>”, as they can be caught in play equipment or come into contact with another student causing injury.</p>	<p>A student wearing other jewellery will be asked to remove the item and if necessary take it to the office for safe-keeping for the remainder of the day. Parents / carers will be notified if a student is persistently wearing jewellery not suitable for school wear. Students will need to follow directions from teachers in regards to the wearing of jewellery when participation in sports.</p>
<p>Helmets</p> <p>By law, all students riding bicycles school must wear suitable helmets with straps firmly secured.</p>	<p>Non-wearing of helmets is against the law and is “<i>unsafe for the student or others</i>”.</p>	<p>Students not wearing a helmet will place their own personal safety in jeopardy.</p>

UNIFORMS

Current prices available from the www.flexischools.com.au website

Hats	Navy soft wide brimmed hat with a minimum brim width of 7cm <i>(All children are required to wear the school hat. Our Sunsmart Policy states “no wide brim hat means no outdoor play”. No caps are to be worn.</i>	Available Uniform Shop
Shirt	Short sleeved Maleny State School Polo Shirt with embroidered badge. Colours are Navy and Maroon with narrow yellow stripe	Available Uniform Shop
Shorts	Navy unisex shorts	Available retail outlets
Skorts	Navy skorts for girls with a pocket inserted on the left hand side	Available retail outlets
Shoes	Black shoes (closed in) or black joggers. Shoes must be worn at all times for students' health and safety	Available retail outlets
Socks	White	Available Uniform Shop

Winter Options

Jacket	Navy polar fleece jacket with embroidered school logo. Zip front, two front pockets and adjustable elastic hem with toggles or plain navy polar fleece jacket.	Available Uniform Shop
Tracksuit	Navy fleecy tracksuit bought as separates Plain Navy track top Navy track pants	Available retail outlets
Slacks	Navy – no jeans	Available retail outlets

Sports Uniform

Sports Shirt	House colour with illustration, house name on shirt and school name on collar Kuluin: Royal Blue, Barrun: Gold, Tibrogargan: Green Waregna: Red	Available Uniform Shop
	Navy Skorts	
	Navy unisex shorts (above the knee for ease of movement)	
	Hat	

Please note: Prices may vary throughout the year.

Please enquire at school Uniform Shop regarding the donation and purchase of second hand uniforms.

UNIFORM SHOP GUIDELINES FOR 2022 OPERATION AND ORDERING

The Uniform Shop is managed by the P&C Association and relies on at least four (4) volunteers to run it, including a Uniform Shop coordinator. For any enquiries or if you are able to help, even to go on an 'emergency roster' when regular volunteers are unable to attend, please contact the P&C Association:

pandc@malenyss.eq.edu.au

Shop Opening Hours: Fridays 8.30am to 9.00am. Additional times for busy periods will be advised through the Newsletter.

Uniform Payment Options:

Payment options are EFTPOS or Cash at the Uniform Shop, 8.30-9.00am Fridays. Payment must accompany the Order Form if submitting.

Alternatively, order online through the P&C Website: <https://www.malenypandc.com.au/uniform-shop> by 8.00am on Friday for pickup or class delivery.

Refunds & Returns Policy:

The Uniform Shop is not required to provide a refund or replacement if you change your mind.

We will accept product returns and provide you with a refund or exchange where the item has not been worn, washed or altered and has the original tags if:

- The product is faulty or is not of acceptable quality; or,
- The product is not fit for its intended purpose.

Evidence of purchase must be made available (i.e. printed or online receipt)

Purchases of incorrect sizes cannot be refunded but will be gladly exchanged for the correct size.

Refunds and/or exchanges are not accepted for any second-hand items. These items have been kindly donated by families and are sold as it. All second-hand items have been laundered and repaired, where necessary, and have been deemed to be acceptable for school use.

The Uniform Shop reserves the right not to offer an exchange or refund where the item fault is a result of misuse or neglect.

The Convenor reserves the right to assess the condition and age of returned goods prior to providing an exchange or refund. This may result in an exchange or refund being refused.

Please try our sample shirts for correct sizing to avoid returns.

Dress Code: Please be aware of the Uniform Dress Code, particularly Sunsmart policy, affecting the type of hat worn and Health and Safety policy affecting the type of foot wear worn.

VOLUNTARY CONTRIBUTION SCHEME

The **Voluntary Contribution** of *\$50 per child* or *\$40 per child for families with three or more children* enrolled at our school will enable us to provide students with access to current technology resources and to upgrade and maintain our school resources and facilities.

VOLUNTEER PROGRAMS.

Parents are encouraged to support their child and their child's class, by volunteering on a parent roster.

- All Volunteers must attend our Volunteer Induction Session at the beginning of the year or complete the Mandatory Training Modules before volunteering in the school.
- Parents working in classrooms may be asked to listen to children read, take a small group for activities, prepare materials, hear spelling, work one-on-one with an individual child or be a spotter for swimming.
- Parents may also volunteer in a range of other areas throughout the school. Please contact us for further information.
- Grandparents who wish to volunteer will also require a Blue Card.

We are proud to be able to offer quality traditional education with over 100 years of local history.

FINANCE

Invoices are automatically generated in our system when excursions and camps are approved by the Principal. These invoices are emailed from the Business Managers email. Because this is an automatic process you may receive your invoice before you receive details of the activity. If you do not wish your child to participate in the activity please advise the office. After the activity has been finalized an ADJUSTMENT NOTE (see below) will be emailed to you.

Adjustment Notes. If you receive an Adjustment Note no action is required from you. This has been issued because an invoice was created for an activity that your child didn't participate in.

bPoint. Our school operates a BPOINT (on-line credit card payment for invoices received) as a method of payment for your child's school activities throughout the year. These may include payment for transport to sporting events, excursions, swimming and camps. While not compulsory, these activities are regarded as essential to your child's education. BPOINT is an efficient online credit/debit system where payments are made following the link provided on the Invoice, Payment Methods section and quoting the Invoice Number.

Electronic Funds Transfer. Payments can also be made directly to the school's bank account noting the Invoice number, initial and surname of the student for whom you are paying.

Our Bank account details are:

BSB: 064-462 Account Number: 10080359

Cash and Cheque Payments can be made by inserting the cheque/correct change in a payment envelope and depositing it into the drop-safe in the office. Please ensure that the envelope is sealed so the cash does not fall out. Please write the student's name, class, amount enclosed and what the payment is for, clearly on the envelope.

PLEASE NOTE: In cases of financial hardship, do not hesitate to contact the principal, as suitable and confidential arrangements can be made.