

MOUNT SAMSON STATE SCHOOL

PARENT INFORMATION BOOKLET

Foreword

I invite all parents to read the Mount Samson State School Information Booklet outlining our practices and policies as well as articulating the values and commitment that we share with our whole school community.

Our school has grown in recent years and now caters for approximately 250 students. Our programs, staff and community will provide a quality educational environment for your child. We are committed to high academic achievement, while fostering a strong, safe, supportive learning environment.

Mount Samson State School's approach to teaching and learning is based on the work of renowned educator, Kathy Walker. The Walker Learning Approach provides students with rich learning opportunities that inspire them to think, problem solve, create and navigate challenges through a mix of investigations and explicit instruction.

The school's social ethos is encapsulated in our Six Pillars of Character – Respect, Fairness, Trustworthiness, Citizenship, Responsibility and Caring.

This booklet aims to provide ready reference for our school community and is set out under the headings of the five P's:

- Place
- People
- Programs
- Partnerships
- Policies and Procedures

Please contact the school if you have further enquiries.



Susan Hughes
Principal
Mount Samson State School

“Learning for Living”

Address	1060 Winn Road Mount Samson 4520
Phone	(07) 3430 1333
Fax	(07) 3289 4170
Email	principal@mtsamsonss.eq.edu.au
Website	www.mtsamsonss.eq.edu.au

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1. Place

1.1 Mission Statement

At Mount Samson State School, we are committed to:

- High academic expectations;
- A safe supportive learning environment;
- Strong partnerships between our staff and school community.

These values are captured in our school motto, '*Learning for Living.*'

1.2 History of School

The Samson Creek Provisional School was opened in September, 1874 with an enrolment of 15 students. The first teacher was Mr William Skerman. During the next 50 years, the school moved site three times until 1925, when it was moved to the present location, in close proximity to the Mount Samson Railway Station. From 25th June 1925, the school became known as 'State School – Mount Samson' with an enrolment of 61 students.

The original school building still remains on the site. In late 2005 and early 2006 it was extensively renovated to repair termite and structural damage. This building, which for generations was the only building on the site, is now used as a computer lab and offices for support staff.

1.3 Location and Facilities

The school is located on Winn Road diagonally opposite the Samsonvale and District Public Hall. It is approximately 12km from Samford, Dayboro and Warner/Bray Park. We are the closest state school to students living in the localities of Mount Samson, Samsonvale, Closeburn, Cedar Creek and parts of Clear Mountain and Cashmere.

The school includes an administration building, a library, 13 primary classroom spaces, a double Prep building, music room, large undercover area and a computer lab. The school has a toilet block for the Prep building and separate girls' and boys' toilet blocks for older students. The majority of the school buildings are located around our large covered play area, which is used during break times for eating and playing, school assemblies, and for activities requiring shade. Physical access includes provision of ramp access to the majority of rooms. The school has a tennis court, sports shed, playgrounds and a large oval and "park" area. All classrooms are fully air-conditioned with reverse cycle providing warmth in winter and cooling in summer.

The school offers a before and after school care precinct, which is operated by a registered before and after school care service.



2. People

2.1 Staffing Policy

All Queensland State Schools are staffed using Education Queensland's staffing model. The school staffing for the year is based on the enrolments on Day 8. In addition to the allocation of classroom teachers, the school receives a flexible allocation of support teaching staff. These cover specialist teachers in the areas of Physical Education, Music, Languages (Auslan), Inclusion, and Instrumental Music.

In addition, the school receives an advisory visiting teacher service (as needed) to support students with disabilities, a Guidance Officer and a psychologist (wellbeing). We also have access to Education Queensland's speech therapists, occupational therapists and physiotherapists as required.

The school's allocation of ancillary staff (administration officers, teacher aides, cleaners, grounds) is also driven by the same staffing model. The school receives a special allocation of teacher aide time to support students with disabilities. The school purchases additional teacher aide time to support intervention programs to improve literacy for children experiencing difficulty.

2.2 Key Staff

Principal	Mrs Susan Hughes	shugh12@eq.edu.au
Head of Department – Curriculum	Mrs Jodie Beverley	jbeve5@eq.edu.au
Business Manager	Ms Karen Ryland	admin@mtsamsonss.eq.edu.au

2.3 Roles of Staff

Essentially:

- The Principal is the Chief Executive Officer of the site and is responsible for overseeing all operations at Mount Samson State School. The Principal is responsible to the Regional Director, North Coast Region. The Principal is supported by a Head of Department – Curriculum (HOD-C), who is the officer in charge in the absence of the Principal. The school also has a Business Manager (BM) who is responsible for overseeing the management of operations supporting the management of the school.
- The Principal, HOC and the teachers are responsible for the planning, implementation and reporting of the learning and outcomes of students enrolled at the school.
- The BM, teacher aides, administration officers, school's officer and cleaners support the teachers and the Principal in the operations of the school.

All Education Queensland staff are bound by:

- Department of Education's (DoE) *Code of Conduct*;
- Various policies which are contained in the *Education Policy and Procedures Register (EPPR)*;
- Industrial agreements covering working conditions;
- Government and system initiatives.

2.4 Role of P & C

The objective of the Parents and Citizens Association (P & C) is to promote the interests and facilitate the development of the school. The P & C's role is to:

- Foster community interest in educational matters;
- Bring closer cooperation between parents, staff, students and other community members;
- Provide advice to the Principal on issues and concerns in respect of students and the general operation and management of the school;
- Provide or assist in the provision of financial or other resources or services for the benefit of the school;
- Participate in school community committees and/or working parties that contribute to the general benefit of the school;
- Perform other functions as determined by the Minister.
-

P & C meetings are held at the school once a month each term at 6:15pm. However, with school and public holidays it is advisable to check the school newsletter or school website to confirm this prior to each meeting.

2.5 Outside School Hours Care

A registered before and after school care service operates from the school. The centre operates from 6:30am in the morning and until 6:00pm after school. Parents may be eligible for the Government's childcare benefit. There are a limited number of places and bookings are essential. For further information, please contact the coordinator on 0439 064 569.

3. Programs

3.1 School Dates

Details of the school terms for the current and future years can be found at

http://education.qld.gov.au/public_media/calendar/holidays.html

It is also possible to download a calendar for the current year from this site. The school website also has this calendar available for download.










3.2 Class Drafts

Each year the classes are drafted taking into account the enrolment number of students in each level and the numbers of teachers at the school. Generally, there will be a variety of single year (straight) classes and multi-age (composite) classes.

Each year the Principal will make a determination on the placement of a child giving consideration to the needs of the child, parents, staff and to ensure equitability in class sizes.

3.3 Hours of Operation

The hours of operation of the school are:

	8:00am	Office opens
	8:15am	First bus arrives – no other children are to arrive at school before this time unless going to Outside School Hours Care, students arriving after 8:15am are supervised in the under covered area (shed) until the bell.
	8:40am	Music plays and students line up
	8:45am	School commences
	8:45am – 10:45am	Morning Session
	10:45am – 11:30am	First Break
	11:30am – 1:15pm	Middle Session
	1:15pm – 1:45pm	Second Break
	1:45pm – 2:45pm	Afternoon Session
	2:40pm	Bell to indicate 5 minutes until close of school day. Pack up time.
	2:45pm	School finishes. Students dismissed from class
	3:00pm	First bus departs
	3:15pm	Second bus departs
	4:00pm	Office closes

3.4 Curriculum Organisation

The curriculum at Mount Samson State School is based on the Australian Curriculum learning areas of English, Maths, Science, Humanities and Social Science, Health & Physical Education, Technology, The Arts and Auslan for Years 5 to 6.

The school has adopted the Curriculum into the Classroom (C2C) resource for use in all Key Learning Areas and implements the Walker Learning Approach

What is the Walker Learning Approach?

The Walker Learning Approach is a mix and balance each day of active engagement of students playing and being guided and directed with intention by teachers. A range of open-ended experiences is used to allow students to investigate, explore, manipulate, create and interact along with instruction in skills and knowledge in literacy, numeracy and other curriculum areas.

This investigative learning approach places the child at the centre of the curriculum and the teaching strategies. It ensures authentic, personalised learning for each student. Formal, explicit instruction in the Australian Curriculum occurs, alongside the much more active engagement of students working on their own investigations.

Each day the teacher scaffolds the learning of the students through a 'tuning in' process. This is followed by 'investigations' in which students work in a learning environment that has been intentionally set up to meet the learning needs and interests of the students. Following 'investigations' the students spend time with the teacher reflecting on their learning and making links to the explicit teaching that will occur later in the day.

Walker Learning emphasises:

- personalised learning
- explicit instruction
- skills in literacy and numeracy
- creativity and self-expression
- self-awareness, self-management and self-regulation

The underlying belief behind Walker Learning is that children learn best when they are highly engaged and motivated. This is achieved best through active exploration and investigation of their environment alongside explicit instruction and scaffolding.

3.5 Students with Special Needs

All Queensland state school students have a right to access and participate in education, supported by reasonable adjustments, on the same basis as their peers.

Our priorities

- Success and wellbeing for all children and students through each stage of learning in an inclusive and equitable education system.
- Continuous improvement in the access to, and teaching, learning and assessment of the Australian Curriculum.

For further information on our commitment to support students in an inclusive education system and ensure every student with disability succeeds in alignment with current Queensland Department of Education policy, please visit <https://education.qld.gov.au/students/students-with-disability>

3.6 Learning Inclusion

The school has a (STAR) Student Support Team who work with classroom teachers to identify students requiring extra help in literacy and numeracy, enrichment and extension work or other areas of concern. Students may receive support from a range of staff including the Guidance Officer, our Inclusion Teachers and/or Teacher Aides. Classroom teachers will discuss any concerns regarding students' progress with parents, prior to referrals to the STAR Student Support Team.

3.7 Technology

The school has a computer lab and a number of mini-labs in classrooms. All classrooms are equipped with interactive whiteboards and a POD of iPads. All rooms have full connectivity to the internet and email. The emphasis is on using technology to enhance and supplement the work being done in other curriculum areas.

3.8 Homework

Homework provides students with the opportunity to consolidate concepts taught in class and develop good patterns of behaviour for lifelong learning. Mount Samson State School acknowledges the need for homework tasks to be purposeful, relevant to student needs and allow for students to have a balanced lifestyle, including sufficient time for family, recreation and cultural pursuits. Expectations about homework for each year level are communicated to parents at the commencement of the school year.

3.9 Assessment and Reporting

Written report cards for all primary school children are sent home twice per year at the end of each semester. These provide information on your child's academic achievement and behaviour. The school report cards meet the consistent standard mandated for all schools in Queensland. Students receive an A-E grade in each key learning area in Years 4-6. The five-point scale is also used in Years P-3 with slightly modified descriptors.

3.10 Preparatory Year of Schooling (Prep)

Children are eligible for enrolment in Prep if they turn five by 30th June in the year in which they enrol. Prep is the first compulsory year of schooling.

The following procedures will apply to Prep:

- The children will attend 5 days per week with the same hours as the rest of the school.
- The children will receive specialist lessons in Physical Education and Music.

- At Mount Samson our uniform policy includes Prep students (see section 5.18)
- The school's Student Code of Conduct applies to Prep children.
- Prep children are eligible to use school transport where appropriate (bus).
- Prep children can access the Outside School Hours Care (OSHC).

The school maintains a register for future enrolments in the Prep year. This allows the school to keep contact with families and to ensure a smooth transition into Prep.

In Term 4 each year, the school organises:

- Information session for new families explaining school processes and how the Prep program is organised;
- Orientation sessions for the children where they come in for a morning and afternoon to participate in familiarisation activities.
- Parent workshops held in conjunction with Get Set for Prep activities for Pre-Prep students

Families who are on the register are contacted by phone and mail regarding relevant dates.

3.11 Excursions/Incursions

During the year, excursions/incursions are organised to supplement the children's learning program. A general permission note contained in the enrolment form covers the majority of these events (e.g. school sporting events, swimming lessons and visiting performances or workshops). Where they are not covered, a separate permission form is sent home. In most cases these excursions may incur a cost, but please be assured that, every effort is made to minimise such costs.

3.12 Camps

Our Year 4-6 students participate in a program of camps during their time at the school. The camps increase in length and complexity in the higher year levels, culminating with the children visiting Canberra in one of their senior years. The camps are programmed to ensure that students get a range of different experiences during their time at Mount Samson State School. The camp is considered an important part of school life and we make every endeavour to have all children attend. Separate permission and medical forms are sent home for each school camp.

With many schools having to step back from longer camping experiences, such as the iconic Canberra trip at Mount Samson, it was important to our staff to be able to look for ways to keep being able to offer this experience for future Mount Samson students. Looking forward to 2026 and the ongoing continuity of the camping program, we are looking at a one-day camp for Year 3, together with a three day/two-night camp for Year 4, then our Year 5 and 6 students taking the Canberra trip together. This would be a big step but it allows us to have an alternate camp experience in the following year for the Year 5 and 6 and only visiting Canberra once every two years. This still gives all students the opportunity to experience the Canberra trip, either in Year 5 or Year 6. The curriculum unit of work that needs to be undertaken in preparation for the Canberra Trip requires significant time to complete and adds great value to the experience.

2026 – Cycle A Camp Program

- **Year 3** – one day camp at Warawee (HPE curriculum links, activities appropriate for age of students)
- **Year 4** – three day/two night camp at Warawee (HPE curriculum links, different activities appropriate for the age of students)
- **Year 5 and 6** – five day/four night camp in Canberra (strong curriculum links to HASS, plane flight, bus trips and hotel level accommodation)

2027 – Cycle B Program

- **Year 3** – one day camp at a close camping location (HPE curriculum links, activities appropriate for age of students)
- **Year 4** – three day/two night camp at a close camping location (HPE curriculum links, different activities appropriate for the age of students)
- **Year 5 and 6** – four day/three night camp at a beach location (TBC)

2028 will see a return to the camping program from 2026 and will continue to cycle A then B, to ensure all our students have the opportunity to attend our exceptional trip to Canberra.

3.13 Specialist Lessons

The school has specialist teachers in PE, Music, Instrumental Music, and Languages (Auslan).

Instrumental Music	Years 4 - 6
Languages (Auslan)	Years 5 - 6
Physical Education	Prep - 6
Music	Prep - 6

The actual day each child has specialist lessons varies from class to class. Please ask your child or class teacher for further details.

The school also has a Guidance Officer and Inclusion teachers who work on a variety of different days with classes, small groups and individual children, based on need.

3.14 Library

The school library operates with the assistance of a Teacher Aide. It is open at lunchtimes for the children to borrow books, access resources and play games. Classes also visit the library during the week and students are encouraged to borrow books to read. Each student needs a bag to keep the books in good condition.

3.15 Instrumental Music

The school has an instrumental music program open to students in years 4-6. At the end of each year children will be invited to audition for places in the following year's program. All students currently enrolled may continue. Participation in this program is a privilege and requires a commitment to practice as well as providing the instrument. The school also has an instrumental band. We can cater for approximately 40 students at any one time.

3.16 Sport

The school recognises the role that a balanced sport program plays in the children's physical, social and emotional development. Our students participate in a wide range of compulsory and optional sporting pursuits.

All our older children have the opportunity to try out for Pine Rivers District teams in various team sports (cricket, netball, soccer etc). Advice on these trials is provided during the year.

During the triathlon, cross country and athletics seasons children have the opportunity to train before school. All children are welcome to join this squad. We refer to these students as the "Early Morning Training Group". Please contact the office for further details.

3.16.1 Houses

Our students and staff are divided into two houses – **Jagera (Red)** and **Kamala (Yellow)**. The children compete for these houses in swimming, athletics and cross-country.

3.16.2 Athletics

An interhouse athletics carnival is held annually with the children participating in a full program of track and field events and ball games. Following this, a school team is selected from children aged 10 years and older to compete at the Pine Rivers District Carnival. There is a selection process for children to go to Metropolitan North and State titles.

3.16.3 Cross Country

Each year we hold a school cross country day for all our children from Prep to Year 6 in the school grounds. Children compete for their houses over various distances depending on their age. Children who have trained and meet the criteria have the opportunity to represent the school at the district level.

3.16.4 Swimming

Swimming lessons are conducted in the fourth term for all Year 1-3 students. Qualified instructors run these lessons at a local pool. The children will be assessed in the first week of the term and placed into ability groups. The emphasis of the program is on ensuring the children have basic survival skills in the pool.

Towards the end of the term the school holds a senior interhouse swimming carnival. Information about specific dates are communicated via our school's newsletters and Facebook site. As with the other sports, children aged 10 and over are able to progress to the district level should they meet the eligibility requirements.

3.16.5 Interschool Sport

Each term, the students in Year 5/6 have the opportunity to participate in interschool sports days where they compete against other schools in the Pine Rivers District. The sports offered vary from term to term and include netball, oz tag, touch, basketball, soccer and cricket.

3.17 Chaplaincy

The school operates a chaplaincy service two days per week (Thursday and Friday). The school chaplain is employed by Scripture Union Queensland and the chaplain's role and responsibilities are set out under Education Queensland's Policy *Chaplaincy Services in Queensland State Schools*.

The school's chaplaincy program is funded through the National Schools Chaplaincy Program (NSCP), P & C support, community donations and fundraising. A Local Chaplaincy Committee assists in the running of the program. The chaplaincy program has the support of the school's P & C Association.

The chaplain's role is governed by strict protocols around spiritual content. All one-to-one contact and contact involving spiritual content requires parental consent. Our school chaplain is involved in providing pastoral support for students and families, involvement in school community projects and events, taking children on excursions, sport and camps, running lunchtime activities and running specific classroom programs targeting the development of social skills with groups of children.

4. Partnerships

Parents and Teachers as Partners

We believe as part of our vision and values that good communication between students, teachers and parents is integral to meeting the needs of our children. To ensure we achieve the best educational and social outcomes we strive for our teachers and parents to work together in partnership.

4.1 Parent Interviews and Parent Meetings

Each class teacher will organise an information session for parents at the beginning of each school year. This will allow for introductions and will focus on how the whole class will operate. At the end of the first and third term, a formal parent teacher interview time is scheduled for parents to discuss their child's progress. Bookings for these interviews are done through an online service provider. Information about this process is communicated to parents through newsletters during terms one and three. We value these interviews highly and every effort is made to accommodate a suitable time for parents to meet with the teachers. At the end of the year parents may make an additional interview time if they wish by contacting the relevant class teacher.

4.2 Appointments

Parents are welcome to visit the school at any time, however before school and during class time the staff devote themselves to lesson preparation and resourcing for the day. Whilst every opportunity will be taken to discuss your child with you, it is not always possible to engage in lengthy discussions before school or during learning time. In these cases, it is a simple matter of organising a convenient time to make an appointment and our staff will be more than willing to accommodate.

4.3 Volunteers

We encourage all parents to take an active role in the school and believe that the educational and social outcomes for our children are enhanced by parental involvement. A volunteer register is maintained at the office and parents are asked to sign this register when volunteering as they enter and exit the school. Part of the Department of Education's requirements for volunteers is to read and sign the *All-Staff Mandatory Training - Key Messages Guide*. Volunteers are asked to do this upon commencement and yearly thereafter. This booklet will be given to you by administration staff. All our teachers encourage parents to be involved in classrooms for such things as home reading, reading and maths groups, art activities, excursions and so on. Parents are also involved in tuckshop, P & C activities and working bees.

4.4 Visitors

All visitors to the school must report to the office and sign the visitor's register. This includes on-site workers and contractors.

4.5 Student Resource Scheme and Levies

The school operates various student resource schemes, which are endorsed annually by the P & C Association. These include:

- Prep to Year 6 student resource scheme – Funds go towards, but are not limited to, purchase of classroom resources; (eg glue, pencils, scissors and eliminates need for parent to purchase book list requirements); ICT resources (access to online learning) and paper for photocopying learning resources.

- Instrumental music program (Selected students in years 4 to 6) - Funds go towards, but are not limited to, purchase of instruments and equipment to grow school supply, sheet music and workbooks.
- Instrumental music program hire of equipment (Students who use school's musical instruments) - Funds are used to pay for the annual service of instruments.

Participation in the scheme is voluntary, and no obligation is placed on a parent to participate. A parent's decision to participate is based on consideration of the value afforded by the scheme.

If a parent chooses to participate in the scheme and completes a Participation Agreement Form they are obligated to pay. Payment of the participation fee by the parent is a requirement for continued participation in the scheme. An unpaid fee will be subject to the school's debt recovery processes.

A parent who does not wish to join the scheme is responsible for providing the student with the items that would otherwise have been provided to the student by the scheme, to enable the student to engage with the curriculum.

4.6 Newsletters

The school has a weekly newsletter, which incorporates general school information, messages and celebrations along with P & C information and is published on a Friday. The newsletter contains important information on all school matters and events. The latest version is available on the school website for download. Parents are able to have the newsletters emailed to them directly by subscribing online via the school's website <https://mtsamsonss.eq.edu.au/calendar-and-news/newsletters>.

4.7 School Website

The school has a website www.mtsamsonss.eq.edu.au. In addition to providing general information, it is possible to download forms and documents from this site including the school annual report, the handbook (latest version), and weekly newsletters.

4.8 Parades

A school assembly takes place each Friday afternoon from 2:15pm in the covered area. The assembly includes singing the national anthem, presentation of awards and sharing of important messages. Occasionally special guests are invited to speak. Each class from Year 1-6 also hosts a special parade once per year. Parents are encouraged to attend.

4.9 Complaints

From time to time you may have concerns regarding your child or the operations of the school. These concerns may grow into bigger issues if they are not discussed with the school staff in a timely manner.

We believe that the majority of concerns are best addressed at the individual class level. This will give the greatest likelihood of a positive result. Each teacher is responsible for the management and learning programs of the children in their class and initially concerns should be directed to them. Our focus is to work through concerns at this level and it is one of our shared values that good communication is essential to achieving the best for our children. Every effort will be made to address concerns at the class or school level.

Should the problem not be able to be resolved at the school level, DET has a process where complaints can be directed to the Regional Office on (07) 3203 9000. All Regional Offices provide access to a Community Participation Officer or an officer responsible for parent liaison. As part of this process, the Regional Director will be notified and involved if needed.

Where student protection issues are raised, these are dealt with under Education Queensland's *Student Protection Policy*. This can be viewed online at <http://ppr.det.qld.gov.au/education/community/Pages/Student-Protection.aspx>. There are specific reporting and investigation processes which must be undertaken by the Principal, or if the complaint is about the Principal, the Regional Director. All staff are aware of their obligations under this policy and have had appropriate training.

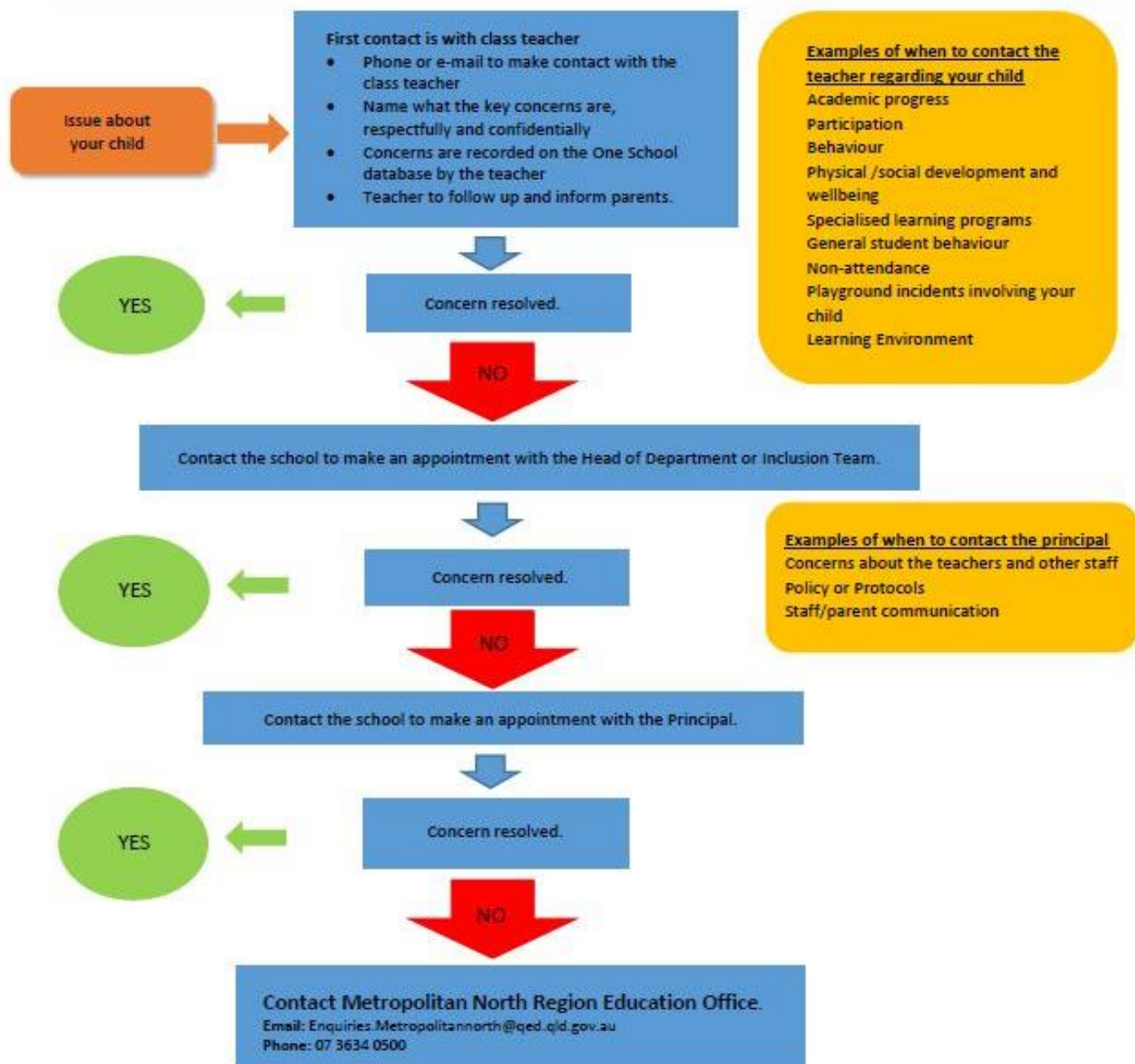
4.9 Complaints – Parent/Carer Communication Flow Chart



Mount Samson State School Parent/Carer Communication Flow Chart



Courtesy and respect of all staff time, roles and responsibilities and the valuing of all members of our community, means that no person should call or come to the office and insist on speaking with a member of staff, immediately. As per our Parent and Community Code of Conduct, please understand that staff will respond to appropriate communication when they are able and please allow staff time to prepare, appreciating their time may be limited.



The Metropolitan North Region Education Office staff will assist with the issue, which may result in the following actions:

- Listen to you and clarify your concern
- Ensure that you have previously raised the complaint with the Principal
- Liaise between the site and you to assist in a resolution
- Allow more time for resolution at the school or education site
- Support you and the site to communicate about concerns and to reach an agreement where possible (either face to face or by negotiation by the phone)
- Recommend an internal review of the decision

4.10 Staff and Parents Code of Conduct

All staff are trained in DET's *Code of Conduct*. The code sets out five principles that staff must observe in the performance of their duties.

- Respect for the law and system of government
- Respect for persons
- Integrity
- Diligence
- Economy and efficiency

Whilst staff have an obligation to abide by this code, it is expected that all volunteers, visitors and parents also observe these principles when involved in school activities.

Whilst such cases are rare, where persons are causing a disturbance on school premises the Principal has powers under policy *Hostile People on School Premises, Wilful Disturbance and Trespass*. This can be viewed at <http://ppr.det.qld.gov.au/corp/governance/Pages/Hostile-People-on-School-Premises,-Wilful-Disturbance-and-Trespass.aspx>. These powers include limiting access to the school and directives not to enter the property.

4.11 Tuckshop & Flexischool Information

The school runs a small tuckshop once per week (currently Friday). The menu complies with DoE's Healthy Choices program. Parent volunteers run our tuckshop under the auspices of the P & C Association. The tuckshop has recently introduced a flexi-schools online ordering system. Flexischools can be found at <https://www.flexischools.com.au>



Flexischools allows you to place all your school orders online **in a matter of seconds, at any time of the day.**

1. Download the Flexischools App

Note: for iPhone and iPad please select 'Allow' notifications.

2. Add your School

Click on the search icon, enter Mount Samson State School, and select your school, year, and class. For all Preps and new students please select the year of enrolment (2021) for class.

3. Login/Register

Click the 'Order now' button located in the bottom right-hand corner of the app, this will open a login screen.

- **Already a Flexischools user** - Enter your details and login. To save your login details select 'remember me'.
- **New Flexischools user** - Click 'Register', enter your email address and follow the instructions in the email to set up your account.
Once your account is set up, add new student; search for our school, enter student details and select their class.

Once registered, you can start placing orders immediately. If you have any questions or technical issues, please contact the Flexischools Customer Service Team on **1300 361 769**, or you can contact them via their website.

The Flexischools system is now available and ready to use, so we look forward to seeing your next order online.

If you have any questions about the online services we are introducing, please contact our administration staff on 3289 4240.

5. Policies and Procedures

5.1 Annual Improvement Plan (AIP)

Each year the Principal in consultation with the staff prepares an annual improvement plan and accompanying budget, which is then endorsed by the P&C. This document sets out the school's direction and priorities for the year and is available for viewing on the school website. In July, the school publishes a School Annual Report (SAR), which provides the performance data from the previous year, which is also available on the school website. Further information on the school's performance can be obtained from the My School website at <http://www.myschool.edu.au/>.

5.2 Enrolments and Transfers

The school has an Enrolment Management Plan. A copy of this is available at the school office and on the school website. This guarantees places at the school for those who live within the geographic catchment of the school and the siblings of children already enrolled. For full details please refer to the policy.

An enrolment form must be filled out for all new enrolments. This is contained in the enrolment pack. When a child is enrolling in a state primary school for the first-time proof of age is required. Generally, an Official Birth Certificate or Extract must be produced and sighted.

When a child is transferring from another state primary school, the previous school's records will be automatically transferred to Mount Samson State School.

5.3 Dropping Off and Collecting Children

Children may be dropped off at school from 8:25am. They must remain in the undercover areas until the first bell at 8:40. The children may not use the playgrounds, the tennis court or the oval before and after school. This does not include children who are participating in the early morning training program. The speed limit in this area is 10km per hour.

After school, parents have the following options:

- Pick up the children in person from the covered areas
- Outside School Hours Care
- School bus
- Walk or ride home
- Use the pickup/drop off area

No child should be left unattended in the car park area for safety reasons. At all times show patience, courtesy and common sense.

5.4 Late Arrivals and Early Departures

Students arriving at school after the 8:45am bell must report to the school office to collect a late slip before going to classrooms. For students who leave school early an early leave slip is required from the office. This slip is given to the parent or nominated guardian collecting the student early and is then given to the class teacher before a student leaves the class room.

5.5 Before and After School Supervision

DET does not require a formal playground duty roster before and after school. It is essential that the procedures outlined in section 5.3 are followed. Children who are present at the school outside these times should be enrolled in the Outside School Hours Care program.

5.6 Parking and Vehicle Movement in School Grounds

The school has no parent car parking on the site with the exception for disability permit holders. Permits will be issued and must be displayed on the dashboard of the car. Parents should park in the Council car park adjacent to the Child Care Centre or along Andrew Road and walk across to the school.

At all times show patience, courtesy and common sense.

5.7 Buses

Some children may be eligible to catch the school bus depending on where they live. Forms for school bus travel can be obtained from the office. More information can be obtained from Brisbane Bus Lines on (07) 3354 3633.

Students who catch a bus in the afternoon are supervised by a staff member and escorted to the bus as a group at the appropriate departure time.

5.8 Student Absences

Class rolls are marked twice daily and the reasons for absences are noted and recorded. If your child is absent for any reason it is essential that the school and teacher is notified by letter, email, phone or in person. When a student is absent on any day, without explanation, the school will attempt to contact the parent. In the rare cases where a student is absent without explanation and no contact is made after three weeks the school will report the matter to the relevant authorities.

If any child is likely to be away for more than 10 school days then under *Education (General Provisions) Act 2006*, Section 186(2) and 245(2) parents are required to submit the Approved Form v1 - Exemption from Compulsory Schooling and Compulsory Participation – enrolled in a Queensland state school to the school Principal for approval. Please contact the school should you require a copy of this form.

5.9 Sick and Injured Children

The school has staff who are qualified to administer minor first aid to children. When a child becomes sick or injured at school it is our policy that parents are notified and requested to collect the child. In the case of injuries, these are recorded in an accident register. Should staff determine that a student needs urgent medical attention an ambulance will be called and parents notified.

5.10 Medication

If you require staff to administer medication to your child at school, please contact the school office in the first instance to discuss your child's requirements.

Please note, school staff will only administer medication that:

- has been prescribed by a qualified health practitioner (e.g. doctor, dentist)
- is in its original container
- has an attached pharmacy label that also has the treating doctors name listed on the label.

Office staff will ask you to complete and sign relevant paperwork. Students who suffer from asthma, allergies or anaphylaxis will need to have an Action Plan, completed and signed by their doctor, submitted to the office each year.

N.B. If your child requires more than one medication, you will need to complete a form for each medication.

5.11 Medical Exclusions

Children with contagious medical conditions need to be excluded from contact with other children. Please refer to the QLD Department of Health Recommended Exclusion Periods (Time Out poster) included in the enrolment pack.

https://www.health.qld.gov.au/_data/assets/pdf_file/0022/426820/timeout_poster.pdf

5.12 Head Lice

The issue of head lice in schools is ongoing and emotive and at all times staff are respectful of the dignity of the individual. Generally, if staff become aware of a child with lice the parent will be notified and a request made that the child be checked and treated if necessary. In multiple cases all parents in the class/school will be notified and asked to check and treat if necessary.

5.13 Fire and Lockdown Drills

Fire and lockdown drills are held regularly throughout the year to ensure all staff and students are familiar with these procedures as a matter of safety. Parents or visitors who may be onsite at the time of any drills are required to participate and follow the directions of staff until the all clear has been given.

5.14 Student Protection Policy

DoE's *Student Protection Policy* sets out procedures for dealing with cases where student harm is suspected. The key drivers behind this policy are minimising misconduct by DoE staff, legislative requirements with respect to reporting suspected abuse and public concern about child abuse. All staff are trained in its application. It places specific mandatory obligations on staff and the Principal to report and refer cases where harm is suspected.

All teachers are screened for criminal history as part of the teacher registration process and all ancillary staff and people working in the school must have a Working with Children (Blue) Card.

5.15 Student Code of Conduct

All Queensland State Schools are committed to providing quality-learning opportunities that enable all students to achieve within safe, supportive learning environments. All schools are expected to have a *Student Code of Conduct*, which is consistent with Education Queensland's *Code of School Behaviour*. A copy of the Mount Samson School Behaviour Code can be found on the school's website.

Our school's 'Student Code of Conduct,' is based around the Six Pillars of Character – Trustworthiness, Respect, Responsibility, Fairness, Caring and Citizenship. Explicit teaching of the Six Pillars occurs throughout the school year and is reinforced during weekly pillars parades.

5.16 Uniform and Dress Code

At Mount Samson State School, the expectation is that each day students:

- wear one of the agreed Mount Samson State School uniforms as outlined below;
- wear black, fully enclosed shoes with plain black shoelaces, Velcro or strap (see examples below);
- wear plain, white full ankle socks;
- wear the MSSS hat while engaged in outdoor activities.

Uniform

The school uniform is compulsory for all students in Prep to Year 6.



Friday



Friday



Monday, Tuesday, &
Thursday



All days



All days

Formal shirt or dress can also be worn on any day, but is compulsory on Fridays.



Jagera



Kamala



Sport polos are worn on each Wednesday and for whole school sporting events,

School jumper with logo is available for purchase for the winter months

- The above school logo items are available for purchase from The Uniform Company and sample stock used for sizing is kept on hand at the office. Information regarding uniform purchases is in the enrolment pack, which is available from the school office.
- The Uniform Company took over the operations of our school uniforms and all uniforms are now available on-line, using the Shop-Williamson ordering system.
- To order go to www.shop-williamson.com.au **YOUR LOGIN DETAILS** User name: mountsamson Password: mountsamson61
- Closed-in footwear (black joggers or black school shoes) with white socks must be worn at all times.
- Children will not be permitted in the playground without a broad-brimmed school hat.



Dress Code

- The formal check shirt or dress should be worn on Friday's, on excursions, for school photos and school functions.
- When not wearing the formal check shirt or dress, the casual blue polo shirt is to worn. Sport coloured polo is to be worn on Wednesdays.
- We are a sun safe school and as such, items of clothing must meet sun safe regulations, including the wearing of a sun shirt for swimming as shoulders must be covered. It is expected that common sense should always prevail.
- Jewellery is not regarded as suitable school attire and should not be worn to school. Children who have piercings may wear 'sleepers' or plain studs and wrist watches are acceptable.
- Medical alert bracelets can be worn, if needed.
- Make-up (including nail polish) is considered unsuitable for wearing at school.
- Students are to wear their hair in a neat and tidy manner. Hair that is longer than the shoulder is to be tied up neatly in navy or white hair accessories.

5.17 Jewellery

Jewellery is not regarded as suitable school attire and should not be worn to school. Children who have piercings may wear 'sleepers' or 'studs' and wrist watches are acceptable. Make-up and nail polish are considered unsuitable for wearing at school.

5.18 Lost Property

Lost property is kept in a designated area at the school. The most common items are lunchboxes, socks, hats and jumpers/tracksuits. Items which are not claimed are donated to charity. The most effective way to ensure property is not lost is to name it clearly with a permanent marker or sticker.

5.19 Toys and Equipment from Home

The school has a range of sporting equipment and toys/games which children can use at appropriate times. Toys and equipment brought from home often provide a distraction to children in their learning and can become lost and damaged. Consequently, children are not to bring toys and equipment from home unless it is for a class activity, for lunchtime sport (e.g. a football) or by prior arrangement. When toys and equipment are brought from home the teacher may keep it and return it to the child after school or request that a parent collect the item.

5.20 Personal Technology Devices including Mobile Phones

Bringing personal technology devices (e.g. mobile phone) to school is not encouraged by the school because of the potential for theft and general distraction and/or disruption associated with them. However, should there be special circumstances requiring a device to be brought to school, (e.g. medical condition), then arrangements will be negotiated with the Principal. The school is not responsible for devices brought to school.

5.21 Computer/Internet Policy

Children have access to online material and email as part of the school's technology program. We believe that computers and the Internet are an important reference and learning tool. It is also acknowledged that there is an inherent risk of accessing inappropriate material, as well as responsibilities that are an important part of computer use. DoE has put in place safeguards and filters designed to block sites with inappropriate content and bad language and all children are instructed to immediately exit any site with inappropriate material. Each child and parent must sign an Internet Agreement and Computer Agreement Form (contained in enrolment pack).

5.22 Payment for School Activities

The school has a fees and charges policy, which can be accessed on the school website.

<https://mtsamsonss.eq.edu.au/Supportandresources/Formsanddocuments/Documents>

Throughout the year, parents will be invoiced for a variety of items or activities. Parents may pay using one of the following options:

- B Point – Parents can make secure online payments on school invoices from their homes and offices or from their smartphones using the BPoint option. Details are at the bottom of each invoice. **This is our preferred payment method.**
- Q Parents – Parents can make secure online payments via Q Parents. Parents can also view report cards, change contact details and notify the office of a student absence. You will need to be registered to access this. For further information or assistance with registration, please contact administration staff.

5.23 Publication of Names and Photos

It is necessary to have parental permission to publish children's names and photographs in magazines, school newsletters, local newspapers and on social media sites. The permission form is included in the enrolment form.

5.24 School Photos

School Photos are taken each year. Photos are issued on a prepaid system and online payment is the preferred method. Money can be handed directly to the photographer (on the photo shoot day) in the envelope provided.

5.25 Book Club

The school receives monthly order forms from Aston Scholastic Book Club, whereby children have the opportunity to purchase good quality books at reasonable prices. The order forms are sent home for parents and children to peruse and buy if interested. The school benefits by receiving coupons to purchase books for the library.

5.26 After Hours Use of Grounds and Facilities

The Principal has the discretion to approve the use of the grounds and other equipment for use by persons and organisations. Where this permission is given, a form must be completed and signed.

5.27 Smart Choices Strategy in Schools

Foods and drinks have been categorised into 3 categories – Green "have plenty", Orange "select carefully" and Red "Occasional". Our school is able to hold two (2) Red "Occasional" days per term. All other days should be composed of predominantly Green "have plenty", and possibly some Orange "select carefully" food choices. We ask that lollies, chocolates, soft drinks etc be kept at home. If in doubt please check with your child's teacher.



For further information on food choices please refer to the following link:
<https://education.qld.gov.au/student/Documents/smart-choices-quick-guide.pdf>

