

MOUNT SAMSON STATE SCHOOL

PARENT INFORMATION BOOKLET

Foreword

I invite all parents to read the Mount Samson Information Booklet. This booklet outlines our practices and policies. It is intended that the document will provide you with all the necessary information regarding school practices, as well as capturing the values and commitment that we share for our school and our students.

Our school has grown in recent years and now caters for approximately 320 students. We believe our programs, staff and community will provide a quality educational environment for your child. We are committed to high academic expectations, foster a strong, safe, supportive learning environment and promote good communication with our community.

Due to the large increase in enrolments in recent years, the school now operates an enrolment management plan. This plan guarantees entry to the school for all students who reside in the catchment as well as giving preference to other groups of students such as siblings of children already enrolled here. If you reside outside the geographic catchment of the school please contact the school office. The enrolment management plan can be accessed from the school website www.mtsamsonss.eq.edu.au.

This booklet is set out under the headings of the five Ps:

- 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”

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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 housing 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 now has 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, playground 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 also has a before and after school care building which is operated by the Jabiru Childcare Services.

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 (German), Inclusion, Learning Support and Instrumental Music.

In addition the school receives an advisory visiting teacher service (as needed) to support students with disabilities and a Guidance Officer. 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 Curriculum	Mrs Barbara Tabulo	sbiff1@eq.edu.au
Business Manager	Ms Kathy Hartley	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 Curriculum (HOC), 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 which support 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 and Training's (DET) *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

Jabiru Childcare Services operates a before and after school registered childcare service. The centre operates from 6:30am in the morning and until 6:00pm after school. Parents may be eligible for the Government's child care benefit. There are a limited number of places and bookings are essential. For further information please contact the coordinator on (07) 3289 4623.

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
	8:25am	First bus arrives – no other children are to arrive at school before this time unless going to Outside School Hours Care Students arriving after 8:25am are supervised in the undercover area (shed) until the bell.
	8:40am	First bell rings to direct students to class
	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
	3:05pm	First bus departs
	3:10pm	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. The remaining areas of Technology and The Arts are based on the Queensland Curriculum, Essential Learnings.

The school has adopted the Curriculum into the Classroom (C2C) resource for use in English, Maths, Science, Humanities and Social Science and Health and Physical Education.

3.5 Students with Special Needs

The Department of Education and Training (DET) has a process for the identification and assessment of students with disabilities. Where an assessment indicates a child has a disability, the child is provided with an educational adjustment profile (EAP). An individual educational program is implemented for all children with an EAP. Mount Samson State School does not operate a special education unit. Students with disabilities are supported by the school's Inclusion teacher and an advisory visiting teacher service.

In cases where a student transferring from another school has an EAP, the parents should contact the Principal to discuss the placement prior to the enrolment.

3.6 Learning Support

The school has a Student Support Team which works with classroom teachers to identify students requiring extra help in literacy and numeracy; enrichment and extension work. Students may receive support from a range of staff including Support Teacher Literacy and Numeracy (STLaN), Inclusion Teacher and/or Teacher Aides. Classroom teachers will discuss any concerns regarding students' progress with parents, prior to referrals to the Student Support Team.

3.7 Technology

The school has a computer lab and a number mini-labs in classrooms. All classrooms are equipped with interactive whiteboards. 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. As of 2017 Prep is now 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 responsible behaviour plan 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).
- Parents/carers are requested to sign children in and out from the classroom at the beginning and end of each day for the first semester.

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. Enrolments for Prep will only be accepted one year prior to the commencement of school.

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 a music familiarisation course 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. The majority of these events (e.g. school sporting events, swimming lessons and visiting performances or workshops) are covered by a general permission note contained in the enrolment form. Where they are not covered, a separate permission form will be 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 their senior year. The camps are programmed to ensure the children get a range of different experiences during their time at Mount Samson. 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.

3.13 Specialist Lessons

The school has specialist teachers in PE, Music, Instrumental Music, and Languages (German). The days on which these lessons occur are as follows:

Instrument Music	Tuesday - selected students in Years 4-6
Languages (German)	Monday & Wednesday – Year 4, 5 and 6
Physical Education	Wednesday - Friday
Music	Wednesday - Friday

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 Learning Support Teacher, Guidance Officer and Inclusion teachers who work on a variety of different days with individual children and small groups.

3.14 Library

The school library operates with the assistance of a Teacher Aide. It is open Tuesday to Thursday 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 and mental development. This is consistent with Education Queensland's *Smart Moves* policy, which is aimed at increasing physical activity amongst children. The children are afforded the opportunity to 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

The children are divided into two houses – Jagera and Kamala. 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 the Dayboro 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 junior and senior interhouse swimming carnival. Information about specific dates are communicated via newsletters and Facebook. 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 a gala interschool sports day 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 three days per week (Tuesday - Thursday). 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.

3.18 Booklists

Booklists are provided during Term 4 each year. Parents have the opportunity to order items online or to source the items privately. For those ordering online there is a booklist tab on the school web page. The booklist also includes a levy for online resources which are now being used in lieu of textbooks. This is invoiced separately. If you are transferring during the year please negotiate with your child's teacher as to what can be reused from your child's previous school. The Prep children are levied in lieu of a booklist.

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. 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 (not parents and guardians) to the school must report to the office and sign the visitors 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 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.
- Year 1-6 student resource scheme - Funds go towards, but are not limited to, ICT resources (access to online learning), paper for photocopying learning resources (replacing need for textbooks), and participation in some curriculum activities.
- 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 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 Tuckshop

The school runs a small tuckshop once per week (currently Friday). The menu complies with DET's Healthy Choices program. This is run by parent volunteers under the auspices of the P & C Association. The tuckshop has recently introduced a flexi-schools online ordering system. For further details please contact the school's tuckshop convenor.

4.7 Newsletters

The school has two newsletters, one for P & C information and the other for general school information which are published on a Wednesday. The P & C newsletter is published on even weeks of the term and the School newsletter on the odd weeks of each term. These contain 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.

4.8 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.

4.9 Parades

A school assembly takes place each Friday afternoon from 2:15pm in the covered area. The assembly includes the 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.

4.10 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.

4.11 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.

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. This does not require any action from the parents.

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.

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.

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. Students who leave school early are required to be signed out at the office by a parent or guardian.

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 limited car parking on the site. Parents should park in the Council car park adjacent to the Child Care Centre or at the Samsonvale Hall and walk across to the school.

Parking restrictions on the site apply before 9:30am and from 2:00pm-3:15pm. During these times parking in the school grounds is restricted to:

- Staff (blue permit)

- OSHC Staff (orange permit)
- Parents who hold a permit issued by the school (pink permit). Requests for a permit should be made to the Principal and will be granted where there is a demonstrated need.
- OSHC pick up and drop offs
- Other persons authorised by the Principal

Permits will be issued and must be displayed on the dashboard of the car. Parents may park in the school grounds outside those hours set out above. 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

Parents are to provide written instructions via a letter if a student requires short term medication. Medication is to have a chemist label detailing dosage instructions.

For students with chronic (long term) medical conditions or those who require routine or emergency medications, parents and their child's medical practitioner need to complete a [request to administer medication at school](#) form. These are available from the office or school website.

Follow this link further information on the guidelines for [administration of medication in state schools](#)

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

DET'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 DET 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 Responsible Behaviour Plan

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 *Responsible Behaviour Plan* which is consistent with Education Queensland's *Code of School Behaviour*. A copy of the Mount Samson School Behaviour Code is included in the enrolment pack and can be found on the School's website.

Our school's responsible behaviour plan for students is based around the Six Pillars of Character – Trustworthiness, Respect, Responsibility, Fairness, Caring & 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

Blue Check Formal Shirt
Blue School Polo Shirt
Red / Yellow House Polo Shirt
Navy Blue Shorts
Navy Blue Wrap Skort
Navy Blue Skirt
Navy Blue Hat
Navy Blue Winter Jacket

- The above items are available for purchase from the school and reasonable stock is kept on hand throughout the year. Information regarding uniform purchase is on the order form in the enrolment pack, which is available from the school office. For further information please contact the uniform convenor.
- All children from Prep – Year 6 are encouraged to wear the school uniform at all times.
- An acceptable level of modesty must be maintained at all times. Examples of lack of modesty include but are not limited to bikinis at swimming lessons, exposed midriffs and tops which expose the shoulders.
- The formal check shirt or dress is worn on Mondays and at school functions.
- The house polo shirt is worn on Wednesdays and sports days.
- On Tuesdays, Thursdays and Fridays the blue polo or check shirt may be worn.
- Closed-in footwear (predominantly neutral in colour) must be worn at all times.
- The wearing of the correct school shorts/skirt/skorts is part of the school uniform.
- Children will not be permitted in the playground without a broad-brimmed hat.

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. DET 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://mthsamsonss.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:

- By cash or cheque (made payable to Mount Samson State School) placed in an envelope with full details of the child and the activity/item. This is then placed into the fee slot in the administration area
- By direct transfer using the internet. In the reference field type the first four letters of student's last name, underscore or space, first four letters of first name, underscore or space, first four letters of event (eg swim or unif). If paying for something for the whole family, example of reference would be, smit_fmly_swim. BSB 064 164 Account No – 00090856
- 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.

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 where money is handed directly to the photographer in an 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.