MENA CREEK STATE SCHOOL

PROSPECTUS 2013

SCHOOL VISION

Mena Creek State School is committed to delivering explicit learning opportunities in a safe environment, embracing and respecting students and families to nurture students who believe in themselves and value learning.
School Directory

School Postal Address: Mena Creek State School
Post Office
MENA CREEK Q 4871

School Phone: (07) 4065 3221
School Mobile No: 0428 762 147
School Fax: (07) 4065 3131
Email: the.principal@menacreess.eq.edu.au

Staffing

Principal: Mr Cameron Wedgwood

Classroom Teachers:
Prep-Year 3 Mrs Jennifer Abbott
Year 4-Year 7 Mr Cameron Wedgwood

Administration Officer: Mrs Lisa Garner

Teacher Aides: Mrs Sharon Berkahn
Mrs Dee Wedgwood

Visiting Staff:
Teacher-Librarian Ms. Sarah Taifalos
LOTE (Italian) Ms. Marianne Lazzarini
Physical Education Ms Jenny Murray
SWD Teacher Mrs Alicia Magnanini
Guidance Officer Mrs Kathy Lizzio

Dates

Dates for the 2013 School year are:

Term 1: Tuesday 29th January - Thursday 28th March
Term 2: Monday 15th April - Friday 21st June
Term 3: Monday 8th July - Friday 20th September
Term 4: Tuesday 8th October - Friday 13th December

Please note: The following dates are Pupil Free/Professional Development Days:
Thursday 24th January
Friday 25th January
Monday 21st October
Admissions

The policy regarding prep and primary enrolments is as follows:

1. Children entering Prep in a state school in 2013 must have attained the age of five years by the last day of June 2013.
2. Children entering a state primary school in 2013 must have attained the age of six by the last day of June 2013.

If you are enrolling a child at this school for the first time, would you bring along a birth certificate, or extract, to confirm your child's age as it is a regulation that we must sight such before approving enrolment.

If you have a prep child beginning in 2013 a Student Enrolment Form needs to be completed.

Arts Council

From time to time the school will receive performances from Queensland Arts Council. All children are encouraged to attend. Cost for each performance for 2013 may vary but is around the $6 per student or $15 per family for 3 or more children.

Parents and other community member are also welcome to take advantage of these quality shows. Cost for adults is also the same as the student.

Attendance / Absentee Policy

Regular attendance is essential if your child is to progress as we would like him/her to. If your son/daughter is absent for a day, a brief explanatory note forwarded to his/her class teacher for the next day or a phone message left with Administration Staff is required. It is an expectation that schools monitor and report any unexplained absences.

Behaviour Management

This school has produced a Code of Conduct document which incorporates a Responsible Behaviour Plan. A copy of the Plan is available to any family on request.

The program outlines the major rights and responsibilities of all children, parents and staff associated with our school. It also lists school rules and consequences. It outlines a process through which all persistently unacceptable behaviour will be managed. It also informs the school community of the school's exclusion and suspension procedures.

Book Club

This school participates in Scholastic Australia Book Club. Catalogues of very reasonably priced books will be regularly sent home with your child. From these catalogues you may choose to purchase any number of titles. Different levels of books are provided to cater for the varying ranges of reading interests and levels of reading ability. There is, of course, no obligation to purchase any books.
Children Leaving School Grounds

Collection of Children Prior to the End of the School Day
If for any reason you have to take your child from school during the day, it is essential that you notify the office/classroom teacher. You are required to collect your child from his/her classroom and sign the “Early Withdrawal” register. This should avoid the possibility of a misunderstanding between yourself and us.

Collection of Children at the End of the School Day
Could you please ensure you contact the school early if you are unable to collect your child by 3:30pm. In the interest of safety, supervision will be organised for children for short periods of time in urgent situations if the school has received prior notification.

School Arrival and Pick up Times
Please Note: If you have to change the departure arrangements for your child/ren – You must advise the school. Children’s departure arrangements will not be altered unless we have been notified. This can be done by either sending us a note or by contacting the school by phone.

Communication

With Teachers
As our major commitment at this school is in the classroom with your children, it would be greatly appreciated if phone calls which require any of the teachers during our teaching time could be kept to a minimum. The most convenient times are prior to 8:30 am, between 12:40pm and 1:30pm or after 3:05pm.

Our teachers are always happy to discuss your child’s progress or any concerns you may have. If you wish to have a discussion, please make an appointment with one of us. We would ask that, particularly in the morning, lengthy discussions are kept to a minimum as mornings are an important preparation time for all of us.

Newsletters
Our local school newsletter, News from the Creek is sent home every second Thursday. This is our major form of regular written communication. Articles and news items are invited from parents and the wider community.

Complaints Resolution

Effective partnerships between parents, students and our school are important to educational success.

One part of that partnership is trust and openness. We need to be able to talk to each other when we have concerns, so that those issues can be worked out. From time to time you may have concerns or complaints relating to our school, it is important you share these with us.

Perhaps we haven’t explained something very well. We need to know so that we can put things right. Perhaps you don’t agree with a decision. We need to talk the issues through. As a result you may have a better understanding of why we made that decision, or we may need to change our decision.

Your contribution can help us improve. We want to hear your concerns. We aim to provide a service that can be improved through your feedback. You can raise an issue with any member of our staff. Issues you think are serious should be raised with the Principal.

Our staff are encouraged to deal positively and sincerely with your concerns. They will listen. They will ask questions to make sure they understand. They may take notes to assist in following up your concern. They will help you to take your complaint to the right place.
**Daily Routine - School Hours**

**Arrival and Departure**

8:40am  First bell – children prepare for the day
8:45am  Second bell – children assemble in class groups
8:55am  Session 1 begins
10:30am Morning tea - children sit and eat their morning tea
10:45am Play time
10:55am Children assemble in class groups
11:00am Session 2 begins
12:40pm Lunch
12:55pm Play time
1:20pm Children assemble in class groups
1:25pm Session 3 begins
3:00pm School concludes

**Environmental Education Program**

Students are actively involved in programs including Reef Guardianship, recycling, vegetable gardens, school gardens and worm farm. These programs develop work skills, active citizenship, healthy lifestyle and pride in our school.

**Health Issues**

**Medication**

ALL MEDICATION MUST BE BROUGHT TO THE OFFICE. Parents must make a written request for medication to be administered at school. The original container, displaying the original pharmacy label detailing the name of the person authorised to take the medication, dosage, time to be taken and medical practitioner’s name.

No over the counter medications (such as Panadol and cough mixture) can be administered without a prescription from a doctor. The exception for this rule is a reliever puffer, such as ventolin. A written request is still required for a student to have a puffer at school, but arrangements can be made between the teacher, parent and student to decide on the best place to store this medication.

If first aid becomes necessary, temporary treatment will be given. If necessary, the ambulance will be called and parents notified. Please ensure that the school has your current telephone and address details so that contact can be made in the case of an emergency.

**Exclusion Table**

Most children at some time during their schooling experience contract at least one infectious illness. To clarify your child’s situation with regard to attendance at school I have included the following table:

<table>
<thead>
<tr>
<th>Disease Type</th>
<th>Exclusion</th>
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<tbody>
<tr>
<td>Mumps</td>
<td>For at least 14 days after the onset of symptoms.</td>
</tr>
<tr>
<td>Chicken Pox</td>
<td>For at least 7 days after the beginning of the illness and until the last lesion has healed.</td>
</tr>
<tr>
<td>German Measles</td>
<td>At least 7 days from the appearance of rash or until a medical certificate of recovery can be produced.</td>
</tr>
<tr>
<td>Ringworms</td>
<td>If suitably covered, child may attend.</td>
</tr>
</tbody>
</table>
Measles  At least 7 days from the appearance of rash or until a medical
certificate of recovery can be produced.

Dental Treatment
All primary children are eligible for free dental treatment by the School Mobile Dental Clinic
team. The Dental Clinic visits every 2 years to our schools. You are contacted prior to any
treatment.

Should your child have a dental problem at any stage of the year you can contact the school
dental service and arrange for an appointment. If you contact our school we will be able to give
you the dental van’s contact number and let you know which school it is currently located.

Head Lice
The incidence of head lice in schools is not uncommon. Where evidence of head lice or nits
(eggs) is noticed appropriate treatment must begin immediately at home. If this doesn't occur,
it inconveniences many families who are trying to co-operate. A letter will be sent out to all
families once notification of an outbreak of head lice is reported.

We would appreciate continued vigilance from parents and carers to ensure that your child’s
hair remains free of head lice. If lice are noticed, please contact the school. This early
notification can prevent a large outbreak. As a final resort, this school will exclude children who
are persistently infested.

Homework Policy

Written Homework

Under the current school policy teachers are obliged to set
homework. As a rule of thumb, these times would be generally
considered as maximums for the various year levels.

Senior: 30 minutes;
Juniors: 10 - 15 minutes;

One point I would stress to every family is:
Never allow the homework table to become a battleground.
A positive attitude to all work is essential. If there are major problems with completing the
work set, simply send a note to school the next day explaining the hassles and we will sort it
out.

Reading
The more children can be encouraged to read for pleasure themselves, the better.
If it is possible to set aside fifteen minutes before bed each night for this purpose, attitudes
towards reading and literature generally will be greatly enhanced. Each child has a “Home
Reader” Booklet to support this.

Library

Children are encouraged to borrow from the school library. Each child may borrow several
books per week at their teacher’s discretion.
Parents are asked to keep a check on their child’s borrowing to ensure that our library books
are returned on time. If a book is damaged or lost, families may be asked to contribute towards
its replacement.

Lost Property

All lost property is kept in a clothes basket on the veranda outside the staffroom. It appears
nothing will ever prevent children from losing clothing, so at least naming all articles of
clothing will make the task of recovering them that much easier.
LOTE (Italian)

Signorina Lazzarini is our Italian teacher. Signorina Lazzarini visits twice weekly. She teaches Italian to all Year 5, 6 & 7 students.

Parents and Citizens Association

Please become involved in our P & C Association. At present, meetings are held on the second Thursday of each month at 3:30pm at the School. The incoming executive committee in 2013 may make changes to as it sees fit at its Annual General Meeting usually held in February. Any changes of days and times during the year will be advised to you through the school Newsletter. All parents and any other community persons are welcome and encouraged to join us on these nights.

Parents in our Classrooms

By helping at school you display to your child that you value education. Students love seeing their parents at school and taking part in school activities. Younger students certainly are very open with their appreciation and there is nothing quite like hearing a young student proudly acclaim to their peers, “My mum’s coming in to help today!”

Although older students sometimes give you the impression that it is “uncool” to have your parents at school, they are secretly very proud of your involvement, particularly if you are invited in because of your knowledge or expertise in a particular area.

The following are some ways you can help at our school:

• attending P&C meetings and working bees
• accompanying excursions when needed
• assisting in fundraising
• assisting with sporting activities
• assisting with art and craft activities
• attending parent evenings
• making regular contact with your child’s teacher and inquiring if they need help with anything
• sharing any expertise you may have

The benefits of parents helping at school include:

• improved children’s learning
• parents being better informed
• closer rapport with teacher and support staff
• parents being well known to staff
• parents being well known to other parents
• your own children will be encouraged and aided by your involvement
Report Cards and Interviews

Report cards are sent home at the end of each semester i.e., late June and early December. In conjunction with these, all parents are invited to come along and discuss their child’s progress. I would, however, stress that every parent has an open invitation to discuss any aspect of their child’s progress at any time with us.

If you wish to accept this invitation, simply ring the school and book a time when you and your child’s teacher can have an interview. We attempt to make this school as open to you as possible. Our aim is quality education for your children and this is best achieved if we can work together.

School Facilities

All facilities at our school are available to be utilised by members of our local community. This includes use of the school for meetings, adult education classes, sport of a weekend etc.

Photocopying
A photocopying service is available to the local community at a cost of 10c per copy

A fax service is also available. Charges are:
To Send $1 for the first page + 50c for each page thereafter;
To Receive $1 for the first page + 50c for each page thereafter.

Laminating Services
A4 Page .50c
A3 Page $1

Tennis Courts

Through the efforts of our very active and interested P & C we have two tennis courts. These courts are available to the community outside of school hours for a gold coin donation, payable at the fruit stall. Please note the conditions regarding acceptable footwear (white-soled shoes) on the courts, as well, no food and drink should be taken onto them.

School Lunches

School Tuckshop - The Mena Creek Hotel runs tuckshop for big lunch, once a week on a Friday. The order form together with the money is to be placed in the Tuckshop Box in the Office by 9am on Friday. The tuckshop aims to supply good healthy food for the children.

School Organisation

Mena Creek State School endeavours to provide a consistent whole school approach to education. Our focus is always child centred. We value working with parents and carers to ensure each child reaches his/her potential.

Our seamless curriculum enables us to provide the flexibility required to achieve this.
Sport

Physical Education sessions
Physical education sessions are held at our school. The physical education teacher takes each class for a one hour session each week.

Interhouse
This school is divided into two houses, Paronella Wanderers and Billabong Sundowners, for the purpose of the annual interhouse carnival held during August each year. New enrolments will be informed of their House prior to our sports day.

Interschool
Our school is a member of the Silkwood/Mena Creek Primary School Sports Association. This is an active association that works towards the sporting betterment of all children in our area.

Swimming
Swimming instruction is held each year. The target group are non-swimmers from Year 4. Ten one-hour sessions of instruction are held at the Innisfail Memorial Pool.

Student Enrolment Forms

Early in the year, a Student Enrolment Data Form will be forwarded to you for completion and update. The information on this form is for the purpose of gaining sufficient information about your child for administrative purposes and so that in an emergency situation we can act as quickly as possible. If at any time the information requires up-dating, please request the form to be sent home so such alterations can be made.

Sun Protection Policy

We are an accredited SunSmart School and as such all children are required to wear a broad brimmed hat (10cm brim) and are encouraged to apply sunscreen every time they are not under cover. When enrolling your child you will receive a copy of our SunSmart Policy.

‘No hat, no outside play’
15+ sunscreen is also made available to all children.

Text Books

This year all students are expected to purchase a number of text books. These text books will assist learning in the areas of spelling and mathematics. Refer to school Booklist for 2013.

Transport to and from School

Bus Run

Trans North operates the school bus service. Children eligible for inclusion on this service are those who live more than 3.2 kilometres from the school.

Those who are not eligible for the bus run may still be carried on the bus provided seating is available. The decision is at the bus driver’s discretion.

School Bus Collection Area

The school bus collection area is adjacent to the tennis court. Parents are requested to keep clear of this area during the designated times.
Please note the area immediately in front of the double gates is a “No Standing Zone”
Conveyance Allowance

Families who are not serviced by the school bus may claim a conveyance allowance from the Education Department to off-set the costs involved in transporting children daily to school. A conveyance allowance may be claimed by families who live more than 3.2 kilometres from school. Forms may be obtained from Department of Transport.

Uniforms

This school and its community firmly believe that our students need to wear a uniform to:
- Instil pride and self esteem
- Promote the school in a positive, unified manner as students are our frontline representatives
- Develop a sense of unity and belonging

Therefore the full-time wearing of a uniform is an expectation at our school and is encouraged. This includes joggers and socks.

All items are available from the school:
- Children’s Shirts size 4-14 $25.00
- Adult size Shirts $27.00
- Hats $10.00
- Skorts $13.30
- Shorts $10.55

(Shorts and skorts available from January 2013)

Prices current as at November 2012 and are subject to change

Boys Summer Uniform
The Mena Creek T-shirt is a cotton/polyester blend with a sports collar and tab front. A pair of bottle green shorts match the T-shirt.

Girls Summer Uniform
The Mena Creek T-shirt is a cotton/polyester blend with a sports collar and tab front. A pair of bottle green shorts match the T-shirt. A bottle green pleated skirt matches the T-shirt. A bottle green wrap-around skirt, that can more easily be made at home, is just as suitable, and a good deal cheaper.

Hats
Bottle green wide-brimmed Sun Smart compliant hat (10 cm brim).

Shoes
Joggers and socks need to be worn daily.

School Parade

Whole school Parades that showcase student’s work and recognise student achievements are held every second Friday morning at 8:40.

Special Parades are held throughout the year to showcase students’ work and to acknowledge significant events.

Thank you for your interest in Mena Creek State School.