

PARENT HANDBOOK 2013



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ABOUT OUR SCHOOL

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SCHOOL MISSION STATEMENT

At Maryvale State School we aim to provide quality education appropriate to the needs of each child which will assist them in becoming a responsible member of society.

OUR VALUES AND BELIEFS

At Maryvale State School we promote positive attitudes and values including:

- Responsibility
- Honesty
- Courtesy
- Consideration
- Self confidence
- Self discipline
- Co-operation

SCHOOL PROFILE

Maryvale State School is situated on approximately 2.27 hectares in Taylor Street in the Maryvale valley. Maryvale is approximately 34 kilometres east of Warwick just off the Cunningham Highway. Historically it has been an area of mixed farming with dairying as the major focus. Several generations of some families have attended Maryvale State School.

The school now consists of three teaching blocks - one elevated with storage and seating underneath, a demountable module housing the library and our computer lab and our new Resource Centre. The administration area is found in the older building. All year levels from Prep to Seven are catered for in a multi-age class, with specialist teachers supporting Music & LOTE. Current enrolment is 12 students spread across all year levels.

ACCIDENTS, FIRST AID AND SICKNESS

In the case of minor accidents, a teacher or aide will clean the wound with antiseptic and apply a dressing if necessary.

With the case of more serious accidents, a teacher or aide will apply first aid to the best of his/her ability. Should the case require further attention, the parents will be contacted for instructions. If the injury or illness appears to require urgent attention an ambulance will be called.

If a child becomes too sick to continue with class work, their parents or emergency contact will be notified to arrange for the child to be taken home.

ADMISSION AND ENROLMENT

Present regulations state that a child must attain the age of five on or before the last day of June in the year of enrolment. The child's Birth Certificate must be sighted by the principal at the time of enrolment.

Children entering any other year level will need to contact the school for an appointment to arrange admission. (See Transfer).

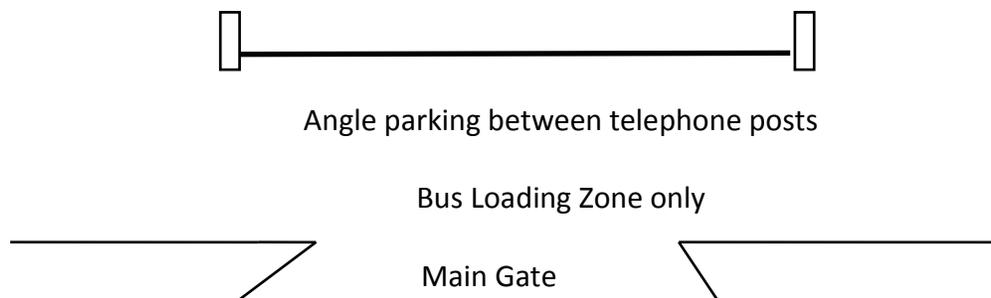
Upon enrolment, all families are required to complete a student details form that supplies the school with vital information. This form is confidential.

BOOK LIST

A book list outlining children's stationery and year level requirements is sent home at the end of each year for the upcoming year. It is also available upon request.

CAR PARKING ARRANGEMENTS

Parents are asked to park in the area in front of the school according to the diagram below:



CHILDREN LEAVING THE GROUNDS

During school, no child may leave the school grounds without written permission from his/her parents or without the approval of the principal. If parents collect children during school hours they must fill in an absentee form.

COLLECTION OF MONEY

Any money sent to the school for any activity must be placed in a sealed envelope labeled with the child's name and what the money is for. The envelope should be handed in to the school office before the beginning of school.

COMPLAINTS/CONCERNS/QUERIES

If parents have any concerns about any issues at school, the first point of contact is the Teaching Principal. Should parents still be unhappy with, or unsure of the outcome of, this discussion, the issue and the steps that have been taken to resolve the issue should be outlined in a letter and sent to Education Queensland, Warwick District Office.

COMPULSORY ATTENDANCE

Regular attendance at school is compulsory under the Education Act and very necessary if your child is to gain the greatest benefit from his/her education at Maryvale State School. If it is necessary for your child to be absent due to illness or other reasons, parents should notify the principal or teacher in writing or by telephoning the school.

CONTACTING THE SCHOOL

It needs to be remembered that Maryvale is a one teacher school and therefore it is not usually possible for phone calls or meetings to occur in school time. It would be appreciated if parental enquiries could be made outside teaching time, before 9.00 am or after 3.00 pm.

DENTAL SERVICE

Parents will be notified in advance of impending visits of the School Dental Service. No treatment is provided without parental consent. The service does not provide specialist treatment.

ARRIVAL AT SCHOOL

No child walking, riding or being driven to school should arrive before 8.15 a.m. unless prior arrangements have been made with the Principal.

EDUCATION TOURS AND EXCURSIONS

This school has a policy of undertaking educational excursions so that the students may acquire a variety of experiences outside the classroom. Due to our small numbers, students normally travel by private vehicles, accompanied by class teachers. Participation in excursions and camps usually occurs on a 'user pays' basis.

HOMEWORK POLICY

At the moment children are encouraged to take home their readers to read. Mental maths books will also be sent home for the older grades. Students are also able to take home their spelling list to revise.

In accordance with Education Department guidelines, the amount of time spent on completing homework should be 5-10 minutes per night for Year 1 increasing progressively to 25-30 minutes per night for Year 7. However, individual abilities and ages should be taken into consideration.

Regular nightly sharing of classroom work or related activities between parents and children is usually very effective in both assisting home/school relations as well as reinforcing skills/knowledge taught at school. Education is a life long process. The skills and discipline learnt in homework are of the process.

INFECTIOUS DISEASES

Appendix One provides a guide to various childhood diseases. Please be aware that it is a guide only. As a general rule, please consult your doctor for more specific information.

JEWELLERY

Jewellery is not to be worn at school. A watch and one pair of small earrings for pierced ears are permitted to be worn.

[Contact the School for a copy of the Maryvale State School Uniform/Dress Standards Policy.]

LOST AND FOUND

Please ensure all clothing or other valuables are clearly named so that they can be returned to their owner quickly.

MEDICATION

Students who need to take medication at school must give such medicines with an explanatory note from the parent to the Principal.

Medication can not be administered without proof of the doctor's dosage prescription. A medical information and permission form is available from the School.

MEETINGS WITH PARENTS/TEACHERS

Parents are always welcome to discuss a child's progress with the Principal at school. It should be remembered though, that if you wish to have an extended meeting, an appointment should be made specifically for that purpose. This will allow the Principal time to organise a detailed report and ensure all the facts, work samples, results and the like are at hand.

NEWSLETTER

Parents are asked to check regularly with their children regarding Newsletters and to read them carefully and reply promptly when replies are necessary. A copy is also posted online at our website, <http://maryvaless.eq.edu.au/wcmss/>.

The newsletter is also an avenue for the community to pass on information. If you require any information to be distributed, please forward it to the school at least two days before the newsletter is due out. Please note that the school reserves the right to accept/decline/edit all newsletter contributions.

PARENTS AND CITIZENS ASSOCIATION

The Association meets each month. Meeting dates and times are always advertised at the beginning of the year and parents are reminded, through the newsletter, of forthcoming meetings. If you have any items you wish to discuss, please contact the President, a couple of days before the meeting.

All parents and friends of the school are invited to attend. Meetings are usually friendly, lively and informative and well worth attending. The successful functioning of the school is dependent upon the support given by the P & C body. It is important that as many parents and friends as possible become involved in the many great activities undertaken by the P & C Association. Application forms for P & C membership are available from the school.

PARENT PARTICIPATION

There are a number of ways in which parents are invited to participate in school activities, besides attending P & C meetings and working bees. Teachers are pleased to have help, with parents listening to a group of students reading; help with art and craft activities; supervision of group work; accompanying the class on outings to name a few. We hope you will be able to help by coming forward when volunteers are called for. If you can help in any other way, if you have a talent or information we may be able to use, please let us know.

RELIGIOUS EDUCATION

Religious Education is held at school for those parents who wish their children to partake. Times and visits are negotiable with the instructors. Exemption from attending is granted upon receipt of a written request from parents.

REPORTS

Written reports on the progress of students are issued mid year and at the end of each year.

Parent teacher interviews will be held at the end of term one and throughout the year as required and can be requested by parents or teachers.

ROAD SAFETY PRECAUTIONS

Parents can help greatly by instilling in their children at an early age, the importance of Road Safety. Children with bikes need to take extra care on the roads and follow road rules. Children must wear a safety helmet when cycling to and from school.

RULES

Maryvale has a Responsible Behaviour Plan, which explains the expectations of all involved with the school. A copy of this document is available from the school.

SCHOOL DAY

8.15 am	Children may start to arrive at school
9.00 am	School commences
11.00 am	Morning Tea <i>Children sit for 15 minutes to eat morning tea, then are allowed to play</i>
11.30 am	Bell to end Morning Tea
1.00 pm	Lunch <i>Children sit for 10 minutes, then are allowed to play</i>
1.45 pm	Bell to end Lunch
3.00 p.m.	School ends

SUPPORT STAFF

The students of Maryvale State School are supported by visiting personnel. In 2013, it is anticipated this will include:

LOTE Teacher [French - this may change in 2013] 1 lesson per week [Years 6-7]

Music – Visiting Teacher 1 lesson per week [All grades]

Advisory Visiting Teachers As required

An Occupational Therapist, Speech Therapist and Guidance Officer are also available upon referral.

SWIMMING

Children will participate in swimming lessons during the year. Parents will be notified of details prior to lessons commencing.

TELEPHONE MESSAGES

The school telephone is for administrative purposes only. Children are not permitted to use the school phone. Please restrict incoming calls to urgent business only.

TRANSFER

It is vital that the school be notified if a parent intends to take their child/children to another school. The school that the child is going to attend will then notify us and a Transfer Certificate will be forwarded to the new school.

UNIFORMS

The wearing of a school uniform in a state school is not compulsory, but we strongly recommend that one be worn.

We encourage children to wear the uniform in order to promote the student's pride in their school.

Maryvale State School staff and the P&C Association have compiled a Uniform/Dress Standard Policy which it is expected all students will follow. A copy is available from the School.

Uniform for Boys and Girls

- Sky blue collared polo shirt printed with school emblem
- Royal blue shorts or skirt [summer]
- Royal blue track pants [winter]
- Sky blue tracksuit jumper printed with school emblem [winter]
- Footwear - clean joggers, leather footwear with socks
- Wide brimmed hat or legionnaire cap

The school enforces a 'no hat no play' rule. The school polo shirts and jumpers are available from the P&C.

USE OF SCHOOL FACILITIES

The school is available to community members who wish to use the school facilities. Prior arrangements must be made with the principal. During School holidays or other non-school times, the school grounds or facilities should not be used by anyone without prior permission from the principal.

VALUABLES AND TOYS AT SCHOOL

If toys and valuables are brought to school, the school cannot take responsibility for any lost or damaged items.

Any money brought to school should be sealed in an envelope with your child's name and activity clearly marked on the front.

EXCLUSION TABLE FOR COMMUNICABLE DISEASES

Condition	Cases	Contacts
Chicken pox and Shingles	Exclude until fully recovered or at least five days after the eruption first appeared. (Some remaining scabs are not a reason for continued exclusion	Exclude children with immune deficiencies (eg Leukaemia or chemotherapy) otherwise not excluded.
Conjunctivitis	Exclude until discharge from eyes has stopped	Not excluded
Cytomegalovirus infection	Exclusion not necessary	Not excluded
Diarrhoea (campylobacter, cryptosporidium, giardia, rotavirus, salmonella, shigella, intestinal worms)	Exclude until diarrhoea has stopped	Not excluded
Glandular fever	Exclusion not necessary	Not excluded
Hand, Foot and mouth Disease	Exclude until all blisters have dried	Not excluded
Haemophilus influenza type b (HIB)	Exclude until medical certificate of recovery is received	Not excluded
Head lice	Exclude until day after proper treatment has started	Not excluded
Hepatitis A	Exclude until a medical certificate of recovery is received, but not before seven days after the jaundice or illness started	Not excluded
Hepatitis B	Exclusion not necessary	Not excluded
Hepatitis C	Exclusion not necessary	Not excluded
Herpes (cold sores)	Exclude if child cannot comply with good hygiene practices while sores are weeping. (Sores should be covered with a dressing where possible)	Not excluded
Human immune deficiency virus (HIV / AIDS virus)	Exclusion not necessary unless child has a secondary infection which requires exclusion in its own right.	Not excluded
Impetigo (school sores)	Exclude until proper treatment has started. (Sores on exposed skin should be covered with a watertight dressing.)	Not excluded
Influenza and influenza-like illnesses	Exclude until well	Not excluded
Measles	Exclude for at least four days after rash has started	Immunised children not excluded. Non-immunised contacts should be excluded until 14 days after the first

		day the rash appears in the last case.They may return to the school if immunised within 72 hours of contact with the first case.
Meningitis (other than meningococcal infection)	Exclude until well	Not exclude
Meningococcol infection	Exclude until carrier eradication antibiotic course is completed.	Not excluded. Close contacts should take antibiotic (rifampicin). Public health authorities will advise.
Molluscum contagiosum	Exclusion not necessary	Not excluded
Mumps	Exclude for nine days or until swelling goes down	Not excluded
Parvovirus (erythema infectiosum of "Fifth disease")	Exclusion not necessary	Not excluded
Ringworm, Scabies, Pediculosis Trachoma	Exclude until day after proper treatment has started	Not excluded
Rubella (German measles)	Exclude until fully recovered or for at least four days after the rash started	Not excluded. (Female staff of child bearing age should check their immunity to rubella with their GP)
Streptococcol infection (including scarlet fever)	Exclude until child has received antibiotic treatment for at least 24 hours and feels well	Not excluded
Typhoid Fever(including paratyphoid fever)	Exclude until a medical certificate of recovery is received	Not excluded unless advised by public health authority
Whooping Cough (pertussis)	Exclude for 21 days from onset or until child has taken five days of a 10-day course of antibiotics (erythromycin)	Exclude unimmunised household contacts aged less than seven years, and children who are either less than one year old or not fully immunised, for 14 days after they were last exposed to infection or until they have taken five days of a 10-day course of antibiotics (erythromycin). If necessary, contact your nearest public health unit for advice.