

Maryvale State School School Handbook

2022



Maryvale State School
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Welcome from the Principal

Welcome to the Educational Year for 2022. Whether this is your first time here at Maryvale State School, or you are continuing your time with us, we hope your year is both educationally and socially rewarding.

With over 100 years of commitment to education excellence, Maryvale State School is proud of its heritage and tradition. We are dedicated to the full development of every Prep to Year 6 student. The staff is empowered and invested; parents and community are valued and informed; and most importantly, students feel supported through their learning journey.

Our mission, values and beliefs provide focus and direction to staff, students and parents as well as stakeholders throughout the communities. It is the aim of the Maryvale State School to help each and every student progress towards the full attainment of their own potential as an individual, and as a member of society.

We recognise that the school, home and society at large, play important roles in the total education of the student. We aim to provide opportunities for the maximum development of the intellectual, physical, social and emotional qualities of the students by providing a dynamic, non-threatening and challenging curriculum.

The total school community takes pride in the school, where education is seen as a partnership characterised by friendliness, trust and mutual respect. The support given to the school by the total community encourages and maintains a "district identity".

Maryvale State School is a data driven school with an ongoing comprehensive assessment system in place to identify, target, monitor, and improve student performance, as well as curriculum and teaching. Our curriculum is designed to include a strong emphasis on Literacy and Numeracy skills, and Learning and Wellbeing. These are considered to be the foundation upon which children are prepared for full participation in today's society regardless of gender, race, ethnicity, disability or socio-economic status.

Partnerships with parents, students, staff and community are valued and we welcome parent participation and the opportunity for families and communities to be involved in educating their children. Goals are set and met through a team effort and we are blessed to have a dedicated school staff and community who support our quest to educate all children.

It is our unequivocal belief that the 'child' is our core business.

Our school has a rich tradition within the community of Maryvale and you are invited to share your children's education with us. We believe that learning is a partnership between home and school. We value your participation in the school life of your children. For some of you, that will mean parental help with classroom reading, mathematics or one of the other key learning areas. For others it may be your attendance at classroom presentations, 3-Way Conferences and school special occasions. It may involve just reading the School Newsletter on a regular basis. There are lots of ways you can help. We find that taking an interest in your child's education helps keep them on track and provides support and encouragement. We urge you to become involved. Our doors are always open for parents to communicate with us.

At Maryvale State School, our aim is to promote these outcomes developmentally while encouraging an awareness of the widening circles of self, school and community.

"We're here to help children succeed. It's that simple." Elaine Collins.

Jo Wernecke
Principal

At Maryvale State School We Believe

1. Relationships are paramount
2. All students can achieve to the best of their ability
3. Every student matters, every day
4. Staff shares accountability for student outcomes
5. Curriculum delivery and assessment are underpinned by researched explicit classroom instruction
6. In a culture of high expectation with regard to -
 - * Student behaviour, attendance, dress code
 - * Student bookwork standards
 - * Teacher and student commitment to high individual achievement
 - * School community values and a high level of mutual respect
 - * Student engagement
 - * Feedback being given and received frequently and transparently, and is valued by staff and students
7. We promote a high level of community and collegial engagement and support to foster achievements
8. We promote strong, relationships between all stakeholders

Our High Expectations

Each Teacher:

1. Establishes an atmosphere of high expectations across all areas of school
2. Is accountable for promoting optimal student learning
3. Plans and teaches a lesson, using Murgon Methods and the agreed explicit teaching model
4. Uses differentiation, challenging student's individual learning goals based on agreed targets
5. Uses revision strategies to move student knowledge from short term to long term memory
6. Ensures higher order thinking skills are applied authentically across a wide range of contexts
7. Focuses on high standards of handwriting and presentation - students and staff
8. Regularly corrects student work and provides feedback to each student
9. Has a high standard of classroom display that is relevant and educationally stimulating
10. Participates in ongoing professional learning to maximise teaching capacity

Our School Motto

Embrace. Encourage. Achieve.

Our School Rules

Be Safe

Be Respectful

Be Responsible

Be a Learner

Absence and Attendance *Every Day Counts*

Students must attend school every day. If, for any reason your child is unable to attend school, parents are asked to send along a written explanation upon the child's return, or alternatively, telephone the School Office. School attendance is essential to ensure your child achieves to the best of their ability at school. Oral messages from students are not acceptable. Unexplained absences of a period of two days or more will be investigated by the Administration Team. The school also has same day text messaging service for absent students.

Access to Students

It is our policy to allow only the parents or guardians of our students to have access at any time. The **Enrolment Form** contains details for access to your children. Where access is required by someone other than parents/caregivers those people should be nominated on the Enrolment Form, or a letter from one of the parents/guardians is required before access can be given.

In the situation where a child is given to the custody of one parent, the school must be informed of such custody arrangements and a copy of the appropriate custody order given to the school for our records. Non-custodial parents are entitled to receive copies of Student Report Cards. Only custodial parents are able to enrol children at a State School.

Accidents at School

Every effort is made to ensure the safety of your children at school. Teachers and Teacher Aides are rostered on playground supervision during all recess breaks, before and after school.

In the case of your child being involved in an accident at school the following procedure will apply:

1. If the accident is of a minor nature the relevant first aid will be applied
 - Parent/Caregiver notified, if needed
2. If the accident is of a more serious nature then:
 - First aid will be applied
 - Parent/Caregiver notified
 - An ambulance will be called
 - If the ambulance bearer states that further medical attention is required we will endeavour to contact you at home or work and advise you of the situation. Please ensure that our records of your address, phone number and place of employment are kept current.
 - If you cannot be contacted, we will take your child to the nominated doctor or hospital to receive further medical attention. We will continue to try to contact you and/or your nominated emergency contacts.

Admission/School Enrolment

Children must be five by 30 June in the year they enrol in the Preparatory Year. Schools require proof of the child's date of birth, such as a birth certificate, passport or visa.

There is no waiting list for enrolment in the Preparatory Year. Under special circumstances, children may be enrolled at a younger age.

When parents feel positive about the school and participate in some way in their child's education, the child is more likely to feel secure and happy and achieve better results.

Think about how you can best prepare your child for their first day at school:

- ✚ Have some practice runs before school starts and encourage your child to organise clean clothes, books and bag.
- ✚ Be sure your child has a balanced breakfast and pack a healthy lunch and snacks.
- ✚ Encourage your child to dress themselves. Look for clothes with easy fasteners.
- ✚ Label all belongings and find out where lost property is held at school.
- ✚ Avoid a rush. Leave home on time and allow time to say goodbye. At first you may stay a while to ensure your child feels secure. Once your child has settled in, a short and reassuring goodbye encourages independence.
- ✚ Check what time schools finishes and arrive in plenty of time to collect your child.

Bicycles/Scooters

Bicycles must be walked across the road and through the school grounds. Students riding bicycles and scooters to school are requested to park them in the racks provided. To prevent theft it is advisable for cyclists to lock their bicycles in the racks. Students are permitted in the bike rack area only when going to and from their bicycle. Please ensure your students follow **all** bicycle road and safety rules eg. wearing a helmet, keeping left, carrying a second person on the bike.

Code of School Behaviour

Our **Responsible Behaviour Plan for students** is based on the understanding that you cannot control another person's actions, you can only control yourself. This self-control is something you learn.

Our current **School Rules** remind us of what is appropriate behaviour for our school environment. The staff and students of our school aim to always behave in ways that reflect these key values and ideals.

If students do not follow the **School Rules and Values**, a flow chart (Responsible Behaviour Plan for Students brochure – supplied separately), outlines the consequences depending on the seriousness of the behaviour. At all times the school works closely with the student's parents/carer to ensure the best outcome for all concerned. Students are taught to think about their behaviour and to reflect on more appropriate alternatives.

Staff use the following **4Ws** as part of this process:

- What are/were you doing?
- What is the rule?
- What happens when you break the rules?
- (Do you want this to happen?)
- What are you going to do from now on?

Curriculum & Learning

Maryvale State School offers a comprehensive curriculum which includes the following key learning areas:

English Language and Literacy
Mathematics and Numeracy
Science
HASS
Technology & ICT
Learning and Wellbeing
The Arts – including Music, Drama, Visual Arts and Media Arts
Health and Physical Education
LOTE – Language Other than English (Chinese)

Our Curriculum is distinguished by:

- ❖ An emphasis on valuing the strengths of the individual and supporting the individual to meet his/her potential.
- ❖ A strong emphasis on Literacy and Numeracy, and **learning how to learn**.
- ❖ A focused, assessment-based **Support and Intervention Program** across the whole school for students needing additional support, gifted and talented students and students with disabilities and learning difficulties.
- ❖ Providing opportunities for gifted students to follow their pathways.
- ❖ **Technology** is an important aspect of our students' learning with students having access to laptops, desktops, and iPads to support their everyday learning.

Distinctive skills of our staff

- ❖ Competent
- ❖ Committed
- ❖ Caring
- ❖ Qualified
- ❖ Experienced
- ❖ Fostering excellence and achievement in their students

Dismissal

School finishes at 3pm.

Parents collecting students each afternoon are asked to ensure that students are collected promptly at dismissal time and not left to wait at the school for long periods.

Parents and siblings are requested to wait outside for their children to be dismissed from class.

Educational Tours, Excursions and Camps

In addition to tours of an educational nature, classes will also be able to participate in a range of cultural visits each year, as required by the curriculum. **Excursions** are an integral part of the curriculum drawing links between academic knowledge and understandings from the world outside the classroom.

School camps, either on campus or off campus, are offered to students in Years Prep to 6. It is highly desirable that all students participate. Written parental/guardians consent will be required for each excursion.

Head Lice

Head Lice are not a result of uncleanliness, however can be a common problem experienced by many students. Check your children's hair regularly and carefully. A persistent itching of the scalp is a warning indicator. Head lice are transmitted directly from one person to another. If treatment is occurring, a student's attendance at school need not be disrupted. Further information is available from the Office.

Illegal Substances

Illegal substances are not permitted at school in any form. Students found with and/or using illegal substances at school will be reported to the Police. Parents will be contacted. School disciplinary actions will be seriously considered.

Leaving the School Grounds/Delivery of Lunches

Students are expected to remain within the school grounds from the time of their arrival until dismissal at 3:00pm. Written parental/carer consent must be provided to the classroom teacher or School Office for children to leave the school grounds. Students found absent from the school after 9:00am without authority

will be immediately referred to the Police for investigation. Parents are asked to be punctual when delivering lunches for students during recess periods (11am and 1:15pm).

If it is necessary for a student to leave the school grounds a note is required. This note should be signed and dated by the parent/carer and should also state time for departure and return. Students must report to the Office before departure and on return.

Lost Property

PLEASE LABEL EVERYTHING. All personal items brought to school must be clearly marked with the student's name. If children lose items at school, parents should check with staff. Items not claimed at the end of each term will be donated to local charities.

Medication and Illness

Families are requested to ensure that children who are ill are kept at home. A number of infectious diseases – chicken pox, mumps, conjunctivitis etc have mandatory periods of exclusion. Full details of these are maintained at the School Office.

It is important that medicines prescribed for administration to students during school hours is in the original packaging and clearly marked. A Register is kept by the school recording each time a child is given their prescribed medication.

General administration of medication:

1. For the school to administer medication a **Medication Form**, available from the Office, needs to be completed and signed by the parent/caregiver, outlining all necessary details and written instructions provided by either the doctor or pharmacist. (These are often found on the medication container)
2. No medication will be administered without the completion of this Form.
3. All unused medication will be returned to the parent at the conclusion of the approval period
4. Non-prescribed medication cannot be administered. Eg. Panadol/cough medicine

Money and Valuables

All money for school activities must be in a sealed envelope with the following clearly marked on the front:

Name:

Year Level:

Activity:

Amount enclosed:

PLEASE ENCLOSE THE CORRECT AMOUNT. Cheques should be made out to the Maryvale State School. Money must be handed to the appropriate staff member. No responsibility is held for money stored in ports or tidy trays.

Newsletters

THE NEWSLETTER IS VERY IMPORTANT – OUR MAIN MEANS OF COMMUNICATION – PLEASE TAKE THE TIME TO READ IT

The Newsletter is published every fortnight (odd weeks) and contains information concerning events and educational issues. A Newsletter is given to the eldest child from each family.

☺ We can **email** you a copy! Join our distribution list. Let the Office know your details.

Parents & Citizens Association

What is a Parents and Citizens Association?

What does a Parents and Citizens Association do?

The Parents and Citizens Association is made up of interested parents who donate their time to support Maryvale State School and to be involved in the education of their children. The Parents and Citizens Association acts as a representative of the views of parents/carers and the community. The meetings are an opportunity for the school to share ideas and gather feedback. The P & C also acts as a fundraising body in partnership with the school.

We have P & C Meetings each month. We need to keep our school at its high standard. All suggestions from parents and community members will be warmly welcomed.

Parent Volunteers

There are many opportunities for parents to become actively involved in school life – through P&C, sponsored activities and classroom related activities. Parents may assist with a wide range of activities eg. reading, computer, tutoring, and art activities. **All visitors and volunteers MUST sign in and out of the office using the Visitors Book.**

Prep at Maryvale State School

From 2017 enrolment in Prep was compulsory.

We extend a warm welcome to you as parents of our Prep year students. We look forward to working with you to provide the best possible learning opportunities for your child.

Prep Operating Hours

Prep is a full school day. Prep begins at 9:00am finishes at 3:00pm.

Curriculum

We follow the Queensland C2C (Curriculum into the Classroom) Program, the Queensland iteration of the Australian Curriculum:

- ✚ English – Investigating language variation and change, text structure, organisation and content and responding to, examining, interpreting, analysing and evaluating texts.
- ✚ Mathematics – Participating in activities relating to Number and Place Value, Patterns and Algebra, Measurement and Data Representation and Interpretation
- ✚ Science – Participating in investigations and developing enquiry skills

We organise our learning experiences through:

- ✚ Routines and transitions
- ✚ English Rotations and Activities
- ✚ Maths rotations and Activities
- ✚ Science Investigations
- ✚ Homework and Home Reading Program

We build flexible learning environments, both indoors and outdoors, that incorporate:

- ✚ Interactive Whiteboard and software
- ✚ Computer and Internet systems
- ✚ Up to date, hands on resources
- ✚ Group and Individual Learning Areas
- ✚ Access to Library
- ✚ Teacher Aide Support
- ✚ Access to Learning Support Programs

Open Door Policy

We actively encourage parents/carers to come and speak with us or contact us with any queries, concerns or questions.

Religious Instruction

Religious instruction is offered to all students from Year 1 to year 6. Instructors are authorised by the Ministers Association, a non-denominational organisation made up of Ministers, Pastors and Priests from the various religious denominations in Warwick. Parents are informed and sign permission forms on enrolment of their child into Maryvale State School.

Reporting to Parents

3-Way Conferences (teacher, parent and child) are offered in Term 1 and the beginning of Term 3. 3-Way Conferences provide a forum where the student, the teacher and the parent/s can reinforce the student's Individual Learning Goals, and acknowledge and celebrate their progress and achievement.

Student Report Cards will be distributed at the end of each semester. The class teachers are always available to discuss aspects of your child's progress. If there is any area of your child's work or attitude that you are concerned about, please do not hesitate to contact the school and arrange a suitable time to discuss the matter with the teacher.

Library

Students are encouraged to **borrow books from the Library**. Children must have a library bag in which to keep school library books. Books damaged or lost are expected to be replaced. Please encourage your children to care for school property so it can be used by many children over and over again.

School Guidance Officer Service

A Guidance Officer provides professional expertise, leadership and support to school communities and networks in the development and implementation of plans, programs, and procedures to assist students in achieving positive educational, developmental and lifelong learning outcomes.

The Guidance Officer also collaboratively negotiates, develops and implements programs for students that have a focus on preventative and early intervention strategies; are responsive to identified personal, social, emotional and educational needs; and aim to foster resilience and personal skills development.

School Office Hours

The Maryvale State School Office hours are from:

School Sports

School sport is an integral aspect of the HPE (Health and Physical Education) Program. Student participation in school sport is compulsory unless written notice is provided by the parent/carer, outlining a medical condition. Students must be appropriately dressed for the activity with regard for safety, skin protection, school representation and health/hygiene. The Principal may restrict a student's participation if behaviour and conduct fails to meet expectations.

School Times

Children should not enter the school grounds before 8:30am and should leave promptly at 3pm unless required to remain behind by a teacher, or by prior arrangement with the parent/carer.

8.55am	Pack up, go to toilet, get drink, line up ready for class
9:00am	Class Begins
10:00am	Fruit Break
11:00m	First Lunch
11:45am	Middle Session Begins
1:15pm	Second Lunch
1:45pm	Last Session Begins
3:00pm	Dismissal

School Uniform Policy

We take pride in wearing our School Uniform at Maryvale State School. Students are expected to wear their School Uniform and School Sun-safe Hat each day. School hats and uniforms are available from the school through the P&C.

The school and the P & C Association have endorsed the school uniform for the following reasons:

1. It gives all students a sense of personal pride in their own appearance, and the school.
2. Provided students change into other clothes after school, it should be long wearing and economical.
3. It encourages identification with the school and promotes school spirit.
4. Distractions caused by variations of dress and grooming are avoided.

The uniform is

Boys and Girls

Blue polo shirt, school emblem printed on the left hand side.

Hats and shoes and socks.

No jumpers or jackets with hoods are permitted.

Boys

Navy ruggers, stubbies or rugby knit shorts.

Girls

Navy skort, tailored shorts or rugby shorts.

Hats

School Hats with the Maryvale State School Emblem embroidered on the hat are available from the Office.

New school uniforms are available for sale from the school office and can be purchased through the P & C. A **second-hand clothing** selection is also available.

Shoes Policy

It is school policy that ALL students wear a closed shoe to school. Thongs and sandals are not permitted. Good shoes ensure students are safe at school. Sports joggers are a popular and safe choice made by many students.

Jewellery Policy

No dangling jewellery is permitted to be worn at school for safety reasons. Ear rings must consist of small stud or sleeper ear rings.

Cosmetics Policy

Students are not permitted to wear any cosmetic products, unless there is a medical reason for doing so. A note from the child's parent is required.

Smoking

Smoking is not permitted within the school grounds by adults or students. Parents will be contacted. School disciplinary actions will be seriously considered.

Sun Protection

A **NO HAT NO PLAY** rule is enforced within the playground. Students without hats are restricted to playing under buildings.

Skin protection is a high priority during sport and swimming. If inadequate protection is detected students may be required to choose an alternate activity. Sunscreen is available for student use.

Students are to wear swim shirts during HPE activities at the Pool - **NO RASHIE/SWIM SHIRT NO SWIM.**

Transfers

Should it become necessary for you to move town and transfer your child to another school please let the school know as soon as possible. The destination school will contact us for any transfer information required. Also, please ensure that any monies owing, library books and school materials are returned.

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Unsafe Items at School

Children are not permitted to bring dangerous items (including tobacco, lighters, matches, knives, weapons of any description) to school.

Marbles are banned. Chewing gum and bubble gum is also banned.

Valuable and/or expensive or irreplaceable items are also discouraged at school. **THE SCHOOL ACCEPTS NO RESPONSIBILITY IF VALUABLE ITEMS ARE DAMAGED OR STOLEN.**

We hope you have an enjoyable and rewarding year with us.

We look forward to working closely with you to ensure the best possible start in education for your child.

We are looking forward to sharing a happy and productive year.

