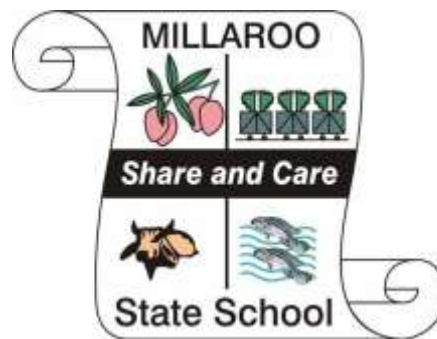


SCHOOL HANDBOOK

2016



Our Vision

Together, students, staff and parents will work towards developing and advocating high expectations for achievement, for all our students.

AIM HIGH!

BE A DOER NOT A WATCHER!

GO BEYOND WHAT'S EXPECTED!

BE TECHNOLOGICALLY SAVVY!

UPDATED 14-04-16

Millaroo State School
Cunningham Street
PMB 8
MS 54
MILLAROO Q 4807

Dear Parents,

Welcome to Millaroo State School. This Handbook aims to give you important details of our school's operations, aims and beliefs.

We trust your child/children will find their experiences with the school to be challenging, enjoyable and rewarding.

We welcome you as key stakeholders in the education of your child/children and look forward to working together in a partnership, to encourage your child to grow intellectually, emotionally, physically and socially.

We encourage all parents to be involved and you are always welcome at the school to:-

- ✓ Assist with whole school reading programme.
- ✓ Attend Parents and Citizens Association meetings.
- ✓ Discuss your child's progress.
- ✓ Attend working bees to improve and maintain the school's grounds and facilities.
- ✓ Assist in classroom activities.
- ✓ Assist in the Home Reader Program.

Millaroo is a great school with professional, dedicated staff combining with interested and caring parents and community members. Together we make a dynamic team working towards the common goal of educating your child in a happy, safe and supportive environment.

Erin Alloway
Principal

MILLAROO STATE SCHOOL

SCHOOL PROFILE

School community and location

Millaroo State School is a Band 5 State School catering for Prep – Year 6 located 65km South West of Ayr. Ayr is the largest township in the Burdekin Shire and provides a broad range of services. The school services the rural townships of Millaroo and Dalbeg and the surrounding areas. An active Parents and Citizens Association, consistently striving, with the school to counteract the disadvantage that students encounter due to their geographical isolation enhances the school community. The families within the community are engaged in some aspect of primary industry, either on their own cane farms, employed by local farmers and employees of Sun Water.

Students and Families

In 2016, 24 students enrolled in the school from Year Prep - 6. The school population is stable yet has been known to fluctuate due to movement within the district. English is the first language of students at Millaroo, however, due to the Italian heritage of the district, some children are exposed to this language.

Education is valued and supported in our school community. Literacy and numeracy have a strong focus within our Australian curriculum and we all have a desire for our students to excel in these areas.

Many of our parents are active participants in the planning and execution of educational experiences. Their input and commitment is strong and highly appreciated by the Millaroo School's staff.

Curriculum Programs and Delivery

The Australian Curriculum has eight learning areas, some of which contain individual subjects. Implementation of the Australian curriculum continues for the next two years.

The school promotes high expectations for every student. We deliver quality instruction that optimises learning for all students from Prep to Year 6. We monitor student progress with school-wide analysis and discussion of student achievement data, and support student learning with quality teaching focused on improving the achievement of every student. A daily, whole school reading programme is in place and we differentiate learning to cater for diverse individual needs to optimise engagement. 'You Can Do It' is our social and emotional learning programme

that actively develops confident and capable citizens. A whole school swimming program is offered in Terms 1 and 4, during Physical Education classes.

The school is serviced by the following specialist staff; Physical Education, Learning Support, Guidance, Behaviour Management, Speech Language Pathology and dental services are available if required.

Staff

The school is staffed by:

- ☺ Teaching Principal
(teaching 8 days and 2 days administration per fortnight)
- ☺ Classroom Teacher
(teaching 8 days per fortnight)
- ☺ 2 Teacher Aides
- ☺ Administrative Assistant
- ☺ Cleaner
- ☺ Casual grounds person
- ☺ range of specialist staff

All of our dedicated staff bring to the school environment a wealth of experience in their particular position, which enhances the operation of the school.

In 2017, we have a forecasted enrolment of 15 students in Prep to year 6 which will enable 1 classroom to be in operation.

If you know someone with school age children in the area please encourage them to send their children to Millaroo State School and support your local community school.

Facilities

The school has three separate teaching blocks. A Block, which is our traditional teaching block, encompasses the staffroom and school office. Our library is situated in B Block and C Block is a separate teaching space. Both classrooms have an Interactive Smartboard and banks of Laptops and iPads to enhance children's learning.

The school has a well-equipped adventure playground and extensive play areas. Due to a number of successful grant applications there have been many additions and improvements to our school building, technology, infrastructure and school grounds.

VALUES AND BELIEFS

We believe

- Children, parents and teachers are partners in the education process.
- Community participation in school activities and decision making processes is essential.

At Millaroo State School we value:

- A flexible and dynamic curriculum which includes the perspectives, knowledge and experiences of all social and cultural groups.
- The development of independent learners through the acquisition of concepts, understanding, processes and skills in the essential learning areas.
- A supportive school environment where the needs of all individuals and groups are met appropriately and effectively.
- The development of positive attitudes, feelings and sensitivities.
- Commitment to and Participation in:
School activities which involves the co-operation between all members of the school community to promote learning.
- Respect:
Treat all people with consideration and regard for their rights and their differences;
Respect; for property and our environment.
- Courtesy:
It is expected and enforced that all staff and students show appropriate manners towards all members of the school as well as other community members.
- Care and Compassion:
Ensuring a safe, caring and supportive environment in which all members can participate.
- Doing Your Best:
Doing your best no matter what you are attempting is an important part of character development and is confidently modelled by staff. Staff and students at Millaroo State School are encouraged to 'have-a-go' at everything and to work toward fulfilling their potential.
- Fair Go:
Positive and just conflict resolution strategies are modelled and supported by all of the Millaroo State School Community. Students are encouraged and taught to treat others fairly with consideration for their feelings and rights.
- Freedom:
At Millaroo State School we encourage participation in activities which help to support those who may be in a less fortunate position than ourselves. Students are made aware of how lucky they are to have the rights and privileges of being an Australian citizen.

- **Honesty and Trustworthiness:**
We believe that by initiating and maintaining honest, constructive, open, communications and relationships with parents with regards to their children’s learning, wellbeing and behaviour, we can build positive community partnerships.
- **Integrity:**
Millaroo’s motto is ‘Share and Care’. We encourage all our school community ‘to practice what they preach’, by demonstrating/modelling actions and behaviours that we expect from our students.
- **Responsibility:**
Through modelling and encouraging positive conflict resolution strategies we assist our students to solve problems which arise in a peaceful and fair way.
- **Understanding, Tolerance and Inclusion:**
All school community members value and support an inclusive, and engaging curriculum and work together to ensure the provision of a positive learning environment where optimum learning opportunities are offered.

Everyone at Millaroo State School are expected to treat all persons fairly and equitable and with sensitivity regarding their beliefs.



STAFF DIRECTORY 2016

PRINCIPAL	Erin Alloway
PART-TIME TEACHERS	Sue Salter/ Gemma Petersen
LEARNING SUPPORT TEACHER	Gemma Petersen / Vera Keryk
CLEANING	Justine Croatto
TEACHER AIDES	Gillian Harris Katherine Duffin
ADMINISTRATIVE ASSISTANT	Annette Cavallin

SCHOOL CONTACTS

SCHOOL TELEPHONE	07-4784 9139
FAX	07-4784 9287
MOBILE (after hours emergency contact)	0466 379 508
E-MAIL	admin@millarooss.eq.edu.au principal@millarooss.eq.edu.au

SCHOOL HOURS

School commences	8:30am
Lunch break	11:00am – 11:35am
	1:00pm – 1:25pm
Dismissal	2:30pm

SCHOOL HOLIDAYS 2016

School Recommences 2016	Wednesday 27th January, 2016
Public Holidays -	Tuesday 26 th January, 2016
Australia Day	Friday 25 th March, 2016
Good Friday	Monday 28 th March, 2016
Easter Monday	Sunday 25 th April, 2016
ANZAC Day	Monday 3 rd October, 2016
Queen's Birthday	Monday 2 nd May, 2016
Labour Day	

Queensland term dates - 2016

Term	Dates	Length
Term 1	Wednesday 27 th January – Thursday 24 th March	9 weeks
Term 2	Monday 11 th April – Friday 24 th June	11 weeks
Term 3	Monday 11 th July - Friday 16 th September	10 weeks
Term 4	Tuesday 4 th October - Friday 9 th December	10 weeks

Student free dates for 2016

- Thursday 21st, Friday 22nd and Monday 25th January 2016
- Monday 17th October 2016

School Resumes 2017 on Monday 23rd January, 2017

ADMISSION OF PUPILS

For Prep enrolments in 2016 children must be born between 1st July, 2010 – 30th June, 2011.

For Year 1 enrolments in 2016 children must be born between 1st July, 2009 – 30th June, 2010.

Proof of age may take the form of either:-

- (a) A copy of the child's Birth Certificate **WILL** need to be sighted.

Enrolment packages and prospectus are available from the office.

BOOK LIST

A booklist for each grade level are available with enrolment package at front office on request.

ATTENDANCE

Regular attendance and punctuality are essential. In the case of absence, a phone call to 47849139 or text message to 0466379508 on the day or a note written by the parent is required to be given to the principal when the pupil next returns to school. If an absence is anticipated for the purpose of holidays, medical or dental appointments, the school should be advised beforehand.

It will be part of school policy in 2016, that if a student's absence is to be more than 3 days for health reasons, the school will need to be supplied with a medical certificate for the time absent. If the student is going on holiday with family then a letter will be required informing the school of the dates student will be away. If absence is greater than 10 days parents are required to apply for *Exemption from Compulsory Schooling and Participation*.

If no notification has been received by the school in regards to an absence and the absence has not been explained the school will contact the parents either by phone or note.

COMMUNICATION

If you would like to discuss your child's progress, or any concerns or issues you may have with the school, you should contact the office to make arrangements for interviews **prior** to your visit. **During teaching times the answering machine will take your message**, please leave details and we will return your call as soon as possible.

Feedback both positive and negative is essential in order to provide quality education services that meet the needs of the community. We like to hear about what we are doing well and what things we can improve upon.

SCHOOL WEBSITE

Newsletters, documents and important information are regularly updated on the school website. The Newsletter is produced digitally and published on the school website monthly.

<https://millarooss.eq.edu.au>

COMPLAINTS

If you have any concerns or issues it would be appreciated if you could bring them immediately to the Principal's or a staff member's attention. The best way to do this is by ringing and making an appointment during school hours.

If you have a complaint relating to alleged staff official misconduct or criminal activity the complainant may refer their complaint to either:

- The supervisor of the person who the complaint is made against or
- Any Education Queensland personnel if the complaint relates to harm of possible risk of harm to young people or
- Crime and Misconduct Commission
- Queensland Police Service.

SCHOOL REPORTING

Under Education Queensland guidelines schools are required to report to parents a minimum of four times per year. Millaroo State School holds two Parent Interviews per year – generally at the end of the first term and again at the end of third term. There are two report cards sent home per year – at the end of first Semester and then at the end of the second Semester, with the option of a parent interview if required.

ASSESSMENT

Millaroo State School teachers provide quality classroom assessment aligned to the curriculum and actively identify and minimise barriers that prevent students demonstrating what they know, understand and can do. Teachers administer diagnostic assessments to gather evidence of student performance to inform teaching that is focused on improving the achievement of every student.

National Literacy and Numeracy Tests (NAPLAN)

In May each year, students from all state and non-state schools across Australia participate in testing under the National Assessment Program-Literacy and Numeracy External Link (NAPLAN).

The national tests assess the skills of all students in Years 3, 5, 7 and 9 in reading, writing, language conventions (spelling, grammar and punctuation) and numeracy.

These tests provide an important measure of how all students are performing against national standards.

NAPLAN was developed collaboratively by the Australian Government, state and territory governments and non-state school sectors. These tests replace the previous state and territory based tests conducted prior to 2008.

VISITING TEACHERS

Learning Support Teacher

Visiting Physical Education Specialist

Speech Language Pathology

The school also has access to a Guidance Officer if the need arises.

ELECTRONIC DEVICES

We do not encourage students to bring electronic games, MP3/Ipods or other devices to school. If students do so it is completely at their own risk. The school will take no responsibility for damage, loss or theft of any of the above objects.

All students have access to the school phone if they need to contact a parent for any reason. If you wish your child to have their own mobile phone, this can be sent along to school and kept in the office for safe keeping until the child needs to use it. Make sure it has the students name clearly labelled.

SCHOOL STUDENT DRESS CODE

Why do we have a Student Dress Code?

A Student Dress Code identifies clothing that aims to contribute to a safe and supportive teaching and learning environment through:

- Ready identification of students and non-students of school;
- Fostering a sense of belonging, group identity; and
- Developing mutual respect among students by minimizing visible evidence of economic and social differences.

Student dress clothes reflect school community standards and are consistent with occupational health and safety and anti-discrimination legislation.

It is expected that children wearing school uniform outside of school hours, conduct themselves in an appropriate manner as they are still representing our school and community.

APPROPRIATE OR REASONABLE DRESS

UNIFORMS

Parents are urged to encourage their children to wear the school uniforms.

Uniforms are as outlined below:

- Blue and Black Polo-shirt with the school emblem on the front.
- Wide-brimmed bucket hats with school logo (These are on sale at school for both girls and boys)
- Girls Black skirt or black shorts
- Boys Black shorts

School shirts and hats are on sale at school for both boys and girls.

Enclosed in/sandshoes/sneakers and socks are to be worn.

Uniforms with socks and shoes are to be worn on all school excursions and special days.

Millaroo State School Students are expected to wear school uniform when attending school each day.

In addition to our school uniform the following policies apply:

- The wearing of hats (not caps) and closed in shoes are a non-negotiable part of our School Dress Code. Thongs or sandals can only be worn when participating in swimming activities.
- NO HAT – NO PLAY!
- Sunglasses can be worn at appropriate times.
- **Jewellery is limited to signet rings, sleepers or studs. Dangling earrings and necklaces pose a safety risk. If there is special significance (i.e.: religious or emotional), this can be negotiated with the Principal.**

The children **must** wear full school uniform when:

- Attending or representing their schools
- Engaging in school activities out of school hours.

Millaroo State School Student Council and P&C often hold variety of fundraising activities, many of which do not require the wearing of the school uniform.

Appropriate and reasonable dress is expected at these times.

Appropriate and reasonable can be defined as clothing or apparel that would normally be acceptable, although it might not confirm with the usual school uniform standard.

Inappropriate dress refers to clothing or apparel worn by students that are deemed to be:

- Offensive (slogans, words or pictures);
- Likely to disrupt, or negatively influence normal school operations;
- Unsafe for students and or others; and Likely to result in a risk to health and the safety of others. (e.g.: Singlet shirts, backless shirts, and clothing with dangling attachments that could cause harm).

In any cases of non-compliance one of the following actions will be carried out by school:

- Inability to attend or participate in any activity in which the student is representing the school until compliance with dress code;
- Parent will be contacted regarding the issue in an effort to resolve it.

The school can provide a school shirt in the case of an emergency but only after parental contact.

HEALTH AND WELL-BEING

MEDICAL

When dealing with injuries or medical conditions at Millaroo State School, staff are required to carry out the following steps:

Accidents

- Determine the extent of injury and render what immediate first aid is appropriate.
- If they are unsure of the severity or any repercussions that might arise from the injury then the parents will be contact eg: suspected sprains, breaks, bumps on head etc.
- If we are unable to contact parents or emergency contacts, then the Principal or person in charge will decide whether an ambulance is required.

- Splinters, objects in eyes, cuts and abrasions etc cannot be cleaned or removed by staff. They can be lightly covered and the parents contacted depending on the severity. If there is an injury to eye the parent or emergency contact will be notified immediately.

Medical

- In the case asthma attacks these will be dealt with according to medical forms provided by parents. Parents will then be contacted to discuss possible further action. If it is necessary an ambulance will be called if attack is extreme.
- Snake bite – Ambulance will be rung then parents.
- Any medications required to be given to students must be accompanied by a medical form.
- **Allergies** – if your child has any allergies please make sure it is noted on enrolment form or the office is informed as soon as possible.

It is vital that emergency contacts be kept up to date with the office.

Food – Smart Choices

Children are encouraged to drink as much water as possible. They are permitted to bring a water bottle which they may keep in the classroom and refill from the water cooler downstairs as necessary.

Many of our students travel from Dalbeg and the time between breakfast and morning tea is quite lengthy. To help students concentrate better, after their physical activity they are permitted a cool drink and a small healthy snack. This could include any of the following:

- Boiled egg
- Cheese
- Sandwich
- Popcorn
- Fresh Fruit
- Dried fruit
- Fresh vegetables
- Small milk or juice
- Health bars – however you should be aware that the sugar content of some these products can be quite high.

These foods also meet the green healthy food requirement of the Education Queensland Smart Choices Program.

Parents are also encouraged to consider the foods they choose to give their child/children as lunches. Fresh food is best. If buying pre-packages foods please check the sugar and salt content as these are often very high.

Some other red (not so healthy) foods include: many types of biscuits, chips, lollies, and cakes.

Control of Head Lice

(Education Qld Policy Guidelines HLS-PR-011)

Education Queensland recognises that the occurrence of head lice is the most common insect infestation in humans throughout the world. Education Queensland acknowledges that although head lice infestation may affect people of any age, nationality, gender or socio-economic status, in Queensland, infestation occurs mainly in children of primary school age. It is seen as much a social issue as a health or educational issue, and the way that it is approached can have significant influence on a student's emotional, social and educational development.

Parents have the prime responsibility for the detection and treatment of head lice on their children.

Schools take into account that the main route of transmission for head lice is head-to-head contact and promote general measures that help in the prevention of infestations.

Students suspected of having live head lice or eggs present in their hair are not removed from class or school.

Such students are provided with information to take home to their families and a letter requesting immediate treatment be commenced.

- General measures, proven internationally as helpful in the prevention of infestations including:
- Discouraging the sharing of brushes and combs;
- Keeping long hair tidy;
- Providing information to families about the biology and control of head lice; and
- Encouraging regular examinations of children's hair by family members.

When the presence of head lice at school is suspected, volunteers authorised by the principal may physically check for head lice only under the following conditions:

If the parent provides consent;

- If the child agrees;
- If infection control guidelines are observed; and
- If student confidentiality is assured.

School staff, or other willing adults authorised by the principal, may visually check (no physical contact) students for head lice providing that sensitivity to student confidentiality is assured;

At the beginning of each school year the school will provide available current information on the control, detection and treatment of headlice, to parents and staff, or more frequently if required;

Parent Responsibilities

This school has a reasonable expectation that Parents/caregivers of our students:

- Will regularly inspect their child's head to detect the presence of lice or lice eggs; and
- When infestation is suspected, inspect all household members and treat them if required.

We encourage parents to use the Conditioner and Comb as a method of treatment.

SUN PROTECTION

As well as a policy of NO HAT, NO PLAY, children are encouraged to use the sunscreen cream which is available at school or they can bring their own. Assemblies are always held in the shade underneath the building and an active sun awareness program will be run during health lessons throughout the year. Swimming shirts and sunscreen are both essential during swimming lessons.

Special Note:

Education Queensland's Sun Safety Strategy made it **compulsory** for primary school children in State Schools to wear sunshirts or T-shirts during school water-based activities. The Sun Safety Strategy changes will also mean that all primary and secondary schools must provide a broad-spectrum, water-resistant sunscreen of SPF 30 or better for students to apply on uncovered areas of the skin such as the face and back of the hands when they are outdoors

HOMEWORK

Homework provides students with opportunities to consolidate their classroom learning, It helps to build a pattern of behaviour which will assist them throughout and beyond their school years. Homework provides family members/guardians with the opportunity to be involved in the child's learning.

Homework that enhances student learning:

- Is purposeful and relevant
- Sets a routine and builds study habits
- Is appropriate to the phase of learning (early, middle, or senior)
- Is appropriate to the capability of the student
- Develops the student's independence as a learner
- Is varied, challenging and clearly related to class work
- Revises and consolidates learning
- Pursuing knowledge independently and imaginatively
- Prepares them for forthcoming classroom learning

The setting of homework takes into account the need for students to have a balanced lifestyle. This includes sufficient time for family, recreational activities, cultural pursuits and employment where appropriate.

The homework guidelines for Queensland for different age groups are as follows:

- Prep – sight words
- Homework in Years 1,2 and 3 could be up to – but generally no more than – one hour per week.
- Homework in Years 4 and 5 could be up to – but generally no more than – 2 to 3 hours per week.
- Homework in Years 6 could be up to – but generally no more than – 3 to 4 hours per week.

In case of the younger students it is important that parents get involved by spending time reading to their children and allowing the child to read to them. Encouragement, opportunities for success and lots of praise are vital to the development of a positive attitude to learning.

LOTE (Languages Other than English)

This program will only be available to Years 5-6 in 2016. At Millaroo State School, we will be studying Japanese. This program will be delivered by Distance Education via electronic mode.

SPORT

Swimming is held 1st and 4th term to take full advantage of the local pool and of course 'beat the heat'. The swimming lessons are conducted with the help of visiting Physical/Education Teacher. We have two swimming carnivals, one in February and one in December.

Athletic carnivals are also held during the middle cooler months with the emphasis on participation.

Interschool sports are held once a year between Millaroo, Maidavale and Clare. Small Schools Sports Day is also held once a year in town, where we compete against other small schools.

LIBRARY

The school is well equipped with both fiction and non-fiction books and DVD's. Children are encouraged to use the school library both as a source for information and entertainment. Each child may borrow two titles at any one time. Maximum borrowing time is two weeks but of course children are encouraged to borrow much more frequently than that. Parents are encouraged to assist children in selecting titles. **Children cannot borrow unless they have a library bag.**

LOST PROPERTY

Lost property is kept at the office. Please ensure however that you write your child's name clearly on every item for ease of identification.

LUNCH

Children have the use of two refrigerators. This enables children's lunches to remain cold, fresh and free of ants.

STUDENT COUNCIL

Throughout the year the Student Council organise a number of fundraising activities to help provide extra financial support for activities such as camp and excursions. They also have selected charities that they support with fundraising during the school year.

NEWSLETTER

Millaroo School Newsletter will be published monthly to inform parents of coming events, meetings etc. The newsletter is uploaded to our website and an email sent to parents with a link when published.

VOLUNTARY CONTRIBUTIONS

BOOKCLUB - BOOKFAIR

Children at regular intervals are offered quality books at reasonable prices through the Ashton Scholastic Book Club. Participation is optional and students may place orders and money with the Admin Assistant on dates advertised in the school newsletter. The library conducts a Bookfair 1-2 times a year. This is a fundraising endeavour for the P & C Association.

COLLECTION OF MONEY

From time to time children may be asked to bring money for excursions, bookclub, arts council etc. All monies should be sent to school in a sealed envelope. The child's name and amount of money should be clearly marked on the envelope.

EXCURSIONS/CAMPS

It is anticipated that children will be involved in several day excursions and a school camp (Yr 4 – 6) during the year. While these educational activities are not compulsory, they will be an integral part of the educational program offered at the school. Payment of above is met by parents and is sometimes supported through fundraising efforts of Student Council and P & C.

SCHOOL REFUND POLICY

Parents requiring a refund for non-attendance to an excursion are direct requests for refunds to the office within 14 days of the excursion taking place.

PARENTS AND CITIZENS' ASSOCIATION

Meetings	3 rd Monday of each month at 3.00pm in school library
Annual General Meeting	February 2017 (New executives to be appointed)
Executives for 2016	President: Justine Croatto
	Vice President: Vacant
	Secretary: Stephanie Tudehope
	Treasurer: Kate Ferguson

All parents and interested community members are invited to attend.

SCHOOL RULES

Millaroo State School has a Responsible Behaviour Plan and we utilise the social behaviour program YOU CAN DO IT! The YOU CAN DO IT! program is a way of encouraging children to be confident, resilient, persistent and to get along with others. All children are made aware of general school rules. These rules are formulated in the best interest of all concerned and include ideals of manners, courtesy, sensible and safe play. Each class has its own particular set of rules. Those who are unable to work to these rules will be dealt with in accordance with the school's Responsible Behaviour Plan. A copy of the Responsible Behaviour Plan will be available on the school website or a hard copy can be provided upon request. Our Responsible Behaviour Plan will be reviewed in 2016.

- ✓ Match Respect
- ✓ Make Responsible Choices
- ✓ Manage My Safety
- ✓ Maintain Pride

A set of behavioural expectations in specific settings has been attached to each of our four school rules. The Schoolwide Expectations Teaching Matrix below outlines our agreed rules and specific behavioural expectations in all school settings

SCHOOLWIDE EXPECTATIONS TEACHING MATRIX						
	ALL AREAS	CLASSROOM	PLAYGROUND/ EATING AREA	STAIRS/VERANDAH/ RAMPS/PATHWAYS/ H/RACKS	TOILETS	BUS LINES/BIKE BUS
MATCH RESPECT	<ul style="list-style-type: none"> • Display courteous behaviour • Keep hands, feet and objects to yourself • Respect all property • Use kind language 	<ul style="list-style-type: none"> • Sit still • Enter and exit room in an orderly manner • Raise your hand to speak • Respect others' right to learn • Talk in turns • Be a good listener 	<ul style="list-style-type: none"> • Participate in school approved games • Wear uniform, shoes and socks at all times • Care for the environment 	<ul style="list-style-type: none"> • Rails are for hands • Walk one step at a time • Carry items 	<ul style="list-style-type: none"> • Respect privacy of others 	<ul style="list-style-type: none"> • Use own bike/scooter only • Walk bike/scooter to the gate • Wait inside the gate until the bus stops
MAKE RESPONSIBLE CHOICES	<ul style="list-style-type: none"> • Ask permission to leave the classroom • Be on time • Be in the right place at the right time • Follow instructions straight away 	<ul style="list-style-type: none"> • Be prepared • Complete set tasks • Take an active role in classroom activities • Keep work space tidy • Be honest 	<ul style="list-style-type: none"> • Be a problem solver • Return equipment to sport shed at end of play • Play fairly – take turns, invite others to join in and follow rules 	<ul style="list-style-type: none"> • Move peacefully in single file • Keep passage ways clear at all times 	<ul style="list-style-type: none"> • Use toilets during breaks 	<ul style="list-style-type: none"> • Have your name marked on the bus roll before getting on • Leave school promptly
MANAGE MY SAFETY	<ul style="list-style-type: none"> • Walk • Care for equipment • Clean up after yourself • Wait your turn 	<ul style="list-style-type: none"> • Use equipment appropriately • Walk within classroom • 	<ul style="list-style-type: none"> • Be sun safe; wear a broad brimmed hat • Sit whilst eating and drinking • Follow the rules of the games 	<ul style="list-style-type: none"> • Walk quietly and orderly so that others are not disturbed • 	<ul style="list-style-type: none"> • Wash hands • Walk • Act safely 	<ul style="list-style-type: none"> • Wait your turn • Keep your belongings nearby • Follow bus driver's instructions
MAINTAIN PRIDE	<ul style="list-style-type: none"> • Wear uniform correctly • Keep our area neat and tidy • Always wear appropriate clothing during P&C functions or student council fundraising events, that do not require a school uniform 	<ul style="list-style-type: none"> • Show pride and neatness in your schoolwork • Take pride in your classroom appearance 	<ul style="list-style-type: none"> • Always wear a school hat • Be proud of the clean and appealing school grounds 	<ul style="list-style-type: none"> • Keep belongings in zipped up bags 	<ul style="list-style-type: none"> • Leave area tidy • Report misuse of toilets 	<ul style="list-style-type: none"> • Represent your school with pride on the bus

HEALTH & SAFETY

INFECTIOUS DISEASES

The National Health and Medical Research Council has determined the periods of exclusion in relation to infectious diseases such as Chicken Pox, Measles, Swine Flu, Influenza etc. Please refer to Appendix for further information.

FIRE DRILL/LOCKDOWNS

The school has a fire/lockdown policy regarding the evacuation or security of the school buildings and will be practised regularly throughout the year. See the appendix for a copy of the evacuation procedures. A fire and evacuation plan and map is located in each room.

DENTAL CLINIC

Children are entitled to a free visit to the dental clinic which visits our school during the year. The parent's written permission is sought before children are allowed to visit. The dental staff allow parents to be present at appointments.

HEARING CHECKS

The rural health nurse visits the school annually to conduct hearing tests on all Prep students. Consent forms are sent home prior to the visit.

ADMINISTRATION OF MEDICATION TO STUDENTS DURING SCHOOL HOURS

Should your son or daughter be prescribed by their medical practitioner to take medication while at school, the following Education Queensland regulations must be adhered to.

1. The parent or guardian must sign and complete an authority form.
2. The student's medication, with the pharmacist's written instruction on the container must be lodged with the school for security purposes.
3. Administration of that medication will be carried out by an adult staff member designated by the principal.
4. Non-prescribed medications should not be brought to school and will not be administered by school staff.

Recommended minimum exclusion periods for infectious conditions for school, pre-school and child care centres

Condition	Exclusion of Case	Exclusion of Contacts
Amoebiasis (Entamoeba histolytica)	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded
Campylobacter	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded
Candidiasis	See 'Thrush'	
Chickenpox (Varicella)	Exclude until all blisters have dried. This is usually at least 5 days after the rash first appeared in unimmunised children and less in immunised children.	Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise, not excluded.
CMV (Cytomegalovirus infection)	Exclusion is NOT necessary Not excluded	Not excluded
Conjunctivitis	Exclude until the discharge from the eyes has stopped unless doctor has diagnosed a non-infectious conjunctivitis	Not excluded
Cryptosporidium infection	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded
Diarrhoea (No organism identified)	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded
Diphtheria	Exclude until medical certificate of recovery is received following at least 2 negative throat swabs, the first swab not less than 24 hours after finishing a course of antibiotics followed by another swab 48 hours later.	Exclude contacts that live in the same house until cleared to return by an appropriate health authority.
German measles	See 'Rubella'	
Giardiasis	until there has not been a loose bowel motion for 24 hours	Not excluded
Glandular fever (Mononucleosis, EBV infection)	Exclusion is NOT	Not excluded
Hand, foot and mouth disease	Exclude until all blisters have dried	Not excluded
Haemophilus influenza type b (Hib)	Exclude until the person has received appropriate antibiotic treatment for at least 4 days.	Not excluded
Head lice (Pediculosis)	Exclusion is NOT necessary if effective treatment is commenced prior to the next day at child care (eg. the child doesn't need to be sent home immediately if head lice are detected).	Not excluded
Hepatitis A	Exclude until a medical certificate of recovery is received, but not before seven days after the onset of jaundice.	Not excluded
Hepatitis B	Exclusion is NOT necessary	Not excluded
Hepatitis C	Exclusion is NOT necessary	Not excluded
Herpes simplex (cold sores, fever blisters)	Exclusion is not necessary if the person is developmentally capable of maintaining hygiene practices to minimise the risk of transmission. If the person is unable to comply with these practices they should be excluded until the sores are dry. Sores should be covered by a dressing where possible.	Not excluded
Human Immunodeficiency Virus (HIV/AIDS)	Exclusion is NOT necessary. If the person is severely immunocompromised, they will be vulnerable to other people's illnesses.	Not excluded
Hydatid disease	Exclusion is NOT necessary	Not excluded
Impetigo (school sores)	Exclude until appropriate antibiotic treatment has commenced. Any sores on exposed skin should be covered with a watertight dressing.	Not excluded
Influenza and influenza like illnesses	Exclude until well	Not excluded
Legionnaires' disease	Exclusion is NOT necessary	Not excluded
Leprosy	Exclude until approval to return has been given by an appropriate health authority	Not excluded
Measles	Exclude for 4 days after the onset of the rash	Immunised and immune contacts are not excluded. Non-immunised contacts of a case are to be excluded from child care until 14 days after the first day of appearance of rash in the last case, unless immunised within 72 hours of first contact during the infections period with the first case. All immune comprised children should be excluded until 14 days after the first of appearance of rash in the last case.

Recommended minimum exclusion periods for infectious conditions for school, pre-school and child care centres

Condition	Exclusion of Case	Exclusion of Contacts
Meningitis (bacterial)	Exclude until well and has received appropriate antibiotics	Not excluded
Meningitis (viral)	Exclude until well	Not excluded
Meningococcal	Exclude until appropriate antibiotic treatment has been completed	Not excluded
Molluscum contagiosum	Exclusion is NOT	Not excluded
Mumps	Exclude for nine days after onset of swelling	Not excluded
Norovirus	Exclude until there has not been a loose bowel motion or vomiting for 48 hours	Not excluded
Parvovirus infection (fifth disease, erythema infectiosum, slapped cheek syndrome)	Exclusion is NOT necessary	Not excluded
Pertussis See 'Whooping Cough'	See 'Whooping Cough'	
Respiratory Syncytial virus	Exclusion is NOT necessary	Not excluded
Ringworm/tinea	Exclude until the day after appropriate antifungal treatment has commenced	Not excluded
Roseola	Exclusion is NOT necessary	Not excluded
Ross River virus	Exclusion is NOT necessary	Not excluded
Rotavirus infection bowel motion or vomiting for 24 hours Not excluded	Children are to be excluded from the centre until there has not been a loose bowel motion or vomiting for 24 hours	Not excluded
Rubella (German measles)	Exclude until fully recovered or for at least four days after the onset of the rash	Not excluded
Salmonella infection	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded
Scabies Exclude	Exclude until the day after appropriate treatment has commenced	Not excluded
Scarlet fever See	See 'Streptococcal sore throat'	
School sores	See 'Impetigo'	
Streptococcal sore throat (including scarlet fever)	Exclude until the person has received antibiotic treatment for at least 24 hours and feels well	Not excluded
Thrush (candidiasis)	Exclusion is NOT necessary	Not excluded
Toxoplasmosis	Exclusion is NOT necessary	Not excluded
Tuberculosis (TB)	Exclude until medical certificate is produced from an appropriate health authority	Not excluded
Typhoid, Paratyphoid	Exclude until medical certificate is produced from appropriate health authority	Not excluded unless considered necessary by public health authorities
Varicella	See 'Chickenpox'	
Viral gastroenteritis (viral diarrhoea)	Children are to be excluded from the centre until there has not been a loose bowel motion or vomiting for 24 hours	Not excluded
Warts	Exclusion is NOT necessary	Not excluded
Whooping cough (pertussis)	Exclude until five days after starting appropriate antibiotic treatment or for 21 days from the onset of coughing	Contacts that live in the same house as the case and have received less than three doses of pertussis vaccine are to be excluded from the centre until they have had 5 days of an appropriate course of antibiotics. If antibiotics have not been taken, these contacts must be excluded for 21 days after their last exposure to the case while the person was infectious.
Worms	Exclusion not necessary if treatment has occurred	Not excluded

MILLAROD STATE SCHOOL

