



**Moranbah East State School**

*Achieve with Pride*

# PARENT HANDBOOK

## GENERAL INFORMATION

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### Administration Team

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Principal: Mr Rod Finney  
Deputy Principals: Mrs Geraldine Curran  
Ms Tash Mallory  
Business Manager: Mrs Pam Wilkinson  
Administrative Officers: Mrs Peta Bell, Mrs Amie Casswell, Mrs Joy Sim

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### Hours

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Office Hours: Monday – Thursday 8:00 am to 3:30 pm  
Friday 8:00 am to 3:00 pm  
School Hours: 8:25 am to 2:40 pm

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### School Address

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Moranbah East State School 4 Williams Street, MORANBAH QLD 4744

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### Contact Details

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Phone: 07 4941 3333  
Email: [principal@moranbaheastss.eq.edu.au](mailto:principal@moranbaheastss.eq.edu.au)  
[office@moranbaheastss.eq.edu.au](mailto:office@moranbaheastss.eq.edu.au)  
Website: [www.moranbaheastss.eq.edu.au](http://www.moranbaheastss.eq.edu.au)

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### Parents and Citizens Association

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P & C Association 3<sup>rd</sup> Wednesday of the month at 7:00pm  
[pandc@moranbaheastss.eq.edu.au](mailto:pandc@moranbaheastss.eq.edu.au)

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### Uniform Shop

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Monday & Thursday 8:15am to 9:00am  
Phone (office): 07 4941 3333  
Email: [uniforms@moranbaheastss.eq.edu.au](mailto:uniforms@moranbaheastss.eq.edu.au)

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### Parade

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Junior School Monday Alternating Fortnightly 2:00pm  
Senior School Monday Alternating Fortnightly 2:00pm

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## A Message from the Principal...

Congratulations on choosing Moranbah East School for your child's education. I know that you and your child will find your time at East both rewarding and highly successful. A good education is reflective of the quality of the relationship a student has with their teachers and equally important is the relationship a student's parents have with their child's teacher. Parent involvement in their child's education is encouraged and highly valued.



We provide our students with a range of learning experiences in a challenging and supportive environment. East school offers an innovative and engaging curriculum to meet the needs of each student. This is achieved through an uncluttered curriculum designed to accommodate the learning rates and styles of students and embrace the need for flexible approaches to learning.

We place high expectations on student conduct and the development of social responsibility. Providing students with, support and direction to develop their social competence and self confidence and achieve their full potential.

Every staff member at East School has a commitment to high quality educational and social outcomes for our students. Every staff member takes the responsibility to ensure our students are afforded every opportunity to succeed.

On behalf of the Staff, Parents and Students, welcome to Moranbah East School.

Sincerely yours,

A handwritten signature in black ink, appearing to read 'Rod Finney'. The signature is stylized and cursive, written on a light grey background.

Mr Rod Finney  
**Principal**

## ABSENCES

To comply with Education Regulations, parents/guardians are expected to provide an explanation if a child is absent or has to leave school early. Please contact the office via telephone or email [office@moranbaheastss.eq.edu.au](mailto:office@moranbaheastss.eq.edu.au) stating the reason as this will eliminate any misunderstanding and ensure the safety of your child. It is vital to your child's education that attendance be as regular as possible.

If the school has not been notified of an absence, a text message will be sent to the primary carer, please reply to this text message with a reason for the absence. If no response is received a further 1-2 text messages will be sent. In the event that the school has no response from the text messages, the school will attempt to contact the parent/guardian via phone. In the event of an unexplained absence, letters will be sent out weekly to obtain an explanation for the absence.

Parents are required by law to send their child to school every day except when the child is ill or there are extenuating family circumstances, which should be discussed with the child's teacher or the school administration. After 10 school days of unexplained absences parents or care givers will be contacted to discuss the matter.

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## ACCESS TO SCHOOL GROUNDS

Students and their families and members of the community are most welcome to make use of the school grounds (ovals only) and sporting facilities (basketball courts, cricket nets). Please note that the school grounds are NOT public property and visitors after school hours are requested to stay away from the buildings.

Dogs are not permitted on the school grounds due to Health and Safety issues.

## ACCESS TO STUDENTS

In the course of the school day, the school does not permit any person who is not known to be the parent/guardian/emergency contacts of a child to remove a child from the school.

If you wish your child to be collected from school during school hours by someone other than yourself, the office must be contacted or written permission needs to be given to your child's teacher.

ALL students departing the school early must be signed out from the school office.

The parent or care giver enrolling the student MUST inform the school of any residency arrangements due to family breakdown. The school MUST be provided with a copy of court documents to verify such arrangements.

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## ACCIDENTS & ILLNESS

The school reserves the right to seek immediate medical aid for a child if this is considered necessary.

Should your child sustain a minor injury at school, staff will administer appropriate first aid.

However, should the injury or illness be of a more serious nature, we will endeavour to contact the parents/emergency contacts. It is important to note: if in the event no contact can be made, the Ambulance will be called.

***Emergency contact names and phone numbers must be kept up-to-date.***

## ALLERGY AWARENESS INFORMATION

### **What is Anaphylaxis**

An anaphylactic reaction is a very severe and sometimes life threatening reaction that occurs when some people are exposed to particular products eg peanuts, tree nuts, dairy, eggs, fish and seafood to name a few.

### **How is Anaphylaxis Treated**

All children who have risk of an anaphylactic reaction have an Emergency Action Plan from their Doctor that we also use at school to ensure the most effective treatment is provided. This will involve giving antihistamine, and in severe cases administering an adrenaline injection and calling an ambulance.

### **Why does Moranbah East State School need to be an allergy aware environment?**

We currently have children who have life threatening allergies to nuts – both peanuts and tree nuts like cashews, walnuts, hazelnuts and brazil nuts, dairy, eggs and seafood. These reactions can be triggered by contact, ingestion or inhalation. There is also a concern in regard to contamination of equipment whether this is play equipment, desks or other classroom materials. For example if a child ate a peanut butter or Nutella sandwich and touched the play equipment, a child with a severe allergy, could suffer an anaphylactic reaction from touching the same equipment. The resulting medical emergency could be avoided by minimising exposure to nuts.

### **Two of the hardest things for parents of a child at risk of anaphylaxis to do are:**

- Send their child to school and try to allow them to have as normal childhood as possible
- Get other people to understand how serious this allergic reaction can be. Often other people believe that parents are over-reacting.

### **As a school we:**

- Remind students not to share food
- Encourage students to wash their hands after eating
- Ensure all staff are regularly trained in the administration of adrenaline via auto injectors
- Make sure all staff are aware of the students who are at risk of Anaphylaxis and how to identify a severe allergic reaction
- Work with parents to safely include celebrations and parties in our school

**As parents we ask that you:**

- Assist us to minimise risk of exposure of these children by not sending foods to school that contain nuts
- Remind your children not to share food
- Check with your child's teacher before bringing food items in for class parties and celebrations to make sure we can keep everyone safe.

**What products are identified as presenting a high risk for students with a severe allergy to nuts?**

***Food: Nutella, peanut butter/paste, nuts and any snacks including nuts  
Products: Any boxes that have previously contained nut products: e.g. cereal boxes, muesli bars etc.***

Please read labels carefully to help keep all of our children safe. Please look for "lunchbox safe" or "nut free"

Moranbah East State School acknowledges that due to food processing practices it is impractical to eliminate nuts or nut products entirely from an environment where there is food. Many food packaging labels include the phrase 'may contain traces of nuts'. Foods with packaging labels that contain the phrase 'may contain traces of nuts' are acceptable. Thus our aim is to be Allergy "Aware" School, not a Nut "Free" school.

The aim of this information is to raise awareness regarding severe allergies and to provide a safe learning environment for all members of the Moranbah East State School community.

For more information log onto [www.allergy.org.au](http://www.allergy.org.au).

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**APPOINTMENTS**

Parents wishing an interview with a member of the Administration Team should contact the Office for an appointment. We request that parents wishing to speak to a teacher email/phone to arrange a suitable time. Before school is a valuable preparation time so it would be appreciated if any contact at this time was kept to a minimum.

## ARRIVAL/DEPARTURE AT SCHOOL

There is no organised playground supervision before school so no child should arrive at school prior to **8:00am**. Exceptions are made for those students participating in extra curricular activities. It is the parents' responsibility to supervise the student prior to 8:25am.

At the end of the school day children should leave the school grounds promptly. Supervision is provided at each gate. If a child is not collected by 3.00pm they will be escorted to the office and parents contacted.

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## BEHAVIOUR MANAGEMENT

The school's Responsible Behaviour Plan for Students aims to positively influence student's behaviour and academic performance. The plan requires open and honest communication between home and school.

A copy of the complete Student Code of Conduct is available on the school website.

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## BELL TIMES

<i>8:00 am</i>	School gates open
<i>8:25 am</i>	Get ready for class
<i>8:30 am</i>	Morning session commences – roll marked, lunch orders collected
<i>10:30 am</i>	First lunch eating time
<i>10.45 am</i>	First lunch play time
<i>11:15 am</i>	Middle session commences
<i>1:15 pm</i>	Second lunch eating time
<i>1:25 pm</i>	Second lunch play time
<i>1:45 pm</i>	Afternoon session commences
<i>2:40 pm</i>	End of school day
<i>3:00 pm</i>	School gates closed



## CAMPS/EXCURSIONS

Camps and excursions are designed to:

- Enhance classroom programs
- Develop independence, initiative and groups skills such as co-operation, courtesy and respect
- Develop camping and outdoor skills.

School camps and excursions provide an opportunity for students to gain real life experiences that assist them to consolidate their learning. The venue for school camp is determined by the learning program and may vary from year to year.

The following year levels participate in the school camp program –Years 4, 5 & 6 and where appropriate all year levels participate in school excursions.

**N.B Please be advised camp deposits are non refundable unless special circumstances apply. Please contact the school office for more information.**

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## CAPTAINS/LEADERSHIP ROLES

The process of selecting School Leaders begins with the Leadership Program commencing in Year 5. Current positions are School Captains, House Captains and Student Council Representatives.

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## CHANGE OF ADDRESS

Parents are to advise the School Office promptly of any changes in address, email address, telephone numbers, emergency contacts, business address or any other relevant information deemed necessary.

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## CROSSING SUPERVISORS

Supervisors are on duty at Hannan Drive, Clements, McCool and Williams Streets from 7:45am to 8:45am and 2:35pm to 3:05pm.

Crossing Supervisors are provided for the safety of all students/staff and should be utilised when entering and exiting the school grounds.

## CONCERNS/COMPLAINTS

Why do concerns arise? Schools are very busy places, there are lots of things that happen and there are many decisions made every day. At the same time, our community is quite diverse, with many individuals or groups having vastly different opinions on how things should be done. It is inevitable, therefore, that times will arise when some parents disagree with the school's actions. We welcome such discussions, and encourage parents to raise issues so that they may be dealt with speedily and resolved to the satisfaction of all concerned. Complaints, after all, are not a negative experience – so long as they are dealt with positively by everybody.

### HOW DO I MAKE A COMPLAINT/VOICE MY CONCERN?

- Parents are encouraged to discuss any concerns about their child's education with the class teacher in the first instance. This can be done via letter, email, telephone or in person at an appropriate time.
- The school will investigate to try and find out the facts surrounding the concern.
- The most appropriate person will contact you to discuss the matter, or to organise a meeting. Many concerns are quickly resolved once the parent is aware of all the facts.
- If, however, the matter remains unresolved, make a formal appointment to discuss the issue with the Principal or other senior member of staff.
- Any parent wishing to make a formal complaint regarding school staff, policy, practice or procedure should do so in writing to the principal or the P&C president. Formal complaints are responded to within 48 hours of receipt.
- Regional Office can be contacted to help solve problems. The Principal can provide contact details.

### THINGS TO KEEP IN MIND

- Opinions vary widely – disagreement is a natural part of life.
- People need time to investigate and resolve many problems; a quick fix is not always possible or desirable.
- There are always at least two sides to every story – with students there are often as many stories as there are children.
- Not all disagreements can be resolved. Some decisions will not suit everyone.
- Problems are best resolved using a positive attitude. Anger is usually counter-productive to solving problems.

## CURRICULUM

The areas of the Australian Curriculum covered are - English, Mathematics, Science, History and Social Sciences (HASS), Technology, The Arts (*including Music*), Health and Physical Education (H.P.E.) (*H.P.E includes Human Relationships Education component*)

### **CLASSROOM MUSIC**

Classroom Music, a key learning area, is taught to all classes in Years P-6. The music teacher also trains two choirs - a Senior Choir for Years 4-6 and a Junior Choir for Years 1-3. Both groups actively perform throughout the year.

By the end of Year 6, it is hoped that each child through the classroom music program will acquire:

1. Competency in a variety of musical activities.
2. Skills necessary for singing, playing and inventing music.
3. Being an informed listener and reading and writing music.
4. A repertoire of various styles and settings of music.
5. The capacity to enjoy and be interested in a variety of music.

### **INSTRUMENTAL MUSIC**

Tuition by our Instrumental Music teacher is provided weekly for students in years 4–6 who are enrolled in the Instrumental Music Program. Parents of these students are encouraged to purchase the required instrument for their child as there are limited instruments available for rental from the school.

There is an expectation that students included in the program are willing to commit to undertake tuition for at least twelve months.

The Concert Band gives a variety of performances throughout the year and have practices after school each week.

### **ICT (INFORMATION & COMMUNICATION TECHNOLOGY)**

Our children's computer literacy is being developed through word processing, databases and other interactive programs. The computer, a technological resource, is used to support the teaching/learning process in Years P-6.

A computer lab in the Resource Centre is used by the teachers to conduct weekly lessons and classes can also access a separate laptop lab. All classrooms have interactive whiteboards.

All classrooms in Prep – Year 6 have computers and access to the Internet. For students to be able to access the Internet at school, consent forms must be signed by both parents and students.

## **PHYSICAL EDUCATION (P.E.)**

The Physical Education specialist teacher provides weekly physical education lessons, which are part of the school's curriculum. All students are encouraged to participate regularly in team activities.

Year 5 – 6 students participate in a variety of inter-school sporting activities. This school is a member of the Central Highlands District Primary Schools Sports Association and as such is involved in a program of inter-school sport throughout the year. Owing to the distance separating schools, Denham Sub-district selection trials occur after school hours and those athletes then travel to Central Highlands trials during the school day. Competition is usually restricted to whole day carnivals held throughout the year in different centres within the district. The range of sports include: Athletics, Swimming, Softball, Soccer, Netball, Cricket, Rugby League, Hockey, Touch Football, Basketball and Aussie Rules.

Following these carnivals, teams are selected to compete in the State Capricornia Sport Carnival also held during the school day.

## **ADDITIONAL SUPPORT SERVICES**

### **STUDENT SUPPORT TEAM**

The Student Support Team consists of SEP and STLaN teachers who provide support to students across the school and provide coaching and assistance to classroom teachers. This team is also supported by a dedicated team of teacher aides.

### **STUDENT SUPPORT COMMITTEE**

Classrooms teachers who have a concern that a student requires support, complete a referral form after consultation with the Student Support Team. This is then sent to the Student Support Committee for discussion. This committee meets fortnightly and is comprised of SEP teachers, STLaN, HOD Curriculum, HOSES and Principal/DP and Guidance Officer. Together they decide what action should be taken to support the student.

### **GUIDANCE OFFICER**

The Guidance Officer services three schools within the district and is based at Moranbah East State School two days per week. Guidance officers are a student support service working collaboratively with students, teachers, families and community agencies.

Guidance officers conduct activities such as student observation and psychoeducational assessment in order to determine the nature of student learning difficulties, disabilities, developmental levels or psychological and emotional status in order to make recommendations. We also provide a counselling and referral service to assist in decision making within an educational context.

Referrals are completed by school staff and then prioritised by the school's Student Support Committee.

Signed parent permission is required for primary school students.

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## DRESS CODE

All students are expected to be in full school uniform every school day. Uniforms are available for purchase from the uniform shop located on the school premises.

We are a Sun Smart school and enforce the rule No Hat, No Play. Students are to wear a navy blue broad brimmed, bucket or surf hat with a brim of no less than 8cm.

Footwear is closed-in joggers or black school shoes with navy or white socks. (No sandals or thongs)

If for any reason a student is unable to be in uniform they are expected to bring a note from a parent or caregiver. In the event the student is persistently out of uniform parents will be contacted to discuss the situation.

The only acceptable jewellery to be worn is a watch, signet ring, medical alert bracelet, religious medallion and no more than 2 pairs of studs or sleepers. Jewellery other than the items listed above pose a safety risk to students.

Hair colour should be that which would be seen as within the natural range of colours. No bold nail polish colours.

House Sport shirts in house colour (available from the school uniform shop) can be worn on PE days and students are encouraged to come dressed in their house colours for sport carnivals.

Year 6 Senior shirts can be worn any weekday for the duration of their senior year.

Special events shirts can only be worn on Fridays.

On 'Free Dress Days' the clothing worn must be appropriate for the age group. Clothing should have sleeves and not expose the student's midriff. Shoes should not have elevated heels or rollers and be closed in. There should be no inappropriate writing or slogans on the clothing.

If the provision of a uniform for a student is due to financial or family circumstances, parents should discuss this with the principal so assistance can be provided.

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## EMERGENCY PROCEDURES

Drills are carried out at least once per semester to familiarise staff and students with procedures to be followed for evacuation or lock down of the school premises.

The school has a Critical Incident Plan as required by Education Queensland.

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## ENROLMENTS

Parents wishing to enrol their children in Prep to Year 6 may obtain an enrolment package from the Office.

On enrolment, students & parents will be required to complete an application for enrolment, enrolment agreement and permissions booklet.

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## ENTRY OF CARS TO SCHOOL GROUNDS/ PARKING

In the interest of the safety of your children, entry into the school grounds for the setting down and picking up of passengers is strictly forbidden unless the Principal gives special permission. There are designated pick-up and drop off zones. ***It would be appreciated if you used them.***

Parents are requested to obey traffic signs in the streets surrounding the school to ensure that all entrances and crossing approaches are left completely free of cars.

## HAND SANITISER

Hand Sanitising Liquid/Foam is available for use by students in certain areas within the school.

The active ingredients are:

DEB Instant Foam: active ingredients are Ethanol 60-100%, Propan-1-OL 10-30% Propan-2-OL <1% (Alcohol Denat., Aqua, Propyl Alcohol, Bis-PEG 12 Dimethicone, Coco-Glucoside, Glyceryl Oleate, PEG-200 Hydrogenated Glyceryl Palmate, PEG-7 Glyceryl Cocoate, Behentrimonium Chloride, Dihydroxypropyl PEG-5 Linoleammonium Chloride, Isopropyl Alcohol

Natureal Instant Hand Sanitising Liquid: Ethanol 75%, Water, Glycerol, Essential Oil, Fragrance

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## HEAD LICE

If a case of Head Lice is reported in your child's class you will be advised. Students suspected of having live head lice or eggs present in their hair are provided with a letter requesting immediate treatment be commenced. Checks should be conducted regularly at home for all children and if head lice are present treatment **MUST** occur before the student can return to school.

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## HOMEWORK

Students in Years 1 to 6 have homework throughout the week. All students are expected to participate in daily reading at home.

Listed below are the homework guidelines:

### **Year 1/2**

10 minutes reading and sight word revision

- 5 minutes literacy and/or numeracy activities

### **Year 3/4**

- 10 minutes reading
- 10 minutes spelling/literacy/numeracy revision and consolidation activities

### **Years 5/6**

- 10 minutes reading

- 20 minutes spelling/literacy/numeracy revision and consolidation activities
- Essential elements of assignment work will be undertaken at school. Students may be given the opportunity to complete additional tasks and add finishing touches to their assignments at home.

The full Homework Policy is available on our school website.

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## HOUSE SYSTEM

At this school, a Sports House System is in place and this provides a basis for competition in both swimming and athletics.

The Houses and their colours are:

Griffin:	Blue
Cyclops:	Green
Unicorn:	Red
Phoenix:	Yellow

Children from one family are allocated to the same house.

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## INFECTIOUS DISEASES

Below is a list of the minimum recommended exclusion times for some of the more common infectious diseases. Consult your doctor if you require further information about these diseases or others.

### **Chicken Pox**

Exclude until fully recovered or at least five days after the eruption first appeared. (*Some remaining scabs are not a reason for continued exclusion*)

### **School Sores / Ringworm**

Exclude until day after proper treatment started.

### **Conjunctivitis**

Exclude until discharge from eyes has stopped.

### **Measles**

Exclude for at least 4 days after the rash has started.



## INVOICES/PAYMENTS

It is our aim to become a cashless school and to enable this to happen our preferred method of payment is BPoint, you will need a copy of the invoice and follow the below instructions.



# PARENTS

### 1. Online System | Pay School Invoices

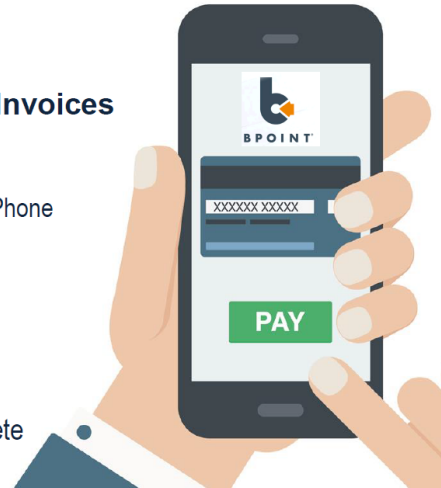
- Pay School Invoices (SRS; Text Book Fees; Camps; etc.)
- Access via **ANY** Computer or Smart Phone

### 2. Payments Accepted:

MasterCard | VISA

### 3. Secure Payment Method

Easy to Use Interface  
[www.bpoint.com.au/payments/dete](http://www.bpoint.com.au/payments/dete)



**Make a BPOINT Payment**

Bill Code: 1002334 (Department Of Education)

CRN:

Invoice Number:

Student Name:

Amount (AUD):

Select your payment option:

**TAX INVOICE**

INVOICE NUMBER: 17587  
 INVOICE DATE: 7/26/2014  
 INVOICE REF.: 2015L4L  
 DESTOR ID: 244239  
 ORDER NUMBER: 4315195

Liard Bond  
 74 SUNSHINE AVENUE  
 MORNINGTON QLD 4364

Item Description	Quantity	Item Price	Inv. Amount
School Roll Check Web			
Laptop for Learning Program 2015 Fee	1.00	260.00	260.00
<b>INVOICE TOTAL:</b>			<b>260.00</b>

Full payment of Student Resource Scheme fees are required to participate in this program

ALL 4 fields **MUST** be filled in!

**Online Card Payment**

CRN: 0001234000

Invoice No. 17587

<http://www.bpoint.com.au/payments/dete>

**PAYMENT METHODS**

**Online Card Payment**

CRN: 0001234000

Invoice No. 17587

This invoice can be paid by card via BPoint  
<http://www.bpoint.com.au/payments/dete>

**Telephone & Internet Banking - BPAV**  
 Contact your bank or financial institution to make the payment from your cheque, savings, debit, credit card or transaction account. More info: [www.bpa.com.au](http://www.bpa.com.au)

**Direct Debit** - A Direct Debit Request form is available from the school office for processing by the school.

**Cartridge Deductions** - Payment by Cartridge Deductions can be arranged through the school's office.

**Via EFTPOS, Cash or Money Order**

In Person at: \_\_\_\_\_  
 Cheque payable to: \_\_\_\_\_  
 Direct Debit - A Direct Debit Request form is available from the school office for processing by the school.

CRN: Customer Reference Number

## INVOICES/PAYMENTS CONT...

Occasionally cash will be required for special events conducted at school through our various committees including chaplaincy, student council and P&C fundraising activities. **Please send the exact money** in an envelope marked with your child's name, class and the activity written on the front.

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## LIBRARY

As well as being an area for leisure and the enjoyment of literature, the library is an information centre vital to the learning programs of the school. Books are the main, but not the only, resource available.

Children are encouraged to borrow regularly for their own recreational reading or research. Books may be kept for two weeks. Children may negotiate the borrowing of extra resources if they are required for specific projects.

All children from P-6 are encouraged to carry library books to and from school in a library bag to protect the library book during travel. Parents and children are requested not to attempt any repairs of damaged resources but instead, to report damage to library staff as soon as possible.

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## LUNCHES

It is essential that children bring a nourishing lunch daily. Parents are urged to instruct children to take home unwanted food. As well as reducing waste, this procedure also helps keep you informed as to what your child is actually eating each day. Fridges are provided in each classroom.

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## MEDICATION

Department of Education Regulations, September 1988, require that before medication is administered a parent/guardian must complete a permission form (*available from the Office*). All medication must have a current prescription label clearly stating the name of the doctor, the name of the child, the dosage and times that the medication is to be given. If the label does not have the name of the doctor written on it then a letter from the doctor is required. These regulations apply to all medication including Panadol, Asthma Puffers, Creams and Lotions.

These regulations also apply to excursions and camps. Medication, which is administered to students at school, is kept in the office.

## MOBILE PHONES, SMART WATCHES OR OTHER ELECTRONIC EQUIPMENT

Moranbah East State school students are not permitted to have mobile phones, smart watches, iPods, iPads or other electronic devices in their own possession at school (unless required for a health plan e.g. diabetic). If a student requires a device to make contact with their parent/carer for before/after travel to school safety it must be handed in to the office for safe keeping throughout the day on arrival and collected after 2:40pm. Any communication during the day from the parent to their child is to be through the main administration office number.

Consequences for breaching this school rule:

1. If a student is found with their electronic device in their possession during the day, the device is confiscated from the student and taken immediately to the front office for storage in the school safe.
2. The office staff will contact the parent/carer to notify that their child's device has been taken off them and is being stored at the office.
3. The parent is required to collect the device from the office during or at the end of the day.
4. If this behaviour is repeated:
  - a) Second offence - Negotiated school detentions or withdrawal from class. The parent/guardian will be required to collect the device from the office.
  - b) Third offence – Suspension from school (as this now constitutes “continual refusal to comply with the school’s ‘student code of conduct’).

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## MONEY AT SCHOOL

Children will bring money to school for such things as Tuckshop and fundraising activities. No money is to be left in school bags or on a child's desk. Please note any money brought to school by a student is the responsibility of that student.

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## NEWSLETTERS

Newsletters are emailed weekly.

## PARENTAL PERMISSION

Parental permission is mandatory for any school related activity which requires the student to leave the school grounds, as well as extracurricular activities conducted within the school grounds, or special programs provided by an external agency.

In the event a child does not have written permission, the school may seek verbal permission by phone.

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## P&C ASSOCIATION

Moranbah East P&C Association encourage parents to attend meetings, join in activities and bring new ideas. The P&C run many events throughout the year, which help to raise valuable funds for our school. Meeting dates and times are advertised in the weekly Newsletter.

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## PHOTOGRAPHS

Each year school photographs are taken in Term 1.

Parents/caregivers receive information and order forms prior to photos being taken.

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## RELIGIOUS INSTRUCTION

Students in Years 1 – 6 have the opportunity to participate in a non-denomination program for one semester of the year. This program is dependent upon religious instructors being available each year.

Permission for your child to attend lessons is sought upon enrolment.

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## REPORTING TO PARENTS

In keeping with our philosophy that education is a partnership between teachers, parents and students, you are encouraged to maintain regular contact with your child's teacher. If you wish to discuss your child's progress at any time, please make an appointment.

Written reports are emailed twice a year – at the end of each semester.

In Term 1 and Term 3 the school conducts Parent Interviews.

Department of Education provides:

Parents of students in Year 3 and 5 report on a National Assessment Program – Literacy and Numeracy (NAPLAN) test. The NAPLAN test is supervised by the class teacher, but is administered by The Queensland Studies Authority (QSA). A copy of the NAPLAN report is sent home to parents when received by the school.

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## SAFETY

Your child's safety, both inside and outside of the school is of paramount importance to school personnel and your cooperation is sought in ensuring your child is taught to observe the safety rules. Please assist us by regularly discussing safety rules with your child/children, particularly those relating to road and personal safety.

### ***Bicycles***

- Bike racks are provided at the lower William Street entrance and the Hannan Drive entrance.
- Bicycles and scooters should be locked in the racks.
- Safety helmets are compulsory and should not be left on bicycles.
- Children are not permitted to ride bicycles / scooters in the school grounds.

### ***School Environment***

A Health, Safety & Wellbeing Committee meets once a term to discuss issues of Safety/Health concerning the school.

### ***Car Parks***

- The Administration and teachers' car parks are **OUT OF BOUNDS** for all children.

### ***Road***

- Crossing Supervisors monitor and supervise our street crossings before and after school.
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## SCHOOL POLICIES

School policy documents are available on the school website or upon request from the office.

## SCHOOL REQUIREMENTS

Book lists are issued at the end of each year.

If a student arrives mid-year please consult with the classroom teacher as to what requirements are needed.

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## STUDENT COUNCIL

Students in Year 4, 5 and 6 are elected to class representative positions to meet with students across the school. These meetings help to identify the needs and wants of our students. School Captains & Vice Captains conduct the Student Council Meetings. The Student Council organises activities for all students at Moranbah East State School.

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## SUN SAFETY

On completion of the appropriate parent permission form, Ultra Protect 50%+ SPF, 4 hour water resistant, broad spectrum, Sunscreen Lotion with Vitamin E is available in teaching blocks for self-application by students prior to break times.

The active ingredients are:

Homosalate 10% Octocrylene 8% Octyl Salicylate 5% Butyl Methoxydibenzoylmethane 4%.

Contains Benzyl Alcohol, Phenoxyethanol, Hydroxybenzoates

Complies with the Aust/NZ Standards AS/NZS 2604:2012

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## SWIMMING

All students undertake a swimming unit during the year as part of the school's Physical Education Program. Upper school classes (years 2-6) usually swim in Term 1 and lower school classes (Prep & 1) usually swim in Term 4. Swimming permission notes, medical information forms and detailed information is sent home to all parents for completion and return to class teachers.

## TELEPHONE

For general school business, our telephone is attended during normal office hours – Monday to Friday 8:00am to 3:30pm. (Requests to speak to teachers will only be granted outside teaching sessions or for urgent matters).

Please note students are not permitted to have mobile phones and that there is no public phone for students to use on the school grounds. Students are allowed access to the office phone if deemed necessary by the administration.

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## TRANSFERS

When children are transferring from the school please contact the Office, so that the necessary transfer form can be completed.

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## TUCKSHOP

Our Tuckshop is open three days a week, Wednesday to Friday. Orders for first lunch and second lunch must be placed in separate clearly marked bags and placed in the box provided in the classroom before school.

Menus are available from the tuckshop, school office or the schools website.

You can also set up a pre-paid account with MunchMonitor and order online or choose to allow your child a pre-paid card for counter purchases.

Go to [www.munchmonitor.com](http://www.munchmonitor.com)

Enter Username: moranbaeast

Enter Password: munch4744

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## UNCLAIMED PROPERTY

Lost property is kept near the Office. Items not claimed will be given to a charitable institution at the end of each term.

## UNIFORM SHOP

The uniform shop is managed by the school P & C Association and is run by volunteers. If you are able to spare some time to volunteer your time please contact the P & C Association.

Opening Times:                      Every Monday & Thursday 8:15am – 9:00am

Telephone (school office): (07) 4941 3333

Email:                                      uniforms@moranbaeastss.eq.edu.au

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## VALUABLES AT SCHOOL

We discourage children from bringing valuables or toys to school and we would ask for your support in this matter. No responsibility will be taken for items left in teachers' care or on the premises.

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## VOLUNTEERS

Individual teachers may invite parents to assist in the classroom. The only qualifications needed are willingness to help and an interest in your child's education. All volunteers other than Parent/Guardian Volunteers must have a 'Working with Children Blue Card'. All volunteers must report to the office and sign-in. Parent Volunteers sign in to the classroom.





# Regular school attendance

## Information for parents and carers

Did you know? Research shows that in Queensland, higher student attendance at school is associated, on average, with higher student achievement.

### Why is regular attendance at school important?

Regular school attendance will mean that your child has a better chance in life. Your child will achieve better when they go to school all day, every school day.

- they learn better
- they make friends
- they are happier
- they have a brighter future.

### Why must I send my child to school?

Under Queensland law, you must make sure your child of school age is enrolled and attends school all day, every school day unless they have an acceptable reason. Illness, doing work experience or competing in a school sporting event are acceptable reasons for being absent from school.

Principals decide if the reason given for your child's absence is acceptable.

Avoid keeping your child away from school for:

- birthdays, shopping, visiting family and friends, if they sleep in, looking after other children, minor check ups or care such as hair cuts.

Routine medical or other health appointments should be made either before or after school or during the school holidays.

### What should I do if our family is going on a holiday in school time?

You are encouraged not to schedule holidays during school time. If your family holiday is during school time, let the school know in advance and talk about what arrangements

can be made for your child. Depending on the circumstances the school may be able to provide tasks for your child to complete while they are absent or assist you to organise an exemption from schooling.

### Do I need to let the school know if my child has been away from school?

Yes, you must let the school know the reason why your child has been absent from school within two school days of their return. If possible, advise the school beforehand.

### Are you having problems getting your child to school for some of these reasons?

- won't get out of bed in the morning
- won't go to bed at night
- can't find their uniform, books, school bag ...
- slow to eat breakfast
- haven't done their homework
- watching TV
- have a test or presentation to do, have an assignment to hand in
- it's their birthday.

### If so, a set routine can help

- have a set time to go to bed
- have a set time to get out of bed
- have uniform and school bag ready the night before
- have a set time for starting and finishing breakfast
- set a time for daily homework activities
- speak about school positively
- be firm, send your child to school every school day including their birthday and the last day of term!

### What should I do if my child won't go to school?

You should contact the school as soon as possible for advice and support.

Every day counts – Is your child at school today?

[www.education.qld.gov.au/everydaycounts](http://www.education.qld.gov.au/everydaycounts)

