# MOUNT ARCHER STATE SCHOOL

## Family Handbook



Confident Successful Learners



Mount Archer State School was opened in January 1982 with 145 children and 7 teachers. It is now one of the largest state primary schools in Rockhampton with over 640 students. The Australian Curriculum is delivered to students from Prep to Year 6.

Mount Archer has a great reputation across Rockhampton as being a school of choice, where every child has opportunities to reach their full potential. Our dedicated and professional team includes teachers, teacher aides, administration, ancillary and specialist staff, including a guidance officer and chaplain.

#### **SCHOOL DETAILS**

ADDRESS: Mount Archer State School

242 Thozet Road Koongal QLD 4701

POSTAL ADDRESS: P O BOX 9982

Frenchville QLD 4701

**TELEPHONE**: 49235 222 **STUDENT ABSENCE LINE**: 49235 260 **FAX**: 49235 200

EMAIL ADDRESS: <u>principal@mtarcherss.eq.edu.au</u>

SCHOOL WEBPAGE: <u>www.mtarcherss.eq.edu.au</u>

### **SCHOOL HOURS**

### Monday - Friday

8:45am Morning Bell
10:45am – 11:25am First Lunch
12:55pm – 1:25pm Second Lunch
2:45pm School day ends

## **OFFICE HOURS**

## Monday - Friday

8:00am - 4:00pm

#### Before School 8:00am - 8:30am

- Students who arrive before 8.30am are expected to sit in the designated covered area with their bags.
- Students to sit in class lines
- Mobile Phones to be handed into the office upon arrival at school.
- Bikes and scooters to be walked in the school grounds, and locked.
- Playgrounds are out of bounds before school.

#### **Preparing for Class** 8:30am - 8:45am

- When the bell rings, all students will line up in two, quiet lines ready to walk to the classroom with their teacher.
- When moving in lines, students will walkway, demonstrating respect for others and using walking legs only.
- Students are to unpack their bags school day.

#### General Presentation

**During School** 

8:45am - 2:45pm

- · Shirts are tucked in all day, except during PE or playtime.
- Closed in shoes with socks to be

No hat, No play.

#### Active Listenina:

- Years P to 2 5 Ls Eyes are LOOKING
- Ears are LISTENING
- LIPS are closed
- Hands in your LAP
- L LEGS are quiet and still

- S Sit up
- L Listen to others
- Ask and answer questions
- N Nod and take note
  T Track the speaker Nod and take notes

#### Transitions & Classroom Behaviour Expectations:

- Raise hands to speak.
- Speak with respect and kindness to
- Move quickly and quietly around the room and the school
- Respect others' rights to learn.
- Arrive on time for learning throughout the day.
- If late, collect a late slip from the office to present to the teacher.
- Transition in two, quiet lines and move without disrupting others' learning.
- Keep to the left-hand side of the footpaths
- Keep your hands and feet to self.
- Follow the directions provided by staff.
- Raise hands to move around the classroom, exit the classroom or to ask or respond to questions or discussions.
- Keep workspaces clean and tidy.
- Bullying is to be reported to the staff member on duty, the classroom teacher, or by attending the office to speak to the Principal or Deputy Principals.

#### Lunch times/ **Eating**

- Walk safely and calmly to the designated eating areas with
- Students pick up their rubbish and ask to put it in the rubbish bins.
- · Students sit and wait quietly to be dismissed for playtime.

#### **Playtimes**

- Students are to play in their designated play areas Keep our hands and feet to ourself.
- No hat No play. Wear a sun safe hat and enclosed footwear. Shoes and socks must be worn at all times.
- Borrow a hat from hat monitor station, when required, and then return at the end of second lunch playtime.
- Quickly and quietly transition to the designated play area marker.
- Stand in two lines and wait for teacher instructions.
- Walk back to designated eating/ waiting areas in two calm lines

#### **End of Play**

- Sit down in designated eating area and wait for teachers' instructions.
- Have a drink of water at the bubblers and fill own water bottles.
- · Attend to toileting needs.

#### **Parade**

- Walk in two lines to and from the
- Sit respectfully, with legs crossed in class lines.
- Listen actively.
- Stand quietly and still during the National Anthem with arms at your
- · Sing the National Anthem with
- Clap appropriately to congratulate people

#### Excursions/ **School Sport**

After School

2:45 - 3:00pm

- Walk with Mount Archer State School team and coach, and follow staff directions.
- Stay with Mount Archer State School team and coach in the designated area for the game
- Use equipment safely and be careful around other students.
- Ask the coach before leaving the designated area (eg for toilet or drink refills) and go in pairs.
- Listen to the referee/umpire and do not argue with their decisions. Shake hands, cheer for opposition
- at the end of games and be kind to other teams.
- Attend all training, meeting and games (exceptions are absence and teacher requests; detention
- Bring all our equipment to games and training.

#### General Student Expectations:

- Students make their way to their parents/carers
- Students collect mobile telephones from the office. Mobile telephones are to remain off, until the student leaves the school grounds.
- Students walk sensibly to collect their scooters/bikes and walk them out the gate. Once out of the gate they may then ride home.
- · Students waiting for parent collection are to sit quietly in the designated area, under the supervision of a staff member.
- Bus students are to make their way to the school bus stop and sit quietly in the designated area while they wait for the bus. Students will be supervised by a staff member
- Playgrounds are out of bounds after school.
- · Students who have not been collected by 3:00pm, will be accompanied to the Administration building where they will wait for collection.
- Students attending Helping Hands before/after-school care need to follow the procedure for before/ after-school care.



**Be Safe** Be Responsible **Be Respectful** 

## 2022 School calendar Queensland state schools

DECEMBER 2021					21	JANUARY 2022						FEBRUARY						MARCH								APRIL								
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16	17	18	19	20	21	22	20	21	22	23	24	25	26	18					_	24														
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Part public holiday after 6 pm

There are 194 school days in 2022.

Semester 1, 2022 commences for teachers on 20 January and for students on 24 January 2022.

#### STAFF PROFESSIONAL DEVELOPMENT DAYS

Staff professional development days for teachers are 20 and 21 January, 13 and 14 April and 2 September 2022. Schools are able to decide when they undertake the required hours for professional development for the flexible days, as long as they are on the flexible days, in the school holidays or out of school hours.

#### PUBLIC HOLIDAYS

Queensland public holidays are set by the Industrial Relations Minister.

Public holidays for local show days are not shown due to diversity of dates across the state.

#### FINAL DATES FOR STUDENT ATTENDANCE

18 November is the final date for Year 12 attendance for receipt of a Senior Statement. 25 November is the final date for student attendance in Years 10 and 11.

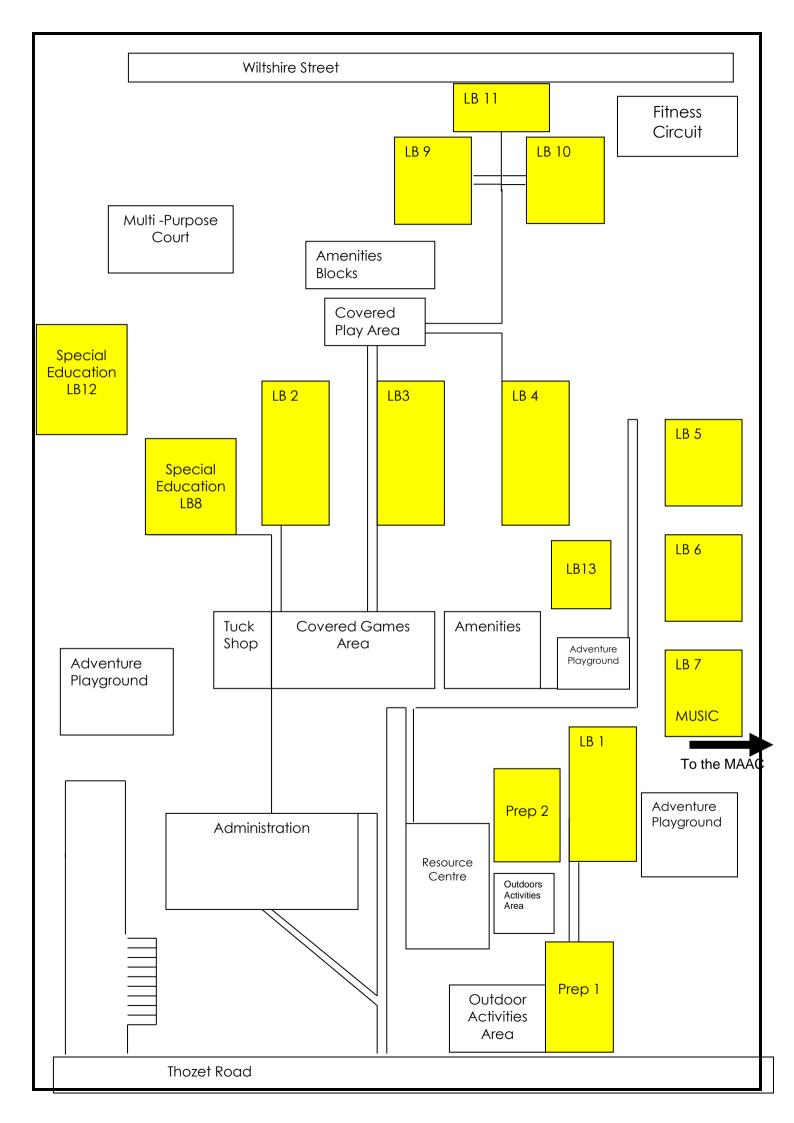
Some schools in regional, rural and remote areas will close for the summer holidays on 2 December.

The information in this calendar was correct at the time of publication but may be subject to change.

For more information and the latest version of this calendar, visit

www.education.qld.gov.au





#### **Access to Grounds**

Students and other members of the public are only allowed on school grounds after hours with **authorisation from the principal**. This is provided with written confirmation outlining times and areas of access and supervision arrangements. It is expected that students with authorised access will be supervised by an adult at all time.

Members of the public who witness unusual behaviour within our grounds after hours are encouraged to report any incidents to the police. You may call School Watch on PH. 13 17 88 to report suspicious activity in the grounds.

#### Arrival/Dismissal

It is advisable that children arrive at school no earlier than 8:30 am. At this time students will be required to wait in allocated areas until 8:45am, where they are collected by class teachers. ALL children arriving before 8:30 am are NOT under direct supervision so are required to assemble in Covered Games Area (near Tuckshop) for safety reasons and remain seated quietly until the 8:30 am bell sounds.

Non-bus children, unless involved in extracurricular activities such as sport, are encouraged to leave the school grounds as soon as possible after being dismissed by the teacher at 2:45 pm.

#### Attendance & Absences

Regular attendance is required by law. Parents and school must assume the responsibility for regular attendance. Parents are asked to advise the school in the event of an absence.

In the event of an absence, the parent must provide the school with a reasonable explanation for the absence either by phone call to the office, student absence line or written explanation (signed and dated by the parent or guardian) on the day the student returns to school.

Mount Archer State School uses Same Day Absence Notification procedures. Guardians will receive a text message each morning that their child has an unexplained absence from school.

All late arrivals or early departures must all go through the office. They will be recorded electronically by administration staff.

Students are not permitted to leave the grounds unless the school has been notified by the child's parent/guardian. ALL students being collected during school hours must be signed out through the office. An Early Departure slip with explanation for the departure can then be handed to the child's teacher.

#### **Bicycles/Pedestrians**

Students are not to ride their bicycles, scooters or skateboards within the school grounds. It is a requirement that students dismount their bicycle and walk it to the bike racks.

Children walking to school <u>must use</u> the pedestrian crossings at all times when accessing the school.

#### Curriculum

Teaching and learning at Mount Archer State School incorporates all aspects of the Australian Curriculum. The Australian curriculum sets out the core knowledge, understanding, skills, cross-curriculum priorities and general capabilities that are important for all students. It identifies what all young people should learn as they progress through schoolings, and is the foundation for high quality teaching to meet the needs of all students. The Department of Education provides families with information the about the requirements of all state schools.

https://www.australiancurriculum.edu.au/parent-information/

#### **Choir and Instrumental Music**

Mount Archer State School proudly promotes our singing choir.

Students are encouraged to join and perform at various events throughout the school year.

Instrumental music is offered to children in years 4 to 7. Qualified instrumental teachers offer programs in strings, percussion and woodwind. Students can commence in the strings program from Year 4. Students wishing to learn woodwind instruments or percussion commence in Year 5. The Program offers the following instruments:

- Strings-violin, viola and cello
- Woodwind-flute, clarinet, saxophone, trumpet, French horn
- Percussion-students learn various instruments including drums, xylophone, maraca, marimbas and glockenspiels

Students can borrow an instrument from the school for their first of instruction (for a fee), with an expectation that they purchase their own instruments in consequent years. A cost is incurred per student for the Music library and copyright costs.

Students participating in the instrumental music program are expected to consistently attend lessons, rehearsals and organised performances.

#### **Dental Services**

The school dental van moves to various schools around Rockhampton. When the van visits our school, forms will be sent home prior to the van's arrival. Emergency dental work can be provided through school dental services in Rockhampton.

#### **Dress Code**

The school uniform can be purchased from the tuckshop or ordered online with Qkr! App. **For safety reasons**, we ask that students wear stud or sleeper earrings only. Other than jewellery wore for religious reasons, we ask for no other jewellery to be worn to school. If worn, staff may be required to ask students to remove jewellery and it will be returned at the end of the day.

#### **Emergency Evacuation & Lockdown Procedure**

The school practices two emergency procedures – evacuation and lockdown. Both of these procedures have distinctive alarm signals within the school for all personnel.

An **evacuation** procedure is followed when it is necessary to have all personnel leave the buildings and grounds (e.g. fire). In this situation students must follow teacher instruction and walk calmly/quietly to the assembly area (multi- purpose courts).

A **lockdown** procedure is applied when it is necessary for all personnel to remain within the building in a secured environment (e.g. server weather warning, chemical spill). In this situation all students and staff remain in classrooms. When safe, communication with the office is used to ascertain everyone's whereabouts. In the situation of a lockdown it is likely that access to the school and potentially the adjoining roads will be denied to all "outsiders" including parents.

#### **Enrolments**

Documentary evidence of date of birth is required for students enrolling for the first time in the State education system:

- a) Birth Certificate (Original) or
- b) Statutory Declaration

Enrolment meeting with the Principal can be organised with the enrolment officer.

We recommend you bring along books and school items your child has used at the previous school.

#### Headlice

The control of head lice in a school community requires consistent effort from everyone with regular inspection, treatment and communication with the school. Once the school has been notified of a case of head lice a general note is sent home with all the students in that class. The note also reminds everyone to be virulent in checking their own child's head and treat if necessary.

#### Infectious Diseases Exclusion Table

The National Health and Medical Research Council (NHMRC) provide 'Recommended minimum periods of exclusion from school, pre-school and child care centres for cases of and contact with infectious diseases'.

Condition	Exclusion of cases	Exclusion of contacts
Amoebiasis (Entamoeba histolytica)	Exclude until diarrhoea ceases.	Not excluded.
Campylobacter	Exclude until diarrhoea has ceased.	Not excluded.
Chicken pox	Exclude until fully recovered or for at least five days after the eruption first appears. Note that some remaining scabs are not a reason for continued exclusion.	Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded.
Conjunctivitis	Exclude until discharge from eyes has ceased.	Not excluded.
Cytomegalovirus Infection	Exclusion not necessary.	Not excluded.
Diarrhoea	Exclude until diarrhoea has ceased.	Not excluded.
Diphtheria	Exclude until medical certificate of recovery is received following at least two negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and the other 48 hours later.	Exclude family/household contacts until cleared to return by an appropriate health authority.

	Γ	T
Glandular fever	Exclusion is not necessary.	Not excluded.
(mononucleosis)		
Hand, Foot and	Until all blisters have dried.	Not excluded.
Mouth disease		
Haemophilus type b	Exclude until medical	Not excluded.
(Hib)	certificate of recovery is	
III did A	received.	
Hepatitis A	Exclude until a medical	Not excluded.
	certificate of recovery is	
	received, but not before seven	
	days after the onset of	
11 00 B	jaundice or illness.	
Hepatitis B	Exclusion is not necessary.	Not excluded.
Hepatitis C	Exclusion is not necessary.	Not excluded.
Herpes ("cold	Young children unable to	Not excluded.
sores")	comply with good hygiene	
	practices should be excluded	
	while the lesion is weeping.	
	Lesions to be covered by	
I I a a la comuna	dressing, where possible.	Neterialists
Hookworm	Exclusion not necessary.	Not excluded.
Human immun	Exclusion is not necessary	Not excluded.
deficiency virus	unless the child has a	
infection (HIV AIDS	secondary infection.	
virus)	Evaluate visti appropriate	Not evaluded
Impetigo	Exclude until appropriate	Not excluded.
	treatment has commenced.	
	Sores on exposed surfaces	
	must be covered with a	
Influenza and	watertight dressing.  Exclude until well.	Not excluded.
influenza like	Exclude until well.	Not excluded.
illnesses		
Leprosy	Exclude until approval to	Not excluded.
Lepiosy	return has been given by an	Not excluded.
	appropriate health authority.	
Measles	Exclude for at least four days	Immunised contacts not excluded.
Measies	after onset of rash.	Unimmunised contacts should be
	arter oriset or rasm.	excluded until 14 days after the first day
		of appearance of rash in the last case. If
		unimmunised contacts are vaccinated
		within 72 hours of their first contact with
		the first case they may return to school.
Meningitis (bacterial)	Exclude until well.	Not excluded.
Meningococcal	Exclude until adequate carrier	Not excluded if receiving rifampicin.
infection	eradication therapy has been	1131 Oxoldada ii 1000lvilig ilialiipidili.
	completed.	
Molluscum	Exclusion not necessary.	Not excluded.
contagiosum	Zadadon not nocessary.	1101 Oxologou.
Mumps	Exclude for nine days or until	Not excluded.
	swelling goes down	
	(whichever is sooner).	
arvo virus	Exclusion not necessary.	Not excluded.
(erythematic		
infectiousum fifth		
disease)		
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Poliomyelitis	Exclude for at least 14 days from onset. Re-admit after receiving medical certificate of recovery.	Not excluded.
Ringworm, scabies, pediculosis (lice), trachoma	Re-admit the day after appropriate treatment has commenced.	Not excluded.
Rubella (German measles)	Exclude until fully recovered or for at least four days after the onset of rash.	Not excluded.
Salmonella, Shigella	Exclude until diarrhoea ceases.	Not excluded.
Streptococcal infection (including scarlet fever)	Exclude until the child has received antibiotic treatment for at least 24 hours and the person feels well.	Not excluded.
Tuberculosis	Exclude until a medical certificate from an appropriate health authority is received.	Not excluded.
Typhoid fever (including paratyphoid fever)	Exclude until approval to return has been given by an appropriate health authority.	Not excluded unless considered necessary by public health authorities.
Whooping cough	Exclude the child for five days after starting antibiotic treatment.	Exclude unimmunised household contacts aged less than 7 years for 14 days after the last exposure to infection or until they have taken five days of a 14-day course of antibiotics. (Exclude close child care contacts until they have commenced antibiotics).
Worms (intestinal)	Exclude if diarrhoea present.	Not excluded.

#### **Lost Property**

Please ensure all your child's belongings are clearly marked. Lost property is placed outside the Administration Block. All lost property is periodically checked for names and where possible returned to the owners. Parents are welcome to go through these items at any time to look for lost belongings. Lost property is placed out in the Covered Games Area at the end of the term for parents to check. Any lost property remaining is then given to charity.

#### **MEDICATION**

The office should receive notification of **ALL** medication coming to school (including self-administered Ventolin). Forms are available from the office. If your child is on medication and you require staff to administer this medication during school hours be sure to advise the school (using the prescribed form/s) as to the medication, the time, the dosage and the method to be used in administering it.

The medication must be in the **original** dispensed container marked with the prescribing doctor's name, pharmacy, child's name, dose and time to be administered. Medication other than that prescribed by a doctor **cannot** be administered by school staff. For hygienic reasons, students are asked to provide a drinking cup or medicine glass (named).

New forms should be completed at the commencement of **each** year or when the doctor prescribes a variation to the medication and/or dosage.

#### **Newsletter**

Mount Archer State School's newsletter is available from our Facebook every second Friday. The newsletter can also be downloaded from our school's website. <a href="https://www.mtarcherss.eq.edu.au">www.mtarcherss.eq.edu.au</a>

#### **OUT OF SCHOOL HOURS CARE**

Helping hands OSHC Mount Archer offers out of school hours and vacation care.

Childcare benefit rebates are available to eligible families.

Enrolment packs can be picked up from the school office or from the helping hands office located in the school hall.

Email: mountarcher@helpinghandsnetwork.com.au

#### **Parent Participations**

Research shows that students achieve greater success when the significant adults in their life play a part in their formal education. As a parent we encourage and appreciate your involvement in education by responding to our parent opinion surveys, attending school events, and where possible volunteering around our school.

#### **Religious Education**

Religious Education (RI) is offered to students of all denominations. Students are allocated to RI based on information provided by parents on enrolment. This information remains relevant unless the guardian informs the school otherwise in writing.

The program is conducted by visiting ministers and accredited catechists once a week.

The religious lesson is based on a workbook that children are supplied.

Students who are not participating in RI will be provided with other instruction already covered in class, supervised by their class teacher.

#### **School Parade**

Every second Tuesday afternoon the school holds a parade in the hall at 2:15pm to celebrate the students' achievements. All members of the community are welcome to attend.

#### **School Photos**

School photos are taken each year and a specific date will be published in the school newsletter.

#### **School transport Assistance Scheme**

Are you eligible for a conveyance allowance?

- ✓ Use private vehicle:
- ✓ Cannot travel to school by bus;
- ✓ Your home (front door) is over 3.2 km from nearest school (child under 10);
- ✓ Home is over 4.8 km from nearest school (children over 10). OR
- ✓ Use private vehicle to travel more than 3.2 km to school bus:
- ✓ Home over 4.8 km from nearest school.

Conveyance forms and applications for Bus Transport Assistance are available from the Department of Transport. Nb. Distances wherever mentioned above are by the shortest trafficable route.

#### Sport

The school sport program involves at school games, interschool sport competition, as well as inter house competition. Major sports include – netball, tee-ball, softball, athletics and rugby league. The emphasis in sport is participation. Interschool sport operates for students in Years 5-6 on Friday afternoons.

#### **Student Support**

#### **Guidance Officer**

Students can access guidance and counselling services with the permission of the parent/caregiver. The school guidance officer visits the school two days each week.

#### Speech Language Pathologist

A speech language pathologist visits the school on a regular basis to assist children who have speech and language problems. The pathologist also assists teachers and parents with programs for identified students.

#### Chaplaincy Services

We have a school Chaplain who visits the school 2 days per week. The chaplain plays an important role supporting students in our school. Teachers, Parents and Students may request to see the Chaplain for support.

#### **Tuckshop**

Our tuckshop currently operates on Wednesday, Thursday and Friday for 1<sup>st</sup> and 2<sup>nd</sup> lunches. Orders are to be printed clearly on paper bags with student's name, class, chosen order, the price with the total amount enclosed. Orders are placed in the white boxes in your child's classroom or can be ordered directly at the tuckshop.

Special arrangements can be made through the office in emergency cases when lunches have been left at home.

Volunteers always welcome.

#### **Transfers**

Students enrolled in the state sector can seek transfer at any time to other schools across the state. This process is enabled electronically through our transfer policy. Data and student records will be forwarded on notification of arrival to the forwarding school.

#### **Updating School Records**

Please advise the office of any changes to address, phone numbers, medical conditions, family circumstances or contact numbers as soon as possible. These changes are often overlooked and mean that in an emergency valuable time can be lost due to records being out of date.

#### **Vehicles in School Grounds**

Only vehicles belonging to people on official business are allowed in the grounds. Parents collecting their children and all other vehicles are requested to park in the zones established on Thozet Road and Wiltshire Street. **Parking in the bus zone and Disabled Park is strictly prohibited.** 

#### **Visitors**

All visitors to the school campus MUST sign the Visitor's Register at the office.

#### Website

The school hosts its own website at <a href="www.mtarcherss.eq.edu.au">www.mtarcherss.eq.edu.au</a> (note: spelling) General school information about curriculum, teaching and learning can be found at our website together with stories of events and learning initiatives from the classrooms.

All staff and students have access to email. Students in preschool to year 3 have a class email address. Students in years 4 to 6 have individual addresses.

#### **CHILDREN LEARN WHAT THEY LIVE**

If children live with criticism, they learn to condemn.

If children live with hostility, they learn to fight.

If children live with ridicule, they learn to be shy.

If children live with shame, they learn to feel guilty.

If children live with tolerance, they learn to be patient.

If children live with encouragement, they learn confidence.

If children live with praise, they learn to appreciate.

If children live with fairness, they learn justice.

If children live with security, they learn to have faith.

If children live with approval, they learn to like themselves.

If children live with acceptance and friendship,

They learn to find love in the world.