



**MOUNT WHITESTONE
STATE SCHOOL**
Bound for success

Parent Hand Book

2024



School Details

Address: 1313 Gatton – Clifton Road, Mt Whitestone, Qld. 4347

School Phone No. 5462 6717 mob – 0472 848 854

Email: principal@mtwhitesss.eq.edu.au

Website: www.mtwhitestoness.eq.edu.au

Office Hours 8:30 – 3.00 pm Mon to Fri

Principal: Leticia de Mey

SSBM: Lisa Bell

Principal's Note

Mt Whitestone State School prides itself on having a long, and proud history of providing quality education within the Lockyer Valley. The school is located only **15 minutes** from **Gatton CBD**, in a picturesque setting surrounded by farms.

Our school has a reputation for pursuing high academic, sporting and behaviour standards. Our students are proud to wear their school uniform, which is well recognised in the community and provides our students with a sense of belonging.

At Mt Whitestone State School we '**Bound for Success!**' The staff and students work together in the learning environment to challenge students to reach their potential and excel. We believe that learning life skills is a valuable experience for children and we cater for the diverse needs of our students in a nurturing and individual manner. Our focus is on:

- providing an enjoyable and safe educational setting
- encouraging innovation and creative thinking
- developing intellectual processes that facilitate independent learning
- providing challenging and rigorous teaching and learning programs
- nurturing the development of the whole child fostering healthy emotional growth and a love of learning.

One of our signature programs at MWSS is the 'Stephanie Alexander Kitchen Garden Program', where students grow, harvest and cook a range of produce, learning healthy eating habits and sustainability.

Mt Whitestone truly believes in developing the potential of each student. The staff at MWSS aim to develop students' potential within a caring and supportive learning environment. Our expectations for all members of the school community are:

- Be Respectful
- Be Responsible
- Be a Learner
- Be Safe

Warm regards,

Leticia de Mey



Thank you and CONGRATULATIONS for choosing Mt Whitestone State School!

SCHOOL BASED STAFF

Mrs Leticia de Mey Teaching Principal
Mrs Rebecca Bauer Teacher
Ms Christine Walter Teacher Support

Mrs Lisa Bell Small Schools Business Manager
Mrs Tina Smith Cleaner
Ms Nina Sharp Relief Cleaner
Mrs Janet Scanlan Grounds

SPECIALIST & SUPPORT STAFF

Mrs Rose Luna Guidance Officer
Mr Barry Donaldson PE Teacher
Mr Del Jensen Instrumental Music

P&C OFFICE BEARERS

P&C President Ms Sam de Jersey
P&C Secretary Mr Jeff Fox
P&C Treasurer Mrs Janet Scanlan

Parents and Citizens meet each month at school - the date is advertised in our school newsletter and on our school sign. Everyone is welcome to join this friendly and hard working group. I encourage parents and caregivers to come along and be a part of their child's school life.

SCHOOL HOURS AND SCHEDULE

Daily Timetable

| | |
|---------|---|
| 8.00am | Children may start arriving – Indoor and outdoor activities |
| 8.50am | First Bell |
| 9.00am | Instruction commences |
| 11.00am | First Break- 15 minutes Supervised Eating Time 15 mins Playtime |
| 11.40am | Class Resumes |
| 1.15pm | Second Break- 10 minutes Supervised Eating Time 15 mins Playtime |
| 1.40pm | Class Resumes |
| 3.00pm | School Ends |
| | |

Enrolment Details

Enrolment of Students

Mt Whitestone State School caters for students from Prep to Year 6. We do not currently enforce an enrolment management plan, which means ***you do not need to live within the catchment area to attend the school.***

In Prep, students must turn 5 by the 30th June to enrol. Prep is compulsory. **Proof of age** is required for children enrolling into Prep. Proof may be one of the following:

- sighting the Birth Certificate
- a signed Statement by a Doctor or a Minister of Religion
- a Certificate of Baptism
- a signed Statement by a Parent before a Justice of the Peace
- a Statutory Declaration

Enrolment of all students occurs at the Administration office. Admission to all other years requires an interview with the principal. Please make an appointment with administration.

At the interview, the Principal will:

- Discuss the school Student Code of Conduct
- Explain the Internet, and Media Release forms
- Check enrolment details and student needs (medical, personal, learning)
- Take the family on a quick tour of the school, classrooms, library and playgrounds.

It is expected that students will attend their first day at our school wearing the Mt Whitestone State School uniform.

On your child's first day, please come to the school office with your child and a staff member will escort you to his/her classroom.

Absences – Every day counts at Mt Whitestone State School

The safety and wellbeing of students are our highest priority. Parents need to know if their child has not turned up for school and schools need to know when and why a child is absent. Under the law, parents must make sure their child is enrolled and attends school on ALL school days unless there is a reasonable excuse.

Parents must not keep their child away from school for minor reasons. For extra information, please see www.education.qld.gov.au/everydaycounts.



EVERY DAY COUNTS....

A day here or there doesn't seem like much, but...

| When your child misses just... | that equals... | which is... | and therefore, from Kindy to Year 12, that is... | This means that the best your child can achieve is... |
|--------------------------------|-------------------|-------------------|--|---|
| 1 day each fortnight | 20 days per year | 4 weeks per year | Nearly 1 ½ a years of school | Equal to finishing Year 11 |
| 1 day a week | 40 days per year | 8 weeks per year | Over 2 ½ years of school | Equal to finishing Year 10 |
| 2 days a week | 80 days per year | 16 weeks per year | Over 5 years of learning | Equal to finishing Year 7 |
| 3 days a week | 120 days per year | 24 weeks per year | Nearly 8 years of learning | Equal to finishing Year 4 |

Give your child every chance to succeed...

Every day counts!



In the event that your child is absent from school please inform the school by telephone, email or text. If the school has NOT heard from families by 10am the school will contact the child's parent/carer the day of the absence to clarify the absence.

If you have prior knowledge of an impending day's absence, it would be much appreciated if the information could be passed onto the school.

Early Departure

If it is necessary for a child to leave school prior to 3.00 pm they will need to be signed out at the office.

Sick Child Procedures

In cases of serious accident or illness, staff will notify parents immediately. In an emergency, the following procedure will be adopted:

- (1) Attempt to phone parent or guardian.

- (2) Phone ambulance, if necessary.
- (3) Follow-up with parent/hospital.

Any injury requiring first aid, which cannot be dealt with by the staff of the school, will be reported to the Gatton ambulance. ***THERE WILL BE NO HESITATION IN CALLING AN AMBULANCE AS THE WELFARE OF OUR STUDENTS IS OF PARAMOUNT IMPORTANCE.***



Emergency Procedures

A continually updated evacuation and lock-down procedure, familiar to staff and teachers, for fires or other emergencies is practiced at the school. All visitors to the school are expected to participate if a drill is notified.

School Records

Parents are requested to notify the school of any changes of address or telephone numbers (including work) as soon as possible. We will need this information to keep our records up to date. Student records are sent home at the beginning of a year in order to update any information.

Changes in Family Circumstances

Please advise the office where there are family changes such as estrangement, divorce, custody orders, bereavement, illness or injury. It is also vital to keep new contact information, addresses and phone numbers current in case the school needs to contact parents/caregivers.

Custody Details

For any formal legal arrangements around shared custody, the school needs a copy of the legal documentation outlining the custody details and should be advised immediately of any changes and amendments. This includes any Domestic Violence Orders.

Bus

There is currently no bus service to Mt Whitestone State School.

Conveyance Allowance

To be eligible for Conveyance Allowance students must live more than 3.2 kilometres from the nearest school. If you are eligible for the allowance but cannot access the bus, contact the office for application forms.

Student Transfer

When a child leaves the school, a transfer note can be obtained from the office, to present to the Principal of the child's next school, to keep records accurate and up to date. This should be done even if the child is going interstate, overseas, or to a non-state school.



Photographs

On occasion, articles and reports are submitted to newspapers raising public awareness of the excellent aspects of Mt Whitestone State School. Sometimes these articles may contain photographs and names of children from the school. Before this can happen, parental or guardian consent forms need to be completed to allow images to be printed. You will receive media consent forms when you enrol your child.

A professional photographer takes school and class photographs every year at a cost to the parent.

Student Details

Assessment and Reporting

Assessment will be conducted on a continuous basis throughout the year with report cards issued to parents at the end of each semester. Twice a year, parent interviews will be offered, (Term 1 and 3) however parents are encouraged to contact staff to arrange interviews or informal chats throughout the year when needed.

All teachers have an open door approach and encourage regular communication with parents. Students in years three and five will also receive a report as a result of the National Assessment Program - Literacy and Numeracy (NAPLAN) in Term 3.



Parade

Friday mornings at 11:40am (after first break), we run a full parade, including Welcome to Country, Student of the Week Awards, Expectation of the Week Award, National Anthem, and other important messages. Parades are run by the senior students and parents are more than welcome to come along.

Student Code of Conduct

Mt Whitestone State School is committed to providing a safe, respectful and disciplined learning environment for students and staff, where students have opportunities to engage in quality learning experiences and acquire values supportive of their lifelong wellbeing

Our school community has identified the following school rules to teach and promote our high standards of responsible behaviour:

Be Responsible

- Be prepared for class and learning
- Right place, right time
- Follow teacher directions
- Ask for help when needed

Be Respectful

- Use your manners
- Show empathy
- Display Friendship and Teamwork
- Give someone a compliment

Be a Learner

- Active listening
- Participate
- Ask for help
- Accept consequences for your actions

Be Safe

- Use equipment as intended
- Hands, feet and objects to self
- Report problems to an adult
- Walk around the school
- Leave valuable items at home

You will find our Student Code of Conduct on our school website

| | ALL AREAS | CLASSROOM | PLAYGROUND | TOILETS |
|----------------|---|--|--|--|
| BE RESPONSIBLE | <ul style="list-style-type: none"> ▪ Right place, right time ▪ Follow directions ▪ Ask permission to leave ▪ Put rubbish in the bin | <ul style="list-style-type: none"> ▪ Tidy workspaces ▪ Be accountable for your actions ▪ participate | <ul style="list-style-type: none"> ▪ Return equipment ▪ Play with sportsmanship ▪ Include others in games | <ul style="list-style-type: none"> ▪ One person per toilet ▪ Flush the toilet ▪ Turn off the taps ▪ Put the toilet lid seat down |
| BE RESPECTFUL | <ul style="list-style-type: none"> ▪ A kind word is always heard ▪ Use kind face, words and voice ▪ Wait your turn ▪ Wear your school uniform with pride ▪ Good manners matter | <ul style="list-style-type: none"> ▪ Raise hand to speak ▪ Be considerate of others right to learn | <ul style="list-style-type: none"> ▪ Share equipment ▪ Invite others to play ▪ Care for our gardens ▪ Encourage others | <ul style="list-style-type: none"> ▪ Use toilet paper, soap and water the correct way ▪ Straight there, straight back |
| BE A LEARNER | <ul style="list-style-type: none"> ▪ Active listening ▪ Join in and participate ▪ Ask for help ▪ Whole body listening ▪ Accept consequences for your actions | <ul style="list-style-type: none"> ▪ Be ready and prepared for learning ▪ Ignore distractions ▪ Complete set tasks ▪ Have a go ▪ Aim high | <ul style="list-style-type: none"> ▪ Have a drink during breaks and fill water bottles | <ul style="list-style-type: none"> ▪ Make healthy choices ▪ Use toilet before school and in breaks |
| BE SAFE | <ul style="list-style-type: none"> ▪ Use equipment as intended ▪ Hands, feet and objects to self ▪ Report problems to adults ▪ Use the High 5 strategy ▪ Walk around the school ▪ Leave valuable items and toys at home ▪ Wait at the gate | <ul style="list-style-type: none"> ▪ Sit correctly in class ▪ Enter and exit room in an orderly manner ▪ Only be in classroom when a teacher is present | <ul style="list-style-type: none"> ▪ Using equipment correctly ▪ Returning equipment to correct area after use ▪ Eat your own food ▪ Use your own water bottle ▪ Wash hand before eating ▪ Wear your shoes to play ▪ Sun safety – hat and clothes | <ul style="list-style-type: none"> ▪ Hygiene Matters ▪ Use toilets before school and during break times ▪ Wash hands |

Class Booklists

At Mt Whitestone State School we have a 'Student Book Pack Program'. All exercise books, textbooks, stationary and on-line subscriptions are paid by the school and families are invoiced week one. If you are wishing to purchase your own school equipment, an extensive booklist can be provided through the office. Please contact the school administration to request a booklist for 2023.

Homework

Homework at Mt Whitestone State School is set to enhance the educational programs, practise skills taught and is individualised to address student needs while developing the basic skills of literacy and numeracy.

The following time frames are a guide to our expectations on student's commitment to homework tasks each night.

| Year Level | Time spent |
|-----------------|------------------------------|
| Prep and Year 1 | Home reading and sight words |
| Year 2 and 3 | 15–20 minutes |
| Year 4, 5 and 6 | 20–30 minutes |

All students are encouraged to read every night.



School Tone

At all times every effort is made to develop in the children a sense of pride in the school. Parents can help tremendously by encouraging loyalty to the school and teacher by outfitting their children in school uniforms, attending school functions with their children and promoting the many great qualities of Mt Whitestone State School.

Children are encouraged at all times to:

- keep their school grounds clean,
- be interested in and share in attempts at beautification of the ground,
- realise that each group of children passing through the school should leave it so much better than they found it at first.

A good school tone is conducive to greater happiness, pride in achievements, personal dignity and it enables a more profitable use of the time available at school.



Standards and Dress Code

Students at Mt Whitestone State School will set high personal standards for themselves, in their dress, general neatness, in speech and in their respect for the staff and fellow students at the school.

Students are encouraged to be presented in their full school uniform at all times when at school or representing the school. This includes a school hat. If students do not bring their school hat they will be unable to play during play times.



| | Girls | Boys |
|----------------|--|---|
| Uniform-Summer | <ul style="list-style-type: none"> • Blue/Yellow school shirt • Blue shorts/skorts (mid length) • Blue school bucket hat • Predominately black shoes and white socks • No bike pants or leggings • Thongs, ugg boots, gum boots are not appropriate | <ul style="list-style-type: none"> • Blue/Yellow school shirt • Blue shorts (rugger style in short or long legs) • Blue school bucket hat • Predominately black shoes and white socks • Thongs, ugg boots, gum boots are not appropriate |
| Uniform-Winter | <ul style="list-style-type: none"> • Blue school pullover or jacket • Blue track pants | <ul style="list-style-type: none"> • Blue school pullover or jacket • Blue track pants |
| Hair | Hair should be a natural hair colour Hair should be tied back out of face Hair accessories (scrunchies, ribbons, clips, band and head bands) should be preferably in school colours | |
| Make Up | Nails should be an appropriate length for HPE and safety issues Nail polish is not permitted Lip balm is permitted (natural, clear coloured) No facial make up or mascara | |
| Jewellery | Only 1 ear ring per ear (sleeper or stud) <i>No body or facial piercing are allowed</i> One watch Medical bracelets are allowed <i>No bangles or necklaces</i> | |

School uniforms can be purchased at Infinity Workwear - Gatton (Railway Street).

Hats

Mt Whitestone State School has a 'no hat - no play' policy. The school's policy also conforms to the Queensland Cancer Council's policy that hats should have broad brims or caps with rear flaps (kepi style).

Collection of Money

All money sent to school for official purposes, is to be placed in the collection box based in the administration building between 8:30am and 3:00pm. Money being brought in for excursions or tuck shop should be sent in an envelope that is *clearly marked with name, year level and purpose*. Mount Whitestone prefers families pay invoices through b pay and for security purposes **NO MONEY IS LEFT ONSITE**.

Learning Support

Learning Support is available for students through our visiting Support Teacher, Literacy and Numeracy. If you have concerns in this area please contact the Principal.

Curriculum

School Curriculum

Mt Whitestone State School has a strong focus on the teaching of Literacy and Numeracy. Students have integrated lessons including all of the Learning Areas in the Australian Curriculum. At Mt Whitestone SS our teaching and learning programs are guided by the expectations of the Australian Curriculum. Each class works towards year level expectations, while working to meet the individual needs of students.

Curriculum Subjects

The curriculum comprises of eight key learning areas.

The eight key learning areas are:

- ☐ English
- ☐ Mathematics
- ☐ Science
- ☐ HASS (History / Geography)
- ☐ Technology (Digital / Design)
- ☐ The Arts (Music, Drama, Media Arts, Visual Arts)
- ☐ Instrumental Music
- ☐ Health and Physical Education
- ☐ Languages other than English (LOTE)

L.O.T.E. (Languages Other Than English)

We have a visiting specialist teacher, who takes the year 5-6 students for Japanese. In some instances, a neighbouring school may join our students for their LOTE lessons.

Specialist Teachers

Arts lessons are conducted by a specialist teacher on Mondays and Wednesdays, while Physical Education lessons are conducted by a qualified PE teacher each Thursday.

Instrumental Music

Instrumental Music lessons are delivered by a qualified instrumental teacher. Children from year 4 onwards have the opportunity to participate in these weekly lessons. Instruments, cleaning equipment and music tutorial booklets are provided to students from the school at *no cost*. However, families are responsible for any damages that may occur.

Small School Cluster

All local state schools have formed a cluster to enhance student learning and engagement. Staff at the surrounding schools work together to provide excellent teacher professional development and classroom curriculum. Students are encouraged to interact through sporting events, camps and excursions. Mt Whitestone State School works very closely with the small schools in the cluster – Ma Ma Creek SS and Mount Sylvia SS. We work together for staff professional development, assessment moderation and sports carnivals.

Caffey Sport

Students participate in a variety of Caffey Sport events. Caffey Sports cluster is comprised of small schools from Ma Ma Creek SS, Mount Sylvia SS, Tenthill Lower SS, Flagstone Creek SS, Grantham SS and Murphy's Creek SS.

Caffey sporting events consist of:

- Lockyer Small Schools Athletics Carnival
- Lockyer Small Schools Swimming Carnival
- Lockyer Small Schools Zone Cross Country
- Other Zone and Regional Athletics competitions
- Lockyer Small Schools Netball / Soccer Carnivals
- Lockyer Small Schools Ball Games Carnival
- Lockyer Small Schools Cricket/Softball Carnivals



Library

All children are eligible to borrow from the school library. Students are encouraged to use the library, to be reading daily and to treat books with respect. Try to find time to listen to your child read from or talk about the book they have borrowed. Please ensure students return books to school weekly or fortnightly in time for library borrowing sessions. Your child's class teacher will inform you which day is the class library day. All students are required to have a library bag.

Children leaving the school on transfer should return library books and all other school materials. In circumstances where the book is lost or damaged, parents will be given an invoice to replace the book.

Swimming

Swimming is conducted in Term Four at Gatton Aquatic Centre. Swimming classes are conducted in swimming ability groups regardless of age. Transport and pool hire costs are subsidised by the P&C. Each student should have suitable swimming attire, sun shirt, towel, and sunscreen on swimming days. Jewellery should be removed before entering the pool. Swimming cap and swimming goggles are provided by the school.

Religious Instruction

Religious Instruction is offered in Queensland state schools. It is up to parents whether or not their child participates in Religious Instruction. The lessons at Mt Whitestone SS are based on the *Connect* program and teach Christian values and bible stories. Members of local church communities come to school on Tuesdays and teach Religious Instruction. Mt Whitestone SS teachers supervise these lessons.

Multi-Age Groupings

In this school, all students will be educated in multi-age classes. Multi-age classes have several advantages:

- the teacher can provide more individualised attention to each child,
- there can be more flexibility in the classroom and lessons,
- there are opportunities to challenge and extend students academically,
- children tend to accept responsibility more and develop a greater degree of independence.

Preparatory Year

From 2007, all schools in Queensland have offered a Preparatory Year. From 2016 the Preparatory Year has been compulsory for all students starting school. The Preparatory Year is a quality full-time program for children at Mt Whitestone set in a multi-age classroom.

Children in the Prep year are:

- **curious and inquisitive** – they seek to clarify their understandings by asking questions
- **investigative** – they look for multiple solutions to problems, approach problems in various ways
- **active and energetic** – they like to explore their environment and need plenty of opportunities to move as part of their learning experiences
- **impulsive** – they react quickly to situations
- **visual** – they relate to visual stimulus, preferring experiences that involve visual representations
- **‘hands-on’** – they prefer experiences where they can use materials to support thinking and expression of ideas and feelings
- **complex and active thinkers** – they draw on their own experiences to shape their ideas and responses



Excursions

To supplement and extend the curriculum, excursions are organised for the class or whole school. Parents may be required to assist with supervision or with transport. Although the school attempts to keep expenses to a bare minimum, families may still be required to contribute financially towards each excursion.

Parents will be given advance notice of any excursion (or incursions such as the Life Education van), to complete consent forms and pay for the excursion if necessary. No child can be taken on an educational excursion if a consent form has not been received.

General

Newsletter

A Newsletter is emailed home on Fridays, every fortnight. These Newsletters provide information about happenings at school, activities, projects and items of interest. Please ensure that if you have an email address it is given to the school so that you can receive the Newsletter. Parents who do not have an email address or prefer a paper copy will receive a printed version. The fortnightly Newsletter can also be located on our school website.

High School

Mt Whitestone State School is a feeder school for Lockyer District State High School. Teachers from the high school visit the school in Term 4 to meet Yr 6's and offer information about the high school. Students are also invited to visit the high school for activity days.

Hours

The Principal is normally in attendance at the school from 8.00 a.m. to approximately 4.00 p.m. each day, Monday to Friday. The Principal has a day for administration duties each week. This is the preferred meeting time.

After Hours use of School Grounds

Members of the public are welcome to use the school grounds after hours provided they have prior permission from the Principal.

Tuckshop

Every Friday the children at Mt Whitestone SS are offered Tuckshop. It is run by the P & C and parents volunteer to prepare the dishes in our 'Stephanie Alexander' Kitchen. The tuck shop menu is designed by the Student Council and regular dishes are – Tacos, fried rice, hamburgers, sausages with potato bake and lasagne with vegetables.

Book club

The school offers Scholastic Book club. Order forms are sent out monthly. All orders through Book club attract a small amount of credit from Scholastic, for the school to spend.

Parent & Citizens Association

The Mt Whitestone State School P & C Association meets each month. We would be grateful if you could afford some spare the time to attend some, if not all, of the meetings. The P & C Association prides itself on active involvement in the school. The fundraising capacity of the school community through the P & C is very strong. Much of the hard-raised funds can be seen around the school in terms of improved facilities.

The P & C are always encouraging volunteer support from our community and the more involvement they have, the better results for the school.

Volunteers

Parent and community volunteers are welcome in the school. The school welcomes those with special talents they would like to share and those who simply want to 'help out' for projects such as reading with students - some training is available.

It is a requirement that Parents and Volunteers working in the school hold a current '**Working with Children- Blue Card**'.

Annual Implementation Plan

Each year the school publishes an Annual Implementation Plan (AIP) and Budget. This outlines projects the school hopes to complete during the year. Parent/community input is sought when the plan is being formulated. This plan is available for perusal.

The AIP is finalised in February and presented to the P&C for endorsement prior to submission and final approval from the department. Once endorsed the schools AIP is published on the school's website.

Annual Report

The school publishes an annual report on its activities for the previous year. The *School Annual Report* can be found on the school's website. A hard copy of the report is available from the school office.

Complaints

The school has a process for handling complaints. Where possible, we would like to handle complaints informally.

Banking

The school prefers payments to be made by BPoint (online payments using Debit or Credit Card). Cash is not held at the school.

Lost Property

Any unclaimed property is collected in a box at school. Parents are invited to check through this box regularly to reclaim misplaced items. Parents are also asked to name all items that come to school to assist us in returning them to their owner.

Valuables

Belongings

Please ensure your child's name appears **CLEARLY MARKED** on all of their personal belongings at school – especially hats, uniforms and lunch equipment. Personal belongings stay at home – this includes toys, sports equipment and any valuables. Mt Whitestone State School takes no responsibility if personal items are lost or broken at school.

Mobile Phones

Students should not carry or use mobile phones at school. If circumstances require a student to bring a phone to school, parents should contact the school to make necessary arrangements.

Toys/Trinkets

Toys and trinkets from home very often become lost or broken at school. It saves a lot of time and heartache if these are left at home. Any toys that find their way to school will be cared for in the office until the end of the day. Staff **cannot** assume responsibility for any loss or breakage.

Health

Accidents

Every care is taken to prevent accidents from happening by providing adult supervision, thorough safety checks and safety lessons. However, accidents do happen from time to time. If your child sustains an injury at school, which we feel needs professional attention, the Ambulance will be called and the child taken to the hospital if the paramedics deem it necessary. Parents will be contacted about this action.

Medication - Administration to students

Procedures have been developed by the Queensland Government regarding prescription and over-the-counter medication in schools. Our school is committed to working closely with parents and students to highlight the risk of students misusing these medications.

All parents/caregivers must:

- notify the school in writing of a health condition requiring medication at school
- school staff will provide a '**permission to administer medication at school form**' which needs to be completed and returned before medication can be given by staff.
- notify the school in writing of any requests and/or guidelines from medical practitioners including potential side effects or adverse reactions

- **provide the medication in the original labelled container to the nominated staff member**
- **ensure the medication is not out-of-date and has an original pharmacy label with the student's name, dosage and time to be taken**
- notify the school in writing when a change of dosage is required. This instruction must be accompanied by a letter from a medical practitioner
- advise the school in writing and collect the medication when it is no longer required at school.
- All medications are to be kept in the office

Staff must follow the directions on the original label attached to the medication container. A record will be kept of all occasions when medication is administered at the school with each entry to be undertaken by the adult administering the medication.

Allergy Awareness

Procedures are in place for reducing the risk for children with allergies. Staff are trained to recognize allergic reactions and in the use of an EpiPen. Parents are responsible for informing the school of any known allergies when children are enrolled.



Asthma and Anaphylaxis

All staff have been trained in the management of asthma and anaphylaxis.

The administration of Ventolin, by individual students, is permitted on a needs basis. All students using Ventolin should have regular medical check-ups. We strongly encourage students with asthma to carry their own Ventolin and materials. The school office requires a copy of their Asthma Action plan.

In the case of an anaphylaxis diagnosis, the child's anaphylaxis plan must be held and displayed by the school. The school has an EpiPen and it is for use in the case of a first anaphylactic reaction or in the case of a paramedic instructing staff to administer a second EpiPen. If a child requires an EpiPen, parents must ensure the EpiPen is at school and within the expiry date.

Head Lice

Occasionally there are outbreaks of head lice. In the event of an outbreak of Head Lice, a notice will be sent to the families of all children in the class or classes where the outbreak occurs.

Regular checks of hair by parents do keep outbreaks to a minimum. If your child does become infected, s/he should remain at home until treatment with an effective solution has been carried out. It is also advisable, especially for a child's self-image, to remove all eggs from the hair (a slow process). Follow-up treatment after 5 days is required.

Dental Van

The Dental Van from the Department of Health School Dental Service is available to our school biannually, with the van based at Tent Hill Lower SS. Highly trained therapists and dentists treat children and train them in dental hygiene free of charge. Parental permission is required and no work will be carried out without first advising parents of the required treatment.

Smoking

All Education Queensland sites observe a no smoking policy. Your cooperation in this matter is appreciated.

Recommended minimum periods of exclusion from school

| CONDITION | EXCLUSIONS |
|-----------------------------|---|
| Chickenpox | Exclude blisters have dried This is usually 5 days after the rash first appeared in unimmunised people and less immunised people.. |
| Cold Sores (Herpes simplex) | Young children unable to comply with good hygiene practices should be excluded while sores are weeping. (Sores should be covered with a dressing where possible.) |
| Conjunctivitis | Exclude until discharge from eyes has ceased unless non-infectious conjunctivitis. |
| Diarrhoea and / or Vomiting | Exclude until there has been no loose bowel motion for 24 hours. |
| Glandular Fever | Exclusion not necessary. |
| Head lice | Exclusion is not necessary if effective treatment is commenced prior to the next attendance day. |
| Hepatitis A | Exclude until at least 7 days after the onset of the jaundice or illness. Written medical clearance is required to return a child to school. |
| Hepatitis B & C | Exclusion not necessary. |
| Influenza | Exclude until well. |
| Impetigo | <i>See school sores.</i> |
| Measles | Exclude until at least 4 days since the onset of rash. Written medical clearance is required to return a child to school. |
| Meningitis (bacterial) | Exclude until well and has received appropriate antibiotics. |
| Meningitis (viral) | Exclude until well. |
| Meningococcal | Exclude until child is well and has received appropriate antibiotics. Written medical clearance is required to return a child to school. |
| Mumps | Exclude for 9 days after onset of swelling. |
| Ringworm | Exclude until day after appropriate treatment has commenced. |
| Rubella (German Measles) | Exclude until fully recovered or for at least 4 days after onset of rash. |
| School Sores | Exclude until day after proper treatment has started. (Sores on exposed skin should be covered with dressing.) |
| Worms | Exclude if loose bowel motions present. |