

# Morven State School



## 2018 School Prospectus

*It is anticipated that this booklet will answer many of the questions that parents have from time to time regarding their child's education. However, it is not an exhaustive document and if you require any areas be more adequately covered, please, do not hesitate to discuss it with staff.*



**MORVEN STATE SCHOOL**  
**PROSPECTUS**  
**CONTENTS**

Chapter	Page
School Directory	3
School Times	4
Accidents	5
Admissions and Entry	5
Attendance	5/6
Arrival at School (Late arrival and Early Departure)	6
Bicycles	7
Change to Personal Details	7
Classroom Assistance	7
Communication	7/8
Conveyance Allowance	8
Dental Clinic	8
Evacuation Procedure	9
Health and Safety Committee	9
Homework	9/10
Infectious Disease	10
Internet Usage	11
Library	11
Medication	11/12
P&C Association	12
Religious Instruction	12
Responsible Behaviour Plan for Students	12
Rules	13
School Assembly	14
School Environment	14
School Facilities	14
Sick Children	14
Sun Safety Policy	15
Tuck shop	15
Uniforms	15/16
Vehicles	16
Voluntary Contribution Scheme	17

**MORVEN STATE SCHOOL**  
**SCHOOL DIRECTORY**

**PRINCIPAL:** Mrs Cass Ahern

**ADMINISTRATIVE ASSISTANT:** Mrs Lyn Cadzow

**TEACHING STAFF:** Mrs Narda Roberts  
Mrs Jenny Crichton  
Mrs Sonya Wilkes

**AUXILLARY STAFF:** Mrs Anja Burns  
Ms Bronwyn Thresher  
Ms Kimberley Kerle  
Ms Yvonne Reed

**SCHOOL ADDRESS:** Albert Street  
MORVEN 4468

**POSTAL ADDRESS:** P.O. Box 21  
MORVEN 4468

**SCHOOL PHONE NUMBER:** (07) 4654 8151

**SCHOOL FAX NUMBER:** (07) 4654 8255

**SCHOOL E-MAIL ADDRESSES:** [the.principal@morvenss.eq.edu.au](mailto:the.principal@morvenss.eq.edu.au)  
[admin@morvenss.eq.edu.au](mailto:admin@morvenss.eq.edu.au)

**SCHOOL WEBSITE** www.morvenss.eq.edu.au

**OFFICE HOURS:** 8:00 am - 4:00 pm

**SCHOOL HOURS:** 8:30 am - 2:30 pm

**BREAKS**

**MORNING RECESS:** 10:30 am - 11:10 am

**LUNCH:** 1:00 pm - 1:40 pm

## **GENERAL INFORMATION**

### **Accidents**

School rules have been formulated and are enforced to minimise the possibility of accidents to children whilst at school. A Workplace Health and Safety Committee examines all school facilities and policies at regular intervals to ensure conditions of safety.

- Minor accidents – first aid applied as required. Incident and action noted in the accident register.
- Moderate / Serious accidents – injury is assessed and ambulance called if necessary, parents contacted and first aid applied as required until professional help or parent arrives. Details of serious injury noted in One School Database.

Many staff members hold a current First Aid Certificate and a certified staff member participates in all excursions.

### **Admission and Enrolment**

**PROOF OF BIRTHDATE** will be required for Prep enrolments. Students must have reached the age of five years by 30<sup>th</sup> June.

Parents will be asked to read and sign the Enrolment Agreement.

Suitable documentary evidence of **PROOF OF BIRTHDATE** would be:

- (a) Extract from Birth Certificate

A photocopy will be taken and placed with the child's information.

It is also desirable to bring along your child's immunization records. Parent/s are requested to enrol the child/ren at the office, where significant details will be taken for the school records.

### **Attendance**

Please co-operate in the matter of regular attendance of students, in accordance with the Education Act, which requires that students being of the age of compulsory attendance, shall attend school each day unless some reasonable excuse exists.

A written note from the parent explaining the reason for the absence is preferred, but it is also acceptable if you phone or call to explain absences, past or intending.

If a reasonable excuse is not offered, persistent offenders must be reported to the local police officer for their attention and action in accordance with the Compulsory Attendance Regulation. Class rolls are marked according to type of absence including unexplained.

Student absences are of concern to teachers as it is the students who suffer the consequences. If an absence happens to be a convenience rather than necessity, teachers can hardly be expected to make up for lost time.

### **Arrival Time at School**

It is recommended that children do not arrive at school each day before 8:00 am due to lack of adult presence in the grounds at this time. Formal supervision at school does not commence until 30 minutes before the start of school each day. Parents needing to drop their children off prior to this time due to appointments in Charleville, for example, will need to make prior arrangements with teaching staff as they use time before school for meetings or preparation.

- **Late Arrival**

All students who arrive late at school must furnish a note from a parent or guardian. A telephone call is also acceptable. The time of arrival of late students is recorded on the class roll. The Principal will investigate a persistent problem of lateness.

- **Early Departure**

If a student has a medical/dental appointment, for example, during school hours, parents should inform the class teacher in writing or by phone. Parents should report to the office before collecting the student. If circumstances demand the student to wait for the parent to pick him or her up, then the students should wait at the office or the classroom.

### **Bicycles**

Bicycles are to be parked in the bicycle stands on the school grounds. It is assumed that young children who ride bicycles to school have been given road safety lessons by their parents. An adult should accompany students in Years Prep to 3. The school promotes road safety (including bicycle safety) through lessons and incidental treatment. School rules prohibit a child borrowing another's bicycle without the owner's express permission. **Helmets are to be worn.** Students must take their bikes through the designated entrances/exits and must not ride in the school grounds.

### **Changes to Personal Details**

It is essential that if there are any changes in your family details (change of address, phone number etc) or change in family circumstance, the school be notified in written format as soon as these changes occur. It is vital that children's details remain up-to-date at all times. All information is kept strictly confidential.

### **Classroom Assistance**

We are eager to promote educational partnerships, which can only have a positive affect on your child's education. Your support and co-operation is always appreciated. If you would like to assist in a voluntary capacity you can do so in collaboration with the classroom teacher and participate in such duties as:

- Listening to children read
- Tutoring programs
- Hands-on activities in lessons
- Swimming classes
- Participating in excursions
- Library maintenance

### **Communication**

A community newsletter is issued fortnightly on Wednesday, to the eldest child of each family attending the school, informing parents of a whole range of news items about the many facets of school life and school organisation. Information from the P & C Association and all other Parent Committees will also be featured.

Parents are earnestly encouraged to communicate regularly with their children's teachers and with the school administration. If problems arise with any school-related issues, the school administration team is always available to assist with the matter.

In pursuing the cause of public accountability, a variety of methods will be used to keep parents well informed on the school's educational program, including:

- Parent Teacher evenings
- Open Days
- Partnership/Interim report on request at the end of each term for parent/children/teacher
- Special celebration days (ANZAC Day, Education Week)
- Displays of student work
- Principal reports at P & C Association Meetings
- Student written reports (Semester reporting to align with QCAR)

### **Conveyance Allowance**

Subject to distance requirement, parents are eligible for the payment of an allowance for transporting their child/ren to and from school. However, this does not apply to children who live on a Departmental Transport Service. Parents request paperwork from Department of Transport and Principal verifies documents sent to confirm numbers.

### **Dental Clinic**

The Queensland Health Department operates a student Dental Clinic at school at regular intervals throughout the year. Your child will bring home the necessary information from the dental therapist as the visit time approaches. Should your child experience dental problems between dental van visits, parents may ring their office and take the child to an available van.

### **Evacuation Procedures & Lockdown**

A policy has been developed to ensure that procedures are in place to speedily evacuate the school area or lockdown should an emergency arise.

Each term at least one whole school practice is conducted. All persons on the campus *must* participate when a practice is held and for this reason all parents will be informed of the procedures to follow.

### **Health and Safety Committee**

A Workplace Health and Safety Committee operates at the school in accordance with the recommendations of the Workplace Health and Safety Act, which was proclaimed in May 1998. The primary concern of the committee is to ensure that there are procedures and documentation in place so that students, staff and visitors are safe at this location.

## **Homework**

Morven State School recommends the following guidelines for homework per day:

In the Prep year, students will be set minimal homework tasks.

Years 1-3: Could be up to but generally not more than 1 hour per week.

Years 4-5: Could be up to but generally not more than 2-3 hours per week.

Years 6: Could be up to but generally not more than 3-4 hours per week.

Homework consists of:

- Reading and Reading Activities
- Spelling and Writing
- Maths and Maths Facts
- Projects occasionally

Homework is set to be revision of core concepts.

These times are to be used as a guide only. There can be no set time limit, simply because people's needs and abilities differ. However, the quality use of time is particularly important. The time spent on homework should be productive, purposeful and spent in an environment that is comfortable and as free as possible from distraction.

**'Good learning goes on forever, and as students you need to take the initiative to ensure that your learning continues outside the immediate environment of the classroom'** (Education Queensland, 2003).

## **Infectious Disease**

### ***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).

### ***Head Lice***

All schools have trouble with head lice at various times. It can become a serious problem if not treated immediately. Teachers do not discover some of the outbreaks themselves, but it is through **parents** that we receive most of our information. It is most important that parents **regularly** inspect children's hair and applies correct treatment at the first sign of eggs or lice. Parents will be contacted if their child has head lice and will be asked to take them home until their hair has been treated and all live eggs removed. This is the school's policy and it will be strictly enforced.

### ***Mumps***

Exclude for nine days or until swelling goes down.

### ***Measles***

Exclude for at least four days after rash has started.

### ***Other diseases***

Contact the school.

### **Internet Usage**

Parents, in collaboration with their child/ren, are required to complete an acceptable usage of the Internet policy form prior to accessing the Internet at school. This policy is a framework permitting children to use the Internet at school on a secure site in a responsible and appropriate manner. Any student who violates the terms of this agreement will be prohibited from using the Internet at school.

### **Library**

The Resource Centre is a key learning area in the school environment. Students are encouraged to use this facility as often as possible and to borrow books on a regular basis. Children are asked to use a library bag for carrying their library books to and from school. Library times are negotiated and set at beginning of each year.

While we will do everything within our power to encourage children to borrow books, we also expect children to take care of these books. Parents can be expected to be invoiced for lost or damaged resources from the library.

### **Medication**

Parents of children requiring medication during school hours **must** complete the school form giving permission to staff to administer the medication. The form outlines the times the medication are to be administered and the exact dosage. **Medication must be provided in the original packaging with the doctor's name and the medication dosage clearly visible. Under no circumstances will medication be administered to a child unless written parental consent is supplied.**

Non-prescribed oral medications including aspirin and paracetamol (pain killers) will not be given to students under any circumstances. In the event of pain killers being required (eg headaches, period pain), the parent will be contacted and asked to administer. All unused medication will be returned to the parent/caregiver of the student.

Children are NOT to have throat lozenges in their desks/school bags as they are a form of medication.

Injections other than intravenous injections may be given ONLY following a written request from a parent/caregiver to the Principal and ONLY administered by authorised persons who are experienced in the procedure of giving such injections. Injections may then only be given under circumstances where:

1. there are full written instructions from the medical practitioner on the giving of such injections;
2. an explanation is given by the medical practitioner of possible complications arising from the giving of such injections.

### **P&C Association**

The Morven SS P&C Association is an active, enthusiastic and dedicated group who play an integral part in the school culture and calendar year. The Executives are elected in the yearly AGM and the association meets with school representatives each month at a time determined at the AGM.

### **Responsible Behaviour Plan for Students:**

A responsible behaviour plan is currently in place at Morven State School. This plan is aligned with the policies of Education Queensland. A copy of the Responsible Behaviour Plan can be found on the web page or requested in hard copy at Administration.

Each term, students will be rewarded with a special event during school hours that will be voted on and decided collaboratively by the students, e.g. a disco, pool party or otherwise.

### **Rules**

#### ***SAFETY***

Show self-respect and respect for others by:

- Walking on concrete
- Moving promptly and quietly around the school
- Only entering supervised classrooms
- Walking bikes within the school grounds
- Obeying road safety rules. Walk bike across road before starting to ride home
- Wearing hat, shoes and sunscreen for outdoor play
- Using equipment appropriately
- Returning equipment after use

#### ***RELATIONSHIPS***

Show self-respect and respect for others by:

- Being courteous and showing good manners
- Addressing people by their title and name
- Maintaining an appropriate voice level and tone
- Caring for your property and the property of others
- Caring for your personal safety and the safety of others
- Disposing of litter responsibly

#### ***DRESS***

Show self-respect and respect for others by:

- Wearing the school uniform at all times and in a manner that displays pride in self and school
- Restricting for safety reasons the wearing of jewellery to a wrist watch and sleepers/studs, one to each ear
- Being well groomed (personal hygiene, neat and tidy appearance) – thus reflecting pride in appearance

### **School Assembly**

Weekly Assembly takes place every Friday morning at 8.35am. Assembly allows us to pass on messages and announcements as well as celebrating the successes of our school. Parents are always welcomed and encouraged to attend Assembly.

### **School Environment**

The entire school community values our school environment – its facilities, its resources and its beautiful outdoor environment. We engender in our students a need to care for our school and its facilities. The Principal is committed to improving our facilities each year and access extra funding if needed.

### **School Facilities**

The school facilities are available for use by members of the school community subject to the approval of the Principal. However, the school facilities cannot be used for personal benefit, whether it is for individual or a group. Applications in writing should state the date and time of use, the purpose of the use and who will be involved in the activity. Students may not use the school facilities outside school hours if they are unsupervised by an adult.

### **Sick Children**

The condition of children who become ill at school will be assessed by the class teacher, who will then take the necessary action. If the child is sent to the sick room, the office staff will then take appropriate action and this may mean the parent being contacted to collect the child. Parents should consider keeping children home if they have had fevers or gastric problems during the night. Sick children become distressed at school and parents are sometimes difficult to contact.

### **Sun Safe Policy**

Morven has a policy of fostering safe practices in outdoor activities. We support a policy of 'no hat – no play'. Hats are also essential for P.E. lessons and other outdoor lessons. Sunscreen is supplied and students apply it before all swimming and sporting activities. Hats/swimmers/uniforms are available through the P&C uniform pool, It is requested that swimming caps, goggles and sun shirts be worn during swimming lessons on swimming days. Swim shirts are mandated in all primary schools from January 2008.

### **Tuck Shop**

The student council currently operate a Friday lunches every Friday. Menu is placed each week on white board outside staffroom. Students need to place envelope with money in bowl on Friday morning.

The school upholds the Healthy Choice initiatives and offers a selection of foods that have been approved by the Health Council. Parents who bring lunch to their children are asked to adhere to these guidelines when choosing food and drinks. We have a rewards day each term and adhere to the Healthy Choices guidelines for all State Education institutions.

## **Uniforms**

Morven State School is a 'Uniform School' and all students are required to wear the full school uniform each day. The school uniform is practical, economical and attractive. We seek the co-operation of all parents in ensuring that their children always wear the school uniform and in a manner which reflects pride in the school and in one's own appearance.

The tone of the school is enhanced considerably when all students wear the uniform. It engenders school spirit and gives individuals a feeling of identity and belonging to the school community. Uniforms break down social barriers and the need for expensive "fads and fashion" trends. We look well presented in our uniforms and take pride in looking great and representing our school, parents and community of Morven.

**All articles of clothing (books and other belongings) should be clearly marked.**

### **Uniform specifications:**

<b>Girls/Boys</b>	Black slammer shorts and blue embroidered Morven polo shirt. (order through the P&C)
<b>Girls</b>	Black <i>skorts</i> (shorts with a pleated skirt-like front) can be worn as an alternative to the shorts. These are available through the P&C.

**Winter :** Blue Track Tops and Pants with MSS Logo (order through P & C)  
Blue Windcheater with MSS Logo (order through P & C)

### **Please note:**

- Caps are not to be worn at school.
- A broad brimmed hat is to be worn, (available through the school uniform store).
- Shoes and socks must be worn at all times. Joggers are acceptable footwear, however, sandals or thongs are not.
- Shorts are to be no longer than knee length.
- Any lost property is stored until the end of term in the lost property box, which is available for your inspection at any time.

## **Vehicles**

Car drivers are to strictly observe the signs related to parking. Parking areas have been provided for student arrivals and departures at the front gate and the off-road parking area. Please drive safely and slowly on all roads surrounding the school.

## **Voluntary Financial Contribution Scheme**

The school operates a voluntary financial contribution scheme. The cost of this scheme is currently \$40 per child. Voluntary financial Contributions are used by the school to provide an enhanced educational service and to enhance resources available for student learning, recreation and comfort. The scheme is reviewed each year in November and endorsed by the P & C annually.