DIRECTORY

OFFICIAL SCHOOL ADDRESS: MOUNT MURCHISON STATE SCHOOL
Dawson Highway
PO BOX 610
BILOELA QLD 4715

TELEPHONE: (07) 49922253
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EMAIL: kdeig1@eq.edu.au

STAFF LIST

Teaching Principal Mrs Kerry Deighton
Teacher Mrs Kerry Deighton
Administration (Tues 8.30am-2pm & Wed 8.30am-2pm) Mrs Kathryn Corcoran
Teacher Aides Mrs Sandra Buckton
Mrs Jackie Nevell

Cleaning Staff

VISITING SPECIALIST TEACHERS:

Physical Education Teacher Mr Andrew Clair
Music Teacher Miss Steph Williams
LOTE (Japanese) Teacher Miyuki Yamamoto

SCHOOL HOURS

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<tr>
<td>School commences</td>
<td>8:45am</td>
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<tr>
<td>1st Break</td>
<td>10:45am - 11:30am</td>
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<tr>
<td>2nd Break</td>
<td>1:15pm - 1:40pm</td>
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<td>Dismissal</td>
<td>2:45pm</td>
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Term 1 Commences 2013 Tuesday 29th January

Autumn Holidays 2013 Friday 29th March – Sunday 14th April
Term 2 Commences 2013 Monday 15th April
Winter Vacation 2013 Saturday 22nd June – Sunday 7th July
Term 3 Commences 2013 Monday 8th July
Spring Vacation 2013 Saturday 21st September – Sunday 6th October
Term 4 Commences 2013 Monday 8th October
Summer Vacation 2013 Saturday 14th December
ACCIDENTS
Minor accidents are treated at the school. Most staff at Mount Murchison are trained in First Aide and hold current First Aide Certificates. When an accident requires professional attention, the Ambulance and parents are called. It is important the school knows how to contact at least one parent and the family doctor in case of an emergency.

ARTS COUNCIL
The school may attend four performances a year (one each term). These live performances are educationally sound and pass through a Queensland Arts Council screening process before tours to Queensland school.

ATTENDANCE / ABSENTEEISM
Law requires regular attendance. Parents and the school must assume the responsibility of regular attendance. When a child is absent from school for any reason a note explaining the reason for absence must be written by the parent / guardian and forwarded to the principal, or the principal must receive a phone call on or before the day.

If a child has to leave school before the end of the school day, please let us know also. The child will also need to be signed out in the register, located in the office.

BEFORE/AFTER HOURS SCHOOL POLICY
- Children entering the school grounds before 8:20am should be accompanied by a responsible adult.
- Children are not to play on the play gyms before school hours.
- No child should be in a classroom without a teacher present.
- Strictly no students are permitted on school grounds during school holidays/weekends.

BOOKLISTS
Booklists/stationary will be sent home with students towards the end of each year. Students are required to restock their own stationary items each term or as required. Parents will be advised through a reminder.

COUNTRY BUS SERVICE
Bus Arrival: 8.15 a.m. Country Bus to Mount Murchison
Bus Departure 3.15 p.m. Country Bus from Mount Murchison

Country children need to contact the Conveyancing Committee for eligibility. Bus operators and conveyance committees have the right to suspend students from bus runs if they are guilty of wilful and persistent misconduct. The “Code of Conduct” will be enforced.

MT MURCHISON STATE SCHOOL CARNIVALS
Mt Murchison State School participates in a number of sporting carnivals throughout the year. The carnivals consist of both school based and inter school carnivals and include Athletics and Cross Country.
**EXCURSIONS**
Throughout the year students are required to participate in excursions for academic, cultural and sporting purposes. Often these excursions are organised to provide real life experiences that support the curriculum and learning occurring in the classroom. A signed permission note is required by parents and will be sent home prior to the excursion date.

**DENTAL SERVICES**
Approximately once a year children are able to access dental services through the school dental van situated at Biloela Primary School. Parents are required to make and transport their children to their dental appointment.

**FIRE DRILL & LOCK DOWN**
The school has a well documented and detailed policy with regard to emergency evacuation & Lockdown. Practices are conducted regularly throughout the year.

**HATS**
The wearing of broad-brimmed hats during outdoor activities is school policy. No child will be permitted to play without an appropriate broad-brimmed hat.

**HEALTH INFORMATION**
Health history and asthma medication forms need to be completed at the beginning of each school year and returned to school. These forms will be sent home at the beginning of each year.

**HOMEWORK**
Homework given by teachers is designed to reinforce work learned at school. Our homework policy is available from school office.

**INFECTIONOUS DISEASES**
The National Health and Medical Research council determines the periods of exclusion in relation to infectious diseases. These are available from school if required.

**INTERVIEWS**
A teacher or parent may request an interview at various times throughout the year if any concerns arise. If you wish to discuss any matters concerning your child’s progress, please don’t hesitate to arrange an appointment with the school.

**JEWELLERY**
Watches are permitted. Children with pierced ears should wear sleepers or studs. All other jewellery is not permitted.

**LEGAL ISSUES**
Children involved in custody disputes sometimes involve the school in legal issues. Our direction is that we must release the child to the person/parent who delivered or released him/her to us that particular morning. It is also important to realise that just as you have rights, so to does the teacher, and the child. Cooperation, thoughtfulness and an appreciation of each other’s rights will prevent incidents developing into legal problems.
LIBRARY
All children visit the school library once a week with their class to borrow and return books. Children are encouraged to use the library for individual research. The school is visited by the Banana shire mobile library on a fortnightly basis. Children are required to apply for a library card from the mobile library as students without a library card will no longer be able to access the mobile library. Books misplaced are the sole responsibility of the parent/guardian.

LOST PROPERTY
This is kept at school. To assist in locating the owners of lost property please ensure all items are marked clearly with the student’s name.

MEDICATION
Students bringing any medication to school must report to a staff member with the medication together with written and signed instructions from parents. All medication must be in the original packaging with prescription label attached. Parents must complete a permission form available at the office.

No Panadol, bandaids or over the counter cough medicines may be administered in state schools.

MONEY COLLECTION
All money brought in by the students for educational and non-educational purposes must be handed in to the office. Please ensure the child’s name, amount and purpose is clearly written on the envelopes provided.

NEWSLETTER
To keep parents and the community informed of the various aspects of the curriculum and the day to day school activities, a school newsletter is published. This is issued to the eldest in the family at the school every second Thursday. Newsletters will be emailed to parents who have provided their email addresses.

PARENTAL INVOLVEMENT
Parental involvement in the school is encouraged. Suggested involvement includes assisting with classroom activities, sporting events, camps, transport, etc. It is important that when you do assist in these activities at the school that you sign the volunteer register book or Visitors Book at the office so that you are covered legally in the case of inadvertent accidents.

PARENT MEETINGS
Early in the school year a meeting is held by the classroom teacher with parents to discuss the curriculum to be covered that year, routines, parent assistance, homework, etc. This meeting helps foster clear communication between home and school and also helps establish good working relationships between parents and teachers that can only improve the educational climate for the children at this school.

RELIGIOUS EDUCATION
Religious education instruction is conducted for 30 minutes each week. It is an interdenominatal program conducted by 2 lay people. Please complete your preference in the parent notice for religious instruction in school hours. Prep students are not included in this activity.
REPORT CARDS
Reports cards follow the state wide framework which reports on all Key Learning Areas (KLA’S). Assessment is undertaken on a continuous basis throughout the year. Official written reports are issued at the end of each semester. However, teachers are available for interviews at any stage throughout the year.

SPORTS HOUSES
The school is divided into two houses: DAWSON - RED
CALLIDE - BLUE
Upon enrolment, each student is assigned a house.

SWIMMING
Swimming is conducted in Terms 1 and 4. These lessons are compulsory. It is necessary for all students to pay an admission fee to the pool and a small contribution to cover the transport costs.

SPECIALIST STAFF
Specialty teachers such as a Guidance Officer, Speech/Language Therapist, Occupational Therapist, Advisory Visiting Teacher can be accessed through the school on request.

Physical Education and Music teachers attend the school once a week. LOTE lessons are conducted over the phone twice a week. All children receive Physical education and Music lessons while the year 5, 6 and 7 students participate in either LOTE or intercultural studies. A learning support teacher provides assistance for students with specific learning difficulties.

UNIFORMS
Uniforms for boys and girls can be ordered through the P&C contact person is Kirsty Curtis.

Unisex Uniforms
1. The school’s formal uniform is a Gold and green stretch knit T-shirt, with emblem cloth patch.
2. Boys and girls both wear bottle green shorts. Girls may also wear green skorts or pleated skirts.
3. Students are required to wear a wide-brimmed bottle green hat.
4. Sports uniforms consist of a shirt in the students team’s colour either red or blue.
5. All students are required to wear enclosed footwear at all times. Strictly No thongs, heeled, sandals or open toed shoes.
6. During the colder months students may wear bottle green track pants and tops a Mt Murchison jacket is also available.

VISITORS
All visitors need to sign in through the Administration Building.