



Morayfield State School

Parent Handbook



School Office: (07) 5431 6222

Absence Line: (07) 5431 6260

Email: office@morayfieldss.eq.edu.au

Website: www.morayfieldss.eq.edu.au

Facebook: [Morayfield State School](#)

Address: 196-230 Morayfield Road
Morayfield QLD 4506
PO Box 649

Office Hours: Morayfield QLD 4506
8:00am – 3:00pm (Mon-Fri)



Dear Parents and Caregivers,



I proudly welcome you to Morayfield State School. Our school motto “***Aim High***” underpins our school vision; “***To provide a safe, respectful learning community achieving success through positive relationships.***” By working together we can achieve this goal for your child.

At Morayfield State School we recognise and celebrate diversity while maintaining high expectations in curriculum development and delivery, student academic achievement and behaviour thus ensuring that our school is a great place for your child to learn.

You will find all our staff friendly and helpful. All our staff are committed to ensuring that your child is provided with challenging, motivating learning experiences which support and extend them to reach their potential.

We have high expectations of our students’ behaviour and by working together we can ensure that your child will achieve their very best.

If you have any questions or concerns please don’t hesitate to ask your child’s teacher, ring the friendly office staff, your student’s year level deputy or myself. We will answer your questions and together we can solve any issues that may arise. I ask that you make an appointment when possible so that way we can be prepared and give you the time that you require.

I look forward to working with you and your family.

Kind regards

Rebecca Jones
Principal

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Our School

Morayfield State School's purpose is to provide a learning community whose members actively participate in and shape the academic, cultural, social and physical life of community members.

Morayfield State School provides quality education in a caring, supportive learning environment. Children are given every opportunity to develop to their full potential so they may confidently take their place in society.

Morayfield State School develops students who are:

- knowledge workers who can work with knowledge in creative, critical and innovative ways
- confident individuals who can interact with others, act autonomously and manage themselves and
- active and responsible citizens who can work with communities and manage the rights, responsibilities and duties of citizenship.

The school community is committed to continuous improvement, high standards and expectations, a safe and disciplined environment and a 'futures oriented' curriculum.

Vision and Values

Vision: *To provide a safe, respectful learning community achieving success through positive relationships*

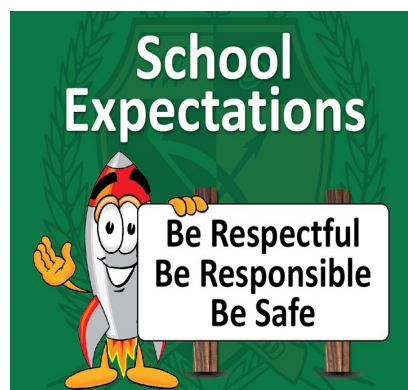
School Values: *At Morayfield State School we value people and relationships.*

Purpose: To work in partnership with students, parents and the wider community to ensure that all students receive a quality education appropriate to their individual needs in a safe and supportive learning environment

School Expectations:

Students will be:

Respectful
Responsible
Safe



2026 Calendar

SCHOOL RESUMES Monday 27 January, 2026

Term 1: Monday 27 January— Thursday 2 April

Term 2: Monday 20 April — Friday 26 June

Term 3: Monday 13 July—Friday 18 September

Term 4: Tuesday 6 October —Friday 11 December

Special Holidays:

Australia Day: Monday 26th January

Good Friday: Friday April 3rd

Easter Monday: Monday April 6th

ANZAC Day: Saturday April 25th

Labour Day: Monday May 4th

RNA Show Holiday: to be confirmed

King's Birthday: Monday 5th October

Enrolments

When enrolling your child, you will be required to meet with an Administrator who will outline some key aspects of the school routines and procedures along with student expectations.

In 2026 children born between:

Prep - 1st July 2020 and 30th June 2021

Year 1 - 1st July 2019 and 30th June 2020

Year 2 - 1st July 2018 and 30th June 2019

Year 3 - 1st July 2017 and 30th June 2018

Year 4 - 1st July 2016 and 30th June 2017

Year 5 - 1st July 2015 and 30th June 2016

Year 6 - 1st July 2014 and 30th June 2015

Book List

When enrolling a student at Morayfield State School please supply the book list resources for your child. These items are necessary to help your child perform to the best of his/her ability. It would be appreciated if you would ensure that these items are provided on the first day your child attends our school. Book list items can be purchased from any shop or stationery

Uniforms – School Dress Code



Morayfield State School

Dress Code Policy

The Morayfield State School Uniform has been designed and adopted by the P & C Association. A consistent presence of the school's full uniform is a very powerful way to create a sense of pride in the school. The school uniform readily identifies children when travelling to and from school and on outside school activities such as excursions and school sport.

The P & C Association of Morayfield State School supports a Student Dress Code Policy as it promotes the objectives of the Education (General Provisions) Act 1989, and in particular that it:

- Promotes a safe environment for learning by enabling ready identification of students and non-students of the school
- Promotes an effective teaching and learning environment by eliminating the distraction of competition in dress and fashion at the school
- Promotes a supportive environment at the school by fostering a sense of belonging
- Fosters mutual respect among individuals at the school by minimising visible evidence of economic, class or social differences
- We are proud of our students and our school. Our children will develop this pride by the full time wearing of uniforms.
- All students are expected to wear school uniform every day
- Uniforms are to be worn on all excursions unless specifically notified otherwise
- It is expected that all students will wear a bottle green wide brimmed school hat at all times during playtime and external activities including before and after school
- Students must wear appropriate shoes or joggers
- Parent cooperation in supporting the Dress Code Policy is greatly appreciated

PLEASE NAME ALL ITEMS OF CLOTHING

The Dress Code is described precisely. Additions, omissions, approximations and any kind of variation are not permitted. Doubts about variations to the Dress Code can be settled by consulting the Principal.

Uniforms are purchased from the QKR app and collected from the administration office.



Uniforms	
• Polo Shirt—Bottle Green & Gold with school logo • Bottle Green Shorts with school logo • White or dark green socks • Closed in shoes (e.g. shoes of sneakers) • Bottle green jumper/school jacket • Bottle Green track Pants • Reversible School Hat with logo	• Polo Shirt—Bottle Green & Gold with school logo • Bottle Green Shorts or Skort with school logo • White or dark green socks • Closed in shoes (e.g. shoes of sneakers) • Bottle green jumper/school jacket • Bottle Green track Pants • Reversible School Hat with logo
Hair must be clean, neat and in an appropriate, conservative style. Hair that is shoulder length or longer MUST be tied back with green ribbons, scrunches or clips. Hair is not to be dyed unnatural colours. Jewellery is limited to watches and sleepers/stud earrings only. Other piercings, make-up and fingernail polish are not permitted. Facial piercing—No facial piercing is acceptable (even if it is covered). Body Art—No visible body art.	

QParents

Morayfield State School is a QParents school; we encourage families to register for this application.

Department of Education and Training

Your child's educational
journey in your hands

QParents

Access your child's student information online and
stay connected to your school.

Anywhere, anytime:



report cards and assessment



timetables and class times



attendance records



invoice and payment details



online payments and much more



Visit qparents.qld.edu.au

Register online for QParents then scan to download the free iPhone app



DAILY ROUTINE / BELL TIMES

Your child has a better opportunity to succeed if they arrive at school on time to prepare for the school day.

TIME	ALLOCATED TIME	ACTION
8.25 - 8.30am	5 mins	Transition to Class
8.30 - 10.30am	2 hours	Instruction
10.30 - 11.00am	30 mins	Play
11.00 - 11.10am	10 mins	Eating
11.10 - 1.10pm	2 hours	Instruction
1.10 - 1.40pm	30 mins	Play
1.40—1.50pm	10 mins	Eating
1.50 —2.40pm	50 mins	Instruction

OUT OF HOURS SCHOOL CARE

PCYC operates our out of school hours care (OSHC) centre and offers before and after school care as well as vacation care programs. Our Centre is situated in 'The Place' next to the hall and has access to play areas and is very well-resourced. OSHC provides our students with healthy snacks and a wide range of interesting and engaging activities. Enrolment forms are available from the PCYC outside school hours care coordinator on 5495 7143 or email address morayfieldsac@pcyc.org.au.

Before school care: 6:30 am – 8:40 am

After school care: 2:40 pm – 6:00 pm

Pupil free days: 6:30 am – 6:00 pm

Vacation care: 6:30 am – 6:00 pm

EARLY ARRIVAL AT SCHOOL

Children should not arrive at school prior to 8:00am. If children arrive at school before 8.00am, they are expected to attend Out of Hours School Care Program. Students arriving at 8.00am remain in the covered areas near the tuckshop and under the Computer Lab until the music plays directing them to class. Parents are encouraged to ensure their children arrive at school by 8.30am, if a student arrives after 8.30am, they are required to be accompanied by a parent to the office and collect a late slip.

EARLY DEPARTURE FROM SCHOOL

Parents/carers who wish to collect their child / children from school **prior to 2.40pm** must first report to the office to sign the child/children out. Students will then be called to the office from their classroom once parent has arrived at the office. Administration staff are encouraged not to interrupt children's learning time, by making announcements over the PA system. Parents/carers are to remain at the office and await the learner.

LATE ARRIVAL AT SCHOOL

Children who arrive at school **from 8:30am, must** report to the office to collect a late slip **before** going to their classroom. As per Qld Government regulations parents/carers are required to accompany their child/ren and advise the reason for the late arrival.

Behaviour Management Process

Morayfield State School is a Positive Behaviour for Learning (PBL) school. PBL is a decision making framework that guides selection, integration and implementation of the best evidence-based academic and behavioural practices for improving academic and behaviour outcomes for all students.

Our school's vision is to demonstrate a commitment to forming a respectful, safe and welcoming community which ensures students are equipped with the social and behavioural skills necessary to be successful learners and ultimately, successful citizens.

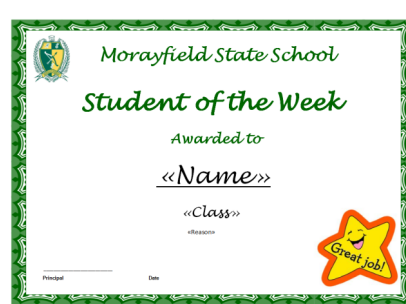
Behaviour management is a process which is used to define limits, clarify standards, protect the rights of the individual as well as the rights of the group, and reinforces the concepts of respect for learning, self, others and property. The key principles underlying the use of any practice are consistency, follow-through, consideration for individual circumstances, and a focus on the explicit teaching of expectations. The long term goal is to promote self-management and independence. Students must be encouraged to accept responsibility for their choices, their behaviour and the consequences of their behaviour.

Acknowledgments

Morayfield State School has a school wide focus on explicitly teaching behavioural expectations and a system to acknowledge students who are consistently demonstrating appropriate behaviour. This system includes:

“**Rockets**” - given to students who demonstrate appropriate behaviour in line:

- with our ‘School Expectations”. **Celebrations** are awarded as students achieve set levels.
- **Certificates** - Handed out at weekly assembly.
- **Principal’s morning tea** – students who have continually demonstrated a high level of behaviour are invited to morning tea with the Principal.
- **Daily Attendance Draw** — Daily entry for students who arrive in class ready to work prior to role marking.



Consequences

In alignment with The Code of School Behaviour – which can be located on the school website www.morayfieldss.eq.edu.au; individual circumstances, actions of the student and the needs and rights of school community members are considered at all times. Please refer to the school's Responsible Behaviour Plan for more specific information regarding behaviour management processes and support. A brief outline has been provided:

Bullying Policy

Morayfield State School has a zero tolerance policy on physical fighting and swearing others, causing offence. For students who demonstrate any of these behaviours suspension will be a considered response for these and other level 4 behaviours.



at

Parent and Community Behaviour Expectations

The Department of Education, Training and Employment is committed to ensuring that every day, in every lesson, every student in state schooling is learning and achieving within a safe, supportive and disciplined learning environment. Schools promote a positive and inclusive school community that affirms the rights of all members of the school community to feel safe and be safe at school. Schools recognise the reciprocal relationship between academic success and social behaviour.

The Department of Education, Training and Employment is committed to taking all reasonable steps to provide a safe environment for staff, volunteers, students, parents and visitors at State educational institutions. To do this, everyone works together and adopts a whole-school approach to promote positive behaviour and learning – this is our school's Responsible Behaviour Plan.

Parents are expected to:

- Develop a shared understanding of behavioural expectations and actively seek parent and community participation in the development of the school's behaviour plan.
- Engage in regular positive, respectful interactions with family and community members such that positive, respectful, and valued relationships are established.
- Communicate clearly the school's expectations for student behaviour to students.
- Engage as partners to support their child's learning and behaviour. To engage in provided opportunities to enhance their skills to positively support behaviour success at school.

At Morayfield State School we value and embrace the concept of home and school working together in the best interest of each student. It is through shared accountability and effort that the best social, emotional and academic support can be given to each individual student.

Wilful disturbance is considered as:

- (i) a person wilfully disturbs the good order or management of a state educational institution, or
- (ii) a person insults an officer of a state educational institution in the presence or hearing of a student of the institution who is in or about the school premises, or assembled with others for educational purposes at, or in, any place.

If such a situation occurs then the Principal may:

- Give a person a written direction (a good behaviour direction) for a period of up to 30 days after the direction is issued, about the person's conduct or movement at the state instructional institution, if the direction is necessary:
- to ensure the safety and wellbeing of other persons lawfully at the premises
- to prevent or minimise damage to the premises or to property at the premises;
- to maintain good order at the premises
- for the proper management of the institution
- Unacceptable behaviour not occurring on school premises may also be taken into account by the Principal when considering giving a written good behaviour direction. Behaviour, such as threatening or nuisance telephone calls, e-mails and social media commentary/posts may be referred to external agencies, such as the police or a telecommunications provider for action, but may also be taken into account for the purposes of deciding if a direction is necessary to be given for the reasons outlined above.

Social media and the school community

This guide offers some information to parents and caregivers about how to use social media in relation to comments or posts about their school community.

The internet, mobile phones and social media provide wonderful opportunities for you to network and socialise online. While these technologies provide positive platforms for sharing ideas, they also have the potential to cause pain and suffering to individuals, groups or even whole communities.

Just as you would discourage your child from behaving inappropriately online, it's important to remember that sometimes negative comments that parents and caregivers post about their school community have a greater impact than expected.

Reputations of teachers, schools, principals and even parents can be permanently damaged — and in some cases, serious instances of inappropriate online behaviour are dealt with by police and the court system.



Being aware of a few simple strategies can help keep the use of social media positive and constructive:

- Before you post something online, ask yourself if the community or individual really need to know. Is it relevant, positive and helpful?
- Remember that what you post online is a direct reflection of who you are. People will potentially form lasting opinions of you based on what you post online.
- Be a good role model. If things get heated online consider logging out and taking a few moments to relax and think. Hasty, emotive responses could inflame situations unnecessarily.
- Be mindful when commenting, try to keep general and avoid posting anything that could identify individuals.
- A few years ago parents may have discussed concerns or issues with their friends at the school gate. Today with the use of social media, online discussions between you and your close friends can very quickly be shared with a much wider audience, potentially far larger than intended.
- Taking a few moments to think about the content you are about to post could save upset, embarrassment, and possible legal action.
- As a parent you have a role in supervising and regulating your child's online activities at home and its impact on the reputation and privacy of others. Parents are their child's first teachers — so they will learn online behaviours from you.



Is it appropriate to comment or post about schools, staff or students?



MORAYFIELD STATE SCHOOL



ACHIEVING SUCCESS AND BEING A LEARNER LOOKS LIKE...

	All Areas	Learning Time	transitions	Break Times	Toilets	Before and After School
Be RESPECTFUL	- I use manners - I take turns and co-operate - I use equipment appropriately - I use whole body listening - I use kind words - I use kind actions - I respect our school environment - I maintain a distance from assistance dogs	I respect others' learning	I walk in two straight, silent lines	- I wait patiently at the tuckshop - I play fairly	- I use toilets sensibly - I use the toilets for toilet business only	I stay on the footpaths when walking to and from school.
Be RESPONSIBLE	- I follow instructions first time, every time - I am in the right place, at the right time - I use the High 5 strategy - I ask for help - I am ready for learning - I try my best	I participate in activities		- I eat my own food - I use the drink taps appropriately	I use the toilets at the appropriate time	- I hand in electronic devices to the office before learning time - I sit in the undercover area before school - I sit and wait to go home in the correct area
Be SAFE	- I keep my hands and feet to myself - I report damage to school facilities - I wear the correct school uniform including sun safe hat and enclosed shoes - I am cyber safe - I keep my bag in the bag racks	I ask for permission before I leave the room and use a lanyard	I walk when moving through the school	- I sit down while eating - I place rubbish in bins - I wait before entering oval/playground		- I cross at the pedestrian crossing and follow the directions of the crossing supervisors - I go directly to and from school - I walk bikes and scooters through the school grounds

Specialist Lessons

Students participate in a range of specialist lessons including Physical Education and The Arts. Year 5 and 6 students also participate in Japanese classes each week. Instrumental music is also offered to students in Year 4, 5 & 6. As part of our inclusive approach Specialist Teachers support Class Teachers to meet the diverse and individualised needs of all students.

Advisory Visiting Teachers (AVT)

To support students with disabilities, our school has access to a range of specialist teachers who attend our school including AVTs supporting students with disabilities and work with teachers and students to meet individual learning needs to improve student achievement for Physical Impairment, Hearing and Vision Impairment.

School Routines

Assembly hall. Parents / carers are invited to attend assembly to celebrate our students' success with us and to keep informed of school life generally, Assembly occurs on a Friday morning at 8.40am. P/1/2/3 are on the odd weeks and 4/5/6 are on the even weeks.

Compulsory Attendance – EVERY DAY COUNTS

Regular attendance by each child is necessary for satisfactory academic progress to be made. Parents must assume the responsibility for the regular attendance of their children.

So that regulations under the Education Act are followed, parents are requested to provide a note of explanation or telephone the school on our absence line **5431 6260** with an explanation regarding the child's absence. In the event of un-notified absences, parents will receive an automated, system generated text message requesting notification/confirmation of student absences. This is a mandatory process that is required to be implemented in all Qld State Schools to ensure student protection. In the event of your child is absent for a period of 3 days without explanation, an absence letter with initial concerns of attendance will be posted home followed by the necessary procedures to ensure attendance. Where an unsatisfactory explanation of absenteeism is received from the parents/carer and truancy is apparent, the matter will be reported to the appropriate authorities.

We monitor unnecessary absenteeism and late arrivals carefully to ensure a student's opportunity to learn is not impaired by truancy.



Morayfield State School

Every Day Counts

Attendance Target - 95%

Special points of interest:

- Queensland state schools operate for approximately 200 days each year.
- Students are expected to attend school on every one of those days unless there is a reasonable excuse.

For further information and support
Talk with your school about your child's attendance or any support you may need.

Visit the Department of Education, Training and Employment's website:
www.education.qld.gov.au/everydaycounts

School Phone:

5431 6222

School Absence Line:

5431 6260

Parent Responsibilities

Research demonstrates the importance the family plays in encouraging a child's regular attendance.

Parents/carers are responsible for the following:

- Getting their children to and from school, and on time. Children should be arriving at school by 8:30 a.m.
- Children should attend school every day that instruction is offered unless there is a valid reason for being absent (illness, serious family matters and important appointments).
- Parents/ Carers must provide the school with an appropriate explanation for non-attendance either by phone or note
- Parents/Carers must notify the school when there will be extended absences, providing reasons for the absence.
- Attending meetings and working in partnership with the school personnel to address issues of poor attendance

Frequently Asked Questions

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

- Yes – Parents must let the school know the reason for the absence, if not beforehand, then within two days of their child's return to school.

Can I take my child out of school for family or social occasions?

- No – You should arrange leisure activities, visits to family and friends and shopping trips outside of school hours.

Does the occasional day away from school really affect my child's education?

- Yes – Research shows that in Queensland, higher student attendance is associated, on average, with higher student achievement.

What should I do if my child refuses to go to school?

- Contact the school as soon as possible for advice and support.

If your child misses	That equals	Which is	and over 13 years of schooling that's	Which means the best your child might perform is
1 day per fortnight	20 days per year	4 weeks per year	Nearly 1.5 years	Equal to finishing in grade 11
1 day per week	40 days per year	8 weeks per year	Over 2.5 years	Equal to finishing in grade 10
2 days per week	80 days per year	16 weeks per year	Over 5 years	Equal to finishing in grade 7
3 days per week	120 Days per year	24 weeks per year	Nearly 8 years	Equal to finishing in grade 4

Exemptions from Compulsory Schooling and Compulsory Participation - Information for Parents and Students

What is an exemption and why do I need it?

Every parent of a child of compulsory school age or a young person in the compulsory participation phase has a legal obligation to ensure their child is enrolled and attending school or participating in an eligible option.

Parents are required to apply for an exemption when their child cannot attend school, or participate in compulsory schooling for greater than 10 consecutive school days.

Situations where an application for an exemption may be made include:

- Illness
- Family reasons
- Cultural or religious reasons

Applying for an exemption

You are encouraged to discuss whether an application for exemption is a suitable option, with your child's year level deputy principal.

The school will provide you with an 'application for exemption' form to complete prior to your child's absence. It is important that all supporting documentation is attached to the application.

If your child is exempted from compulsory schooling, you are excused from your obligation in relation to compulsory schooling or compulsory participation.

The school principal is not responsible for providing an educational program to your child; however they may provide advice on other educational options available.

Who decides to grant or not grant an exemption? For state school students:

Decisions about exemptions are made by the principal of the school the student attends.

If you are not satisfied with the decision made, you can make a submission for the decision to be reviewed.

Sports Carnival Day

The school holds its Sports Day usually in June/July every year. All children are expected to participate. Children are asked to wear their sport house colours on the day.

The school is divided into four (4) houses, each being named by the surname of distinguished Australian sporting identities.

The house names are:-

Elliott (green)

Cuthbert (red)

Jackson (yellow)

Clarke (blue)

All members from the same family are allocated to the same house

Herb ELLIOTT - Herb Elliott, an Australian runner, was never beaten over a mile or 1500m. He ran the four minute mile 17 times in the two years 1960-61. In the Rome Olympics he won the 1500m race in 3 minutes 35.6 seconds.

Betty CUTHBERT - Betty Cuthbert was an outstanding Australian sprinter. She was often called the 'Golden Girl' because she won so many medals.

Marjorie JACKSON - Marjorie Jackson, an Australian sprint runner often called the 'Lithgow Flash', was the first Australian woman to win an Olympic gold medal.

Ron CLARKE - Ron Clarke was one of Australia's outstanding long distance runners. It was said that he did not break records – "he smashed them". Between 1963 and 1968 he broke 17 world records and 25 Australian records.

Payments

All payments to the school are now made using the Qkr app. This includes all tuckshop, uniforms, excursions and student council fundraising.



masterpass

For quicker, hassle-free school payments, try Qkr! today

Introducing Qkr! (pronounced 'quicker') by Mastercard, the secure and easy way to order and pay for school items from your phone at a time and place that suits you.

With Qkr you can:

- Order and pay for your child's lunches, reducing the need to bring cash to school;
- Pay for a variety of school items;
- See your receipts on the app and get them sent by email if required.



Getting started is easy - try it yourself today

Step 1 Download Qkr!

on your Android phone or iPhone. iPad users can download iPhone app



Step 2 Register

Select your Country of Residence as 'Australia' and follow the steps to register

Step 3 Find our school

Our school will appear in 'Nearby Locations' if you're within 10kms of the school, or search for our school by name.

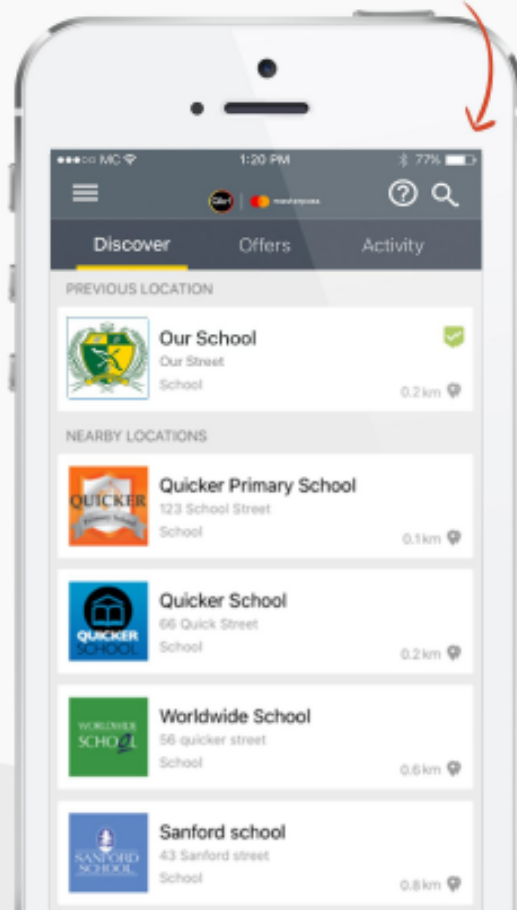
Step 4 Register your children

When first accessing our school you will be prompted to add a student profile for your child. This allows you to make orders and payments for them.

If you have made a purchase you can select our school from 'Previous Location'

If you're within 10 kms of the school, you can select our school from 'Nearby Locations'

Search for our school name



Morayfield State School —Excursion/Incursion and Camp Policy & Procedures: Parent Information

Introduction

School excursions and Incursions enhance students' learning by providing the opportunities for students to participate in curriculum-related activities outside the normal school routine.

Appropriately planned camps, excursions and incursions greatly assist the students to understand the community in which they live. They provide students with the opportunity to experience different environmental settings and learn new skills from first-hand experience in these settings. They also offer the opportunity for students to interact with their teachers and peers in a setting which is different from the classroom.

School camps and excursions at Morayfield State School will occur as part of the school curriculum. They will form part of a sequential program designed to enhance the school curriculum and provide students with experiences and activities relevant to the academic and personal development.

Overarching Principles:

All camps and excursions require thorough preparation to ensure issues of curriculum suitability, risk management and program negotiation including costing are all addressed. The following principles will guide the preparation for these events.

Documentation:

- Parents and Carers to be given at least one term's notice prior to camp. The camp organiser will provide a timeline for payments and documentation.
- Parents and Carers to be given at least one month's notice prior to any excursion.
- All approvals must be completed prior to an approved parent letter is sent home.
- All families are to be given sufficient time to make payments for camps and excursions. Parents will be sent notices before the excursion or camp outlining the program intent, the payment schedule and a final payment date.
- Use of private vehicles is to be discouraged. However, this may be unavoidable at times. If private vehicles are to be used, the Principal should be satisfied those vehicles are insured, registered and reliable and that the driver is licensed adequately for the type of vehicle. Documentation (owner insurance and licence, parent/carer permission) for use of private vehicles to be completed prior to the event.

PAYMENT:

- **All payments must be paid in full by the due date** stated on the permission form, for students to attend.
- All documentation must be received **1 week prior** to the departure date.
- For parents experiencing financial difficulties, payment plans are offered to ensure payments are paid in full by the due date. Payment plans can be organised through the relevant Deputy Principal or Business Manager.

Refunds:

- If a student is unable to attend the excursion/incursion or camp due to special circumstances or illness, parents and carers may request a refund in writing within 7 days, by completing a refund form from the office. The amount refunded will depend on the costs already paid by the school, and the amount non-refundable by the external provider or camp.

Responsibilities of the parents before the excursion

- Parents chosen to accompany students may be selected according to the expertise they have relevant to the planned activities. Consideration may need to be given to gender balance and parent/student relationships.
- The focus and purpose of parents or carers attending is to support the supervision, not to attend to spend the day with their child.

ATTENDANCE:

- Student attendance on the camp or excursion will be dependent upon satisfactory behaviour at school prior to the event. This will be determined by the class teacher, the relevant Deputy Principal and the Principal with the decision being determined up to and including the day of the event. The decision will be made in relation to the detrimental effect and hardship as well as the potential risk factors the inappropriate behaviour places upon those attending and those supervising.
- If a student is unable to complete the camp or excursion due to inappropriate behaviour, they will be returned to the school and no refund will be available under these circumstances. If a cost is incurred as a result of returning the student to the school this will be covered by the Parents and Carers not the school.
- Students will wear full school uniform unless otherwise advised.

SAFETY:

- At an appropriate time prior to camp Students and supporting adults will be given a briefing outlining the program, the potential hazards and precautions to be taken, as well as the expected behaviour of the students.
- The Camp or Excursion Co-ordinator to ensure that at least one staff member attending the excursion has their full Senior First Aide Certificate. First Aide equipment appropriate to the camp or excursion must be readily available.
- Where medication is to be administered during an excursion or whilst on camp Parents and Carers must have completed the relevant documentation and the attending staff members to ensure that the Administering Medication Record is completed.
- Buses with seatbelts are to be charted where practical and relevant to the event.
- The ratio of adults: students will be appropriate to the age of the students and the nature of the planned activities
- The Co-ordinator is to ensure there is an emergency contact available and given to the school.

Refund Policy

If a refund is required for any reason, a form can be obtained from the office. This request must be finalised within 14 days of the excursion. Refunds for children not attending excursions etc. need to be requested in writing within 7 days.

Bus Transport

Children travelling by bus are expected to comply with Department of Qld Transport's Code of Conduct. Failure to do so or persistent misconduct can result in the child having to seek an alternative method of transport. Bus transport is provided free for primary school children provided they live more than 3.2km from the nearest school. The bus companies that service our school are Caboolture Bus Lines – 5495 4744 and Kangaroo Bus Lines – 1300 287 525. Should you have any enquires regarding bus passes or services please give them a call.

Tuckshop

The Tuckshop is open from Monday to Friday, both breaks. All orders must be completed by 8:15am on the morning of your order being required. We cannot accept cash or late or cash orders.

Visitors and Volunteers

All visitors and volunteers are to present at the administration office and sign in and out on the school iPad. A visitor's lanyard must be worn while on the school grounds.

Parents/carers who wish to volunteer in classrooms or the tuckshop during the school day are most welcome. All volunteers must have a 'working with children' blue card, applications are available at the office. Regular volunteers must read through the mandatory training – key message guide prior to assisting in class or in the tuckshop.

Chaplaincy Program

Our school community provides a program of Chaplaincy services which is available to some students over a couple of days per week. Chaplaincy services are an additional program which operates with the endorsement of the school's Parents and Citizens Association. The chaplain is involved in the following activities which happen at this school: targeted social groups, lunchtime activities and general visits to the classrooms.

Playgroup

Playgroup operates 8:40am to 9:40am on Wednesday morning's from Week 3 to Week 9 of each term. Please check our school Facebook page weekly for updates. Please contact the office if you have any queries or are interested in joining. All children aged between 0 -5 are welcome.

Custody Issues

On occasion we may have to act on custody information held in our confidential school files. It is vital that this information remains current and is supported by appropriate documentation. If a change occurs regarding the custodial care of your child/children, please report this to the office in person. It is essential that both the Principal and class teacher are informed when concerns surround custody issues so that appropriate action can be taken by the school if necessary. Please provide appropriate documentation for files.

Dogs

Government policy bans dogs from school grounds, therefore dogs are not permitted at any time, and this includes being tied to the school fences or gate areas.

Facilities

The facilities span over one hundred and forty years from the original school building to more modern structures. The structures offer scope for a range of teaching and learning styles from co-operative teaching spaces to single classrooms. The school reserve contains an area of bushland and wetland with an established koala population.

The School has exclusive access and use of the Council oval on Caboolture River Rd during school hours and as such, is off limits to the general public during these hours.

Library Book Borrowing

All students are encouraged to borrow resources from the school library. Students will not be permitted to borrow resources without a library bag. Lost or damaged resources must be paid for by the parent / carer before borrowing can recommence.

Lost Property

Each year the school accumulates lots of lost property. It is suggested that all items of clothing, especially hats, jumpers and lunchboxes are clearly marked with your child's name. Inquire at the office for lost items such as watches, wallets and jewellery. Items not collected at the end of each term are donated to a charity organisation. The Lost Property area is situated outside the Chaplain's room.

Mobile Phone and other Electronic Devices Policy

Mobile phones may be brought to school but must be switched off and signed in to the office on arrival at school. Mobile phones are not to be used during school hours. All other electronic devices are not permitted at school, including tablets and iPods.

Mobile phones are brought to school at their owner's risk. The school will accept no liability for any loss, theft or damage to mobile phones that have not been signed in to the office or for any other devices.

This policy also applies to students during school excursions, camps and extra-curricular activities.

Money, Toys and Valuables

Students are discouraged from bringing money, mobile phones, electronic games, valuables, toys, cards (pokemon cards) and sporting equipment to school. The school will not accept any responsibility for the damage or loss of money or personal items.

Scooters, Skateboards and Bikes

Scooters, skateboards and bikes must be locked up in the bike rack compound on arrival at school. Scooters, skateboards and bikes are not to be ridden on school grounds. The bike rack compound is locked between 9am and 2.30pm and it is recommended that students use a lock to secure their scooter, skateboard or bike. These items are brought to school at owners own risk.

Newsletters

Our school newsletter is called the “Morayfield Messenger” and it is electronically distributed on Wednesdays every week to families who have registered their email address upon enrolment with the school. The newsletter is an excellent opportunity for us to keep in touch with the school community on events happening in and around our school.

Pedestrian Crossing / Parking /Road Safety

The Caboolture River Road crossing is serviced by a Crossing Supervisor. She/he is a trained person who is responsible for the safety of all persons using the crossing.

- Before crossing the road, please ensure that you and/or your children wait until the whistle is blown and follow the supervisor’s directions at all times.
- Bikes are not to be ridden across the pedestrian crossing or at the traffic lights.
- Please obey all parking signs in and around car parks.
- No double parking at any time.
- Do not park in the emergency entrance to the oval.

Smoking

Government regulations state that smoking/vaping is **NOT PERMITTED** on school premises or within 5 metres of the school fence line.

MEDICAL MATTERS

School Health — Minor Injury and Illness

Minor injuries and illnesses are treated by staff members with current First Aid qualifications. In the event of serious injury or illness an ambulance will be called. It is therefore essential that you are diligent in providing the school administration with up to date contact phone numbers. If the parent/carer is not contactable, emergency contacts will be called.

Parents/carers will be advised by phone if their child is sick or injured and will be asked to collect their child from the first aid room in the SEP Building as soon as possible. If the parent/carer is not contactable, emergency contacts will be called. Please do not send your child to school if there are any concerns that he / she is not well before leaving for school.

Time Out

Keeping your child and other kids healthy!

The best way to prevent the spread of germs is to get your kids to wash their hands often, even when they feel well.

Keep your child at home if they have any of the following:

- fever (temp over 37.5°C)
- stomach ache with vomiting
- stomach ache with diarrhoea (3 or more times in 24 hours)
- cough with fever
- body sores or rash with fever
- sore eyes with pus or thick mucus
- sore throat with fever
- no appetite, are tired, pale, cranky, or not feeling well.

Viral illnesses are often contagious **BEFORE** your child shows any symptoms of being sick.

Working with your early childhood education centre or school

Your child care centre, kindergarten, preschool or school is required by law (*Public Health Act 2005*) to exclude children with certain infectious diseases until the child is well and/or has been cleared by a doctor to return to care/school.

Exclusion protects children from getting diseases from a sick child.

Exclusion rules will help your own child to stay healthy.

Keep surfaces and toys clean.

Gastroenteritis occurs often in young children. It is highly infectious and can be passed from person to person very easily.

What to do if your child has gastro:

- Look after your child at home.
- Keep your child away from other children until the diarrhoea has stopped.
- Your baby or child is infectious so wash your hands well with soap and warm water, particularly before feeding and after nappy changes.

Your child cannot return to care for at least 24 hours or longer for some gastro illnesses.

Take your child to the doctor if you are worried.

Reference: Royal Children's Hospital Melbourne – Kids Health Info Gastroenteritis (gastro) www.rch.org.au/kidsinfo/fact_sheets/Gastroenteritis_gastro

Head Lice

Head lice are not a disgrace. Any child or adult can become infected. This usually happens through close contact of heads or by sharing items such as combs, brushes, hats etc. Parents will be advised if a student is suspected of having head lice and asked to treat accordingly. In severe cases, parents / carers will be asked to collect the child from school. Information on the treatment of head lice is available from the school office.

The school office can organise a head lice letter to be sent home to a specific class or year level when notified.

Dental Service

The school is serviced by a Mobile Dental Clinic which is staffed by Dental Therapists and Dental Nurses. The dental treatment by the clinic is free. The contact number for the Metro North Health Service District Oral Health Call Centre is 1300 300 850.

CONDITION	CASES	CONTACTS
Chicken Pox (Varicella and Herpes Zoster and Shingles)	Exclude till fully recovered or at least 5 days after the eruption first appears. Note: some remaining dried scabs are not an indication for continued exclusion.	Any child with immune deficiency (eg leukaemia or receiving chemotherapy) should be excluded for their own protection. Otherwise not excluded.
Conjunctivitis	Exclude until discharge from eyes has ceased.	Not excluded.
Diarrhoea (Rotavirus, Giardia, Salmonella)	Exclude until diarrhoea has ceased.	Not excluded.
Glandular Fever	Exclusion is not necessary.	Not excluded.
Hand, Foot & Mouth Disease	Exclude until all blisters have dried.	Not excluded.
Hepatitis A	Exclude until receipt of a medical certificate of recovery but not before 7 days after the onset of jaundice.	Not excluded.
Hepatitis B	Exclusion is not necessary.	Not excluded.
Hepatitis C	Exclusion is not necessary.	Not excluded.
Herpes (cold sores)	Exclude if child cannot comply with good hygiene practices while sores are weeping. (sores to be covered with dressing)	Not excluded.
Human Immunodeficiency Virus infection (HIV)	Exclusion is not necessary unless the person has secondary infection requiring exclusion in its own right.	Not excluded.
Impetigo (school sores)	Exclude until appropriate treatment has commenced and sores on exposed surfaces are covered with a dressing.	Not excluded.
Measles	Exclude for at least 4 days from the appearance of rash.	Immunised children not excluded. If not immunised for up to 14 days.
Meningitis (bacterial)	Exclude until well.	Not excluded.
Meningococcal Infection	Exclude until carrier eradication antibiotic course is completed.	Not excluded. Close contacts should take antibiotic (Public Health authorities will advise)
Mumps	Exclude for at least 9 days after onset of symptoms.	Not excluded.
Parvovirus ('slapped cheek')	Exclusion not necessary.	Not excluded.
Ringworm, Trachoma Scabies, Pediculosis (Lice)	Exclude until the day after treatment has commenced.	Not excluded.
Rubella (German Measles)	Exclude until fully recovered or for at least 4 days after the onset of rash.	Not excluded.
Streptococcal infection (including Scarlet Fever)	Exclude until child has received antibiotic treatment for at least 24 hours and the person feels well.	Not excluded.
Typhoid Fever	Exclude until production of a medical certificate of recovery.	Not excluded.
Whooping cough	Exclude for 21 days from onset or until child has taken 5 days of a 10 day course of antibiotics.	Exclude unimmunised house hold contacts for 14 days after they were exposed to infection.
Worms (intestinal)	Exclude if diarrhoea present.	Not excluded.

Please note: Parents / carers / emergency contacts will be contacted and asked to collect their child from school unless the above instructions are followed.

Infectious Diseases – Exclusion from School

The table over shows the minimum exclusion periods from school based on National Health and Medical Research Guidelines (NHMRG). The guidelines within the table have been drawn up on the premise that children who have been ill with an infectious disease will not return to school until they have fully recovered.

These recommended periods are issued as a guide to schools and medical practitioners, and may be modified in individual cases as circumstances warrant. In cases of doubt or for guidance about conditions not mentioned on the list, advice should be sought from a medical officer of a health authority. The school recommends that all children should be immunised against measles, mumps, rubella, poliomyelitis, diphtheria and tetanus.

Departmental Policy – Medication

Students may require medication while they are attending school or during school related activities to manage ongoing health disorders or conditions, short-term illnesses or in response to a medical emergency.

The administration of medications to students is only to occur when there is **either**:

- medical authorisation for its administration
- it is required as an emergency first aid response.

Consent to administer medication

PLEASE NOTE:

For medication to be administered at school or during school-related activities, there must be medical authorisation for the student to have that medication, and the medication must be in its original container with intact packaging.

Examples of medical authorisation include either:

**a pharmacy label with both the student's and doctor's name on it;
a signed letter from a doctor;
a medication order from a dentist;
an Action Plan signed by a doctor or nurse practitioner.**

COMMUNITY INVOLEMENT

Parents and Citizens Associations

The Parent's and Citizen's Association is a forum for which parents can be actively involved in making decisions, supporting activities and initiatives and providing resources and facilities which make our school a better place for children to learn and play.

The constitution of our P & C Association lists the following as some of its functions:

- a) To foster general community interest in educational matters.
- b) To endeavour to bring about closer cooperation between parents, community and the staff and students of the school.
- c) To provide advice and recommendation to the principal on issues and concerns in respect of students and the general operation and management of the school.
- d) To provide or assist in the provision of financial or other resources or services for the benefit of the students of the school.

Membership is open to parents / carers of students attending the school, any other member of the community aged 18 years or over interested in the welfare of the school as well as members of the School Staff. Meetings are held in The Heritage Building and dates and times are published in our weekly school newsletter and on our school Facebook page.

School Map

Classroom locations change at the beginning of each school year and are displayed for parents with class lists on the first day of school.



