



PARENT INFORMATION BOOKLET

2024



P O Box 7196, BUNDABERG NORTH QLD 4670
14 MURDOCHS LINKING ROAD
MOORE PARK BEACH QLD 4670

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<https://mooreparkbeachss.eq.edu.au/>

WELCOME FROM THE PRINCIPAL

On behalf of our staff and students, I welcome your child and your family to Moore Park Beach State School. I look forward to your interest, co-operation and support. As a community, we look forward to a fruitful and supportive relationship where we can provide every opportunity for your child's success.

There is a great deal of school pride in our school at Moore Park Beach. We encourage all children to take pride not only in themselves, but also in their school. Moore Park Beach State School is a caring school, with high expectations in behaviour, dress and academic performance.

It is crucial that parents be aware of our school aims, beliefs, attitudes, and expectations.

Parents and carers should find all of this information presented in this booklet. Students perform to the best of their ability when the school and home environments work collaboratively. It is for this reason that the development of an atmosphere of co-operation and understanding between home and school is one of our primary positive goals.

Please see your child's teacher soon after enrolment to ensure that a positive connection is generated. This allows teachers to know the family and child's learning needs. Should there be a concern, please see your child's teacher who you will find approachable and caring.

OUR SCHOOL

Moore Park Beach State School opened in 2004 and proudly serves the community of Moore Park Beach. The school is set near a wetland and the beach of Moore Park Beach. Our school is a proud Reef Guardian school and we strive to ensure that we are environmentally friendly and leave as small an environmental footprint as possible. The school caters for Prep to Year 6 students and we encourage students to develop in all facets of their life, academically, physically, culturally and socially. We provide a well balanced curriculum that caters for all students, allowing for this progression. The Australian Curriculum is our teaching and learning priority within all Key Learning Areas. Our students compete in a variety of sports and have the opportunity to learn to play a musical instrument. We utilise PBL as a proactive behaviour management strategy. Students are recognised and rewarded for the demonstration of positive behaviours. School staff actively seek these positive behaviours and reward students with a Flipper (A turtle is our school mascot). The attainment of 75 flippers in a term leads to an invitation to attend the end of term Celebration Day. Our school focuses on three main rules; be safe, be responsible, and be respectful. These are actively promoted throughout the school. Each fortnight we highlight a particular rule to the school community which reinforces these values. Parents are encouraged to be actively involved in all aspects of school life, from classroom help, attendance at excursions and camps to helping our Parents and Citizens Association.

STAFF LIST

Principal:	Mr Tony Franklin
Administrative Officers:	Mrs Michelle Beyer Mrs Diane Bailey
Teachers:	Miss Heidi Brown Mrs Lee-Anne Irvine Mrs Nadia Kronk Mr Dean Morcom Mrs Emma Morris
Teacher Aides:	Mrs Pat Anastasi Mrs Angela MacPherson Mrs Deborah Grams Mrs Juanita Nisbet Ms Cheryl Parton
LOTE (Japanese):	Ms Christine Mc Gravey
Music:	Mrs Kathleen Cavanagh
Instrumental Music:	Mr Tony Brown
Physical Education:	Mr Andrew Martin
HOC/STLAN:	TBA
SWD Teacher:	TBA
Guidance Officer:	TBA
Chaplain	Emma Cross
Cleaners:	Mrs Denva Lloyd Mrs Anita Eaton Mr Dave Herbert
Facilities Officer:	Mr Dave Herbert

THE SCHOOL DAY

Morning Session: 8.50 am to 10:45 am
Mid Session: 11:15 am to 12:45 pm
Afternoon Session: 1:30 pm to 3:00 pm

Students are expected to arrive at school at 8.30 a.m. ALL students who arrive earlier MUST go directly to the office and wait on the seats provided in this area. No students will be on the forts or in the play area during this time.

2024 TERM DATES

First Term: Monday 22nd January to Thursday 28th March
Second Term: Monday 15th April to Friday 21st June
Third Term: Monday 8th July to Friday 13th September
Fourth Term: Tuesday, 30th September to Friday 13th December

ABSENTEE NOTES

Every day counts at our school

Our school encourages all parents and members of our community to support the State Government initiative to improve student attendance.

The program – ***Every Day Counts*** – has four key messages:

- all children should be enrolled and attend school on every school day
- schools should monitor and create ways to improve attendance in schools
- attendance is the responsibility of everyone in the community
- children may find themselves in unsafe situations if they choose not to attend or skip school.

It is expected that students attend every day. There are valid reasons for student absence and these in essence relate to illness or bereavement. Should a student be absent from school a valid reason must be provided to account for absenteeism. Should reasons for student absence be considered invalid, the school will make contact with parents and carers. Legal processes may be engaged in order to ensure student attendance is considered acceptable.

Regular attendance is necessary if pupils are to gain the greatest possible benefit from their school experience. Frequent absences have a definite negative effect on results.

As the school tracks all student absences, parents/guardians need to inform the school of reasons for absence. We encourage student absences to be emailed to absences@mooreparkbeachss.eq.edu.au or a text message can be sent to 0426 306 222 or a phone call to the office before 9.00 a.m. would be appreciated. Current Education Queensland policy requires us to contact parents and carers if your child is absent, unless the absence has been accounted for.

Early Departure and Late Arrival

Rolls are marked each day at 8.55 a.m. and then again at 1.30 p.m. If your child arrives at school after 9.00 a.m. they must go directly to the office and collect a late slip. Late arrivals will be recorded on OneSchool.

If you need to collect your child from school early you must go directly to the office and arrange for an early departure slip for your child. Students may also be signed out from the school for appointments. This can be arranged through the office.

In order to arrange this please contact the office prior to the time at which you need to leave.

ADMINISTRATION OF MEDICATION

Parents must complete an *Administration of Medication Form* for medical conditions requiring the administration of medication at school.

Parents/carers must ensure prescribed medication is provided in the original container with an **attached prescription pharmacy label**. This constitutes a medical authority, and includes:

- o student name
- o dose
- o time the medication is to be taken
- o other relevant directions for use e.g. whether medication is to be taken with food.

HEALTH PLANS

Individual and Emergency Health Plans

An Individual Health Plan (IHP) provides daily guideline for the management of a student's health condition and may contain instructions concerning the medication regime. The plan is to be completed by school staff, in consultation with the parent/carer, student, medical and other health professional. Individual Health Plans for Anaphylaxis or Asthma are required to be completed and signed by the medical practitioner.

An Emergency Health Plan (EHP) provides clear step-by-step directions of how to safely manage a predictable medical emergency, specific to certain chronic health conditions and the correct use of emergency (rescue) medication.

Students with more complex requirements may require individual and/or emergency health plans developed by appropriately qualified health professionals.

Staff regularly receive First Aid training and regularly update their skills.

The following information, provided by the medical practitioner where applicable, should be included in the plan:

- telephone numbers for parent/carer, medical practitioner and ambulance
- requirements - medication, dosage, when and how medication is administered
- triggers, reactions, warning signs and symptoms of a possible emergency
- instructions from a medical practitioner regarding emergency first aid treatment
- guidelines allowing for planning for specific activities such as swimming, sport, outdoor education, camps and physical education.

These plans should be reviewed annually, signed by a parent/carer and revised when medication and/or students health status change. Teachers, parents/carers, medical practitioners, appropriately qualified health professionals and, where appropriate, students may be consulted in the development of the plan. Some students have several health conditions and the integration of treatment for these conditions may be merged in the individual health plan.

Where individual adjustment of medication is required, written advice from a medical practitioner and parent/carer must be provided. This advice should outline dosage adjustments against set criteria, such as level of insulin required for a particular blood glucose reading.

BICYCLES AND SCOOTERS

Bike racks are located undercover at the Resource Room for all bicycles and scooters. Bicycles and scooters are to be stored in this location for the duration of the school day. It is recommended that bicycles and scooters be locked. Skateboards are not to be ridden to school.

SCHOOL TRANSPORT SERVICES

P1910 starts at Semut Court travels up Moore Park Road then along Booyan Road, down Vecellios Road turn around and back to Booyan Road, through to Ballies Road turnaround and back to Tammy Road, Isaac Moore Drive, Malvern Drive, Kingfisher Crescent, Sylvan Drive then the school.

Reversed in afternoon.

P1913 starts at Semut Court along Moore Park Road down Fairydale Road, Hills Road, Gooburrum Road, Zahn's Road, Moore Park Road, through to Murdoch's Rd into Egret Lane turnaround back along Murdoch's Road to Moore Park Road, Anzac Parade, Club Avenue, Acacia Street, Palm View Drive, Murdoch's Road to the School.

Reversed in afternoon. The bus company will drop off at Gooburrum in afternoon if needed but we do not go to Bundaberg any more.

Contact the bus company on 0467 561 042 for further information.

Student behaviour while travelling on public transport

Parents and carers need to be involved in teaching children about appropriate behaviour when travelling on public transport.

We expect that students follow the school expectations of Safety, Respect and Responsibility.

With almost a third of all Queensland students travelling to school by bus, the Department of Transport and Main Roads has developed a Code of Conduct for students travelling by bus. We expect that students adhere to this code.

The ***Code of Conduct for School Students Travelling on Buses*** sets out the rights, roles and responsibilities of students, parents and carers and bus drivers to ensure a safe and enjoyable trip to and from school. To keep our students happy and safe, parents and carers are encouraged to discuss expected student behaviour with their children, including:

- showing respect for other passengers and their property
- waiting for the bus in an orderly manner
- behaving appropriately at all times while on the bus
- using only designated bus stops
- behaving safely and using caution when getting on or off the bus
- following directions of the driver in case of an emergency or a breakdown

The Code was developed in consultation with the Department of Education and Training, Police, bus operators and parent groups.

CASH COLLECTION

Occasionally, it will be necessary for children to bring money to school for various activities. All money should be sent to the office in an **envelope** with the child's name, date and the purpose of the money clearly marked. These envelopes are to be placed in the blue box on the counter. Permission notes need to accompany payment. Receipts will be issued and given to the class teacher who will distribute these to students.

THE SCHOOL CHAPLAINCY SERVICE

Chaplaincy services provide spiritual, ethical and personal support to school communities. SU (Scripture Union) Qld strive to provide adult role models for the students. Chaplains are present in schools at the invitation of the Principal, in consultation with the local community, and with the support of the P&C Association.

A School Chaplain is a safe person for young people to connect with at school and provides a listening ear, caring presence and a message of hope. Chaplains run positive, fun activities for students and assist in fostering supportive, caring school communities.

Working with other members of the school's support team, the Chaplain cares for students struggling with issues such as difficult relationships with other children or family members, poor self-esteem, family breakdown and depression. The Chaplaincy Service is available to everyone in the school community regardless of their religious beliefs.

Involvement with the Chaplain is entirely voluntary and students choose whether or not they want to be a part of the activities that are offered. Parents will be consulted if their child wishes to be involved in ongoing one-to-one meetings with the Chaplain or in any programme or group involving spiritual or ethical content. Parents have the right to refuse permission for their child to be involved in any Chaplaincy activity or event.

You can speak with the Chaplain directly or phone the office on 4130 6111 to make an appointment.

The School Chaplain is at School every Monday and Friday.

CLASS CURRICULUM

Moore Park Beach State School implements the Australian Curriculum from years Prep to Year 6. A wide and varied range of learning opportunities are offered to all students. Class Teachers are encouraged to hold a parent night early in the year where parents can be informed of curriculum, homework, class routines, parent classroom helpers and general behaviour expectations. Reports are sent home at the end of each semester. The school has parent interviews in Term 1 and 3.

HOMEWORK

At Moore Park Beach State School students receive a small amount of weekly homework, which they are encouraged to complete with parent/carer supervision. The following beliefs about homework are shared by all members of the school community.

Homework should:

- Provide students with opportunities to consolidate or revise their classroom learning
- Provide parents/carers an insight into the work that their child is doing at school and help their child prepare for any upcoming tasks
- Be of a level that students can mostly complete independently
- Encourage students to develop independence, responsibility and lifelong study habits
- Be accessible to all students in the class
- Allow flexibility for family time and cultural and recreational activities
- Be monitored by the class teacher

At Moore Park Beach State School the following time guidelines for homework apply:

- Prep – Year 2 – up to 10 minutes per night
- Year 3 – 5 – up to 15 minutes per night
- Year 6 – up to 20 minutes per night

Class teachers will provide homework to their class which is relevant to their curriculum and phase of learning. This will vary from class to class, however the following principles will apply to all classes:

- Homework will be provided weekly
- **All** students are expected to complete reading as part of their homework. Expectations will vary from class to class but will meet the times above
- If students are experiencing difficulty with their homework, alternative arrangements/tasks/expectations will be provided to the student
- All students will be encouraged to complete their homework to the best of their ability and consistent completion of homework will be acknowledged
- Parents/carers are encouraged to discuss homework with their child's teacher, especially if there are difficulties for their child or family

- Students who are unable to complete their homework at home will be offered an opportunity to complete it at school but will not be disadvantaged at school for non-completion
- Homework will be considered and differentiation will occur across class cohorts.

This policy was reviewed and accepted by the Moore Park P & C Association December 2018

EXCURSIONS AND CAMPS

From time to time classes organise excursions linked to their curriculum. Separate permission notes, which may also include associated costs, will be sent home.

Years 4 - 6 go on a P & C approved camping program every year. Year 6 have a 3 day, 2 night experience. The Year 4/5 classes have an excursion to a venue one year, then a 2 day, 1 night camp every second year. These experiences generate independence and foster stronger class relationships. Costs will be outlined near the start of the year and payment is expected a fortnight before camp in Term 3/4.

EMERGENCY CONTACT/PERSONAL DETAILS

Families are asked to ensure that all emergency contact details are correct and current at all times. If you change your phone number or address, please notify the office as soon as possible, to update your details.

GUIDANCE OFFICER

As a school we look to cater for the whole child. As such we ensure we have quality Guidance Officer support. Referrals to the Guidance Officer can only be made through the Student Welfare Committee. Teachers will ask for your permission in order to refer your child to the Guidance Service. You as a carer or parent can ask to access this service.

HEAD LICE

Parents/Carers are responsible for the detection and treatment of head lice on their children. Schools take into account that the main route of transmission for head lice is head-to-head contact and promote general measures that help in the prevention of infestations. Students suspected of having live head lice or eggs present in their hair are not removed from class or school. Such students are provided with information to take home to their families along with a letter requesting that immediate treatment be commenced. All parents/carers will then be alerted through written notification of the presence of head lice. We will provide information regarding the latest information about head lice treatment through our school newsletter.

ILLNESS AT SCHOOL

*Children who become ill at school are sent home as soon as possible. When this occurs, a parent or other emergency contact will be notified. **For this reason, it is vital that emergency contact phone numbers are current and accurate.***

Some medical conditions require exclusion from school to prevent the spread of infectious diseases to other students and staff. Please refer to the following link for more information.
<https://miriwinss.eq.edu.au/Supportandresources/Formsanddocuments/Documents/medicalexcclusion-information.pdf>

INSTRUMENTAL MUSIC

Musical Instruction in **woodwind, brass, percussion instruments** (from Year 4) is available at our school. Children are tested and if deemed suitable, are allocated a position in the school program. Lessons are conducted weekly and students selected are required to practise regularly. Moore Park Beach State School provides a limited number of instruments for hire at an annual levy of \$15.00 per instrument. In some circumstances, students purchase their own instrument. An annual fee of \$25.00 per student is charged to all instrumental music students for the music and copyright fees. Additional costs may include textbooks for their instrument and other incidentals including rosin, reeds etc.

JEWELLERY/ TOYS

For safety reasons we request that jewellery not be worn to school. Students may wear a watch and one signet ring. For students with pierced ears, a single set of sleepers or studs is considered appropriate. No spacers are allowed. A medical alert bracelet or medical alert necklace is encouraged if the student suffers from an ailment. No visible body piercings can be worn, i.e. nose, eyebrow. Items of significant cultural or religious belief may be acceptable after consultation with the Principal. Toys should not be brought to school unless requested by the classroom teacher.

LIBRARY

All children have ready access to the school library. Library day can vary and this will be communicated by your class teacher. Children are strongly encouraged to borrow books. It is essential that great care be taken with the borrowed books. To assist this process, each child should have a library bag.

LOST PROPERTY

Lost property is located in the Under Cover Area near the Tuckshop. Please keep a regular check on your children's belongings. Labelled clothing will be returned to the owner. Unclaimed clothing will be cleaned, sorted, and donated to charitable organisations or the school second hand uniform store. Please name all items of clothing, including hats and lunch boxes.

MOBILE PHONES & ELECTRONIC DEVICES

The use of mobile phones, pagers, portable CD and MP3 players, personal digital assistants and similar electronic devices in class are disruptive to the learning environment of all students. It is acknowledged that there are times when it is genuinely appropriate and beneficial for students to have access to a mobile phone. Students may, for example, feel the need to carry a mobile phone to and from school for security reasons. Immediately on entry to the school premises, mobile phones (labelled with student's name) will need to be taken to the school office for secure storage during the day. They can then be collected by the student at 3pm. **No liability will be accepted by the school in the event of the loss, theft of, or damage to any device brought on to the school premises.**

NEWSLETTERS

Fortnightly newsletters are sent home on a Monday via a paper copy and email list. Currently they are provided to every family, via the oldest family member attending the school (unless other arrangements are made). These newsletters contain information relating to school and community events and are essential reading.

PARADES

Parades are held each fortnight on a Tuesday at 2.30 p.m. The focus of these parades is to foster a sense of pride and build school spirit and to communicate important information. Students are also recognized for outstanding effort and academic achievement.

PARENTS AND CITIZENS

The Parents and Citizens committee meets at the school once a month. Dates and time to be advised. The Annual General Meeting is held in February each year. The new Executive Committee will be advertised in the earliest newsletter following the AGM.

2024 EXECUTIVE

President:	Edythe Rowland
Vice President:	Mira Koopman
Secretary:	Grace Baker
Treasurer:	Claire Boothman

Parents are encouraged to contact members of the Parents & Citizens Executive if further information is required regarding any aspect of school organisation.

The school levy for 2024 is \$40. This will cover the following but is not limited to

- some funding of learning programs
- grounds works around the school
- teacher and student resources

Your support ensures that all students are provided with every opportunity for academic success.

PARENT & VOLUNTARY HELPERS/VISITORS REGISTER

All visitors to the school, including Parent Helpers, are required to sign in/out at the School Office in the Visitors' Book.

PERSONAL DETAILS

Should there be any change to personal details provided at the time of enrolling your child/children it is essential that the office be advised immediately. If your student becomes ill or is injured during the day, your updated details will assist us to contact you immediately. Ensure that your emergency contacts are current and accurate.

PHOTOGRAPHS

Official school photographs are taken annually. Photographic orders are done on a pre-paid system. Specific instructions will be provided prior to the day of photographs.

RELIGIOUS INSTRUCTIONS

The Religious Instruction program at Moore Park Beach State School is delivered under a cooperative arrangement.

If your child is not to engage in Religious Instruction they will be expected to complete alternative activities in a separate physical space.

REPORTING TO PARENTS/PARENT INTERVIEWS

Teachers complete a comprehensive report card at the end of each semester. Parents will be given an opportunity to discuss their child's progress twice during the year. Parents are more than welcome to request individual interviews at any time during the year, usually by seeing the class teacher. A strong learning relationship is encouraged at our school.

SCHOOL UNIFORM INFORMATION

All students should wear the proper school uniform. Shoes and socks (black or white) should be worn at all times. A black broad brimmed hat or bucket hat (6cm brim) or legionnaire's hat should be worn. Moore Park Beach State School hats are available from the Uniform Shop.



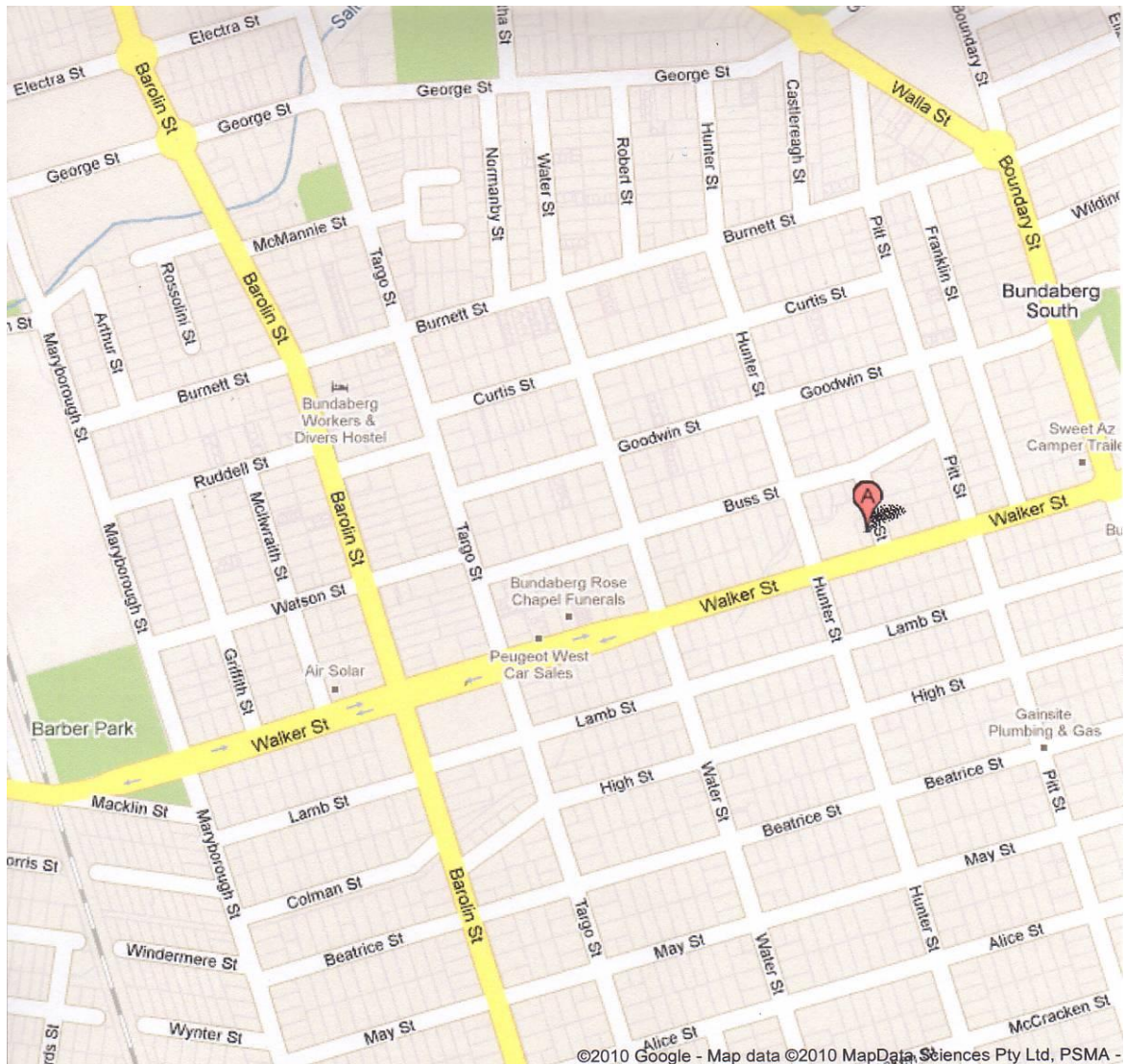
The school shirt is jade green with a yellow strip across the shoulders. Students have a choice of black shorts, skirts or skorts. Students may choose to wear a green check shirt or dress as a more formal uniform choice. A black jumper with the Moore Park Beach Logo can be added if the weather is cool.

PURCHASE OF UNIFORMS

Uniforms can be purchased at:-

Shawline Embroidery
17 Walker Street
Bundaberg
Phone: 4153 1505

Inn Style Mensland
23 Electra Street
Bundaberg
Phone; 4151 6788



POSITIVE BEHAVIOUR FOR LEARNING

Moore Park Beach State School is committed to promoting positive behaviour choice. To promote this agenda a committee consisting of parents, teachers & other non-teaching staff oversees the Positive Behaviour for Learning (PBL) program and other safety issues related to the school. This committee meets monthly and reviews the development of PBL within our school. For more information see the coloured flyer on PBL.

SPORT

Interschool Sport

Students in Years 4-6 participate in one round of interschool sport on Friday afternoons in Terms 1 and 4. Students travel by bus into town and compete against other schools in a variety of team sports. These afternoons incur a parent contribution fee of around \$5.00. Year 4-6 teachers each take a sport and coach the team/s. Other events are also considered, taking into consideration systemic curriculum requirements.

Physical Education

Physical Education is offered to all students from Prep to Year 6. Students must wear a hat and closed in shoes when participating in the program of activities. The program assists in the development of gross motor skills, teamwork and provides students with the opportunity to engage with a range of sporting events throughout the school year.

Representative Sport

Students are encouraged to trial for representative sport and as a school we compete in the Bundaberg Track and Field and Cross Country events. Students selected to trial for sport selection as part of the Bundaberg team must have a Bundaberg Zone permission form signed by the principal.

School Sports Day

Traditionally sports day is held in Term 2. However, this can vary depending on the dates of the state and national Track and Field events. There is a five week training program that takes place leading up to the carnival. The teachers help expose the students to each of the events and coach them. The students rotate around the activities each week.

School Sport Houses

Three sporting houses exist, Hinkler (red), Burnett (blue), and Tallon (green). Children are placed in a house following their enrolment. Students with brothers or sisters at the school will be placed in the same house.

CONCERNS & QUESTIONS

We at Moore Park Beach believe in transparent and open communication. Should parents/guardians become concerned about a school related issue. Please ask to meet with a teacher or if need be, request an appointment with the principal. Please phone for an appointment.

We do appreciate being informed about significant events in your child's life (eg. bereavement in the family, family break up, or serious illness). These events can influence children's behaviour. Keeping us informed allows us to better support your children.

We look forward to a strong and effective learning relationship with all families. Please see us if you have any concerns or need support to ensure your child achieves success.

Our Motto is "***Learning and Growing Together***".