



Parent Information



Mango Hill State School

Contact Details	
Address	Bonnet Parade Mango Hill Qld 4509
Postal Address	PO Box 1177 North Lakes, Qld 4509
General Enquiries	07 3482 8111
Absent Line	07 3482 8166

Email Addresses		
General Enquiries	mhssadmin@mangohillss.eq.edu.au	
Enrolments	enrolments@mangohillss.eq.edu.au	
Accounts / Payments	payments@mangohillss.eq.edu.au	

Web Site: www.mangohillss.eq.edu.au

Leadership Team		
Principal	Tracy Egan	tegan4@eq.edu.au
Deputy Principal – Prep	Michelle Alcorn	malco14@eq.edu.au
Deputy Principal – Year 1	Melinda White	mwhit37@eq.edu.au
Deputy Principal – Year 2	Kylie Vaughan	kvaug3@eq.edu.au
Deputy Principal – Year 3	Ellaine Warner	ewarn23@eq.edu.au
Deputy Principal – Year 4	Danielle O'Brien	dxobr0@eq.edu.au
Deputy Principal – Year 5	Martin Winney	mwinn7@eq.edu.au
Deputy Principal – Year 6	Ben Mills	bxmil3@eq.edu.au
Head of Department	Suzette Holm	shol0@eq.edu.au
Head of Department	Jessica Rivett	jxqui5@eq.edu.au
Business Manager	Jayne Clark	jclar489@eq.edu.au
Guidance Officer	Emma Crawshaw	ewils209@eq.edu.au



Principal's Welcome

Dear Parents and Carers,

Welcome to our school community. I am very excited to be the founding Principal of our amazing place of learning for all students. Our school will offer your family a safe, supportive and digitally rich learning environment and is very part of the responsive public education system of Queensland as an Independent Public School.

Our school will play a significant role in the lives of children as they grow and develop. In partnership with parents and other members of the community, our school will provide students with a world class education that equips them with the knowledge, skills and attributes needed to be successful in the future.

Our school caters for children from Prep to Year 6. Currently there are over 1500 students enrolled at Mango Hill SS. You are invited to join with us to help develop the best possible education during what we trust will be a long and fruitful partnership.

At Mango Hill we focus on;

- Fostering academic, cultural & sporting excellence
- Building a respectful, supportive learning environment including all diverse learners
- High standards for literacy and numeracy
- Creating strong partnerships with families and the community
- Innovative teaching by engaging technology for the 21st century

As Principal, I am deeply committed to the development and achievement of high standards in academic and social learning. Your help in keeping us to this commitment will be a vital part of our association over the years. Please take up our genuine invitation to be involved in the classrooms and in all other aspects of your school. I look forward to our partnership and hope that your association with the school is a long and happy one.

Tracy Egan
Principal



Enrolments at Mango Hill State School

About Mango Hill:

Mango Hill State School is an exciting place of learning for all students. Our school will offer your family a safe, supportive and digitally rich learning environment.

What You Need to Do to Enrol:

Our school has an Enrolment Management Plan. If you live in our catchment area, please complete the enrolment paperwork and return to the school as soon as possible so that your enrolment application can be processed.

You can check whether you live within our catchment boundary by visiting <https://www.qgso.qld.gov.au/maps/edmap/>

In order for your enrolment to be processed and finalised you need to ensure you have:

1. Returned all completed paperwork
2. Completed an enrolment interview

Step 1: Documents Required

The following paperwork is required before your enrolment can be finalised:

- All paperwork included in this package needs to be completed and handed in
- Proof of address in catchment** (see overleaf for what form of proof is required)
- Visa and passport (if born overseas)
- Parenting / custody court orders (if applicable)
- Payment for Student Resource Scheme

Step 2: Arrange an Interview

Please contact our enrolments officer at enrolments@mangohillss.qld.edu.au or by calling 3482 8111 to arrange an interview with a deputy principal. Your child needs to be present at this interview. At the interview, we will share important information about Mango Hill, as well as get to know your family and your child. Prior to the interview, please watch the following short clips.

<https://youtu.be/LPkgb5Yq-JU>

<https://m.youtube.com/watch?v=C6hnnnMi3Zc>

Our school will play a significant role in the lives of your children as they grow and develop. In partnership with you and other members of the community, our school will provide students with a world class education that equips them with the knowledge, skills and attributes needed to be successful in the future.

I look forward to working in partnership with you and your family and hope that your association with the school is a long and happy one.

****Proof of residency requirements:**

Parents or legal guardians who wish to enrol their child at the school are required to demonstrate that the **student's principal place of residence** is within the catchment area. Current proof of residency at the address indicated can be provided as follows:

- One primary source – a current lease agreement, rates notice, or unconditional contract of sale, **and**
- One secondary source – a utility bill (e.g. electricity, gas) showing this same address and parent's/legal guardian's name

If the Principal is not satisfied that the documentation provided by an applicant adequately demonstrates that the address stated is the student's principal place of residence, then the Principal may request further sources of proof of residency. Examples may include (but are not limited to):

Additional utility bills (e.g. water bill) or a series of bills at for the same address over a sequential period to demonstrate continued/ongoing residency

- Electoral Roll verification letter
- Mobile phone statement (with current address details)
- Statutory Declaration
- Driver's Licence (with current address details)
- Bank statement (showing current address details; financial details are not required)
- Tax Assessment Notice (financial details are not required)
- Documents demonstrating recent change of address / re-location to within the school's catchment area (e.g. proof of sale or termination of lease for the previous principal place of residence in a different catchment).

In addition to the documents listed above, students living with a relative/other person within catchment must provide the following:

- Properly sworn Statutory Declaration from the student's parent/legal guardian; and
- Properly sworn Statutory Declaration from the person/s the student will be residing with in-catchment.

The Principal may also request additional pieces of proof of residency and interview/s with all parties to discuss the living arrangement.

Absences

Please inform us if your child is away and the reason for absence

- Ring 07 3482 8166
- Email mhssadmin@mangohillss.eq.edu.au or
- inform via QParents app.



Accidents & Sickness

Minor injuries to children (e.g. small cuts, grazes) are treated by staff members.

If children report sick to the office or have suffered a head injury, parents are contacted promptly. We strive to take the best care of your children. (In more serious cases, an ambulance will be called and parents contacted).

The National Health and Medical Research Council (NHMRC) provide recommended periods of exclusion from school for cases of and contact with infectious diseases. (Refer Appendix 1)

Allergies

If your child has any allergies, it is important you notify the school. Together a plan will be made to manage preventing the situation and deal with any possible allergic reactions.

Attendance – Every Day Counts

Regular attendance is necessary for satisfactory progress to be made, therefore parents must ensure that their child/ren regularly attend school. To ensure that a student's opportunity to learn is not impaired, the school carefully monitors absenteeism. If your child does not arrive at class and you have not informed us of their absence, a text message will be sent to you. Please respond promptly so we know your child is accounted for. If your child is late to school, please go to the window outside the office to obtain a late slip.

If you have any personal and family issues impacting on your child's attendance, please make contact with the teacher or Deputy Principal to discuss. We want to support you and your family to ensure strong attendance.

Bell Times

	Prep – Year 2	Year 3	Year 4-6
	Time	Time	Time
Open doors	8.15am	8.30am	8.30am
Session 1	8.25am – 10.15am	8.40am – 10.10am	8.40am-10.40am
First break - 35 mins	10.10am – 10.45am	10.10am – 10.45am	10.40am-11.15am
Eating time	10.45am – 10.55am	10.45am – 10.55am	11.15am-11.25am
Session 2	10.55am – 12.30pm	10.55am – 12.30pm	11.25am-1.00pm
Second break - 30 mins	12.30pm – 1.00pm	12.30pm – 1.00pm	1.00pm-1.30pm
Eating - 10 mins (duty)	1.00pm – 1.10pm	1.00pm – 1.10pm	1.30pm-1.40pm
Session 3	1.10pm – 2.30pm	1.10pm – 2.45pm	1.40pm-2.45pm

Behaviour Management and Bullying

Mango Hill State School has developed a Student Code of Conduct outlining the school rules, expectations and consequences for student behaviours. A copy of the Student Code of Conduct is on the website under <https://mangohillss.eq.edu.au/our-school/rules-and-policies>

We take a learning approach to behaviour and wellbeing and ensure our work is focussed on partnerships with parents to find solutions.

Any parents concerned about behaviour issues or bullying are encouraged to speak directly with the class teacher or a staff member.

Books and Stationery

Book lists will be provided in Term 4 of the year prior to enrolment. Additionally parents are encouraged to use the Student Resource Scheme for art supplies, photocopying & e-Learning subscriptions. In 2023 the Student Resource Scheme is \$100. Each year this will be reviewed.

Brain Break

Each day, students are encouraged to eat a small healthy snack during the morning session to assist with their thinking. Fruit or vegetables are the best choice for this time.

Care Classes

Each week all students participate in a “Care Class”. These classes focus on explicitly teaching school rules, expectations and social, emotional and wellbeing strategies and skills. Students work with buddies to build a positive school culture.

Canteen

The school canteen is open every day. All lunch orders are electronically ordered through the QKR app. No cash lunch orders are accepted; however, students may buy light breakfast snacks and hot chocolate before school. In Year 1-6, students may buy ice blocks, chips and drinks over the counter at 2nd break. In Term 4, Prep students may also do this.

The cut-off for orders is 8am – all orders for that day must be placed before 8am.

The QKR app is available for Apple and Android, and can be downloaded via the app store. Further information about QKR is located in Appendix 9.

Volunteers are appreciated and should contact our school convenor on mhsspccanteen@gmail.com.

Change of Details

Please notify the school immediately of any changes in contact details. Accurate information is essential in times of an emergency.

If you have registered for QParents you are able to update details this way also.



Communications

The school will produce a weekly newsletter which will be emailed to all families each Wednesday. The newsletter will also be available on our school website.

Parents are welcome to make appointments to see individual classroom teachers or specialist teachers to seek any additional information about their children or school event. Teachers email addresses are on the school website.

The school website provides information on school activities, important dates and school documents. Visit www.mangohillss.eq.edu.au for the latest newsletters and current school information.

We also utilise a text messaging service to inform parents of critical incidents. The school also has a Facebook site which posts regular updates.

Complaints and Concerns

Effective partnerships between parents, students and our school are important to educational success. One part of that partnership is trust and openness. We need to be able to talk to each other when we have concerns, so that these issues can be worked out. From time to time you may have concerns or complaints relating to our school. It is important that you share these with us. We are committed to dealing positively with your concern. Please arrange an interview with the class teacher to discuss any concerns. If the situation is unable to be resolved, please contact the office to make an appointment with the Deputy Principal. If you need further assistance, please contact the Principal.

A copy of the guidelines for complaints management is attached (Refer Appendix 4). Please also see our website for further information under: <https://mangohillss.eq.edu.au/our-school/rules-and-policies>

Curriculum

Mango Hill's curriculum programs will follow the National Curriculum in English, Maths, Humanities and Social Science (HASS) the Arts, Language (Italian), Health and Physical Education Science & Technology.

These curriculum programs are ably supported by specialist teachers in the areas in the Arts, Physical Education, STEM, Italian and Instrumental Music.

All units of work will have a strong literacy and numeracy focus, as these areas are the foundation building blocks that enable children to engage in meaningful and purposeful learning experiences in all learning areas.



Programs are further enhanced by the purposeful structuring of classroom support through carefully timetabled inclusion teachers and teacher aides, in order to enhance student learning and support the specific needs of diverse learners.

Custody/Parental Orders

It is extremely important that both the Principal and class teacher/s are informed when concerns surround custody issues so that the school, if required, can record appropriate information. It is also important that this information remains current and is supported by current documentation. If a change occurs regarding the custodial information of your child/ren, please report this to the office in person or in writing. If necessary, the Principal will meet or contact you to clarify these changes. Without court orders, both parents have equal rights to deal with the school and access students. The school is not the place to resolve family law disputes.

Daily Arrival

- 8am - students start to arrive at this time and should gather in one of the areas below:
 - Prep wait with parents or siblings at the front of the school, junior covered area.
 - Year 1 & 2 students should wait in the Junior covered area or piazza.
 - Year 3-6 students should wait in the piazza, middle years covered area, senior astro turf, oval or multi-purpose courts.
- 8:15am - Bell rings to indicate Prep, Year 1 and Year 2 students to go to classrooms (classes start at 8.25am), Year 3-6 students may play games (such as handball) in the Piazza or the oval.
- 8:30am - Bell rings. All Year 3-6 students to classrooms.
- 8:40am - Lessons start for Year 3-6 students.

Please assist your child by reminding them of the importance of being in the right place at the right time. If students are late to school they need to collect a late slip from the office.

After school procedures for Prep – Year 2 students

In the afternoon Prep, Year 1 and Year 2 students finish at 2:30pm and parents have a number of options for collection from school:

- Pick up your child at 2:30pm from the classroom.
- Have OSHC pick up your child if going to after school care.
- Have your child walked to the pick-up “lookout” zone by a staff member (we encourage this as a quick easy way to get in and out)
- Stay in the covered area supervised by a teacher aide until 2.45pm waiting for a sibling.

Departure from School

Once dismissed, students are to proceed home according to parental instructions. In the event of this arrangement not occurring, students are required to report to the office so that contact with parents can be made.

Once at school, children are not permitted to leave the school grounds without permission. If you need to collect your child from school early, please report to the office to collect an early departure slip and then proceed to your child/ren's classroom.

Prep students are required to be collected directly from the classroom or sibling waiting area by a parent, carer, older sibling or OSHC.

Dogs in School Grounds

For the safety and wellbeing of all staff and students, please secure it outside the fence and away from entry/exit points.

Assistance or support dogs can be brought onto school grounds with permission from the Principal.

Dress Code

Mango Hill State School has a Dress Code outlining expectations. If, for any reasons, your child is not able to wear a school uniform, parents/carers are asked to send a note or email the class teacher or deputy principal. (Refer Appendix 3).



Emergency Procedures

Each semester the school will practice an Emergency Evacuation drill and a Lockdown drill to familiarise staff and students of the procedures required in the event of an emergency.

An evacuation occurs when there is a need to exit the school in a timely manner e.g. fire, bomb threat, earthquake or chemical spill.

A lockdown occurs when it is clearly unsafe for anyone to be walking on the school grounds e.g. a suspicious-looking or dangerous person, a dangerous animal or bad weather, etc.

Enrolments

All families who live within the school's catchment area are invited to enrol. We have many students with diverse needs in the area, and all are welcome at our school. Please make contact with the office for an enrolment pack. Our Deputy Principals are available to meet with any parents of students with disabilities concerned about their child's transition to school.

EPAL Agreement (Electronic Portable Anytime Learning)

At Mango Hill State School parents have the opportunity to nominate their child for the ePAL program, in which students bring their own privately owned and managed device to school to support their learning. *This program is optional.* The recommended devices are iPads, hence the supporting information below details information about iPads.

Further information about the benefits of participating in the ePAL Program, minimum specifications, third party consent and the list of apps is included in Appendix 6. If you have any questions regarding the iPads, please email ePal@mangohillss.eq.edu.au

Excursions and Camps

School excursions will be offered as part of our educational program and are designed to support curriculum programs within the context of units of study. Camps will also be offered to students in Year 4-6. Information regarding excursions (or camps) will be discussed at the P&C meetings prior to information going home to parents.

Every effort is made to keep expenses to a minimum. A payment plan scheme is available to assist families to pay for these activities. Please see the office staff for assistance.

A permission form, covering students leaving the school grounds, is required from all parents/carers. From Term 2, 2023 all permission forms will be collected electronically through QParents.

First Day Procedures

The first day of school will be an exciting and very special day and the day is planned to run as smoothly as possible. Parents will be sent information prior to school starting informing of their children's class and teacher. Several staff members will be located around the school to assist parents and students find their class.

If enrolment forms and interviews have already been completed there is no need for parents and students to report to the office. Prep to Year 2 teachers will be in attendance in the room from 8:15am to receive and welcome your child. Additionally, there will be staff on duty to assist you with any queries.

Food at school

We encourage students and parents to pack a healthy lunch each day for school. The best choices for school lunches include sandwiches, fruit, vegetables, yogurt and cheese.

As children eat with their teacher and at Mango Hill SS, students will be monitored to ensure they make the best food choices to assist their brain and body growth. A fridge is available in or near all classrooms that students are welcome to use. Please label lunch to avoid confusion.

Gifted and Talented Program

We aim to provide a program that allows all students to advance their skills, knowledge and processes and therefore meet their potential for success and improved development.

Although all students are capable of advancing and in the case of the gifted student, reaching outstanding achievement, the learning environment is pivotal to enabling them to develop their gifts into talents. It is paramount that all students have maximum access to appropriate human and material resources.

Our Gifted and Talented Policy is available on the school website.

Homework

Homework gives students the opportunity to build upon their class work and involve family members in their learning. To help find a balance between family life and helping students reach their full potential, Mango Hill State School has outlined expectations in this Homework Policy which sets out guidelines for homework, including the amount of time students should spend on homework each week. (Refer Appendix 2) <https://mangohillss.eq.edu.au/curriculum>

Initial Enrolment

All Queensland children of eligible age may attend a full-time Preparatory Year of education before starting Year 1. Children need to be five by 30 June in the year they enrol in Prep. Proof of your child's age MUST be produced at your enrolment interview. Acceptable forms of identification are Birth Certificate or Passport. Parents/carers may submit their child's application for enrolment from 1 March in the year preceding their start.

Eligible Enrolment Age	Prep	Year 1
Child born 1 July 2017 – 30 June 2018	2023	2024
Child born 1 July 2018 – 30 June 2019	2024	2025
Child born 1 July 2019 – 30 June 2020	2025	2026
Child born 1 July 2020 – 30 June 2021	2026	2027

Instrumental Music

Students may begin learning a string musical instrument from Year 3. In Year 4 they can learn a woodwind, percussion or brass instrument (include trumpet, clarinet, flute, percussion, saxophone, trombone and euphonium.) Instruments may be borrowed from the school for the first year. The cost of instrumental music is outlined for parents which includes a weekly lesson, music and if needed, the hire of instrument.



Insurance

The Department of Education does not have personal accident insurance cover for students. If a student is injured as a result of an accident or incident while participating in a school activity, all costs associated with the injury, including medical costs are the responsibility of the parent/carer. Some incidental medical costs may be covered by Medicare. If the parent/carer has private health insurance, some costs may also be covered by your provider. Any other costs must be covered by the parent/carer. It is up to the parent/carer to decide the type/s and level of private insurance they wish to arrange to cover their child. Please take this into consideration in deciding whether or not to allow the child/student to participate in excursions and activities at school.

Late Arrivals/Early Pickups

Children who arrive later than 8:30am

(Prep-Year 2) or 8:40am (Year 3-6) are to be signed in by a parent/guardian at office window (beside the cashier window) before proceeding to the classroom. Likewise, children who are to leave school before 2:45pm are to be signed out by a parent/guardian at the office before they leave the school grounds.

Library

Children are encouraged to regularly borrow books from “The Hub”, to care for them and to return them promptly. The hub will be open at lunchtimes, and most days before and after school under the supervision of a staff member. To borrow, all children must have a library bag. Students will borrow as a class group each week on an allocated borrowing day.

Lost Property

Please ensure that ALL of your child's clothes, lunchbox, etc. are clearly named. The lost property box is located at the front of the hub. Please note that lost property is completely cleared once per term and unclaimed, unnamed items are recycled through the school or donated to local charities.

Medication

On occasions it may be necessary for parents to request medication be administered at school. Parents MUST complete a medication administering authority form available from the school office. ALL medicines (including over the counter medications such as Panadol) must show on the container the child's name, the doctor or pharmacist's name and quantities to be administered. Medication is to be administered by office staff. A medical register is kept in the office.

Mobile Phones and Other Electronic Devices

Mobile phones may be brought to school but must be switched off and signed into the office on arrival at school. Mobile phones are not to be used during school hours. No responsibility will be taken for any mobile phone not handed in to the office. No other electronic devices (including iPods, MP3s, Nintendo's) are to be brought to school.

NAPLAN Tests (Year 3 & 5)

The National Assessment Program: Literacy and Numeracy occurs for Year 3 and 5. These are a special series of tests designed to assess student progress in areas of Literacy and Numeracy. The tests are written and marked by an external agency, not the school. All students will receive a report, advising parents how their child has performed, in relation to national results. All results are to be treated as confidential.

It is important to remember that NAPLAN is only one of a range of assessment devices used to determine student needs and achievement levels.

Parade

Face to face parades are held twice per term and parents are welcome to attend (pending Covid restrictions). Other weeks, a virtual parade is held which parents can access through their child's Showbie account or the prep portal. Parades will include important notices and awards for students.

Parents as Partners

Parents can partner our school through their participation in the P&C Committee, as well as involvement within your child's classroom. Research has shown that children are more successful at school when their parents are involved.

Parents who wish to assist the teachers in the classroom are most welcome. Please see your child's teacher if interested. All volunteers who are not parents of children at the school must have a "Working with Children" suitability card. Application forms are available at the school office. All volunteers are to sign on at the school office when helping at the school. An induction session and Code of Conduct will need to be done with a member of staff. Thank you for your involvement and assistance!

Our Parent Code of Conduct is included in Appendix 5.



Parking

Parking is provided in the carpark at the front entry to the school (Bonnet Parade). There is also a stop, drop and go facility at this entrance and another stop, drop, go at the back of the school via Mallard Street. We ask parents to keep the line moving promptly in the stop, drop and go area and follow the Look Out Program procedures. If your child is not there waiting, please move forward and loop around. If parking in nearby streets, please be considerate of our neighbours.

Payments

Payments for excursions, camps and other school activities can be made a number of ways via electronic means to provide ease of parents. Payments can be made electronically via QParents, Qkr! Or BPoint. If it is necessary to make cash payments the cashier window is open and available for payment Monday, Wednesday and Friday mornings between 8am and 9am. More information about Qkr! and how to download is included in Appendix 9.

P&C Association

The P&C will meet each month on the second Monday of each month at 6:30-8:00pm. The Annual General Meeting will be held each February to elect positions. Everyone is welcome to attend and we would be delighted if new parents could join us at these meetings. Please check website for meeting dates.

Personal Property

All personal items and clothing should be clearly marked with your child's name to ensure that if lost, the owner can be readily identified. Such marking may need to be done several times a year to be effective.

Expensive items, including jewellery, games and toys, are not allowed to be brought to school. No responsibility can be taken if such items, brought to school by a child, are lost, damaged or stolen. Children should take responsible care for any monies brought to school.

The following items must not be brought to school;

- Chewing/bubble gum
- Matches, lighters
- Explosive caps
- Toy weapons (particularly those which fire projectiles)
- Skateboards, roller skates, roller blades and rip sticks
- Dangerous items such as knives, guns etc
- Illicit substances, including alcohol, tobacco and drugs are prohibited

Play Options

Each day students have a number of options for play time. Prep students have their own designated play area with playground, sandpit and a range of balls and toys. Year 1-6 students have various play areas and lunch time club. These clubs include craft, sport, dance, choir, etc. The Hub is open at first break each day for different year levels. All play areas are fully supervised by staff during the breaks.

Prep Year

Prep students attend school each day in the normal school hours. Rooms will be open at 8:15am. Parents are welcome to come in and spend time with their child completing a puzzle or reading a book until the program starts at 8:25am. For further information on the Prep program, please read the Prep Information Booklet. We look forward to partnering with you in your child's first year of formal schooling. More information relating to Prep is included in Appendix 10.

QParents

All parents are strongly encouraged to sign up to QParents.

QParents is a user-friendly portal accessible via app or web browser, providing parents with secure online access to information about their child's schooling.

You can access information about

- Attendance
- Report cards
- Invoices and
- Electronic permission notes

Further information about QParents is available in Appendix 8.



Reception

Our front counter and office will be attended between 8:00am and 3:30pm. Our staff will be happy to assist you with any requests or inquiries or make appointments for you to see the Principal or Deputy Principal. Phone calls can be made between 8:00am and 3:30pm. Messages outside these hours can be left on our answering machine and we will return your call as soon as possible.

Religious Instruction

At MHSS we are respectful and welcoming of all students, cultural backgrounds and religious beliefs. We do not currently offer any Religious Instruction.

Reporting to Parents

Evaluation of student performance is an important part of teaching. It is a continuous process and teachers use a variety of techniques to gather valuable information about your child's progress.

Report Cards will be issued at the end of each semester (i.e. end of Term 2 and Term 4). Parents are most welcome to contact their child's teacher to arrange an interview at any time, though interviews are organised for all parents at the end of Term 1 and Term 3. If parents have any concerns they should act promptly, and not wait until the end of the term to see the teachers.

School Health Services

The school dental teams will visit the school every few years. Information will be sent home as soon as the school is notified of their schedule. These services are provided free for school families.

For emergency dental treatment appointments, please ring 1300 365 997.

School Photos

School photos will be organised annually. Parents have a range of costs packages from which to choose. The packages may include class groups, individual photos and (if offered by the photographer) photos with siblings. All students need to wear their formal school uniform on Photo Day.

Security

Permission is required to be on the school's premises after hours. Unauthorised use of the school grounds is trespassing. Any suspicious behaviour or noises at the school after hours should be reported. We appreciate your help to keep our facilities safe.

Remember to LOOK, LISTEN and REPORT any such activity. School Watch phone number is 13 17 88.

Sick Children

Even though the child may want to come, school is not the place when your child is sick. Runny noses, temperatures, cold sores, vomiting, open sores or discharge from ears or eyes are all indicators of possible infectious conditions. As well as risking the health of others, your own child is placed at risk of further infection at a time when immunity is low. Please keep your child at home during such times. Phone the absence line if your child is unable to attend. If your child gets sick during the day, staff from the office will contact you to collect your child.

Sporting Houses

To foster team spirit and to promote healthy competition, the school population is divided into three houses. The house competitions are mainly for sporting events, especially athletics. Family groups are usually kept together.

The houses at Mango Hill SS are as follows:

Walker (Orange) - Named after Kath Walker who was instrumental in winning the vote for indigenous people. She represents the Mango Hill values with her commitment to her people, her respect of others and her innovation as a poet, educator and political activist.

Barton (Lime Green) - Named after Sir Edmund Barton the first prime minister of Australia. He was admired for his intellect and calm temper and demonstrates the Mango Hill values of excellence and teamwork as he led Australia to become the country we are so proud of today.

Flynn (Sky Blue) - Named after John Flynn who founded the Royal Flying Doctor Service. His vision and determination has changed the lives for many in the outback. He represents the Mango Hill values of teamwork, commitment and innovation.



Sun Smart Policy

Our school is a Sun Smart School and has implemented a sun protection strategy in consultation with the school community to provide effective educational programs on sun sense and preventive measures which:

- maximises the use of available shade for outdoor activities
- includes shade tree planting and caring programs
- considers sun protection when determining or reviewing school uniform designs
- requires the wearing of protective clothing including appropriate hats when in the sun during the school day
- encourages the use of an SPF 30+ broad spectrum sunscreen on uncovered areas of the skin, such as the face and the back of the hands
- considers sun protection in relation to Parents' and Citizens' Association projects and activities
- promotes the importance of parents, teachers, ancillary staff and voluntary helpers as role models for students in relation to sun protection strategies.

Students are asked to wear a hat EVERY day to and from school and at lunch breaks. Students who forget their hat must go to a shaded area during the play break.

Student Resource Scheme

Our Student resource Scheme costs \$100 in 2023 and includes photocopying for students, eLearning subscriptions (including Matific and Reading eggs), Art and science consumables and an administration fee. This price will be reviewed each year.

Supporting Students

We have a range of diverse learners in our school, including students with disabilities and learning difficulties. We utilise Inclusive Learning Teachers and Teacher Aides to provide additional support to the class teacher to make appropriate adjustments so all students can succeed. We also have a Guidance Officer and Speech Language Pathologist who support teachers to make adjustments and work with parents and families.

For students diagnosed with a disability by a paediatric medical specialist or senior guidance officer, additional education adjustments are provided by classroom teaching staff and teachers in the Inclusive Learning Team. All students are included and welcomed in classroom programs.

Support for Social and Emotional Wellbeing

At MHSS we are committed to supporting student's mental health and wellbeing. We include a range of evidence-based universal practices in all classrooms each week including Care Class, Daily Greetings, Circle Time and a focus on Positive Behaviour for Learning (PBL) practices.

We have a number of staff who support student's wellbeing including a Guidance Officer, Student Welfare Officer (SWO) and Wellbeing Professional.

These services complement each other and may offer students, staff and parents with social and emotional support and enhancing engagement with the broader community.

Services are inclusive of, and show respect for all religious and non-religious beliefs and other stances represented in the school community. All activities and events provided are optional, non-discriminatory and equally available to students of all beliefs.

Swimming Program

Swimming lessons are part of the Mango Hill Health program for students in Prep - Year 3 and all students are required to participate. Swimming will take place in Term 1 or 4 for prep – Year 3 at a local swim school with qualified instructors. Students will be transported by bus to the pool.

Smoking

Education Queensland has a total ban on all smoking in all educational facilities. The ban aims to provide employees and school families with a healthier school environment.



Transport Considerations

Students riding bikes to school are requested to walk their bikes past the drop-off zone and to the bike racks at the front and back of the school.

The drop-off zone on Bonnet Parade and off Mallard Street is a stop, drop and go area between 8am and 9am and 2:30pm and 3:00pm. We ask parents to respect the TIME LIMITS and SPEED ZONES set in this area.

Parents should ensure that children who are supposed to walk or ride home should do so promptly and not linger after school. Staff are rostered to supervise students catching the afternoon bus and the stop, drop and go area. Students are expected to follow acceptable codes of behaviour while waiting for parents and buses. Our school supports the Queensland Government “Bus Code of Conduct” enforced by our local bus services. If you would like to find out about bus services please contact Thompson’s Bus Lines or Hornibrook Bus Lines.

Voluntary Contributions

Each family is asked to contribute \$50 per year per family to keep Mango Hill State School state-of-the-art. All funds contributed will be used to continue purchasing a range of library resources. This contribution is tax deductible. Further information is available in Appendix 7.

Appendix 1 Medical Conditions

Queensland Health

Time Out

Keeping your child and other kids healthy!



- Information for a number of infectious conditions that may require¹ exclusion of children from school, education and care services.
- Additional public health *recommendations* that apply to children and adults.
- To assist medical practitioners, schools, preschools and childcare facilities to meet the public health *requirements¹ and recommendations*.

*Refers to contagious conditions as per the Public Health Regulation 2018.

1. Observing the exclusion period meets the intent of the Public Health Act 2005 for a person to be non-infectious. See schedule 4 of the Public Health Regulation 2018 for a complete list of contagious conditions and their exclusion criteria.

2. Doctors should notify the local Public Health Unit as soon as possible if children or staff are diagnosed with these conditions. Refer to page 2 for Public Health Unit contact details.

Condition	Person with the infection	Those in contact with the infected person (The definition of 'contact' will vary between diseases)
*Chickenpox (varicella)	EXCLUDE until all blisters have dried, and at least 5 days after the onset of symptoms. ¹	EXCLUSION MAY APPLY EXCLUDE non-immune pregnant women and any child with immune deficiency or receiving chemotherapy. Advise to seek urgent medical assessment. <i>Contact your Public Health Unit for specialist advice.</i> Also see Shingles information below.
Cold sores (herpes simplex)	NOT EXCLUDED if the person can maintain hygiene practices to minimise the risk of transmission. Young children unable to comply with good hygiene practices should be excluded while sores are weeping. Sores should be covered with a dressing where possible.	NOT EXCLUDED
Conjunctivitis	EXCLUDE until discharge from eyes has ceased unless a doctor has diagnosed non-infectious conjunctivitis.	NOT EXCLUDED
*COVID-19	EXCLUDE until symptoms have resolved, normally 5–7 days.	NOT EXCLUDED
Cytomegalovirus (CMV)	NOT EXCLUDED pregnant women should consult with their doctor.	NOT EXCLUDED pregnant women should consult with their doctor.
Diarrhoea and/or Vomiting <i>including:</i> <ul style="list-style-type: none"> • amoebiasis • campylobacter • cryptosporidium • giardia • rotavirus • salmonella • *gastroenteritis <i>but excluding:</i> <ul style="list-style-type: none"> • *norovirus • shigellosis • toxin-producing forms of E.coli (STEC) 	Exclusion periods may vary depending on the cause. EXCLUDE a single case until the person, has no symptoms ¹ (includes vomiting if applicable), is feeling well and they have not had any loose bowel motions for at least 24 hours or if the person has confirmed norovirus exclude for at least 48 hours. ¹ EXCLUDE all persons who prepare or serve food until they have not had any diarrhoea or vomiting for 48 hours. NOTE: If there are 2 or more cases with diarrhoea and/or vomiting in the same location, which may indicate a potential outbreak OR a single case in a food handler, notify your Public Health Unit. Diarrhoea: 3 or more loose stools or bowel movements in a 24 hour period that are different from normal and/or escapes a child's nappy. <i>See information below if norovirus is confirmed or considered likely as the cause of diarrhoea and vomiting.</i>	NOT EXCLUDED
See advice for these specific conditions below		
*Enterovirus 71 (EV71 neurological disease)	EXCLUDE until written medical clearance is received confirming the virus is no longer present in the person's bowel motions. ¹	NOT EXCLUDED
Fungal infections of the skin and nails (ringworm/tinea)	EXCLUDE until the day after antifungal treatment has commenced. (No exclusion for thrush).	NOT EXCLUDED
Glandular fever (mononucleosis, Epstein-Barr virus)	NOT EXCLUDED	NOT EXCLUDED
*German measles (rubella)²	EXCLUDE for 4 days after the onset of rash ¹ or until fully recovered, whichever is longer. Pregnant women should consult with their doctor.	NOT EXCLUDED pregnant women should consult with their doctor.
*Haemophilus influenzae type b (Hib)	EXCLUDE until the doctor confirms the person is not infectious and has completed 4 days of appropriate antibiotic treatment. ¹ <i>Contact your Public Health Unit for specialist advice.</i>	EXCLUSION MAY APPLY <i>Contact your Public Health Unit for specialist advice.</i>
Hand, foot and mouth disease	EXCLUDE until all blisters have dried.	NOT EXCLUDED
Head lice	Exclusion is not necessary if effective treatment is commenced before next attendance day (i.e. the child does not need to be sent home immediately if head lice are detected).	NOT EXCLUDED
*Hepatitis A²	EXCLUDE until at least 7 days after the onset of jaundice; ¹ OR for 2 weeks after onset of first symptoms, including dark urine if there is no jaundice. If a person is asymptomatic <i>contact your Public Health Unit for Specialist advice.</i>	NOT EXCLUDED <i>Contact your Public Health Unit for specialist advice about vaccination or treatment for children and staff in the same room or group, children transferring to another centre and new enrolments.</i>

November 2022



Queensland
Government

Condition	Person with the infection	Those in contact with the infected person ¹
Hepatitis B and C	NOT EXCLUDED cover open wounds with waterproof dressing.	NOT EXCLUDED
Hepatitis E	EXCLUDE until at least 2 weeks after the onset of jaundice.	NOT EXCLUDED
Human immunodeficiency virus (HIV/AIDS)	NOT EXCLUDED cover open wounds with waterproof dressing.	NOT EXCLUDED
Influenza and influenza-like illness	EXCLUDE until symptoms have resolved, normally 5–7 days.	NOT EXCLUDED
*Measles ²	EXCLUDE until the doctor confirms the person is not infectious but not earlier than 4 days after the onset of the rash. ¹ <i>Contact your Public Health Unit for specialist advice.</i>	EXCLUSION MAY APPLY NOT EXCLUDED vaccinated or immune contacts. EXCLUDE immuno-compromised contacts (including those receiving chemotherapy) until 14 days after the appearance of the rash in the last case. EXCLUDE non-or incompletely vaccinated contacts, without evidence of immunity. <i>Contact your Public Health Unit for specialist advice.</i>
Meningitis (bacterial)	EXCLUDE until well and has received appropriate antibiotics.	NOT EXCLUDED
Meningitis (viral)	EXCLUDE until well.	NOT EXCLUDED
*Meningococcal infection ²	EXCLUDE until the treating doctor confirms the child is not infectious and at least 24 hours of appropriate antibiotics have been completed. ¹ <i>Contact your Public Health Unit for specialist advice.</i>	NOT EXCLUDED <i>Contact your Public Health Unit for specialist advice about antibiotics and/or vaccination for close contacts.</i>
Molluscum contagiosum	NOT EXCLUDED	NOT EXCLUDED
Mumps	EXCLUDE for 5 days after onset of swelling. Pregnant women should consult with their doctor.	NOT EXCLUDED pregnant women should consult with their doctor.
*Norovirus	EXCLUDE until no symptoms and no loose bowel motions for 48 hours. ¹	NOT EXCLUDED
Roseola, sixth disease	NOT EXCLUDED	NOT EXCLUDED
Scabies	EXCLUDE until the day after treatment has commenced.	NOT EXCLUDED
School sores (impetigo)	EXCLUDE until 24 hours of appropriate antibiotics have been completed. Cover sores on exposed areas with a waterproof dressing until sores are dry, and encourage handwashing.	NOT EXCLUDED
Shiga toxin-producing E.coli (STEC)	EXCLUDE until diarrhoea has stopped and 2 samples have tested negative. <i>Contact your Public Health Unit for specialist advice.</i>	EXCLUSION MAY APPLY <i>Contact your Public Health Unit for specialist advice.</i>
Slapped cheek syndrome, fifth disease (parvovirus B19, erythema infectiosum)	NOT EXCLUDED pregnant women should consult with their doctor. Note: Children are contagious until 24 hours after the fever resolves. Rashes generally occur after the infectious period has passed.	NOT EXCLUDED pregnant women should consult with their doctor.
Shigellosis	EXCLUDE until there has been no diarrhoea or vomiting for 48 hours. <i>Contact your Public Health Unit for specialist advice.</i>	EXCLUSION MAY APPLY <i>Contact your Public Health Unit for specialist advice.</i>
Shingles (herpes zoster)	EXCLUDE all children until blisters have dried and crusted. EXCLUDE adults if blisters are unable to be covered. NOT EXCLUDED in adults if blisters can be covered with a waterproof dressing until they have dried.	EXCLUSION MAY APPLY <i>Contact your Public Health Unit for specialist advice, including advice for pregnant women and any person who is immuno-compromised (including receiving chemotherapy).</i>
Streptococcal sore throat (including scarlet fever)	EXCLUDE until 24 hours of appropriate antibiotics have been completed.	NOT EXCLUDED
*Tuberculosis (TB) ²	EXCLUDE until written medical clearance is received from the relevant Tuberculosis Control Unit.	NOT EXCLUDED
*Typhoid ² and paratyphoid fever ²	EXCLUDE until appropriate antibiotics have been completed. ¹ Stool sample clearance will be required, <i>contact your Public Health Unit for specialist advice.</i>	EXCLUSION MAY APPLY <i>Contact your Public Health Unit for specialist advice.</i>
*Whooping cough (pertussis) ²	EXCLUDE until 5 days after starting appropriate antibiotics or for 21 days from onset of cough AND confirmed that they are not infectious. ¹ <i>Contact your Public Health Unit for specialist advice.</i>	EXCLUSION MAY APPLY for contacts of an infected person. <i>Contact your Public Health Unit for specialist advice regarding exclusion of non-or incompletely vaccinated contacts.</i>
Worms	EXCLUDE until diarrhoea has stopped for 24 hours and treatment has occurred.	NOT EXCLUDED

This is an assistive tool, it is not intended to replace clinical assessment, management or judgment.

If you have any medical concerns, contact your healthcare provider or 13 HEALTH (13432584)

For further advice on the information within this poster, contact your nearest Public Health Unit via 13Health or at www.health.qld.gov.au/system-governance/contact-us/contact/public-health-units

Further information on recommendations:

- Communicable Diseases Network Australia (CDNA) guidelines
<https://www1.health.gov.au/internet/main/publishing.nsf/Content/cdnasongs.htm>
- National Health and Medical Research Council publication: infectious diseases in early childhood and education and care services, 5th edition www.nhmrc.gov.au/guidelines-publications/ch55
- Queensland Department of Health Communicable Disease Control Guidance
<http://disease-control.health.qld.gov.au>



Use this QR Code to access a digital copy of this poster or visit www.health.qld.gov.au/public-health/schools/prevention

Appendix 2 - Mango Hill State School Homework Policy

Homework Policy



At Mango Hill State School we believe learning is achieved in partnership between the school and parents. The success of this partnership is based on the reciprocal commitment from staff and parents to work together to improve student learning and wellbeing. Homework gives students the opportunity to build upon their class work and involve family members in their learning. To help find a balance between family life and helping students reach their full potential, Mango Hill State School has outlined expectations in this Homework Policy which sets out guidelines for homework, including the amount of time students should spend on homework each week.

What is the purpose of homework?

Academic research indicates that when homework allows students to practise concepts learnt at school and reading, a homework program will improve student learning outcomes. Research also indicates that homework should allow students the opportunity to find what engages them about learning as well as allow them space to form connections at home. In consideration of this the Mango Hill State School Homework Policy provides students with the opportunity to collaboratively revise, consolidate and/or practise skills and concepts directly linked to the current curriculum at the child's level. This is done through the "must do" activities. Optional, "could do", activities are also included to provide opportunities for collaborative engagement and extension. These activities are to be collaboratively completed and are aimed at extending the learning of students, their socio-emotional wellbeing and engagement with learning including key learning areas other than English and maths.

The following is a summary of each year level and how homework is organised.

Prep-Year 2

Must-Do Activities

- These activities have been developed to support children to collaboratively revise, consolidate and/or practise skills and concepts directly linked to the current curriculum. These may include:
 - Letter and sound recognition
 - Sight words
 - Daily reading
 - Discussing texts with QAR comprehension questions (Prep book bags)
 - Spelling and word study
 - Counting
 - Number study
 - Number Facts (Years 1 and 2).

Could-Do Activities

- Each term teachers will develop a matrix of differentiated, optional activities. These activities are to be collaboratively completed and aimed at extending the learning of students, their socio-emotional wellbeing and engagement with learning including key learning areas other than English and maths. These could include but are not limited to activities like the following must-do activities:
 - Helping a family member with cooking
 - Working in the garden
 - Collecting and recycling rubbish
 - Playing a board game
 - Reading a book or watching a film and discussing the characters

Year 3 and 4

Must-Do Activities

- These activities have been designed to support children to revise, consolidate and/or practise skills and concepts directly linked to the current curriculum. These may include the following must-do activities:
 - Daily reading
 - Spelling and word study
 - Number Facts.

Could-Do Activities

- Each term teachers will develop a matrix of differentiated, optional activities. These activities are to be completed with increasing independence and aimed at extending the learning of students, their socio-emotional wellbeing and engagement with learning including key learning areas other than English and maths.

Year 5 and 6

Must-Do Activities

- These activities have been designed to support children to independently revise, consolidate and/or practise skills and concepts directly linked to the current curriculum. These may include the following must-do activities:
 - Daily reading
 - Spelling and word study
 - Number Facts.

Could-Do Activities

- Each term teachers will develop a matrix of differentiated, optional activities. These activities are to be completed independently and aimed at extending the learning of students, their socio-emotional wellbeing and engagement with learning including key learning areas other than English and maths.

Time Allocations

- Prep-Year 2 could be up to but generally not more than 1 hour per week
- Years 3 and 4 could be up to but generally not more than 2-3 hours per week
- Years 5 and 6 could be up to but generally not more than 3-4 hours per week

Consistent Approach

Teacher Responsibilities

- Teachers will make clear the expectations at the start of each term.
- Homework will be digital or in hard copy. Parents are encouraged to negotiate with the teacher to find the best approach for their child.
- Expectations will be listed in the class newsletter at the start of each term with further information provided by teachers.
- All “must-do” activities will revise, consolidate and/or practise skills and concepts directly linked to literacy and numeracy.
- Teachers will develop a matrix of “could-do” activities that students can select from each week to further enhance their learning in all of the key learning areas as well as their socio-emotional wellbeing and engagement with learning.
- Homework will be set for a week with the start day and completion day clarified at the start of the year.
- Homework will run over a weekend so students have the opportunity to catch up if necessary.

- Spelling and number facts will be made explicit and directly link to classroom curriculum.
- Suggested activities to learn spelling and number facts will be provided by the teacher. These may be electronic activities, games etc or work to be completed in the homework book or iPad.
- Students who wish to complete extra homework will be provided with the opportunity through the “could-do” activities.
- Each week the class teacher will check the “must do” activities and provide “next step” in-class feedback, celebrating and reflecting on learning.
- Teachers will differentiate for different learners through a range of strategies which may include:
 - Assigning Matific to suit groups or individuals
 - Utilising Reading Eggs (self-paced)
 - Utilising Accelerated Reader (self-paced)
 - Providing home reading books at appropriate reading level
 - Providing alternate spelling and number fact activities for students significantly behind or above year level expectations.
- In deciding on the Homework Celebration Day teachers are to:
 - Co-construct with their class what an agreed homework celebration event may be for their class.
 - Bring the co-constructed from their class to their teaching teams and negotiate a plan with colleagues by the end of week 1 each term.
 - In week 2 teachers advertise the agreed homework celebration plans to their students to ensure students are engaged with awards.

Parent and student responsibilities

- Parents and students collaborate to decide the best times for homework noting the recommended weekly time allocation and organising their time to manage home obligations, participation in physical activities and sports, recreational and cultural activities.
- Parents should encourage children to take responsibility for their learning and organisation of time and support as follows:
 - Prep-Year 2 students complete tasks collaboratively with parents/caregivers
 - Years 3 and 4 students complete homework with increased independence
 - Years 5 and 6 students complete homework independently.
- Parents are encouraged to complete the “Tracking Checklist” indicating which tasks have been completed.
- Parents communicate with the class teacher regarding any family circumstances that may potentially impact on the child’s ability to complete homework.

Completion of Homework

We believe homework is an opportunity for our school to work in partnership with families as parents support their child with further reinforcement of learning at home. We understand families have very busy lives with many commitments. At Mango Hill State School, we communicate with families to ensure homework expectations are reasonable.

In regards to completion of work our focus will be:

- rewarding and acknowledging students who complete homework satisfactorily
- communicating with parents of those students who do not complete homework to understand the reasons for non-completion.

Guidelines include:

- Each week the class teacher will check the “must do” activities and provide “next step” in-class feedback, celebrating and reflecting on learning.
- Teachers will keep a tracking sheet, recording students who have completed their homework to a satisfactory standard.
- Teachers will communicate with parents of students who have not completed homework informing them of their child’s non-completion.
- Parents should communicate with the class teacher regarding any family circumstances that may potentially impact on the child’s ability to complete homework.
- In collaboration, teachers and parents of students not completing homework will negotiate a plan that is mutually satisfactory. In some cases, this may include differentiated homework (see page 4) and a differentiated timeline in which the student has to complete homework prior to the end of term.
- To be eligible for the Principal’s Award for Excellence (Years 2-6 students) each semester, students will need to complete 100% of their “must do” homework activities.
- Students who complete their homework 90% of the time will be invited to a special celebration at the end of the term, organised and facilitated by each year level, acknowledging their commitment to homework.
- Discretion will apply if medical or special circumstances impact the ability of students to complete homework.
- It is the responsibility of the teacher to set and check homework and the responsibility of the parents to support their child with homework.

Students absent for extended periods of holidays

Queensland legislation, Education Queensland policy and school policy all require student attendance at school on school days unless students are unwell. We therefore encourage all holiday and other extended travel to be taken in gazetted school holidays.

However, we understand that from time to time family circumstances result in the need for families to travel during term time. In cases where students are absent from school for an extended time during term for travel purposes, teachers are unable to provide school work to students.

Thank you for understanding that nearly all teacher prepared teaching resources are designed to be used by teachers with other supporting materials, and accompanied by explicit teaching, explanation, feedback and so on. For this reason, we instead encourage parents to have students work on reading eggs, Matific and other online sites. We also encourage daily reading, writing (perhaps in a diary), practicing number facts and simple operations and to work on a personal project about the area being visited or a topic of interest.

If students are away for longer than 10 days and are travelling overseas or interstate, students may be eligible for an exemption from school. Please see the office staff for the paperwork to apply.

This Homework Policy was endorsed by the Mango Hill State School P&C on the 9th of November 2020.

Appendix 3 - Mango Hill State School Dress Code



The Mango Hill School community has agreed on a school dress code for all students, which actively encourages students to take pride in themselves and their school.

Consistent student dress standards promote a powerful school identity and communicate a positive image of our school as a highly regarded community of learners. We expect that students proudly uphold this image of Mango Hill State School with good standards of dress and behaviour at all times. The MHSS Dress Code aims to contribute to a safe and supportive teaching and learning environment through:

- ready identification of students at school;
- fostering a sense of belonging;
- developing mutual respect among students by minimising visible evidence of physical, economic or social differences; and
- minimising exposure to hazards by adopting uniform items that enhance workplace health and safety practices.

Mango Hill State School's Dress Code consists of an agreed set of standards and identifies the uniform our students wear when:

- attending or representing their school;
- travelling to and from school; and
- engaging in school activities out of school hours.

At Mango Hill State School, the expectation is that each day students:

- wear one of the agreed Mango Hill State School uniforms as outlined below;
- wear black fully-enclosed shoes with plain black shoelaces. Shoes must be suitable for participation in physical activity each day;
- wear white plain full ankle socks;
- wear the MHSS hat while engaged in outdoor activities

Uniform Options

- School button-up blouse or shirt with MHSS logo
- School navy skort or shorts with MHSS logo

OR

- School Formal dress with black or navy-blue bike pants

OR

- School polo shirt with MHSS logo
- Sport shorts with MHSS logo

Please note Year 6 students only may wear the 'Senior' polo shirt instead of normal school polo.

Winter addition

- Navy blue school jumper with logo and plain navy blue trackpants
- Navy blue tights (pantyhose style) may be worn under skort

Jewellery

Students are permitted to wear only the following items:

- A watch
- One small plain stud or small plain sleeper of silver or gold in the lower lobe of each ear
- Medical alert bracelets
- Religious pendants by request of parent

Students or families with specific health, religious or cultural requirements in regards to the Dress Code must discuss with the Principal or Deputy Principal at enrolment or make an application in writing.

Medi-alert necklaces or necklaces approved as religiously or culturally significant must be worn inside the student's collar due to Workplace Health and Safety requirements.

Hair

Students are to wear their hair in a neat and tidy manner. Hair that is longer than shoulder is to be tied up neatly in navy, lime, sky blue or white hair band, ribbon or scrunchy.

Hair is not to be coloured and styles must be conservative.

Make up

No makeup is to be worn to school.

Coloured nail polish is not acceptable.

School Bag

Students are encouraged to use the MHSS school bag. Alternatively, students may use a plain navy or black school bag.

Non-compliance with code

A number of approaches may be employed by the school staff in the event students are non-compliant with the school's mandatory Student Dress Code. These approaches will be compliant with the Education (General Provisions) Act 2006.

Approaches include:

- Seeking parental support for compliance eg letter or telephone call. This may include requesting correct uniform be brought to school for the student.
- Assisting students with genuine economic hardship to acquire uniform eg uniform loan.
- Imposing a penalty ie Reflection Time. Continued breaches will incur a higher penalty.
- Preventing the student from taking part in a school event outside the school.
- Preventing the student taking part in a school activity that is not part of the essential education program of the school.

Whatever the approach, the intention of the school Administration will be to ensure every student complies with the Student Dress Code.

This Dress Code was endorsed by the Mango Hill Parent Consultation Committee in August 2011. The Dress Code was refined and endorsed by the Mango Hill State School Parents & Citizens Committee in April 2012.

Reviewed and endorsed at P & C Meeting 10 May 2021.

HAIR ACCESSORIES



Students are to wear their hair in a neat and tidy manner. Hair that is longer than shoulder is to be tied up neatly in navy, lime, sky blue or white hair band, ribbon or scrunchy.

HATS



Hats are the reversible navy blue bucket hat with school logo (sports house colour inside).



JEWELLERY

Students are permitted to wear only the following items:

- A watch
- One small plain stud or small plain sleeper of silver or gold in the lower lobe of each ear
- Medical alert bracelets
- Religious pendants by request of parent.

Students or families with specific health, religious or cultural requirements in regards to the Dress Code must discuss with the Principal or Deputy Principal at enrolment or make an application in writing.

SCHOOL BAGS

Students are encouraged to use the Mango Hill State School bag.

Alternatively, students may use a plain navy school bag.

Library bags are also available from our uniform shop.



Mango Hill State School
www.mangohillss.eq.edu.au

Phone: 07 3482 8111
Email: admin@mangohillss.eq.edu.au

Uniform Dress Code



FORMAL UNIFORM

Uniform options include:

- School button-up blouse with MHSS logo
- School button-up shirt with MHSS logo
- School navy skort with MHSS logo or
- School navy short with MHSS logo
- School Formal dress with black or navy blue bike pants



SPORTS UNIFORM

- School polo shirt with MHSS logo
- Sport shorts with MHSS logo



SHOES

Students are required to wear black fully-enclosed shoes with plain black shoelaces with both formal and sports uniforms. Shoes must be suitable for participation in physical activity each day.

Plain white full ankle socks are required.



WINTER ADDITIONS

Our jumper options include:

- Navy blue knit school jumper with logo
- Navy blue zipper school jumper with logo



Our other Winter options include:

- Plain navy blue trackpants
- Navy blue tights
- School long sleeved polo with MHSS logo



APPENDIX 4 - Guidelines for Complaints Management

Making a complaint

Information for parents and carers

During the course of your child's school years, you may have cause to make a complaint about an issue or concern you have with their education.

The department of Education and Training is committed to ensuring that all complaints are dealt with in a fair and equitable manner. There are processes and support networks in place to enable you and your child to work through any issues or concerns you may have.

To achieve an effective resolution for all parties, when making your complaint, you should ensure you:

- Provide complete and factual information in a timely manner
- Deliver your complaint in a calm and reasoned manner
- Avoid making frivolous or vexatious complaints or using deliberately false or misleading information.

You should be aware that if you are making a complaint about a staff member that, in most instances, the staff member will be told of the complaint and offered the right of reply. You also have the right to have a support person participate throughout the process.

The following four-step procedure is in place to assist parents/carers and school staff to reach an outcome that is in the best interest of the student.

1. Discuss your complaint with the class teacher

If your complaint is with your child's teacher or relates to an issue concerning your child's experience at school, make an appointment with that teacher as soon as possible through the school administration. Discuss your complaint with the teacher and give the teacher an opportunity to suggest a solution. The teacher will make a record of your complaint and report your meeting and any outcomes to the school principal. Together, both you and your child's teacher should be able to resolve the problem at this level.

2. Discuss your complaint with the Deputy Principal

If after approaching your child's teacher your complaint remains unresolved, make an appointment to see the Deputy Principal to discuss the issue further.

If your complaint relates to more general school matters, including issues of school policy and issues of compliance or non-compliance, you should raise your complaint directly with the Deputy Principal or Principal. The principal may refer your complaint to a delegate such as the Deputy Principal of Business Services Manager. The staff member will make a record of your complaint and work with you to come to a resolution.

3. Discuss complaint with the Principal

Complaints to the Principal may be lodged in person, by telephone, writing or via email to thepincipal@mangohillss.eq.edu.au

4. Contact your local education office

If you have discussed your complaint with the principal and still feel that you have not reached a resolution, you have the right to contact your local Department of Education and Training office.

Complaints may be lodged by telephone or in writing. Your complaint should be specific in detail and outline the steps you have taken to resolve the issue. Ensure your complaint includes your full name and address and that you have signed and dated it. It is also a good idea to keep a copy for your own records.

Anonymous complaints will only be acted on if enough information has been provided to allow for follow-up with the relevant school principal.

When you contact your local education office a record will be made of your complaint. You will also be advised that your name and the nature of your complaint will be reported back to the principal of your school to seek a resolution.

Addresses and telephone numbers for the Department of Education and Training offices are listed in the White Pages of your local telephone directory and are also available through the Schools Directory at www.education.qld.gov.au/directory.

5. Independent review

If you have not been able to resolve your complaint through these formal processes, you can lodge your complaint with the Queensland Ombudsman. The Ombudsman may be contacted at:

Office of the Ombudsman

GPO Box 3314, Brisbane, Qld 4001

Email: ombudsman@ombudsman.qld.gov.au

Telephone (07) 3005 7000 or

Toll Free 1800 068 908

Fax (07) 3005 7067

The role of Parents and Citizens' Associations (P&C's)

It is understandable that parents or carers may sometimes feel overwhelmed when approaching a school or the department with a complaint. While the Queensland Council of Parents and Citizens' Associations Inc (QCPCA) does not advocate on behalf of individual parents or carers, individuals can request their own P&C to provide support in these circumstances. The P&C can in turn seek assistance from QCPCA to provide guidance in resolving the complaint.

Complaints about services that are run or managed by the P&C at school, for example after school care or the tuckshop, should be directed to the P&C in the first instance.




APPENDIX 5 – Parent and Community Code of Conduct



We welcome parents¹ and other members of our diverse community into our school.

Working together with the school community², school staff support the learning and wellbeing of every student, and are entitled to a safe work environment.

Parents and other visitors to our school support safety by ensuring their communications and conduct at the school and school activities is respectful.

ELEMENTS OF ENGAGEMENT	It is expected that parents and visitors to our school will:	Parents and visitors to our school demonstrate this by:
 Communication	<ul style="list-style-type: none"> • be polite to others • act as positive role models • recognise and respect personal differences • use the school's communication process to address concerns 	<ul style="list-style-type: none"> • using polite spoken and written language • speaking and behaving respectfully at all times • being compassionate when interacting with others • informing staff if the behaviour of others is negatively impacting them or their family • respecting staff time by accepting they will respond to appropriate communication when they are able • requesting a meeting to discuss any concerns about their child's education – allowing staff time to prepare and appreciating their time may be limited
 Collaboration	<ul style="list-style-type: none"> • (parents) ensure their child attends school ready to learn • support the Student Code of Conduct 	<ul style="list-style-type: none"> • taking responsibility for their child arriving and departing school safely on time every day • reading and encouraging their child to understand and follow the Student Code of Conduct
 School Culture	<ul style="list-style-type: none"> • recognise every student is important to us • contribute to a positive school culture • work together with staff to resolve issues or concerns • respect people's privacy 	<ul style="list-style-type: none"> • valuing each child's education • acknowledging staff are responsible for supporting the whole school community • speaking positively about the school and its staff • not making negative comments or gossiping about other school community members, including students – in person, in writing or on social media • understanding, at times, compromises may be necessary • considering the privacy of all school community members at all times, and understanding that the school cannot share confidential information.

¹ The term 'parent' refers to parents, carers, guardians and people who exercise parental responsibility for a child.

² The term 'school community' refers to staff, students, parents, local business and community organisations and visitors to the school.

Appendix 6 - ePAL Program and Third-Party Consent



ePAL Program Information

At Mango Hill State School parents have the opportunity to nominate their child for the ePAL program, in which students bring their own privately owned and managed device to school to support their learning. *This program is optional.* The recommended devices are iPads, hence the supporting information below details information about iPads. If you have any questions regarding the iPads, please email ePal@mangohillss.eq.edu.au for detailed information about these devices.

Why ePAL?

The aim of the ePAL (electronic Portable Anytime Learning) program is to create a *balanced, integrated and innovative* approach to the use of technology in our learning environments. It strongly encourages the community school value of Innovation. ePAL supports our Mango Hill State School eLearning vision to educate and engage students, utilising the rapidly developing and changing world of technology. The whole school actively uses and promotes ICT opportunities that are purposeful, engaging and intrinsically linked to curriculum, quality teaching practice and maximising student learning outcomes. eLearning at MHSS provides opportunity for students to access, evaluate and transform information beyond the immediate task.

Students will use their device for a range of purposes throughout all stages of learning, such as planning and researching; applying and deepening knowledge; reflecting, evaluating and sharing. It is not expected that these devices will be in constant use, nor replace the important need for students to learn to read and write using more traditional forms. Similar to all teaching and learning tools in our school, the devices will be used to enrich the learning experience.

Why iPads?

The Department of Education (DoE) supports the iPad platform and DoEs wireless infrastructure in schools has been configured to accommodate this device. Recent iPad models, regularly updated, do not pose major security risks to network infrastructure. The iPad is suitable because:

- Wireless access to the Department of Education's filtered Managed Internet Service is possible (Intune company portal).
- A wide range of versatile apps are available to support all areas of the curriculum.
- Students are able to create a diverse range of high-quality digital content with limited training in the use of the applications.
- One swipe and the iPad is on and ready to be used.
- The device is lightweight and portable.

Minimum Specifications for Purchase

The following outlines the minimum and recommended requirements of an ePAL device for our students. If parents/carers purchase contrary to these specifications the device may not meet functionality and/or security requirements. The school will make every effort to ensure the device works on our school network.

Minimum Requirement	Recommended Requirement
iPad 7 th Gen or iPad Air 3 rd Gen (2019 Model) 32GB	LATEST iPad 9th Gen 64GB 10.2" WIFI

iPad	Released	iOS Supported
iPad 5 th Gen	2017	15.5
iPad 6 th Gen	2018	15.5
iPad Air 3 rd Gen	2019	15+
iPad 7 th Gen	2019	15+
iPad 8 th Gen	2020	15+
iPad Air 4 th Gen	2020	15+
iPad 9 th Gen	2021	15+

An iPad purchased new (i.e. the latest) should last a minimum of 5 – 6 Years.

NOTE:

- *We recommend the iPad Air 2 or higher as these are best supported using Apple iPadOS 15.*
 - *iPad Air 2 is expected to stop being supported by the end of 2022 when iPadOS 16 comes out.*
- *iPads that are too old may have significantly less functionality or not support as many features compared to other student iPads, and as Apple no longer supports the updates of these devices, there is little we can do to assist students if they run into problems when using these older devices at school.*
- *iPad Minis are also not recommended for use at school, as the smaller screen size makes it incompatible with some apps. Minis 1-3 are no longer supported by Apple (so not on the latest iPadOS).*

Does the iPad need 3G, 4G or 5G?

No. At school, the use of VPNs or mobile data such as 3G, 4G and 5G is not permitted. Students should always access the internet through the DoE Wi-Fi network called "EQNET" that ensures they are using the secured environment provided by the Department of Education.

Mobile Phones and Smart watches

As per the MHSS student code of conduct, Mango Hill State School understands that some parents are desirous of their child having access to a mobile phone or smart watch for safety purposes as they travel to and from school.

Mobile Phones: Students who travel to school with a mobile phone must immediately switch their mobile phone off and proceed to the office when they arrive at school to check in their mobile phone for the day. Mobile phones must not be kept in school bags, desks or on their person. In the afternoon when the student has been released for the day, the student must immediately proceed to the office to collect their mobile phone. Students may switch their phone on once they leave the school grounds, or in the event that they need to contact their parent for safety purposes.

Smart watches: Once at school, any function of a smart watch other than telling time must be switched off. Students must not be connected to any 4G or 5G network or messaging Apps whilst on the school grounds.

Where Should I Purchase the Device?

The device can be purchased at any retailer. ***We strongly recommend that the device has a robust protective case suitable for student use.***

Responsibilities - Student, Parents and School

Parents and Students

- Parents and students agree to and sign the terms and conditions of the ePAL Student Participation Agreement. Parents and students continue to discuss acceptable use guidelines for personal device use at school.
- Parents agree to purchase and manage nominated paid apps to support student learning. *(All recommended free apps will be available through Intune Company Portal, once student sign-in has been completed for this.)*
- Parents manage Apple ID or Apple Accounts. *(By law, students under the age of 13 are unable to have these accounts. **Apple Family sharing** allows parents to set up a parental account then create accounts for their children and all app purchases are then shared between the family. This is the recommended method for Apple accounts, rather than your child using your account.)*
- Parents to ensure device is regularly updated and backed up either to a home computer or iCloud.

Apps

Most of the recommended apps for our students are free. All free apps do not need to be individually downloaded, as they are available through Intune Company Portal. Once a student has their iPad and has received their school username and password from their teacher, parents/carers can help their children to log in to Intune Company Portal. Simply download Intune Company Portal from the app store and then follow the steps to sign in and download the profile required to connect to the DoE secure Wi-Fi at school. Students can then access all of the free apps from the school app list through Intune Company Portal app. If you have any difficulties with this process, contact your child's classroom teacher or email our IT support on epal@mangohillss.eq.edu.au.

Any paid apps are purchased through the Apple App Store. We attempt to keep the cost of apps to a minimum for families. Once the app is downloaded to an account, it can be shared across multiple devices. Therefore, parents/carers who have more than one child in the program can purchase and share across the devices. The app developers may periodically upgrade these apps and therefore parents need to ensure updates are completed at home. For most apps the cost is a one-off purchase.

The School

- Teachers will ensure iPads remain in classrooms and lock classroom doors during break times.
- Classroom teachers will regularly revisit the safe and acceptable use of the devices with all students.
- Classroom teachers will discuss the participation agreement with the students, so that all are aware of the acceptable use guidelines of their personal device whilst at Mango Hill State School.
- The eLearning Committee will ensure that the list of recommended apps provide cross curricular functionality and give students the opportunity to engage in a vast range of digital learning in line with the MHSS vision.
- The school will maintain professional development for teachers working in the program.
- Throughout the year the school will host information sessions for parents and students that will focus on the management of the devices and using applications to create digital content.

The Process

- Parents sign and return the agreement to the school office or classroom teacher prior to the device being connected to the school network.
- Parents purchase and setup device.
- Parents download the Intune Company Portal app and complete the sign-in process using their child's school username and password.
- Parents download the listed paid apps only.

Third Party Website Consent

The use of web based educational resources has risen steadily over the last decade. Teachers are increasingly using these resources across Queensland to improve student-learning outcomes. Our school and teachers make decisions about the best technology to meet the needs of our students. While the Department provides most of the resourcing we use at school, sometimes a need exists that is not included. On these occasions, it is beneficial for students to utilise services provided by third party web-based providers.

Our school wishes to utilise the third-party web-based service providers listed below to aid students learning. For your child to use these services, their teacher will need to register them as a user. Registering with these providers requires student personal information to be disclosed to the provider of the service. Registration may include disclosing information such as students name, year group and class teacher.

In the case of the services outlined below they are private companies that are hosted onshore in Australia and/or outside of Australia. Outside of Australia means that data that is entered to register for these sites will be stored on servers that are not based in Australia and therefore are not bound by Queensland's privacy laws.

We need your permission for the registration and use of these sites by your child. Please complete the consent form below and return it to your child's teacher. Note: It is not compulsory for you to provide this consent – If you decide not to provide consent, this will not adversely affect academic achievement, or any relationships with teachers or the school.

Please read these and ensure that you understand the implications of using this service before giving your consent. If you have any queries around the storage of student's information, please feel free to contact the Principal. Please note that, given the significance that these services provide, the school will contact you to discuss your reasons should you not consent or fail to provide a response.

Below is a list of the third-party web-based service providers we utilise at Mango Hill State School.

Name of Provider	Renaissance - Accelerated Reader (Cost involved - Part of the SRS)	
Risk Level	Medium- <i>Student First Name and Initial of Surname</i>	
Type of Service	The purpose of this website is to promote and provide access to a product designed to develop a student's ability to read English.	
Website Policy Use	Privacy Terms of Use	https://www.renaissance.com/products/accelerated-reader/ https://www.renaissance.com/privacy/ https://www.renaissance.com/terms-of-use/
File Storage	Accelerated Reader store student personal information in the United States of America (USA).	
Name of Provider	Reading Eggs 3P Learning (Cost involved - Part of the SRS)	
Risk Level	Medium- <i>Student First Name and Initial of Surname</i>	
Type of Service	The purpose of this website is to promote and provide access to a product designed to develop a student's ability to read English.	
Website Policy Use	Privacy Terms of Use	https://readingeggs.com.au/ https://readingeggs.com.au/privacy https://readingeggs.com.au/terms
File Storage	Reading Eggs stores student personal information in the United States of America (USA).	
Name of Provider	Matific Maths (Cost involved - Part of the SRS)	
Risk Level	Medium - <i>Student First Name and Initial of Surname</i>	
Type of Service	The purpose of this website is to provide online lessons to learn the fundamentals of mathematics.	
Website Policy Use	Privacy Terms of Use	https://www.matific.com/au/en-au/home/ https://www.matific.com/au/en-au/home/privacy/ https://www.matific.com/au/en-au/home/terms/
File Storage	Matific store student personal information in the United States of America (USA). USA information privacy and protection laws differ substantially from Queensland and Australian law	
Name of Provider	Showbie (Cost involved - Part of the SRS)	
Risk Level	Medium- <i>Student First Name only</i>	
Type of Service	The purpose of this website is to create and submit assignments, notes and photos via the iPad applications for marking online.	
Website Policy Use	Privacy Terms of Use	https://www.showbie.com/ https://www.showbie.com/privacy/ https://www.showbie.com/terms/
File Storage	This service stores information in the Canada.	
Name of Provider	Class Dojo (No Cost Involved)	
Risk Level	Medium- <i>Student First Name only</i>	
Type of Service	The purpose of this website is to help teachers improve student behaviour and engagement	
Website Policy Use	Privacy Terms of Use	https://www.classdojo.com/ https://www.classdojo.com/privacy/ https://www.classdojo.com/terms/
File Storage	This service stores information in the United States of America (USA). USA information privacy and protection laws differ substantially from Queensland and Australian law	

Mango Hill State School – iPad App List



Free iPad Apps – these do not need to be individually downloaded. Please download the Intune Company Portal app and follow the steps to sign-in. Once signed in, the free apps below can be accessed through the Intune Company Portal app. Paid apps are not available within the Intune Company Portal app and will need to be downloaded individually.

	The Calculator	id398129933		Fractions, by MLC	id1114674604
	Flashcards by NKO: Flash Cards	id478986342		Number Frames, by MLC	id873198123
	Matific Maths	id1440019986		Number Pieces, by MLC	id605433778
	iMotion	id421365625		ScratchJr	id895485086
	Tello	id1330559633		Pyonkee	id905012686
	ABC Reading Eggs Learn to Read	id726696040		NAP Locked Down Browser	id1086807255
	Showbie	id548898085		Microsoft OneNote	id410395246
	Languages Online	id883080622		DroneBlocks	id1045826508
	Micro:bit	id1092687276		Merge Explorer	id1453098606
	Sphero Edu	id1017847674		Chatterpix Kids	id734046126
	Draw and Tell HD	id504752087			

Apple Apps

	Pages	id361309726		iMovie	id377298193
	Numbers	id361304891		Clips	id1212699939
	Keynote	id361285480		Notes	id1110145109
	GarageBand	id408709785	If you are short on available storage on your iPad, do not download GarageBand unless instructed by your teacher.		

Paid iPad Apps – Follow [link](#) or search App Store by name or ID

	Book Creator for iPad	id442378070	\$4.49		StaffWars	id810405576	\$1.49
	Veescape Green Screen Full	id605757864	\$4.49		Rhythmic Dictation	id825293936	\$1.49

Updated: Oct 2022

SOLE's advice for your device

Care for Self

Care for Others



Appendix 7 - Voluntary Contribution



At Mango Hill State School, we receive funds from the state government that provide the core services and materials for our students. We also have a Voluntary Contribution scheme which we use as a Library Fund to purchase additional library books for our Hub.

It has been a pleasure to watch our Hub collection of books grow each year, now providing a wide selection of books for our students from Prep to Year 6 to enjoy. Books include those in the general collection that all students have an opportunity to borrow as well as English unit books, Guided Readers and Home Readers for use within classrooms.

The voluntary contribution of **\$50.00 per family per year** allows us to continue to purchase new books each year, supporting students' learning in all areas and providing lots of choice for everyone.

There is nothing better than when a student finds the perfect book – just what they are looking for, so, in such a large school, we need plenty of books to make this possible.

Donations to the Library Fund are tax deductible and receipts will be provided. Donations can be made at the office and we look forward to receiving your contribution to support the development and love of reading across our community.



Voluntary Financial Contribution Information Sheet

Each State school is resourced by the State Government through appropriation funding to provide a core educational service to students. Voluntary financial contributions are used by schools to provide an enhanced educational service and to enhance resources available for student learning, recreation and comfort.

Operating Statement

1. The costs of providing instruction, administration and facilities for the education of students at the school are met by the State Government for students enrolled at the school who are Australian citizens or permanent residents, or the children of Australian citizens or permanent residents.
2. The school is resourced by the State Government through school appropriation funding to provide a core educational service.
3. Section 56 of the *Education (General Provisions) Act 2006* provides that the Principal may ask the parents of a student of the school to make a voluntary financial contribution to supplement government funding for instruction, administration and facilities for the education of the student at the school. If the student is an adult, the principal may ask the student to make a voluntary financial contribution.
4. 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.
5. A voluntary financial contribution is not a fee. Debt recovery action will not be undertaken by the school for non-payment of all or part of a request for a voluntary financial contribution.
6. A voluntary financial contribution is separate from a Student Resource Scheme that might operate in the school.
7. While the request to parents may indicate a nominated amount, the financial contribution to the school is voluntary, and there is no obligation on a parent to make all or part of the contribution.
8. To enable an informed decision to be made by the parent, the request for a voluntary contribution should indicate how the funds will be used by the school.
9. The school and the parents share decision-making and responsibility for the operation of the voluntary financial contribution funds. The amount of the requested contribution and the operation of the voluntary contributions are endorsed by the Parents and Citizens' Association annually.
10. The voluntary financial contribution funds may be managed by the school or the Parents and Citizens' Association, but not by a third party.
11. The voluntary financial contribution is not to be a deterrent for a student enrolling at the school, participating in extra-curricular activities or undertaking a particular subject.
12. Where a parent decides not to make a voluntary financial contribution, instruction, administration and facilities for the education of the student at the school will continue to be provided by the school, and the student will suffer no educational detriment by way of school action as a result of the decision. 13. For any payment by cash, cheque or credit/debit card, a receipt will be issued.

Uncontrolled copy. Refer to the Department of Education and Training Policy and Procedure Register at <http://ppr.det.qld.gov.au> to ensure you have the most current version of this document. Page 1 of 1

QParents



Fact sheet for parents

What is QParents?

QParents is a user-friendly portal accessible via app or web browser, providing parents with secure online access to information about their child's schooling.

How will QParents assist me?

QParents enables you to access and manage information about your child online.

What information is available in QParents?

You can access information about:

- attendance details
- timetables and upcoming events
- report cards and assessments
- invoices and payment history.

What are the benefits of using QParents?

You will benefit from:

- greater transparency with online access to your child's information
- ease of viewing and updating your child's details including address and medical conditions
- anytime, anywhere access on a smart phone, tablet or computer
- access to the latest information in one centralised place
- improved administration efficiencies and reduced printing and mail outs.

Which schools use QParents?

QParents is an optional resource available to any Queensland state school. Depending on the needs of their community, schools may choose to use QParents.

Contact your child's school to find out if they are registered to use QParents.

How do I register for QParents?

Your child's school will send you a letter or email inviting you to register for QParents. You will then be able to register via the secure QParents website: qparents.qld.edu.au using the unique invitation code contained in the letter or email.

You will require each child's unique EQ ID and you must verify your identity by providing 100 points of ID. If you cannot verify your identity online, you should contact your child's school for assistance.

The school will review your registration and approve your account. You will then be able to access the QParents app and delegate read-only access to another parent, carer or family member, known as a 'Delegated Viewer'.

For more information on registering and verifying your identity, see the QParents registration fact sheet.

What personal information is stored about me in QParents?

The following details are securely stored on your QParents account:

- your full name
- your email address
- your mobile phone number (if provided)
- basic details of any delegated viewers you have invited
- the types of documents you provided during registration (but not the actual documents)
- details of any payments you have made (but not credit card details).

Where is my personal information stored?

The Department of Education has contracted Microsoft to host the QParents app. Your personal information is stored in Microsoft's secure data centre in Australia. All personal information is protected using the latest encryption techniques, rendering this information unreadable to unauthorised people. For more information, see the Microsoft Azure Trust Centre.



**Queensland
Government**

Fact sheet for parents

Will you use my data for advertising purposes?

No. Queensland Government agencies are not permitted to disclose your information for marketing, advertising or other purposes.

Where has my child's information been sourced from?

Information about your child in QParents has been collected through school processes such as enrolment and/or recorded by teachers and school staff in the school's IT system called OneSchool.

How current is the information in QParents?

Information will be available in QParents as soon as it has been recorded or updated in OneSchool.

Any information updated by you in QParents (e.g. reasons for absences, your child's details or medical conditions) will be available immediately for the school to review and confirm the update in OneSchool.

What happens if I don't want my child's information in QParents?

Where there is more than one parent or guardian of a child, either party may opt to have a QParents account. In these circumstances, your child's information will be available to the other parent or guardian. If all parties do not want their child's information in QParents, you should contact your child's school.

Where can I find help using QParents?

If you need assistance using QParents, you can:

- check the help page at qparents.qld.edu.au/#/help
- call 13 QGOV (13 74 68)
- use the 'Give us your feedback' option in QParents
- contact your child's school.

Appendix 9 – Qkr!



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:

- 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.

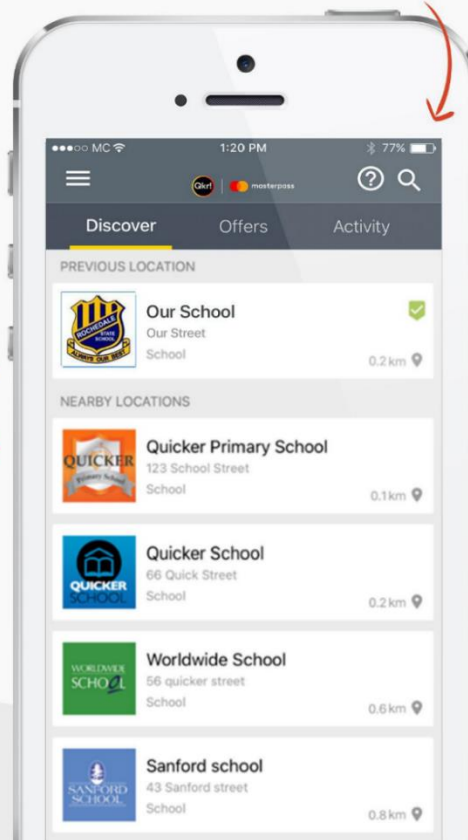
Step 4 Register your children

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

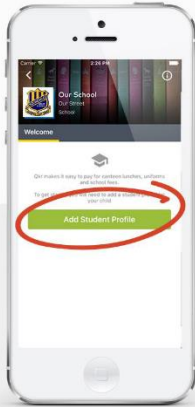




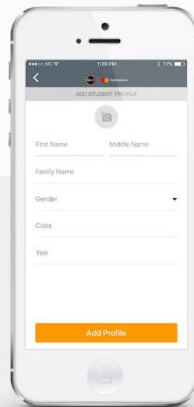
masterpass

Add your children's details in Student Profiles

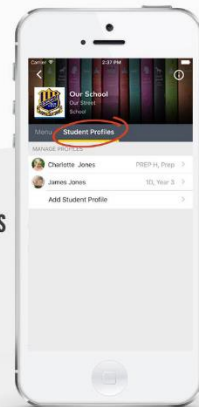
Select
'Add student profile'



Add each
child's details

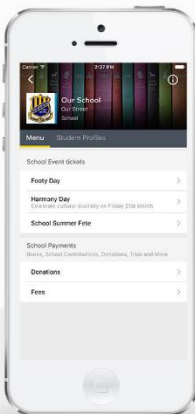


Manage each
child's details in
Student Profiles

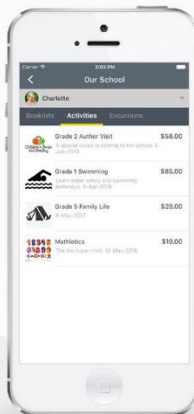


Purchase school items

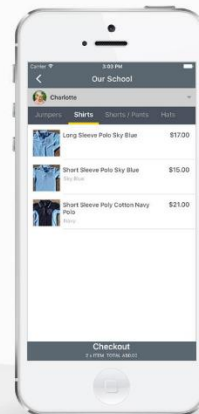
Select a menu
from our school



Select child
you are
ordering for



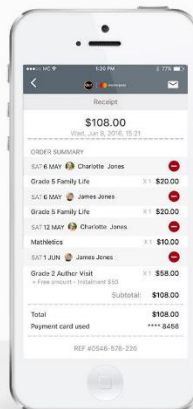
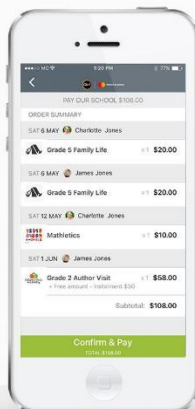
Select your items



Tap 'Checkout'
then confirm and pay

Making payments

Add up to 5 cards to your wallet



At checkout select which card to
pay with.

Pay with any cards accepted
by the school.

Once your payment is approved you
can continue to the home page, or
view your receipt.

Prep Year



WELCOME

The time has arrived for your child to attend the Preparatory Year. This often creates change and challenges for your child and your family. You will no doubt have many questions and we aim to give you the information you will need through this handbook, our school website and most importantly through your communication with our friendly, professional staff.

A sincere welcome is extended to you and we trust that your child's learning experience at Mango Hill State School will be an exciting and positive one supported by all members of our school community. We look forward to sharing in your child's learning journey and celebrating their successes together.



Get Ready for Prep



About Us

Our Early Year's Philosophy

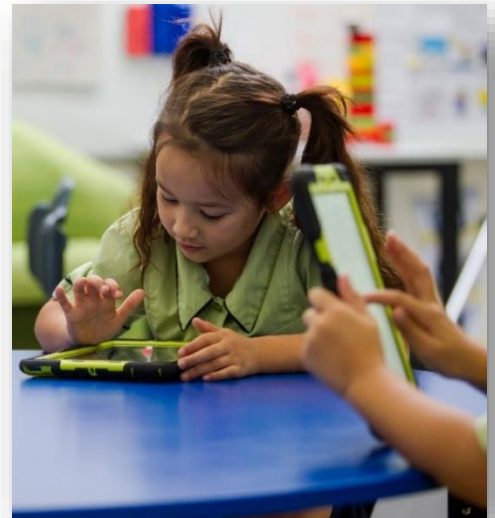
At Mango Hill State School, we believe partnerships between parents, teachers and children are vital in developing confident capable learners, who through active engagement and participation, develop into lifelong learners.

As teachers at Mango Hill State School we strive to:

- Develop and maintain partnerships of parents, teachers and children.
- Develop a rapport with and an understanding of each child.
- Make curriculum decisions by planning, interacting, reflecting, monitoring and assessing.
- Appreciate the uniqueness of each child.

At Mango Hill State School, we are committed to providing quality learning interactions. Our P-2 Early Phase curriculum provides opportunities to:

- Value reading and writing and their role in developing and empowering each and every child in their life-long journey of learning.
- Implement explicit teaching practices such as delivering daily reading and writing programs, using a variety of methods, strategies and approaches.
- Continuously monitor and assess to identify learning needs.
- Expect high levels of achievement appropriate for each child.
- Focus children on what we want them to know and do. Model the love of literacy and numeracy.
- Immerse our classrooms in print.



“Our task, regarding education, is to help children climb their own mountains, as high as possible. No one can do more.”

Loris Malaguzzi

“Once children learn how to learn, nothing is going to narrow their mind. The essence of teaching is to make learning contagious, to have one idea spark another.”

Marva Collins





Our classrooms are warm, friendly supportive environments where we value:

- Respect
- Innovation
- Commitment
- Excellence
- Teamwork

As a school community we recognise our strengths are in our children, staff and families.



Our Aims

It is our aim to:

Build partnerships with parents, community and schools thus, developing the optimum opportunity for children to develop, learn and make an easy and successful transition to school.

Provide a programme that is both challenging and responsive to the diverse needs of the young child.

Continue to foster good and appropriate early childhood practices in all that we do.

Prep provides the foundation for your child's success at school by developing:

- a positive approach to learning;
- independence and confidence;
- thinking and problem solving skills;
- language skills;
- early literacy and numeracy foundations; and
- physical abilities, including gross and fine motor skills

Our School Day
(Could be subject to change in 2018)
"Routine helps me feel secure"

8:00am	Children wait with parents/carers in front of administration or piazza.
8:15am	Bell to go to class
8:25am	First session starts
9:05am	Brain Food break
(approx.)	
10:10am	First break play time in Prep Playground
10:45am	Lunch eating time with Prep class and teacher
10:55am	Second session starts
12:30pm	Second break play time in Prep Playground
1:00pm	Eating snack time with Prep class and teacher
1.10pm	Third session starts
2:30pm	Home time



What happens at Mango Hill State School Prep?

The First Day

We aim to make the first day at Prep a happy one for your child. We will be working hard to make sure that everything goes as smoothly as possible. We'll have lots of smiles, fun and laughter. Our routine will be simple and consistent, allowing the children to feel confident and happy in their new classroom.

Brain Food Break

Recent research into the brain and learning (Jensen, Joseph) has shown that learning can be enhanced when children consume the correct brain food and hydrate the brain with water.

Suitable foods for Brain Break include:

- Apple
- Banana
- Pear
- Strawberries
- Celery sticks
- Carrot sticks
- Dried fruits

Here are just a few hints to make the first day go smoothly:

- The school day starts at 8:15am - please be on time.
- Be positive. Talk about new things in a happy way.
- Familiarise children with staff names.
- Don't "sneak" away. Always tell your child when you are leaving and that you will be back at the end of the day.
- Once you have said 'good bye' and are leaving, please go as quickly as possible. The few upset children invariably settle down after that initial departure from Mum or Dad.
- Please do not hesitate to discuss any concerns or worries that you may have regarding your child's education with your child's teacher.
- Please ensure your child's brain break food is cut up and ready to eat.

Our Prep children are encouraged to:

- Participate meaningfully
- Develop a positive attitude to learning
- Have a sense of humour
- Use a variety of ICT
- Increase their vocabulary
- Form basic concepts in literacy and numeracy
- Use language to communicate
- Develop self-confidence
- Make friends
- Develop physical skills
- Negotiate and problem solve
- *and much more...*

The Prep Program

Our Prep classes have implemented the Australian Curriculum. We also refer to the Early Years Curriculum Guidelines provided for all State Schools by Education Queensland to ensure your child's holistic development. These curriculum documents provide us with knowledge and guidance to differentiate and meet the individual needs of the children while supporting your child to reach their potential.

Each class engages in hands on, age appropriate learning to develop the foundations of their future schooling success. Each day you will see the children involved in focused learning and teaching experiences, inside and outside activities, on their own, in small groups and with the whole class.

In addition to focused early literacy and numeracy opportunities, the children plan and negotiate with the teacher and aide, following areas of personal and group interest to learn more about their world and school life.

Our teachers will meet regularly with you throughout the year to discuss your child's progress. At these meetings you will have opportunities to view your child's work and discuss their progress. Meetings are usually held in Term 1 and Term 3. If you have any questions between times please make an appointment to speak with your child's teacher at a time convenient to both of you. A written report will be provided at the end of Term 2 and Term 4.

Arrival

- The classroom will always have the door open from 8:15am. Please feel free to come in with your child at this time before the formal session at 8:25am.

- Enter any child collection notices in the diary located at your Prep classroom. e.g. Grandparent collecting Amy today, Johnny is going to OSHC
- If you are staying for the session, or part of, please sign in as a volunteer at the office. This will not commence until later in Term 1.
- Encourage your child to unpack their schoolbag and complete their morning tasks.
- If you arrive at school before 8:15am, please wait with your child in the Piazza or alternately at the front of the school. We have blue lines painted on our concrete, to indicate where parents wait before 8.15 am and before collection at 2.30 pm. Our SOLE café is open to our parents before school each morning.

Departure

- To help children stay focused on the teacher, the door will remain closed until the bell. Please wait behind the blue lines until the bell rings at 2:30pm.
- Our Prep children wait, seated on the carpet, until you arrive at the classroom door.
- Our Outside School Hours Care facility collects all students booked into the After School Program from their Prep classroom.
- Should your family use our Look Out program, our Prep aides will walk your child to the Look Out program where remain supervised, until you collect them.
- If an older sibling collects your Prep child once their day has ended at 2.45 pm, please direct them to the Prep under cover area where our Prep children will be waiting for them, supervised by our staff.

Parents at Prep

Parents, caregivers and relatives play an important and valued role in the education of each child.

We welcome your involvement. You can assist by:

- Visiting the classroom as a rostered parent helper and joining in with our experiences
- Reading newsletters and noticeboards
- Collecting materials for collage and art
- Supporting excursions and special events
- Reading to your child daily
- Supporting us by talking with your child about their day
- Supporting our rules and consequences
- Informing us of any concerns, ideas or suggestions that you have

Parental roles and responsibilities

- Read all the information in order to be familiar with our policies, routines and practices.
- Clearly label ALL your child's belongings (e.g. **Peter Brown**)
- Discuss any concerns or questions with your teacher

Notify the staff of any changes related to address, phone numbers and emergency contact phone numbers.

Birthdays

We celebrate each child's birthday in Prep. Please feel free to send along a cake or cupcakes on your child's birthday, or the closest day to it. Please check with your teacher the number of children in your class (and any allergies) to ensure we have enough for everyone to celebrate.



Recycled Materials

Prep would like your help in collecting recycled items to support our program. Donations of things such as cardboard, boxes, lace, fabric, paper and buttons are always welcome.

Your child needs... <i>to be well rested, well-nourished and well prepared each day</i>	Uniform	Lunch Ideas Label items to be placed in the fridge with your child's name	Do not bring...
	<p>Uniform & Hat Include spare pair of underwear.</p> <p>School Bag Encourage your child to be responsible for packing their belongings, into their bag each day to develop independence</p> <p>Library Bag Large enough to hold large picture book.</p> <p>Prep Book Bag Provided by the class teacher.</p>	<p>Sandwiches</p> <ul style="list-style-type: none"> • Hardboiled Egg mixed with salad dressing • Cheese grated or sliced with crushed pineapple • Cottage Cheese mixed with: cucumber, tomato or chopped fruit • Baked Beans with chopped onion & raisins • Tuna with salad dressing, chopped celery, sliced apple or raisins • Chicken sliced or chopped with salad dressing and shredded raw greens <p><i>Please provide all the necessary items for your child to eat their lunch (e.g. cutlery)</i></p>	<p>Tins & Cans Difficult for little fingers to open and can produce sharp edges.</p> <p>Reheat We do not have the facilities to reheat or microwave food for students.</p> <p>Toys & Treasures Children are usually very upset when they get lost or damaged. Leaving them at home saves undue stress and upsets.</p>

