

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
First Aid Room	07 3482 8183

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	Melinda White	mwhit37@eq.edu.au
Deputy Principal – Year 1 & 2	Michelle Alcorn	malco14eq.edu.au
Deputy Principal – Year 3 & 4	Ben Mills	bxmil3@eq.edu.au
Deputy Principal – Year 5 & 6	Martin Winney	mwinn7@eq.edu.au
Deputy Principal - Inclusion	Ellaine Warner	ewarn23@eq.edu.au
Head of Department	Suzette Holm	sholm40@eq.edu.au
Head of Department	Jessica Rivett	jxqui5@eq.edu.au
Head of Department	Kylie Vaughan	kvaug3@eq.edu.au
Business Manager	Ros Coomber	rcoom4@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 almost 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





Absences

Daily absences can be called through to the office on the morning of the absence on 3482 8166, emailed to the office at mhssadmin@mangohillss.eq.edu.au or registered through the QParents app.

Accidents & Sickness

Minor injuries to children (e.g. small cuts, grazes) are treated by staff members. In more serious cases, an ambulance will be called and parents contacted. Students are covered for ambulance travel during school hours and while attending school activities.

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.

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

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.

Banking

School Banking is each Tuesday at Mango Hill SS. At the start of the year information is available for new students to join the banking program.

Bell Times

	Prep – Year 2	Year 3 - 6
	Time	Time
Open doors	8.15am	8.30am
Session 1	8.25am – 10.15am	8.40am – 10.40am
First break - 35 mins	10.15am – 10.50am	10.40am – 11.15am
Eating time	10.50am – 11.00am	11.15am – 11.25am
Session 2	11.00am – 12.35pm	11.25am – 1.00pm
Second break - 30 mins	12.35pm – 1.05pm	1.00pm – 1.30pm
Eating - 10 mins (duty)	1.05pm – 1.15pm	1.30pm – 1.40pm
Session 3	1.15pm – 2.30pm	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 positive and negative behaviours. A copy of the Student Code of Conduct is on the website.

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 2021 the Student Resource Scheme will be \$90.

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 electronic ordered through Flexischools (www.flexischools.com.au). No cash lunch orders are accepted however students may buy hot chocolate and light breakfast snacks 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. Volunteers are very welcome and should contact our school convenor on mhsspccanteen@gmail.com



Payments

Payments for excursions, camps and other school activities can be made a number of ways via electronic means to provide ease of parents. These are listed on the invoice. 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.

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 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.

A copy of the guidelines for complaints management is attached (Refer Appendix 4).



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 and Integrated Science & Technology (STEM) units.

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

On occasion it may be necessary to act on custody information held in our school files. 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 or piazza
 - Year 1 & 2 students should wait in the Junior covered area or piazza
 - Year 3-6 students should wait in the piazza or middle years covered area
- 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 quiet 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 and Year 1

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); or
- 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 by a parent, carer, older sibling or OSHC.

Dogs in School Grounds

Government policy bans dogs from school grounds. If you walk a dog to/from school, please secure it outside the fence and away from entry/exit points.

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 expected to discuss with the Principal. (Refer Appendix 3).

Emergency Procedures

Each semester the school will practice an Emergency Evacuation drill and a Lockdown drill to familiarize 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 Principal Inclusion is available to meet with any parents of students with disabilities concerned about their child’s transition to school.

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 Business Services Manager for assistance.

A permission form, covering students leaving the school grounds, is required from all parents/carers.



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. This should include all five food groups. The best choices for school lunches include sandwiches, fruit, vegetables, yogurt and cheese. Packaged food should be kept to a minimum.

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.

Head Lice

Up to 400,000 individuals per year are infested in Australia, so it is highly likely that your child, at some time, will be affected. Detection and treatment at an early stage can minimize reinfestation. We recommend that you check your child's hair weekly and if necessary seek treatment from your local chemist. It is advisable that all members of your family use the treatment at the same time. An information sheet is available at the office. Should lice be seen in your child's hair, you will be contacted in order for you to treat the head lice.

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)

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 2014 – 30 June 2015	2020	2021
Child born 1 July 2015– 30 June 2016	2021	2022
Child born 1 July 2016 – 30 June 2017	2022	2023
Child born 1 July 2017 – 30 June 2018	2023	2024
Child born 1 July 2018 – 30 June 2019	2024	2025

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. The cost of instrumental music is outlined for parents which includes a weekly lesson, music and if needed, the hire of instrument.



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 the office 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. Please report to Administration to do this.

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. A lost property box will be available for unnamed items. This is located in the Hub courtyard. Please note that lost property is completely cleared once per term and unclaimed, un-named 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 supply a note with the medication and 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.

Meet the Teacher

A ‘Meet the Teacher’ afternoon is held each year on the Friday before school starts. Class meetings will be conducted early in Term 1 to give parents important information regarding classroom programs, organisation and expectations. These times will be advertised early in Term 1.

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, Nintendos) 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

Whole school parades are held twice per term and parents are welcome to attend. 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.

At the end of each term a showcase afternoon is held to share with parents some of the great work from the term.

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!



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 from March 2021, another stop, drop, go at the back of the school. 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.

P&C Association

The P&C will meet each month on the second Monday of each month at 6:30pm. 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.

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 may choose to play in the playground or piazza or attend a lunch time club. These clubs include craft, sport, dance, choir, photography.

The Hub is open at first break each day. 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.

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.

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. Parent/carers are actively discouraged from being in the school grounds after school and on weekends. Unauthorised use of the school grounds is trespassing. It is important that all community members are aware of the importance of "School Watch". Any suspicious behaviour or noises at the school after hours should be reported.

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, 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.

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.

Additional services may be provided to meet students with disabilities needs by the Advisory Visiting Teachers for Autistic Spectrum Disorder, Physical Impairment, Hearing Impairment, Visual Impairment as well as Speech and Language Pathologist, Physiotherapist and Occupational Therapist.



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 4 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.

The drop-off zone on Bonnet Parade 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.

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 and digital devices. This contribution is tax deductible.



APPENDIX 1
The National Health and Medical Research Council (NHMRC)

'Recommended minimum periods of exclusion from school, pre-school and child care centres for cases of and contact with infectious diseases'.

Condition	Exclusion of cases	Exclusion of contacts
Amoebiasis (Entamoeba histolytica)	Exclude until diarrhoea ceases.	Not excluded.
Campylobacter	Exclude until diarrhoea has ceased.	Not excluded.
Chicken pox	Exclude until fully recovered or for at least five days after the eruption first appears. Note that some remaining scabs are not a reason for continued exclusion.	Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise not excluded.
Conjunctivitis	Exclude until discharge from eyes has ceased.	Not excluded.
Cytomegalovirus Infection	Exclusion not necessary.	Not excluded.
Diarrhoea	Exclude until diarrhoea has ceased.	Not excluded.
Diphtheria	Exclude until medical certificate of recovery is received following at least two negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and the other 48 hours later.	Exclude family/household contacts until cleared to return by an appropriate health authority.
Glandular fever (mononucleosis)	Exclusion is not necessary.	Not excluded.
Hand, Foot and Mouth disease	Until all blisters have dried.	Not excluded.
Haemophilus type b (Hib)	Exclude until medical certificate of recovery is received.	Not excluded.
Hepatitis A	Exclude until a medical certificate of recovery is received, but not before seven days after the onset of jaundice or illness.	Not excluded.
Hepatitis B	Exclusion is not necessary.	Not excluded.
Hepatitis C	Exclusion is not necessary.	Not excluded.
Herpes ("cold sores")	Young children unable to comply with good hygiene practices should be excluded while	Not excluded.

	the lesion is weeping. Lesions to be covered by dressing, where possible.	
Hookworm	Exclusion not necessary.	Not excluded.
Human immune.-deficiency virus infection (HIV AIDS virus)	Exclusion is not necessary unless the child has a secondary infection.	Not excluded.
Impetigo (School Sores)	Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing.	Not excluded.
Influenza & influenza like illnesses	Exclude until well.	Not excluded.
Leprosy	Exclude until approval to return has been given by an appropriate health authority.	Not excluded.
Measles	Exclude for at least four days after onset of rash.	Immunised contacts not excluded. Unimmunised contacts should be excluded until 14 days after the first day of appearance of rash in the last case. If unimmunised contacts are vaccinated within 72 hours of their first contact with the first case they may return to school.
Meningitis (bacterial)	Exclude until well.	Not excluded.
Meningococcal infection	Exclude until adequate carrier eradication therapy has been completed.	Not excluded if receiving rifampicin.
Molluscum contagiosum	Exclusion not necessary.	Not excluded.
Mumps	Exclude for nine days or until swelling goes down (whichever is sooner).	Not excluded.
Parvovirus (erythema infectiosum fifth disease).	Exclusion not necessary.	Not excluded.
Poliomyelitis	Exclude for at least 14 days from onset. Re-admit after receiving medical certificate of recovery.	Not excluded.
Ringworm, scabies, pediculosis (lice), trachoma	Re-admit the day after appropriate treatment has commenced.	Not excluded.

Rubella (German Measles)	Exclude until fully recovered or for at least four days after the onset of rash.	Not excluded.
Salmonella, Shigella	Exclude until diarrhoea ceases.	Not excluded.
Streptococcal infection (including scarlet fever)	Exclude until the child has received antibiotic treatment for at least 24 hours and the person feels well.	Not excluded.
Tuberculosis	Exclude until a medical certificate from an appropriate health authority is received.	Not excluded.
Typhoid fever (including paratyphoid fever)	Exclude until approval to return has been given by an appropriate health authority.	Not excluded unless considered necessary by public health authorities.
Whooping cough	Exclude the child for five days after starting antibiotic treatment.	Exclude unimmunised household contacts aged less than 7 years for 14 days after the last exposure to infection or until they have taken five days of a 14-day course of antibiotics. (Exclude close child care contacts until they have commenced antibiotics).
Worms (intestinal)	Exclude if diarrhoea present.	Not excluded.

Appendix 2 - Mango Hill State School Homework Policy



Homework Policy 2020

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

Girls Uniform Options

- School button-up blouse with MHSS logo
 - School navy skort with MHSS logo
- OR
- School Formal dress with black or navy blue bike pants
- OR
- Unisex school polo shirt with MHSS logo
 - Unisex sport shorts with MHSS logo

Boys Uniform Options

- School button-up shirt with MHSS logo
- School navy short with MHSS logo

OR

- Unisex school polo shirt with MHSS logo
- Unisex sport shorts with MHSS logo

Winter addition

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

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 make-up 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 and refined and endorsed by the Mango Hill State School Parents & Citizens Committee in April 2012 and revised and updated regularly. Latest update endorsed at P & C Meeting 12/9/16.

APPENDIX 4 - Guidelines for Complaints Management

DEPARTMENT OF EDUCATION AND TRAINING

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 theprincipal@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.