Mundubbera State P-10

Prospectus
2014
The Values of the School

ENGAGED, COMMITTED, SUPPORTIVE

This looks like

1. Being respectful
   • of others, their needs, feelings and their belongings.

2. Having discipline
   • Taking care always.
   • Thinking carefully before action.
   • Being responsible for the consequences of actions.

3. Being healthy
   • making good, safe decisions for body and mind

4. Being community minded
   • courteous, considerate and kind to all

5. Thinking
   • using and developing intellect
   • being a learner

6. Striving for Personal Best
   • applying energy, effort and initiative to all tasks.
   • asking for help when needed
Statement of Purpose

**Munduberra State P-10**

...opportunities to learn in a community focused on the wellbeing of every child everyday

**Three Expectations at school**

1. Be a learner
2. Show respect
3. Be safe

**Five Responsibilities in class**

1. Be where I am supposed to be
2. Bring my materials
3. Follow directions
4. Do my tasks
5. Be kind to others

**How can you be involved?**

- By visiting the school frequently to discuss your child’s progress with your child’s teacher.
- By attending parent / teacher discussions at regular intervals.
- By monitoring homework each day and showing interest in what your child is doing at school.
- By emphasising the importance of courteous, considerate behaviour and modelling this on a regular basis.
- By helping at the school tuckshop or breakfast club.
- By offering your services as a parent helper - a good way to see what your child is learning first-hand.
- By helping at school functions and working bees to beautify the grounds and provide educational facilities for the betterment of your child’s education.
- By joining the schools Parents & Citizens’ Association
- By fulfilling your commitment to support the school
Contact information

PRINCIPAL
Peter Townsend

BUSINESS SERVICES MANAGER
Lyn Serisier

ADDRESS
57 Bunce Street, Mundubbera 4626

<table>
<thead>
<tr>
<th>PHONE</th>
<th>FAX</th>
<th>EMAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>4165 5333</td>
<td>4165 5300</td>
<td><a href="mailto:the.principal@mundubbess.qld.edu.au">the.principal@mundubbess.qld.edu.au</a></td>
</tr>
</tbody>
</table>

WEBSITE
www.mundubbess.qld.edu.au

Like us on Facebook @ Mundubbera State P-10

OFFICE HOURS
8.00am - 4.00pm

SCHOOL MOTTO
Ever Upwards

School Times

<table>
<thead>
<tr>
<th>Time</th>
<th>Secondary</th>
<th>Primary</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:30am</td>
<td>Parade and roll marking</td>
<td>Morning Tea Break</td>
</tr>
<tr>
<td>8:40am</td>
<td>Period 1</td>
<td>Morning session</td>
</tr>
<tr>
<td>9:50am</td>
<td></td>
<td>Middle session</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(includes brain break)</td>
</tr>
<tr>
<td>10:20am</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11:30am</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12:40pm</td>
<td></td>
<td>Lunch Break</td>
</tr>
<tr>
<td>1:20pm</td>
<td></td>
<td></td>
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<tr>
<td>1:25pm</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2:35pm</td>
<td></td>
<td>End of school day</td>
</tr>
</tbody>
</table>

2014 School Calendar

School Office Reopens
The school office will reopen for 2014 on Monday 20 January.

First Day        Tuesday 28 January

Semester 1 and Semester 2 Term Dates
Term 1: 28 January – 4 April
Term 2: 22 April - 27 June
Term 3: 14 July - 19 September
Term 4: 7 October - 12 December

Year 10 finishing date for 2014: Friday 28 November

Pupil Free Days
Thursday 23 & Friday 24 January (week before first term commences)
Monday 20 October (please note this is NOT the first day of 4th term)
Public Holidays during school terms

Monday 27 January  ---------------------- -  Australia Day
Monday 21 April  ---------------------- -  Easter Monday
Friday 25 April  ---------------------- -  ANZAC Day
Friday 9 May  ---------------------- -  Mundubbera Show Holiday
Monday 9 June  ---------------------- -  Queen’s Birthday Holiday
Monday 6 October  ---------------------- -  Labour Day Holiday

P&C Meetings
Third Thursday of each Month (6.30pm)

Academic Competitions

This school encourages students to challenge themselves by entering a range of scholastic competitions as outlined below:

1. University of NSW SCHOOLS COMPETITIONS – 2014

<table>
<thead>
<tr>
<th>ICAS Subject</th>
<th>Year Levels</th>
<th>Closing</th>
<th>Test Date</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Skills</td>
<td>Years 3–10</td>
<td>22 April</td>
<td>20 May</td>
<td>$8</td>
</tr>
<tr>
<td>Science</td>
<td>Years 3–12</td>
<td>7 May</td>
<td>4 June</td>
<td>$8</td>
</tr>
<tr>
<td>Writing</td>
<td>Years 3-12</td>
<td>19 May</td>
<td>16-20 June</td>
<td>$17</td>
</tr>
<tr>
<td>Spelling</td>
<td>Years 3–7</td>
<td>20 May</td>
<td>17 June</td>
<td>$11</td>
</tr>
<tr>
<td>English</td>
<td>Years 3-12</td>
<td>1 July</td>
<td>29 July</td>
<td>$8</td>
</tr>
<tr>
<td>Mathematics</td>
<td>Years 3–12</td>
<td>15 July</td>
<td>12 Aug</td>
<td>$8</td>
</tr>
</tbody>
</table>

2. Westpac Maths – 7 August – Years 3 to 10 (cost $5)

3. NAPLAN (Years 3, 5, 7& 9) Tests – Tuesday 13 May to Thursday 15 May

These are national tests and parents should ensure students are at school during their administration.

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Entry fees can be paid at the beginning of the school year if you wish. Final due dates for payments will be notified in the School Newsletter.
SCHOOL STAFF

PRINCIPAL
Peter Townsend

HEAD OF DEPARTMENT
John Balshaw

PRIMARY TEACHERS

Prep Regina Enchelmaier
Year 1/2 Amanda Tebbit
Year 2/3 Ann Watt/Andrew Webb
Year 3/4 Sarah Summers – Sem. 1
Sandy Shannon – Sem. 2
Year 5 Alicia Dabelstein
Year 5/6 Bec Eisel

LOCAL RELIEVING TEACHER
Deb & Cor Moorrees

LEARNING SUPPORT TEACHER
Georg Kassulke

GERMAN
Cor Moorrees

CLASSROOM MUSIC
Jane Augustine

INSTRUMENTAL MUSIC
Kirsty McGovern

PHYSICAL EDUCATION
Lisa Whelan

TEACHER LIBRARIAN
Con Van Elst

SPECIAL EDUCATION UNIT
Alana Harris (H.O.S.E.S.)
Isabel Riggs

GUIDANCE OFFICER
Jane Carroll

SCHOOL STAFF

SCHOOL OFFICER
Mr Steven Crofts

BUSINESS SERVICES MANAGER
Lyn Serisier

ADMINISTRATIVE OFFICERS
Loris Doessel
Melanie Bice

SECONDARY TEACHERS

Social Science / English / Information Technology
Andrew Webb
H.P.E. / Science / English
Adrian Brady
Maths / Science / Art
Katie O’Kelly
Hospitality / Industrial Technology & Design
Maths / Studies of Society & the Environment/Business
Rick McGovern
English / Music / Studies of Society & the Environment
Kirsty McGovern
Mathematics / Science / Agricultural Science
Nicole Evans
Curriculum Support
Jenny Brown
Oriel Chambers
Judy Holznagel
Jan Jacobs
Laurelle Keenan
Esther Minty
Jan Newman
Julie Tucker
Terry Vicary
Joyce Wagner
Michelle Wain
Karie Whitehead

CLEANERS
Edna Law
Sandy Eastcott
Pam Tanzer
Kathy Vicary
Mick Keenan
General Information

Communications – Newsletter, Website and Facebook
A School Newsletter is published each Thursday with details of coming events, news of school activities and educational news items. This is our main avenue of communication with home so it is important that parents read the newsletter each week. The newsletter can be accessed in the following ways:

Email: Parents may request their copy of the newsletter by email by registering your current email address with the office.

School Website: A copy of the weekly newsletter will be uploaded onto our website each week for ease of access.

Paper: The youngest child of each family receives a copy of the newsletter each Thursday however we would like to limit any wastage of paper by asking parents to notify their child’s teacher or the office staff if you are accessing the newsletter electronically and therefore do not require a paper copy.

We also have a school website where school documentation such as the Responsible Behaviour Plan, Prospectus and curriculum information can be accessed.

For more up to the minute information, parents can access the school’s facebook page.

Complaints
During the course of your student’s school years, you may have cause to make a complaint about an issue with your student’s education. Mundubbera State P-10 is committed to ensuring that all complaints are dealt with in a fair and equitable manner. We pride ourselves on the belief that parents and students are welcome to discuss issues in a respectful manner with class teachers in the first instance or, if need be, with the Principal.

Student contact information
It is very important that we have up to date records of student addresses, telephone numbers, family circumstances, emergency contacts etc. Parents are asked to provide details at the beginning of each year and to update details as required throughout the year.

Enrolments
Enrolment forms are available at the School Office for completion by new students. It is school policy that parents / caregivers of all new enrolments make an appointment with the school administration to discuss school expectations before enrolling.

- Children must turn 6 by 30 June in the year they enrol in Year 1.
- Children must commence Year 1 schooling by the year that they turn 7 years old.
- Children who turn 5 by 30 June 2014 are eligible to enrol in Prep. The Prep year of school is non-compulsory, however it is advised in most cases that parents ensure that they take up this opportunity. Prep is now considered the official first year of schooling.
Transfers
If you are moving from the district and a change of school will be involved, you should notify the school office of your intended leaving date and, if possible, destination school. A transfer certificate and student records will be forwarded on request from the new school. Please ensure any school or library books are returned before departure. Secondary students will be refunded levies on a pro-rata basis and the book hire deposit will be refunded providing all text books have been returned in good order. At least one week’s notice will be required for refunding of money.

Absences
By Act of Parliament (Education Act General Provisions 2006), school attendance to 17 years of age is compulsory unless employed (25 hours minimum) or engaging in training at a recognised facility and as such students are required to be at school each day of the school year. If sickness or dental appointments prevent attendance at school, parents are required to notify the school by phoning or by sending a note the following school day otherwise student’s absenteeism will be marked as unauthorised. Every day counts.

Accidents and Illnesses
It is most important to leave up-to-date contact phone numbers so that you or your delegated emergency contact people may be contacted in the unfortunate event of an illness or accident that requires attention from either a doctor or ambulance officer. This information must be updated as soon as changes occur. As a general rule, if a child is not well enough to take part in normal lessons, he/she should not be at school. If in doubt, discuss with the Principal.

Minor accidents or illnesses are treated at school. In the case of accidents that might require medical attention, the ambulance is called and at the same time, every effort is made to contact parents or emergency contacts. As taxpayers, all families are covered by ambulance insurance. Sick students will be sent home if parents can be contacted. All head and neck injuries are treated as serious.

NB: Schools are not permitted to distribute paracetamol, aspirin or ibuprofen despite being sent to school by a parent unless labelled by a pharmacy for that student and with a note from the doctor. All medication distributed by the school is upon doctor’s directions. Should prescribed medication be required by a student, the medication (in its original container which records the prescribing doctor, date and dosage on it), written advice and instructions must be sent to the school office for safe keeping, administration and record. Particulars concerning disabilities, allergies, etc. should be stated on the student enrolment form and updated by parents as necessary.

Infectious Diseases Exclusion Table

<table>
<thead>
<tr>
<th>Disease</th>
<th>Exclusion Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Whooping Cough</td>
<td>Exclude until 5 days after commencement of antibiotics</td>
</tr>
<tr>
<td>Chicken Pox</td>
<td>Exclude for at least 5 days after the eruption first appears or until blisters have dried</td>
</tr>
<tr>
<td>German Measles</td>
<td>Exclude for at least 4 days from first appearance of rash</td>
</tr>
<tr>
<td>Measles</td>
<td>At least 4 days after onset of rash</td>
</tr>
<tr>
<td></td>
<td>Reports of measles are to be advised to the Principal who will pass this information on to Health Authorities.</td>
</tr>
<tr>
<td>School Sores</td>
<td>Exclude until 24 hours after commencement of antibiotics</td>
</tr>
</tbody>
</table>
Exposed sores are to be covered with a watertight dressing.

<table>
<thead>
<tr>
<th>Conjunctionitis</th>
<th>Exclude until discharge from eyes has ceased</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ringworm</td>
<td>Exclude until the day after appropriate treatment has commenced</td>
</tr>
</tbody>
</table>

A child may return to school earlier if a medical certificate is provided. Children should not be sent to school with obvious contagious conditions, e.g. scabies, conjunctivitis.

Parents of children who present with evidence of head lice infestation will be asked to collect their child to arrange treatment. The student should return to school once treatment is completed. A letter notifying parents of a case of head lice in your child’s class is sent home each time for all parents to check their child’s hair. Co-operation is essential to minimise further infestations.

**Insurance**
The school does not carry insurance against injury to students. This is a parental responsibility.

**Bicycles**
Students riding bicycles to school are required to store them in the bicycle racks provided. The wearing of bicycle helmets is law. Parents will be contacted if students are seen to arrive without a helmet, so they can arrange the delivery of a helmet before the child leaves the school grounds in the afternoon.

Students are reminded to care for their property and should be discouraged from allowing others to use their bicycles or helmets. Any incidence of this activity should be reported to the Principal.

**Buses**
Buses leave from designated areas outside the school. Rolls are used to check that all children are on the bus before it leaves, and we aim to have buses leave by 2:45pm.

- Students travelling on school buses are expected to conduct themselves appropriately. They are to be seated in an orderly manner while the bus is in motion. Older students are expected to set examples of acceptable behaviour to younger students. Seatbelts should be worn, where provided. Students travelling on school buses must follow the directions of the Bus Driver. Failure to do so may well result in withdrawal of eligibility for travel on the bus. The Code of Conduct for School Children Travelling on Buses (Queensland Transport) provides details of procedures to be followed.
- If a student is not going to travel on the bus on a particular day, the driver should be contacted or a message passed through other students to avoid unnecessary delays on the bus route.
- If students who are not regular bus passengers wish to travel on the school bus on a particular day (e.g to go to a friend’s place) prior arrangements should be made with the bus driver. Bus fares should be paid in these circumstances.
Conveyance Allowances

Students who meet all of the following criteria are eligible to receive Conveyance Allowance, Classes A, B and/or C.

(A) The secondary student lives more than 4.8 km from the nearest state school.
   The primary student lives more than 3.2 km from the nearest state school.
(B) The student cannot travel to the nearest State School by School Road Transport Service.
(C) An eligible student must be conveyed each day by private motor vehicle more than 3.2 km to and from a school road transport service.

The Conveyance Allowance is paid to parents who transport their children to the NEAREST State Primary/Secondary School or school bus stop by the shortest trafficable route. Classes A, B and C will be determined by the Conveyance Allowance Distance. This also applies to families with students attending a Non-State School or a more distant State School; i.e. the level of assistance is still determined by the Conveyance Allowance Distance.

**Note:** If claiming Conveyance Allowance Class A, C or D, it should be noted that Conveyance Allowance is paid on a per vehicle basis and generally only for one vehicle. However, in extreme circumstances, consideration will be given for the use of two vehicles (or one vehicle doing two trips) provided that full documentation including vehicle details and registration numbers are submitted. A Statutory Declaration to the effect that two vehicles are being utilised on a full-time basis will also be required. If claiming Class B or Class E Conveyance Allowance, documentary evidence may be requested.

New Applicants / Changes of Circumstances
A new application form is required to be completed when a child changes School or address, and for new families not previously in receipt of the allowance.

Applications must be received in the Department of Transport Office in Maryborough prior to 31 December of the year for which the allowance is required. Retrospective applications for travel will not be approved.

All Conveyance Allowance enquiries should be directed to:
School Transport Officer
Maryborough Regional Office
Queensland Transport
P.O. Box 371
MARYBOROUGH 4650

Phone (07) 4121 8315

Arrival at School
The preferred time for students to arrive at school is between 8.15am and 8.30am. Students arriving earlier than 8.15 must wait in the undercover areas. As there is no formal and rostered supervision allocated before school, we advise parents to ensure that the best time for students to arrive at school is just prior to the 8.30am starting time. No child should be in the school grounds before 8.00am on a school day, and all students should go straight home in the afternoons. Children are not to be in the school grounds at times other than those specified for classes or school activities arranged through administration.
Breakfast Club operates at school on Monday, Tuesday, Wednesday and Friday mornings, commencing at 8.00am. Only those students who are accessing this program should be on school grounds prior to 8:15am.

Active After School Activities are conducted for registered students of the program. Applications for this program can be collected from the main office.

Use of Playground facilities: The use of playground equipment before & after school is not permitted. We request that parents do not supervise their children’s use of school equipment as this encourages other children onto this equipment unsupervised.

Use of any school facilities after hours or at weekends must be approved through the Principal.

Items Not To Be Brought To School
• For safety reasons, students should not have steel rulers, thick permanent markers or paint pens, white-out pens or spray cans (e.g. deodorant.)
• Items which could be used to injure other students must not be brought e.g. knives, matches, lighters, fireworks, firearms etc.
• Primary students should not bring toys to school, unless for Oral Language (Show and Tell) sessions. In this situation, items should be left with the classroom teacher for safe keeping.
• Large sums of money: should money be required to be brought to school, it must be handed to the office for safe-keeping.

NB Mobile phones and electronic devices, brought to school with parental permission, are to be left at the office immediately upon arrival and collected at 2.35pm, unless being used in authorised class activities.

Students found with an unauthorised mobile phone will be required to leave it at the office. All contact between students and parents during the school day should be through the school office.

Leaving the school grounds
Students are not permitted to leave the school grounds at any time after their arrival without the supervision of a responsible adult nominated by the parent or caregiver. All lunch and other food items must be left at the office by parents for collection by students if required.

Excursions and Camps
From time to time, the school takes students on excursions which fulfil the aims and objectives of the work program and provide students with opportunities to which they may not otherwise have access. Student participation in each excursion is dependent on satisfactory behaviour, satisfactory compliance with uniform requirements and satisfactory completion of class work, homework and assignment work. Permission to attend extra-curricular activities may be withdrawn for non-payment of school fees.

A general permission note is completed for minor excursions around town (not requiring transport), however for longer excursions requiring a cost for travel, etc, a separate information note is sent home with permission and medical forms for completion and return by parents.
The school reserves the right to exclude any student from any excursion. Students on behaviour cards are not generally permitted to attend school excursions.

Refund policy
At Mundubbera State P-10, we are committed to providing a safe and supportive learning environment for students, staff and volunteers. This commitment includes the health and safety of staff and students when conducting curriculum activities in the school or in other locations.

School excursions and camps enhance a student’s learning by providing opportunities for the student to participate in activities, both curriculum-related and recreational, outside the normal school routine. All planned school excursions are approved by the Principal and endorsed by the Parents and Citizens Association.

State schools are able to charge a fee for:
- An educational service including materials and consumables not defined as instruction, administration and facilities for the education of the student;
- An education service purchased from a provider other than the school where the provider charges the school; and
- A specialised educational program.
- A school fee is directed to the purpose for which it is charged.
- School fees for excursions and camps are calculated on a cost recovery only basis, according to the number of students who have indicated their attendance.

Participation of students in an excursion or camp is indicated through payment of the excursion or camp fee and provision of a permission form completed by the parent/carer. Participation of students in an excursion or camp is indicated through payment of the excursion or camp fee and provision of a permission form completed by the parent/carer. As the school budget cannot meet any shortfalls in funding for an excursion or camp due to the subsequent non-participation of a student who had previously indicated attendance of the activity, fees already paid for an excursion or school camp may be refunded in full or in part or not at all, having regard to the associated expenses incurred and the circumstances of the non-participation. All applications for a refund, require a submission of Refund documentation available at the office and considered by the Principal and Management Committee.

Damage to School Property
There are occasionally incidents of damage being caused by students to school property. If this is through no fault on the part of the student, no compensation is required. However it is school policy, supported by P & C that if the damage was caused by malicious, deliberate or irresponsible behaviour then compensation, either by financial or school service means, will be required.

School Houses
Upon enrolling at Mundubbera State P-10, primary aged students will be assigned one of four sports houses. These houses are used for participation in one of 4 major sporting events and other on-going activities throughout the year. These houses may be determined on family traditions and are aligned to the 2 Secondary houses.

Sport
A variety of sports are encouraged at school. Cricket, softball, swimming (summer), soccer, netball and athletics (winter) are the major sports, with a variety of other activities also being undertaken.

Swimming classes are held during the fourth term for all Primary classes. These lessons are compulsory unless the child is suffering from illness, any kind of infection, sores or skin complaints. A note is required from parents of non-participating students.
There is a small fee to cover the pool entry cost. Students with a season pass do not need to pay this. P & C presently pays the bus costs for primary swimming lessons. Mundubbera State P-10 is a member of the North Burnett Sports Zone.

**SCHOOL PROGRAMS AND STUDENT SUPPORT**

*You Can Do It!*

A comprehensive social – emotional development program operates in the school to support students develop the skills to be successful in the classroom and school yard environment. It is based on 5 keys to success:

- Confidence
- Organisation
- Persistence
- Getting Along
- Resilience

**Behaviour Support – Respectful, Disciplined, Healthy**

Behaviour Management processes at this school are aimed at building students’ ability to cope with a variety of situations. It is based on the Responsible Behaviour Plan for Students which can be found at the end of this prospectus. A school of 240 children is a community in itself, and we encourage showing respect, being safe and being a learner as the basic rules of our group. There are some basic procedures which we must establish to ensure the smooth operation of the school community.

Parents will be advised if their student has been involved in a serious or ongoing breach of the School’s Behaviour Code. This is a courtesy arrangement to ensure that you are aware of your child’s behaviour so you can engage with your child to ensure your family’s expectations are reinforced. It is important that school and home work closely together in co-ordination. Students may be required to engage in Planning Time to develop strategies for more appropriate behaviour in the future.

All parents are issued with the School’s Responsible Behaviour Code upon enrolment of their child. This is also accessible on the school website. We ask all parents to support our Responsible Behaviour Strategy and contact the school if concerns about processes arise rather than discuss these concerns with your child. Our goal is to work together.

**Special Education Program (SEP)**

A Special Education Program is based at Mundubbera State P-10. Staffed by Head of Special Education Services (H.O.S.E.S.), special education teachers, teacher aides and an administrative officer, it caters for students who have been formally diagnosed as having learning disabilities in the range of 0 – 18 years of age. The Mundubbera Special Education Program services Mundubbera State P-10, Eidsvold SS, Gayndah SS and Burnett State College districts as well as the 3 small schools in this district, Binjour Plateau, Boynewood and Monogorilby.

**Instrumental Music Program**

We are very proud to be one of the few schools in our region to have access to an Instrumental Music Programme specialising in Woodwind, Brass and Percussion tuition. The program is open to students from years 4 – 10. To find out more, please contact the office staff.
**Gifted & Talented Student Support**
We are currently developing a comprehensive program to provide support for those students who demonstrate gifted and talented attributes. To discuss this program and how it can support your child, please arrange an interview with the co-ordinator through the office.

**Library**
The Library has an important role in implementing the school’s educational programs by providing support services for both teachers and students. Teachers are helped with unit planning (where necessary), in the selection of suitable resources and the use of them, and in organising literature programs. Children in every year are taught necessary research skills such as library procedure, locating and evaluating information, organising and reporting. Above all, we encourage a love of books and a desire to read for pleasure and learning. Students in Prep to Year 3 must have a material drawstring bag to use as a library bag. Students access the school library from 8:15am to 2:35pm daily and are encouraged to work on assessment items in the Library before school and at lunch breaks.

**Tutoring**
There are organised opportunities for students to participate in tutoring sessions after school, one day a week, in both primary and secondary mathematics. Please contact your class teacher to discuss these sessions.

**Guidance Officer**
The Guidance Officer visits the school, usually on a weekly basis. She is available to advise parents and students on a number of matters, including emotional and behavioural support and educational issues directly related or potentially affecting the student’s success at school. Primary students require written permission from parents to be able to see the Guidance Officer. The Guidance Officer for 2014 is Ms Jane Carroll.

**School Based Youth Health Nurse**
The school has a secondary school based nurse who generally visits once a week and may be consulted by students and parents for any medical or related family or emotional issues. Parents and students may book at the office or phone for an appointment. In exceptional circumstances the school based nurse can make arrangements to meet with clients off the school site.

**Youth Support Officer (YSO)**
The school is visited each Monday and Tuesday by the Youth Support Officer. While the primary aim of the YSO is to implement programs within the school, she/he will undertake interviews with students in relation to emotional or relationship issues. The YSO also works closely with the rural youth worker. Please contact the school office if you wish to make contact with the YSO.

**Chaplain**
The school has a Chaplain who generally visits once a week. ‘Chappy’ supports students across the school and provides pastoral care to students, staff and parents if required. Please contact the school office if you wish to make contact.
Homework
Homework is set on a regular daily basis for all grades. Minimum requirement for each day is reading practice for all students in years 1 to 6. Spelling and Number Facts need to be learnt and teachers may require written work to be done also.

Year 6 students can expect increasing amounts of homework in written and assignment form as the year progresses, as a lead-up to Year 7. As a guide, the following gives an indication of the maximum amount of time spent on homework.

If your child is spending considerably more time than required, it would be advisable to speak to the class teacher to discuss any difficulties.

- In the Prep Year, generally students will not be set homework.
- Years 1-3: Could be up to but generally not more than 1 hour per week.
- Years 4-5: Could be up to but generally not more than 2-3 hours per week.
- Year 6: Could be up to but generally not more than 3-4 hours per week.
- Years 7-10: Could be up to but generally not more than 5 hours per week.

Help, but not too much. Children, like adults, naturally ask for help with difficult problems, but you must resist the temptation to “do it all” for the child. There is no problem taking your child’s skill further but always ensure they walk away feeling pride in what they have achieved.

Here are some suggestions:

- Show interest in what your child is learning.
- Talk about it, ask questions, make suggestions, and develop new skills.
- Express belief in the importance of reading and writing and model these behaviours yourself.
- Never state that you were no good at this at school as it will establish a sense of disempowerment. Say “I have trouble with this so let’s see if we can work it out together.”
- Provide a place and establish a set time to do homework.
- See that he / she gets plenty of sleep.
- If in any doubt, contact the school by phone or come and see the appropriate teacher.
- Don’t be afraid to say that something isn’t good enough. Positive expectation of high standards is a good thing. If in doubt, talk to your child’s teacher.
- Routines are very important for students and have a direct bearing on learning. These include ensuring that students have a sensible bed time, homework times, TV watching times, use of phone and screen devices, internet and meal times.

Research has shown that the last thing a child’s mind encounters before going to sleep is most likely to be processed as permanent memory. Therefore reading positive material to your child before bed is preferable to them going to sleep after watching television.

Parents’ and Citizens’ Association
The school is supported by a Parents and Citizens’ Association, which meets at 6.30pm on the third Thursday of each month during school terms.
Members of the P & C is open to all parents, carers and interested community members. This voluntary group undertakes planning, fundraising and events in support of the whole student body and has input into some decisions regarding general school operations. Participation in the P & C Association allows parents to stay informed about school activities and to have some input into their child’s education.

The Annual General Meeting for 2014 will be held on 13 February. This association provides many amenities for the school and would welcome your participation in attending meetings and functions.

**Tuckshop**
The P & C operates a school tuckshop one day each week. Menus and price lists are issued from time to time in the newsletter and are included on the school web-site. All children are requested to bring lunch orders clearly written on a brown paper bag containing the right change. Orders are collected in primary classrooms or should be lodged at the tuckshop by secondary students. Primary tuckshop orders are delivered to classrooms before morning tea and lunch. No accounts are held at the tuckshop.

Parents are required to help in the canteen. Please help out if you can. If you are unable to help with preparation and serving, your assistance with supply of regular items is welcomed (eggs, beetroot, margarine etc.)
For further information or to offer your services, please contact Ros Kugel on 4165 4613.

**Visitors to the School**
For safety and security reasons, any visitors must enter and leave the school via the school office where a record is kept of times of arrival and departure.

Badges or lanyards issued by office staff should be worn at all times by visitors.

**Parent Volunteers**
The school encourages parents and carers to come along to your child’s classroom and volunteer as a helper. If you are interested in supporting your child’s education in this manner, please contact your child’s teacher (primary school) or office (secondary school).

**Reports**
At the end of each semester and term 1, parents will receive written reports of their child’s progress at school. In addition to these reports, parents will have the opportunity to engage in parent-teacher interviews at the end of Term 1 and Term 3. Please do not hesitate to contact your child’s teacher at any time to arrange an interview to discuss his / her progress at other times if required.
Teachers look for personal and attitudinal growth as well as achievements in academic learning. It is wise to compare a child’s growth in school only with respect to his / her own ability and not with achievements of other family members or his / her group, family or neighbour’s children.

Students across the whole state have the same report ratings. Students in Years 1-10 have a 5 point scale for rating achievement, behaviour and effort.
There are standards for comparable rating across all Queensland state schools.
Interviews
Any parent wishing to discuss any matter with the Principal or Class Teacher is very welcome. Please make an appointment through the teacher directly in the first instance or through the office (office hours 8.00am to 4.00pm daily).

It is not possible for parents to access teachers during normal class times unless in an emergency, as the teacher will not be able to give you his / her full attention, and teaching time will be lost. Teachers would normally be available after 2.45pm or during non-contact time during the day for such interviews. Avoid disappointment by making appointments.

UNIFORM CODE
Uniform Coordinator
The school has a teacher specifically assigned to monitor the adherence to the school’s uniform policy. This teacher should be contacted if parents have any concerns about the school uniform. Parents are reminded that the P&C endorses compulsory wearing of uniforms and this forms part of the school policy on dress.

School Uniform Guidelines
The P&C of Mundubbera State P-10 has established a student uniform code for our school because it believes that a student uniform code promotes the objectives of the Education (General Provisions) Act 2006. The P&C of Mundubbera State P-10 requires a student dress code to ensure the provision of a safe and supportive teaching and learning environment by:

- the ready identification of students and non-students at school;
- fostering a sense of belonging;
- developing mutual respect among students through minimising visible evidence of economic or social differences;
- enhancing a sun safe environment;
- providing protection and safety in all aspects of a working environment.

Parents can assist in the developing pride in our school by ensuring that children wear the correct and full school uniform. Secondary students not wearing the correct uniform must present a note from their parent/carer to the office. They will then be issued with a uniform pass for the day.

After a period of community consultation, the P&C of Mundubbera State P-10 have moved that the wearing of full school uniform is compulsory. A small stock of the uniforms is kept for purchase through the school office. The approved uniform is outlined below:

Primary Girls:
- School design polo shirt (blue knit with stripes)
- Blue shorts, skirt or skort. No shorter than mid-thigh.
- Blue bike pants (under skirt)
- Mostly Black or White shoes & socks
- Covered shoes – canvas slip-ons and canvas lace-up shoes are not acceptable
Secondary Girls
- School design polo shirt (Maroon knit with stripes)
- Plain black taslon, microfibre or sport mesh shorts or skirt. These MUST be no shorter than mid-thigh. (Examples of acceptable styles are listed below. These are available locally.) Very minor motifs or non-school logos are permitted.
- Mostly Black or White shoes & socks
- Covered shoes – canvas slip-ons and canvas lace-up shoes are not acceptable

Primary Boys:
- School design Polo shirt (blue knit with stripes)
- Blue shorts. No shorter than mid-thigh.
- Mostly Black or White shoes & socks
- Covered shoes – canvas slip-ons and canvas lace-ups are not acceptable

Secondary Boys
- School design polo shirt (maroon knit with stripes)
- Plain black taslon, microfibre or sport mesh shorts short. These MUST be no shorter than mid-thigh. Examples of acceptable styles listed above. These are available locally. Very minor motifs or non-school logos are permitted.
- Mostly Black or White shoes & socks
- Covered footwear – canvas slip-ons and canvas lace-up shoes are not acceptable

Primary Winter Uniform
- Blue track suit, jumper, coat
- Blue tracksuit pants and jackets with school logo

Secondary Winter Uniform
- Maroon or black jumper – plain colours only – very minor motifs or non-school logos permitted
- Black tracksuit pants and jackets with school logo

YES

NO

<table>
<thead>
<tr>
<th>Stubbies Embossed Sport short</th>
<th>SE052T</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stubbies knit sport short</td>
<td>SE002T</td>
</tr>
<tr>
<td>LWR Mesh Shorts with side splits</td>
<td>4966MS/1966MS</td>
</tr>
<tr>
<td>LWR Micro Mesh shorts</td>
<td>491066/191066</td>
</tr>
<tr>
<td>LWR Taslon Shorts</td>
<td>47666/17666</td>
</tr>
</tbody>
</table>
Footwear
Due to workplace, health and safety regulations, substantial shoes must be worn for school wear. Thongs, canvas slip-on / canvas lace-ups are not acceptable. Students attending secondary classes of Home Economics, Applied Technology, Agricultural Science, Art and Science are encouraged to wear impervious uppers (leather shoes). Students who report to school in open or unsuitable footwear may be required to participate in full or partial alternate programs. If it is possible, arrangements will be made to have unsuitable footwear changed.

Sports Uniform
- Same as day uniform
- On athletics days (and Fridays for primary students), students may wear the appropriate colour for their house.

<table>
<thead>
<tr>
<th>Primary Houses</th>
<th>Burnett – blue; Stuart Russell – red</th>
<th>Leichhardt – green; O’Regan – yellow</th>
</tr>
</thead>
<tbody>
<tr>
<td>Secondary Houses</td>
<td>Cooromon - blue</td>
<td>Goola green</td>
</tr>
</tbody>
</table>

Yr 10 Formal Uniform
- White button up shirt with an embroidered logo on the chest pocket with a maroon skirt for the girls and black dress shorts/slacks for the boys.
- This would be the uniform for 1 or 2 days of the week with the current maroon polo shirt and black shorts for the rest of the week and / or PE classes.

Year 10 Jersey – Available for order only to those who have paid fees.

Hats
Royal blue bucket hat
(Reversible blue/black bucket hats are available for purchase from the school office)
With the incidence of Skin Cancer in Queensland the highest in the world, our school enforces the rule that all students must wear a bucket or broad-brimmed hat when participating in outdoor activities in physical education, sport or playtime. Students are encouraged to wear sunscreen during all outdoor activities. The school provides sunscreen for each teaching area. Wide brimmed hats are required as part of the school uniform as caps provide no protection for the ears or back of the neck and therefore should not be brought to school.

NO HAT NO PLAY!
Please note:

- Shorts must be no shorter than mid-thigh
- Underwear must not be visible above the top of the shorts, skirt or skorts.
- Shirts which do not allow half the shorts/skorts to show below the shirt hem must be tucked in. Any loose clothing may need to be tucked in or tied back during some lessons.
- The following are not considered acceptable school uniform – caps, surf shorts, denim shorts, checked shorts, jeans of any colour, makeup, coloured football shorts or socks.
- Students must be in full school uniform when attending out of school activities (sports, field trips) unless specifically advised to the contrary. Students may be withdrawn from the activity if they do not meet uniform requirements.
- Any secondary student out of uniform must bring a note to the office signed by the parent/carer and receive a uniform slip. This must be done before the commencement of the school day.
- Students wearing unacceptable items or clothing will be asked to contact home for replacement clothing or asked to change into appropriate clothing available at the school office.

Any discrepancies in uniform will be decided by the Uniform Co-ordinator, the Head of Department and the Principal. The Principal’s decision is final in all cases.

Second-hand Clothing
The P & C operates a second hand clothing store in the school. Uniforms no longer required may be donated or priced and left in the office. Parents may ask at the office for access to the clothing store at any time during office hours.

Uniform Bank
Secondary students who arrive at school without a note with a reasonable explanation of their non-compliance with the uniform policy will be issued with garments from the uniform bank to wear throughout the day and return in the afternoon.

Lost Property
To avoid losing clothing and other items, we require clear labelling of all items brought to school (including hats and shoes). A primary lost property cupboard is situated in the covered games area, and parents are advised to check there if items of clothing are missing. Items that remain unclaimed are resold through the second-hand uniform “shop”.

General safety
Departmental and Workplace Health and Safety regulations require all students in Science Laboratories, Applied Technology and Home Economics Classrooms to wear shoes with impervious uppers at all times. Regulations state that students not complying will be excluded from these lessons.
Thongs, sandals and canvas shoes do not meet safety requirements. Students who are not wearing the correct school uniform are required to “sign in” at the office so that clothing can be checked to see that it fulfils safety requirements.
Student attention will be drawn to special rules which apply to the proper use of, and behaviour in, particular areas of the school, eg. laboratories and workshops. These rules will be given to students separately and will be displayed clearly in those places to which they refer.
Hair and Nails
Students with longer hair should have it tied at the back. This improves the neatness of appearance and reduces issues of head lice transference.
Due to workplace, health and safety regulations and First-aid requirements there is to be no nail polish or artificial nails worn to school. Nails are to be kept trimmed to a short length for sporting activities.

Jewellery
Students are permitted to wear a watch and sleeper earrings or plain studs if desired. For safety reasons no other form of jewellery or adornment is to be worn. It is advisable that children do not wear any form of jewellery for sport, P.E. and workshop classes. Earrings will need to be taped for sport sessions.
Facial piercings are not considered appropriate at this school due to Workplace Health and Safety requirements.

Parental co-operation and encouragement of students to comply with these expectations is appreciated.
Primary Program Prep to Year 6

Primary School Houses
Burnett (Blue)
O’Regan (Yellow)
Stuart-Russell (Red)
Leichhardt (Green)

Parade
Full school assembly is held at 2:00pm on one Friday per month in the Marg Kelly Hall.
Primary parade is held other Fridays at 2:00pm in the Primary undercover area.
Parade advice is included in the weekly newsletter. Visitors are welcome.

Curriculum
- A comprehensive curriculum is offered covering all key learning areas based on the Australian Curriculum in English, Maths, Science, History and Geography.
- German is taught to children in Years 6 - 8
- All children receive specialist Music, Physical Education and Health lessons each week.
- A comprehensive Social Skilling Program, You Can Do It! is taught throughout the school
- Use of computers and technology is a part of our curriculum delivery with all children being given the opportunity to work with Information Communication Technologies.
- Religious Instruction (optional) is offered for 30 minutes each week and provided by visiting Ministers of Religion and their authorised representatives.

Religious Education
Time is set aside each week for Religious Education for students in Year 1 to Year 6.
The Ministers’ Fraternal organizes the Religious Education teachers for each class.
The RE curriculum is approved by the P&C and school principal each year. Parents are asked to complete a permission form to support children participating in this program.

Parents will also be requested to complete a permission form for all students whose religious denomination recorded on the enrolment forms differs from that of the person conducting the classes.

A voluntary contribution of $4.00 per student is requested to help cover the cost of student materials.
MUNDUBBERA STATE P-10 Primary Booklist

Payment of art levy of $15 per semester ($30 per year) per primary student is required.

<table>
<thead>
<tr>
<th>PREP</th>
<th>Class 1 / 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>7 Scrap books</td>
<td>Year 1 - 7 Scrapbooks</td>
</tr>
<tr>
<td>1 plastic clip folder</td>
<td>Year 1 - 3 Year 1 lined writing books – A4</td>
</tr>
<tr>
<td>2 document wallets</td>
<td>Year 1 - 2 Year 1 lined Botany Book</td>
</tr>
<tr>
<td>1 A4 display book</td>
<td>Year 2 - 6 scrapbooks</td>
</tr>
<tr>
<td>1 Blue lined exercise book – A4 (not covered)</td>
<td>Year 2 - 5 A4 exercise books (Yr 2 red &amp; blue lines)</td>
</tr>
<tr>
<td>1 Year 1 writing book – A4</td>
<td>Year 2 - 2 quad-ruled exercise books (1cm square)</td>
</tr>
<tr>
<td>4 whiteboard markers (blue or black)</td>
<td>Year 2 - 2 botany books, year 2 lines</td>
</tr>
<tr>
<td>5 glue sticks per semester</td>
<td>All:</td>
</tr>
<tr>
<td>1 pair scissors</td>
<td>1 Art Sketch book – A3</td>
</tr>
<tr>
<td>1 eraser</td>
<td>12 HB pencils (no pacers)</td>
</tr>
<tr>
<td>5 HB pencils per semester</td>
<td>1 coloured pencils per semester (no crayons/felts)</td>
</tr>
<tr>
<td>1 packet of colouring pencils per semester</td>
<td>1 sharpener</td>
</tr>
<tr>
<td>1 pencil sharpener</td>
<td>2 erasers</td>
</tr>
<tr>
<td>1 material drawstring bag (library)</td>
<td>1 30cm ruler (not metal or bendy)</td>
</tr>
<tr>
<td>2 box tissues</td>
<td>2 document wallets, plastic</td>
</tr>
<tr>
<td>2 ream of photocopy paper – A4 size</td>
<td>2 whiteboard markers – black</td>
</tr>
<tr>
<td>1 pencil case</td>
<td>1 library bag</td>
</tr>
<tr>
<td>Set of sheets in a sheet bag or pillow case</td>
<td>1 messy shirt</td>
</tr>
<tr>
<td>Workbooks to be purchased from school office:</td>
<td>2 Boxes of Tissues</td>
</tr>
<tr>
<td>– Sound Waves (foundation level)</td>
<td>2 reams A4 paper</td>
</tr>
<tr>
<td>– Sound Waves Scrapbook set (foundation level)</td>
<td>Maths Plus QLD 1 &amp; 2 will be available from the school office $16.00</td>
</tr>
<tr>
<td>– iMaths (foundation level)</td>
<td>1 clipboard book – A3</td>
</tr>
<tr>
<td>1 stick of pencils</td>
<td>2 A4 botany books (years 3/4 blue and red lines)</td>
</tr>
<tr>
<td>11 HB pencils</td>
<td>2 A4 exercise books (years 3/4 blue and red lines)</td>
</tr>
<tr>
<td>1 HB pencil</td>
<td>1 scissors</td>
</tr>
<tr>
<td>5 60g glue sticks – Bostick or Uhu</td>
<td>12 HB pencils (no pacers)</td>
</tr>
<tr>
<td>12 HB pencils (no pacers)</td>
<td>1 coloured pencils per semester (no crayons/felts)</td>
</tr>
<tr>
<td>1 coloured pencils per semester (no crayons/felts)</td>
<td>1 sharpener</td>
</tr>
<tr>
<td>1 pair of scissors</td>
<td>2 erasers</td>
</tr>
<tr>
<td>1 pair of scissors</td>
<td>1 30cm ruler (not metal)</td>
</tr>
<tr>
<td>1 30cm ruler (not metal or bendy)</td>
<td>1 2G USB stick</td>
</tr>
<tr>
<td>1 library bag</td>
<td>1 set of headphones/earphones (for computer)</td>
</tr>
<tr>
<td>1 apron / shirt for messy work</td>
<td>1 apron/shirt for art &amp; craft</td>
</tr>
<tr>
<td>2 Boxes of Tissues</td>
<td>Coloured Pencils (no felt pens)</td>
</tr>
<tr>
<td>2 reams A4 paper</td>
<td>2 whiteboard markers- Artline blue or black</td>
</tr>
<tr>
<td>Year 3 ONLY</td>
<td>1 calculator</td>
</tr>
<tr>
<td>1 calculator</td>
<td>1 music book</td>
</tr>
<tr>
<td>1 recorder (available from the office) $9.00</td>
<td>1 music book</td>
</tr>
<tr>
<td>1 music book</td>
<td>1 recorder (purchased from the school) $9.00</td>
</tr>
<tr>
<td>1 recorder (purchased from the school) $9.00</td>
<td>2 reams photocopying paper</td>
</tr>
<tr>
<td>Maths Plus Qld 2 &amp; 3 will be available from the school office $16.00</td>
<td>2 boxes of tissues</td>
</tr>
<tr>
<td>Maths Plus Qld 2 &amp; 3 will be available from the school office $16.00</td>
<td>Maths Plus Qld 3 &amp; 4 from school office $16.00</td>
</tr>
</tbody>
</table>
As children progress throughout the year they often run out of consumables, and your early attention to replenishment is appreciated. Teachers will advise parents as the need arises for more resources.

Please name all items.

Glue sticks – please provide 60g by Bostick, Pritt or Uhu as experience has shown other varieties do not work efficiently.

Students use whiteboard markers in classroom activities.

The school will provide class sets of dictionaries.

A student resource charge for Art of $15 per semester ($30 per year) per primary student is required. Applications and conditions for the Resource Scheme will be sent home separately.

If involved in the Religious Education program there is a voluntary workbook charge of $4.

### Year 5

- 3 glue sticks
- 1 pair scissors
- 1 ruler
- coloured pencils
- 2 highlighters
- 2 black or blue whiteboard markers - Artline
- 2 red biro
- 1 box (12) HB pencils
- 1 pencil sharpener
- 2 erasers
- 1 packet felt pens
- 2 document wallets
- 1 apron/shirt for messy work
- 1 music book (Continue from Year 4)
- 1 A4 display book (Music)
- 1 calculator
- 2 quad ruled exercise books (7mm squares)
- 2 A4 display books
- 11 A4 exercise book 96 page (No binder books)
- 1 scrapbook
- 1 Art Sketch book – A3
- 1 USB Stick
- 2 reams of photocopy paper
- 2 boxes of tissues
- 1 Kent Drawing set
- 1 set of headphones/earphones (for computer)

**Recorder (purchased from school) $9.00**

**Maths Plus Qld 5 from school office $16.00**

### Year 6

- 1 music book (continue from Year 5)
- 1 A4 display book (Music)
- 2 quad ruled exercise book (7mm squares)
- 1 A4 display books
- 1 Spirex sketch Book - A3
- 8 A4 exercise book 96 page (No binder books)
- 2 A3 Botany books
- 1 Scrap Book
- 1 A4 Display book (German)
- 1 calculator
- 1 USB Stick
- 3 glue sticks
- 1 ruler
- coloured pencils
- 2 highlighters
- 2 black or blue whiteboard markers - Artline
- 1 pair scissors
- 1 Kent drawing set
- 2 blue biros
- 2 red biros
- 2 black biros
- 1 box (12) good quality HB pencils
- 2 pencil sharpeners
- 2 erasers
- 1 packet felt pens
- 2 document wallets
- 1 apron/shirt for messy work
- 2 reams Reflex photocopy paper
- 2 boxes of tissues
- Headphones

**Recorder (purchased from school)$9.00**

**Maths Plus Qld 6 from school office $16.00**
The Secondary Program

Our Year 7 students commenced participation in the secondary program in 2011.

In the new Australian Curriculum, Year 10 is the final year of the Foundation to Year 10 program. Years 10 to 12 are seen as the Senior Phase of learning. As it rolls out, it will mean that anyone who completes our Year 10 program is able to comfortably move on to any school in Australia for the remaining 2 years of senior phase.

- In the core subjects of English and Maths, students in years 9 & 10 will be either in a year level class or a targeted support class (7/8 or 9/10). These groupings will be determined by the student’s academic needs.
- In Years 7 and 8 all subjects are mandatory
- In Years 9 and 10, students study a core of English, Maths, Science and Studies of Society & the Environment and may choose any three other offered subjects with no restrictions.
- Students choosing Agriculture will have the opportunity to complete a Cert II in Rural Operations or a Certificate I in Agrifood Operations.
- Students who commence a School-based Apprenticeship or Traineeship (SAT) need to choose only 2 subjects beyond the mandated ones.
- Students should refer to the Subject Selection & Elective Subject information for full details.

<table>
<thead>
<tr>
<th>Years 7 and 8</th>
<th>Year 9</th>
<th>Year 10</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Mandated Subjects</strong></td>
<td>• English</td>
<td>• English</td>
</tr>
<tr>
<td></td>
<td>• Maths</td>
<td>• Maths</td>
</tr>
<tr>
<td></td>
<td>• Science</td>
<td>• Science</td>
</tr>
<tr>
<td></td>
<td>• SOSE*</td>
<td>• SOSE*</td>
</tr>
<tr>
<td></td>
<td>• German</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Health</td>
<td></td>
</tr>
<tr>
<td><strong>Elective Subjects</strong></td>
<td>Students will access all of the following subjects across the two years: Music, Art, Information Technology, Industrial Technology and Design, Horticulture and Home Economics</td>
<td>• Home Economics OR Information Technology OR Agriculture</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Physical Recreation OR Agriculture OR Industrial Technology and Design OR Music</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Physical Recreation OR Art OR Business</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Choose any three subjects, one from each line)</td>
</tr>
</tbody>
</table>

SOSE: Studies of Society & the Environment involves study of both history and geography
# SECONDARY BOOKLIST

All students require the following:

## ALL STUDENTS

<table>
<thead>
<tr>
<th>PENCIL CASE</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2 red pens</td>
<td>1 4GB USB stick</td>
</tr>
<tr>
<td>2 blue pens</td>
<td>1 eraser</td>
</tr>
<tr>
<td>2 black pens</td>
<td>1 glue stick</td>
</tr>
<tr>
<td>4 HB pencils</td>
<td>1 pair scissors</td>
</tr>
</tbody>
</table>

## ENGLISH

<table>
<thead>
<tr>
<th>2 A4 exercise books (96 pages)</th>
<th>2 A4 exercise books (96 pages)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 A4 plastic-leaf folder</td>
<td>1 pad graph paper (0.5 cm squares)</td>
</tr>
<tr>
<td>1 protractor</td>
<td>1 protractor</td>
</tr>
</tbody>
</table>

## MATHS

<table>
<thead>
<tr>
<th>2 A4 exercise books (96 pages)</th>
<th>2 A4 exercise books (96 pages)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 A4 display folder</td>
<td>1 A4 display folder</td>
</tr>
</tbody>
</table>

## STUDIES OF SOCIETY & THE ENVIRONMENT

<table>
<thead>
<tr>
<th>2 A4 exercise books (96 pages)</th>
<th>2 A4 exercise books (96 pages)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 A4 display folder</td>
<td>1 A4 display folder</td>
</tr>
<tr>
<td>1 black tip pen</td>
<td>1 black tip pen</td>
</tr>
</tbody>
</table>

## SCIENCE

<table>
<thead>
<tr>
<th>2 A4 exercise books (96 pages)</th>
<th>2 A4 exercise books (96 pages)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 A4 display folder</td>
<td>1 A4 display folder</td>
</tr>
<tr>
<td>1 4GB USB stick</td>
<td>2 4B pencils</td>
</tr>
<tr>
<td>1 A4 exercise book (96 pages)</td>
<td>1 A4 exercise book (96 pages)</td>
</tr>
<tr>
<td>1 A4 display folder</td>
<td>2 A4 display folders</td>
</tr>
</tbody>
</table>

## HEALTH

<table>
<thead>
<tr>
<th>1 A4 exercise book (96 pages)</th>
<th>1 A4 exercise book (128 pages)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suitable footwear (sneakers)</td>
<td>1 A4 display folder</td>
</tr>
<tr>
<td>Wide-brimmed / bucket hat (no caps)</td>
<td></td>
</tr>
</tbody>
</table>

## GERMAN

<table>
<thead>
<tr>
<th>1 A4 exercise book (96 pages)</th>
<th>1 A4 exercise book (128 pages)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 A4 display folder</td>
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</table>

## MUSIC

<table>
<thead>
<tr>
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</thead>
<tbody>
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## ART

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<tbody>
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## INFORMATION TECHNOLOGY

<table>
<thead>
<tr>
<th>1 4GB USB stick</th>
<th>2 4B pencils</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
<tr>
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<td>Shoes with impervious uppers</td>
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</tbody>
</table>

## INDUSTRIAL TECHNOLOGY & DESIGN

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## YEAR 7 & 8

<table>
<thead>
<tr>
<th>HEALTH</th>
<th>GERMAN</th>
</tr>
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<tbody>
<tr>
<td>1 A4 exercise book (96 pages)</td>
<td>1 A4 exercise book (128 pages)</td>
</tr>
<tr>
<td>Suitable footwear (sneakers)</td>
<td>1 A4 display folder</td>
</tr>
<tr>
<td>Wide-brimmed / bucket hat (no caps)</td>
<td></td>
</tr>
</tbody>
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</table>

In addition to the above items, students require the following for individual grades and subjects.
<table>
<thead>
<tr>
<th>ONLY ONE OF THESE SUBJECTS:</th>
<th>CERTIFICATE II AGRICULTURAL SCIENCE</th>
<th>IT</th>
<th>HOME ECONOMICS</th>
</tr>
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</tbody>
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<tr>
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<th>INDUSTRIAL TECHNOLOGY &amp; DESIGN</th>
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<th>MUSIC</th>
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Exams
Students will be required to sit for several exams and tests in different subject areas throughout the school year. Assessment requirements vary from subject to subject, but class tests for Mid-Semester Exams are carried out during normal class periods. The End of Semester I Exams are formally timetabled and conducted at the school hall. Exams may be repeated for students, within one week of the original test date, especially in cases of illness, when supported by a note from parents. In general, exams cannot be brought forward or put back for any other reason. This also applies to Unit Tests held from time to time by individual teachers. Please notify the Head of Department if your student will be absent for Exam Periods.

Immunisations
From time to time students visit the local hospital to participate in government funded immunisation programs. The School cooperates with the Health Department to make these available to students. Written consent from parents/guardian is required before any immunisation can be done.

Catch-Up
Supervised Catch-up is held for up to 20 minutes of each lunch time, approximately three times per week. Students may use this time to catch up classwork and homework that is incomplete or complete assessment items. If students are regularly asked to attend these sessions for failure to complete class or homework, parents will be contacted to arrange an interview. The school is also permitted to operate after-school catch-up. This option is not generally accessed because of the difficulty with buses, however a 30 minute after school catch-up from 2.35-3.05pm may be required from time to time after contact has been made with parents.

References
At the end of Year 10, students will be issued with a reference from the school, on request. These are collated by the Principal and Head of Department, and are the only official references the school issues. These should be kept in a safe place, as copies cannot be issued. Should students need to request references at other times during the year, the school requires at least one week’s notice. The school reserves the right not to issue references to students and will not issue more than one reference per student per year.

School Diary
A school diary will be issued to all secondary students for 2014. Homework should be recorded in this diary. Diaries are checked from time to time and no inappropriate entries should be made.

Secondary Student Lockers
The student council will purchase lockers to be installed at the beginning of the 2014 school year. These will initially be available to year 10 students at a cost of $50 (non-refundable) per student per year. Locker use agreements must completed. Should sufficient funds become available, extension of locker availability to year 9 students will be considered.

Student Portfolio
At the end of Year 10 students are issued with a Student Portfolio provided by the school, dependent on full payment of school fees. We would recommend that students return
certificates and reports to the office so that these items can be placed in their files for inclusion in their Portfolio. Parents are welcome to request any of these items at any stage.

**Work Education – School-Based**

School-based traineeships and school-based apprenticeships provide practical workplace experience and training on a part-time basis while students are still at school in years 10, 11 or 12. Students in Year 9 will need to wait until they reach Year 10 to be eligible for this program. Employers receive a subsidy to employ students and provide this training in conjunction with a recognised training organisation.

If employers or students are interested in this vocational education, they should contact the school’s Head of Department at the school administration office. Possible courses are Certificate II in Retail, Horticulture, Hospitality, and Business etc. Students undertaking school-based traineeships or apprenticeships will be at their workplaces during some school time. This means that they will miss some classes. Students are required to ensure they liaise with teachers and support staff to keep abreast of their class work.

**One to One Laptop Program**

Mundubbera State P-10 One-to-One scheme aims to provide the opportunity for each student to have a laptop computer for their schooling. The laptops will be purchased by Mundubbera State P-10. Parents of students participating in the program will make a contribution of $100 per laptop each year, providing for IT support, insurance and software costs.

In 2014, the laptops will be delivered to students in year 10, and if the program is successful it will be extended to other year levels.

The aim of the program is to give students the opportunity to learn, using a laptop that they will have access to both at home and at school.

The laptop to be used in 2014 is an Acer Aspire.

There are a number of requirements for participation, including that students and parents participate in an induction program before laptops are issued. The induction meetings for parents and students will be held at several different times in the first weeks of school. There will be a more involved workshop for students in week 5. If all requirements are met, students will be able to take their allocated laptop home after completing their induction workshop.

Parent meetings: the induction meetings for parents (and students) will be listed in the school newsletter. Parents must attend these meetings to be eligible to participate in the program.

**Senior School Initiative**

For students wishing to combine a traineeship for two days a week with three senior subjects, Burnett State College (BSC) operates a satellite campus on the grounds of Mundubbera P-10 and staffed by a BSC teacher.

This would enable students to gain a Queensland Certificate of Education but would not lead to an OP for tertiary entrance purposes.

Further information may be obtained at the school or from Burnett State College.
We have 3 EXPECTATIONS of all students:
- Show respect
- Be a learner
- Be safe

Code of Behaviour
Engaged, Committed, Supportive

Students at Mundubbera State P-10 are expected to:

1. Participate actively in the school’s education program.
   - Complete all tasks, including homework tasks, to the best of their ability
   - Attend all scheduled classes on time
   - Appropriately explain all absences

2. Take responsibility for their own behaviour and learning.
   - Complete and submit all assessment tasks on time
   - Arrive at school with all necessary books and equipment
   - Wear correct uniform and footwear
   - Ensure that certain items are not brought into the school grounds, to school events or to school excursions. These items include: chewing gum, liquid paper, cigarettes, knives, matches/lighters, alcohol or other illicit drugs, steel rulers, spray deodorants, permanent marker pens, or iPods / MP3’s.
   - Leave all medications at the office.
   - Leave mobile phones at the office.
   - Have all items labelled.
   - Leave money and valuables at the office for the day
   - Ask for help when needed
   - Deal with anxiety, anger and frustration in a constructive way

3. Demonstrate respect for themselves, other members of the school community and the school environment
   - Be truthful, trustworthy and courteous with others
   - Use appropriate polite language at all times
   - Ensure their own actions and interactions with others are safe
   - Do not litter, break or mistreat school property
   - Do not take food into buildings.
   - Observe out of bounds areas such as the bicycle racks, car park, other student’s bags / belongings and other designated areas.
   - Behave in a way to and from school that will bring credit on themselves and the school

4. Behave in a manner that respects the rights of others, including the right to learn allow fellow students to learn
   - Adopt a “Hands off” policy with other students and their property
   - Line up in a safe and orderly manner outside classrooms
   - Stay out of classrooms unless under teacher direction or supervision.
   - Follow classroom rules
   - Be considerate, tolerant and accepting of difference

5. Co-operate with staff and others in authority.
   - Allow teachers to teach
   - Follow the direction of teachers and other staff members.
   - Follow sign-in / sign-out procedures if arriving late or leaving early.
   - Follow school dress code without argument.

Classroom Responsibilities:
2. Be where I am supposed to be
3. Bring my materials
4. Do my tasks
5. Follow directions
6. Be kind to others