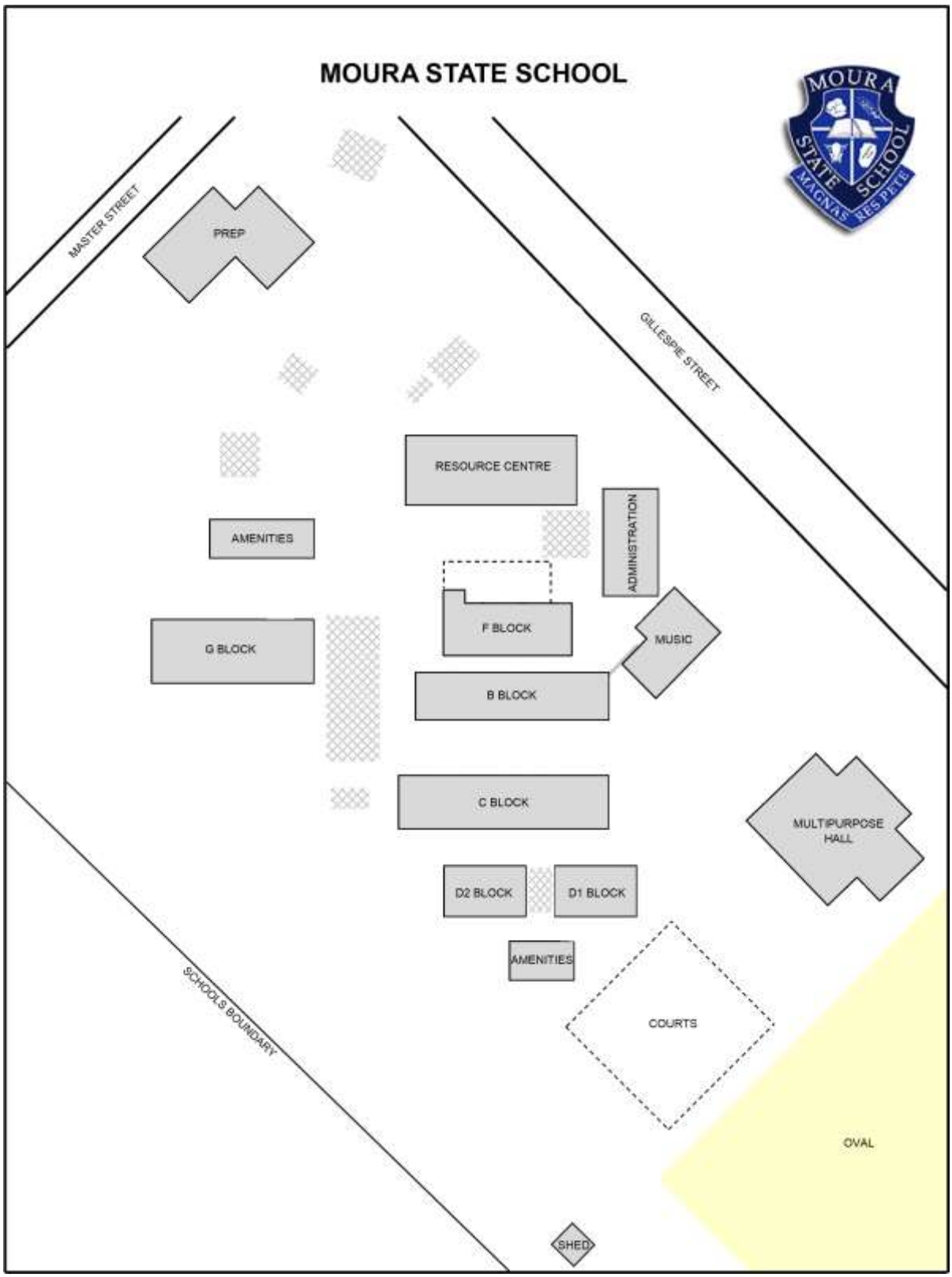


Prospectus 2026/27


MOURA STATE SCHOOL
MOURA STATE SCHOOL
MAGNAS RES PETE
MASTER STREET
PREP
GILLESPIE STREET
RESOURCE CENTRE
ADMINISTRATION
AMENITIES
F BLOCK
MUSIC
G BLOCK
B BLOCK
C BLOCK
MULTIPURPOSE HALL
D2 BLOCK
D1 BLOCK
AMENITIES
SCHOOLS BOUNDARY
COURTS
OVAL
SHED

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Welcome to Moura State School

A community school which invites and values your active involvement and participation.

ADDRESS	PO Box 182 51 Gillespie Street, Moura, Queensland, 4718		
TELEPHONE	(07) 4997 5222	Student Absence Line/Bus Variations - Option 1	(07) 4997 5222
WEBSITE	http://www.mourass.eq.edu.au		
EMAIL	principal@mourass.eq.edu.au		
PRINCIPAL	Laurel Bowkett		

Dear Parents, Caregivers and Friends

Welcome to Moura State School – a school that is part of a dynamic community, and one which support students 'Strive for Great Things'! Our school motto is "Magnas Res Pete – We Strive for Great Things".

At Moura State School we strongly believe that:

1. **All** students can be high achievers.
2. **Every** child matters **every** day.

The school's improvement agenda in 2026 is:

1. Embedded school-wide systematic curriculum delivery;
2. High quality teaching practices which enable the development of professional practice and professional engagement.

To help ensure the community's children are ready set go for the future, the school engages quality staff (including specialist teachers), uses a range of ICTs (including interactive technologies in every classroom), provides a range of learning programs, enjoys commitment of a dedicated P&C Association and makes links with the community. A well-resourced and staffed Special Education Program is also based at the school to support our community's students.

The school community values high and consistent expectations around behaviour. It promotes all members to:

Be Safe, Be Learning, Be Courteous, Be Responsible.

Moura State School is a great school and aims to become a greater school! We look forward to working with you to get your children ready and set for learning so that they can go ahead.

Yours sincerely

Laurel Bowkett
Principal

ADMINISTRATION TEAM

Principal:	**Laurel Bowkett**
Head of Curriculum	Michelle Lang
Head of Special Education Services	TBA
Business Manager	Janelle McPherson
Administration Officer	Christine Lucht



OFFICE INFORMATION

Office Hours	8.00am- 3:30pm
School Hours	**8.50am – 3:00pm**
School Phone	(07) 49 975 222
Student Absence Line/Bus Variations	(07) 49 975 222

Email Address:	principal@mourass.eq.edu.au
Postal Address:	P.O. Box 182, 51 Gillespie Street, Moura, Qld, 4718
Website:	http://www.mourass.eq.edu.au



TERM DATES FOR 2027

2027

Term One:	**Wednesday 27th January** - Thursday 25th March	(9 Weeks)
Term Two:	Monday 12th April – Friday 25th June	(11 Weeks)
Term Three:	Monday 12th July – Friday 17th September	(10 Weeks)
Term Four:	Tuesday 5th October – Friday 10th December	(10 Weeks)



PUPIL FREE DAYS

2027	Thursday 21st January, Friday 22nd January and Monday 25th January
	Friday 3rd September



PUBLIC HOLIDAYS

2027

Australia Day Holiday	Tuesday 26th January
Good Friday	Friday 26th March
Easter Monday	Monday 29th March
ANZAC Day	*Sunday 25th April*
Labour Day	Monday 3rd May
Biloela Show Holiday	Friday 14th May
King's Birthday	Monday 4th October

GENERAL GOALS - VISION STATEMENT

Our Motto: **'Magnas Res Pete'** translates to **'We Strive For Great Things'** and this aligns with the statement of purpose of Department of Education goal for students to be **clever, skilled and creative.**

PURPOSE AND VISION

The purpose of education provides values and directions for schools seeking to meet the needs of different students pursuing high levels of educational alignment.

This purpose will be achieved by …

- creating a safe, tolerant and disciplined environment for students
- preparing young people to be active and reflective Australian citizens
- developing the skills and desire for life-long learning in our students
- supporting students to become active citizens in community, economic and political life
- building students' confidence in their relationships with other cultures in Australia and abroad

KEY CONCEPTS

- We believe that **all** members of the School Community need to be **actively involved** in the pursuit of these aims as **partners** in education
- **Resources** (human and physical) need to be identified and supplied to assist progress. Funding for these resources will come from the State Government in the main with support from the P & C, RREAP and supportive community groups
- **Communication** is a key issue. Every effort will be made to have **open, direct and honest** communication at all levels. This will hopefully promote understanding and support for school policies and procedures and enable the school to be responsive to local needs

HISTORY OF THE SCHOOL

Moura State School opened as a Provisional School on the 10th September, 1940. Twelve pupils were enrolled. The first school building was the School of Arts Hall. Moura became an official State School in 1948 when a school building was moved from Mt. Chalmers to the Education Department site in Gillespie Street. This building is still used. A secondary department was attached to the school from 1965 to 1975, when it was separated after the building of the new High School. A separate High School came into being in 1976. A PrepYear Centre was built in 1976 and an SEU attached in 1981.

The school has had a large enrolment in past years. The current enrolment stands at approximately 257 students as of 3rd March, 2025.





SCHOOL STAFF 2026

PRINCIPAL	Laurel Bowkett
HEAD OF CURRICULUM	Michelle Lang
HEAD OF SPECIAL EDUCATION SERVICES	TBC

CLASSROOM TEACHERS 2026

- Ayla Price
- Lauren Gilchrist
- Kathy Finlay
- Michelle Lang and Cheryldene Broodryk
- Taylah Bradley
- Lily McIlroy
- Rachael Cowie
- Kelly Bailey
- Shaniah Knapman
- Melanie Dobson

SPECIAL EDUCATION STAFF

TBA	HOSES - Head Of Special Education Services (P-12)
TBA	SEP Teacher Moura High and Moura State High School

SPECIALIST TEACHERS

Michelle Lang	HOC-Head of Curriculum/SupportTeacher Literacy and Numeracy
TBA	Guidance Officer
Lacey Townsend	Wellbeing and The Arts
Ross Mortimer	HPE
Robert Quick	Instrumental Music (0.2)
Via Distance Education	LANGUAGES: Japanese
Kylie Simmonds	Support Teacher Literacy and Numercy
Ben Acton	Psychologist – Base School Moura High School

ADMINISTRATION SUPPORT STAFF – 2026

Business Manager	Janelle McPherson
Administration Officer	Christine Lucht
Teacher Aides	Rachel Theodore, Sally Bensley, Dani Berndsen, Angela Mallinson, Melissa Burns, Jennifer Hanson, Kate Saltner, Ann Burns and Katrina Southwick.
Technical Officer	Jayden Gilchrist
Physiotherapist	Sue Hetherington
Cleaners	Carmen Beazley, Sheri Chivers, Anne Foley, Jennifer Hanson and Kody Groth.
School Officer	Raymond Allen and Harry Simmonds
Tuckshop Convenor	TBA and Patsy Ferguson

SCHOOL HOURS

8:50 am	First Bell (**All** students should be at school prior to this time)
9:00 am to 11:00 am	**First Session** 120 minutes
11:00 am to 11:45 am **Bell**	**First Lunch** 45 minutes – 15mins eating. 30mins play
12:00 pm to 1:30 pm	**Second Session** 90 minutes
1:30 pm to 1:55 pm **Bell**	**Afternoon Tea Break** 25 minutes – 10mins eating. 15 mins play
2:00 pm to 3:00 pm	**Third Session** 60 minutes

Before school and during lunch breaks, students are not permitted on verandahs or in any classroom unless teachers have given specific permission and are there to **supervise.**

School commences at **8:50 am** and students should be at school prior to the **first bell.**

If students arrive at school before 8:30 am, they are to sit under B3 in the bus line up area with their school ports. Students do not go to classrooms or put their ports away before 8.30am. When the bell goes at 8:30am students are to place their ports in the racks outside their classrooms as per arrangements with their teacher. As some school bags are very similar, it might be a good idea to use a bag tag or identification sticker on the bags for quick identification as well as their name and year. If students arrive after 8:50am they must report to the office where they will be given a late slip.

At each break, students must sit and eat **during eating time** and await dismissal from the staff member on duty after the play bell rings and when that teacher is satisfied the area is clean.

Wide brimmed blue hat <u>must</u> be worn when playing **(No Hat - No Play)**. Broad-brimmed hats are part of the uniform and we request **parental support** in this matter. When the bell is sounded after play, children should visit the toilet, wash hands, have a drink and line up ready for their teacher.

PLEASE NOTE THE FOLLOWING POINTS OF SCHOOL POLICY AS THEY ARE ESSENTIAL TO THE SAFETY OF ALL CHILDREN

1. No child is allowed out of the school grounds **without written parental permission** once he/she has set foot within the area. Parents who collect children **must be on time.**
2. Children should come directly to school and return directly home.
3. If you want your child to leave early on any occasion, please ring the school office or send an email to the class teacher. **It is preferred for students to be picked up at the end of a session. Students must be signed out by Parents and Carers via the Early Departure Register in the office.**

ASSEMBLY

Whole school assemblies take place at 9:00am every Monday morning in the 'Poppy Hayden' Hall. These assemblies are an opportunity to present students with awards, celebrate success and share notices. All parents/carers are welcome to attend.

ACCESS TO SCHOOL GROUNDS

Children can use the two gates at the front of the school:

- The gate between the Prep Year Classrooms and the Administration Block.
- The single gate near the cricket wicket area is for the use of **bus** children only.
- The Masters Street gate on the Prep side.

Parents, School Visitors, including guests, specialist personnel and tradespeople are requested to 'SIGN IN' using the register at Reception and to wear a Visitor's Badge. This ensures all visitors are accounted for in the case of an emergency evacuation.

- ALL VISITORS MUST SIGN IN AT THE OFFICE -

ADMISSION TO SCHOOL/ ENROLMENT

Prep is available to all children who have their fifth birthday from 1 July in the year preceeding Prep, to the 30 June during their Prep year. In 2026 this will be children born from 01-07-2020 to 30-06-2021.

All other enrolments will be processed on an individual basis, with consideration given to the child's age and previous schooling history.

Parents/caregivers are asked to complete a detailed enrolment form, obtainable from the office or our website. Families will then need to meet with a member of the Administration Team to finalise enrolment. At this time a **birth certificate or passport** will need to be sighted before a student is able to commence.

Information received on this enrolment form enables us to maintain full information of all those aspects necessary for the protection and well-being of the child. Early notification of any changes of address, phone number, emergency contact or custody/access arrangements etc. is essential.

Our school will contact your child/ren's previous school. Any reports, folios or work samples from the previous schools will be sent directly to our school. An **Enrolment Agreement** is now in place in all Queensland State Schools that parents, carers and students sign on enrolment as an indication of their agreement with and acceptance of the conditions to which they enrol, including specific school and statewide expectations, including the school's **Student Code of Conduct.**

STUDENT RECORDS

It is vitally important that information on our computer administration system, including telephone, family and medical information, is kept **up to date** as this information is referred to under any emergency. Please notify the administration immediately if there are **any changes to circumstances**. Current copies of court, custody arrangements, must be on the child's file.

COURT ORDERS

The school office should be informed of any relevant court orders and a copy should be kept in the student's file. (Note that we are able to photocopy court orders at the Office.) Any changes to court orders should be immediately communicated to school staff.

STUDENT PROTECTION POLICY

School staff are required by law to report any instances of suspected/observed child abuse by any adult. Parent concerns should be addressed through the Principal (or District Office). Volunteers, and new employees are required to hold a current Blue Card.

APPOINTMENTS

We welcome the opportunity to meet with parents/carers to discuss any aspect of a child's academic and social development as deemed necessary. As teaching and administration staff are not always readily available, it is important to **first telephone the administration officer or send an email to your class teacher** to arrange for an appointment that is mutually convenient.

Generally speaking, parents and carers should talk with their child's teacher first before a member of the Administration Team regarding any concern or query.



TELEPHONE CALLS REGARDING STUDENTS

All telephone calls relating to students should be directed to the Office. We will discuss the matter with you, decide on any action and pass on the information to the teacher concerned. Teachers cannot be interrupted on class and are often doing supervision duty at lunch. Teachers will be relayed urgent messages relating to students through our office and communications procedures. For other messages, please leave a contact number for the teacher to return the call when able.

EARLY ARRIVALS AT SCHOOL

Parents please note that it is not this school's policy to provide formal supervision of students in the school grounds out of school hours, although in case of an accident, teachers will respond. Supervision is provided for lunch breaks and bus lines after 3:00 pm.

Teachers who arrive at school early have come to prepare for their classes and **not to act as child minders**. Please take this into account and adjust your child's time of arrival at school accordingly.

Students should **not be arriving at school before 8:00 am.** If students arrive **before 8:30 am,** they are to sit and wait quietly in the bus line area until the 8:30 am bell when they are free to play quiet games. No play involving equipment is allowed before school even if it is brought from home. No students are to play on the oval or playground equipment before school.
Prep students who arrive at school with a parent/caregiver before 8:30am must wait at the Prep building with their parent/caregiver.



DISMISSAL - DEPARTURE FROM SCHOOL

School is dismissed at 3:00 pm Once dismissed, students are to proceed home. Students who travel on school transport services are to wait in the school bus line for their bus and roll call, under supervision.

Bus parents who collect their students need to **sign in the bus roll book** or contact the office **before** 2:30pm**.** Please see Bus Procedure for further details. You can contact the office and leave a message on 49975222 (Option 1).

Parents who collect students each afternoon in private vehicles are asked to ensure that the students are **not left to wait for long periods** after dismissal time. No responsibility can be accepted by the school under these circumstances. If problems develop, a courtesy phone call to the school would help. Police will be contacted to take students home who are left at school for prolonged periods.

EARLY DEPARTURES

There may be times when students are required to leave the school grounds between arrival and dismissal for a variety of reasons. In the likelihood that this should occur, a request must be made to the office from the students parents/caregivers. **Students departing the school early must be signed out by Parents/Caregivers via the Early Departure Register in the office.** It is preferred that early departures are at lunch breaks in order to minimise interruption to learning/teaching times.

ATTENDANCE AND ABSENCES

In the event of a child being absent or having to leave early for any reason, please **contact the office**. Absences must be explained prior to or on the day of the absence. This prevents any misunderstanding and ensures the safety of your child. Verbal messages are not always reliable. Late arrival must also be accompanied by a reason. Absences are **unauthorised** if there has been no contact from the parent regarding the absence. Messages can be left on the school's Student Absence line on **(07) 4997 5222,** email your class teacher or via the Q Parents App. An SMS message is sent to parents when a student has been "Unexplained" on the roll. Parents can reply to this text message with a reason for absence.

Continuing absenteeism of greater than one week without lawful excuse is managed with a policy to ensure attendance at school. Procedures will be followed regarding students who are deemed by the Principal to be frequently absent without reasonable explanation.

-MAKE EVERY DAY COUNT-

CONVEYANCE ALLOWANCE

For students travelling to school by private transport, financial assistance is obtainable through the Department of Transport and Main Roads by application provided that:

(a) Conveyance is to the State School or State Secondary School nearest to their place of residence
(b) The children live more than 3.2 km from the nearest State School or State Secondary School
(c) The children cannot travel to the nearest school by train or school road transport service

For further information on conveyance allowance please contact the Principal or the Department of Transport and Main Roads.

BICYCLE RACKS/ BIKE RIDING, SCOOTERS AND SKATEBOARDS

Bicycle racks are located at the back of the school near the Recreational Grounds (entry through main pedestrian gate on Masters St). Bicycle racks are out of bounds to all students except upon arrival or departure from school.
It is strongly recommended that bicycles are locked to the bike rack during school hours. Bicycles are not to be ridden in the school grounds. At dismissal time after school, a teacher will be on duty to supervise an orderly exit. Students will not be allowed to leave with their bicycle if they are not wearing an approved safety helmet.
Scooters are to be left at the bike racks behind G Block. Skateboards are to be taken to the classroom during school time and **NOT TO BE RIDDEN THROUGH THE SCHOOL**.

CAR PARK/ DROP OFF ZONE

Parents who collect students each afternoon are asked to **observe safety regulations** with regard to parking vehicles. **Angle parking** is provided at the **front** of the school**. There is no need for children to cross the road** and parents who park there endanger the lives of their children**.** Staff park their cars on the opposite side of the road in order to provide more room for parents and, therefore, ensure greater safety for students. Parents may also collect their children from Masters Street. Parents are asked **to collect their children** from the school gate and escort them to the car, especially children from Year One to Year Three. Prep Students are to be collected from their teachers at their classrooms.

There is to be **no parking or driving in the school grounds** for the **safety of students**. If you have to come onto school grounds in a vehicle you must notify the office before entering.

The co operation of parents of school age children is sought by the **Police Department** in an attempt to reduce the incidence of illegal parking in the vicinity of the school.

The various offences are in relation to …
(a) parking in no standing areas
(b) double parking
(c) parking in the bus zone
(d) parking in disabled area





To ensure children are not endangered by thoughtless actions, Police will be notified if any offences occur.

WET WEATHER PROCEDURES

If there is a weather event occurring when students are due to be dismissed at or around 3pm, STUDENTS CANNOT BE COLLECTED UNTIL SAFE TO DO SO. They will be supervised in their classrooms until the storm passes or they are collected by a parent/carer. Adults collecting the students are asked not to move around the school, especially if there is lightning, and to wait in the office. Students will not board the buses until it is safe to do so. The bus drivers will communicate with parents regarding any delays.

Please **DO NOT** drive into the school grounds as this endangers the lives of students and adults.
Please **DO NOT** phone the school during the storm as this may be a safety risk to our office staff.
Remember to move calmly and safely around the school when collecting your children, only when it is safe to do so.



ROAD SAFETY

It is essential that parents refrain from driving onto school grounds. Correct parking procedures are supervised by the police department. It is the responsibility of parents to ensure students who ride bicycles, scooters or walk to school are familiar with and obey the rules of the road.



TRAVELLING TO AND FROM SCHOOL

Parents/caregivers are responsible for the behaviour of their children travelling to and from school. However, the Principal is able to **discipline children** for any misbehaviour of a serious nature on their way to and from school, following the introduction of the new Education General Provisions Act. Parents/caregivers should inform children to go directly home or to other prearranged venues as promptly as possible for their safety.





BUS PROCEDURE – BUS VARIATION LINE - 49975222

The procedure for keeping accurate bus rolls is designed to eliminate any possible confusion about where students are. It enables us to accurately and quickly mark all rolls so that the buses can depart on time. The following process must be followed by all parents:

- Upon enrolment, you will be required to organise bus transport. This involves forms that go to the Department of Transport and Main Roads and registering your child with the Admin Officer for inclusion on the relevant bus roll. Ticking the bus travel option on the enrolment form is not sufficient.
- Each school morning the roll will be marked by the bus driver or bus captain.
- The roll then goes to the office.
- If you collect your child/children during the day, or at dismissal, you must sign the bus roll to say they have gone home with you.
- Parents/caregiver letter/phone calls requesting a change of arrangements (eg: students getting off at a different stop) **must go to the main office.**
- Students going home with a different person, will be put in the folder and signed by the person taking the request. Parents/caregivers to notify the bus driver of these arrrangements if it involves a child/ren getting off at different stops.
- In the afternoon the bus roll is marked by the teachers on duty.
- The folder with the roll for the next day goes on the bus with a student to be given to the driver.
- If you bring your child/ren to school in the morning, they will be marked absent on the roll. Please notify the office on 49975222 if they are to go on the bus in the afternoon so there is no confusion when the roll is marked.
- If other students are to travel on the bus with your children, the bus driver and the school **must** be advised in advance.
- We cannot act on the word of students that they have a change of arrangement for bus travel. Parents/caregivers **must** notify the office by phone, letter or in person.



The Department of Transport and Main Roads is reponsible for school bus runs and mileage claims. There are five official buses operating at this school. The school buses are provided by the Transport

Department to transport eligible children to the nearest school. To be eligible to use the school transport service, primary school children must reside more than 3.2 km from the school by the shortest trafficable route.

BUS CODE OF CONDUCT

Students travelling on school buses are expected to conduct themselves within acceptable standards of our student code of conduct. 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.

Students travelling on school buses **must** follow directions of the bus driver. Failure to do so may well result **in withdrawal of eligibility for travel on the bus. The bus driver has the legal right to exclude children from the bus if their behaviour endangers the lives of other children.**

Code of Conduct for school students travelling on a bus is available from the office.

CONVEYANCE OF NON-REGISTERED BUS STUDENTS

The Queensland Transport Department has laws regarding school bus routes. Due to this, the operator of the bus service requests the following conditions be adhered to before conveying students on his bus who are travelling as guests to birthday parties, sleep-overs and such.

1. Parent/Guardian of student registered on bus bringing the guest home, must first contact the bus operator requesting permission for the guest student to travel on the bus.
2. Guest student must then bring written permission from their parent/guardian, stating name and destination and day of travel and giving permission to travel on the bus. The permission is to be handed to operator/driver on boarding the bus.

The Transport Department does not cover non-registered bus students and also does not cover registered bus students travelling beyond their normal destination. The operator has been obligated to request the above conditions to ensure **insurance coverage of students and to alleviate common law litigation**.

BUS ROUTES

River Road	Julie Watson	0438146635	**Driver**	Carmela Hill	0439881746
Bauhinia	Julie Watson	0438146635	**Drivers**		
Theodore	Julie Watson	0438146635	**Driver**	Julie Watson	0438146635
Bindaree	Julie Watson	0438146635	**Driver**		

Main Contact: Julie Watson 0438146635 for all buses.

PLEASE NOTE

If you are new to the area and your child will be travelling on any of these buses, please ring the owner operator and not the driver. The office can assist you with the name and phone numbers.

Parents seeking information on eligibility for bus transport subsidies please contact …

P.O. Box 5096
RED HILL Qld 4701
PH: 490311539
Rockhampton@translink.com.au



SCHOOL UNIFORM AND DRESS CODE (*The school does not sell uniform items*)

Moura State School encourages students to take pride in their appearance and their school by providing a smart, sun safe school uniform adopted by the Parents and Citizens' Association that conforms with the DoE document 'Sun Safety Guidelines for Queensland Schools and Committees' and the Queensland Cancer Council's recommendations. The emphasis, therefore, is on **sun protection**, **social justice and team identification. The wearing of a uniform at Moura State School is endorsed by the P&C and enforced by the teachers and administration of the school.**

The Education Act 2006 Chapter 12 Part 10 allows for action by the Principal for non compliance with dress code:

If a student of a State School does not comply with a dress code for the school's students, developed under section 360, the school's principal may only impose one of the following sanctions-

a. Detention of the student for a period mentioned in Section 283(3):

b. Prevent the student from attending, or participating in, any activity for which the student would have been representing the school;

c. Prevent the student from attending, or participating in, any school activity that, in the reasonable opinion of the school's principal, is not part of the essential educational program of the school.

SUMMER UNIFORM

UNIFORM	GIRLS	BOYS
DAILY UNIFORM Obtainable from the local Moura Post Office	Royal blue 'Polo' shirt with school emblem Black skirt or shorts Socks and enclosed shoes	Royal blue 'Polo' shirt with school emblem Black shorts Socks and enclosed shoes
SPORTS UNIFORM Obtainable from the local Moura Post Office	House colour 'Polo' shirt with school emblem Black skirt or shorts Socks and joggers	House colour 'Polo' shirt with school emblem Black shorts Socks and joggers
HATS The Policy is **'No Hat, No Play'** (Includes all HPE and outdoor activities)	Blue broad brim Hats (No caps) (Legionnaires Caps with flaps are acceptable)	Blue broad brim Hats (No caps) (Legionnaires Caps with flaps are acceptable)

WINTER UNIFORM

UNIFORM	GIRLS	BOYS
DAILY UNIFORM Obtainable from the local Moura Post Office	Royal blue 'Polo' shirt with school emblem Royal blue or Black 'Polo' jumper Royal Blue and White wind jacket - **NO HOODS** Black skirt or pants Socks and enclosed shoes	Royal blue 'Polo' shirt with school emblem Royal blue or Black Polo jumper Royal Blue and White wind jacket - **NO HOODS** Black pants Socks and enclosed shoes
SPORTS UNIFORM Obtainable from the local Moura Post Office	House colour 'Polo' shirt with school emblem Royal blue "Polo" jumper Black skirt or pants Socks and joggers	House colour 'Polo' shirt with school emblem Royal blue "Polo" jumper Black pants Socks and joggers
HATS The Policy is **'No Hat, No Play'** (Includes all HPE and outdoor activities)	Blue broad brim Hats (No caps) (Legionnaires Caps with flaps are acceptable)	Blue broad brim Hats (No caps) (Legionnaires Caps with flaps are acceptable)

**** Jeans** are **not** part of the school uniform and are **not** to be worn to school. **No strings** on hats because it is a safety issue.

Please ensure all articles of clothing are clearly labelled

Senior Students will have the opportunity each year to design their own 'Senior Shirt' to wear as a part of their school uniform to distinguish themselves as leaders. These are usually available for purchase by the end of Term One each year.

JEWELLERY, MAKE UP, TATOOS AND FINGERNAIL POLISH

No items of jewellery, other than a cignet ring, gold or silver sleepers or gold or silver small ball type stud style ear rings or 'medic alert' bracelets are permitted due to Workplace Health and Safety Guidelines. If additional jewellery items are required, the wearing of such items **must** be negotiated with the Principal. The wearing of temporary tatoos and makeup, including fingernail polish is not permitted. Students will be required to remove these as requested.





HATS

All children are expected to wear a blue broad brimmed hat or bucket hat. **Remove all under chin type strings from your child's hat as these represent a choking hazard.** This is an essential part of the school uniform and parents are encouraged to respect and support the school's Uniform Policy. A **'No Hat – No Play'** Policy for all Health and Physical Education lessons, play and outdoor activities is enforced vigilantly by staff.

The Cancer Council Queensland recommends a sun safe hat as having a brim of 7.5cm or greater, legionnaires style or bucket hat with a minimum of 6cm brim.

The Parents and Carers of students consistently not adhering to the school's Dress Code will be contacted.





MOBILE PHONES, SMART WATCHES OR SIMILAR ELECTRONIC DEVICES

The use of mobile phones, pagers, ipods, personal digital assistants and similar electronic devices in class is disruptive to the learning environment of all students and is not allowed.

It is acknowledged that there are times when it is genuinely appropriate and beneficial for students to have access to a mobile phone. Students may, for example, feel the need to carry a mobile phone to and from school for security reasons.

Immediately on entry to the school premises, mobile phones and electronic devices (labelled with student's name) will need to be taken to the school office for secure storage during the day. Students will sign them in. They can then be collected by students at 3:00 pm. No liability will be accepted by the school in the event of the loss, theft of, or damage to any device brought on to the school premises. Notifications on Smart Watches need to be turned off.





MONEY

Children are not permitted to carry loose money on them at school. If students are given money for excursions or similar, please place it in an envelope named and with year level and purpose, together with any permission slip and deliver it to the office. Eftpos/ credit card facilities are available at the office or pay by BPoint.



BOOK LISTS

Booklists for all classes from Prep to Year Six are developed by teachers and distributed with the newsletters towards the end of Term Four. Individual teachers may require some **specific items** for their class program, particularly for multiage classes. Unless otherwise indicated, parents and carers will be advised in January each year of these individual items. Teachers will advise parents throughout the year as consumable items need to be replaced. A copy of our latest booklist can be found on the school website **http://www.mourass.eq.edu.au**



BOOK CLUB

The Scholastic Book Club operates through the **P&C Association**. The Club is used to encourage reading, but any orders placed obtain bonus points for the school. These points are used to purchase library resources that benefit our school. Leaflets advertising books etc. will come home throughout the year. There is no obligation to buy. No cash payments are accepted. You can order books through **LOOP** which is a Scholastic Book Clubs Linked Online Ordering and payment platform for Parents. www.scholastic.com.au/LOOP or download the iPhone and iPad app from the App Store or get it on Google Play for Android.



HOMEWORK

The policy of Moura State School is that individual teachers are responsible for establishing his/her own homework program, with consideration given to time allocations and the difficulty of work provided for individuals. Every teacher must ultimately decide for him/her self, the value of prescribed homework for pupils whilst taking into consideration the time demands of children, through consultation with their parents.

If you have any concerns regarding homework, please discuss them with the teacher at a suitably appointed time.

Parental sharing of time with their children, showing interest, encouraging them, listening to them talk about their work, asking about difficulties they are experiencing and sharing reading and writing experiences with them gives greater value than a set of monotonous exercises and lists.

The recommended guidelines for Moura State School are as follows. These are minimum requirements for homework.

Year Level	Time
Prep	Negotiable: not mandatory. Sight words, reading and basic numeracy are encouraged but not compulsory.
Years 1 – 3	Will not exceed 1 hour per week (generally 15 mins per night plus daily reading) Sight words, spelling and number facts.
Years 4 - 5	Will not exceed 2 – 3 hours per week (generally 30 - 40mins per night) Reading, spelling and number facts.
Year 6	Will not exceed 3 - 4 hours per week (generally 30 - 40 mins per night) Reading, spelling, number facts, subject specific homework in preparation for high school.

INSTRUMENTAL MUSIC PROGRAM for students in Years 4 – 6 every Wednesday

We have an **Instrumental Music Program** for tutoring on an instrument determined by the teacher after assessment of the student and needs of the program. A **Sign On** is conducted each year and parents and children are asked to communicate with the Instrumental Music teacher.



ANIMALS AT SCHOOL

Students should not bring pets or other animal life to school unless organised with the classroom teacher for a specific educational activity. Where animals are brought to school, teachers will make arrangements with parents/carers to ensure the animals are removed from the school premises as soon as practicable.





LOST PROPERTY

Very few items are genuinely lost or stolen. Most of them are unclaimed. To avoid unnecessary loss of clothing or equipment, parents are requested to ensure that all articles are **clearly marked** with the **student's name**. Many articles of clothing (some almost new) are left unclaimed even though they are taken around to every classroom.

If the article has a name on it, we can give it to the student when lost property checks are done. Students need to **accept responsibility** for checking their names on misplaced items and checking the lost property box for items.

Help us to help you - mark your child's clothes and equipment. All unclaimed property is placed in a **'Lost Property'** box at the school under B Block, and **donated to a charity** at the end of each term. The teachers are not responsible for items that students misplace.




LIBRARY/ RESOURCE CENTRE

The library/ resource centre is a bright and welcoming environment featuring attractive displays and an up-to-date collection of resources that reflect the needs and interests of the school community. The resources include information books, big books, picture books, popular novels, kits, charts, reference materials and games.

Students from Prep to Year 6 may visit the Library during their lunch breaks. All classes visit the Library at set times during school hours for borrowing. A waterproof library bag is required (approximately 30cm x 50cm in size).



CHAPLAIN - vacant

Growing up can be tough with young people having to deal with all sorts of issues, including self-esteem, friendships, peer pressure and everything in between. To support our students in their social development, Moura State School, in conjunction with Scripture Union Queensland, have implemented a Chaplaincy Program which is available to all students and parents within the Moura State School Community. We recognise how important it is to provide a wide variety of support for students to help them cope with the challenges that arise in everyday life.



GUIDANCE OFFICER

Teachers and parents/carers can refer a child to the Guidance Officer at any time throughout the year. It will require a form to be completed, which is obtained from an administrator. Before any assessment or counselling occurs a parent's written permission is always necessary. Feedback to parents/carers is an important part of the process.

EXCURSIONS/ INCURSIONS

Educational trips which broaden the learning experiences of our students are sometimes arranged throughout the year. Year Five and Six students also participate in their own week long camps each year.

All trips are closely linked to regular classroom programs and we utilise the community and regional resources as part of the curriculum. Excursions are well planned, carefully supervised and conducted using buses with seatbelts.

When it is planned that students will be leaving the school grounds, on an educational excursion, prior written approval is necessary from the Parents' and Citizens Association. After this approval is received, a letter is sent home to the participating classes several weeks before the trip, to obtain written consent. Information regarding cost is also provided. A signed Excursion Consent Form is then returned (with any amounts owing) to the Office, before a student can attend. If parents/carers wish to make a special arrangement regarding payment, this is possible by visiting one of the school's administrators. Children who do not provide a signed Excursion Consent Form are unable to leave the school grounds to attend an excursion. Generally full uniform is expected to be worn, including hat. Several times per year incursions (visiting workshops/presentations) take place for all year levels including Prep. Sometimes these involve a cost, with a letter once again sent home a few weeks prior and permission slips and money returned to the office.





SWIMMING PROGRAM

The school swimming season runs within Term 4. Classes from Year 1 to Year 3 attend. Children are bussed to the local pool for lessons. All children are expected to attend unless health reasons prevent their attendance. DoE pays the minimal costs for the Learn to Swim program. A parent contribution covers the balance of costs.

SWIMMING COSTUMES :

GIRLS – 1 piece swimming costume
1 Rashie or sun shirt
1 Bathing Cap



BOYS – 1 Swimming togs/shorts
1 Rashie or sun shirt
1 Bathing cap (if long hair)

LEVIES

For students in **Year 4 to Year 6,** all outstanding levies MUST be paid for your child to attend the Senior Swimming Carnival.

For students in **Prep to Year 2** your child's levies consist of a payment for the student to purchase the **Write2Spell2Read text book/s**. **Prep students have one text book. Year 1 and 2 students have two text books – one for spelling and one for handwriting.**

Write2Spell2Read is a vital program within our school and is followed from Prep to Year 6. This program allows for seamless instruction in both handwriting and spelling, rather than having two separate programs. It is extremely important that student levies are paid so that students are able to access these textbooks to ensure their full letter, sound, spelling and handwriting understanding is developed. Students who do not have their levies paid will not be able to access the Write2Spell program in full and will not be able to participate in some of the textbook activities. The textbooks used for Write2Spell2Read are quality textbooks and you are more than welcome to see a sample of the text with your child's class teacher.

Students in Year 1, Year 2 and 3 will have swimming levies issued in Term 4 each year when they have their swimming lessons.

If you have any questions regarding the student levies, please feel free to contact the school. If you wish to make part payments or set up a payment plan, please contact the office and this can be arranged. **The school office will accept cash and EFTPOS payments or BPoint.**

REFUND POLICY If you require a refund, please contact the office or go to our website to obtain a form.

PAYMENT FOR PERFORMANCES AND EXTRA CURRICULA ACTIVITIES

All student levies are to be paid before students can attend extra-curricula activites, swimming and school camp. This requirement has been endorsed by the Moura State School P & C Association.

Back to school boost

About the Back to school boost

The Queensland Government introduced the Back to school boost from 2026, which provided $100 for every primary school student (Prep to Year Year 6) to assist families with school-related costs.
In 2027 the Back to School Boost will be $150 per student.
Parents and carers can choose how the $150 can be used towards school-related expenses.



Information for parents and carers

About the Back to school boost

The Queensland Government is introducing the Back to school boost from 2026, which provides $100 for every primary school student (Prep to Year 6) to assist families with school-related costs.

Parents and carers can choose how the $100 can be used towards school-related expenses.

For state school students

A $100 credit will be applied to the student's school account. Parents and carers can choose to use the credit to reduce the school's Student Resource Scheme (SRS) fees. Or they can use it for school-organised camps, excursions, incursions and extracurricular activities, stationery items purchased from the school, uniforms or excellence programs offered by the school.

For students at non-state schools

The non-state school sector will be responsible for administration of the $100 Back to school boost, including how it can be applied to reduce school fees or other related school costs.

Not a cash payment

Back to school boost will not be issued as a voucher or given to parents and carers as a cash payment to purchase items outside their child's school.

The funds can only be used to reduce fees or costs that schools charge to parents and carers directly. It cannot be used to reimburse families for items they purchase directly from an external or third-party supplier.

Ways to use the Back to school boost

Parents have the choice on how their $100 Back to school boost credit is applied.

For state schools that have an SRS, the credit can be applied to reduce the cost of your child's SRS fees.

If parents and carers choose not to apply the $100 to SRS fees, or a school does not have a SRS, the funds can be applied to the cost of other items or activities offered by the school. For example, school-organised camps, excursions, incursions and extracurricular activities, stationery items purchased from the school, uniforms or excellence programs offered by the school.

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Evidence of how funds are used

State schools are required to provide full transparency on how the Back to school boost funds have been applied.

Carry-over of unspent funds

Any unspent Back to school boost funds remain on a student's account and will carry over to the next year while a child remains at the same state school.

Outstanding debts from before 2026

A state school cannot use the Back to school boost to offset debts relating to charges for resources used prior to 2026. Debts related to these charges must be managed in accordance with debt management procedure.

Changing schools during the year or graduating Year 6

The $100 Back to school boost is provided once per year. If a child changes to another Queensland state or non-state school during the year, they will not receive another $100.

Parents and carers may request a refund of any remaining funds in their child's account when they leave the school or graduate at the end of Year 6.

State schools will advise parents and carers of any remaining funds on a student's account as part of the departure process. Please contact your child's school to request a refund prior to leaving the school.

Non-state schools: decisions regarding refunds for students who leave a non-state school part way through the year, will be made at the discretion of the school. Parents and carers should contact their child's school directly to discuss refund policies and arrangements.

Special schools

All students in primary school (Prep–Year 6) are eligible for the Back to school boost, including children who attend a special school.

Schools of distance education

All students in primary school (Prep–Year 6) are eligible for the Back to school boost, including children who are enrolled in a school of distance education.

Home education

The Back to school boost is available to children enrolled in home education, in line with current Textbook and resource allowance (TRA) arrangements. Home educating parents and carers receive information from the Department of Education (the department) outlining how they can provide payment details to the department to receive their Back to school boost.

Moving to Queensland after Term 1 of a school year

Students who enrol in a Queensland state school for the first time after Term 1 of the school year, will be eligible for a pro-rata credit to be applied to their account on the following basis:

- students joining in Term 2 will be credited $75
- students joining in Term 3 will be credited $50
- students joining in Term 4 will be credited $25.

Living in NSW and attending a Queensland school

All students enrolled at and attending a Queensland state or non-state school are eligible for the $100 Back to school boost. Eligibility is based on the school's location, not the student's place of residence.

However, if a family resides in Queensland and their child attends a school in another state, including a boarding school, the student will not be eligible for the payment.

Financial support for secondary school students

All students in Years 7–12 enrolled in a state or non-state school in Queensland are eligible for the Textbook and resource allowance (TRA). This is separate to the Back to school boost and will continue for all students in Year 7-12. The 2026 TRA rates per student per year are:

- Year 7–10: $164
- Year 11–12: $357.

Further information

Talk to your school if you have any questions.

BEHAVIOUR MANAGEMENT

Students are expected to behave well at school, both in the classroom and in the playground, according to the rules of the school and regulations of the Department. **Students do not have the right to disrupt others from their learning**. Self discipline is positively encouraged. Parents **will be notified** if serious breaches of discipline involving their children occur. Parents are expected to support school initiatives to maintain good discipline standards in the interests of learning.

The school's Student Code of Conduct including the Bullying Policy Processes are available from the Office or can be accessed from our website **http://www.mourass.eq.edu.au.**

Communication with parents will be sought regarding behaviour issues.

COMPLAINTS MANAGEMENT

If any problems arise, or you have any concerns regarding your child, it is important to follow the process outlined. Open, honest, two way communication is vital to the success of children at school. The classroom teacher is the person who will have the most contact with your child and it is important that they are involved in the conversations around concerns. It is important to note that these conversations must also be calm, professional and respectful.

FLOW OF CONCERNS:

1. In the first instance, contact the class teacher or specialist (HPE, Wellbeing, Arts) teacher.
2. If concerns remain, then please contact the office to make an appointment with the Principal.

Concerns raised outside of this process will be redirected to the classroom teacher.

NO SMOKING POLICY

Smoking is banned at all Queensland state and non-state schools (school facilities), and for 5 metres beyond their boundaries.

The law applies at all times-during and after school hours, on weekends and during school holidays. It includes the use of all smoking products, including electronic cigarettes.

The policy also very clearly states that smoking is not to occur in the presence of students (e.g. on excursions, camps or other school activities).

We ask that families respect this policy please, and we value your assistance with this.



EMERGENCY DRILLS

Emergency evacuation drills and lock down drills are held throughout the year to familiarise all staff, volunteers and students of the procedures to be followed in the case of a real life event. All visitors attending school on these occasions must participate.

EMERGENCY SERVICES/ ACCIDENTS

Every state school has full Ambulance cover via payment of their electricity accounts. If an injury is sustained during normal school activities, an ambulance may be called to attend. If parents cannot be contacted, we will try to reach the emergency contacts you have listed on your family details card at school. ***It is most important you keep this information up to date.***

If serious accidents occur, the following procedure will apply:
1) The Ambulance will be called immediately.
2) Parents will be notified according to the information provided on the child's record card.
3)The child's record card (or a copy) will accompany that child for medical information provided.



HEADLICE

The detection and treatment of head lice is not a school responsibility. It is a family responsibility. Parents are asked to regularly check their children's hair for infestations of head lice. At various times, outbreaks of head lice do occur and we seek your co-operation in ensuring that your family's hair is regularly checked in an endeavour to control the problem. Parents of children who are infested are requested to take immediate steps to remedy the situation.



Confidentiality, whilst a priority in these matters, cannot be guaranteed.

INFECTIOUS DISEASES

The following are common diseases and the time your child is to remain at home.

School Sores	Antibiotics 24hours – Sores to be covered with waterproof band-aid
Conjunctivitis	Until discharge ceases
Influenza (flu)	Until they are well
Measles	4 days from onset of rash
Chicken Pox	Until blisters have dried
Diarrhoea and /or Vomiting	Until 24 hours after last bowel motion or vomiting

OR until a **Medical Certificate** of recovery is presented.

For other notifiable diseases contact the school for further information.



Administration of medications in Queensland state schools:

Information for parents/carers and health practitioners

This information sheet provides advice for parents/carers and their child's health practitioner/s regarding the documentation required for Queensland state schools to safely administer medication to students while they are at school or school-related activities.

All medications you provide for the school to administer to your child must be prescribed by a qualified health professional who is authorised to prescribe medications under the Health (Drugs and Poisons) Regulation 1996 (Qld) e.g. doctor, dentist, optometrist. State schools refer to these professionals as 'prescribing health practitioners' (practitioners).

For further information, refer to the Administration of medications in schools procedure and the Managing student's health support needs at school procedure

1.For all medications

For medication to be administered during school hours and/or during school-related events, provide the school with:
A completed Consent to administer medication form.

The medication with an attached pharmacy label, in its original container, with intact packaging.

2.Where no additional information is required from your practitioner

If your child requires medication at a routine time (e.g. 11am every day), the pharmacy label attached to the medication provides the school with the instructions from the doctor/dentist needed to safely administer the medication. Examples of routine medication include Ritalin, antibiotics, eye/ear drops, enzyme tablets and ointments.

No other written information from the prescribing health practitioner is required.

3.Where you will need additional written information from your practitioner

As well as using the pharmacy label instructions, the school will need additional written information from the prescribing health practitioner if your child:
A.Requires medication as an emergency response. Depending on your child's health condition, your doctor will need to complete:

- an Asthma Action Plan and/or
- an Anaphylaxis Action Plan and/or
- written instructions if your child has more complex health needs.

B.Requires insulin. Your doctor will need to complete a medication order for insulin.

C.Requires medication 'as-needed' (but not as an emergency response). Your health practitioner will need to complete a *Medication order to administer 'as-needed' medication at school* (see page 3).

D.Has their dosage changed from that on the pharmacy label. Your health practitioner will need to write a letter for the school explaining the changes. To assist the school in safely administering the medication to your child, you are encouraged to have your pharmacist update the pharmacy label attached to the medication with the new dosage as soon as possible.



Information for prescribing health practitioners:

Queensland state schools administer medications authorised by a qualified health practitioner (registered with the Australian Health Practitioner Regulation Agency) to support students' health needs if it is deemed that the administration of this medication is essential during school hours or school-related activities.
No further information or medical authorisation is required by the school where prescription medications are to be administered at a routine time during the day, have been dispensed by a pharmacist, and there is sufficient information on the pharmacy label to enable safe administration.

However, if you are prescribing medication as described below, please complete the relevant documentation and provide it to the parent/carer (or to the student if they are 18 years of age or older).

1.Emergency medication

Where medication is to be taken as an emergency response for asthma or anaphylaxis, please complete:

-an Asthma Action Plan and/or

-an ASCIA Anaphylaxis Action Plan.



2.Insulin

Due to the complexity of diabetes management, the school will require:

-a medication order for insulin (which provides medical authorisation) and

-a diabetes management plan developed by yourself and/or the diabetes treating team.

3.As-needed medication

Where medication is to be taken as needed in response to a student's symptoms (e.g. toothache, migraine), the school requires clear instructions to enable non-medically trained school staff to safely administer the medication.

The school will require:

-specific written instructions e.g. where school staff are required to administer medication as part of a health procedure (e.g. administration of medication through a gastrostomy tube) or

-a completed *Medication order to administer as-needed medication at school*. Contact the office: 49975222.

If you make subsequent changes to the student's medication dosage, or if instructions change from that described in a *Medication order to administer 'as-needed' medication at school* you have completed, please:

-update this medication order, initial and date the changes (if they are minor) or

-complete a new medication order.

4.Over-riding pharmacy label instructions

Where a student has been prescribed medication, but the medication dosage requirements change from that printed on the pharmacy label (e.g. from 1 tablet of Ritalin to ½ tablet of Ritalin), the school needs additional written information that includes all of the following:



-the name of the student

-the name of the medication

-the dosage change and the date the change is to be implemented from

-the prescribing health practitioner's signature and date, and

-the attached evidence of the medical practice i.e. on a letterhead or stamp/sticker.

Please encourage the parent/carer to have their pharmacist update the pharmacy label attached to the medication with the new dosage as soon as possible.

Thank you for assisting us in supporting your child's health needs.

ACTIVITY CONSENT FORMS

To ensure that children are able to attend worthwhile extra-curricula activities and performances, we request that parents complete a permission note for each activitity.

Often, children miss out on extra performances and activities involving their class because they forget their activity consent form to attend. If we do not receive such notes before the performance, **the child will not be permitted to attend**. Parents may inform the office or teacher if they wish their child to be withdrawn from an activity. **It is the parent's responsibility to ensure the withdrawal notification is received by the teacher/administration of the school.**

Any costs involved MUST be paid by the date specified. If all levies are not paid in full, students will not be able to participate in any extra-curricula activities.

RETURN OF FORMS TO SCHOOL

From time to time forms/surveys are requested to be returned to the school by parents. Parents are asked to return the forms **promptly** in **an envelope with the child's name.** Any delay in the return of these forms could result in children being excluded from the activity concerned or delays in decision-making, reviews and planning.

Money for events must be placed in a sealed envelope with the child's name, event, class and the amount enclosed.

A box is on the front counter for forms to be returned if the office is busy or unattended.



REPORTING TO PARENTS/ CARERS

All classroom teachers hold parent/carer information sessions at the beginning of the year, where the curriculum, homework, expectations, excursions, volunteering etc are discussed. All parents and carers are encouraged to attend. If this is not possible, please arrange another time.

All classroom teachers distribute a class newsletter at the start of each term.

Nation-Wide Tests

Year 3 and 5 students sit a national test in March (NAPLAN). Parents receive a report of their child's performance during Term 3 in Reading, Writing, Spelling, Grammar/Punctuation and Numeracy. There are a range of supports which can be arranged for eligible students. Parents may also seek an exemption or withdrawal from the testing process.

Class Reports

Students in Prep to 6 will receive a report from their teacher in June and December which will outline the child's progress in the key learning areas. A formal interview time is offered at the start of Terms 2 and 4 with parents welcome to request an interview after report cards are distributed.



HOME/SCHOOL PARTNERSHIPS

We believe that education is a responsibility **shared by teachers, students and parents/caregivers as partners**. We encourage parental collaboration in school affairs. Many teachers invite parents to work as voluntary aides in their classrooms. All teachers welcome open and direct communication between home and school. **Parents' and children's opinions** are valued and they have opportunites for input into major decision-making issues through appropriate consultation procsses.

We often obtain information for the formation of policies or for review purposes from the school community as part of our monitoring process. This information is collected through surveys or interviews of staff, children and parents. From this information, we aim to develop strategic plans, policies and procedures that meet the needs of this school community.

DoE also conducts **School Opinion Surveys** which they use to monitor the satisfaction of our schools and for us to use for identification of areas for improvement. We appreciate and value honest responses, and your time in completing and returning any information. The information is published in a School Annual Report.

CURRICULUM

Moura State School curriculum is aligned to the Australian Curriculum. Our teaching teams collaborate to develop year level plans and teaching sequences that ensure continuity and alignment across classrooms from Prep to Year 6.

There are eight learning areas in the Australian Curriculum. • English • Mathematics • Science • HASS (Humanities and Social Science) – incorporating history, geography and social sciences • Technologies – Digital and Design • The Arts – Visual Arts, Music, Dance, Drama and Media Arts • Health and Physical Education • Languages – Japanese Years 5 to 6.

Aboriginal and Torres Strait Islander perspectives are embedded across all curriculum areas. We also incorporate values and wellbeing activities across our school. These include showing gratitude through bucket filling, regulating emotions and behaviour with Zones of Regulation, Growth Mindset and Mindfulness activities and other social emotional programs to foster resilience, social skills and problem solving.

How we teach at Moura SS - We use a range and balance of teaching approaches to ensure skills, knowledge and understanding are developed in our students form Prep to Year 6. Our aim is to ensure our high expectations are upheld academically but also instilling the skills needed in an ever changing world.

Age Appropriate Pedagogies

Age Appropriate Pedagogies are different teaching strategies which are used by educators. Teachers use a range and balance of these teaching approaches to enhance learning in their classrooms. Children learn best when they are actively engaged in purposeful learning experiences. The Australian Curriculum clearly defines what is to be taught and teachers use their knowledge of children's interests, strengths and capabilities to identify the most effective way to teach the curriculum content. For more information see: https://www.youtube.com/watch?v=j6_EqejKt7w



INFORMATION AND COMMUNICATION TECHNOLOGIES

At Moura SS we believe that all students need to be highly skilled in ICT skills to enable them to access learning and future skills. All Moura classrooms have Empowered Learning Touchboards and these are used daily. In addition, all classrooms have computers/laptops and students also access iPads for learning during the year

SOCIAL MEDIA PROTOCOLS

Social media can be an effective communication tool to connect with an audience, whether that be parents, staff, students or individuals who choose to receive information from schools. It can be used to promote school and student achievements, send friendly reminders to parents and also promote local and school events. The school utilises a range of social media as communication to parents and the wider community. Only first names of students are used and only photographs of students that have parent consent.

It is important for families to recognise that taking and posting photographs of school events or student information on social media without this permission may mean you are breaching this protocol and privacy regulations.

Facebook is used by the school to get information quickly to parents and the community. Please do not use messenger to get information to school staff. Always contact the person concerned by email or by contacting the school office





COMMUNITY INVOLVEMENT OF CHILDREN

We seek to involve our students in many community happenings including ANZAC Day commemoration, Festivals and Concerts. School facilities are also used by different community groups for meetings and events.



LEADERSHIP POSITIONS FOR STUDENTS

LEADERSHIP CARD

The Year Five students participate in the Leadership Card Program. Children who successfully complete the program will be eligible to run for school leadership positions. This program entails the completion of six selection criteria, an achievement of behaviour expectations, a reference and an attendance rate of 92% as per the DoE target. It is a positive program that asks students to reflect on their attitude and behaviour.

In this way, students learn to manage their behaviour, by discussing with teachers strategies for improvement and individual goal setting. Those students who complete all selection criteria by a due date in Term 4 will be eligible to nominate for school captain, house captain and student council positions.

SCHOOL LEADERS

To be eligible for a school leadership position students must have their **Leadership Card** signed in Term 4 of Year 5, indicating their commitment to the positions they wish to accept. In Year 6 a special induction ceremony is held at the commencement of Term 1 to introduce all of the school's leaders. All Year 6 students are inducted as senior students at the beginning of Year 6. This is a recognition of their role in the school and is one which can be removed if behaviour is inappropriate.

SCHOOL CAPTAINS

To become a school captain, students must present a speech to their peers from Year 3 to 6 who then vote for their choice of leaders. The two students with the highest votes become the captains, with the next two becoming vice captains.

HOUSE CAPTAINS

The same process is followed for house captains as school captains, except that students vote for two captains within their house groups. Captains may or may not be represented by both genders. The appointment of house captains may be made depending on the size of the class cohort.

STUDENT COUNCIL

The Student Council has been formed from the belief that children are citizens of the school community with rights and responsibilities. This, in turn helps them to participate as active and informed citizens. Students in 6 who are interested will apply for positions on Student Council and then Year 6 students will vote.

Positions available include: President, Secretary, Treasurer, Publicity Officer, Fundraising Officer and Committee Members. It is the role of Student Council to keep the school community informed of the Student Council activities.



PUBLIC SPEAKING

Each year students in Years Five and Six have the opportunity to participate in an annual Callide Dawson Public Speaking Competition. Students prepare and present a three minute speech to their class. From the class competition, a school competition is conducted to select three students to represent the school at the **Cluster** competition. From this, three students are selected to represent the cluster at the **District** level.

TRANSITION PROGRAMS

To assist students through the key junctures of schooling, transition programs are tailored to the needs of all students each year. With the introduction of a Preparatory Year of Schooling being a central part of the Primary School, these programs are now mainly targeted at all students coming into Prep and Year 6 students entering Year 7.

YEAR SIX TO YEAR SEVEN

Transition Programs, encompassing a wide range of activities for all Year 6 students takes place through out the year. These include:

- Class visits to Moura State High School accessing specialist support and resources to complement and enhance classroom programs
- Term 4 orientation visits to Moura State High School, accessing specialised key learning areas, resources and staff
- Full day program towards the end of Term 4, building on other program activities



PARENTS' AND CITIZENS' ASSOCIATION (P&C ASSOCIATION)

The P&C Association works within the guidelines of Education Queensland and Government Legislation, including the Education Act. Our school is most fortunate to have a parent body supporting the provision of the many needs of this school. We are justly proud of the work which has been done by so many interested people. **We urge your support of the P&C each year as your children stand to benefit.**

The Moura P&C Association is affiliated with the Queensland Council of Parents & Citizens Association and, therefore, has a say in determining state policies. To become a member, parents and citizens **must register** at or before the AGM, by filling in an application form. Alternatively, you can apply for registration in writing at any meeting**. Registered members only have voting rights at the P&C meetings.** A register is required to be kept up-to-date for this purpose. The Principal is an **Ex Official member** of the P&C.

We would welcome your attendance at meetings and functions to show support for your P&C Association. Parents are required to **register** as members as a requirement of the education act. Meetings are held **once a month.** The P&C can be emailed at the following address pandc@mourass.eq.edu.au.



NEWSLETTER AND WEBSITE

A detailed School Newsletter, the 'Moura Minor', is published **EVERY SECOND Thursday** and distributed electronically. A copy of the newsletter is also placed on the school website each week. Paper copies are available on request and in the waiting area of the office. Details of coming events, news of school activities, student and staff achievement and educational news items are published. If you do not receive a copy each week, please let your child/ren's teachers or the office know. Information for inclusion in the newsletter must be received by the office by Wednesday afternoon.

Moura State School has a comprehensive website which is a great source of information for students, parents, staff and community members. The site can be accessed at the following link **http://www.mourass.eq.edu.au.**

MEETING INDIVIDUAL NEEDS:

A **Special Education Program (SEP)** currently operates at the school under the direction of a Head of Special Education Services (HOSES) with Student with Disabilities teacher and teacher aides assisting. The SEP provides assistance to children who have low incidence disabilities (Intellectual Impairment, Visual Impairment, Autistic Spectrum Disorder, Physical Impairment, Hearing Impairment and Speech Language Impairment) to access the classroom program. The SEP conducts an Early Childhood Development Program (ECDP) for students identified with a low incidence disability before prep year. The SEP hosts support services to the school from Occupational Therapists, Speech Language Pathologists and Physiotherapists. The Advisory Visting Teachers (AVT's) and Moura SS operates an inclusive program in which children are supported in the classroom as much as possible. The SEP uses the Educational Adjustment Program (Profile) to identify the level of support required for each student.

LEARNING SUPPORT SERVICES

Children with identified learning difficulties are catered for by our Support Teacher Literacy and Numeracy. All children are **integrated** into regular classrooms as well as withdrawn for one on one individual programs or small group work. Learning Support is provided to children currently identified with a Learning Difficulty in a range of whole class and small group situations.
Individual Curriculum Plans (ICP's) are developed in consultation with parents for students who are learning two years below cohort expectations. These are reviewed every six months.

INTERVENTION PROGRAMS

We facilitate a range of intervention programs which are funded to target specific children identified in the annual Year 3 and 5 testing program and through school based testing processes.

SEMESTER'S ENTITLEMENT OF EDUCATION

Through government legislation, a **24 semester entitlement** (1-12 years x 2 semesters) is allocated to each child at the beginning of their compulsory education in Year One. As part of the end of year reporting, the **balance of semesters remaining will be given each year**. For example, at the end of Year 3, a balance of 18 semesters will be allocated. Under special circumstances, the Principal may allocate a further two semesters' education upon application and investigation.

SPECIALIST TEACHING STAFF

Moura State School has a number of specialist teachers including a Health and Physical Education teacher, Languages (Japanese), The Arts, Instrumental Music teacher servicing the school. These teachers support our classroom teachers by helping them to cater for the full development of learners. A Head of Curriculum (HOC) position has been established to oversee the development, implementation and assessment of the school's curriculum offerings and provide specific support to staff as required.



A guidance officer, advisory visiting teachers for various impairments, occupational therapist and speech therapist visit the school on referral. **Guidance Officer** services for assessment of educational or behavioural concerns may be accessed through a referral form.

TUCKSHOP – QKR App

Our school tuckshop is run by the P&C and operates Friday every week. Our convenor works with a group of volunteers to provide healthy meals for students, staff and visitors. We are always looking for helpers so if you have some free time, please notify the convener, or our P&C committee. It is a great way of getting involved in your child's school.

Moura State School uses an ordering system called QKR which allows you to order meals online and in advance. QKR can be used on desktop computer/laptop or via the Google Play Store or Apple App Store. Simply download the QKR app. Registration is easy and free, and allows tuckshop orders to be placed with no fees.

Step 1- Download the QKR app.

Step 2- Register your account. To register your account, open the QKR app. Enter your email address and click 'Sign Up'. Fill in your personal details, choose a password and click Accept.

Step 3- Locate the school. Moura State School should show up in nearby locations if you are within 10km of the school. If not, click the magnifying glass in the top right hand corner and search.

Step 4- Register students. You now need to create a profile for each child. After you first register your account there should be a green 'Add Profile' button. Click that to start adding a student profile. Fill out the student details, select the Year level and Class and click orange 'Add Profile' button. To add another student, under 'Profiles' click 'Add Profile' .

Step 5- You are now ready to use QKR ordering.

QKR

- Replaces paper bag orders.
- Pre-paid online. No cash required.
- Faster and more accurate.
- Order in the morning or a week in advance.



SPORTS

While we do not have regular interschool sport, we do have some carnival days. Our children also compete in district selection trials for a variety of sports. From there they can go on to District (Dawson Valley), Zone (Rockhampton District) Regional (Capricornia) and State Championships (Queensland). We have school swimming carnivals, an Athletics Carnival around July or August and a Cross Country Carnival in April. All carnivals are designed for maximum participation. **The P&C support students with some subsidised funding for travel in some school selection carnivals.**

SPORTING HOUSE TEAMS

Moura State School has three Sports Houses**: Sturt** (Yellow)**, Oxley** (Red) and **Flinders** (Green).
As children are enrolled they are placed in one of these teams. We try to keep house teams as even as possible maintaining a balance as transfers in or out occur.





SCHOOL SPORT CODES

PLAYERS' CODE OF BEHAVIOUR

1. Play by the rules.
2. Never argue with an official. If you disagree, have your captain, coach or manager approach the official during a break or after the competition.
3. Control your temper. Verbal abuse of officials, sledging other players or deliberately distracting or provoking an opponent are not acceptable or permitted behaviours in any sport.
4. Work equally hard for yourself and/or your team. Your team's performance will benefit and so will you.
5. Be a good sport. Applaud all good plays whether they are made by your team or the opposition.
6. Treat all participants in your sport as you like to be treated. Do not bully or take unfair advantage of another competitor.
7. Participate for your own enjoyment and benefit, not just to please your parents and coaches.
8. Respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion.



PARENTS' CODE OF BEHAVIOUR

1. Remember that children participate in sport for their enjoyment, not yours.
2. Encourage children to participate, do not force them.
3. Focus on your child's efforts and performance rather than whether they win or lose.
4. Encourage children to play according to the rules and to settle disagreements without resorting to hostility or violence.
5. Never ridicule or yell at a child for making a mistake or losing a competition.
6. Remember that children learn best by example. Appreciate good performance and skilful plays by all participants.
7. Support all efforts to remove verbal and physical abuse from sporting activities.
8. Respect officials' decisions and teach children to do likewise.
9. Show appreciation for volunteer coaches, officials and administrators. Without them, your child could not participate.
10. Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.

SPECTATORS' CODE OF BEHAVIOUR

1. Remember that young people participate in sport for their enjoyment and benefit, not yours.
2. Applaud good performances and efforts from all individuals and teams.
3. Congratulate all participants on their performance, regardless of the game's outcome.
4. Respect the decisions of officials and teach young people to do the same.
5. Never ridicule or scold a young player for making a mistake. Positive comments are motivational.
6. Condemn the use of violence in any form, whether it is by spectators, coaches, officials or players.
7. Show respect for your team's opponents. Without them, there would be no game.
8. Encourage players to follow the rules and the officials' decisions.
9. Do not use foul language, sledge or harass players, coaches or officials.
10. Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.

Inappropriate and irresponsible behaviour by any parent/carer/spectator, teacher/coach or participant will not be tolerated.

TRANSFERS

If you are moving from the district, and a change of school will be involved, you should notify the office of your intentions. Your new school will then request all your documentation which will be then forwarded to your new school.
When you enrol your child we will contact your child's previous school and request his/her transfer. Student data is entered onto our computerised administration system.

The Education Act states:
Transfer of students :

1) **If a parent desires to transfer his child's enrolment from one state school to another, they shall make** application in writing to the Principal of the school in which the child is enrolled stating:
   (a) the reasons therefore; and
   (b) the name of the State School to which the transfer of enrolment is sought.

In addition the school will pass on to your new school **records and information** regarding your child's development at this school. Please let us know at least a few days in advance of your intention to transfer and the name of the school so that this information may be organised.



VOLUNTARY AIDES, VISITORS AND HELPERS

At present, we have many volunteer parent aides who come to the school to assist in school activities. These aides have become invaluable in the working of our school program. If you feel you would like to be involved in this work, please contact your class teacher. Your child will benefit from your involvement and interest. School visitors, including guests, specialist personnel and tradespeople are requested to 'sign in' using the register at Reception and to wear a **Visitor's Sticker**. This ensures all visitors are accounted for in the case of an emergency evacuation. **Confidentiality** of all information is a responsibility of a volunteer helper. The wonderful work and efforts of all of our voluntary helpers and visitors are acknowledged throughout the year. Adults who wish to volunteer to work with children, who are not parents, must hold a current Blue Card.



Moura State School
VISITOR



Blue card changes are here. These changes include: parent volunteers will require blue cards if services or activities do not include their own child, they attend overnight excursions or camps close personal contact may occur with another child may occur (such as assisting with toileting, bathing or dressing). external businesses providing services in schools or to children will need a blue card. For more information about the upcoming changes, visit the Queensland Government website:
https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/regulated-industries-and-licensing/blue-card-system-changes



Parent and Community **Code of Conduct**

We welcome parents, carers and visitors into our school and expect that you will:

- be polite to others
- act as positive role models
- recognise and respect personal differences
- use the school's communication process to address concerns
- ensure your child attends school ready to learn
- support the Student Code of Conduct
- recognise every student is important to us
- contribute to a positive school culture
- work together with staff to resolve issues or concerns
- respect people's privacy.



Queensland Government



Resolving issues respectfully at school

Information for parents and families

A key priority of state school staff, parents and families is to foster a safe and healthy learning environment for all Queensland students. As a parent of a school-aged child, there may be times when issues arise that affect your child, for example a playground incident with another child or issues within the classroom. How those issues are handled can make a significant difference to the learning and development of our students, and the positive environments we aim to create and nurture. The following information can assist parents, families and school staff to manage issues respectfully and reach an outcome that is in the best interest of the student.

Talk to your child

Ask your child questions (who, what, where, when, how) to clarify the issue. This can give you an idea of whether your child is able to find their own solution to a problem, or if staff intervention is required. One of the skills children need to develop to operate in the world is to solve their own problems if they can, and adults play an important role in modelling how to do this effectively.

Talk to your child's teacher about academic or social issues

If you are concerned about your child's academic progress or school work, the teacher may be able to suggest ways to help your child at home or help you to access additional support at school. If your child is experiencing persistent social issues, make an appointment with your child's teacher as soon as possible. Together, you and your child's teacher should be able to resolve the issue calmly and respectfully.

Talk to your school office administration staff about general school issues

If you have a general issue — for example, having difficulty paying school fees or have concerns about a school staff member — you can get in touch with the school office administration staff to calmly discuss the issue and find a workable solution.

Talk to your school P&C association about services managed by the P&C

If you wish to discuss the services that are offered or managed by the P&C at your school, for example Outside of School Hours Care (OSHC) or the tuckshop, you should speak with the P&C executive in the first instance. For more information please visit:
www.pandcsqld.com.au

Talk to your school principal or leadership team if the issue remains unresolved

If you have approached your child's teacher or school office staff and your issue remains unresolved, make an appointment to see the school principal to discuss the issue further.

Other useful tips for resolving issues related to school

- Remain calm and be respectful towards school staff when raising an issue with them.
- Try to keep an open mind and accept that multiple views reflect different perspectives.
- Remember schools are busy and complex places, and sometimes it may take time to resolve certain issues.
- Have a clear idea of the outcome you are seeking and communicate this desired result. If an agreed solution isn't working, discuss other options with school staff.

For more detailed information about resolving issues respectfully at school, please visit education.qld.gov.au/respectourstaff

Queensland Government