Introduction

We extend a warm welcome to new families to Mirani State School. Our school has much to be proud of, including a reputation of high academic, sporting and cultural performance.

We believe in a team approach to your child’s education and welcome your input and support towards their school life. Remember our door is always open!

The purpose of this booklet is to acquaint you with the type of school we are developing, its facilities, administrative procedures, organisations and activities. Please retain it for future reference.

HISTORY OF THE SCHOOL

Until the close of 1966, Mirani State School consisted of a primary school with a secondary department, situated where Mirani State High School stands today. As the secondary department served a considerable number of primary schools, it rapidly grew to the stage where its enrolment exceeded that of its primary counterpart. As a result, a new primary school was built upon a separate site, commencing operation in 1967.

Facilities at Mirani State Primary School:

Mirani State School consists of:
- 7 multi-classroom teaching blocks (A-G)
- Administration
- Modern Library / Teacher Resource Centre
- Several withdrawal teaching areas
- Large Multipurpose Covered Area
- Technology Lab
- Staffroom
- Playgrounds and oval space
- Multipurpose Court for tennis, basketball, netball, volleyball.

Modern individual furniture enables us to arrange classrooms flexibly to cater for a variety of learning activities.

Grounds contain a parking delivery area and bicycle racks, parade/games area, playground equipment and adventure playground, numerous gardens and developing trees. Adjacent to the school is a Council Recreation Reserve providing a cricket pitch, football and soccer fields.

An Olympic Swimming Pool is only two blocks from the school.
**SCHOOL MOTTO**

**LIVING IS LEARNING**

**SCHOOL CONTEXT**

Mirani State School is a growing school of approximately 350 students situated 30 km west of Mackay in the Pioneer Valley. The school catchment incorporates the Mirani township and the surrounding rural area. The majority of families are involved in sugar cane, rural, service and mining associated industries.

**STATEMENT OF PURPOSE**

At Mirani State School, we aim to enhance learning outcomes for all students using a wide variety of effective teaching and learning practices. The school motto, *Living is Learning*, is central to the values and beliefs held by the school. The school rules state that we are here to **LEARN**, be **SAFE** and have **FUN**.

**BOOKLIST**

The booklist for each year level is issued at the end of the year. Please ensure all books are neatly covered and all equipment named.
CURRICULUM PROGRAM

Mirani State School delivers a comprehensive and up-to-date program outlined in the School Curriculum Plan, which follows the Australian Curriculum:

- English
- Mathematics
- Science
- History
- Geography
- Health and physical Education
- Economics and Business
- Civics and Citizenship
- Technology and ICT Design
- The Arts
- Technologies
- LOTE (Japanese)

The Literacy and Numeracy Plans are based on Education Queensland syllabus materials in these key learning areas. These plans have been cooperatively developed and are updated regularly. Literacy and Numeracy are the foundation learning areas and, as such, are the key focus subjects for all students. The Curriculum Overview gives more detail about the outcomes students will achieve in each year level.

SPECIALIST SUBJECT AREAS

Music, LOTE and strands of the HPE program are provided by specialist teachers.

EXTENSION PROGRAMS

Mirani State School has additional programs which support and extend student learning. They include:

- The Literacy Lighthouse Project
- REA Engineering
- Instrumental Music—concert band
- Choir (Junior/Senior)
- SHOW (Students Hands On Work)
- Sporting Teams
- Cluster events (e.g. Maths Competition / Public Speaking)
- Lunchtime clubs
- Biennial school musical
Additional school activities enable specific learning outcomes to be met through participation in the biennial school Musical, Australian Cultural Studies, ANZAC Day.

Our policy is to use a variety of teaching techniques, a variety of learning approaches and a variety of learning resources to cater for the variety of children in our care.

**ATTENDANCE**
All children are required to attend school every day—EVERY DAY COUNTS!

Education Queensland’s regulations allow for absence owing to illness, medical or dental appointments, roads cut by weather and exceptional circumstances only. A telephone call to the school on 49 667 360 to notify an absence is required. A note of absence is required in each case where a call has not been made.

Many parents advise us beforehand whenever a medical or dental appointment is due. This is sincerely appreciated as it enables us to plan work accordingly. In the event of a child contracting a disease which would result in an absence of more than two days, it would be appreciated if we were notified after the second day at the latest.

**SCHOOL HOURS**
The school day commences at 8:50am and concludes at 3:00pm. During lunch breaks children are supervised at all times. Supervision is provided for children awaiting buses each afternoon. Please assist us by ensuring that children do not arrive at school too early each morning. Where possible, children should arrive from 8:15am, in order to prepare for the day. Formal lessons begin at 9 am SHARP!

**Daily routine - the following are the school bell and session times:**

- 8:50am  First bell - Roll marked
- 9:00am  1st Session (snack break if required)
- 11:00am 1st Lunch / Play Break
- 11:45am  Bell to move into school
- 11:50 am 2nd Session
- 1:20pm  2nd Lunch / Play Break
- 1:45pm  Bell to move into school
- 1:50 pm 3rd Session
- 2:50pm  Bell for early bus children
- 3:00pm  Bell to end school for the day
**HOUSE SYSTEM**

There are three sporting houses at the school -
- Dalrymple (house colour Red)
- Hamilton (house colour Green)
- Pioneer (house colour Yellow)

When children are enrolled at the school they are allocated a place in one of these houses.

**LOST PROPERTY**

Children being children, it is inevitable that belongings are either mislaid or lost. For this reason, a lost property box is kept at the school, and every endeavour is made to return articles to their rightful owners. Unfortunately, many belongings are unmarked, and despite our attempts to return these, their owners cannot be determined.

Please assist us by marking all belongings clearly.

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**EVACUATION DRILL**

All children attending the school must become familiar with the school’s Evacuation Drill Procedures.

Visiting personnel (i.e. Religious Instruction Teachers, Volunteer Aides, etc) should also be familiar with procedures. All regular visitors to the school can peruse the Evacuation Drill Procedures in the office and staffroom.

All classes must congregate on the school oval, as quickly as possible, after the fire alarm is sounded. The alarm is the school’s electronic bell rung continuously. The back-up siren is a hand bell.

Procedures:

(a) When in school buildings -
   Move out quietly, down the nearest set of “safe” stairs, congregate on oval.

(b) When out of building -
   Move as quickly as possible to the oval

(c) Before or after school -
   Children to congregate on oval
   Teachers to check all rooms
   Teachers to call roll immediately the class congregates on the oval
   Children to remain quiet during procedure.

**IN CASE OF FIRE - RING FIRE STATION 000**
PERMISSION TO LEAVE GROUNDS
All late arrivals (any time after 9.00am) must report to the Administration Office to receive a Late Slip to hand to the Teacher on arrival at class.

All early departures must be signed out at the Administration Office. Parents will be given an Early Departure Slip to hand to the Teacher when collecting students from class.

UNIFORMS
The Parents & Citizens Association endorses the policy of students wearing the school uniform every day. The uniforms and hats are only available from the Uniform Shop at Mirani State School which is open on Thursday mornings from 8.30 a.m. – 9.30 a.m.

Uniform - Mirani State School polo shirt & Mirani State School navy shorts / skorts.
Hat - Mirani State School hat or navy blue broad brimmed hat. (Brim should be 8 cm wide).

JEWELLERY
Watches, plain studs or sleepers and necklaces with medical alerts or of religious significance are the only jewellery acceptable at school. Necklaces, rings, ear-rings etc, should not be worn. Fingernail polish / make-up should not be worn to school. A copy of the Uniform Policy outlines the school P & C expectations.

PARKING
Five (5) buses stop in Maud Street on the northern side of the school. Parents who collect their children by car are asked not to park in this area, but should do so in Augusta Street, in parking spaces marked. Parking is not permitted within the school grounds.

BICYCLES
Children who ride a bicycle must wear helmets and should be reminded of road safety and the importance of not speaking to strangers. Bicycles must not be ridden in the school grounds and must not be used or tampered with by anyone other than the owner.

TELEPHONE CALLS
During school hours: 4966 7333    Fax: 4966 7300
Student Absent Line: 4966 7360 (Please call to record all student absences).
Teachers are unable to leave classes to take telephone calls. The office will take a message or arrange for the teacher to return your call as soon as possible.

APPOINTMENTS
Parents are always welcome to discuss issues relating to their children or other school matters with the Principal or teachers. It is requested that appointments be made for this purpose with the class teacher or Principal, so that a suitable time can be selected.

All parents visiting the school during the school day are asked to first sign in at the school office.

BEHAVIOUR MANAGEMENT
The School Responsible Behaviour Plan has been recently revised with input from staff, students and community members. Our school focuses on all responsible behaviour by applying our LEARN, SAFE, FUN rules.
**ADDITIONAL SUPPORT FOR STUDENTS**
Mirani State School is "Committed to the provision of equitable education opportunities to ensure all students have access to, participate in and gain positive outcomes from schooling".
"Educational Provision for Students with Disabilities"
(Education Queensland)

**SUPPORT TEACHERs (Literacy & Numeracy)**
Support Teachers (Learning Difficulties / Special Education) are rostered to the school each week. The role of this teacher is to support classroom teachers in their development of special education programs for children who require these.

**GUIDANCE OFFICER**
Access to a Guidance Officer is available to assess children’s learning/emotional/social needs. After consultation, suggested support programs and actions may be recommended. Guidance Officers work in close co-operation with the child's teacher, the school Principal and visiting specialist teachers.

**CHAPLAIN**
The school participates in the Chaplaincy Service where a school chaplain visits one day a week. The chaplain is involved in the general activities of the school -
- participating in classroom activities and working with children in small groups;
- facilitating groups, events and activities with voluntary student participation, including lunchtime groups, breakfast clubs, etc;
- participate in Life Skills/Personal Development programs;
- provide resource support for teachers;
- organise events and activities outside of school hours, e.g. holiday camps.

**PROGRESS REPORTING**
Class teachers are continually monitoring and assessing students' learning.

Parents receive a brief written report at the conclusion of Term 1 to communicate the initial progress of each student. Teachers then prepare a written report for parents / caregivers at the end of each semester, (June and December). Parent / teacher interviews are available following the distribution of these reports, or as needed through the year. Parents / caregivers are welcome to contact the school to arrange a mutually suitable time to discuss their child’s progress with the teacher.

Students in Years 3 & 5 receive a NAPLAN Test Report in Term 4.

Instrumental students receive an Instrumental Report at the end of each Semester.

**BUS TRANSPORT ALLOWANCE**
Assistance may be available for families where their children travel to and from school by bus. This assistance is called the Conveyance Allowance and is subject to conditions (eg travel of more than 3.2km - one way).

Further information and application forms for Conveyance Allowance can be obtained by contacting the:

**Department of Transport**
P O Box 561
Mackay 4740 (Phone 49531928)
HOMEWORK
Certain assignments may be given to children to complete as homework. Homework supports the school goal of independent learning, and assists the students to develop sound study habits. Please refer to the school Homework Policy.
In general, more difficult work is dealt with at school and is, therefore, not given as homework. Usually work which does not require teacher assistance is set for homework. This may often be in the form of researching for information, the learning of spelling or number facts, completion of a project and so on.

It is recommended that all children, (Prep to Year Seven), incorporate reading as part of their regular homework. Our homework policy has been provided in the Enrolment Pack.

NEWSLETTERS
In order to keep you informed of school activities, newsletters are sent home with children on Tuesdays. Please read these newsletters as they keep you informed of various school events and celebrations.

VOLUNTARY PARENT HELP
Our policy is to welcome parents to assist in the classroom as volunteers wherever possible. Parents may help with transport, sports teams, in covering books, in listening to children read or in helping them with certain activities. Volunteer parent assistance will be organized on a class basis depending upon the nature of help required by teachers. All parent volunteers are asked to sign the Visitor’s Register in school office each day they visit.

RELIGIOUS EDUCATION
Religious Education is delivered in a non-denominational format following the Connect Activity Books. Approved (Church, Blue Card and Education Queensland) personnel are engaged to provide instruction.
Children not attending Religious Education classes are under teacher supervision for that session.

Children may be exempted from such classes, only upon written request to the principal.

LIBRARY BORROWING
All children are encouraged to borrow regularly from the school library and are taught how to use the library effectively and to care for books in a responsible manner.

To assist in maintaining a high standard of book repair, it is requested that you provide each of your children with a Library Bag. This should be made of suitable material with either a string pull, button or zip top. Bags of dimensions 35cm by 30cm will cater for any book contained in the library.

The bag will be used for protecting borrowed books at all times. (Please mark with child's name)
**SWIMMING INSTRUCTION**
Swimming instruction is provided at the Mirani Pool, with lessons provided by qualified coaches in conjunction with a Physical Education Specialist. Prep and Year 1, 2 & 3 (Term 4) and Year 4 to 7 students (Term 1). The Swimming Program is part of Education Queensland’s Health and Physical Education syllabus and all students are required to participate. However, children will be excluded from the pool with open sores other than skin scratches.

Parental assistance is appreciated with junior classes. Further details are sent home in a newsletter.

**SPORT**
Apart from normal school sport, upper school children have the opportunity of competing in inter-house matches on a Friday afternoon.
These are mainly seasonal games such as cricket, softball, tennis, netball, soccer and football.

Mirani State School prides itself on participating keenly in many cluster / regional sporting events.

Children must wear a hat for these activities, apply sunscreen and water bottles should also be taken.

**EXCURSIONS**
As part of our class programs children participate in a number of educational excursions throughout the year. Costs are kept to a minimum, and as much notice is provided to families as is possible. On these occasions, we greatly appreciate parent support with transport and supervision.

**BANKING**
A school banking service is carried out in conjunction with the Commonwealth Savings Bank. Office Staff are the appointed agent.

**CULTURAL PRESENTATIONS**
During the year the Queensland Arts Council, or other accredited providers present excellent educational shows in our school.

Providing a valuable cultural aspect of our children's education, the presentations are advertised well in advance and are relatively inexpensive to attend.

**PARENTS AND CITIZENS’ ASSOCIATION (P & C)**
All parents are urged to support our P & C which works for the betterment of school facilities. Children are very much aware as to whether or not their parents are involved in the various associations and, generally speaking, they feel that their school and education are of greater importance when they see their parents involved in it.

Our Parents & Citizens' Association is an active indispensable body. As teachers we all appreciate its solid support, and look forward to our happy and continued association.

Meetings are always advertised in newsletters, however, as a rule, are held monthly on a Monday at 6.45pm. (Meetings are no longer than 90 mins). All are most welcome at these evenings.
**TUCKSHOP**
Tuckshop operates at lunch time Monday, Thursday and Friday from the school tuckshop. A menu is distributed each term. Orders are to be brought in on the day of tuckshop in a brown paper bag with name, order and correct money, and dropped in the mail box. Only food that meets Queensland’s Smart, Healthy Food guidelines can be offered at school and school events.

**DENTAL TREATMENT**
Children may be treated at the School Mobile Dental Clinic, at no expense to parents, during school hours. The Dental Clinic will contact parents through the school, prior to their visit, to find out if you wish your child to attend the clinic.

**STUDENT HEALTH AND SAFETY**
Most children at some time during their schooling experience one or more infectious illnesses. To clarify the position as regards attendance at school, the following is included for your information:

<table>
<thead>
<tr>
<th>DISEASE</th>
<th>The patient shall be excluded from school:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mumps</td>
<td>For at least 14 days after the onset of symptoms.</td>
</tr>
<tr>
<td>Chicken Pox</td>
<td>For at least 7 days after the beginning of the illness and until the last lesion has healed.</td>
</tr>
<tr>
<td>Scabies</td>
<td>Until all evidence of the disease has disappeared.</td>
</tr>
<tr>
<td>German Measles</td>
<td>For at least 7 days from the appearance of rash or until a medical certificate of recovery is produced.</td>
</tr>
<tr>
<td>Ringworms / Impetigo</td>
<td>If suitably covered may attend school.</td>
</tr>
<tr>
<td>Measles</td>
<td>For at least 7 days from the appearance of rash or until medical certificate of recovery is produced.</td>
</tr>
<tr>
<td>Head Lice</td>
<td>Until condition is treated with a suitable commercial preparation.</td>
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</tbody>
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**Health** - If a student requires the administration of prescribed medicine during school hours, parents must complete a Medical Consent Form. This details the name of the child, medicine to be given, dose, time(s) to be given, date, doctor’s name and includes the parent/caregiver’s signature. The medication should be in the original container with the doctor’s name, student’s name and dosage details printed on the label. Medications which only need to be given in case of an allergy or asthma attack or medical problem will still require the Medical Consent Form to be filled out, and a small supply of the medication sent. All students with asthma MUST have a puffer at school.
**SUN SAFETY**
Mirani State School is a Sun Smart School. All students **MUST** wear a broad brimmed hat. (Brim should be 8 cm wide). Increasing concern is being felt because of the rising incidence of skin cancer in Queensland. A rule that is strictly enforced, is that children without hats are not allowed to play in the sun. Children who do not have a suitable hat for any reason are given sunscreen to wear only for class lessons. **Wide brimmed or legionnaire caps are accepted, baseball caps are not.**

**CAMPING PROGRAM**
The school’s camping program is based on the following guideline:

- Year 3 - 1 night sleepover at school
- Year 4 – 4 days/3 nights – Yeppoon/Rockhampton
- Year 5 – 3 days/2 nights – Action Challenge Adventure Camp – Hay Point
- Year 6 – 7 days/6 nights – Sydney/Canberra

**PREPARATORY YEAR**

Students must be five years of age on or before the 30th June in the year they attend Prep, to be eligible to enroll in this class.

The Prep program aims to foster the development of attitudes, abilities and skills which will assist your child’s educational development. In order to learn, be safe and have fun, children are encouraged:
- To use language to communicate with other children and adults
- To develop an understanding of their world
- To develop self-confidence and self-esteem
- To make friends
- To share and cooperate with others
- To develop independence
- To develop resilience
- To develop physical skills
- To develop a positive attitude to learning
- To problem solve
- To take responsibility for their own belongings

At Mirani State School the foundation level Australian Curriculum in English, Maths, Science and History is to be implemented. There are specific content descriptors for Prep in each of these learning areas. Planning for learning in other areas such as Social and Personal Learning, Making Healthy Choices and Active Learning Processes (Thinking, Investigating and Imagining and Responding) is informed by the Queensland Early Years Guidelines.

Children in Prep have the opportunity to learn according to their individual abilities and to be extended in the development of their literacy and numeracy skills. The Prep program is structured so that learning takes place constantly, both in an informal and formal way. Our main aim is to foster a real love of learning at an early age.