

PARENT INFORMATION BOOK - 2011



MUNGALLALA STATE SCHOOL
24 Redford Street
MUNGALLALA
Tel (07) 46236139
Fax (07) 46236194

TABLE OF CONTENTS

General Information	Page 3
School Procedures	Page 6
Excursions	Page 8
School Health	Page 9
School Rules	Page 10
School Uniform	Page 11
School Sun Policy	Page 12
Permission Form (walks/photos)	Page 15
Internet Access Agreement Form	Page 16
Prep Year Appendix	Page 17
Stationery List	Page 21
Administration of Medication	Page 22
Enrolment Form	Appendix A
School Calendar	Appendix B

GENERAL INFORMATION

It is my pleasure to welcome you to Mungallala State School and to welcome your child to our school community.

The best way for harmony between your school and your home is through the development of co-operation between the two and to foster strong bonds of friendship, willingness to assist and the sense of pride in our school. Children respond to these feelings because they form warmth, security and an environment for learning. The child then has a strong foundation upon which the learning process can be developed.

If any problems do arise, please don't hesitate to contact me at school. Frank and open communication will assist in making for an effective and secure educational environment for your child.

GENERAL INFORMATION:

Postal Address	-	Mungallala State School 24 Redfed Street MUNGALLALA Q 4467
Telephone Number	-	(07) 46236139
Facsimile Number	-	(07) 46236194
School Hours	-	8:50am to 3.00pm
School Staff		Mrs Karen Timmins (Principal) Mrs Brenda Jukes (Teacher Aide/Groundsperson) Mrs Robyn Wehl (Admin Aide/Teacher Aide) Mrs Helen Sallway (Cleaner/Teacher Aide)
School Calendar	-	Please see attached page (Appendix B) .

SCHOOL MOTTO

Our School Motto is "DEEDS NOT WORDS", the implication being that we strive to do the best for ourselves, our parents, our school and our community, not just talk about doing it. Our shield depicts the industries, both past and present, of this area: milling, railway and grazing.

ADMISSIONS

Prep Year: From 2007, a child must reach the age of five years before 30 June of the year he/she would turn five to be admitted to a State School into the Prep Year. Children who turn five after 30 June are eligible to begin Prep the following year. As Prep is not compulsory, from 2008, children will need to be six by 30 June the year they enrol in Year 1.

Birth Certificates are required for all children on admission. Admissions are usually taken in December but they can be accepted throughout the year.

Enrolment: As per Departmental Policy a parent/carer must complete an Application for Student Enrolment Form for each student enrolling at our school. A copy of this form is attached as Appendix A or is available from our School Office.

TRANSFERS

If in the distant future, a move to another State School might occur, your child will require a "Certificate of Transfer" from this School. This enables admittance to the new School. Please ensure that all your child's belongings have been collected and that all school property is returned, eg library books and reading books.

TRANSPORT

A Conveyance Allowance is available on application to the Transport Department, (McDowall Street, Roma) P O Box 126 Roma Q 4455, Telephone No. (07) 46229511, if you use a private motor vehicle to transport your child to school and your child

- (a) cannot travel to school by bus
- (b) lives over 3.2km from school (Primary School child)
- (c) lives over 4.8km from school (Secondary School child)
- (d) or travels more than 3.2km to School Bus.

Contact Transport Department for an Application Form. The distances mentioned above are by the shortest possible trafficable route.

PARENTS AND CITIZENS

P & C Meetings are usually held at 3.15pm on the second Thursday of each month but can be rescheduled to suit different situations. Not only does the P & C organise fund-raising events to provide for areas in education which are not covered by the School Budget, it also plays a social role. That is, within the School Community, the P & C provides an avenue to get to know one another. In addition it gives parents an opportunity to become involved in decision making. The School needs positive parental involvement. All parents and interested citizens are very welcome to attend. The P & C operates as an individual entity, separate from the School.

SCHOOL ADVISORY COMMITTEE

Representatives from the P & C, parent group and school staff, with the Principal, are invited and encouraged to be active in devising policies and programs for our school.

EARLY ARRIVALS/LATE DEPARTURES

Parents are advised that the early arrival of children does not ensure supervision by any of the staff. Commitments to programming, preparations and administrative procedures mean that these children cannot be completely supervised. School starts officially at 8:50am and concludes at 3.00pm. Children are not to be in the school grounds unless under the supervision of their parents on the weekends, holidays or beyond the hours 8.30am and 3.00pm school days. Special circumstances may be negotiated with the Principal.

LEAVING GROUNDS

Once at school, under no circumstances may a child leave the grounds unless a written request is received. Any child leaving the school environment during the hours 8:50am – 3:00pm (other than on an organised school outing) should be signed in or out by a staff member or parent/carer in the register provided. If a child is required to leave the grounds on a regular basis, one letter will suffice.

PERMISSION TO VISIT STUDENTS DURING SCHOOL HOURS

If it is necessary for a student to be visited at school by anyone, the Principal **MUST** be contacted by the child's parent/guardian prior to the visit. All relevant details about the visit will be discussed during that interview.

MORNING TEA/LUNCHTIME SUPERVISION

Lunch is from 11:05am to 11.40am. From 11:05am - 11.15am, the children sit down and eat their lunch then commence play under the supervision of a staff member. Afternoon Tea is from 1.15pm –1:40pm. From 1:15pm to 1:25pm, the children sit down and eat their afternoon tea then commence play under the supervision of the Principal or Relief Teacher.

ATTENDANCE

Regular attendance is necessary for sound results. If your child is absent, the School requires either a phone call or a note. If any child is more than thirty minutes late for school that child is automatically marked absent on the roll for the first half of the day and a note or phone call is required. If no confirmation of absence is received, a reason of 'unexplained' is entered into the record system that is sent to Education Queensland Central Office. Subsequently these absences are recorded on the student's report card.

RELIGION

Religious Instruction may be conducted at Mungallala State School throughout the year. If you do not want your child/children to attend these instructions a signed note needs to be sent to the school.

SCHOOL PROCEDURES

PUPIL PROGRESS

A comprehensive report will be written and issued to parents in June and December. In addition, oral interviews may be requested. If an interview is required, please contact the school. Parents of Year 2 students will have an interview with the Principal in July/August to discuss the Net Report. Years 1 to 3 will also have a Net Report included with end of year school reports.

Results of NAPLAN Testing will be made available to relevant parents as soon as the School is advised.

HOMEWORK

It is intended that homework will be available on a regular basis, as requested by parents, and as explained in the Mungallala State School Homework Policy.

Years 1 - 3 Weekly spelling and maths or English task, along with daily reading and learning of tables.

Years 4 - 7 Weekly spelling, language or maths tasks, along with daily reading and learning of tables.

The Principal will determine the guidelines in the early stages of Term 1.

NEWSLETTERS

A School and Community Newsletter is produced fortnightly (on Tuesday) and issued to the child who is the oldest family member at the school. It is a valuable medium to communicate to parents, so please ensure that you receive and read one. The Calendar of Events Section, contained in the Newsletter, is updated each fortnight, so that the school community can be aware of new events or cancellation of others. Community contributions are most welcome. Additional correspondence, when required, will also be given to the eldest child in the family.

STATIONERY

Stationery Lists for each year level will be sent home in the last week of the School Year. These requirements will be kept to a minimum and will receive a yearly review. It is the responsibility of parents to ensure that children have adequate stationery at all times. At the beginning of each term would be a good time to replenish stocks (e g pencils, biros, colours, glue).

LOST AND FOUND

Articles which have been found are kept at the School. Periodic displays of found items are arranged. Items not claimed at the end of each Semester will be disposed of at the Principal's discretion. ALL CHILDREN'S PERSONAL BELONGINGS should be marked clearly to enable return of misplaced items. Please also name school clothes likely to be removed as the day warms up (i.e. track pants and jackets).

GUIDANCE SERVICES

The Guidance and Special Education Section of Education Queensland provides the School with the services of a Guidance Officer and Learning Support Teacher, who visit the School on an "as needs" basis.

ADDITIONAL ITINERANT SUPPORT

Additional support is received from the visiting Health and Physical Education Teacher, Woodwork Teacher, a visiting Speech and Language Pathologist, Occupational Therapist and Physiotherapist.

EXCURSIONS

SCHOOL SPORT

All Students compete in major inter-school sport meetings during the year: the Morven Small Schools Sports Carnival held in July/August and the Morven Small Schools' Swimming Carnival held in November. These carnivals form part of the PE Curriculum.

Successful competitors from the Morven Small Schools Sports can compete at the Maranoa & District Sports held in Mitchell in September, then progress to Regional Sports and gain selection for State Championship Representation if they are in Grade 5 or above.

Cross Country Competition is also available through Mitchell State School.

SCHOOL CAMPS

- Every second year children from Mungallala State School will be involved in at least one extended camp activity. The duration, destination and scheduled activities planned for these camps will vary each year. Short excursions/camps may be programmed for the alternative years. In past years Mungallala P & C has encouraged and subsidised these camp excursions, along with financial support from PCAP.
- A Small Schools Swim Camp is usually conducted in Term 1 each year at Charleville.
- A week of intensive swimming lessons may be held at Morven each November.

Detailed requirements for all these events will be posted as the scheduled time approaches and noted in the Calendar of Events in the School Newsletter.

SCHOOL HEALTH

SICK CHILDREN

If a child becomes ill at school he/she is sent to the Medical Lounge. The child may spend time lying down in view of the Teacher Aide or Principal until he/she recovers. If there is any doubt and the child appears distressed, the parent is informed and arrangements are made to have the child taken home. Parents are encouraged not to send children to school who are already sick or displaying symptoms of illness.

ADMINISTRATION OF MEDICATION AT SCHOOL

Parents must provide a written request to the Principal should a child require medicine whilst at school (form at back of this book). Only prescribed medication can be given at school. Instructions from Chemist/Medical Practitioner should be written on the medication container. All medication is to be handed to staff for distribution. No Panadol (painkillers) can be administered by school staff. Parents may attend school to administer medication if desired.

ACCIDENTS AT SCHOOL

Between the hours of 8:50am to 3:00pm the children are under constant supervision, but accidents may occur. The procedure followed is that if the accident is of a nature which requires attention beyond which the school can give, the parents are notified to convey the child to either the hospital or family doctor. If parents cannot be contacted in an extreme emergency, the ambulance is called upon to convey the child for medical attention. Each year the P & C Association pays for ambulance coverage for the students attending Mungallala State School. Upon enrolment at school, an Emergency Form is completed by the parents. Should details (phone number etc) change at any time, please advise the school.

DENTAL SERVICE

Dental Service is provided on an irregular basis by the School Dental Service. Due to the lack of personnel –students will need to travel to Mitchell for treatment. Treatment is free. It is expected that the Mobile School Dental Van will deliver this service. Permission Forms will be supplied to parents as needed.

INFECTIOUS DISEASES

An Infectious Diseases Exclusion Table can be found at the back of this Booklet and on the Parent Information Board. It shows the name of the disease, the Incubation Period and the Isolation Period for the disease. Please take the time

to read this Exclusion Table so that you are informed in the event of your child/children contracting any of the mentioned diseases or viruses.

SCHOOL RULES

SCHOOL RULES

The rules of the school are established through a process of negotiation and discussion with parents, students and staff and is based on a common sense approach to the children's realisation of the need for a Code of Behaviour.

A Responsible Behaviour Plan for Students was rewritten and endorsed in November 2009. This new model is on display in the classroom and regularly discussed with students.

SCHOOL UNIFORM

While school uniform is not enforceable, we at Mungallala State School encourage children to wear the School Uniform (as stated below) or the School Colours - Green and Gold. There are many advantages for your child in having a uniform.

The School Uniform consists of:-

SUMMER

Boys and Girls	}	Green Slouch Hat with School Badge – must be worn. Gold Polo Shirt with collar and School Badge printed on front. Green Shorts or a Green Permanent Press Skirt (if the girls prefer). (Bike shorts are not a desirable substitution).
----------------------	---	---

The shirt can be purchased from the P & C (through the School Office) and the hats are provided by the school.

Hats will be replaced at the Principal's discretion when in poor condition or too small. If a child mistreats or loses his/her hat, parents must pay for a replacement. School Policy is no slouch hat, no play.

SHOES

Due to Workplace Health and Safety regulations covered shoes or boots must be worn at school. No sandals or thongs are to be worn.

WINTER

Green tracksuits, with the school emblem, can be ordered through the P & C.

- PLEASE NAME ALL CLOTHING.

JEWELLERY

The wearing of jewellery, whether valuable or not to school is not allowed, - except for religious items on a plain chain, plain sleepers or plain studs for pierced ears. This is a Workplace Health and Safety issue because such items can cause injury during physical activity. (Jewellery can be a distraction as well).

SCHOOL SUN POLICY

Mungallala State School is proudly a Sun Smart School. This means we have met the strict criteria of the Australian Cancer Society's National Program.

We recognise the vital importance of staff, students and school community members sharing in a strategy which attempts to prevent skin damage leading to the development of skin cancer.

THIS STRATEGY- sets guidelines

- provides a basis for education programs
- encourages flexibility in planning activities
- stresses the importance of shade for outdoor activities
- recognises the importance of appropriate role models
- advocates for appropriate personal protection
- is linked to the School Development Plan.

WHY HAVE A SUN PROTECTION STRATEGY?

Research indicates that -

1. Queensland has the largest incidence of skin cancer and Melanoma in Australia and in the world.
 2. Two out of three Queenslanders living to the age of 75 can expect to develop some type of skin cancer (and not only at an advanced age.)
- Skin cancer is easily prevented by reducing the frequency and duration of time spent in direct sunlight.
 - Solar (UV) radiation is at its greatest intensity between 10.00am and 2.00pm - a period during which children are at school.
 - Students spend approximately 41 weeks of the year at school and are often exposed to the sun for lengthy periods at a time when the UV is at its strongest eg. lunchtimes and sports carnivals.

GUIDELINES FOR SUN PROTECTION

- School Hats are to be worn by all participants during outdoor activities.
- Lunch times will be as follows so as to reduce the duration of time spent in the sun each day:-

Lunch	35 minutes	11:05am	15 minutes eating in shade
		11:40am	20 minutes to play

Afternoon Tea	25 minutes	1:15	10 minutes eating in shade
		1:40	15 minutes to play

- Physical Education lessons will be conducted between 9.00am and 10.00am and not during times of greatest intensity when it can be suitably arranged.
- Where possible swimming lessons will be held outside the hours of 10.00am and 2.00pm. All swimmers are to wear a collared shirt during lessons and use a sunscreen lotion.

EFFECTIVE SAFETY EDUCATION PROGRAMS

- Sequenced education programs will be incorporated into the school curriculum.
- These programs will be included into the health curriculum and will focus on preventative measures, causes and symptoms of skin cancer. Resources of the Queensland Cancer Fund will be used to compliment these programs.

FLEXIBILITY IN THE PLANNING OF ACTIVITIES

- Thought will be given by school administrators as to the timing of lunch hours, sport times, sports events, physical education and assemblies.
- Where at all possible these activities are to be conducted outside the hours of 10.00am to 2.00pm
- Where possible the school will provide sunscreen (SPF 15+ Broadpectrum) for all participants.

APPROPRIATE ROLE MODELS

- This strategy reinforces the importance of parents, teachers, ancillary staff and voluntary helpers acting as role models for students and by doing so reinforce the effort of the school.

- The school community should also consider sun protection in relation to Parents and Citizens Association projects and activities.

APPROPRIATE PERSONAL PROTECTION

- School uniforms should provide protection from harmful UV radiation as well as be cool during hot weather.
- Hats possess a brim of at least 10-12cm, providing protection for the neck and ears. Darker colours provide greater protection.
- Children will be expected to use the hat basket downstairs so as to ensure that hats are picked up and worn when outside.
- Staying out of the sun in the middle of the day is the best protection.
- Sunscreens when used should be 15+ Broad spectrum. They should be applied 30 minutes before going into the sun and re-applied every 2 hours. Zinc Cream can be worn for additional protection on the nose, lips and tips of ears.

CONCLUSION

This strategy sets in place a commitment by the school and its community to ensure safe practises are undertaken in relation to the prevention of skin cancer. It is only through a shared commitment that the success of this strategy will be ensured.

PERMISSION FORM - 2011

We are asking all parents/guardians to give permission for their child/children to participate in supervised walking excursions for the current school year.

By filling in this form it will ensure your child/children will be able to participate in walking activities and save having to send out a renewal form each time.

Excursions could be necessary for a range of reasons, eg

- to allow a small group of students to have shopping/money-handling experience.
- to access information from community resources.
- visiting library.
- participate in recreational activities such as tennis or golf.

Would you please complete the form below with your child/childrens' names from Year 1 to Year 7 and return it to the School as soon as possible.

If this form is not returned your child/children will not be allowed to participate in these out of school activities.

I give/do not give permission for my child/children:

NAME

GRADE

to participate in educational walking excursions for the current school year.

Signature of Parent/Guardian _____ Date ____/____/2010

PHOTOS AND PUBLICATIONS

From time to time opportunities present themselves to have the students' names, photos and/or work items published in the media, local show and/or other school documents (such as CD covers, School Annual Magazine and School Newsletter) presented to the public. Please find below a permission form to allow/not allow this to occur. Please sign and return to the school office as soon as possible.

I give/do not give permission for my child's

NAME

GRADE

name, photo and school work to be published in all media publications, show exhibits and school documents during his/her attendance at Mungallala State School during the current school year.

Signature of Parent/Guardian _____ Date ____/____/2010



Student

I understand that the Internet can connect me to useful information stored on computers around the world.

While I have access to the Internet:

- 1) I will use it only for educational purposes.
- 2) I will not look for anything that is illegal, dangerous or offensive.
- 3) If I accidentally come across something that is illegal, dangerous or offensive, I will:
 - (a) clear any offensive pictures or information from my screen; and
 - (b) immediately, quietly, inform my teacher.
- 4) I will not reveal home addresses or phone numbers - mine or anyone elses.
- 5) I will not use the Internet to annoy or offend anyone else.
- 6) I understand that if the school decides I have broken these rules, appropriate action will be taken. This may include loss of my Internet access for some time.

_____ (Students name)

_____ (Students signature) _____(Date)

Parent or guardian

I understand that the Internet can provide students with valuable learning experiences.

I also understand that it gives access to information on computers around the world; that the school cannot control what is on those computers; and that a very small part of that information can be illegal, dangerous or offensive.

I accept that, while teachers will always exercise their duty of care, protection against exposure to harmful information should depend finally upon responsible use by students.

I believe _____ (Name of student) understands this responsibility, and I hereby give my permission for him/her to access the Internet under the school rules. I understand that students breaking these rules will be subject to appropriate action by the school. This may include loss of Internet access for some time.

_____ (Parent or guardians name)

_____ (Parent or guardians signature)

_____ (Date)

THIS AGREEMENT IS TO BE SIGNED FOR ALL CHILDREN ATTENDING
MUNGALLALA STATE SCHOOL

PREP YEAR APPENDIX

Dear Parents

When a child enters Prep Year for the first time, that child is confronted with many and varied new learning experiences. In some instances, the child becomes apprehensive, anxious and uncertain of what lies ahead. So that your child may receive some preparation for this new venture, you are encouraged to check each item of the attached Check List. Your help in this regard will greatly assist the child and myself.

PRE-WRITING EXPERIENCES

- Children should have adequate pre-writing experiences. Activities could include scribbling, eg patterns such as - painting, drawing and modelling.
- Children love to talk about what they have done. Listen to their description when they have completed their creative work.
- Self-expression and communication of ideas, as well as the development of muscular co-ordination of arms, hands, fingers and eyes are most important readiness activities. Development through various physical activities, eg jumping, rolling (gross motor) and cutting, threading (fine motor) will prove most beneficial.

LANGUAGE READINESS

- A most important requisite for a school beginner is language. This language develops through social contacts, eg mixing and speaking with others.
- Every child uses language in communication, which is a most useful thinking tool. Encourage your child to talk about objects he/she sees and activities he/she performs.
- **Remember:** A child's first and foremost need is contact with others. Quite often children can miss out on vital links in their learning development due to a variety of factors. A common one in preschool children is middle-ear infection. Should the infection be prolonged speech and language development is often affected as the child is forming muffled sounds as he hears them. All parents care for their children and often wonder how they can help, what's wrong with their child . . . the following are some things which you can keep an eye out for to co-operatively optimise your child's learning opportunities.

HEARING

Behaviour which may indicate hearing problems:-

- Inattention and lack of interest in conversation around him/her, or abnormally concentrated attention on the individual speaking.
- Failure to answer questions or failure to answer correctly.
- Repeatedly asking “What did you say?”
- Tilting of the head to one side to bring the best ear nearer speaker.
- Flat nasal or monotonous voice.
- Bewildered expression when directions are given to class.
- Restlessness and evidence of nerve fatigue, chronic fatigue from the constant effort to hear.
- Incorrect pronunciation of familiar words.

Hearing problems include not only sound ranges but decoding and memory so it is often very desirable to have your child respond to directions, memorise oral lists, songs, poems, stories etc. Games such as I Spy and Simple Simon, giving rhyming words, will help both memory and discrimination.

VISION

If you are concerned do not hesitate to have your child’s vision tested by an Optometrist. Again, poor visual memory and discrimination could be the cause of learning difficulties.

Some things you can do to help your child are:-

- Arrange three or four items on the table, get your child to look carefully then turn away, then mix them up and have your child rearrange them.
- Repeat simple drawn patterns. Cut along heavy straight lines to cut out triangles, squares, rectangles gradually develop to dark curved lines and circles.
- Throwing and catching bean bags or large balls.
- Matching and sorting according to size and colour.

The following is a list of behaviours, which may indicate vision problems:-

- Restlessness, nervousness, irritability or other unaccounted for behaviour.
- Seeing objects double.
- Headaches, dizziness or nausea associated with the use of eyes.
- Body rigidity while looking at distant objects #.
- Undue sensitivity to light.
- Crossed eyes - turning in or out.
- Red-rimmed, crusted or swollen lids.
- Frequent sties.
- Watering or bloodshot eyes.
- Burning or itching of eyes or eyelids.
- Tilting of head to one side #.
- Tending to rub eyes.
- Closing or covering one eye.
- Frequent tripping or tumbling.
- Poor hand and eye co-ordination as manifested in poor baseball playing, catching and batting or similar activities.
- Thrusting head forward # .
- Tension during close work # .

Only a close study will determine whether inadequate vision is a significant factor in non-achievement.

Found to be particularly significant in a recent study.

SUMMATION

Hopefully these few ideas and watch points on vision and hearing may assist you to ensure that we can both do our best to give your child his/her best chance to learn. Should you ever have any concerns, the school staff are always willing to listen and advise as the situation requires. Come along and work together.

CHECKLIST OF READINESS ACTIVITIES FOR PRE-SCHOOL CHILDREN

Child's Name _____

By the time your child enters Prep Year he/she should be able to:

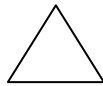
1. Tell full name. -----
2. Tell the name and number of the Street where he/she lives. -----
3. Print own name correctly. -----
4. Speak clearly and correctly. -----

If you are aware of any sounds that your child says (makes) incorrectly, please list them here:

-
5. Count up to ten objects. -----
 6. Follow pictures etc, left to right. -----
 7. Concentrate for a short period of time, viz, twelve to fifteen minutes. -----
 8. Recognise simple geometrical objects (shapes) eg; -----



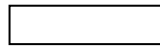
Circle



Triangle



Square



Rectangle

9. Recognise these colours – white, black, blue, green, yellow, orange, red
10. Catch a ball correctly. -----
11. Hold a pencil correctly. -----
12. Balance a lunch box on lap. -----
13. Can cut out simple pictures. -----

When you consider your child can master each of the skills above place a tick in the box provided.

On the day school commences enclose this Check List in an envelope and send it along with your child to hand to his/her teacher. This will establish a feeling of belonging right from the start. For this Check List to prove beneficial to your child, please complete it honestly and thoughtfully. It will assist in planning a readiness program suited to his/her needs.

STATIONERY LIST - YEAR 2011

A book and general requisites list is provided below. We would greatly appreciate any attempt made to have all gear ready by day one. I also would encourage the covering of all books, as children should be encouraged to always take pride in their work and belongings.

PREP & YEAR ONE

2 x 40g Glue Stick or Clag Paste (replace as needed)
1 pr scissors (appropriate to age level)
1 pkt colouring pencils (round not triangular)
1 pkt crayons/windups
2 soft erasers
1 ruler
1 scrap book
*12 x HB pencils (round not triangular)
1 pencil sharpener
1 large pencil case
1 paint shirt (your choice)

YEAR THREE

1 Glue Stick or Clag Paste (replace as needed)
1 pr scissors (appropriate to age level)
1 pkt colouring pencils
2 soft erasers
1 ruler
1 scrap book
*12 HB pencils
1 pencil sharpener
1 large pencil case
1 paint shirt (your choice)

YEARS FIVE, SIX AND SEVEN

1 Glue Stick or Clag Paste (replace as needed)
1 pr scissors (appropriate to age level)
1 pkt colouring pencils
2 soft erasers
1 ruler
2 highlighters
*12 HB pencils
1 pencil sharpener
1 large pencil case
1 blue biro
1 red biro
1 Kent Set
1 paint shirt (your choice)

YEAR TWO

2 x 40g Glue Stick or Clag Paste (replace as needed)
1 pr scissors (appropriate to age level)
1 pkt colouring pencils
2 soft erasers
1 ruler
1 scrap book
*12 x HB pencils
1 pencil sharpener
1 large pencil case
1 paint shirt (your choice)

YEAR FOUR

1 Glue Stick or Clag Paste (replace as needed)
1 pr scissors (appropriate to age level)
1 pkt colouring pencils
2 soft erasers
1 ruler
1 scrap books
*12HB pencils
1 pencil sharpener
1 large pencil case
1 blue biro
1 red biro
1 paint shirt (your choice)

#ALL ITEMS SHOULD BE NAMED. Please send the required number of HB pencils (named) to the school at the beginning of the year, to be kept in storage for student use.

*Please note the cheaper yellow pencils keep breaking when the children sharpen them, hence they are wasted in no time (not a desirable option).

You receive from the school -

- Work Books
- Calculators
- Atlases
- Manilla Folders
- Exercise Books
- Dictionaries

**All children should have a backpack or suitable school bag at school each day.
Please supply a plastic drinking cup (marked with child's name) for use at school.**



MUNGALLALA STATE SCHOOL

24 Redford Street, Mungallala 4467

Mrs Karen Timmins - Principal

Tel: 46236139 Fax: 46236194

ADMINISTRATION OF MEDICATION TO STUDENTS DURING SCHOOL HOURS

Dear Parent/Guardian

Should your son or daughter be prescribed by their medical practitioner to take medication while at school, I wish to inform you of Education Queensland's regulations with respect to this matter.

- The parent or guardian must in the first instance make a written request to the Principal of the School. (A copy of parent/guardian authority form to administer medication can be obtained from the school administration).
- The student's medication, with the pharmacist's written instruction on the container must be lodged with the school for security purposes.
- Administration of that medication will be carried out by a staff member designated by the Principal.

Non-prescribed medication should not be brought to school and will not be administered by school staff. Parents of students with special conditions (ie asthma) should contact the school for specific arrangements to be made.

Yours faithfully,

KAREN TIMMINS
Principal

ADMINISTRATION OF MEDICATION

Education Queensland Department regulations require that, before medication is administered:

- (i) A parent/guardian has completed an Authority Form.
- (ii) The label on the medication clearly states
 - (a) the name of the child
 - (b) the dosage and times for it.

PLEASE ASK YOUR PHARMACIST FOR THE INFORMATION WHEN THE MEDICATION IS ISSUED.

Analgesics, cough mixtures and the like will not be administered.

PARENT/GUARDIAN'S AUTHORITY FORM
FOR MEDICATION TO BE ADMINISTERED

This permission form is valid for one week only, unless there is permanent medication in which case special arrangements will need to be negotiated with the Principal.

I hereby authorise medication to be administered to my child. Details are:

STUDENT'S NAME ----- CLASS -----

MEDICATION -----

TIME/S FOR ADMINISTRATION -----

DOCTOR WHO PRESCRIBED -----

PROBABLE PERIOD OF TREATMENT -----

Signature of Parent/Guardian

ADDRESS -----

PHONE NUMBER -----