

# Manly West State School

## Active Minds, Bright Futures



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Twentieth Edition  
August 2015  
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## **INTRODUCTION**

### **PRINCIPAL'S WELCOME**

At Manly West State School we live our motto: 'Active Minds, Bright Futures'. It reflects our desire that all students achieve to their potential and put into action their own passion for learning. In our learning community we hold firm to the belief that 'every child can learn and should learn'.

Our school has an optimistic 'sense' of community and a shared focus on supporting our students to be critical and creative thinkers. The school is situated in the family-oriented suburb of Manly West, 13 kilometres from the Brisbane CBD, with stunning, panoramic views over Moreton Bay. It features parklands, bike/walk ways, a seaside pool, and facilities for sailing, fishing and canoeing. Many families are second-generation and proud of their school's heritage and tradition. Families, students and staff value varied learning pathways that cater for individualised learning.



In recent times the school has been through significant rebuilding to create state of the art teaching spaces, a science and technology area, a specialist music room, a resource centre with blue room for film-making and a magnificent performing arts hall. Every teaching space and classroom has an interactive whiteboard and wireless access to enable use of our many portable digital devices. Outdoor learning spaces include two ovals, two playgrounds and undercover sporting activity areas. A Rotary/Bunnings community project has provided our students with access to valuable learning opportunities in the kitchen garden – junior masterchefs in the making!!

We believe Manly West State School is an idyllic place for children to spend their primary years and there is a strong 'sense' of community that supports the holistic growth of our children. We welcome every parents' active interest in their child's school life. Parents play a pivotal role in the education of their child. Current research has linked a high level of parental involvement in their child's schooling with the child's future learning success. We believe that when the key 'people' - the student, the parent and the educator - are working in harmony, effective and lasting learning takes place. Working in partnership with our families and the wider community, we strive to position our students for success in an ever changing world.

The school boasts many fine educational programs and a rigorous focus on student achievement through the following:

- the 'Reading to Learn' model - targeting literacy and numeracy learning [www.readingtolearn.com.au](http://www.readingtolearn.com.au)
- goal setting, higher order thinking and reflective learning through key subject areas of the Australian Curriculum – English, mathematics, science, history, technology, the arts, health and physical education and language – Japanese [www.australiancurriculum.edu.au](http://www.australiancurriculum.edu.au)
- early years perceptual motor program
- elearning opportunities integrated into everyday teaching and learning
- performing arts through our school bands, choirs, school musical and dance program
- cultural awareness learning opportunities, such as NAIDOC week and Harmony Day
- different learning pathways through extra-curricular sporting, music, learning support and gifted education programs, and academic competitions

Through our four values of **effort, safety, responsibility and respect**, we strive to connect learning to the real world. We look to the future in which our students will live and we offer them a world-class Australian education with multiple learning pathways to follow. Using the Gradual Release of Responsibility Model, we aim to prepare our students to be successful 'Global Citizens' who are: critical and creative thinkers, literate and numerate, ethical in behaviour, personally and socially confident, competent with ICTs and accepting of individual differences. The following extracurricular activities also support this learning:

- leadership programs such as the Manly West State School student council, year 6 captains, parade leaders, ANZAC day and national leader's day events, environmental education student leaders' program
- academic competitions and enrichment programs – local, state and national; eg cluster school academic enrichment days, maths masters, writing camps, University of New South Wales (ICAS) national competitions for science, mathematics and english
- choirs – boys vocal group (BVG), junior and senior choirs
- instrumental music program – brass, woodwind and percussion; including designated music camps for our beginning and experienced student musicians
- interschool and representative sports – soccer, rugby league, volleyball, netball, Australian rules football, touch football, oztag, softball, basketball

We have a highly skilled staff, including a principal, deputy principal, teachers and teacher aides staffing our classrooms. The following specialist teachers support our students and classroom staff: curriculum coach, gifted education mentors, health and physical education, classroom music, instrumental music, japanese, support teacher - literacy & numeracy, special education teacher and a guidance officer. Our administration officers, business services officer, janitor-groundsman and cleaners provide invaluable assistance to our students. Working alongside our school staff is a strong team of volunteer parents and community members who also support the learning of students at our school.

We are blessed with an excellent school learning environment, a first class staff, supportive parents but most importantly a fabulous bunch of students. All fine ingredients for a great school!

Lisa Morrison  
Principal

## ***MISSION STATEMENT***

Our aim is to work in partnership with you to ensure every child becomes the leader of their own learning.

## ***SCHOOL PROFILE AND CULTURE***

Manly West State School is situated on Manly Road, a main arterial link in the Brisbane Bayside area of Wynnum-Manly. A map detailing the location of our school, and all other schools in the Bayside District, can be found at <http://education.qld.gov.au/schools/maps>.

The school opened in 1958 and our Preschool first began servicing the needs of the community in 1975 until December 2006. The preparatory year classes commenced in 2007.

As a result of recent major building works, our school features state of the art facilities comparable with many newer schools. The school has a swimming pool, two sports ovals and play facilities occupying 5.6784 hectares of ridge top land.

### ***Enrolment***

The present enrolment currently stands at 445 students.

There are currently 18 classes across Prep to Year 6.

## STAFFING

OFFICIAL NAME:	<b>MANLY WEST STATE SCHOOL</b>
Address:	226 Manly Road, Manly West Qld 4179
Web Page:	<a href="http://www.manlywestss.eq.edu.au">www.manlywestss.eq.edu.au</a>
Email:	<a href="mailto:admin@manlywestss.eq.edu.au">admin@manlywestss.eq.edu.au</a>
Telephone:	(07) 3906 8333
Facsimile:	(07) 3906 8300
Dental Clinic:	(07) 3893 3194
Principal:	Ms Lisa Morrison
Deputy Principal:	Ms Petra von Richter
Business Services Manager:	Mrs Jennifer Bedford
Admin Officers:	Mrs Lynda Duthie Mrs Melinda Malone
Music Specialist:	Ms Anne Comiskey
Visiting Music Specialists:	Mr Mike Rander Mr Tony Bryer
Support Teachers:	Mrs Wendy Hine
Special Education Teacher:	Mrs Jasmine Batchelor
Physical Education:	Mrs Trish King
Information Technology Assistant:	Mr Mark Butler
Teacher Aides:	Mrs Jo-Anne Fritz Mrs Shirley Butler Mrs Christine Ivanisevic Mrs Jean Duffy Mrs Karen Deamon Mrs Cathy Cunningham Mrs Kirrily Roe Mrs Ann Brose
School Facilities Officer:	To be advised
Cleaners:	Ms Cindy McConnell Mr Bret Cannon Ms Sandra Neesom
Tuckshop Convenor:	Mrs Bev Speer
Uniform Convenor:	Mrs Lyle Fallis
Telephone:	3906 8337
OHSC Co-ordinator:	Ms Lesley Irons
Telephone:	0432 394 812 / 3906 8335

*It is the people - the teachers, cleaners, aides, administrators, schools officers, students and parents - that make this school a special place.*

# CONTACT US

**Principal:** Ms Lisa Morrison  
**Deputy Principal:** Ms Petra von Richter  
**Business Services Manager:** Mrs Jenny Bedford

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**Phone Nos:**

<b>Primary</b>	3906 8333
<b>Absence Line</b>	3906 8360
<b>Tuckshop</b>	3906 8337
<b>OSHC</b>	3906 8335

**Fax:** 3906 8300



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**Address:** 226 Manly Road  
Manly West 4179  
Queensland, Australia

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**Email:**

<b>School Admin:</b>	<a href="mailto:admin@manlywestss.eq.edu.au">admin@manlywestss.eq.edu.au</a>
<b>Principal:</b>	<a href="mailto:the.principal@manlywestss.eq.edu.au">the.principal@manlywestss.eq.edu.au</a>
<b>P&amp;C Association:</b>	<a href="mailto:pandc@manlywestss.eq.edu.au">pandc@manlywestss.eq.edu.au</a>
<b>Teachers:</b>	Refer to school website

## ATTENDANCE

It is important that every child attends school every day. It is an expectation that children arrive at school before the morning bell rings and we seek parent support in assisting your child to meet that expectation. Many educational studies have shown there is a strong link between those children who do not attend school on a regular basis and those who are among the poorer performers within the education system.

If you know that your child will be absent for a period of time, please discuss the absence with the child's teacher and, if possible, obtain some work that will cover the period of absence.

## BANKING

Volunteer helpers collect individual banking each Thursday on behalf of the Commonwealth Savings Bank. This is a service operated by the bank in conjunction with the Manly West State School P&C and is a financial literacy learning opportunity for our students.

## BEHAVIOUR GUIDELINES

### ***Whole School Positive Behaviour Reinforcement***

At Manly West SS we aim to increase the quantity and quality of positive interactions between students and staff through consistent use of the following:

- Principal's Award – A positive statement is shared on parade for selected students consistently demonstrating effort with school learning and behaviour.
- Gold, Silver or Bronze level behaviour awards – Gold (morning tea with parents and Principal), Silver (end of term party), Bronze (tuckshop voucher). Certificates are presented on parade as levels are achieved.
- Playground 'Caught Being Good' slips – Completed by school staff and handed to students 'caught' following the 4 school rules in the playground. Each week, 4 awards are drawn out of a box on parade and the selected students win a tuckshop voucher.
- Happy Hour – Staff nominate a student to the Principal for positive behaviour. The Principal shares this achievement with the child's parent/s through a phone call or letter home.

A brochure detailing further information about our behaviour expectations and support for our community is provided on enrolment. The full Behaviour Support Plan for Students can be accessed on our school website.

## BOOKS AND CLASS RESOURCES

At Manly West SS we offer free education, meaning that parents do not contribute directly to the payment of teacher salaries nor to the basic items required for the daily functioning of the school. Parents are required to contribute to programs which include excursions or camps.

Year 1 to 6 students also have a booklist detailing their class resources. It is highly desirable that your child has each of the items listed so that an effective classroom program can be offered. Extra copies of this list are kept in the school office.



## BOOK CLUB

Children can order inexpensive novels, magazines and/or non-fiction books through a book club which operates through the school. Participation is optional, and it is not necessary for a child to order every time. This scheme operates under the supervision of class teachers. Payments must accompany orders and be handed in to the School Office in an envelope on the date listed for collection. The school receives free books through this program.

## CALENDAR

### SCHOOL CALENDAR, QUEENSLAND STATE PRIMARY SCHOOLS 2016

Term 1	25 January – 24 March
Term 2	11 April – 24 June
Term 3	11 July – 16 September
Term 4	4 October – 9 December

Hours of Instruction: 8:50am - 3:00pm.

On occasion, extra-curricular activities may be scheduled before 8:50am, during break times or after 3:00pm.

## CHAPLAINCY PROGRAM

A school chaplain is a safe person for young people to connect with at school and provides a listening ear, caring presence, and a message of hope. Chaplains run positive, fun activities for students and assist in fostering supportive, caring school communities. These positive relationships help young people to face difficult issues, and provide hope, connection, meaning, and purpose. The chaplaincy service is available to everyone in the school community regardless of their religious beliefs.

## CO-CURRICULAR ACTIVITIES

The school is committed to the overall development of every student.

Extensive programs in the use of information technology are developed by the classroom teachers and supported by our IT technician.

An active instrumental music program, featuring beginners and senior levels operates within the school and is available to students in Years four, five and six.

The vocal groups, for girls and boys, are regularly involved in public performances and both musical and choral groups consistently appear in various Eisteddfods.

Students are involved in a very wide range of activities that may include Maths Masters, University of New South Wales tests in Computers, Science and English, Chess Club, Writer's Camp, local schools cluster extension programs and Interschool sport competitions.

It is strongly believed that not all learning takes place in the classroom and that the opportunities offered by the programs mentioned benefit a wide range of students' abilities. Conscious efforts are made to select students from identified disadvantaged groups to participate in and benefit from these activities.

Extra curricular clubs operate during play times to provide opportunities for students to engage in preferred activities and to develop skills in a range of areas, eg gardening, construction, thinking strategies, dance, craft, music, drama, visual arts and computer.

## DAILY ROUTINE

Class teachers aim to have doors open from 8.30am to allow students to prepare for lessons to start at 8.50am. Students are to sit quietly in the undercover area in the quadrangle if they arrive at school before 8.30am.

### *BELLS:*

08:50 am	Learning time
10:50 am	Morning Tea
11:30 am	Learning time
01:00 pm	Lunch
01:40 pm	Learning time
03:00 pm	Dismissal

Children are required to organise their belongings in the classroom and be ready to learn by 8:50am. Children are not permitted to leave the school grounds unless:

1. a parent arranges with the School Principal for their child to leave on a regular basis (eg lunch at home);
2. the class teacher is advised that the parent wishes the child to leave.

***No child should be at school before 8.00am or after 3.15pm unless prior arrangements have been made.***

## DENTAL CARE

A Department of Health dental clinic is located within the school grounds and is operated by the School Dental Service. Under the Commonwealth Government's Child Dental Benefits Schedule (CDBS), children aged 2 to 17 years, whose families receive Family Tax Benefit A, will qualify for dental services up to the value of \$1000 per child per two years. To make an appointment, phone the Customer Service Centre on 1300 300 850.

## EMERGENCY – ILLNESS OR ACCIDENT

Every care is taken to prevent accidents at school, including adult playground supervision and safety lessons in class however, accidents do happen from time to time. Most of these are of a minor nature and are treated by trained first aid staff at school.

Treatment will be provided for minor injuries, cuts, abrasions and the like. In the case of more serious injury, first aid will be administered and if necessary medical personnel contacted.

Parents should be aware that Queensland state schools provide no form of insurance against the cost of treatment to injuries that occur at school.

At the time of enrolment, parents are asked to indicate what steps they would like taken in the event of emergency, illness or accident. From time to time information update forms will be sent home. These forms are important in that they provide the school with information as to your wishes should an emergency occur. Please notify the office as soon as possible if there are any changes to your child and family details.

## EMERGENCY - EVACUATION DRILLS AND LOCKDOWN PROCEDURES

To ensure the safety of our staff and students, the school will hold regular practices for Lockdown Procedures and Fire Drills. This is done to ensure that both students and staff can act in a safe and calm manner should there be a hazard, such as a threatening situation in the school grounds or a fire in one of the buildings. As different responses are required for these circumstances, different alarm sounds are used to alert staff and students to the appropriate action to be taken.

## ENROLMENT

The following table can assist you when making enrolment choices for your child / children.

### Age Appropriate Class for Year

Born	2016	2017	2018	2019	2020	2021	2022
1/7/03-30/6/04							
1/7/04-30/6/05	6						
1/7/05-30/6/06	5	6					
1/7/06-30/6/07	4	5	6				
1/7/07-30/6/08	3	4	5	6			
1/7/08-30/6/09	2	3	4	5	6		
1/7/09-30/6/10	1	2	3	4	5	6	
1/7/10-30/6/11	Prep	1	2	3	4	5	6

## ENTRY OF VEHICLES INTO SCHOOL GROUNDS

Parking for parents and school visitors is provided in the general car park. Parents use the general car park whilst at the school for the purpose of assisting the teachers or at the Tuckshop.

Should a need arise for a parent to bring a vehicle directly into the school, the permission of the Principal should first be obtained.

Please be aware that the entrance gate near the Administration building will be opened when OSHC begins each morning and closed at the end of each day. All other gates will close after 3.15pm each day and will re-open by 7.45am each day.

A drop off / pick up zone is available to assist parents. Please follow these few simple rules to help make this area safe for our children to use.

1. This area is supervised from 3:00 to 3:15pm. Parents are required to collect their children during this time. Any students not collected by 3:15pm may be taken to OSHC and parents will be responsible for any associated costs.
2. If you need time to farewell your children, catch up with another parent or teacher, please park in one of the car parks provided.
3. Drive forward around the curve to the front of the drop off/pick up zone and stop at the extended yellow line. Children are picked up/dropped off here.
4. On exiting, give way to cars entering.
5. Children do not cross the road to you.
6. It is ONE WAY, so follow the arrows.

***The safety of the students attending our schools is paramount. Parents are asked to observe all requests pertaining to the entry of vehicles into the school grounds. The Principal reserves the right to refuse admissions to any or all vehicles.***

## EXCURSIONS

Where needed, class excursions are arranged to extend the learning of our students. Approval for the excursion rests with the Principal. Prior to such occasions you will be asked to give your approval for your child's participation and there may be a cost involved.

## FINANCIAL ASSISTANCE

Visit <http://education.qld.gov.au/parents/school-life/financial-assist.html> for information on financial assistance available to parents.

## HEADLICE

This is a recurring problem in most schools and headlice are easily spread. Thorough and regular examinations should be carried out. Preparations for treatment are available from chemists. Once contracted, it is important to break the life cycle of the lice.

If headlice are detected, please:-

- (i) Notify the school; and
- (ii) Keep the child away from school until adequately treated (normally only one day).

## HOMEWORK

As partners in your child's educational experience, parents can best help with homework by making sure that their child has a quiet, well-lit environment in which to work.

Homework is an area in which the class teachers and parents can work together. Homework set by the class teachers is most effective when it has the support and interest of the parents.

Homework complements the work the student has done during the day. In all cases the class teachers will attempt to make the homework tasks varied and relevant to the needs of the student. Homework will encompass work with which the child has had prior experience in their classroom.

At Manly West State School we give the choice of traditional weekly homework or the Homework Grid which is based on the research of Ian Lillico. For more information, please visit [www.boysforward.com.au/homework-the-homework-grid](http://www.boysforward.com.au/homework-the-homework-grid)

In some instances, class teachers may ask parents to give assistance in areas of work to help remedy a specific problem.

THE HOMEWORK GRID

Read a variety of books including school books	Be read to by another member of the family	Shopping with parents
Physical activity / Sport training	Housework*	Art
Teach your parents something you were taught at school	Play a game with an adult	Assignments / project research
Meditation / Spiritual / Relaxation	Use computer for work	Cultural / Music practice

Parents/Adults:

- Use the particular activities to interact with their children.
- Sign the sector to verify that the work has been done.
- Can extend the activities if they feel that this is appropriate.

Students:

- Complete the grid within the fortnight.
- Record the specific work completed.
- Give some feedback to the class on some of the sectors.

Teachers:

- Plan the grid to suit the goals of the unit they are teaching that term.
- Check the completed grid every fortnight.
- Check regularly on what has been completed the night before, just to ensure that students are using good time-management skills.
- Use the grid to reinforce good study habits.

The following is an indication of the amount of time you should expect that your child will spend on average in completing homework:-

Year 1 - Nil to 10 minutes

Year 2 - 5 to 10 minutes

Year 3 - 10 to 15 minutes

Year 4 - 15 to 20 minutes

Year 5 - 20 to 30 minutes

Year 6 - 30 to 40 minutes

*Parents are requested to initial  
the homework tasks upon  
completion.*

## LEAVING THE SCHOOL GROUNDS

Children will only be permitted to leave the school grounds after arrival at school with the written permission of the parent/guardian.

Parents MUST sign their children out of the school at the Office if they are leaving before normal finishing time.

## LOST PROPERTY

To support your child to learn organisational skills and a responsible attitude towards caring for their property and the property of others, parents are asked to ensure that all items of clothing and personal belongings are clearly labelled with the child's name.

Lost property items can be found in a container near the Tuckshop.

## MEDICATION

School staff are obliged to follow Department of Education policy when administering medication. Along with other medications, particular attention is drawn to the administration of analgesics (Panadol, Paracetamol, etc). The policy states:

HS-07 Occupational Health and Safety: "School staff must not administer over-the-counter medication, including analgesics, homeopathic or prescribed medications unless they meet the accountability of a written request from a parent/caregiver accompanied by written advice from a medical practitioner and with the medication in the original labelled container. The exception is the reliever puffer, such as Ventolin, that is included for the emergency treatment of asthma under the guidelines. The container for these are often blue."

Should medication prescribed by the student's medical practitioner be required to be administered while the student is at school or involved in school-approved activities, a parent/guardian must provide a written request from their doctor (GP) to the Principal.

Such medication should contain clear instructions from the chemist, indicating specific times and quantity to be administered on the packaging and the name of the prescribing doctor. As per departmental instruction, teachers or other authorised persons cannot accept the instructions solely of the parent/guardian.

If your child has an allergy to regular bandaids, we ask that you supply a box of hypo-allergenic bandaids, clearly named and accompanied by a note, to the first aid room for your child to use in the event of a minor accident. Your child's enrolment form should list any medical conditions your child suffers from to ensure our records are accurate.

## NATIONAL ANTHEM

*Australians all let us rejoice  
For we are young and free;  
We've golden soil and earth for toil;  
Our home is girt by sea;  
Our land abounds in nature's gifts  
Of beauty rich and rare:  
In history's page,  
Let every stage  
Advance Australia Fair.*

*Beneath our radiant Southern Cross  
We'll toil with hearts and hands;  
To make this Commonwealth of ours  
Renowned of all the lands;  
For those who've come across the seas  
We've boundless plains to share;  
With courage let us all combine  
To Advance Australia Fair*

*In joyful strains then let us sing,  
Advance Australia Fair.*

## NEWSLETTERS

Our weekly newsletter is produced electronically each Wednesday. Parents are asked to register via the website to receive a copy of the newsletter via email, as it will contain many items of both interest and importance.

The newsletter also contains a section in which members of the community are invited to contribute. Articles (written or typed) are to be received at the school office by 9:00am on the Monday before publication. The inclusion of material for the newsletter will be at the discretion of the Principal.

## PARADE

School parades are held once a week to:

- ◇ Convey important messages to the whole school,
- ◇ Provide an opportunity for the whole school community to gather to show its spirit and unity of purpose.

During parade the National Anthem is played. The School Song is sung during special assemblies.

## PARENTS & CITIZENS ASSOCIATION

The Parents and Citizens Association (P&C) is involved in a range of activities aimed at helping the school and the children to achieve their learning goals. Any parent or interested citizen is welcome to join.

The P&C aims to improve :-

- √ educational standards, resources and facilities;
- √ advocacy (promoting efficiency, submissions, lobbying etc);
- √ fundraising; and volunteer work/co-ordination.

Our Manly West SS P&C has been active in providing an expanded range of facilities at the school and maintaining and improving facilities for use by all. This significantly enhances the learning opportunities for our students.

The P&C also oversees and supports four important sub-committees:- The Tuckshop, Uniform Shop, Swimming Club and Outside School Hours Care Committees. All help by providing excellent services to the school.

The P&C Annual General Meeting is usually held in March. Monthly meetings are held on the third Thursday of each month, in the school staff room at 6:30pm. The subcommittees meet earlier in the month and report to the general meeting.

The P&C relies entirely on volunteers and your participation is highly valued.

## QUEENSLAND TRANSPORT

Information on local transport can be found on [www.tmr.qld.gov.au/Travel-and-transport.aspx](http://www.tmr.qld.gov.au/Travel-and-transport.aspx)

## RELIGIOUS INSTRUCTION

Half hour Religious Instruction lessons are offered to Year 1 to 6 students if Ministers of various religions are available to provide this service. All students (except our Prep students) are placed in either religious instruction or other instruction in accordance with information provided on their Application for Student Enrolment form, unless parents have provided other written instructions. Subsequent changes to preferences for your child's participation in religious instruction are made in writing to the Principal. Those children who do not participate in religious instruction are supervised by teaching staff in a separate location. These students undertake a revision of their class work, personal research and/or assignments, or engage in independent reading activities.

## REPORTING TO PARENTS

Written reports are provided at the end of the first and second semesters (June and December). The aim of reporting is to give parents an indication of their child's progress.

To arrive at your child's final assessment for each semester, a variety of evaluation techniques are used. These are outlined in our School Assessment and Reporting Framework and may include standardised and teacher prepared tests, checklists, assignment work, observations, interviews and selected samples of work. While some end of semester tests are given, student assessment is also ongoing throughout the whole semester.

Our student reports include, for the subjects studied, an assessment against achievement levels - A, B, C, D, E (or an equivalent) and are clearly defined against specific learning standards, including effort and behaviour.

In Years 3 and 5, the National (NAPLAN) test is administered to enable students with numeracy and literacy difficulties to be identified and to allow a remediation process to be set in place at the earliest possible stage.

Student-led (student, parent and teacher) conferences are scheduled during March and/or early April and September. On occasion, a teacher or parent may also wish to schedule more frequent interviews. These are made by appointment with the class teacher.

## RESOURCE CENTRE (LIBRARY)

Our Resource Centre operates a computerised cataloguing and borrowing system. Children are encouraged to borrow books and materials from the Resource Centre for use both in their school studies and for enjoyment. Parents and community members are also invited to make use of these facilities and to assist as parent helpers in the day to day running of the Centre

## SCHOOL DISMISSAL

Once dismissed, students are to proceed straight home or to a place that has parents' knowledge and approval. When children are waiting for parents after school, they are required to wait with the teacher on duty at the drop off/pick up zone. Any child not collected by 3.15pm will be taken to the school office to await the arrival of parents, or to OSHC.

## SCHOOL PROPERTY

The school's facilities may, at the Principal's discretion, be hired for community activities outside school hours. Though public property, our school grounds and buildings are not available to unauthorised persons who may be subject to the laws of trespass.



## SCHOOL SONG

*High on a hill overlooking the bay,  
 sits our school Manly West  
 and we all have to say  
 the years we have spent here in work and in play,  
 are the best in our lives  
 so we sing here today.  
 Manly West is the school of which we are proud.  
 We strive for success and so sing out loud.  
 At sports we succeed,  
 at music we excel,  
 at school work we aim to always do well.  
 Our school grounds are spacious and green.  
 The view is a sight to be seen.  
 Our teachers are caring and with them we try  
 to keep our school pride and spirit so high.  
 Deeds not words  
 Deeds not words  
 Manly West.*

## SCHOOL UNIFORM

### NAMES SHOULD BE CLEARLY MARKED ON ALL ITEMS OF PERSONAL PROPERTY

The Manly West State School community supports the wearing of our school uniform at this school. The uniform is expected to be worn when:

- attending or representing the school;
- travelling to and from school; and
- engaging in school activities out of school hours.

The wearing of the uniform also provides a level of identification and safety for our children.

All Uniform items are available from the Uniform Shop (located next to the Tuckshop).

### **GIRLS DAY UNIFORM**

- \* Dress/Shirt: green/white check dress or shirt, or green polo shirt
- \* Shorts/Skorts: bottle green shorts or skorts
- \* Shoes: black shoes
- \* Socks: ankle-length, white
- \* Hat: bottle green

### **BOYS DAY UNIFORM**

- \* Shirt: green/white check shirt, or green polo shirt
- \* Shorts: bottle green shorts
- \* Shoes: black shoes
- \* Socks: ankle length, white
- \* Hat: bottle green

**HOUSE SPORTS**

The uniform is the same as the school uniform except that children wear a polo shirt representing the House colours.

TINONEE	Meaning Shark	Yellow
WOY WOY	Meaning Dolphin	Blue
KURRAWAH	Meaning Stingray	Red

**JEWELLERY**

Only items of a personal or religious significance are to be worn to school. A letter of explanation for the wearing of significant jewellery is to be provided to the School Principal.

**WEARING OF HATS IS UNSAFE**

Hats are to be worn when the children are in the open, during certain lessons, during excursions and physical education activities. School hats are available from the Uniform Shop. Your support for this effort is sought by providing your child with a suitable shady hat and insisting that he/she brings it to school.

**UNSAFE HAT = NO OUTDOOR PLAY**

**SIGNING IN PROCEDURE**

All visitors to the school are requested to sign in at the school office. Visitors are also required to wear the appropriate badge (available from the office), designating that they are an approved visitor to our school.

It is a legal requirement that, other than parents of students attending Manly West State School, any person who comes into contact with school students must hold a current Blue Card. Please see the Office for further clarification or to apply for a Blue Card.

**SMOKE FREE ZONE**

Legislation prohibits smoking on school grounds at any time.

**STUDENT SUPPORT AND INTERVENTION**

The school has the services of special education teacher, a learning support teacher and specialist teachers in the areas of physical education, classroom music, instrumental music and L.O.T.E. A Guidance Officer visits weekly and we have access to Advisory Visiting Teachers in the areas of Intellectual Impairment, Hearing Impairment, Physical Impairment, English as a Second Language, Occupational Therapy, Physiotherapy and Speech and Language Therapy.

The school is supported by Teacher Aides working on specific programs with small groups or individual students. Each Prep class has a designated Teacher Aide.

## SWIMMING CLUB

The Manly West Swimming Club was founded during 1970 and is a sub-committee of the School's Parents & Citizens Association. The main objective of the Club is to further amateur swimming by providing an opportunity for regular competitive swimming during the summer months (Oct-Apr).

During the season the Club meets each Monday night at 6:00pm for a 6:30pm start at the school pool, where swimmers compete against their Personal Best Times in an effort to gain points for Club Trophies per stroke. Swimmers can also compete at Interclub Carnivals and end of season Club Championships.

Should you wish to obtain more information about Club activities please contact:-

President	Julie Oliver	0402 221 309
Vice President	Samantha Culley	0407 133 160

## SWIMMING SCHOOL

From October to April each year, Bayside Swim School, working closely with our Swim Club, operate affordable classes for children aged 3 and up; stroke correction and squad for older children and specific sessions for teens and adults. For further information, contact Matthew and Rachel Dunstan at [www.baysideswimschool.com.au](http://www.baysideswimschool.com.au)

## TRANSFER

Please give a few days' notice so that the student's books and belongings can be made ready for collection. For children who have a parent in the Armed Forces, special report forms are available. It is customary for the parent to acquire them and bring them to the school for completion.

## TUCKSHOP

A Tuckshop, organised by the Parents and Citizens' Association, operates on every school day, Monday to Friday. The aim of the Tuckshop is to provide morning tea and lunch at a reasonable cost. Most families use the online ordering system at <https://www.school24.com.au/login> where you simply follow the prompts and register to order on line. Orders must be placed by 9.00am but can be made in advance. Orders can also be placed by depositing a paper bag containing the order (and money) in the classroom tuckshop box (see example below). A copy of the current menu is available from the Tuckshop. Volunteering at the Tuckshop is a great way to get to know other Manly West families.

EXAMPLE - TUCKSHOP BAG	
LITTLE LUNCH	
6J MR JONES	
JOHN SMITH	
1 Lamington	\$0.50

## UNIFORM SHOP

The Uniform Shop (located next to the Tuckshop) operates every Tuesday and Thursday morning, between 8.00 and 9.00am and Wednesday afternoon, between 2.00 and 3.00pm for the sale of uniforms. A limited supply of secondhand items may be available on request. Price lists and order forms are available from the Uniform Shop, the Office or on the school website.

## CURRICULUM FRAMEWORK

At Manly West SS we develop and maintain up-to-date curriculum plans to ensure the alignment of curriculum, teaching and learning, assessment and reporting for our students. Our principal and teachers decide how best to plan and deliver curriculum to ensure that all students have opportunities to engage in meaningful learning. We engage in whole school and year level planning, to make critical decisions focused on our individual students' learning needs, including:

- √ What do my students already know?
- √ What do they need to learn?
- √ How do I teach it?
- √ How will they demonstrate their learning?
- √ How will I know how well my students have learned it?
- √ Where to next?

Our curriculum is implemented through 9 key learning areas: English, Maths, Science, History, Geography, Technology, Health and Physical Education (HPE), Civics and Citizenship, the Arts for students in Prep to Year 6, and Language Other Than English (LOTE) – Japanese for students in Years 4 to 6.

In 2012 we entered into a new curriculum era with the introduction of the Australian Curriculum – for all schools across Australia. At Manly West SS we have introduced English, Maths, Science, History and Geography Australian curricula, while continuing on with the Education Queensland essential learnings curricula for Technology, HPE, the ARTs and LOTE (Japanese). Gradually over the next few years other Australian subject area curricula will be introduced. This will mean some changes for all students as they move from the Queensland curriculum to the Australian curriculum and students and their families will be supported throughout with detailed information through the newsletter and parent information sessions.

The Australian Curriculum sets out the core knowledge, understanding, skills and general capabilities important for all Australian students. The Australian Curriculum describes the learning entitlement of students as a foundation for their future learning, growth and active participation in the Australian community. It makes clear what all young Australians should learn as they progress through schooling. It is the foundation for high quality teaching to meet the needs of all Australian students.

At the year level Parent-Teacher Information evening in Term 1 of the new year, you will be provided with detailed information about your child's learning opportunities and curriculum for their coming school year.

For your information the following website provides you with a wealth of knowledge about the Australian Curriculum: <http://www.australiancurriculum.edu.au/Home>

What makes our school special and unique? The following are just some of the things that have been identified by families that make Manly West the place to be:

- We provide a variety of learning pathways for our many and varied learners; including clubs such as chess, strategic games, computer, dance, speaking and writing.
- Our Kitchen Garden – for exploration of science and social learning.
- Our performing arts program including instrumental music, vocal groups, music classes, school concerts, Manly West’s got talent, Footsteps Dance program.
- Primary Connections Science taught in each year level.
- Interschool and representative sporting opportunities.
- Strong focus on positive behaviour support and no bullying policy – Gold, Silver and Bronze behaviours.
- P&C Association – tuckshop and uniform shop, swim club in our school pool and OSHC. Each very successful programs supporting our students and their families

**APPENDIX ONE****EXCLUSION PERIODS FOR INFECTIOUS DISEASES**

<b>Condition</b>	<b>Cases</b>	<b>Contacts</b>
<b>Chickenpox and Shingles</b>	Exclude until fully recovered or at least five days after the eruption first appeared. (Some remaining scabs are not a reason for continued exclusion).	Exclude children with immune deficiencies (eg Leukemia or chemotherapy), otherwise not excluded.
<b>Conjunctivitis</b>	Exclude until discharge from eyes has stopped.	Not excluded.
<b>Cytomegalovirus</b>	Exclusion not necessary.	Not excluded.
<b>Diarrhoea</b>	Exclude until diarrhoea has stopped.	Not excluded.
<b>Glandular Fever (mononucleosis)</b>	Exclusion not necessary.	Not excluded.
<b>Hand, Foot and Mouth Disease</b>	Exclude until all blisters have dried.	Not excluded.
<b>Haemophilus Influenza Type b (Hib)</b>	Exclude until medical certificate of recovery is received.	Not excluded.
<b>Headlice</b>	Exclude until day after proper treatment has started.	Not excluded.
<b>Hepatitis A</b>	Exclude until a medical certificate of recovery is received, but not before seven days after the jaundice or illness started.	Not excluded.
<b>Hepatitis B</b>	Exclusion not necessary.	Not excluded.
<b>Hepatitis C</b>	Exclusion not necessary.	Not excluded.
<b>Herpes ("cold sores")</b>	Exclude if child cannot comply with good hygiene practices while sores are weeping. (Sores should be covered with a dressing where possible).	Not excluded.
<b>Human Immune Deficiency Virus infection (HIV/ AIDS)</b>	Exclusion not necessary unless child has a secondary infection which requires exclusion in its own right.	Not excluded.
<b>Impetigo ("school sores")</b>	Exclude until proper treatment has started. (Sores on exposed skin should be covered with a watertight dressing).	Not excluded.
<b>Influenza</b>	Exclude until well.	Not excluded.

<b>Condition</b>	<b>Cases</b>	<b>Contacts</b>
<b>Measles</b>	Exclude for at least four days after rash has started.	Immunised children not excluded. Non-immunised contacts should be excluded until 14 days after the first day the rash appears in the last case. They may return to the school or centre if immunised within 72 hours of contact with the first case.
<b>Meningitis</b> (other than meningococcal infection)	Exclude until well.	Not excluded.
<b>Meningococcal infection</b>	Exclude until carrier eradication antibiotic course is completed.	Not excluded. Close contacts should take antibiotic (rifampicin). Public health authorities will advise.
<b>Molluscum contagiosum</b>	Exclusion not necessary.	Not excluded.
<b>Mumps</b>	Exclude for nine days or until swelling goes down.	Not excluded.
<b>Parvovirus</b> (erythema infectiosum or "Fifth Disease")	Exclusion not necessary.	Not excluded.
<b>Ringworm, Scabies, Pediculosis, Trachoma</b>	Exclude until day after proper treatment started.	Not excluded.
<b>Rubella</b> (German Measles)	Exclude until fully recovered or for at least four days after the rash started.	Not excluded (Female staff of child-bearing age should check their immunity to rubella with their GP)
<b>Streptococcal infection</b> (including scarlet fever)	Exclude until child has received antibiotic treatment for at least 24 hours and feels well.	Not excluded.
<b>Typhoid Fever</b> (including paratyphoid fever)	Exclude until a medical certificate of recovery is received).	Not excluded unless advised by public health authority.
<b>Whooping Cough</b> (pertussis)	Exclude for 21 days from onset or until child has taken five days of a 10 day course of antibiotics (erythromycin).	Exclude unimmunised household contacts aged less than seven years, and children who are in close contact who are either less than one year old or not fully immunised, for 14 days after they were last exposed to infection or until they have taken five days of a 10 day course of antibiotics (erythromycin). If necessary, contact your nearest public health unit for advice.

## State of the art learning opportunities



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<http://www.manlywestss.eq.edu.au>