**FORWARD**

Welcome to Mackenzie River State School - 'Our Little Oasis'. The purpose of this information book is to acquaint parents with the school: its organisation, policy and routine. Parents and members of the school community are encouraged to play an active part in the decision-making of the school and to help in determining its future role in the education of their child/children.

**GENERAL DETAILS**

**School Address:**  
Mackenzie River State School  
31145 Fitzroy Developmental Road  
Mackenzie River (via Dingo)  
QLD  4702

**Telephone:**  
(07) 4985 8155  
**Fax:**  
(07) 4985 9139  
**Email:**  
admin@mackrivess.eq.edu.au, or the.principal@mackrivess.eq.edu.au

**School Hours:**  
Monday - Friday  
8:30am - 2:30pm  
Morning Recess  
10:15am - 11:00am  
Lunch  
12:30pm - 1:00pm

**Pupil Free Days:**  
As designated by Education Queensland

**SCHOOL BUS TIMETABLE**

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<thead>
<tr>
<th>Location</th>
<th>Depart.</th>
<th>Arrive</th>
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<tbody>
<tr>
<td>Bingegang turnoff</td>
<td>8:01am</td>
<td>2:55pm</td>
</tr>
<tr>
<td>Merion Crossroads</td>
<td>8:04am</td>
<td>2:52pm</td>
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<tr>
<td>Merion</td>
<td>8:06am</td>
<td>2:50pm</td>
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<tr>
<td>School</td>
<td>n/a</td>
<td>8:16am</td>
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<tr>
<td>School</td>
<td>2:40pm</td>
<td>n/a</td>
</tr>
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</table>
All staff at the Mackenzie River State School are committed to building sustainable structures that foster life-long learners who develop effective academic and social skills.

WE VALUE
  • A shared approach to curriculum frameworks
  • Partnership with district schools and their communities

The sustainable structures alluded to reflect the community aspirations for individualised learning, effective reporting and alignment with expectations of the rest of the state.

"They Who Try Succeed"
ADMISSIONS:
Present regulations provide that a child must attain the age of five years before the 30th of June of the year for which they will be enrolling. Proof of date of birth is required from a birth certificate.

AMBULANCE:
The school is covered by ambulance services through the Queensland Government’s decision for automatic payment of ambulance fees through electricity accounts.

ARRIVAL:
Children should not arrive at school before 8:00am. Staff, do not arrive before this time. Students travelling by bus arrive at school at approximately 8:16am. The bus timetable is also available from the Mackenzie River Conveyance Incorporated. Any changes in student arrangements or travel absences must be directed to the bus driver.

Students may use the time upon arrival at school, to eat if they are hungry.

ATTENDANCE AND ABSENCES:
Regular attendance by each child is necessary for satisfactory progress to be made. Therefore, parents must assume responsibility for regular attendance of their child/children.

In order that the regulations under the Education Act may be carried out, parents are requested to notify the school of any absences from school by either writing or telephone. The staff will note a record. Prior notification of any absences would be appreciated. Any absences longer than one day MUST be advised in writing.

BANKING:
Banking deposits are received each Tuesday on behalf of the Commonwealth Bank. Electronic deposits are made on-line via the school. Money is deposited at the Middlemount Post Office Bank Agency.
BOOK LISTS:
Year level book lists consisting of text and exercise books, and stationery requirements are distributed to parents prior to the commencement of the new school year. The principal determines the textbooks required each year. Parents have the responsibility of obtaining items required as per each year level list.

COMPLAINTS:
Parents are encouraged to contact the school office to make an appointment with the teaching staff regarding their child's progress etc. An appointment to speak with the principal must be made regarding matters of a contentious nature.

CONVEYANCE:
The Mackenzie River Conveyance Inc. is responsible for the running and upkeep of the school bus. The conveyance is independent of the school and P&C committee, being overseen by executive members consisting of President, Vice-President, and Secretary/Treasurer. General meetings are held three times a year, with special meetings scheduled if the need arises. Any issues with the bus are to be directed to the Conveyance executive members directly not through the school. Contact names and phone numbers can be obtained from the school office.

CURRICULUM:
The school has two multi-age teaching areas to deliver quality curriculum programs. Numeracy and literacy are an important aspect of a student's learning. Numeracy and literacy skills are timetabled each day in focus sessions. Student performance data in numeracy and literacy are mapped using a Performance Measurement Testing Schedule.

This year the Australian Curriculum is being implemented in English, Mathematics, Science and History. The Queensland Curriculum is continuing to be implemented in all other learning areas.

Specialist teachers are delivering Physical Education, Health, LOTE, SOSE and Science across the whole school.

DEPARTURE:
The school bus endeavours to depart the school by 2:40pm in the afternoon. If students are absent from the bus, the driver MUST be notified. Any changes to pick up arrangements need to also be directed to the driver.
DISCIPLINE:
The school and community take pride in the conduct of the students at any function and in the everyday workings of the school. Students implicitly understand the type of conduct expected of each individual. Consequences for inappropriate actions are employed as per the school’s behaviour Management Policy. Staff, students and P&C all support this policy.

DRESS CODE:
The school uniform is the preferred form of dress and closed in shoes must be worn. The wearing of the school uniform generates pride in the school and oneself. Long hair must be tied up and kept tidily. No jewellery (except watch, sleepers/studs) is permitted. Nail polish is not accepted.

EXCURSIONS:
All excursions require parental approval. Permission/medical forms relevant to the excursion will be sent home prior to the trip. Bus travel costs are incurred by the Mackenzie River Conveyance Inc. Any other costs incurred will be the responsibility of the parents.

FIRE DRILL:

1. **ALARM:**
   Continuous blast on the bell.

2. **INITIAL RESPONSE TO ALARM:**
   (a) Children put down all pencils, books etc and stand.
   (b) Children move to classroom door in one line, as directed by class teacher.

Children should recognise the **Fire Alarm** and carry out movements (a) and (b) above without command from teacher.
All possessions are to be left behind.

*Movements to be brisk, but strictly no running or pushing* - with particular care on stairways. *Movements to be in strict silence.*

**NB.** Important for children to move outside.

3. **TEACHER DUTIES:**
   (a) Takes class roll to door.
   (b) Ascertains approximate position of fire and direct class to safest means of exit.
   (c) Where more than one class is to use a set of stairs, class nearest the fire moves out first.
(d) Ensure safe negotiation of walkway, but make sure there are no dawdlers and that children do not run back to rooms for possessions.

(e) Immediately class has reached safe area, call class roll.

4. SPECIAL DUTIES:

1. Administration Officer will ring emergency - 000
2. Medical room - checked by teacher
3. Toilets - checked by teacher aide

BOMB THREATS:
In the event of a bomb threat with the need for total evacuation of the school grounds, all classes are to make their way to the oval double gates and assemble in the far corner of the school grounds.

FIRST AID:
Teaching or an ancillary staff member will give First Aid treatment if the injury is deemed necessary to require treatment. It is a policy of this school that a staff member holds a current first aid certificate. Ambulance services will be sought if required. In this situation PARENTS WILL BE CONTACTED AS SOON AS POSSIBLE. Parents are required to advise the office if emergency phone contacts alter at any time. The attending ambulance officer will decide if the injury requires further medical attention e.g. transport to Middlemount Medical Centre. In cases of illness or a minor accident, parents will be contacted. Parents will be required to collect their child in these situations, making the necessary decision on treatment.

FOOTWEAR:
Closed in footwear must be worn at all times at school to conform to Workplace Health & Safety Guidelines. Joggers must be worn if students are playing touch or soccer.

FUNDRAISING:
The Mackenzie River Parents & Citizens Association raises funds throughout the year through various fundraising events.
**GROUNDS:**
The school grounds are maintained by a casual groundsperson. Adult supervision is required if families are in school grounds out of school hours eg P&C meetings, functions, social activities etc.

If the school grounds are being used out of school hours, families are asked to obtain permission from the Principal and to ensure the grounds are left clear of all rubbish.

**GUIDANCE OFFICER:**
The school is able to access the services of a qualified professional Guidance Officer. Teachers (with parent’s permission) and parents themselves are able to use this service to assist with student’s personal issues and those experiencing difficulties.

**HATS:**
It is the policy of this school that appropriate sun smart hats be worn when outside the school buildings. The hat is also a part of the Mackenzie River school uniform.

**HEADLICE:**
In the event of an outbreak of head lice at school, parents will be notified. If head lice are found, live lice must be destroyed, eggs must be removed and treated. Children should be kept at home until this is attained.

Treatments are available from chemists. Please notify the school if an outbreak occurs within your family, thus assisting us in preventing a large outbreak. It is the policy of this school, that no hats are shared.

**HOMEWORK:**
The purpose of homework is to reinforce the learning, which is currently being studied at school. Homework is expected to be ‘best practice’ of a student’s work in neatness, accuracy and completion.

Homework is set for the week, and handed in on Fridays.

If parents are concerned about homework, they should make an appointment to see the teacher.
The following is a guideline for homework per night:

- Year 1: 10 minutes
- Year 2-3: 20 minutes
- Year 4-5: 30-35 minutes
- Year 6-7: 30-40 minutes

**HYGIENE:**
Diseases can spread quickly in schools. Much can be done to limit the spread of infection by regarding hygiene as of prime importance at all times. Parents should stress the need for good hygiene practices to their children.

Children suffering infectious diseases will be excluded from attendance at school for varying lengths of time. Parents should be guided by the advice of their doctor or details of exclusion can be obtained by contacting the Principal.

**INTERVIEWS:**
Parents are welcome to arrange interviews with the teaching staff to discuss student concerns and progress at any time. An appointment must be made through the school office.

**INTERSCHOOL SPORTS:**
The school participates in the annual Brigalow Small Schools Athletics (usually Term 3) and Swimming (Term 4) Carnivals. The schools participating in these long running sports events are: Valkyrie, Nebo, Coppabella, Clarke Creek, Mackenzie River and some students from School of Distance Education.

Each school has a turn at hosting the Athletics Carnival. Middlemount Community School oval is used for this school's turn. At present Coppabella and Nebo pools are used for the swimming carnival.

**LEARNING SUPPORT:**
The school follows an inclusive education program, whereby students identified with learning difficulties, or learning disabilities, access specific learning programs, which address their needs. Parents are involved in this process Services. A visiting Learning Support teacher from Middlemount Community School delivers Learning Support.
LIBRARY:
The library caters for all students at the school, providing a wide range of literature, non-fiction and reference material. Students are encouraged to use the library to expand their knowledge and interests.

Library books cannot be borrowed unless borrowers have an appropriate library bag. If books are lost or damaged, a donation towards the replacement costs is greatly appreciated.

All voluntary assistance by parents, with the covering of books etc is very much appreciated. Young children and the community are also invited to use the school library to borrow.

MEDICATION:
A medication form must be completed and written instructions provided for any medication that becomes necessary to be administered to students during school hours. A member of staff will be responsible for dispensing the medication.

PARENTS AND CITIZENS ASSOCIATION:
The Mackenzie River Primary P&C Association is a voluntary association consisting of parents with children at the school, and community members. The funds raised by this association are directed towards student and school needs.

P&C meetings are held the first Friday of each month commencing at 6:00pm with a BBQ following the meeting.

PARENT & COMMUNITY VOLUNTEERS:
Assistance can be given in many areas - library, craft, excursions, classroom, swimming, P&C working bees and functions.

Parents work in groups with their own child/children as per the guidelines of 'Child Protection Policy of Education Queensland'. Please contact the principal to arrange a day and time suitable. All offers of assistance are greatly appreciated.

RREAP:
RREAP is a federally funded program, which allocates funds following school submissions to allow remote and isolated children to access cultural, sporting and educational activities that would not normally be available to them. RREAP plays an important role in financially supporting the excursions, camps and cultural experiences of Mackenzie River School students.
PERSONAL DEVELOPMENT:
The school has personal development videos with outlined discussion program for parents to view and discuss with their children at home. Please contact the school to organise borrowing. We also enrich students’ personal development through the implementation of the You Can Do It social-emotional health program.

PICNIC LUNCH:
The P&C runs ‘Picnic Lunch’ every Thursday. Order forms are sent home with students. Orders (with payment) are to be handed in to the ‘Picnic Lunch’ room on Thursday mornings before school.

The P&C does not run this as a profit-making venture. ‘Picnic Lunch’ provides students with lunchtime variety and also gives parents a break from making lunches.

PLAYGROUND:
Schools have a legal responsibility to provide adequate supervision of the students in and out of the classroom.

Students are to be seated in the lunch area while eating. Students play in designated areas after eating morning and lunch recess and are supervised by staff.

Students follow the safe, sensible and fair play playground rules of the Behaviour Management Policy. The rules of games are cooperatively developed by the students and on occasions in conjunction with the principal.

PUPIL FREE DAYS:
Pupil Free Days no longer occur in term 1, 2 and 3 as the Easter vacation period is now two weeks. In Term 4 the Pupil Free Day is held on the Monday Week 3 of term. Parents will be advised of the date of this Pupil Free Day through the newsletter. All staff attend the Pupil Free Day in Term 4. On Pupil Free Days staff are involved in in-service activities, term planning, moderation, and curriculum program development and organisational requirements.
READING - HOME:
Students are expected to read each night. The following can be used as a guide for reading homework:

- Prep-Year 1: 5-10 minutes
- Year 2-3: 10-15 minutes
- Year 4-5: 15-20 minutes
- Year 6-7: 30 minutes minimum

Home reading promotes good reading habits and assists in building a student’s literacy skills. Parents are required to sign off on their child/children’s reading entries each week.

READING MATERIAL:
Prep-2: School levelled home readers, to promote word recognition and reading strategies.

YR 3-4: May choose to continue school based home readers, library books or personal books.

YR 5-7: To use school library or personal books.

REPORT CARDS:
Student report cards are issued each semester. After report cards are issued at the end of Term 2 and Term 4, there will be opportunities for parent-teacher interviews. Parents can also make an appointment to see their child’s teacher at any time throughout the year.

The report format is reviewed intermittently for effectiveness of communication and ensuring it complies with Education Queensland guidelines.

SCHOOL CAMP:
Each year the principal and staff organise a whole school camp. The camp may be linked to the learning experiences from the classroom or to open the students to wider educational experiences. Camps are a valuable educational experience, which not only takes the learning outside the classroom but also provides the students with experiences that are difficult to access from a semi-remote location.
Costs are kept to a minimum through the support of the RREAP, P&C and/or Mackenzie River Conveyance Incorporated. All students are encouraged to attend.

Prep parents are to be given the first option to attend camp as parent assistants. The number of parent assistants must be in accordance with child safety guidelines as decreed by Education Queensland.

**SCHOOL CAPTAIN:**
Each year the students and staff vote to elect school captains. Students in Year 6 & 7 may nominate for the position. The elected students receive a badge and are valuable leaders for the student community.

**SCHOOL DENTAL:**
Staff from the Department of Health School Dental Van visits the school for dental hygiene lessons and general check-ups yearly. Parents have the option for their children to participate in this free check-up. For follow up treatment, parents are to transport their children to Middlemount Community School for appointments.

**SCHOOL NEWSLETTER:**
The Mackenzie River newsletter is published fortnightly. Families and community members have the option of accessing it by email, or hard copy from the school. The newsletter contains relevant school information, community information and items of interest.

Any community member wishing to have an item included must present it to the school before 10:30am Monday morning.

**SCHOOL PHOTOS:**
School photos are organised each year through a school photographic company. Family groups and whole school photos are taken.

**SIGN-IN REGISTER:**
All parents and visitors are required to sign in on the Visitor’s Book in the school office upon entering the school grounds.
SPORTS CAMP:
Mackenzie River students since 2001 have participated in the ICPCA Annual Sports Camp. Students in Years 4-7 may attend this week long camp. Parents pay any costs associated with this camp. The camp is not compulsory. The students have the opportunity to learn skills in many sports (usually rugby union/league, golf, basketball, netball, soccer, and cricket) through each sports development coaching staff. Parents attend as volunteers to assist with supervision and operations.

STUDENT CONTRIBUTION:
In order to assist the school to reduce money handling throughout the year, a levy system operates. It covers organised drama performances, Life Education, special craft requirements and set excursions for the year. Families will be invoiced with itemised accounts and issued with a receipt. Cheques are to be made payable to ‘Mackenzie River State School’.

The P&C have endorsed the system to support the reduction in administration time and financial operations costs. At the end of the year parents will be reimbursed. Parents are encouraged to support this system.

STUDENT INFORMATION:
Confidential information such as health, family situations, custody orders, medication, allergies, etc are vital for the safety and protection of the students. This information should be presented fully on enrolment. Any changes relevant to the above must be advised.

Changes in a student’s health/family situation are particularly important to their education.

SUNSMART POLICY:
The Mackenzie River State School has developed a SunSmart Policy in conjunction with the Queensland Cancer Fund. The policy aims to provide ongoing education that promotes personal responsibility for skin cancer prevention and early detection.

The school provides play environments that support the SunSmart policy. The SunSmart policy can be borrowed from the school office.
**SWIMMING:**
Swimming instruction is conducted at the Middlemount pool by a levelled coach for Prep to Year 7 students during Terms 1 and 4. Students are transported to Middlemount by the school bus courtesy of the Conveyance Inc. Permission/Medical forms are sent out Terms 1 and 4.

**TEACHER AIDES:**
Teacher Aides are a very important asset, involved in learning and teaching activities within the school. They assist with Individual Education Programs, Preschool, intervention, class programs and supervision.

**UNIFORMS:**
School uniforms, whilst not compulsory in state schools are highly valued by the community and staff. School uniforms must be worn whenever the students are representing their school, sporting events, in-coming visitors, excursions etc.

**New shirt:** The school’s traditional colours are bottle green and white. In 2004 the school shirt was updated to the following:

Polo shirt: green, collared (with name woven into collar), short sleeve, incorporating a navy and gold vertical stripe on the right side of the shirt, white school emblem embroidered on the right side of button placket.

**GIRLS:** Bottle green skirt or skort.
**BOYS:** Bottle green shorts.

- Traditional shirt of plain bottle green and black shorts etc may be worn as an everyday uniform.
- White or dark green socks, closed in shoes.
- Hats are bottle green with white school emblem.
- Students are to wear bottle green tracksuits and jumpers during the cooler days.
- Girls are able to wear uniform dress (green & white check).

Please contact the P&C Uniform Convenor for prices and availability. The P&C association endorses the school uniform.
VACATION PERIODS:
The term calendar is set out in the school newsletter term by term. The official names of periods in the school year and vacations observed in all Queensland schools are:

Semester 1:  The first half of the school year.
Semester 2:  The second half of the school year.

Term 1:  The period from summer vacation to Easter vacation
Term 2:  The period from Easter vacation to winter vacation
Term 3:  The period from winter vacation to spring vacation
Term 4:  The period from spring vacation to summer vacation

WATER:
Cold water is available to all children in the lunch area.
Students are encouraged to bring a plastic water bottle to enable them to sip on water during class.
Education is a three-way process involving child, parents and teacher. This booklet has been prepared to ensure communication and information between school and home is practical, accurate and informative.

This handbook was collaboratively developed by the Principal and P&C of Mackenzie River State School

ENTRIES ARE LISTED ALPHABETICALLY

Published: 2014