



# Machans Beach State School

*Respecting Ourselves, Caring for Others*

## School Handbook 2025





**Machans Beach  
State School**

## Our Vision

At Machans Beach State School we strive to provide all students with opportunities to reach their full potential through quality teaching, positive relationships, high expectations and approaching learning in a holistic manner – academic, spiritual, cultural, sporting, social and emotional. Our aim is to foster confident, resilient students who are well-equipped to become life-long learners.

## Our Values

We value and encourage:

- ✓ Respect for self and others
- ✓ Kindness
- ✓ Tolerance and inclusion
- ✓ Perseverance and focus
- ✓ Resilience
- ✓ Organisation and personal responsibility
- ✓ Cooperation

## Our Beliefs

We believe that students will thrive in an environment where:

- ✓ They trust, respect and feel valued by staff
- ✓ They have work at their level
- ✓ They have friends at school

Our staff are committed to:

- ✓ Strong, positive relationships with students and parents
- ✓ High quality curriculum delivery
- ✓ Positive behaviour and classroom management
- ✓ High expectations of all students

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# Important Information

School Administration Office hours are  
Monday to Friday 8:30am - 3:00pm

## Contact Details

School Administration Office: 40 374222

Physical Address: 61 Machan St, Machans Beach QLD 4878

Postal Address: PO Box 87, Machans Beach QLD 4878

Email Address: [admin@machansbeachss.eq.edu.au](mailto:admin@machansbeachss.eq.edu.au)

Website: [www.machansbeachss.eq.edu.au](http://www.machansbeachss.eq.edu.au)

Facebook: [www.facebook.com/machansbeachschool](http://www.facebook.com/machansbeachschool)

Outside School Hours Care: 0456 588 886

Email: [mbss.oshc@gmail.com](mailto:mbss.oshc@gmail.com)

## Our Leadership Team

**Principal:** Jess Wertz

**Head of Curriculum:** Leah Newcombe

**Business Manager:** Kath Smyth

**Guidance Officer:** Maryann Berlin

**Outside School Hours Care:** Jane Barker

## Support Services

**Key support services include:**

- Guidance Officer
- School-based Psychologist
- Head of Curriculum
- Head of Special Education Services
- Students with Disabilities Teacher
- Speech Language Pathologist



## Important dates for 2025

### Term 1

Tuesday 28<sup>th</sup> January to Friday 4<sup>th</sup> April

### Term 2

Tuesday 22<sup>nd</sup> April to Friday 27<sup>th</sup> June

### Term 3

Monday 14<sup>th</sup> July to Friday 19<sup>th</sup> September

### Term 4

Tuesday 7<sup>th</sup> October to Friday 12<sup>th</sup> December

## Daily Routine

9:00am – 11:00am	Morning Session
11:00am – 11:10am	Eating Time
11:10am – 11:40am	1 <sup>st</sup> Break
11:40am – 1:00pm	Middle Session
1:00pm – 1:30pm	2 <sup>nd</sup> Break
1:30pm – 3:00pm	Afternoon Session



# Special Programs

What our school has to offer:

## Instrumental Music Program

Machans Beach State School offers a Strings Program for students from Year 3-6. Violin, viola and cello are offered. Students perform on Assemblies and other special occasions. A two-day music camp occurs annually for selected students.



## Languages – Japanese

Our school provides students from Prep to Year 6 with the opportunity to engage with experience in different languages and cultures. Students learn the functional aspects of the language – immersing them in the culture, food and traditions. Japanese language is continued at our catchment secondary school – Cairns State High School.



## Sports Programs

- **Swimming:** (Students from Prep – 6) annual school program
- **Soccer:** (Students from Yr 2 – 6) Our Soccer team competes annually in the Jamie Gosling Schools Soccer Competition.
- **Peninsula Sports Representation:** Students from 10 years and older are able to represent Machans Beach State School at Interschool, District, Regional and State Sporting Events.



## The Resilience Project

Students from Prep to Yr 6 participate in weekly lessons aimed at supporting student's mental health and wellbeing. The Resilience Project Curriculum equips students with the skills they need to thrive in life, by building healthy minds and engaged classrooms.

## Deadly Choices Program

The Deadly Choices Education Program is a health education and capacity development program aimed at supporting our Indigenous students to be positive role models and mentors for their family, peer group and community by leading a healthy lifestyle.



## Religious Instruction

Students from Yr 1 – 6 are offered access to religious instruction by accredited and approved representatives of religious societies and denominations. Lessons run for half an hour each Monday. Parents are invited to nominate a denomination for religion instruction at enrolment.

## Outside School Hours Care OSHC

Outside School Hours Care and Vacation Care is available through our P & C Association.

Services are offered through a well-equipped, purpose-specific facility. Students enjoy a variety of outdoor games, craft activities, cooking and nature play.

Phone: 0456 588 886

Email: [mbss.oshc@gmail.com](mailto:mbss.oshc@gmail.com)



### Opening Hours

Before School Care: 6:30am – 8:15am

After School Care: 3:00pm – 6:00pm

Vacation Care: 7:00am – 6:00pm

Student Free Days: 7:00am – 6:00pm

## Playgroup

Wednesday from 9:00am to 10:45am

Where: Machans Beach State School

Coordinator: Ms Lois Hart

All children from ages 0 to 5 are invited to attend. We provide a safe and stimulating environment for your child to explore and learn in.



We also run school readiness program following 'The Abecedarian Approach'. This approach places a priority on children's language acquisition, because language is a proven core of early learning and school readiness.

## Breakfast Program

At Machans Beach State school, a free breakfast is available daily for all students from our school Tuckshop. Breakfast is available daily from 8:15am to 8:45am.



## Library

All classes visit our library each week to return and borrow new books. Students are expected to bring a library bag to school on their allocated borrowing day to protect the books from wear and tear. Students are encouraged to look after any borrowed items as there is a fixed charge for any lost or damaged books.

## Student Representative Council (SRC)

At Machans Beach State School students from Year 3 – 6 have the opportunity to develop leadership skills through our Student Council. Each year level elects representatives from their class to attend SRC meetings along with the Year 6 Student Leaders. Our SRC meets weekly and hold various events and fundraisers throughout the year.

# Curriculum

At Machans Beach State School, curriculum is provided in all 8 learning areas of the Australian Curriculum, with a strong focus on Literacy and Numeracy. The 8 core learning areas include:

- English
- Mathematics
- Science
- HASS (Humanities and Social Sciences)
- Technology
- The Arts (Drama, Music, Visual Arts)
- Physical Education
- Languages: Japanese

## Extracurricular

Students at MBSS are also provided with opportunities to participate in a variety of extracurricular activities throughout the year, subject to timetabling and availability. These include:

- The Resilience Project
- Sports Programs
- Languages Program
- Robotics Program
- Instrumental Music (Violin, Viola and Cello)
- Religious Instruction
- Social Skills Program
- Student Representative Council
- Student Leadership Programs
- Anzac Day Ceremonies and Marches
- School camps and excursions

## Homework

At Machans Beach State School we believe that homework can benefit students by complementing classroom learning, fostering good study habits to prepare them for high school and providing an opportunity for students to be responsible for their own learning.

However, we also believe the setting of homework should take into account the need for students to have a balanced lifestyle, allowing sufficient time for family, recreational, sport and cultural pursuits. Homework should not cause stress in the family and be seen as an extra chore to squeeze into an already busy day.





### Religious Instruction

Queensland state schools embrace a multitude of cultural, religious and non-religious beliefs. Under the Education (General Provisions) Act 2006, schools are to provide Religious Instruction (RI) if approached by a faith group seeking to provide RI and students of that faith attend the school.

RI informs students about the beliefs and values of a particular religion. It is delivered by volunteers of a faith group using instructional materials approved by that faith group. RI is required to be consistent with legislation and Department of Education policies and procedures.

All RI instructors must hold a blue card and participate in compulsory Student Protection and Code of Conduct training. RI instructors are only entitled to deliver the RI program outlined below. A school staff member will be present during the delivery of RI.

Participation in RI is not compulsory. Any student (except Prep students) may participate in RI if a parent has provided written instructions to the school.

Students are allocated to RI based on information provided by parents on the completed [Application for student enrolment](#) unless other written instructions have been provided to the school.

**Note:** *This consent remains in effect unless the parent informs the school otherwise in writing.*

### Christian Religious Instruction - Authorised program [Godspace](#)

#### Aims and goals

The aim of Christian RI is to inform students about the basic beliefs of the Christian faith from a non-denominational perspective.

**Lesson Structure:** Christian RI may involve a variety of up-to-date teaching methods including storytelling, prayer, music, drama, craft, activity books, games, quizzes, video clips and puppet shows. Program resources are written by professional educators and are age-appropriate. Lessons will typically run for 30 minutes per week.

There is no cost to participate in Christian RI. **OR** Parents of students participating in these programs will be advised if a faith group requires funds to cover the expense of materials used in RI.

**Participating faith groups:** Local Christian Churches come together to offer Christian RI on a cooperative and non-denominational basis. These local churches may, amongst others, include Anglican, Australian Christian Churches, Baptist, Catholic, Churches of Christ, Lutheran, Presbyterian, Salvation Army and Uniting Churches.

#### Other Instruction

Students who are not participating in RI will be provided with other instruction in a separate supervised location. Other instruction must relate to part of a subject area already covered in class and may include:

- personal research and/or assignments
- revision of class work such as creative writing or literacy and/or numeracy activities which could include online programs currently accessed by the students of that school
- wider reading such as independent reading appropriate to the student

Parents will be advised of any changes to the RI and other instruction programs to ensure they are able to make an informed decision on their child's participation.

# Family & Community Involvement

Open communication between home and school underpins a great primary school experience for children.

## Parent Information Sessions

A parent information session is held in each classroom at the beginning of each school year. This is an opportunity for teachers to welcome parents to their child's classroom and to discuss curriculum, behaviour expectations and other areas of classroom management.

## Contacting staff

You may contact your child's teacher by email or by leaving a message through our School Administration Office. We encourage you to speak directly with your child's teacher to negotiate the best way of staying in regular contact.

## Newsletters

The school publishes a fortnightly e-newsletter. Please ensure that you read this as it will help to keep you up to date with current school news.

## Assembly

A whole school assembly is held each Friday morning from 9 - 9:30am where school messages are delivered and special awards are presented. All parents/carers are welcome to attend.

## Facebook

Our school has a Facebook page where information for parents is regularly posted.

## School Website

Our school website is regularly updated with newsletters and other relevant information. Most of our school policies and other related documents can be found on our website [www.machansbeachss.eq.edu.au](http://www.machansbeachss.eq.edu.au)



## Volunteering

Our school welcomes the active support of our parents and community members. Whether it is volunteering in our tuckshop, supporting a reading program in class, supervising a school camp or offering a hand at a working bee – all help is greatly appreciated. Parents of students in the school do not need to apply for a Working With Children Card (Blue Card) however all other volunteers will need a current Blue Card prior to beginning volunteer work. If you are interested at volunteering in our school, please contact our Administration Office.

## P&C Meetings

The Machans Beach State School P & C Association is an integral part of our school and works in partnership with the Principal to:

- Promote the interests of the school
- Support school policy development and reviews
- Participate in the appointment process of the school Principal
- Managing the purchasing of student resources and parent/carer payments
- Managing Outside School Hours Care
- Managing the Tuckshop
- Fundraising

Our P & C Association hosts monthly meetings throughout the school year. All parents are welcome to attend and are encouraged to take up formal membership. For more information email [mbsspnc@gmail.com](mailto:mbsspnc@gmail.com)





# Reporting to parents

While our classroom teachers are available to discuss your child's progress throughout the school year, there are key times of the year when we formally report to parents:

## Parent/Teacher meetings

Teachers are available for pre-arranged, individual meetings with parents and their child to discuss the student's individual achievement and learning needs.

## Student Academic Reports (Term 2 & Term 4)

Formal reporting is completed at the end of Term 2 and Term 4. Report cards are sent home with each student at the end of Term 2 and Term 4.

# Student Code of Conduct

Machans Beach State School is committed to providing a safe, respectful and disciplined learning environment for all students, staff, parents and visitors.

The Machans Beach State School Student Code of Conduct sets out the responsibilities and processes we use in our school to promote a productive, effective whole school approach to discipline. Its purpose is to facilitate high standards of behaviour from all in the school community, ensuring learning and teaching in our school is prioritised, where all students are able to experience success and staff enjoy a safe workplace. Our Student Code of Conduct can be found on our website [www.machansbeachss.eq.edu.au](http://www.machansbeachss.eq.edu.au).

# Complaints Process

During the course of your children's school years, you may have cause to make a complaint about an issue with your child's education. Education Queensland is committed to ensuring that all complaints are dealt with in a fair and equitable manner. There are processes and support structures in place to enable parents/carers and students to work through any issues they may have with Education Queensland provisions. When making a complaint, it is in the best interest of complaint resolution to ensure that you:

- provide complete and factual information in a timely manner
- deliver your complaint in a non-threatening and non-abusive manner and
- not make frivolous or vexatious complaints or include deliberately false or misleading information.

You should be aware that if you are making a complaint about a staff member, that in most instances the staff member will be told of the complaint and offered the right of reply. You also have the right to have a support person participate throughout the process.

Our Complaints Process can be found on our school website [www.machansbeachss.eq.edu.au](http://www.machansbeachss.eq.edu.au).

# Keeping Us Up-to-date

It is important that you inform the school as soon as possible if there are any changes to contact details (phone and email), medical information or family circumstances.



# General Information

## Absences

If your child is absent from school for any reason, we ask you to notify us as soon as possible by one of the following options:

- Phoning the school office on 40 374222 and leaving a message on the school absence line
- Responding to the absence notification text (sent to parents at 9:30am) with the reason for your child's absence.

**Early Arrival:** Supervision is provided from 8:15am onwards. If your child attends school prior to this time they must be enrolled at Outside School Hours Care.

**Late Arrival:** Late arrivals are disruptive to the classroom and impact the student's individual routine and learning. Please try to avoid late arrivals where possible. If your child does arrive at school after 9:00am they must obtain a late slip from the school administration office.

**Early Departure:** Early departures are also disruptive and should be avoided where possible. In instances where a child needs to be collected from school prior to 3:00pm, parents must first sign them out at the school office.

**After school:** It is expected that all children will depart the school grounds by 3:10pm or be enrolled at Outside School Hours Care.

## Book lists and Student Resource Scheme

Book lists detail the necessary stationery supplies in each class and are provided to parents upon enrolment. It is expected that students have all of the materials from the provided list before school commences. The school runs a Student Resource Scheme to ensure all students have the resources they need to learn, from the first day of school. Please see appendix 2 for more information.

## Lost Property


All items of lost property are stored outside the office for collection by the student or parent. We request that you check the lost property or encourage your child to do so. At the end of each term, unclaimed, unnamed articles are donated to a local charity. To ensure your child's belongings are easily returned to them by staff, please clearly label all belongings, with your child's full name.

## Tuckshop

The school tuckshop operates at 1<sup>st</sup> break on Wednesdays, Thursdays and Fridays, with a focus on the provision of healthy, delicious lunches. Our tuckshop is cashless, so all orders must be submitted online via the Flexischools app. Orders are distributed to classes at 11am.

## Medication

All medication must be handed in for the office staff to administer to children. Please note that medication must be in the original container, be labelled by a Pharmacist with your child's details and parents must complete written consent using the specific consent paperwork provided by our school office.



## Appendix 1 – MBSS Attendance Policy

### RATIONALE

At Machans Beach State School we are committed to providing safe and supportive learning environments for all students which address their educational needs.

The Machans Beach State School attendance policy aims to address student attendance and bring about a change in culture about the need for students to be in school every day. A necessary part of this plan is to engage all stakeholders in reducing absenteeism and making every day count at school.

### BELIEFS ABOUT ATTENDANCE

Research shows that in Queensland, higher student attendance is associated with higher student achievement. It is important that students, staff and parents/carers have a shared understanding of the importance of attending school.

#### **Machans Beach State School:**

- is committed to promoting the key messages of Every Day Counts;
- believes all children should be enrolled at school and attend school all day, every school day;
- monitors, communicates and implements strategies to improve regular school attendance;
- believes truanting can place a student in unsafe situations and impact on their future employability and life choices;
- believes attendance at school is the responsibility of everyone in the community.

### RESPONSIBILITIES

#### **School responsibilities:**

- provide a safe, supportive and stimulating environment where students feel valued and secure and where their learning needs are met;
- strive to make school a fun and enjoyable place where students want to come each day;
- employ strategies to engage the community and build a shared responsibility for every child's education;
- collaboratively develop strategies to ensure that students feel connected and are engaged while at school;
- promptly follow-up on unexplained absences and report chronic absenteeism to the necessary authorities.

#### **Student responsibilities:**

- attend school every day;
- build positive relationships with their peers and school staff;
- communicate any issues or problems that arise at school with their parents or teacher.

#### **Parent responsibilities:**

- Ensure that students attend at least 95% of school days throughout the year;
- Where possible, book specialist appointments outside school hours;
- Contact the school immediately if a child is away sick or for any other reason;
- Take preventative measures to ensure that sick days are minimized through good health and hygiene practices;
- Plan family holidays during school holiday periods, *not* during school terms.



## STRATEGIES

At Machans Beach State School we promote 100% attendance by:

- Sending clear messages to parents and students that attendance is vital for meeting educational benchmarks and targets;
- Promoting the message that *Every Day Counts* by ensuring that class time is used effectively and learning starts on the first day and occurs up to and including the last day of every term;
- Marking rolls twice a day and monitoring for patterns of absenteeism eg. Day of the week, long weekends, Specialist lessons etc.
- Quickly identifying unexplained absences and following up promptly;
- Developing clear expectations about what is a reasonable excuse for being absent;
- Building positive relationships and developing channels of communication with the school community;
- Promoting high attendance through weekly attendance awards on assembly and certificates and raffles each term;
- Analysing attendance data and addressing attendance issues collaboratively.

## EVERY DAY COUNTS

*Every Day Counts* is a state-wide initiative addressing the issue of student attendance at school. The initiative is designed to change parent, community and student attitudes to school attendance. It requires the support of both parents and the community if student attendance is to be successfully addressed.

***Every Day Counts* promotes four key messages:**

- all children should be enrolled at school and attend on every school day;
- schools should monitor, communicate and implement strategies to improve regular school attendance;
- truancy can place a student in unsafe situations and impact on their future employability and life choices;
- attendance at school is the responsibility of *everyone* in the community.

## RELATED RESOURCES

### ***Every Day Counts***

<http://education.qld.gov.au/everydaycounts/index.html>

### ***Departmental Policies***

#### ***SMS-PR-017: Enforcement of Compulsory Schooling and Compulsory Participation Phase***

<http://education.qld.gov.au/strategic/eppr/students/smspr017/>

#### ***SMS-PR-029: Managing Student Absences***

<http://education.qld.gov.au/strategic/eppr/students/smspr029/>

#### ***SMS-PR-036: Roll Marking in State Schools***

<http://education.qld.gov.au/strategic/eppr/students/smspr036/>

## Appendix 2 – Student Resource Scheme



Department of Education

### Student Resource Scheme - Participation Agreement Form

#### The Student Resource Scheme

The Student Resource Scheme (SRS) is a user-charging scheme operated by schools to provide parents with a mechanism to access individual student resources that are not funded by the government.

Government funding for schools does not extend to individual student resources and equipment for their personal use or consumption. Supply of these items, such as textbooks and personal laptops/iPads, is the responsibility of the parent.

The objective of the scheme is to provide parents a convenient and cost-effective alternative to individual supply of resources for their students. Participation in the SRS is optional, and no obligation is placed on a parent to participate.

Terms and conditions for participating in the scheme are provided on the reverse side of the form. Information is also provided on the Textbook and Resource Allowance (TRA) where applicable.

This Participation Agreement Form applies for the duration of a student's enrolment at the school, however parents who are participating in the scheme can choose to opt out from the SRS in future years by completing a new Participation Agreement Form. Any new Participation Agreement Form submitted annually and received by the school will supersede the previous form lodged.

Parents pay the annual participation fee in accordance with the selected payment arrangement. If a student joins the school mid-year, a pro-rata participation fee may apply.

Parents not participating in the scheme must provide their student with all items that would otherwise be provided by the scheme as detailed in the information provided by the school. Parents can choose to join the SRS in future years by completing a new Participation Agreement Form.

To assist schools in managing and administering the scheme, parents are requested to complete the Participation section of this form and return it to the school.

If parents have not completed and returned the form before the due date indicated by the school in the SRS Annual Parent Information documents, the school will take the view that the parent does not wish to participate.

#### Payment

On agreeing to participate in the SRS, a parent agrees to pay the participation fee as advised and invoiced by the school. For families experiencing financial hardship, please contact the school as soon as possible to discuss options available.

#### Participation

- ☐ **YES** I wish to participate in the Student Resource Scheme. I have read and understand the Terms and Conditions of the scheme (see reverse) and agree to abide by them and to pay the annual participation fee in accordance with the selected payment arrangement. I understand that I can opt out of participation in the SRS in any year by completing a new Participation Agreement Form.
- ☐ **NO** I have read the terms and conditions and I do not wish to participate in the Student Resource Scheme. I understand I must provide my child with all items that would otherwise be provided by the SRS as detailed in the information provided by the school. I understand that I can choose to join the SRS in future years by completing a new Participation Agreement Form.

School Name	Machans Beach State School
Form Return Date	
Student Name	
Year Level	
Parent Name	
Parent Signature	
Date	

#### Privacy Statement

The Department of Education collects the information you complete on the Participation Agreement Form in order to administer the Student Resource Scheme (SRS). The information will only be accessed by school employees administering the SRS. However, if required, some of this information may be shared with departmental employees for the purpose of debt recovery. Your information will not be given to any other person or agency unless you have given permission or the Department of Education is authorised or required by law to make the disclosure.



Queensland  
Government

## Appendix 3 – Matrix of Behaviour Expectations

	ALL AREAS	TEACHING AREAS	WALKWAYS, UNDERCOVER AREAS & TOILETS	EATING AREAS	PLAYGROUNDS & OVAL	BEFORE AND AFTER SCHOOL
Respect	<ul style="list-style-type: none"> <li>I am kind and considerate of others</li> <li>I am honest</li> <li>I follow adult directions</li> <li>I use manners and polite language</li> <li>I respect my own and others' property</li> <li>I put rubbish in the bin</li> <li>I ask permission to leave the room</li> <li>I follow all school policies</li> <li>I care for the environment</li> </ul>	<ul style="list-style-type: none"> <li>I raise my hand to speak</li> <li>I use my inside voice</li> <li>I help to keep the classroom tidy</li> <li>I ask permission to leave my seat</li> </ul>	<ul style="list-style-type: none"> <li>I walk quietly between areas</li> <li>I return to class straight away</li> <li>When using toilets I respect the privacy of others</li> <li>I use toilet paper, water, soap and paper towels responsibly</li> </ul>	<ul style="list-style-type: none"> <li>I eat in the correct area</li> <li>I sit quietly while eating</li> <li>I eat only my own food</li> <li>I wait my turn at the drink taps</li> <li>I sit and wait for permission to leave</li> </ul>	<ul style="list-style-type: none"> <li>I include others in games</li> <li>I play fairly</li> <li>I return equipment at the end of play time</li> </ul>	<ul style="list-style-type: none"> <li>I use only my own bike/scooter</li> <li>I line up quietly when waiting for the bus</li> </ul>
Organisation	<ul style="list-style-type: none"> <li>I am ready for learning</li> <li>I make sure that I am in the right place at the right time</li> <li>I put things back where they belong and leave my area tidy</li> </ul>	<ul style="list-style-type: none"> <li>I have my learning equipment at school</li> <li>I complete and hand in my work on time</li> </ul>	<ul style="list-style-type: none"> <li>I get a drink, go to the toilet and line up at class by the second bell</li> <li>I use toilets and fill my water bottle during breaks</li> </ul>	<ul style="list-style-type: none"> <li>I bring my lunch to school</li> <li>I eat my lunch before I go and play</li> <li>I put my lunch box in my allocated class tub</li> </ul>	<ul style="list-style-type: none"> <li>I stop play at the FIRST bell</li> </ul>	<ul style="list-style-type: none"> <li>I arrive at school and my classroom on time</li> <li>I have bus pass ready at home time</li> <li>I know what my after school arrangements are</li> </ul>
Cooperation	<ul style="list-style-type: none"> <li>I wait my turn to speak</li> <li>I listen to others' opinions</li> <li>I take turns when working or playing with others</li> </ul>	<ul style="list-style-type: none"> <li>I work positively with others</li> <li>I take an active role in classroom activities</li> </ul>	<ul style="list-style-type: none"> <li>I make space for others</li> </ul>	<ul style="list-style-type: none"> <li>I tidy up after myself after lunch breaks</li> </ul>	<ul style="list-style-type: none"> <li>I play by the rules</li> <li>I play as a team member</li> <li>I solve problems by talking and seeking assistance when necessary</li> </ul>	
Keeping focussed	<ul style="list-style-type: none"> <li>I use whole body listening</li> <li>I ask questions to understand</li> </ul>	<ul style="list-style-type: none"> <li>I stay on task and complete set work on time</li> <li>I allow others to learn by controlling my own behaviour</li> </ul>	<ul style="list-style-type: none"> <li>I look where I'm going and walk sensibly between areas</li> </ul>	<ul style="list-style-type: none"> <li>I eat lunch first before I play</li> </ul>	<ul style="list-style-type: none"> <li>I help others to learn the rules of the game</li> </ul>	
Safety	<ul style="list-style-type: none"> <li>I use equipment safely and for its intended purpose</li> <li>I wear covered shoes at all times</li> <li>I keep my hands, feet and objects to myself</li> <li>I report bullying or inappropriate behaviour to my class teacher or the teacher on duty</li> <li>I leave my mobile phone at home</li> </ul>	<ul style="list-style-type: none"> <li>I enter and exit rooms in an orderly manner</li> <li>I abide by the Student ICT Use Agreement for the use of computers and iPads</li> </ul>	<ul style="list-style-type: none"> <li>I walk on all paths and walkways</li> <li>I wash my hands before eating and after going to the bathroom</li> <li>I use toilets appropriately and safely</li> </ul>	<ul style="list-style-type: none"> <li>I sit down while eating</li> </ul>	<ul style="list-style-type: none"> <li>I play school approved games</li> <li>I am sun safe and wear a broad brimmed hat when outside</li> <li>I only play in supervised areas</li> </ul>	<ul style="list-style-type: none"> <li>I wait in the supervised areas between 8:15am and 8:45am</li> <li>I wear a helmet when riding my bike/scooter</li> <li>I follow the Bus Code of Conduct</li> </ul>



# MOBILE PHONE POLICY

Mobile phones are important modern day communication tools. However, they can easily be improperly used, lost or damaged and must therefore be effectively managed.

## POLICY STATEMENT

To ensure that Machans Beach State School provides a safe environment for all members of the school community, students and staff must know their rights and responsibilities and are expected to comply with the school's Mobile Phone Policy.

The purpose of this policy is to utilise the benefits of mobile phones whilst managing the problems they can potentially cause.

## GUIDELINES FOR IMPLEMENTATION

### Students

1. Students are not to bring personal mobile phones to school unless permission from the Principal has been successfully sought, by parents who have outlined the health, safety or personal reasons that justify the student being in possession of a mobile phone.
2. Mobile phones which are brought to school after this permission has been obtained must be switched off and handed in at the office each morning immediately upon student's arrival at school. The student is responsible for collecting the phone each afternoon at 2:50pm.
3. The school does not accept responsibility for lost or damaged student mobile phones.
4. Students misusing personal mobile phones at school or while travelling to and from school will be brought to the attention of the Principal.
5. In these cases the mobile phone will be retained in the office until it can be collected by a parent.
6. The Principal may revoke a student's privilege of bringing mobile phones to school.

### Staff

Teachers and support staff are obligated to attend to the needs of their students. Staff mobile phones can remain switched on and may be used in emergency or critical situations and to assist in monitoring student medical needs. Staff mobile phones should not be used for personal communications during class time. Should a staff member need to be contacted during such times, that contact must be made through the main office.

# Dress Code Policy



Our school's dress code contributes in a very important way to the overall sense of unity as a school community. Our dress code enhances the learning atmosphere, adds a sense of pride and reduces negative competition among the students.

It is an expectation of the Machans Beach State School P&C, Principal and staff that all students abide by our Dress Code Policy. This commitment is made by students when they enroll at Machans Beach State School. Machans Beach State School students are expected to be in the full appropriate uniform each day and to comply with the general conditions below:

- The school reserves final judgment as to the appropriateness of any dress code item or issue;
- All clothing must be neat and clean;
- No long-sleeved shirts are to be worn under short sleeved shirts;
- Bike shorts are not permitted to be worn except on Sports Days or **underneath** shorts or skirts;
- In cold weather leggings can be worn **underneath** school skirts;
- Hair must be neat, clean and combed. Long hair must be tied up;
- Makeup, lipstick, tattoos, body piercings, message buttons, etc. are not acceptable at school;
- Jewelry items may consist of watches and single-stud or sleeper;
- Caps/visors are not permitted to be worn – sun smart hats only
- Covered footwear must be worn (no crocs or thongs permitted)



## Our uniform

- Machans Beach State School polo shirt – available for purchase from our school office
- Machans Beach State School Sports polo shirt (worn on HPE day only) available for purchase from our school office
- Bottle green shorts or skorts
- Bottle green bucket hat with school logo on front – available for purchase from our School office
- Joggers or school shoes

## Free Dress Days

On Free Dress Days, students may wear non-uniform items, provided:

- The clothing is sun-safe
- Shirts are free of obscene language and/or symbols

## Sports Day Dress

On school interhouse sports days, students may wear their school Sports polo, or alternate clothing in their sports house colour. Clothing must provide adequate sun protection. Students can also wear 'Bike shorts' or 'skins'.

Hair can be temporarily coloured in house colours on this day.

# HOMEWORK POLICY

At Machans Beach State School we believe that homework can benefit students by complementing classroom learning, fostering good study habits to prepare them for high school and providing an opportunity for students to be responsible for their own learning.

However, we also believe the setting of homework should take into account the need for students to have a balanced lifestyle, allowing sufficient time for family, recreational, sport and cultural pursuits. Homework should not cause stress in the family and be seen as an extra chore to squeeze into an already busy day.

Homework will not be enforced with consequences (eg. Having to stay in at lunchtime to complete it), however teachers may provide positive incentives for students regularly completing homework.

## HOMEWORK GUIDELINES APPROPRIATE TO THE PHASE OF LEARNING

For our younger students, it is important that parents are involved by reading books to them and encouraging them in a range of activities.

For the older students, parents can assist by:

- ❖ Discussing and explaining questions/tasks etc;
- ❖ Directing students to resources;
- ❖ Establishing routine, time and space to complete homework;
- ❖ Helping their child to balance their time so that homework, home responsibilities, sport and other cultural/recreational activities can be accommodated;
- ❖ Contact the class teacher to discuss any homework concerns.

### ***Prep (10 – 15 mins per day, Mon to Fri)***

Homework will consist of:

- Daily reading – levelled texts to, with and by parents;
- Literacy activities eg. Letters, sounds, sight words.

### ***Year 1 – Year 3 (10 – 20 mins per day, Mon to Fri)***

Homework will consist of:

- Daily reading – levelled texts to, with and by parents;
- Literacy/Numeracy activities Eg. Spelling words, number facts;

### ***Year 4 – Year 6 (15 – 25 mins per day, Mon to Fri)***

Homework will consist mainly of:

- Independent reading on a daily basis;
- Literacy/Numeracy activities Eg. Spelling words, number facts;
- Tasks such as continuation of classroom work, projects and assignments, essays and research;
- It is acceptable for teachers to assign unfinished classroom activities as homework tasks.