



Mena Creek State School

Parent/Carer Handbook

2026

Welcome to Mena Creek State School

Staffing

Principal

Ms Jenni McDonald

Classroom Teachers

Prep to Year 2

Mrs Hayley Hinton

Ms Jenny Murray (HASS and PE)

Years 3 - 6

Ms Jenni McDonald

Ms Jenny Murray (HASS, PE and Science)

Business Manager

Mrs Tammy Austin

Teacher Aides

Mrs Rachael Riera

Ms Za Sarvas

Support Staff

Cleaner

Ms Bec Anastasi

Guidance Officer

Mrs Sue Edwards (Fortnightly Thursdays)

Inclusion Teacher

Ms Julie Schep (Wednesdays, Thursdays)

Instrumental Music Teacher

Ms Kym Hall (Thursdays mornings)

Japanese Teacher

Ms Selina Kudo (online Tuesdays)

Enrolments

- **Prep 2027:** Children who turn 5 on or before 30 June 2027.
- **Year 1 2027:** Children who turn 6 on or before 30 June 2027, or who have completed Prep.

What to bring when enrolling:

- Your child's birth certificate (or extract) for age verification.
- Completed Student Enrolment Form
- Online Services, Internet & Media Consent Forms

Attendance & Absences

Every day counts. Regular attendance helps your child progress and feel settled. If your child is absent, please phone the school before 9:00 am with a brief explanation. Schools are required to contact families if a child is absent, and monitor and report unexplained absences.

Did you know...

EVERY DAY COUNTS.....				
<i>A day here or there doesn't seem like much, but....</i>				
When your child misses just....	that equals....	which is....	and therefore, from Kindy to Year 12, that is....	This means that the best your child can achieve is....
1 day each fortnight	20 days per year	4 weeks per year`	Nearly 1½ years of school	Equal to finishing Year 11
1 day a week	40 days per year	8 weeks per year`	Over 2½ years of school	Equal to finishing Year 10
2 days a week	80 days per year	16 weeks per year	Over 5 years of learning	Equal to finishing Year 7
3 days a week	120 days per year	24 weeks per year	Nearly 8 years of learning	Equal to finishing Year 4

Arrivals, Departures & Early Collection

Changes to pick-up: Please let us know as early as possible if your child's going-home plan changes. Call the office or send a note. We won't alter arrangements without hearing from you.

Picking up early: Notify the office/class teacher, collect your child from their classroom, and sign the Early Withdrawal register.

End of day: If you're delayed past 3:15 pm, please call us. Short-term supervision can be arranged for urgent situations with prior notice.

Behaviour: Code of Conduct

Our Student Code of Conduct sets out our school rules, rights and responsibilities, and how we support students to make great choices. You can request a copy from the office or download it from our website:

www.menacreekss.eq.edu.au

Living Through Learning

Code of Conduct

-  We show **RESPECT** for self, others, and property.
-  We are **RESPONSIBLE** for our actions and accept the consequences.
-  We are **SAFE**, ensuring our own safety and that of others.
-  We **STRIVE FOR EXCELLENCE** by doing our best, taking pride in our effort, and looking for ways to improve.



Learning is lifelong - no matter your age, you can always continue to grow.

Communicating with Teachers

We value warm, open communication. Teachers are teaching during class time, so the best times to call are: before 8:30 am, 12:55–1:45 pm, or after 3:05 pm.

To discuss your child's progress, please book an appointment through admin@menacreekss.eq.edu.au or talk to your teacher about the best time, as we want to give you our full attention.

Connections: Compliments, Concerns & Complaints

Strong partnerships are built on trust and respectful conversations, and we are here to listen and connect if you have a compliment, concern or complaint.

1. Talk to the relevant staff member as early as possible.
2. For serious or unresolved matters, contact the Principal.

We'll listen, clarify, and work with you towards a fair solution. Your feedback helps us improve.

Curriculum (our Teaching and Learning Programs)

Mena Creek State School has high expectations, both inside and outside the classroom, enabling students to work towards high academic results and reach their individual potential.

Literacy and Numeracy Blocks

Our day is divided into a timetable that reflects the importance of literacy and numeracy (see example below of a typical day).

The morning session focuses on the literacy components of the curriculum, while the middle session covers numeracy.

The afternoon sessions focus on all other learning areas such as The Arts, Science, Technologies, History and Geography.

In addition to classroom-based learning, specialist teachers deliver Health and Physical Education, HASS, Science and Japanese.

Time	Typical Daily Routine
8:45 – 11:00	Literacy knowledge and skills • Consolidations • Reading and Comprehension • Writing • Vocabulary development • Spelling • Speaking and Listening
11:30 – 12:55	Numeracy knowledge and skills • Consolidations • Number facts • Problem solving • Mathematical Concepts • Fluency and Spee
1:45 – 3:00	Arts, Science, Technologies, HASS, HPE, LOTE (Japanese)

Health & First Aid

All medication must be handed in at the office in the original pharmacy-labelled container. Over-the-counter medications (e.g. Panadol and cough mixture) cannot be given without a prescription. Asthma puffers are an exception but still require written consent.

We provide immediate first aid and call an ambulance if necessary. Please ensure contact details are up to date.

Dental care: All primary students are eligible for free Queensland Health dental services. Call (07) 4016 1411.

Head lice: Begin treatment immediately if detected and notify the school.



Recommended exclusion times: Not sure of how long to keep your child at home for any infectious illnesses? Check the Qld Government “Time Out” poster via the QR code or at

https://www.health.qld.gov.au/data/assets/pdf_file/0022/426820/timeout_poster.pdf



Homework

Keep homework positive - never a battleground. If there are issues, please let us know. We encourage 15 minutes of reading for pleasure each night.

We strongly encourage reading every day.

In the words of Dr Suess, *“The more that you read, the more things you will know. The more that you learn, the more places you’ll go!”*

Languages (Japanese)

Years 5 & 6 students learn Japanese through Cairns School of Distance Education every Tuesday afternoon.

Lost Property

All lost property is kept in the staffroom. Please name your student’s clothes, hats and shoes for easy retrieval.

Newsletters & Facebook

Our school newsletter is distributed fortnightly on Friday (every even week of the term). Our newsletter along with our Facebook posts are our main form of communication for events. Community items are welcome.

Follow us on Facebook: <https://www.facebook.com/MenaCreekSS>

Parents & Citizens (P&C)

We do not currently have an active P&C operating.

Parents/Carers in Classrooms & Volunteering

We welcome parent helpers. You might:

- Share skills, culture and expertise
- Assist in classrooms, excursions, sports, arts or fundraising
- Attend working bees

Your involvement strengthens our community and shows children that education is valued.

Reading: Library

Students may borrow books every Friday. Please help your child return books on time. Lost or damaged books may require replacement costs.

Reading: Book Club

We participate in Scholastic Book Club. Catalogues of affordable books are sent home regularly. There's no obligation to purchase, and options suit a range of ages and reading levels.

Reporting to Parents/Carers

Report cards are sent home twice yearly (June and December). Parent-teacher chats are offered each term, and you're welcome to request a meeting at any time.

School Day & Routine

Time	Routine
8:45 am	First bell
8:55 am	Session 1
11:00 am	Morning tea (eating)
11:15 am	Play time
11:25 am	Toilet, drink and line up
11:30 am	Session 2
12:55 pm	Lunch (eating)
1:15 pm	Play time
1:40 pm	Line up
1:45 pm	Session 3
3:00 pm	School concludes

Sport & Swimming

Swimming lessons are part of the Senior Class PE program at the Innisfail Pool in Term 1. Students participate in the one week swimming program consisting of 2 hour sessions with our PE teacher, Ms Jenny Murray.

Throughout the year, the students will have the opportunity to compete against other small schools at the Silkwood Mena Creek Sports Association cluster sports events.

Sun Safety

We are a SunSmart School. Broad-brimmed hats (10 cm) are required outdoors. SPF50+ sunscreen is encouraged and provided.

We support the “No hat, no outside play” rule to support our sun-safety approach.

Transport

The school **before and after school pick up area** is adjacent to the tennis court.

Bus Service: Operated by Trans North for students living more than 3.2 km away. Non-eligible students may travel if seats are available. To arrange bus travel, contact Trans North on (07) 3036 2070.

School Transport Assistance Scheme: Families not serviced by a bus and living more than 3.2 km away may be eligible for an allowance. Contact the Department of Transport and Main Roads for further information.

Textbooks

Commercially developed textbooks required for the school year are available from the school free of charge, due to the kind monetary donation from the Mena Creek Hotel, which is put towards a bursary for each child.

Parents are responsible for providing the items on the booklist. e.g. writing books, pencils, pencil case etc. Please go to the office for the booklist.

Uniforms

Our school and community strongly value the wearing of a school uniform because it:

- **Builds pride and confidence** – When students wear their uniform, they feel a sense of self-respect and are proud to represent their school.
- **Promotes a positive image** – The uniform presents our school as united, professional, and respectful, showing the wider community that our students are proud ambassadors.
- **Creates unity and belonging** – Wearing the same uniform fosters inclusion, teamwork, and a shared identity, helping every student feel part of the school community.

Mena Creek State School Uniform

- **Boys and Girls:** Mena Creek T-shirt with bottle-green shorts/skorts
- **Hats:** Wide-brimmed (10 cm)
- **Shoes:** Joggers/sandshoes and socks daily

Uniforms are **available from the school:**

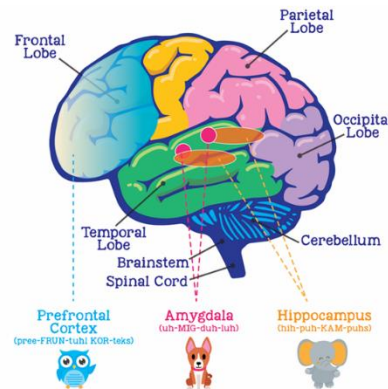
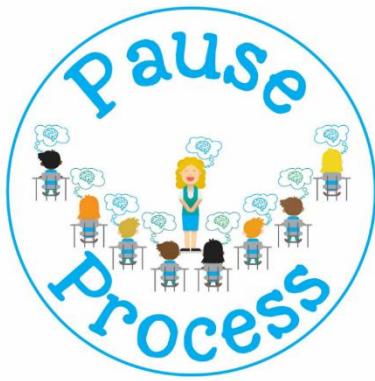
- Child-sized shirts: \$31.00
- Adult-sized shirts: \$31.00
- Hats: \$12.00
- Shorts: \$13.00
- Skorts: \$14.00

School Assembly

Whole-school Assembly is held every second Friday (even weeks) at 8:45 am to celebrate achievements and share news. Special assemblies are also held throughout the year.

Wellbeing

Mena Creek State School implements the PAUSE program as a common language across the P-6 classes.



Meet
three
key parts
of your
Brain!

The Pause program helps both staff and students look after their wellbeing by learning how to manage emotions in positive ways.

Students take part in short lessons that teach them about the brain, mindfulness, and simple strategies to stay calm and focused. They learn how the brain controls feelings and behaviour, and how to use tools to handle strong emotions.

By helping everyone regulate their emotions, the program reduces classroom disruptions and creates more time for quality learning.

You are welcome here

We warmly welcome all parents/carers and families to our small school community. At Mena Creek State School, every child is valued, every voice is heard, and every family is an important part of our journey. We are proud of the strong connections we share and the supportive, caring environment we create together.

We look forward to working in partnership with you to nurture your child's learning, wellbeing, and growth. Together, we can ensure that our school remains a safe, positive, and inspiring educational place for all.

