

MENA CREEK STATE SCHOOL



2025 PROSPECTUS



SCHOOL VISION

Mena Creek State School is committed to delivering explicit learning opportunities in a safe environment, embracing and respecting students and families to nurture students who believe in themselves and value learning.

School Directory

<u>School Postal Address:</u>	Mena Creek State School Post Office MENA CREEK Q 4871
<u>School Phone:</u>	(07) 4065 3221
<u>School Mobile:</u>	0474 937 564
<u>Email:</u>	principal@menacreekss.eq.edu.au admin@menacreekss.eq.edu.au

Staffing

<u>Principal:</u>	Ms Jenni McDonald
<u>Classroom Teachers:</u> Prep-Year 3	Ms Olika Tavake
Year 4-Year 6	Ms Jenni McDonald Ms Jennifer Murray
<u>Business Manager:</u>	Mrs Tammy Austin
<u>Teacher Aides:</u>	Ms Rachael Ryan Ms Za Sarvas
<u>Visiting Staff:</u> Teacher-Librarian Physical Education Guidance Officer Instrumental Music Teacher	Ms Jennifer Murray Ms Jennifer Murray Ms Sue Edwards Ms Rebecca Allen-Ankins

Dates

Dates for the 2025 School year are:

Term 1: Tuesday 28 th January	-	Friday 4 th April
Term 2: Tuesday 22 nd April	-	Friday 27 th June
Term 3: Monday 14 th July	-	Friday 19 th September
Term 4: Tuesday 7 th October	-	Friday 12 th December

Admissions

The policy regarding prep and primary enrolments is as follows:

1. Children entering Prep in a state school in 2025 must have attained the age of five years by the last day of June 2025.
2. Children entering a state primary school in 2025 must have attained the age of six by the last day of June 2025.

If you are enrolling a child at this school for the first time, would you bring along a birth certificate, or extract, to confirm your child's age as it is a regulation that we must sight such before approving enrolment.

If you have a prep child beginning in 2025 a *Student Enrolment Form* needs to be completed.

Attendance / Absentee Policy

Regular attendance is essential if your child is to progress as we would like him/her to. If your son/daughter is absent for a day, a brief explanatory **phone call to the school prior to 9:30am** with Administration Staff is required. It is an expectation that schools monitor and report any unexplained absences.

Behaviour Management

This school has produced a **Code of Conduct** document which incorporates a **Responsible Behaviour Plan**. A copy of the Code is available to any family on request or download from our school website www.menacreekss.eq.edu.au.

The program outlines the major rights and responsibilities of all children, parents and staff associated with our school. It also lists school rules and consequences. It outlines a process through which all persistently unacceptable behaviour will be managed. It also informs the school community of the school's exclusion and suspension procedures.

Book Club



This school participates in Scholastic Australia Book Club. Catalogues of very reasonably priced books will be regularly sent home with your child. From these catalogues you may choose to purchase any number of titles. Different levels of books are provided to cater for the varying ranges of reading interests and levels of reading ability. There is, of course, no obligation to purchase any books.

Children Leaving School Grounds

Collection of Children Prior to the End of the School Day

If for any reason you have to take your child from school during the day, it is essential that you notify the office/classroom teacher. You are required to collect your child from his/her classroom and sign the "Early Withdrawal" register. This should avoid the possibility of a misunderstanding between yourself and us.

Collection of Children at the End of the School Day

Please ensure you contact the school early if you are unable to collect your child by 3:30pm. In the interest of safety, supervision will be organised for children for short periods of time in **urgent** situations if the school has received prior notification.

School Arrival and Pick up Times

Please Note: If you have to change the departure arrangements for your child/ren – you **must** advise the school. Children's departure arrangements will not be altered unless we have been notified. This can be done by either sending us a note or by contacting the school by phone.

Communication

With Teachers

As our major commitment at this school is in the classroom with your children, it would be greatly appreciated if phone calls which require any of the teachers during our teaching time could be kept to a minimum. The most convenient times are prior to 8:30am, between 12:40pm and 1:30pm or after 3:05pm.

Our teachers are always happy to discuss your child's progress or any concerns you may have. If you wish to have a discussion, please make an appointment with one of us.

We would ask that, particularly in the morning, lengthy discussions are kept to a minimum as mornings are an important preparation time for all of us.

Newsletters

Our local school newsletter, *News from the Creek* is sent home every second week. This is our major form of regular written communication. Articles and news items are invited from parents and the wider community.

Facebook

Follow our Facebook page for news and updates: <https://www.facebook.com/MenaCreekSS/>.

Complaints Resolution

Effective partnerships between parents, students and our school are important to educational success.

One part of that partnership is trust and openness. We need to be able to talk to each other when we have concerns, so that those issues can be worked out. From time to time you may have concerns or complaints relating to our school, it is important you share these with us.

Perhaps we haven't explained something very well. We need to know so that we can put things right. Perhaps you don't agree with a decision. We need to talk the issues through. As a result you may have a better understanding of why we made that decision, or we may need to change our decision.

Your contribution can help us improve. We want to hear your concerns. We aim to provide a service that can be improved through your feedback. You can raise an issue with any member of our staff. Issues you think are serious should be raised with the Principal.

Our staff are encouraged to deal positively and sincerely with your concerns. They will listen. They will ask questions to make sure they understand. They may take notes to assist in following up your concern. They will help you to take your complaint to the right place.

Daily Routine - School Hours

Arrival and Departure

Daily Routine

8:45am	First bell – children assemble in class groups
8:55am	Session 1 begins
11:00am	Morning tea - children sit and eat their morning tea
11:15am	Play time
11:25am	Children assemble in class groups
11:30am	Session 2 begins
12:55pm	Lunch
1:15pm	Play time
1:40pm	Children assemble in class groups
1:45pm	Session 3 begins
3:00pm	School concludes

Health Issues

Medication

ALL MEDICATION MUST BE BROUGHT TO THE OFFICE. Parents must make a written request for medication to be administered at school. The original container, displaying the original pharmacy label detailing the name of the person authorised to take the medication, dosage, time to be taken and medical practitioner's name.

No over the counter medications (such as Panadol and cough mixture) can be administered without a prescription from a doctor. The exception for this rule is a reliever puffer, such as *ventolin*. A written request is still required for a student to have a puffer at school, but arrangements can be made between the teacher, parent and student to decide on the best place to store this medication.

If first aid becomes necessary, temporary treatment will be given. If necessary, the ambulance will be called and parents notified. Please ensure that the school has your current telephone and address details so that contact can be made in the case of an emergency.

Recommended Exclusion Periods

Most children at some time during their schooling experience contract at least one infectious illness. Recommended minimum periods of exclusion can be found by visiting www.health.qld.gov.au/publichealthact/contagious. Scan the QR Code to access an electronic copy of the Time Out poster.



Dental Service

All primary children are eligible for free dental treatment by the Queensland Health Child and Adolescent Dental Health Service. Should your child have a dental problem at any stage of the year contact the Child Dental Health Service on 07 4016 1411 to arrange for an appointment.

Head Lice

The incidence of head lice in schools is not uncommon. Where evidence of head lice or nits (eggs) is noticed appropriate treatment must begin immediately at home. If this doesn't occur, it inconveniences many families who are trying to co-operate. A letter will be sent out to all families once notification of an outbreak of head lice is reported. We would appreciate continued vigilance from parents and carers to ensure that your child's hair remains free of head lice. If lice are noticed, please contact the school. This early notification can prevent a large outbreak.

Homework Policy

Written Homework

Under the current school policy teachers are obliged to set homework. As a rule of thumb, these times would be generally considered as maximums for the various year levels.

Seniors: 30 minutes;
Juniors: 10 - 15 minutes;

One point we would stress to every family is:

Never allow the homework table to become a battleground.

A positive attitude to all work is essential. If there are major problems with completing the work set, simply send a note to school the next day explaining the hassles and we will sort it out.

Reading

The more children can be encouraged to read for pleasure themselves, the better.

If it is possible to set aside fifteen minutes before bed each night for this purpose, attitudes towards reading and literature generally will be greatly enhanced. Each child has a "Home Reader" Booklet to support this.

Library

Children are encouraged to borrow from the school library. Each child may borrow several books per week at their teacher's discretion.

Parents are asked to keep a check on their child's borrowing to ensure that our library books are returned on time. If a book is damaged or lost, families may be asked to contribute towards its replacement.

Lost Property

All lost property is kept in the staffroom. It appears nothing will ever prevent children from losing clothing, so at least **naming all articles of clothing** will make the task of recovering them that much easier.

LOTE (Japanese)



Japanese is delivered through Cairns School of Distance Education to all Year 5 & 6 students.

Parents and Citizens Association

Please consider becoming involved in our P&C Association in 2025. Contact the office for further information.

Parents in our Classrooms

By helping at school, you display to your child that you value education. Students love seeing their parents at school and taking part in school activities. Younger students certainly are very open with their appreciation and there is nothing quite like hearing a young student proudly acclaim to their peers, "My mum's coming in to help today!"

Although older students sometimes give you the impression that it is "uncool" to have your parents at school, they are secretly very proud of your involvement, particularly if you are invited in because of your knowledge or expertise in a particular area.

The following are some ways you can help at our school:

- attending P&C meetings and working bees
- accompanying excursions when needed
- assisting in fundraising
- assisting with sporting activities
- assisting with art and craft activities
- attending parent evenings
- making regular contact with your child's teacher and inquiring if they need help with anything
- sharing any expertise you may have



The benefits of parents helping at school include:

- improved children's learning
- parents being better informed
- closer rapport with teacher and support staff
- parents being well known to staff
- parents being well known to other parents
- your own children will be encouraged and aided by your involvement

Report Cards and Interviews

Report cards are sent home at the end of each semester i.e., late June and early December. In conjunction with these, all parents are invited to come along and discuss their child's progress. I would, however, stress that every parent has an open invitation to discuss any aspect of their child's progress at any time with us.

If you wish to accept this invitation, simply ring the school and book a time when you and your child's teacher can have an interview. We attempt to make this school as open to you as possible. Our aim is quality education for your children and this is best achieved if we can work together.

School Facilities

All facilities at our school are available to be utilised by members of our local community. This includes use of the school for meetings, adult education classes, sport of a weekend etc.

Tennis Courts

The courts are available to the community outside of school hours for a gold coin donation, payable at the fruit stall. Please note the conditions regarding acceptable footwear (white-soled shoes) on the courts, as well, no food and drink should be taken onto them.

Sport

Physical Education sessions

Physical education sessions are held at our school. The physical education teacher takes each class for a one hour session each week.

Interhouse

This school is divided into two houses, Paronella Wanderers and Billabong Sundowners; for the purpose of the annual interhouse carnival. New enrolments will be informed of their House prior to our sports day.

Interschool

Our school is a member of the Silkwood Mena Creek Primary School Sports Association. This is an active association that works towards the sporting betterment of all children in our area.

Swimming

Swimming instruction is held each year. The target group are non-swimmers from Year 4. Ten one-hour sessions of instruction are held at the Innisfail Pool.

Sun Protection Policy

We are an accredited *SunSmart School* and as such all children are required to wear a broad brimmed hat (10cm brim) and are encouraged to apply sunscreen every time they are not under cover. When enrolling your child you will receive a copy of our *SunSmart Policy*.



'No hat, no outside play'

SPF50+ sunscreen is also made available to all children.

Text Books

Text books required for 2025 will be available from the school free of charge. These text books will assist learning in the areas of spelling and mathematics.

Transport to and from School

Bus Run

Trans North operates the school bus service. Children eligible for inclusion on this service are those who live more than 3.2 kilometres from the school.

Those who are not eligible for the bus run may still be carried on the bus provided seating is available. The decision is at the bus driver's discretion. Phone Trans North on **(07) 3036 2070** for further information.

School Bus Collection Area

The school bus collection area is adjacent to the tennis court. Parents are requested to keep clear of this area during the designated times.

Please note the area immediately in front of the double gates is a "No Standing Zone".

Conveyance Allowance

Families who are not serviced by the school bus may claim a conveyance allowance from the Queensland Government to off-set the costs involved in transporting children daily to school. A conveyance allowance may be claimed by families who live more than 3.2 kilometres from school. Forms may be obtained from the Department of Transport & Main Roads.

Uniforms

This school and its community firmly believe that our students need to wear a uniform to:

- Instil pride and self esteem
- Promote the school in a positive, unified manner as students are our frontline representatives
- Develop a sense of unity and belonging

Therefore the full-time wearing of a uniform is an expectation at our school and is encouraged. This includes joggers and socks.

All items are available from the school:

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|-------------------------------|---------|
| • Children's Shirts size 4-14 | \$27.00 |
| • Adult size Shirts | \$30.00 |
| • Hats | \$10.00 |
| • Skorts and Shorts | \$12.00 |

Boys Summer Uniform

The Mena Creek T-shirt is a cotton/polyester blend with a sports collar and tab front. A pair of bottle green shorts match the T-shirt.

Girls Summer Uniform

The Mena Creek T-shirt is a cotton/polyester blend with a sports collar and tab front. A pair of bottle green shorts or a skort matches the T-shirt.

Hats

Bottle green wide-brimmed Sun Smart compliant hat (10 cm brim).

Shoes

Joggers and socks need to be worn daily.

Refer to the Student Dress Code Policy for further details.

School Parade

Whole school Parades that showcase students' work and recognise student achievements are held every second Friday morning at 8:50am.

Special Parades are held throughout the year to showcase students' work and to acknowledge significant events.