Welcome to Milton State School

PARENT INFORMATION BOOKLET

MILTON STATE SCHOOL
BAYSWATER STREET, MILTON 4064

PH. 3514 6333
Email: admin@miltonss.eq.edu.au
Website: www.miltonss.eq.edu.au
# TABLE OF CONTENTS

Welcome ........................................................................................................................................................................... 4
Milton SS Educat ive Purpose and Big Rocks .................................................................................................................. 5
Charter ............................................................................................................................................................................... 6
Directory ......................................................................................................................................................................... 7
Map .................................................................................................................................................................................. 8
Calendar ........................................................................................................................................................................... 9
Daily School Procedures .................................................................................................................................................... 9
Profile ...............................................................................................................................................................................10
General Information ..........................................................................................................................................................11
  • Absences .................................................................................................................................................................11
  • Accidents / Illnesses .................................................................................................................................................11
  • Appointments .........................................................................................................................................................11
  • Arrival at School ....................................................................................................................................................11
  • Assemblies .............................................................................................................................................................12
  • Behaviour – You Can Do It Program .....................................................................................................................12
  • Book Lists ............................................................................................................................................................12
  • Camps ...................................................................................................................................................................12
  • Chaplaincy Program .............................................................................................................................................13
  • Contact Details .....................................................................................................................................................13
  • E Learning Centre ................................................................................................................................................14
  • Excursions ...........................................................................................................................................................14
  • Going Home ........................................................................................................................................................14
  • Guidance Officer ...............................................................................................................................................14
  • Hats ......................................................................................................................................................................14
  • Head Lice .............................................................................................................................................................14
  • Healthy Food Choices .......................................................................................................................................15
  • Homework ...........................................................................................................................................................15
  • Infectious Diseases .............................................................................................................................................16
  • Instrumental Music .............................................................................................................................................16
  • Internet .................................................................................................................................................................16
  • Lost Property .......................................................................................................................................................16
  • Managing Issues .................................................................................................................................................16
  • Medication ..........................................................................................................................................................17
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mobile Phones / Electronic Equipment</td>
<td>17</td>
</tr>
<tr>
<td>Money Collection</td>
<td>17</td>
</tr>
<tr>
<td>MOSHC – Milton Outside School Hours Care</td>
<td>17</td>
</tr>
<tr>
<td>Newsletters</td>
<td>18</td>
</tr>
<tr>
<td>Open Door Policy</td>
<td>18</td>
</tr>
<tr>
<td>Parents &amp; Citizens Association (P &amp; C)</td>
<td>18</td>
</tr>
<tr>
<td>Parking</td>
<td>18</td>
</tr>
<tr>
<td>Photographs</td>
<td>19</td>
</tr>
<tr>
<td>Reporting to Parents / Student Led Conference</td>
<td>19</td>
</tr>
<tr>
<td>Safety</td>
<td>19</td>
</tr>
<tr>
<td>School Student Banking</td>
<td>19</td>
</tr>
<tr>
<td>School Health Services Dental Clinic</td>
<td>20</td>
</tr>
<tr>
<td>School Leaders</td>
<td>20</td>
</tr>
<tr>
<td>Specialist Teachers</td>
<td>20</td>
</tr>
<tr>
<td>Sports</td>
<td>20</td>
</tr>
<tr>
<td>Student Council Fundraising</td>
<td>21</td>
</tr>
<tr>
<td>Swimming</td>
<td>21</td>
</tr>
<tr>
<td>Swimming Club</td>
<td>22</td>
</tr>
<tr>
<td>Swimming Lessons</td>
<td>22</td>
</tr>
<tr>
<td>Tennis</td>
<td>22</td>
</tr>
<tr>
<td>Transfers</td>
<td>22</td>
</tr>
<tr>
<td>Tuckshop</td>
<td>23</td>
</tr>
<tr>
<td>Uniforms (Student Dress Code)</td>
<td>23</td>
</tr>
<tr>
<td>Voluntary Parent Helpers</td>
<td>24</td>
</tr>
<tr>
<td>Voluntary Contribution (P &amp; C and School)</td>
<td>24</td>
</tr>
<tr>
<td>Wet Day Routine</td>
<td>24</td>
</tr>
<tr>
<td>Appendix 1</td>
<td>25</td>
</tr>
<tr>
<td>Appendix 2</td>
<td>29</td>
</tr>
<tr>
<td>Appendix 3</td>
<td>32</td>
</tr>
<tr>
<td>Appendix 4</td>
<td>38</td>
</tr>
</tbody>
</table>
Welcome

Dear Parents / Caregivers

Welcome to Milton State School! All in our school is justifiably proud of what we have to offer as the hub of our Milton community, in terms of what we truly believe to be our educative purpose: ‘Creating a Tradition of Excellence’.

Developed from our Educative Purpose are what we like to describe as our ‘Big Rocks’, which you will find outlined on the next few pages. These are what we believe form the basis of all we are attempting to achieve in terms of academic, social, cultural, physical and emotional growth of those who are at the forefront of our decision making within the school.... your children.

Our School Charter outlines how we as a school community agree to treat each other. We have developed this through our social outcomes program entitled ‘You Can Do It’ which focuses on the 5 Keys to Success – Getting Along, Organisation, Persistence, Confidence and Emotional Resilience.

We are constantly striving to embrace new and innovative practices within our curriculum, teaching and learning. We have a strong focus on basic literacy and numeracy skills. Our academic programs are of a very high quality and our enthusiastic and experienced staff are committed to the development of the potential in every child. We offer a wide range of co curricular and sporting programs and our Arts Program is extremely diverse, with opportunities offered in music, drama, dance, media and the visual arts, with our Artist in Residence. Our Working Scientifically Program is designed to offer students the opportunity to undertake “hands on” science activities with science specialist teachers. All students participate in this for three half days per term. This is in addition to the class teachers’ science program. Italian is the second language taught at Milton from Prep – Year 7.

With an increasing focus on Information Communication Technologies (ICTs), we are at the cutting edge with the use of smartboard technology in all classrooms, and each class having access to the use of a digital camera and state of the art computer lab, makes our ICT program very well resourced and constantly being expanded.

You will see that we are working hard to develop a holistic approach to schooling at Milton and one of our most important tasks coupled with the education of your child, is the building of effective partnerships with you as a parent. We value your involvement and encourage you to take part in the many opportunities which are available within the school to strengthen your child’s appreciation of education as a life long journey.

Communication between home and school is vital and we look forward to sharing your child’s learning journey with you.

Thank you for choosing Milton for your child.

Kind regards

Paul Zernike
Principal
Our Educative Purpose and Big Rocks

“The sum of human knowledge and the complexity of human problems are perpetually increasing, therefore every generation must overhaul its educational methods if time is to be found for what is new”.

*Bertrand Russell*

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**Educative Purpose:**
At Milton State School we seek to prepare students for a future characterized by complexity and change. We aim for our students to be working in the ‘Learning Zone’; constantly challenged and inspired.

Our “Big Rocks” are those things that are important to us as a school community and will enable us to achieve our educative purpose. They describe the strategic focus that the school will take in an ongoing capacity to achieve the best possible outcomes for all students.

- **Child-Centred through Diversity and Differentiation**
  Our school community always begins every action with the thought “how does this impact on our children and their learning.” We recognise that our students come to school with unique talents, experiences and backgrounds and as such we provide opportunities to enhance their preferred modes of learning.

- **Innovative Teaching and Learning for the 21st Century in a Professional Learning Community**
  We grow young minds in challenging ways, encouraging risk taking and accepting mistakes as opportunities for learning. We challenge and support each other as we continually enrich our repertoires of practice.

- **Developing our Community through Active Citizenship**
  Milton continues to be the hub of the community, encouraging parents and community members to be strong partners in the life of our school. We recognise the importance of skilling our children so that they contribute effectively to global society.

- **An Emotionally, Socially, Physically – Healthy Environment**
  We are empowered to take risks, respond positively to challenges and value the contributions of all.
Charter

This charter describes the ways that members of our school community agree to treat one another. As a result of this agreement we will consciously:

- Maintain an environment of trust, honesty and openness in our actions and communications
- Inspire high levels of respect in the treatment of others
- Listen to others, understand their points of view, be tolerant of their differences, and promote professionalism
- Together, work as a team, reflecting the Five Keys to Success: Getting Along, Organisation, Persistence, Emotional Resilience and Confidence
- Openly encourage fun and friendliness to promote well being through positive affirmations and fair treatment
- Know that to maintain quality and excellence is our ultimate goal!
Directory

Administration Team:

Principal       Mr. Paul Zernike – Email: pzern1@eq.edu.au
Deputy Principal Mrs. Kylie Dunne – Email: kdunn34@eq.edu.au
Business Services Manager Mrs. Lea Hutton – Email: lhutt4@eq.edu.au
Administrative Officer Mrs. Kym Brennan – Email: kbren9@eq.edu.au
Administrative Officer Miss. Elizabeth Maule – Email: emaul5@eq.edu.au

School Details

Address 36 Bayswater Street
         Milton Qld. 4064
Phone Number 3514 6333
Fax Number 3514 6300
Student Absence Line 3514 6333 – Select option 1
Email admin@miltonss.eq.edu.au
Website www.miltonss.eq.edu.au
MOSHC 3369 3917
(Outside School Hours Care)

School Hours

Office Hours 8.00am – 4.00pm
School Hours 8.45am – 3.00pm
MOSHC 7.00am – 8.45am
          and
         3.00pm – 6.00pm
(Outside School Hours Care)

Messages may be left with office staff who will convey details at a suitable time. Requests to speak to teachers will only be granted outside teaching sessions or for emergencies.
8.30am – arrive at school
First Bell
8.45am – go to class

First Session
9.00am – 11.00am
Morning Tea Break
11.00am – 11.10am Children eat in their classrooms under the supervision of a teacher.

Play
11.10am – 11.30am - 20 minute play

Middle Session
11.30am – 1.00pm
Lunch Break
1.00pm – 1.10pm Children eat in their classrooms under the supervision of a teacher.

Play
1.10pm – 1.50pm – 40 minute play

Last Session
1.50pm – 3.00pm
After School
3.15pm – Any students unsupervised must report to office

Before school and during lunch breaks, children are only allowed on verandahs or in classrooms when supervised by their teacher.
Profile

Milton State School, situated in the leafy inner Western Suburbs of Brisbane, is a medium sized primary school, Prep to Year 7, with approximately 600 students. Our administration team includes a Principal and Deputy Principal, Business Services Manager and Administrative Officers.

The school is committed to the learning development of the whole person in every child preparing your child to be a well-balanced citizen with an inquiring mind and a healthy body. Our school curriculum focuses on the eight Key Learning Areas of Mathematics, English, Science, Technology, Study of Society and The Environment, Health and Physical Education, LOTE (Italian) and The Arts. Our teaching and learning model links to ‘real’ world learning opportunities.

Extra curricular activities include Instrumental Music, Arts Club, Visual Art Club, Choirs – Jnr and Senior, Debating, Interschool Sport, Chess and Swimming. Participation provides students with experience in a range of activities and helps to build a positive self esteem.

Support and extension programs are offered for those with disabilities and special needs. An Enrichment Teacher services the school. Wherever possible, students with special needs are fully integrated into the regular class setting.

The GEMS program (Gifted & Talented) helps to extend students as well as the High Achievers Program held in conjunction with the City Cluster of Schools.

The increasing cultural diversity of students brings added richness and responsibilities to the operation of the school. Students with English as their second language are supported by our ESL teacher.

Other specialist teaching staff include: Teacher Librarian, Physical Education Teacher, Special Education Program Coordinator, Working Scientifically Teachers, The Arts Teachers (Visual Arts, Dance, Drama, Music and Media) and LOTE Teacher. Visiting personnel include – Instrumental Music Teachers, Guidance Officer, Advisory Visiting Teachers for students with special needs and Chaplain.

Teacher Aides support our teachers and students in the classrooms. We also have Teacher Aides working in other areas:– Library and early intervention with Literacy & Numeracy in Years 1 and 2 and special needs students. A groundsperson maintains our grounds and facilities along with our tireless cleaners.

The school operates on an organisational structure which involves students, teachers and parents working together to achieve the educational objectives as outlined in our School Strategic Plan.

The school features classrooms of single or double teaching space design with wet areas, E Learning centre with media “green” room, a Prep unit, tuckshop, computer room, music, science and art areas, literacy centre, cooking room and outside school hours care.

Our outdoor facilities include a Multi Purpose Area with lighting and sound, a covered, heated saltwater pool, two tennis courts, junior playground, fitness circuit and access to Gregory Park.

The ‘Big Rocks’ and ‘Charter’ describe the strategic focus that the school will take in an ongoing capacity to achieve the best possible outcomes for all students.
ABSENCES

If your child is going to be absent, please ring the school line – **3514 6333 and select option 1** – before 8.45am. Please send a note / email to the class teacher explaining the reason for a student’s absence, late arrival or early departure.

**Late arrival** – Children must be signed in at Administration when arriving late and collect late pass.

**Early departure** – any student departing prior to the afternoon bell must be signed out by a parent or their approved emergency contact by reporting to Administration. Here you will be issued with a slip. This confirms to the teacher the parent has been to the office and prevents any misunderstanding and ensures your child’s safety.

**Holidays** – If you are taking your child on a vacation for greater than ten school days outside of the allocated school holiday periods, you must seek permission from the Principal. Please complete the School Exemption form - **Appendix 1**.

ACCIDENTS, ILLNESSES etc

In the case of an accident or sudden illness, every effort is made to contact parents. The school reserves the right to seek immediate medical aid for a child if this is considered necessary. This will most likely take the form of an ambulance being summoned.

If your child is showing any symptoms of being unwell we would appreciate you keeping them home. This helps to reduce outbreaks of diseases across the school. A schedule of how to treat the exclusion period for a range of diseases is found in **Appendix 2**.

APPOINTMENTS

Parents seeking interviews with the Principal, Deputy Principal or teaching staff may either phone the Administrative Officer and leave a message for them to call you or email them directly to arrange a time. **Please note staff have an ongoing commitment each Wednesday afternoon** and therefore cannot commit to any parental appointments on this day. Teaching staff should only be approached by parents during teaching sessions if the matter is urgent.

ARRIVAL AT SCHOOL

Playground supervision is provided before or after school on an organised basis from 8.15am. If your child is to be at school before this, please make use of our Milton Outside School Hours Care (MOSHC) service which operates from 7.00am – 8.45am and 3.00pm – 6.00pm. The MOSHC phone number is 3369 3917.
ASSEMBLIES

Whole school parades are held each Friday at 9.00am. At these gatherings we endeavour to create a close friendly atmosphere among students, teachers and parents to celebrate our successes.

Class items are a feature of these assemblies and parents are very welcome to attend.

There is an Arts Parade on the last Wednesday of each term at 9.00am where our students showcase the different arts they have participated in over the term.

BEHAVIOUR – You Can Do it Program

At Milton we have three simple rules – Be Responsible, Respectful and Safe.

To enhance our students’ values, social and behaviour skills, our community implemented the ‘You Can Do It’ program which focuses on the five keys to success: Getting Along, Organisation, Confidence, Persistence and Emotional Resilience. This program runs from Prep to Year 7 and is integrated into all curriculum areas. ‘You Can Do It’ supports the development of every child’s unique potential.

As students enter Year 5 – 7 they undertake specialised social skills programs developed for boys (Revvd Up) and girls (M Power).

A brochure outlining our schools Responsible Student Behaviour Management Plan is issued to all new families on enrolment (in the enrolment package). A full copy of the school’s policy is available on the website.

This Behaviour Management Plan outlines our expectations of all students and establishes good practices and responsibility for their actions and resulting consequences.

BOOK LISTS

Current lists are available from the office. Book lists are distributed during the last term in preparation for the following year. Year 1 – 7 have a booklist whilst Prep have the option of a contribution levy or purchasing a comprehensive resource and consumable materials list.

CAMPS

We have a comprehensive camping program within the school which includes Year 2 – 7 students. Each year students participate in a different camping experience based on their age and the curriculum focus for the term in which the camp is to be held. The length of time spent away on camp is dependent on the age of the students: for example Year 2 students may sleep over for one night but Year 7 students may go away for up to four nights.

The school also has a camping policy. See Appendix 3.
CHAPLAINCY PROGRAM

The Milton State School Chaplaincy Service operates Thursdays and Fridays. It seeks to provide an engaging and transformational pastoral care program that is available to the entire school community.

Our Chaplain role models positive behaviour and builds mentoring relationships with students by being involved in many of our school events, classroom activities and year level excursions, as well as being available to play games, sports, dance and sing during lunchtime breaks.

The Chaplaincy Service also proactively seeks to build emotional resilience, leadership potential and life skills in students through delivering the Fun Friends, Friends For Life, Unlimited and Seasons 4 Growth programs. Our Chaplain is a trained facilitator in all of these programs through Pathways Health & Research Centre, YFC Ipswich, and Good Grief Ltd.

Our Chaplain is also available to provide confidential one-on-one pastoral care to students who are struggling with life issues. One-on-one pastoral care is often initiated by parental and teacher referrals and requires written parental consent.

For more information on the Milton State School Chaplaincy Service please contact our school chaplain Hayden Bridgeman via the school office or email haydenb@chappy.org.au

CONTACT DETAILS

All contact details must be provided upon enrolment. It is most important that we can contact you quickly in case of an accident or sudden illness. Consequently, we require the telephone numbers of a neighbour, friend or relative who could be contacted if you are not contactable.

Please advise immediately of any changes in address, telephone numbers, email address or any other relevant information, eg. custody arrangements. It is essential that these changes are recorded in case of an emergency or illness of a child.

E LEARNING CENTRE

The E Learning Centre is a state of the art facility which boasts a media green room, computer enclave, meeting room and a library collection.

Our school library is available to students and parents for borrowing purposes before school (from 8.30am) and at lunch time each day (1.25pm – 1.50pm).

Each class visits the e learning centre once a week and students need a library bag to carry their library book to and from school. The bag should be approximately 30cm x 35cm. The child’s name needs to be displayed prominently on the bag. Library bags are available from the Uniform Shop.
EXCURSIONS

Excursions are an integral part of school life geared towards enhancing the learning experience. Parents will be given early notification, by written communication, of all excursions. Permission slips must be returned to school for children to attend any off campus activity. Any permission slips not returned may result in your child missing out on the excursion.

It is our policy that all excursions outside the Brisbane area will have buses fitted with seatbelts.

GOING HOME

The school day finishes at 3.00pm. All children must depart from the school grounds by 3.15pm unless under the supervision of a teacher or attending the Milton Outside School Hours Care program. If not collected by 3.15pm, students must report to the office.

Students must cross at the patrolled Zebra Crossings. Crossing Supervisors are on duty from 8.15am – 9.00am each morning and 2.50pm – 3.20pm each afternoon.

GUIDANCE OFFICER

A Guidance Officer visits our school 1 – 2 days a week throughout the year to support students who are experiencing educational, emotional or behavioural difficulties. Arrangements are made in consultation with parents and only with parental approval initially through the classroom teacher. The teacher will then take the appropriate information to the Student Support Team for advice of the best way forward for the student.

HATS

Our school has a policy of ‘No Hat, No Play’. We encourage the use of hats and reassure you that constant reference to the dangers of over exposure to the sun will be made, especially during summer months. All children are expected to wear a hat, with a 6cm brim or the legionnaire style. The school hat, available at the Uniform Shop, is the preferred choice and is very reasonably priced. Please mark hats (and other clothing) with your child’s name. In our climate it is also advisable to apply sunscreen each day before school.

HEAD LICE

Unfortunately outbreaks of head lice do occur from time to time. Part of our health program includes education about, and a general awareness of head lice. You will be advised if outbreaks occur. The school and Health Department policy requires that infected children should stay away from school until treated. Guidelines for treatment are available upon request from Administration or on the website under Forms and Documents, Parent Information folder.
HEALTHY FOOD CHOICES

Our school has a Healthy Choices Policy where students are encouraged to bring along healthy food each day. Our tuckshop labels their food as green, amber or red as part of this program.

- Green Food – every day
- Amber Food – eg. one day per week
- Red Food – eg. pizza days only twice a term.

Choosing something from each of the following groups ensures that your child has a balanced diet and is able to focus on learning and being active at school.

- Breads and cereals – including bread, bread rolls, pieces of French stick, pita breads, rice and pasta
- A protein rich food – choose from lean meats, chicken, fish, eggs, baked beans, milk, cheese or yoghurt
- Fruit and Vegetables – including fresh fruit and vegetables, dried fruit or fruit juice.

Please ensure packaging is easily opened by students and use recyclable packaging where possible.

There are a number of children in the school who suffer from anaphylaxis (severe allergic reaction to certain foods mainly nuts and eggs). Please consider these children when packing your child’s lunches. See Appendix 4

HOMEWORK

New homework guidelines for Queensland State Schools help children establish a balanced lifestyle that allows time for activities with family and friends. At Milton State School we have taken the idea of homework and put it in terms of a practical application, encouraging parents to engage children in the development of ‘life skills’; including physical activity, shopping, housework, stress management, being read to, cultural pursuits, playing games, teaching parents and a number of other activities as part of fortnightly homework. Further information about this homework program can be found at this web address www.boysforward.com.

Guidelines for different age groups are”:

- In the Prep year, generally students will not be set homework.
- Years 1 – 3 could be up to – but generally not more than an hour each week.
- Years 4 and 5 could be up to – but generally not more than 2 – 3 hours each week.
- Years 6 and 7 could be up to – but generally not more than 3 – 4 hours each week.

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

For the older students, parents can help them balance the amount of time completing homework, watching television and playing sport.
INFECTIOUS DISEASES

Queensland Health provides the school with suggested exclusion times for infectious diseases. Parents should notify the school if their child contracts a disease. The school in turn will then forward a parent email out advising a case of such disease has been notified to the school and a paper copy of same to year level affected. See Appendix 2 for further information.

INSTRUMENTAL MUSIC

Milton State School has an exciting program of Instrumental Music. Lessons (during school time) in Strings begins in Year 3 for successful applicants. Brass, Woodwind and Percussion begin in Year 5.

The school ensemble groups comprise: Beginner Strings, Strings Ensemble, Junior Band, Senior Band and Wildcatz. These groups perform regularly throughout the year and practice outside school hours. Further information is available from the music teachers.

INTERNET

Policy Statement

Education Queensland will provide public online information services such as the Internet, to enhance teaching and learning and to support its staff in carrying out their duties.

See Enrolment Package for Internet Access Agreement Form

LOST PROPERTY

Lost property is stored in a caged bin just inside the gate from the Fig Tree Courtyard. Please label all items of clothing, especially jackets and hats, lunch boxes, water bottles, socks, swimwear, towels and goggles.

Lost property is cleared at the end of each term and all named articles are returned to the children however any unclaimed and unmarked items of clothing are sent to a charity.

MANAGING ISSUES

Effective partnerships between parents, students and our school are important to our students’ 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 any issues can be resolved.

From time to time, you may have concerns or complaints relating to school issues. It is important that you share these with us. Perhaps we haven’t explained something very well. Perhaps you don’t agree with a decision. We need to know so that we can put things right. As a result, you could gain a better
understanding of why we made the decision or we may need to reconsider our decision. Your contribution can help us improve.

Contact the school to make an appointment with the relevant person – your class teacher is your first port of call. Issues you consider to be more serious can be raised with the Principal or Deputy Principal.

MEDICATION

All medication, with a letter of authorisation and request, is handed in to the school office. A register is kept of dosage and time administered. All medicines are kept in a secure place.

Only prescribed medication is able to be administered. Panadol and headache tablets are unable to be administered without a label on container or letter from doctor.

A student may be responsible for his / her inhaler for asthma with written permission from a parent / guardian and approval of the Principal. It is a danger for students to keep other medications in bags.

MOBILE PHONES / ELECTRONIC EQUIPMENT

Students are asked to leave mobile phones and electronic equipment at home unless a mobile phone is needed for safety reasons: eg. contacting parents after school. No responsibility is taken by the school for the loss or theft of phones / electronic equipment. A secure option for mobile phones is that they be stored at the office during the day and collected at 3.00pm. All phones need to be switched off during school hours. A permission letter for use of the phone must be addressed to the Principal and a copy will be held in the office. Where misuse of the mobile phone or electronic equipment by the student occurs it may be determined by the Principal that the device is not to be brought to school for a defined period.

MONEY COLLECTION

Your child will, at various times during the year, be asked to bring money to school for excursions etc. Credit card facilities are available as well as direct deposit.

Please ensure that money is sent in an envelope, labelled with child’s name, class, details of excursion and amount enclosed. This should be placed in the black box outside the Administration office. Receipts will be sent home with children.

Children need to take money to this Pay Point as soon as they arrive at school.

MOSHC – Milton Outside School Hours Care

Before (7.00am – 8.30am) and after (3.00pm – 6.00pm) school care is available at the school on week days. The centre also offers day care (7.00am – 6.00pm) during school vacations and on Student Free Days.

For further information please phone MOSHC on 3369 3917 or email admin@moshc.net
NEWSLETTERS

Our school newsletter is published every Monday and sent out via email. Limited amount of paper copies are available from the office. Please take the time to read this, as vital information is contained in the newsletter. The newsletter also contains important dates for the term. To receive the newsletter it is necessary to provide the school with your current email address.

OPEN DOOR POLICY

We believe in an ‘open door policy’ where school families are welcome into classrooms and at all school events. Milton community members are encouraged to seek advice and information from the appropriate school staff as required.

If your child is coming home upset or concerned, please contact your class teacher first. No matter how well intentioned, parents are asked to refrain from attempting to solve classroom or playground disputes by becoming involved in dealing with other children. All children have the right to feel safe in our school and confrontation by adults, either physical or verbal, does little to solve any problems.

PARENTS & CITIZENS ASSOCIATION (P & C)

Our school is most fortunate in having a very active and supportive P & C Association. We are justly proud of the work which has been done by so many interested people.

We urge you to support the P & C by attending functions and meetings throughout the year. Other ways to support the P & C include volunteering for Tuckshop, Uniform Shop, Swim Club, Tennis Committee, Social Committee, Fair Committee, and Milton Outside School Hours Care.

Our major fundraising activity for each year is our Milton Fair ‘On the Green’ which is held in October. Other important events include: Mother’s Day Fashion Parade, Milton Trivia Night, Welcome & Farewell BBQ Evenings and Retro Rock (held the evening of our school fair).

Meetings are held on the second Tuesday of every month at 7.30pm.

PARKING

Parents are asked to use the 2 minute drop and go zone responsibly as it can become very congested, especially in the afternoons.

REMEMBER TO ‘STOP, DROP AND GO’. Please ensure that the two minute limit is observed and do not leave your vehicle while in this area. This is for the safety of our children, your child.

Please take particular care to observe the traffic regulation signs and the school crossings. Be aware that Milton SS is in the Suncorp Stadium traffic area and as such is subject to event day traffic parking regulations. Police regularly patrol and enforce the parking restrictions around the school.
PHOTOGRAPHS

Each year we engage the services of a photographer to photograph class and specialised groups. These photographs are sent home on a pre-purchase basis.

From time to time photographs will be taken of children at special events of the school and also in class time for use in the newsletter, local papers and other publicity shoots.

REPORTING TO PARENTS/ STUDENT LED CONFERENCE

Early in Term One teachers host an evening group meeting with parents to share learning and class goals for the year.

Written reports are sent home to families at the end of Semester One and Two. During Semester One and Two, parents are invited to a personal meeting with their child’s teacher / teachers.

Year 3, 5 and 7 NAPLAN Tests for all students, which are marked externally, also provide reports on student progress. These tests are held in May and results are provided in September.

SAFETY

Please note the following points of the school policy as they are essential to the safety of children:-

- Children should come directly to school and return directly home
- All children must stay in the school grounds once they have entered the grounds in the morning
- If you want your child to leave early please send a note to that effect to the teacher. Parents must come via administration and collect a slip before collecting their child.

The school has a Counter Disaster Plan (Fire Drill and Lockdown) in place which staff and students practise on a regular basis. These procedures are displayed by the door of every room.

SCHOOL STUDENT BANKING

All State schools bank with the Commonwealth Bank (CBA). If you would like your child/ren to open a “Dollarmite” account and participate in school banking on Mondays, please see our Business Services Manager, and she will help you with application forms. Once you receive your yellow banking ‘wallet’ from the CBA, your child/ren are ready to start banking.

The process is very simple: complete the deposit book and enclose your money. Your child/ren gives this to their teacher on Monday morning for collection by a parent volunteer, who enters the transactions online. The money is then taken to the bank. Your child/ren’s ‘wallet’ is then returned to your child.
SCHOOL HEALTH SERVICES – DENTAL CLINIC

A Dental Van visits the school on occasions or alternatively is based at Indooroopilly State School. The dental staff organise appointments for dental treatment and general dental health checks of the students.

SCHOOL LEADERS

A wide range of leadership opportunities are available to our senior students.

**Student Council** – students from Years 4 – 7 classes are selected to represent their class at the student council. This council makes suggestions on behalf of the students to the wider school community.

**School Captains** – the school appoints two boy and two girl School Captains. Children in Year 7 are asked to nominate for these positions and prepare a written speech. These children address their Year 3 – 7 peers with an election speech. A secret ballot, open to all staff and Years 3 – 7 students, is held to appoint the Captains and used to develop a shortlist. A school panel then interviews each of the applicants and all of this information is used to select the school captains.

**Sports Captains** – students in Year 7 also have the opportunity to nominate themselves for Sports House captains. A secret ballot is held for all students from Years 3 – 7 within their houses to elect these Sports Captains.

**Extra-Curricular Captains** – Arts, Chess, Strings, Band, Visual Arts, Italian, Debating, Playground Rangers and ICT are nominated by teachers who take those subject areas.

The school leaders are inducted at a special ceremony, pledging to fulfil the duties and responsibilities of this position of honour. This takes place in mid February. All students in these positions are presented with a badge.

SPECIALIST TEACHERS

Students benefit from the services offered by a large team of specialist teachers including:

**THE ARTS TEAM** – Visual arts, media, dance, drama and music teachers provide a vibrant Arts Program.

**HEALTH & PHYSICAL EDUCATION TEACHER (HPE)** The physical education program develops in students an enthusiasm for physical activity and a commitment to pursuing a healthy lifestyle. One of the aims of the program is to allow children to explore wide realms of physical experience including swimming, athletics, camping and adventure activities, ball skills, team sports, dance and fitness activities.

**TEACHER LIBRARIAN** The Teacher Librarian and Library Teacher Aide manage the Library and encourage students, teachers and parents to make effective use of our library resources. The Teacher Librarian works co-operatively with teachers across the curriculum to develop children as competent and motivated life-long learners with a focus on the use of digital technologies.

**WORKING SCIENTIFICALLY** This program provides students across the school with the opportunity to experience ‘hands on’ scientific learning with three science teachers. Each term, all year levels are given
two half days with the science teachers to undertake science activities which relate to the curriculum. This is an enhancement on the mandatory science curriculum which is taught by the classroom teachers each week.

**ENRICHMENT TEACHER** provides appropriate educational programs and resources for students who experience difficulties with learning and those who require extension.

**SPECIAL EDUCATION PROGRAM CO-ORDINATOR** provides support for students with special needs and works collaboratively with parents / carers and school staff to ensure that learning outcomes are inclusive and meet the educational needs of these students.

**ENGLISH AS A SECOND LANGUAGE TEACHER (ESL)** assesses the needs and supports the teachers and parents of the recently arrived and Australian born children whose first language is not English.

**LANGUAGE OTHER THAN ENGLISH TEACHER (LOTE)** At Milton State School Italian is taught to all students from Prep to Year 7. The emphasis is on oral communication but the course also includes writing and Italian culture.

**SPORTS**

Students participate in a number of different sports. As part of the Health and Physical education Program, a variety of skills are taught as children move through the year levels.

Intraschool (including sports day, cross country and swimming carnivals) and interschool sporting arrangements will be communicated early in the year. Parents and families are welcome to participate as helpers or an enthusiastic audience. Some of these activities involve a charge for transport or facility hire.

House teams are organised for sports and general competitions. Your child is placed in one of these three houses on enrolment. Siblings will be placed in the same house.

- ANDERSON – Red
- LAVER – Blue
- TURNBULL – Yellow

Our school houses were named after the famous tennis players - Mal Anderson, Rod Laver and Wendy Turnbull.

**STUDENT COUNCIL FUNDRAISING**

Our school encourages the Student Council members to nominate, engage and organise fundraising events regularly throughout the year. This gives student councillors the opportunity to learn lifelong skills through the organisation and management of an event.
SWIMMING

Swimming lessons are held during the first and fourth terms of each year. Classes are timetabled for lessons which are conducted by our Physical Education Teacher and University of Queensland tutors, in our heated school pool.

Swimming is part of the school curriculum. Children must have valid medical reasons if not participating and this must be supported by a note. Please ensure that swimmers, sun shirt, towels, goggles and swimming caps are named. All children must wear a cap, sun shirt and apply sunscreen before their lesson. It is very helpful if your child’s name is on the outside of the bathing cap in large black printing for easy identification while in the pool. Please send all of the above in a waterproof bag. Swim bags in your child’s house colours are available from the Uniform shop.

SWIMMING CLUB

Milton Swimming Club is a community based club run by the P & C at the school pool on Friday nights in Terms 1 & 4. Ages 2 – 17 are welcome to enrol. (Please see the separate information brochure in enrolment package.)

SWIMMING LESSONS

The University of Queensland conducts Learn to Swim programs catering for children from pre-school age, after school, on Saturday mornings and during the Christmas vacation.

A squad program exists for the more confident swimmer and training sessions take place before and after school. Please contact UQ Sport for more information. jaem@uqsport.com.

TENNIS

Tennis lessons are available for students by qualified tennis coaches before and after school. Contact Everton Tennis for more information.

The courts can also be hired during the day or the evening. Further details for court hire please call 0437 953 980.

TRANSFERS

When children are transferring from the school, please call into the office and fill in the ‘Student Leaving Form’. This in turn then allows us to do up necessary documentation and the transfer form for the next school.

Library books, home readers and other school equipment must be returned and any outstanding invoices paid at time of transfer.
TUCKSHOP

Our tuckshop is open Wednesday – Friday for morning tea and lunch.

Ordering System – For morning tea and lunch orders are written on separate paper bags. It is a health requirement to have drinks in separate bags to maintain the correct temperature of food. On the outside of the bags, please list child’s name, class, morning tea or lunch and the items required. Place the correct money (if possible) in the bag and mark on the outside, the amount it contains.

Online Ordering is coming. Stay tuned.

Tuckshop is open at 8.15am. Monitors from each class collect the orders from the tuckshop for distribution. Other items may be purchased directly from the tuckshop after dismissal at both breaks.

Parents are always welcome to assist as tuckshop volunteers.

UNIFORMS (Student Dress Code)

Students proudly wear their Milton School uniform and school hat each day. We aim to ensure our uniform contributes to a safe and supportive teaching and learning environment through:

• ready identification of students and non students at school
• fostering a sense of belonging
• developing mutual respect among students by minimising visible evidence of economic or social differences
• reflecting local community standards
• consistence with occupational health and safety and anti-discrimination legislation

(See the School Dress Code on our website).

Girls – yellow polo shirt, blue skort or blue and white striped school dress. Closed-in shoes, white socks, blue broad-brimmed hat. Blue or yellow hair ribbons.

Boys – yellow polo shirt, blue shorts. Closed-in shoes, white socks, blue broad-brimmed hat.

When representing the school, in sport, music or special occasions, the white school shirt is worn with blue shorts or skort. Children representing Milton at Chess tournaments wear the Chess shirt. All available at the Uniform Shop.

Students are not permitted to wear necklaces, bracelets or other similar jewellery unless for medical or religious reasons. Hair styles need to be neat and appropriate for a school environment. This includes the style and colour. The Principal has final decision on what constitutes an appropriate style and colour.

The P & C supports Milton State School in being a uniform school. The purchase of uniforms are available at the uniform shop on Tuesdays and Thursdays from 8.30am – 9.30am.
VOLUNTARY PARENT HELPERS

We welcome voluntary helpers into our school and they can participate in many different ways. From time to time teachers invite parents to assist with activities in the classroom. Such activities may include listening to children read, helping with maths or literacy groups, accompanying a group on a trip, being class coordinator and other such valuable tasks.

The only qualifications necessary are willingness to help, and an interest in your child’s education. Courses are offered to assist parents volunteering in classrooms. All voluntary helpers must sign in at the classroom they are working in.

VOLUNTARY CONTRIBUTION (P & C AND SCHOOL)

Each year, as part of our budget process, we identify priority areas and fund these through a Voluntary Parent Contribution Scheme. When choosing these priority areas we look to purchase resources that students can use in classrooms along with human resources. These funds allow us to provide additional programs and opportunities above the funds already provided through the general grant from Education Queensland. The voluntary contribution that you will make via this scheme will be a great investment in your child’s education.

WET DAY ROUTINE

During the breaks on extremely wet days, teachers will supervise students in classrooms. Groups of children are dismissed to visit toilets in turn. Days are not shortened.

On summer afternoons with severe storms, the children may need to be kept in the classroom. Parents providing transport home, will need to collect children from the classrooms on these days.