WELCOME

Welcome to Mount Larcom State School and Secondary Department. You are invited to become part of our school community by getting to know your child’s teacher or teachers, members of the admin team and joining in some of the many facets of school life. This prospectus is made available to provide information concerning the facilities, procedures and activities relating to this school. It will be of particular interest to families enrolling children for the first time. However, parents of currently enrolled students are invited to read the booklet and keep up-to-date with school requirements.

The Mount Larcom State School and Secondary Department, is a P-10 campus with an enrolment of approximately 30 Secondary and 30 Primary students. Our school offers a curriculum that ensures that students who attend this school achieve outcomes that will allow them to make clear paths to senior schooling, TAFE or the workforce. The curriculum offered aligns with the Australian Curriculum (ACARA) and C2C. These provide an integrated approach to manage teaching and learning, assessment and reporting.

We provide high quality education that assists students to love learning, develop judgement and a sense of responsibility by understanding the past and preparing to embrace the future. The core business of the school is to prepare students to be active and reflective Australian citizens and to meet the needs of different students in their pursuit of high levels of educational attainment.

Our programs have been developed and are implemented based upon the understanding that parents and staff are working together with students as the main focus. If at any time you feel that this partnership is not working, I would encourage you to contact the school to discuss the situation.

I look forward to working with you.

Pauline Porch
Principal

ADDRESS
Mount Larcom State School & Secondary Department
Raglan Street
MOUNT LARCOM    QLD    4695

PHONE, E-MAIL & WEBSITE
Phone:           (07) 4970 2333
Student Absences:  (07) 4970 2366
E-Mail:          principal@mtlarcomss.eq.edu.au
Web site:        http://mtlarcomss.eq.edu.au
Newsletter:      admin@mtlarcomss.eq.edu.au

OFFICE HOURS:
Office hours:     8:30 am to 3:30 pm

The information contained in this prospectus is accurate at the time of printing but the school may need to change details as circumstances change. Please always check the publication date at the foot of the page.
ABSENCES & ATTENDANCES

STUDENT ABSENCES
Regular and punctual attendance at school is essential. The Education (General Provisions) Act 2006 states that “Each parent of a child who is of compulsory school age must ensure that the child is enrolled at a State school or non-State school; and the child attends the State school or non-State school on every school day, for the educational program in which the child is enrolled; unless the parent has a reasonable excuse.” Going shopping, visiting friends, extending holidays into school time and “personal reasons” will be noted as explained absences but will be entered as unauthorised as they are not regarded by Education Queensland as reasonable excuses.

ABSENCE NOTES
All absences from school must be explained by a parent or caregiver by way of a short written note or an e-mail to admin@mtlarcomss.eq.edu.au. Alternatively you may phone the student absence phone line on 4970 2366 and leave a message. Please include the date of the absence as well as the reason. Notes should be handed to the class teacher or form teacher so the class roll can be edited. If an absence is not explained by either a phone call or written and signed note, the parents will be contacted by admin staff via a phone call for an explanation of the absence and then the absence is recorded on the school database.

LATE ARRIVALS
Children need to be at school by 9:00 am to prepare for the commencement of the school day. Students arriving late to school can cause disruption to the class and may miss important aspects of the lesson. When a child is late an explanation is required from the parent, either in person or in writing.

If students arrive late, they must first go to the office to be marked as present on the roll as rolls are sent back to the office by 9:30am after morning roll marking. Secondary students will be given a late slip to present to the teacher of their first class. Students retain the late slip and promptly give it to their form teacher. Primary students who arrive late will take the late slip to their class teacher.

EARLY DEPARTURES
While we understand that there are legitimate reasons for students leaving school early, each time this happens administration staff will phone classrooms to request students to come to the office. These phone calls can disrupt the learning and teaching in a classroom. Please consider all the implications when taking a student early from school. If a child has to leave the school before the end of the school day, a better option is to send a signed note with the student. Parents must report to the office to collect and sign out their child. In the interest of safety for our students, children are not allowed to wait near or outside the school fence. They must remain in the office until collected by their parent. The safety of your child is our main priority.

ARRIVAL TIMES
Playground supervision is carried out at first and second breaks. From 8:15 to 9:00am students who have arrived at school are to go to the oval for a half hour of exercise before school starts. This half hour of exercise is mandatory. A member of staff is in attendance to supervise this time. Students should not arrive at school before 8.15 am. Please speak with the Principal if this is an issue. Upon arrival, students are to make their way to the oval where supervision is provided. Students are not permitted to remain on verandahs or under the buildings. Students are not allowed in classrooms without a teacher being present.

All children are required to sit down to eat for the first fifteen minutes of the first break. Students should use their breaks to get drinks from the water taps, refill water bottles and visit the toilet.

SCHOOL TIMES AND ROUTINES
Please note that the first bell rings at 9:10 am and the last class finishes at 3:10 pm.

- First bell for form & roll marking: 9:10 am
- Classes commence: 9:20 am
- First break: 11:40 am to 12:25 am
- Second break: 1:35 pm to 2:00 pm
- End of day: 3:10 pm
ACCIDENTS AND ILLNESSES

Children who suffer minor injuries or illnesses are attended to in the sick bay. In more serious circumstances every effort is made to contact the parents. It is important that we are kept up-to-date with parents’ home and work phone numbers and mobile phone numbers as well as other emergency contact numbers.

The following list details exclusion times for various illnesses:

- **MEASLES**: Exclude for at least 4 days after the rash first appears. Unimmunised children should be excluded for 14 days from the first day of the rash appearing.
- **MUMPS**: Exclude for 9 days or until swelling goes down.
- **CHICKENPOX**: Exclude for at least 5 days after the appearance of the rash and until the last blister has scabbed over.
- **SCABIES**: Re-admit the day after appropriate treatment has commenced.
- **RINGWORMS**: Re-admit the day after appropriate treatment has commenced. The area must be covered.
- **HEAD LICE (PEDICULOSIS)**: Parents should regularly inspect their child’s head to detect the presence of lice or lice eggs and ensure that their children do not attend school with untreated head lice. Constant checking by parents is extremely important. If head lice are noticed we will contact the family to ask if they would like to collect their child and start treatment.
- **WHOOPING COUGH (PERTUSSIS)**: Whooping cough is a contagious disease but is vaccine preventable. The condition evolves over a period of two weeks. It starts with a sore throat, a mild feeling of tiredness and being unwell and within two or three days a dry and intermittent cough develops which progresses into the typical whooping cough. Parents of unvaccinated children should contact their doctor and seek medical advice. Students with whooping cough should be excluded for 21 days after the onset of the cough or until 5 days of antibiotic treatment has been taken. A written medical clearance, confirming that the student is not infectious is needed before the student returns to school.
- **SCHOOL SORES (IMPETIGO)**: Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing.

In cases of accident, school staff will act as normal prudent adults. First aid is administered at the school, the parents are contacted and, if necessary, an ambulance is called.

In cases of serious injury or serious illness, the school will contact the ambulance even if parents cannot be contacted. Should children require ambulance transport, a staff member will accompany them to hospital.

**ASTHMA**

Our school is an Asthma Friendly School and part of this process is to have a student asthma record sheet for each asthmatic student. If applicable, please ask for a record sheet so that we have an effective management plan for your child. Students should always carry their asthma puffers with them in their bags.

**DIABETES**

Students should always carry their testing kit and food pack with them when they move from one area of the school to another or when on excursions.

**ADMISSIONS AND ENROLMENTS**

Mt Larcom School does not have an Enrolment Management Plan and welcomes enrolments from Prep to Year 10. Present regulations provide that, for a child to be enrolled in Year One, she/he must turn six years old, on or before 30 June of that year. A student’s first year at school is the Prep year regardless of how old they are when they enrol.

Please contact the school for an enrolment package and to make an interview appointment to complete the enrolment process. Parents will need to bring their child’s birth certificate or birth extract. The school office also requires a copy of all court orders for the student’s file. Any change to court orders should be immediately communicated to the Principal.
**APPOINTMENTS**
We welcome the opportunity to meet with parents/carers to discuss any aspect of a child’s academic and social development as deemed necessary. However, as teaching and admin staff are not always readily available, it is important to first telephone the school office to arrange for an appointment that is mutually convenient. Generally speaking, parents should talk with their child’s teacher first regarding any concern or query.

**ASSEMBLIES / PARADES / FORM CLASSES**
The purpose of the morning assemblies/parades is to distribute messages and advise of timetable changes. There is no afternoon parade. Children go straight home or line up to catch buses after school.

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<tr>
<th>DAY</th>
<th>TYPE OF ASSEMBLY</th>
<th>LOCATION</th>
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<tbody>
<tr>
<td>Wednesday</td>
<td>9:10am</td>
<td>Primary - Parade</td>
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<td></td>
<td></td>
<td>Stage area under primary building.</td>
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<tr>
<td>Friday</td>
<td>9:10am</td>
<td>Secondary – Parade</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Stage area under primary building.</td>
</tr>
</tbody>
</table>

Secondary Students attend form class from 9:10 to 9:20am Monday, Tuesday, Wednesday and Thursday. During this time form teachers will give the students any messages.

**ASSESSMENT & REPORTING**
Assessment of each student's progress is continually carried out. This identification of both strengths and weaknesses allows us to fine tune learning experiences to meet students’ needs and to allow parents and students to view their progress. Problems can be addressed early and we can reduce unnecessary stress on students and families.

We encourage your involvement in the partnership of learning. Teachers welcome contact from parents. Parent/teacher interviews are arranged twice a year in Term 1 and again in Term 3. These interviews take place at the end of Term 1 and the end of Term 3. Parents/carers are free to contact the school to arrange an alternate time for an interview. Primary & secondary reports are issued at the end of each semester.

A coloured sheet detailing all secondary assessment tasks and dates is issued to each secondary student. These are also displayed on the school noticeboards. Teachers will provide students with task sheets for assignment work which outline the details, direction and the time frame for the completion of the task. The criteria sheet outlines the evaluation and assessment standards for the task. Students are encouraged to hand in drafts of written assessment.

**AWARDS NIGHT**
We hold an annual Awards Night each November to celebrate the academic, sporting and personal achievements of our students. Public nominations are sought for some of these awards. Other awards are teacher nominated via staff meetings and nomination forms. Details of the event are advertised in the weekly school newsletter. If you do not attend awards night you may not be eligible to receive any awards. Students are to attend the awards ceremony in full school uniform.
ASSIGNMENT POLICY – SECONDARY DEPARTMENT

(Issued to all Year 7, 8, 9 and 10 students from the Prospectus)

In Years 7, 8, 9, and 10 we have an expectation of students being independent learners.

To assist students to meet this expectation, they will be provided with outlines of work and assessment items along with dates for submission within the first two weeks of each term. The assessment timeline for each secondary year level is also displayed on the school noticeboards. Students can use this information to plan their workloads for homework, study and assignment work. It is essential that students have a homework diary for this purpose. The diary must be taken to each lesson and placed on their desk.

Each teacher will set aside class time and have a procedure for monitoring student progress and work on an assignment or project. Students will be required to show that they are working steadily on the assignment or project. Draft dates will be notified on an assessment timeline and parents/guardians notified if students do not meet guidelines.

For example, students may be required to show:
1. The collection of data or information for the assignment and project
2. How that information, material or project is to be organised
3. A plan
4. A rough draft
5. Assignment or project completed to certain stages.

Where applicable, failure to provide evidence of consistent or appropriate work on the assignment or project at this stage will result in parents or guardians being made aware of the teacher’s concerns. A percentage of the overall mark may be related to the proof of progress. For example, the rough draft may be worth 10 percent of the overall mark. All work must be completed to a minimum C standard.

DUE DATE

The final copy of the assignment or project must be handed in on the due date by 3:05pm to either the classroom teacher or the office if the teacher is not available on that day. Failure to do this will result in a loss of marks for each day the assignment is late. For example, students may lose up to one grade off the original achieved result for each day the assignment is late. An A assignment would be marked at a B standard if it was one day late. An A standard assignment would be marked as a C if it was handed in two days late. All assignments or projects must be completed.

On the due date there may be instances of exceptional circumstances, personal or family problems, where the student cannot hand in the completed assignment or project. In these circumstances the parents or the student should contact the classroom teacher on that morning to explain the problem. Each case will be dealt with on its merits.

If a student is away on the due date for a legitimate reason (supported by a note from parents) the assignment will be due on the first day of returning to school.

EXTENSIONS

There is a provision for extensions to due dates to be negotiated for individual students or groups. Applications for extensions must be made well in advance of the due date (at least one week before the due date). Each case will be treated on its own merits and will be dealt with by the class teacher. An Application for Extension form can be obtained from the class teacher.
BANKING
School banking, with the Commonwealth Bank, is conducted at school each Friday. Passbooks can be handed in at the office before school. Deposits will be processed and books returned later in the day. The school is paid a commission by the Commonwealth Bank, so this is also a fundraiser for the school as well as establishing good saving habits.

BICYCLE RACKS
The bicycle racks for primary students are located next to the Resource Centre in front of the Primary block. The bicycle racks for secondary students are located behind the secondary building near the water tank. Bicycle racks are out of bounds to all students except upon arrival or departure from school. Bicycles are not to be ridden in the school grounds and children must wear an approved safety helmet.

BOOKWORK
All students are expected to take pride in their work and its presentation. Presentation of bookwork is considered to be an important part of a student’s learning. Every classroom has an example of the bookwork standards required displayed on the classroom wall and desk. A sample of your child’s best writing is kept in their student profile. Parents are asked to purchase the necessary books and stationery requirements their children need to fully participate in school as listed in the Book Lists. Every item should be clearly named and books should be labelled with the student’s name, subject and year level. There is NO need to cover books as it can be unnecessary, costly and time consuming. No other writing should appear on the cover (inside or out) or on any equipment.

BUS ROUTE DETAILS

<table>
<thead>
<tr>
<th>BUS ROUTE</th>
<th>BUS OPERATOR</th>
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<tbody>
<tr>
<td>Cedar Vale → Bracewell→ Ambrose→ Mt Larcom</td>
<td>Amanda Hornery 0427 415 381</td>
</tr>
<tr>
<td>Raglan → Ambrose</td>
<td>Dianne Smith 0407 650 681</td>
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<tr>
<td>Darts Creek → Ambrose</td>
<td>Dianne Smith 0407 650 681</td>
</tr>
<tr>
<td>The Narrows →Popenia Road →Mt Larcom</td>
<td>Julie-Ann Allen 4975 1220 (W) 0488 282 924</td>
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</tbody>
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BUS POLICY
There are currently four bus runs which connect up to transport students to our school.
- Cedarvale, Bracewell, Ambrose to Mt Larcom service operated by Amanda Hornery
- Raglan to Ambrose and the Darts Creek to Ambrose runs operated by Dianne Smith.
- Narrows Road, Popenia Road to Mt Larcom operated by Julie Allen.

A teacher is rostered on bus duty each afternoon to ensure all students safely board their buses.

School transport is provided by Queensland Transport, in conjunction with the Conveyance Committees for primary students who live further than 3.2 km from a school and secondary students who live further than 4.8km from a school. These students are eligible to travel free of charge on the school buses to the nearest state school. Students who live closer than these distances can only travel on the bus if there are vacant seats and to do so they become fare paying passengers.

Students who are not registered passengers may travel on the bus, if there are vacant seats, providing they have a note from their parents asking the operator for permission to travel on the bus and money for a fare. Students are requested to check with the bus driver 24 hours beforehand to ensure that sufficient space is available. They can’t be guaranteed a seat as first priority must go to the students who are eligible for the free service.
SAFETY ON THE BUS
The safety of ALL students on the bus is our highest priority. For that reason the following rules are to be followed at all times. Failure to obey these rules may mean that the privilege of using the bus service is suspended to ensure the safety of all students.

BEHAVIOUR ON THE BUS
- Students must remain seated while the bus is in motion.
- Noise level is to be kept down to a reasonable talking level.
- No part of the body is to protrude out of the window.
- Nothing is to be thrown either inside or out of the bus.
- Fighting, foul language, physical and verbal abuse will not be tolerated.
- No food or drink to be consumed on the bus.
- Dangerous objects, such as pencils, biros etc. should always be carried in school bags on the bus.
- Students are expected to display respect to the bus driver and other passengers.

GETTING ONTO AND LEAVING THE BUS
- Students waiting for the bus are to stand still and then move to the bus only after it has come to a complete stop.
- Parents (or a responsible person) should accompany small children.
- Parents (or a responsible person) should accompany students on wet days.
- Always wait to collect students on the side of the road where the bus will stop.
- When getting off the bus, students should stand clear until the bus has gone. They should then check that they have clear vision in both directions before crossing the road.
- Students must never walk in front of the school bus and never be allowed to run beside it.
- Students must stop and look both ways before crossing the road.

TAKING EXTRA CARE, DON'T RUSH!
- While awaiting the changeover of buses, students are to abide by the rules and are still responsible to the bus driver.
- The highest standards of behaviour are expected at ALL times.

Students should be taught the golden rule: Look to the right, look to the left, look to the right again and WALK across the road.

INAPPROPRIATE BEHAVIOUR ON THE BUS
If, in the opinion of the bus driver, a student is not following the above rules and will not do so when instructed, the bus driver will notify the Conveyance Committee Chairperson and the Principal and the following will result:
- On the first occasion, a phone call will be made to the parents of the student concerned, followed by a letter informing them of their child’s behaviour on the bus.
- If there is no improvement in the student’s behaviour, a phone call will be made to the parents, followed by a letter, informing them that their child has been suspended from travelling on the bus for a period of FIVE (5) school days.
- If there is still no improvement in the student’s behaviour, a phone call will be made to the parents, followed by a letter informing them that their child has been suspended from travelling on the bus for a period that will be determined by the Conveyance Committee.
- The safety of ALL students should be the key factor in their decision.
- A student who has been suspended from travelling on the bus is still required to attend the school. Their conveyance is the responsibility of their parents. Failure to attend school may require the Principal to take action under the “Compulsory Attendance” regulations.

PREP STUDENTS ON THE BUS
The following arrangements for the safe conveyance of prep students to Mt Larcom School have been negotiated between the Bus Conveyance Committee, the Principal and the teacher-in-charge. Please read this information so that you are aware of the procedures that are in place for your student.

BEFORE SCHOOL
- Parents (or a responsible person appointed by the parents) are to take children to the bus collection point. Supervise children as they enter the bus.
- A school allocated ‘Bus Buddy‘, either an older sibling or in cases where there is no older sibling an older student, looks after the Prep student.
- On arrival at school, children enter the small gate and walk directly to the supervised area.

AFTER SCHOOL
- The school allocated ‘Bus Buddy’ collects their prep buddy and walks them to the bus.
- Prep children sit in seats closest to driver.
• Parents (or a responsible person appointed by the parents) collect children from bus drop off point. Please wait on the same side of the road as the bus stops.
• If a parent (or responsible adult) is not available to pick up the child, please contact the bus driver and make alternative arrangements.

BUS TRANSPORT SUBSIDIES AND GRANTS & ALLOWANCES

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<tr>
<th>(a)</th>
<th>Grants and Allowances Parents &amp; Students</th>
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<tr>
<td>Choose Grants &amp; Allowances; Parents and Carers to find information about the following financial assistance programs:</td>
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<tr>
<td>1. Living away from Home Allowance</td>
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<td>2. Textbook &amp; Resource Allowance</td>
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<tr>
<td>3. Commonwealth Assistance</td>
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<th>(b)</th>
<th>Education Queensland's website</th>
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<tr>
<td><a href="http://education.qld.gov.au">www.education.qld.gov.au</a></td>
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<tr>
<th>(c)</th>
<th>Local schools directory</th>
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<tr>
<td><a href="http://www.mtlarcomss.eq.edu.au">http://www.mtlarcomss.eq.edu.au</a></td>
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<tr>
<td>Ambrose State School (Prep to Year 6) 4975 1165</td>
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<tr>
<td>Calliope State School (Prep to Year 6) 4975 8333</td>
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<tr>
<td>Mt Larcom State School &amp; Secondary Department (Prep to Year 10) 4970 2333</td>
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<tr>
<td>Yarwun State School (Prep to Year 6) 4971 1111</td>
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<tr>
<td>Gladstone Schools</td>
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<tr>
<th>(d)</th>
<th>Queensland Transport – Rockhampton</th>
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<tr>
<td>Passenger Transport Office</td>
<td></td>
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<tr>
<td>PO Box 5096</td>
<td></td>
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<tr>
<td>Central Queensland Mail Centre 4702</td>
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<td>Phone: 4931 1682</td>
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CALENDAR & HOLIDAYS

Queensland state school term dates for 2017

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<tr>
<th>Term</th>
<th>Dates</th>
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<tr>
<td>1</td>
<td>Monday 23 January – Friday 31 March</td>
<td>10 weeks</td>
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<td>2</td>
<td>Tuesday 18 April – Friday 23 June</td>
<td>10 weeks</td>
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<td>3</td>
<td>Monday 10 July – Friday 15 September</td>
<td>10 weeks</td>
</tr>
<tr>
<td>4</td>
<td>Tuesday 3 October – Friday 8 December</td>
<td>10 weeks</td>
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Student Free Days 2017 only staff will attend on the following days.

• Thursday 19th, Friday 20th January 2017
• Wednesday 18th, is a negotiated flexible arrangements day.
• The remainder of our negotiated flexible arrangement days will be used as Twilight Hours for professional development.
• Monday 16 October 2017

Year 10 and 12 finishing dates for 2017

• Year 12 - Friday 17th November 2017
• Year 10 and 11 - Friday 24th November 2017
CODE OF SCHOOL BEHAVIOUR
RESPONSIBLE BEHAVIOUR PLAN FOR STUDENTS

Students are expected to maintain very high standards of both manners and behaviour. Emphasis is placed on students accepting responsibility for their behaviour and demonstrating self-control. We believe that we should all model courteous, well-mannered behaviour and accept no less. Parents and visitors are asked to expect and demand the highest standards from all students.

Our Four Responsible Behaviour Rules are:

- Be Safe
- Be Responsible
- Be Respectful
- Be Successful

Protecting the rights of ALL students to learn is vitally important at Mount Larcom School. Preventing problems from arising is also important. We are applying effective classroom management practices in an interesting and challenging learning environment that caters for individual differences. We believe it is important to encourage and give positive reinforcement to those students demonstrating appropriate behaviour, as well as to address problems. Students displaying inappropriate behaviour may be monitored in various ways. Repeated inappropriate behaviour will result in a student progressing to increasingly serious consequences. All families are issued with a copy of the Responsible Behaviour Plan and an anti-bullying brochure. For more details please contact the Principal.

You Can Do It Awards

Our initiative in the Primary School for positive behaviour recognition is the You Can Do It program. Students can earn You Can Do It cards in the classroom for being organised, being respectful, being responsible and being resilient. They can also earn them in the playground for looking after our environment, respecting others, playing safely and following school rules. Students are recognised for their efforts each week on parade as they achieve each multiple of ten awards. The You Can Do It awards encourage students to become self-confident and successful learners, as well as promoting their social and emotional growth.

Champion Awards

Our Champion Awards are a recognition of the positive choices our students make in relation to their overall schooling performance, based on our Junior Secondary ROAR principles. These principles being:

- R - Resilience
- O - Optimism
- A - Attitude
- R - Respect

Teachers award Champion tickets to those students who display these desired attributes in all classes, as well as in out of class situations such as lunch breaks, before and after school and during excursions and camps. As every day counts, attendance is a major consideration for our champions. Students with attendance of over 92% per term will also receive bonus points on their individual champion scores and the leading house will receive a bonus as well.
COMPLAINT POLICY – MAKING A COMPLAINT

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 concern or complaint, it is in the best interest of complaint resolution to ensure that you:

• Contact the Teacher as soon as possible (in person is best, or via phone or email)
• Ensure you address the smaller issues before they become BIGGER issues
• 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.

If your complaint relates to suspected official misconduct or criminal activity then you should make your complaint directly to the Crime and Misconduct Commission (www.cmc.qld.gov.au/) or the Queensland Police Service (www.police.qld.gov.au/).

The following 5-step procedure may assist parents/carers, and school staff to reach an outcome that is in the best interests of the student.

1. Discuss your complaint with the class teacher
If your complaint is with your child’s teacher or relates to an issue concerning your child’s experience at school, make an appointment with that teacher as soon as possible through the school administration. Share the information you have about the problem with the teacher. Give the teacher an opportunity to tell you all he/she knows about the incident or problem. Together, both parent/carer and teacher, should then take steps to resolve the problem at this level. The teacher will make a record of the complaint and report your meeting and any outcomes to the school Principal.

2. Discuss your complaint with the Principal or ask the Principal to assist by participating in informal conflict resolution
Where the teacher has been approached as above but the issue remains unresolved, make an appointment with the school Principal to discuss the issue further. Alternatively, you and the teacher may agree to ask the Principal to act as a go-between in informal conflict resolution in an attempt to resolve the problem.

If your complaint is related to the school more generally including issues of school policy or its compliance or non-compliance you should raise your complaint directly with the Principal or his/her delegate. The staff member will make a record of your complaint and work with you to resolve the issue.

Complaints to the Principal may be lodged in person, by telephone, writing or email to Principal@mtlarcomss.eq.edu.au

3. Contact district office
If you have discussed the issue with the Principal and still feel that your complaint has not been addressed, you have the right to contact the Executive Director School Improvement who is the supervisor of the Principal and oversees activities of schools in that particular education district of Queensland.

Complaints may be lodged by telephone or in writing. Complaints should be specific in detail, and outline the steps taken to date to resolve the issue. Remember to date the letter, give your full name and address and sign it. The district office will make a record of your complaint.

Anonymous complaints will only be acted upon if enough information is provided to allow for follow up with the Principal.

Addresses and telephone numbers of district offices are listed under the heading Education Queensland in the White Pages of your local telephone directory and are also available through the “Schools directory” at www.education.qld.gov.au/schools/directory When you contact the district office you will be advised that your name and the nature of your issue will be reported back to the Principal of your school. Staff at the district office will assist in seeking resolution to the issue.

4. Complaint still not resolved
If, as a parent/carer you feel that your issue has not been resolved through the district office process, you have a further right to make a complaint to the central office of Education Queensland.

Parents/carers may choose to progress their complaint in writing to the Deputy Director-General Education Queensland.

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5. Independent review
If, as a complainant you feel that your issue has not been resolved through these formal processes the Queensland Ombudsman provides an avenue for an independent review of the Department’s decision. The Ombudsman may be contacted at:
Office of the Ombudsman, GPO Box 3314, Brisbane, Qld 4001, Tel (07) 3005 7000 or fax (07) 3005 7067 or Toll Free 1800 068 908 or Email: ombudsman@ombudsman.qld.gov.au

A role for Parents and Citizens’ Associations (P&Cs)
It is understandable that parents/carers may sometimes feel overwhelmed when approaching a school or the department with a complaint. While the P & Cs Qld does not advocate on behalf of individual parents or carers, individuals can request their own P&C to provide support in these circumstances. The P&C can in turn seek assistance from P & Cs Qld to provide guidance in resolving the complaint.

Complaints about services that are run or managed by the P&C at your school, for example after school care or the tuckshop, should be directed to the P&C in the first instance.

DANCE FEVER
Dance Fever is a program which runs for the whole of a term. Students from Prep to Year 10 attend this program. Students learn many different styles of dance during the course of the term. At the end of 10 weeks Primary students compete against other schools in a Dance Fever competition. This program promotes self-esteem and confidence. Dates are confirmed early in the year.

EARTH SMART PROGRAM AT MT LARCOM
As part of our Waste Management Plan we follow the Do the Right Thing – Use the Right Bin program throughout the school. It involves using red-lidded bins for waste and yellow-lidded bins for recycling.

Nude Food Days are organised to encourage families to pack healthy, litter free lunches by using reusable lunch boxes and drink bottles. This is instead of using single use plastic cling wrap and bought processed ‘food’ packaged in non-recyclable materials.

Healthy Eating Policy evolves around the education of the importance of eating healthy food. Parents and students are encouraged and rewarded for having healthy food in their lunch boxes. Some examples of healthy lunch items are a piece of fruit, sandwich, wrap or pasta dish, dried fruit and/or nuts and 1 treat le.g yoghurt or muesli bar. If your child is particularly hungry, pack an extra sandwich.

EXCURSIONS POLICY
Excursions to support the students’ learning are planned from time to time. Students must be in full school uniform. Every effort is made to minimise the cost and raise funds to reduce the burden on parents. Parental permission and support are always sought. Our aim is to give parents prior notice of outings so that they can budget for excursions. Please check the Term Dates section of the weekly newsletter. Money will be receipted when accompanied by the relevant permission note. (See PAYMENTS)

Our main camps include an annual school sleepover for Prep to Year 2; a 4 day camp for Year 3 to 6 and a 5 day Senior camp every second year. Other proposed trips for individual classes may be negotiated through the school’s decision making process. Students should be encouraged and given the opportunity to be involved in such trips or camps as these play an important part in the learner’s educational and social development.

HOMEWORK POLICY
All children from Prep to 10 WILL have some form of homework each night. Establishing a routine and developing responsibility is important. The work set is intended to follow up on the work covered at school. If homework is creating a problem, please don't hesitate to contact your child's teacher. The best time to phone is before school between 8:30 am and 9:00 am. Alternatively, you may send an e-mail to Principal@mtlarcomss.eq.edu.au and we will print or forward the e-mail to the teacher.
All students should be reading each night. The benefits of sharing a variety of texts (for e.g. books, newspaper articles, TV guides, magazines and shopping lists) and the enjoyment gained are very important to the development of your child’s reading.

All students in years 3 -10 are expected to have a homework diary. They will always have some worthwhile work that they can do each night. As well as homework and assignments, students can revise the day’s work, study for tests or catch up on any incomplete class work. There is no such thing as “No Homework” in upper primary and high school. The diaries are used as a way of getting notes to and from teachers. Please check your child/rens diaries every night.

One potential advantage of homework is that it can be an important link between home and school. It can reveal to parents both day-to-day learning and the growth in children’s understanding over a longer period.

<table>
<thead>
<tr>
<th>Prescribed levels of homework for different age groups</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prep Year</td>
</tr>
<tr>
<td>Years 1, 2,</td>
</tr>
<tr>
<td>Years 3 and 4</td>
</tr>
<tr>
<td>Year 5 and 6</td>
</tr>
<tr>
<td>Year 7, 8 and 9</td>
</tr>
<tr>
<td>Year 10</td>
</tr>
</tbody>
</table>

INTERNET POLICY

Mount Larcom State School & Secondary Department will provide access to the Internet to supplement resources already available in the Resource Centre.

Access to the service is available to all students via individual usernames and passwords. The Internet is to be used for information gathering on school subject areas and research for assignments.

Conditions of use are:-
1. An Internet - Student Acceptable Use Agreement form must be read and signed by the student.
2. The parent or guardian must complete an Internet – Parent or Guardian Agreement before access is permitted.
3. Usage will be logged in and out, and students will be responsible for any activities on a computer which is logged in under their user name. This individual account will allow each student access to word-processing and curriculum programs and the Internet.
4. A student will automatically lose his/her individual account if he/she is found to be abusing the system. Abuses may include using another student’s username or deliberately accessing inappropriate sites. If this happens, the student will only be able to access word-processing programs using a general student account.

Benefits
Access to services provided through the Internet enable Education Queensland to enhance teaching and learning, to support its staff in carrying out their duties and provide another medium for supplying information to the public.

The information provided through the Internet can be the most up-to-date and relevant available.

Risks
Unlike the information in a good encyclopaedia, the information on the Internet is not well selected, nor well organised. Time can easily be wasted both by fruitless searches and by distractions from the task at hand. The information provided may sometimes be illegal, dangerous or offensive. Issues of sexual harassment and copyright violation can arise from the use of material available on the Internet without appropriate warnings. Privacy is not assured in the use of Internet services. Other users of the computer, the local system administrator and school staff can all find out what information students have accessed from the World Wide Web.

Safety and Protection / Security
Education Queensland filters most unsuitable web sites.

Supervision
Internet use will be supervised by a staff member at lunch times and by class teachers in lesson times. No student will be able to use the system without teacher permission.
LIBRARY/RESOURCE CENTRE

- All students are instructed on borrowing and returning procedures at the beginning of the year. Books can be borrowed for 2 weeks at a time. An extension should be asked for if the books are needed longer.
- Students who misplace, damage or misuse library books will be asked to pay for a replacement copy. The use of library bags by primary students helps to keep library books in good condition.
- The library is a quiet place to read, research or study. No food, drinks, bags or hats are permitted in the library.
- Library lessons will be conducted each week. All students are encouraged to use the library during the week.

LOST PROPERTY

Lost property is regularly displayed to the students. The return of property is made far easier if every item is clearly labelled with the student's full name. Lost property is stored outside the office. At the end of each term, unclaimed property is washed and donated to charity.

MEDICATION

Students who must take prescription medication at school need to bring written instructions signed by a parent and signed by their medical practitioner. Request to administer medication forms are available from the office or from the enrolment wallet. Medication must be in the original bottle from the chemist with the patient's name, dosage and times to be taken to be clearly visible on the pharmacy label.

If the medication instructions change after the original medication form has been received at the office, parents must send a note to the school with the changed details.

Please note: Staff are not permitted to give students non-prescription or over-the-counter medication (eg paracetamol, eye/ear drops, cough mixture) unless it is accompanied by a letter signed by the doctor.

MOBILE PHONE, MP3 PLAYER & RECORDING DEVICE POLICY

Please refer to the PERSONAL TECHNOLOGY DEVICES POLICY in the RESPONSIBLE BEHAVIOUR PLAN FOR STUDENTS (RBPS)

NEWSLETTER

A newsletter, detailing school activities, is produced every Thursday. Families who have an email address will receive an emailed newsletter each Thursday afternoon. Paper copies are available for those with no internet access or if you prefer to receive a paper copy (please advise admin of your preference). Please read this newsletter to keep up-to-date with events at school as it is our most important channel of communication between school and home. We suggest you keep it handy so you know what's on and when. The newsletter is also available via the school website at http://mtlarcomss.eq.edu.au.

Please send any newsletter notices to admin@mtlarcomss.eq.edu.au by Tuesday at 12 noon.

COMMUNITY NEWS

Listed below is the school's policy for community news inclusion in the school newsletter:-

1. Advertising for local community events and non-profit organisations remains free of charge.
2. Upcoming community events can be placed on the “community calendar”.
3. Should you wish to have a community notice printed in the newsletter, please ensure it reaches the school by the deadline of Tuesday 12 noon.
4. Please keep notices concise and email to admin@mtlarcomss.eq.edu.au.
5. School news will always take precedence over community news and notices may be edited.
6. The school reserves the right to decide whether to publish community and/or private notices.
NO SMOKING POLICY
Education Queensland has a total ban on smoking in all school facilities including toilets and grounds. It is inappropriate for smoking to occur in the presence of students, be it on school grounds, excursions, camps or other school activities.

OFFICE HOURS
The school office is open Monday to Friday from 8:30 am till 3.30 pm. When you ring outside these times, the answering machine will be operating. Please be aware that at other times the office may not be staffed.

Make travel arrangements with your child before he/she leaves for school in the morning to minimize the need to phone the office near the end of the school day. Please leave a message on our answering service as this will be checked at each break throughout the day and messages will be passed on.

PARENTS AND CITIZENS’ ASSOCIATION
The Mt Larcom State School & Secondary Department P&C Association is an important decision making body within the school. Issues affecting our school are discussed at these meetings.

*Your attendance and participation are always appreciated and you can make an important contribution to what is happening in OUR school.*

Meetings are generally held on the first Tuesday of each month between 2-3 pm in the Resource Centre and are advertised in the newsletter.

**The next AGM will be held early in 2017.** Everyone is welcome to come along.

**The benefits of joining your school’s P&C. Why join the P&C?**
Joining the P & C is one of the best ways to show your children how much you value their education and how interested you are in what they do. By joining the P&C you are showing your children how committed you are to helping students and your school community. A lot can and has been achieved through the P&C and the school working together towards common goals. To continue the great work, P&C need people with a range of talents who are committed to delivering great outcomes for our children and the school. Everybody has a role to play and your ideas will be heard. The more people involved, the more exciting and successful it will be.

**What does a P&C do?**
The P&C is about people – parents, care givers and community minded people who want to help their school. You work very closely with your school, building a stronger school community, where all children benefit.

**The functions of a P&C are:**
1) To encourage closer cooperation between the parents, members of the community, the staff and students of the school.
2) To provide or assist in the provision of financial or other resources, services for the benefit of students of the school.
3) To participate in any committee or other body comprising members of the school and wider community, which will contribute to the general benefit of students attending the school.

**How you can help**
Are you interested in contributing your thoughts on school policy, do you have an hour or two to spare to assist in the tuckshop and can you find an hour or two once a month to attend a P&C meeting? These are all ways you can be part of your school’s P&C.

**There are a number of ways to be involved:**
1) Just by joining your P&C, you add your voice to what's happening in the school.
2) Attending P&C meetings.
3) Tuckshop volunteer.
4) Classroom helpers.

**You can contribute opinions on:**
1) Student Dress Code
2) School Routines
3) P&C Budget
4) School surveys.
P&C Executive Committee for 2016 has been:
President: Mrs Carole Templeton  Vice President: Mrs Julie Allen
Secretary: Mrs Janine Hobbs  Treasurer: Ms Vivianne Masters
Tuckshop Convenor: Ms Stacey Plahn

Remember: The things you do can make a real difference for our students.

Fundraising activities have been held to obtain extra funds for specific projects such as school grounds projects. When fundraising is targeted for certain projects, parents will be notified. Application for P&C Membership and the P&C Code of Conduct form will be sent home with the newsletter early in Term 1.

PARKING
There are designated parking areas outside the front of the school for parent parking. Parking bays inside the school grounds near the end of the secondary building are for the Principal, departmental visitors and emergency services only. This area may be used by parents only if they are picking up sick children. Parents are reminded to drop off and pick up their children outside the school grounds. Parents should not be driving into the school and turning around in the school driveway. The safety of our students is paramount.

PAYMENTS
Please ensure you include permission notes and money in envelopes clearly marked with the student’s name, year level, name of excursion or activity and amount enclosed. Money envelopes can be handed in to the classroom or form teacher each morning and receipts will be issued each Tuesday, Wednesday and Friday. Because no money is kept on the school premises and giving change can be a problem, please try to send in the correct money if possible. The school also has EFTPOS facilities and accepts debit cards as well as Visa and MasterCard credit cards. There is no facility for cash out. Parents can also use BPAY to make payments to the school.

POLICY & PROCEDURES
DETE’s Policy and Procedures is the centralised location for all Departmental policies, procedures and guidelines for use by State Schools and departmental offices. Parents can view these documents at http://education.qld.gov.au/strategic/eppr/

PREP YEAR
Prep Year is full-time schooling for children who turn five by June 30 in the year they start Prep. Regardless of when you start your child’s education their first year at school will be Prep. International research shows the benefits of children taking part in full-time quality programs before they start Year 1. This research also shows that if children start formal schooling when they are a little older, they generally do better than their younger peers. An early year’s curriculum has been developed specifically for use in schools with prep classes. The Prep year builds on your child’s learning at home and in other places like kindergarten and child care.

The following table shows the criteria for enrolment in preparatory year and year 1.

<table>
<thead>
<tr>
<th>Birth date:</th>
<th>Eligible for Prep year in:</th>
<th>Eligible for Year 1 in:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Born 1 July 2010 – 30 June 2011</td>
<td>2016</td>
<td>2017</td>
</tr>
<tr>
<td>Born 1 July 2011 – 30 June 2012</td>
<td>2017</td>
<td>2018</td>
</tr>
<tr>
<td>Born 1 July 2012 – 30 June 2013</td>
<td>2018</td>
<td>2019</td>
</tr>
</tbody>
</table>

Because prep students will be in a class with other primary students they will need to wear school uniform. School shirts and navy shorts are available from the Mt Larcom Feed Barn. Skirts can be purchased at most major retail outlets. Please call into the office for an Application for Prep Enrolment form. Prep orientation sessions are held at the end of Term 3 or in Term 4 of each year. An interview and enrolment process will be completed so please ensure you have a copy of your child’s birth certificate or birth extract as well as immunisation records.

CUBS CLUB
Cubs Club is a pre-prep program and is run every Friday. It is for children to experience prep and school life prior to starting prep the following year. Children stay all day and join in with the prep class during lesson time. This program is valuable for children to gain confidence in starting their school career.
REFUND GUIDELINES FOR EXCURSIONS AND CAMPS

At Mount Larcom State School, we are committed to providing a safe and supportive learning environment for students, staff and volunteers. This commitment includes the health and safety of staff and students when conducting curriculum activities in the school or in other locations.

School excursions and camps enhance a student’s learning by providing opportunities for the student to participate in activities, both curriculum-related and recreational, outside the normal school routine. All planned school excursions are approved by the Principal and endorsed by the Parents and Citizens Association.

State schools are able to charge a fee for:

- An educational service including materials and consumables not defined as instruction, administration and facilities for the education of the student;
- An education service purchased from a provider other than the school where the provider charges the school; and
- A specialised educational program.

A school fee is directed to the purpose for which it is charged.

School fees for excursions and camps are calculated on a cost recovery only basis, according to the number of students who have indicated their attendance.

Participation of students in an excursion or camp is indicated through payment of the excursion or camp fee and provision of a permission form completed by the parent/carer.

As the school budget cannot meet any shortfalls in funding for an excursion or camp due to the subsequent non-participation of a student who had previously indicated attendance of the activity, fees already paid for an excursion or school camp may be refunded in full or in part or not at all, having regard to the associated expenses incurred and the circumstances of the non-participation.

If a parent/carer wishes to apply for a refund due to their child’s non-participation in an excursion or camp activity, they may do so by completing a Request for Refund form available from the school office. Where possible, the request should include the receipt relating to the payment for which a refund is being sought.

It is preferred that refunds be made as a credit against the student’s account at the school, and used for any cost in the future.

Department of Education and Training policy references:

Education (General Provisions) Act 2006
SCM-PR-002: School Excursions
FNM-PR-019: State Education Fees

REPEATING OF YEAR LEVELS

It is not the policy of this school to repeat any child unless there are exceptional circumstances. If repeating is to be considered then a process involving parents, teacher, Principal and learning support teacher will be undertaken to determine the best course of action. Parents considering this option should contact the Principal immediately.

RELIGIOUS EDUCATION

Primary school classes may be taught religious education in a non-denominational approach depending on the availability of approved volunteers or Ministers of religion. We appreciate the assistance of the volunteers who give up their time to help. Parents’ wishes are respected and if they don’t wish for their child to participate, they should contact the Principal. Prep students do not take part in lessons.
SAFETY RULES

- Wear broad-brimmed or bucket hats for outside activities – NO HAT, NO PLAY. CAPS ARE NOT ALLOWED.
- On concrete areas – walk, don’t run.
- Enter and exit classrooms only with the teacher’s permission.
- Stay away from out-of-bounds areas unless accompanied and directed by staff. (science chemicals storeroom & prep room, cleaners’ storeroom, bitumen driveway, behind the secondary toilets, the school officer’s sheds, greenhouse, transpiration areas)
- Bring roll-on deodorant only. (no spray cans)
- Metal rulers, whiteout and felt pens belong at home.
- Leave large amounts of cash, jewellery and toys at home.
- Leave valuables at the office, should they need to be brought to school.
- Ensure banned items are not brought to, used or consumed at school or school functions or excursions. Examples may include, but is not restricted to: weapons, cigarettes, drugs, alcohol, toxic inhalants, sharp or dangerous objects, obscene literature and any other prohibited items.
- Mobile phones and ALL electronic devices are to be turned off and left in school bags.

SET PLANS (SENIOR EDUCATION & TRAINING)

In Year 8, 9 and 10, a young person will develop a Senior Education and Training (SET) Plan which will create a program of study and provide a pathway to their career goals. In the year prior to turning 16, that person will be registered with the QSA (Queensland Studies Authority) and a learning account will be opened. The pathway identified in the SET plan will shape the learning account. All learning undertaken and achievements are recorded in the person’s learning account. As activities and studies are completed, the learning account grows, just like a bank account.

The learning account can lead to a:
- QCE – (Queensland Certificate of Education) - confirming a significant amount of learning at a set standard and meeting literacy and numeracy requirements
- OP – indicating a student’s rank order position based on overall achievement in QSA subjects
- VET certificates – certifying competence in a course or qualification level
- CPCSE – (Certificate of Post-Compulsory School Education) certifying achievements by students with special needs studying individualised learning programs.

SMART CHOICES POLICY

Mt Larcom School, like all other state schools, supports the Smart Choices Strategy.

There is a ban at the school on all drinks containing caffeine.

This includes, but is not restricted to, drinks such as Mother, Red Bull, V, Ice Coffee, Coca Cola and various other cola drinks. If brought to school, these drinks will be confiscated.

SPORT - HEALTH AND PHYSICAL EDUCATION

Mt Larcom School supports the Government’s priorities of encouraging physical activity and implementing strategies to combat childhood obesity. ALL students take part in physical fitness every morning from 8:30 – 9:00am. They also receive P E lessons as well as get exercise during lunch time.

A wide variety of sports is available at different times of the year and students are expected to participate in school sporting activities. Students who wish to be excluded from Health & Physical Education sessions due to injury, illness or physical disability must have a written note from parents for exclusion. In some situations a medical certificate may also be requested. Students in these circumstances will be expected to use the time pursuing other academic activities as directed by the teacher.

All students are offered the opportunity to participate in Athletics, Swimming and Cross Country carnivals through the House / District/ Port Curtis/Capricornia/State path. Students wishing to participate in other sporting selections will be offered the opportunity to do so. Dates and times and other information pertaining to these selection events will be posted on the school notice board. Students wishing to participate MUST ask for a nomination form and self-nominate. Transport to selection events is the responsibility of parents.

Our two sporting houses are Hinkler (red) and Capricorn (gold) and students are encouraged to wear the appropriate house coloured T-shirts for the swimming carnival and school house athletics carnival. Siblings are all allocated to the same house.
STUDENT CARDS – CONTACT DETAILS
Each semester the school will send home a printout which shows the information we have on our school’s computer database system. Parents or guardians are asked to carefully check this information, make any changes and return the sheets to the school so that we can update our records.

If there are any changes to a student’s medical details; family, mobile or work phone numbers; address; email address or emergency contacts at any time during the year it is very important to notify the office so that these changes can be made. It is particularly important for the school to have up-to-date information in case we need to contact you in an emergency.

STUDENT COUNCIL
Both the Primary and the Secondary departments run a Student Council which operates to develop leadership, organisational and communication skills of students. Students who are interested in being a member of the student councils have to nominate for a position.

The roles of the Student Council are to:
⇒ provide student representation in school decisions
⇒ organise activities and resources to enhance the school environment
⇒ develop awareness about various charitable organisations and fund raise with free dress days

STUDENT DRESS CODE & UNIFORMS
Mt Larcom is a “uniform” school. We take pride in our uniform and it is expected that all students in all year levels will wear full school uniform each day unless it is a designated free dress fundraising day.

The expectation that students who attend Mt Larcom will wear the uniform is based on the following reasons: developing and maintaining school identity; personal safety; pride; sense of belonging; public image; minimising visible evidence of economic, class or social differences; eliminating the distraction of competition in dress and fashion; and for workplace health and safety requirements.
This student dress code consists of an agreed standard for items of clothing that Mount Larcom State School students wear when:
- attending or representing the school;
- travelling to and from school; and
- engaging in school activities out of school hours.

The student dress code aims to contribute to a safe and supportive teaching and learning environment through:
- ready identification of students and non-students at school;
- fostering a sense of belonging; and
- developing mutual respect among students by minimising visible evidence of economic or social differences.

The student dress code reflects school community standards and is consistent with workplace health and safety and anti-discrimination legislation. This student dress code clearly explains and documents standards of acceptable or reasonable dress in relation to:
- Clothing worn by students, including headwear and footwear; and
- Other aspects of personal presentation of students.

Acceptable or reasonable dress refers to clothing or apparel that would be socially acceptable, although it might not be the school uniform.
Inappropriate dress refers to clothing or apparel worn by students that is deemed to be:
- Offensive;
- Likely to disrupt, or negatively influence normal school operations;
- Unsafe for student or others; and
- Likely to result in a risk to health and safety of student or others.

Availability of Uniforms

Uniforms are sold from the school office.
Payment for uniforms may be made by cash, or by cheque made payable to the Mount Larcom State School. Please try to bring the correct amount if paying by cash.
The school's full uniform is available including hats, shorts, track pants and jackets. Caps are not appropriate for outdoor play. Parents are encouraged to purchase uniforms by the end of the current year if possible.

Jewellery

Students may wear a watch and small plain ear studs or sleepers. No ear expanders or plugs are permitted. Students may wear one 'flat' ring with no protrusions. No other jewellery is acceptable except for approved medi-alerts.

Pierced body jewellery on the face is NOT permitted. For example no studs, rings or bars are to be worn on the eyes, nose, upper ears, tongue or lip area. If piercing is cultural then a clear small bar or silver/gold stud or sleeper (fitted close to the skin) is permitted with written parent or elder consent.

Personal Appearance

No make-up or coloured fingernail polish. Skin coloured lotions/foundation to cover scars, birth marks and acne are permitted. Hair colouring must be of a natural hair colour, eg brown, blonde, black, red/auburn.

Special circumstances

The Mount Larcom School uniform may be unsuitable for some students with special needs (e.g. severe sensitivity to sunlight). Parents should contact the Principal to discuss alternatives which meet the code. (e.g. long-sleeved polo shirts in the school colours).

Enforcement

- The Education (General Provisions) Act 2006 incorporates authority for Principals to enforce the school dress code. Action can be taken against students who choose not to wear the uniform even when offered the opportunity to do so. Sanctions for failure to comply with the code can include, on a once only basis per episode of non-compliance, and limited to one of the following can include :-
- Imposing a detention for a student during lunch (eg Principal's Office) or after school (if after school, inform parents before detention occurs);
- Preventing a student from attending, or participating in, any activity for which the student is representing the school; or
- Preventing a student from attending or participating in any school activity that is not an essential school educational program.
Sanctions will reflect the severity and recentness of the non-compliance. The Student Dress Code Policy is provided to parents in the prospectus at the time of enrolment as part of the enrolment process.

**Resolving conflict:**

Where there are individual cases of conflict with student dress codes, the following actions may occur:-
- The student will be offered appropriate item/s from a bank of clothing/uniforms held at school;
- An action that prevents risk to the student or others, or an action that maintains normal school operations will be taken.
- The student’s parents or carers will be informed of the incident and it will be discussed further with parents or carers, representatives of school and the student to prevent a recurrence; and
- A process of conflict resolution or mediation will be implemented if a student persistently wears inappropriate dress after discussions have been held with parents or carers.

Where a student is reasonably dressed, but does not conform to student dress code:-
- The student will be offered appropriate item/s from a bank of clothing/uniforms held at school;
- The student's parents or carers will be informed of the incident.
- Parents should launder and return the item/s borrowed from the uniform pool to the school and the student’s inappropriate clothing will then be returned.

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### Mt Larcom State School only supply those items with a cost listed. All other items should be purchased in town.

<table>
<thead>
<tr>
<th>All students Prep to Year 10</th>
<th>Uniform item</th>
<th>Description</th>
<th>Price including GST</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Available for purchase from the office</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shirts</td>
<td>Polo shirt with light blue and gold on navy blue body, light blue and gold stripe on navy blue collar.</td>
<td>$35 all sizes Sizes - 4, 6, 8,10(XS),12, 14(S), 16, 18(M), 20, 22(L), 24</td>
<td></td>
</tr>
<tr>
<td>Hats</td>
<td>Bucket Hat/Navy bucket hat with logo</td>
<td>$7 &amp; $15 Sizes – S/S, S/M and L/XL</td>
<td></td>
</tr>
<tr>
<td>Shorts</td>
<td>Navy blue (Until sold out)</td>
<td>$10 all sizes</td>
<td></td>
</tr>
<tr>
<td>Sports Jacket</td>
<td>Navy blue &amp; light blue zip-up microfibre</td>
<td>$35 all sizes</td>
<td></td>
</tr>
<tr>
<td>Track pants</td>
<td>Navy blue track pants (Until sold out)</td>
<td>$20 all sizes</td>
<td></td>
</tr>
</tbody>
</table>

| Available in stores | Long pants | Navy slacks or trousers **(not denim jeans)** – no logos |
| | Hats | Navy broad-brimmed hat |
| | Skirts | Navy blue - 2 inverted pleats front and back OR navy netball skirt. OR skorts |
| | Socks | Navy or white socks |
| Footwear | **Student shoes MUST be black with solid leather or vinyl uppers.** Ugg boots, volleys, thongs, sandals, canvas shoes or sneakers and mesh-topped sneakers are NOT appropriate or health & safety compliant. Appropriate footwear must be worn at **ALL** times. See examples on following page. Closed in and protective footwear must be worn in the Manual Arts, Science, Art and Home Economics rooms at all times. Some activities may require steel-capped boots. |

**Bike riders**

| Bike helmets | Students who ride bikes to school are legally required to wear helmets. Helmets must be securely fastened. Not wearing a helmet is against the law and could be unsafe for the student and others. |

This Student Dress Code Policy has been adopted and approved by the Mt Larcom State School Parents & Citizens’ Association.
Examples of shoe types accepted at
Mount Larcom State School & Secondary Department

Footwear not accepted at any time

SUN SAFETY POLICY & HATS
The high incidence of skin cancer in Queensland makes it important for all children to wear hats when outside - NO HAT, NO PLAY.

Hats: Our school policy is that all students playing outside must wear a hat – caps do not offer adequate sun protection. Navy blue broad-brimmed hats are recommended as part of our school uniform. Navy bucket hats may also be worn and these can be purchased from the Mt Larcom Feed Barn.

Sunscreen: Students are encouraged to apply sunscreen to their face, neck, arms, legs and backs of hands.

Sunglasses: The wearing of sunglasses by all students when outdoors is strongly encouraged. Statistics from the Royal Blind Association indicate that many cases of eye damage, even blindness, can be prevented by regularly wearing sunglasses. It is not appropriate for sunglasses to be worn in the classrooms. It is recommended that students wear inexpensive sunglasses that meet the required U.V. protection standards, not expensive brands of sunglasses. The school accepts no responsibility for the loss of sunglasses.

Uniforms: All of our school uniform shirts include collars and sleeves for sun protection. See the uniform section for items offered for sale by the P&C and for prices.

Swimming lessons: All students must wear a shirt or rashie over their swimmers while at the pool and we encourage all students to wear sunscreen.
In 2017, Mount Larcom State School will operate a Student Resource Scheme (SRS) for students from Years 7-10. Whilst the cost of providing instruction, administration and facilities for the education of a student is met by the State, a parent/guardian is directly responsible for providing the student with textbooks and other resources for a student’s use while attending school.

The Queensland Government Textbook and Resource Allowance supplement that is paid annually to all High schools is used to offset the cost of each schools SRS scheme. In 2017, the Textbook and Resource Allowance is $115.00 for Years 7 to 10.

**PURPOSE OF SCHEME**

The purpose of the scheme is to provide the parent with a cost effective alternative to purchasing textbooks and/or resources elsewhere, through reduced prices gained from the school’s bulk purchasing practices. The scheme is endorsed by the P&C but managed by the school and operates within the policy and guidelines of the Department of Education, Training and Employment (DETE). DETE encourages schools to operate a scheme as a service to parents.

**Option A PARTICIPATION IN THE SCHEME**

Participation in the scheme is voluntary, and those parents/carers who join the scheme are required to pay a fee in return for their child to access materials and resources managed by the scheme. **Please note - If you choose not to participate in the scheme, you will be required to provide all the listed items yourself.**

All parents/carers, regardless of whether they wish to join the scheme or not, will need to sign the Student Resource Scheme Participation Agreement form indicating that they have read the Terms and Conditions. If a student leaves the school during the school year, a pro-rata refund will be made on the basis of a 40 week year.

**BENEFITS OF THE SCHEME**

- The scheme ensures that students have the required resources for their education when they commence school.
- The scheme saves parents/carers time and money in sourcing appropriate textbooks and other materials provided through the scheme.
- The benefits from the savings that the School can secure through bulk purchases, and discounts through early purchasing, are passed on to the students.

**ITEMS SPECIFICALLY EXCLUDED FROM THE SCHEME**

- Stationery items (i.e. Class Book Lists)
- Protective clothing where required
- School activities that enhance the Curriculum (i.e. Arts Council performances etc.)
- School activities, such as selected school excursions, camps, formals and enrichment activities.

**Option B NON PARTICIPATION IN THE SCHEME**

Upon request, the school will provide a comprehensive list of all items that are covered under the Student Resource Scheme, applicable to your student, early in the school year. It is the responsibility of non-participants of the scheme to purchase all the textbooks and resources provided by the scheme. If you choose not to participate in the Scheme you are entitled to receive a payment from the school to the value of the Government text book and resource allowance for your student year 7-10 $115.00. On receipt of your completed participation form indicating do not wish to participate you will receive a request for reimbursement form from the school which, when completed, will allow us to make payment to you.

**FINANCIAL DIFFICULTY**

Anyone experiencing financial difficulties, should phone the School to arrange an appointment with the Business Services Manager. It is our intention to encourage all families to join the Scheme and enjoy its benefits.
### Scheme inclusions for Year 7-10

<table>
<thead>
<tr>
<th>Actual value of Student Resource Scheme</th>
<th>$315</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less School Subsidy</td>
<td>-$120</td>
</tr>
<tr>
<td>Less Government text and resource allowance</td>
<td>-$115</td>
</tr>
<tr>
<td><strong>Charge for parents participating in the scheme</strong></td>
<td><strong>$80 plus subject levies if applicable</strong></td>
</tr>
</tbody>
</table>

#### General Items

<table>
<thead>
<tr>
<th>General Items</th>
<th>Cost</th>
<th>Temp (T) or Permanent (P) use by student</th>
<th>Retail costs to NON participating student</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration of scheme</td>
<td>$15</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Student ID card</td>
<td>$7</td>
<td>P</td>
<td>$7.70</td>
</tr>
</tbody>
</table>

#### Subject

<table>
<thead>
<tr>
<th>Subject</th>
<th>Cost</th>
<th>Item</th>
<th>Temp or Perm use by student</th>
<th>Retail cost to parent including GST e.g. purchase from news agency or book store</th>
</tr>
</thead>
</table>
| **Mathematics** | $45 | • Heinemann Mathematics textbook $30  
• Reproduced class workbooks and worksheets and teacher prepared materials which complement and/or substitute for textbooks $15 | Temporary hire by student  
Permanent use by student | $58 to purchase new book  
$16.50 copying inc GST |
| **English** | $38 | • Use of class sets including reading novels and dictionaries $23  
• Reproduced class workbooks & worksheets, and teacher prepared materials which complement and/or substitute for textbooks $15 | Temporary hire by student  
Permanent use by student | $77 (4x$16.50 novels plus dictionary $11)  
$16.50 copying inc GST |
| **Science** | $45 | • Science Essentials textbook $30  
• Reproduced class workbooks and worksheets and teacher prepared materials which complement and/or substitute for textbooks $15 | Temporary hire by student  
Permanent use by student | $72 to purchase new book  
$16.50 copying inc GST |
<table>
<thead>
<tr>
<th>Subject</th>
<th>Amount</th>
<th>Description</th>
<th>Levies</th>
</tr>
</thead>
</table>
| HPE                     | $45    | • LD Health & Physical Education MacMillan Years 8-10 $30  
|                         |        | • Reproduced class workbooks and worksheets and teacher prepared materials which complement and/or substitute for textbooks $15 | Temporary hire by student  
|                         |        | Permanent use by student  
|                         |        | $99.00 to purchase new book  
|                         |        | $16.50 copying inc GST |
| SOSE                    | $15    | • Reproduced class workbooks and worksheets and teacher prepared materials which complement and/or substitute for textbooks $15 | Permanent use by student  
|                         |        | $16.50 copying inc GST |
| Home Economics          | $45    | • Home Economics Text $30  
|                         |        | • Reproduced class workbooks and worksheets and teacher prepared materials which complement and/or substitute for textbooks $15 | Temporary hire by student  
|                         |        | Permanent use by student  
|                         |        | $75.50 to purchase new book  
|                         |        | $16.50 copying inc GST |
| Agricultural Studies    | $45    | • Dynamic Agriculture Text $30  
|                         |        | • Reproduced class workbooks and worksheets and teacher prepared materials which complement and/or substitute for textbooks $15 | Temporary hire by student  
|                         |        | Permanent use by student  
|                         |        | $72.90 to purchase new book  
|                         |        | $16.50 copying inc GST |
| Art                     | $15    | • Reproduced class workbooks and worksheets and teacher prepared materials which complement and/or substitute for textbooks $15 | Permanent use by student  
|                         |        | $16.50 copying inc GST |
| **Total for participating student** (minus $115 government allowance, minus $120 School Subsidy, plus $80 payable by Parents) | $315   |                                                                                               | **Total for NON participating Student $594.10** |

**SUBJECT LEVIES**

Please be aware that some subjects where the instruction is extended through providing practical learning experiences in excess of materials provided by school grants require a Subject Levy to be paid if your student is participating in them.

<table>
<thead>
<tr>
<th>Year Level</th>
<th>Subject</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 7-10</td>
<td>Manual Arts</td>
<td>$35</td>
</tr>
</tbody>
</table>
# Student Resource Scheme

## Participation Agreement Form

### Privacy Statement

The Department of Education, Training and Employment, through the school, is collecting your personal information in accordance with section 51 of the Education (General Provisions) Act 2006 in order to administer the Student Resource Scheme in an efficient, ethical and secure manner. The information will only be accessed by school employees administering the scheme. Some of this information may be given to 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, Training and Employment is authorised or required by law to make the disclosure.

### Participation

- **Yes** I wish to participate in the Student Resource Scheme in [Year]. I have read and understand the Terms and Conditions of the scheme (see reverse) and agree to abide by them and to pay the participation fee in accordance with the selected payment arrangement below.

- **No** I do not wish to participate in the Student Resource Scheme in [Year]. I have read and understand the Terms and Conditions of the scheme (see reverse) and agree to abide by them, particularly paragraphs 12 and 36.

Please refer to the accompanying Subject Requirements List and/or Year Level Requirements List for fee details.

<table>
<thead>
<tr>
<th>Student Given Name</th>
<th>Student Surname</th>
<th>Yr Level</th>
<th>Participation Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>4.</td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>5.</td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

### Parent Details

- **Given Names:**
- **Surname:**
- **Address:**
- **Contact Numbers:**
  - Home: ________
  - Work: ________
  - Fax: ________
  - Mobile: ________
  - Email: ________
- **Parent Signature:**
- **Date:**

### Payment Arrangement

- **Now:** I wish to make full payment now as a single payment of the total amount above.
- **Instalments:** I wish to make instalment payments, during the first two weeks of the first three terms, in the following proportion of the total amount: Term 1: $______; Term 2: $______; Term 3: $______; or as negotiated with the school.

I agree to make payments by the due dates and I understand that any failure to make payments by these dates may result in debt recovery action being undertaken including, where warranted, referral to an external debt collection agency at my expense.

School Use Only: Negotiated Instalments Approved: ____________ Position: ____________

### Payment Method

I wish to make payment by:

- [ ] Centrepay Deduction*
- [ ] EFT
- [ ] EFTPOS Credit/Debit Card
- [ ] Cheque
- [ ] Cash

* Payment by Centrepay deduction can be arranged through the school administration.

**Payment by EFT can be made to the school bank account BSB: ____________, Account Number ____________. To ensure correct identification of the payment, please ensure that the EFT payment reference clearly includes the STUDENT NUMBER, along with the characters SRS, e.g. 001461SRS.

Purpose of the Scheme

1. The University, in accordance with the Education (General Provisions) Act 2008, the cost of providing instruction, administration and facilities for the education of students enrolled at State schools who are Australian citizens or permanent residents, or the children of Australian citizens or permanent residents, is met by the State.

2. Parents are directly responsible for providing textbooks and other personal resources for their children attending school. In recognition that these costs can be high, the school operates a Student Resource Scheme (the “scheme”) that enables a parent to enter into an arrangement with the school for, for a specified annual participation fee, providing for the temporary use by the student of specified books and/or other resources, for the student’s use and the purchase of consumables and materials for the student.

3. A Student Resource Scheme is separate to and distinct from a request for a voluntary financial contribution.

Benefits of the Scheme

4. The purpose of the scheme is to provide parents with a cost effective alternative to purchasing textbooks and/or resources elsewhere, through reduced prices gained from the school’s bulk purchasing practices.

5. The scheme also ensures that students have consistent personal resources for their education, and saves the parent time and money in sourcing the prescribed material elsewhere.

6. The scheme is not used to raise funds for other purposes, and revenue collected through the scheme is applied only to the operation of the scheme.

Participation in the Scheme

7. Participation in the scheme is voluntary, and there is no obligation on a parent to participate in the scheme. A parent’s decision to participate or not is based on their consideration of the value offered by the scheme.

8. The completed and signed Participation Agreement Form should be returned to the school by the advertised date to indicate participation or non-participation in the scheme.

9. If a parent chooses to participate in the scheme and completes the Participation Agreement Form, a fee will be due and payable by the parent for the items provided by the scheme to the student.

10. Payment of the participation fee is a requirement for continued participation in the scheme. An unpaid fee will be subject to the school’s debt collection processes.

11. A parent who does not wish to participate in the student resource scheme will receive a document terminating participation by signing the Participation Agreement Form and returning it to the Administration Office. Arrangements will be made for the parents to collect the books and/or other resources from the school, and an account of the value of the Textbook and Resource Allowance for each of the eligible children.

12. A parent who chooses not to participate in the scheme is responsible for providing the books/resource material that would otherwise be provided to the student by the scheme as detailed on the Year Level Requirements List and/or Subject Requirements List to enable the student to engage with the curriculum.

Parents and Citizens’ Association Support of the Scheme

13. The operation of the Student Resource Scheme is discussed annually at a meeting of the Parents and Citizens Association. Parents are invited to attend this meeting and provide with an opportunity to express their opinion. A vote is taken at the meeting supporting the operation of the scheme.

Textbook and Resource Allowance

14. The Queensland Government provides financial assistance to parents of students in Years 8 to 12 of secondary education age, attending and approved non-State schools, to offset the costs of textbooks and other resources. Assistance is provided in the form of a Textbook and Resource Allowance which is paid once a calendar year through the school. Parents have the option to receive the allowance directly from the school or as an offset of fees associated with the school’s Student Resource Scheme. This option is made available to students each year by the school. Current allowance rates are available from https://education.qld.gov.au/finance/parents/textbook-resource-allowance.html.

Payment Arrangements

15. Payment of the participation fee may be made by EFTPOS (Debit/Credit Card) or by cheque or cash. Payment must be made by direct deposit (EFT) to the bank account indicated on the front of the form, please ensure that the payment reference indicates the reference as “SRS” on the front of the form. The acknowledgement from your financial institution of the successful electronic transfer of funds should be retained as your record of payment.

16. If a student chooses to pay the participation fee in a manner other than by an EFTPOS card, the amount of the participation fee may be made in whole or by instalment as indicated on the Participation Agreement Form or for another amount as approved by the Principal.

For payment by EFTPOS (Credit/Debit Card), I hereby authorise the school to debit my:

☐ MasterCard ☐ Visa ☐ Other (where accepted) ____________________________

Card Number: ____________________________ Expiry Date: ____________________________

For □ an amount of $_________ (total above) or ☐ $_________ on the first school day of the first three terms (equal instalments of the above amount), or ☐ in accordance with the negotiated Payment Arrangement completed above.

For □ a Student Resource Scheme (SRS), the payment arrangements above are subject to any State Government assistance (MTR) arrangements to which they are entitled.

For □ an amount of $_________ on the first school day of the first three terms (equal instalments of the above amount), or ☐ in accordance with the negotiated Payment Arrangement completed above.

For □ a Student Resource Scheme (SRS), the payment arrangements above are subject to any State Government assistance (MTR) arrangements to which they are entitled.

Name of cardholder as it appears on the card: ____________________________

Signature of Cardholder: ____________________________

SUPPORT STAFF

GUIDANCE OFFICER
A guidance officer works at Mt Larcom School with primary and secondary students. The main role of the guidance officer is to assist students who are experiencing problems and need someone to talk to. Problems may range from difficulties with schoolwork to personal problems. The guidance officer can also provide career information for secondary students. Please make an appointment through the office.

SCHOOL-BASED YOUTH HEALTH NURSE (SBYHN)
Our School-Based Youth Health Nurse, visits the school on alternate Thursdays. This role is to work with the secondary students in our school. Our SBYHN will take classes to discuss health related issues, run health promotions within the school and conduct one-on-one student / nurse interviews. If you wish to contact the Youth Health Nurse to organise an appointment for your child, please do so through the office.

SCHOOL CHAPLAIN
The school chaplaincy program will be continuing. The 2016 Chaplain is David Hall. Days and times will be advertised in the newsletter.

SWIMMING LESSONS
Students in Prep to Year 10 are involved in swimming lessons at the Mt Larcom Memorial Pool. Check in the newsletter for a timetable and other details.

In line with our Sun Smart Policy all students must wear a sun smart shirt or “rashie” over their swimmers while at the pool. Students are required to wear a swimming cap and to apply sunscreen. Students may also wish to bring their own goggles.

A whole of school swimming carnival is held towards the end of the year and parents are invited to come along and support the swimmers.

UNIFORMS – see student dress code

USE OF FACILITIES AND SCHOOL GROUNDS
While the community is encouraged to be part of the school, the grounds are not a public park. In the interest of school property, safety and security, people or organisations wishing to use the facilities must contact the Principal for prior approval. Please contact the Principal during school hours. Organisations will need to complete an agreement form and provide proof of public liability insurance. All reasonable requests will be given favourable consideration. The new library facility is available for community use so please contact the Principal to make arrangements. Being on school grounds without authorisation is trespassing.
VALUABLES, PERSONAL ITEMS & JEWELLERY
Students may wear a watch and/or small plain studs and sleepers. No ear expanders are permitted. Flat ring (one only). No other jewellery is acceptable except for approved medi-alerts. Students are discouraged from bringing any toys or items of value to school. Valuables or large sums of money must not be left in bags but handed into the office and collected at the end of the day. The school accepts no responsibility for loss or damage to these items. No liability can be accepted by the school in the event of the loss, theft of, or damage to any device (eg mobile phone, MP3 player) brought onto school premises. Remember, “If you can’t afford to lose it, don’t bring it”.

Due to health and safety issues, only roll-on deodorants are allowed at school. Aerosol cans or spray packs will be confiscated. Please talk to your child about this matter.

VOLUNTEERS AND VISITORS
Assistance from volunteers is always welcomed at our school. Volunteer activities might include listening to children read, repairing or shelving books, supervising small group activities such as craft or accompanying children on excursions.

As you can imagine we are always looking for volunteers to help in the tuckshop and to help the fundraising team on the P&C. If you would like to be a voluntary helper please contact your child’s teacher, the tuckshop or the office. Volunteers, unless they are a parent of a child of the school, will need a Working with Children blue card before working with children. Office staff can assist new volunteers in applying for a card.

It is a health, safety and security requirement that all school visitors and volunteers sign in at the office when they arrive and sign out as they leave.

WHOLE OF SCHOOL POLICY – PRIMARY
Mt Larcom State School has a Whole of School Policy for the Primary school. This means that whatever we do we do as a whole school e.g. the Choir is a Whole School Choir.

YEAR 8, 9 and 10 SUBJECT SELECTION ADVICE
We offer the following advice for Year 8, 9 and 10 students choosing subjects for the year.

DO choose subjects:  1. That may lead to careers you are considering
  2. Which you enjoy the most
  3. Which you think you are good at

DO NOT choose subjects:  1. Just to be with your friends
  2. Just because an older brother or sister did the subject
  3. Because you think the subject is easy or difficult
  4. Because a certain teacher may, or may not, be teaching the subject.