

fostering quality learning

INFORMATION BOOKLET

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Welcome to Moggill State School

On behalf of the school and its community, we would like to welcome you and your family to Moggill State School. We trust your stay with us will be a positive and enjoyable experience.

The original Moggill State School opened on 12 February, 1866. Moggill State School has an excellent record of achievements in the academic, musical and sporting areas. The current student enrolment is 751, with students from Prep to Year 6.

The focus at Moggill State School is always around improvement and 'doing and being our best'. Our community prides itself on our strong school culture, which provides students with a safe, caring and supportive environment, where students are provided with the best opportunity to learn and be their best. Having pride in our GREAT school is something that students, staff and parent/caregivers are proud of.

We have high academic, social and extra-curricular expectations of the students who attend Moggill State School. School staff and parents/caregivers work closely together to ensure learning programs are tailored to the identified learning needs of each and every child.

The Moggill State School Responsible Behaviour Plan strengthens our beliefs that interacting appropriately with others builds respect, tolerance and understanding.

Our four school rules are simple and are clearly articulated to students and parents/caregivers:

Be SAFE
Be RESPONSIBLE
Be RESPECTFUL
Be IN THE RIGHT PLACE AT THE RIGHT TIME.

Strong partnerships exist between school staff, students and parents/caregivers. We encourage the involvement of parents/caregivers and our community in school life at Moggill State School. We are fortunate to have a strong and supportive Parents and Citizens Association. Your input and donation of time is always greatly appreciated in supporting this terrific Association.

If you would like further information, or would like a tour of our school grounds and classrooms, please don't hesitate to contact the school office to arrange a meeting time.

The School at a Glance

Office Hours: 7:45am to 3:30pm Monday to Friday
School Address: 3417 Moggill Road, Moggill QLD 4070

School Phone:	07 3202 0444 Press: 1. General Enquiries 2. Staff Absences 3. Student Absences 4. School Accounts 5. Tuckshop
Absence Text Number:	0426 306 218
Outside School Hours Care (OSHC)	07 3202 5599
Email (Principal)	principal@moggillss.eq.edu.au
Email (Administration)	admin@moggillss.eq.edu.au

School Hours: 8:55am to 3:00pm

1. The first bell for children to prepare for class is at 8:50am. Children should arrive at school by this time.
2. Children commence school at 8:55am
3. Assembly is held at 9:15am every second Friday (odd weeks) during school term.

Recesses:

First Break	11:00am – 11:45am
Second Break	1:15pm – 1:45pm

Parents and Citizens Association (P&C)

This Association meets on the fourth Wednesday of the month at 7:00pm in the Resource Centre.

School Council

As Moggill State School is an Independent School, we also have a School Council. The School Council is comprised of equal numbers staff and parents, as well as the Principal and P&C President. The functions of a School Council are to:

- Monitor the school's strategic direction;
- Approve school plans and policies of a strategic nature, or other documents affecting strategic matters including the annual estimate of revenue and expenditure for the school;
- Monitor the implementation of the plans, policies and other documents mentioned above; and
- Advise the school's Principal about strategic matters.

The School Council meets a minimum of once per term.

History of Moggill State School

1866 – Present

There are very few records of the beginning of Moggill State School. Records, do however, show that in 1865 a contract was signed for the construction of a school house (one large room) and teacher's residence for the sum of 290 pounds. The teacher's residence stood on the site of the old preschool building.

The school's opening on 12 February, 1866 was celebrated as a holiday and all the residents of the district assembled at a "grand feast". Mr John McAllister was the first teacher but the loss of class rolls through either fire or flood prevents the identification of the first pupils. They numbered 53 by the end of 1866, grouped in four classes – first, second, sequel and third.

The early settlers were timber getters, farmers (mixed farming, dairying, pineapples, cotton), quarrymen, miners and their children's attendance at school fluctuated reflecting "the health of the neighbourhood" i.e. whether or not the children had to help at home in time of drought, flood, harvesting, etc.

Old School Badge



THE SCHOOL BADGE

The school badge was designed by Mrs Ann Tracey in 1981-82. It portrays the eastern water dragon which is still common around the Moggill District. The word Magill in Aboriginal folklore is believed to mean "Water Dragon". This is one of many explanations for the modern name of Moggill. The present-day school badge was renewed by the P&C Association in 2011.

New School Badge



The Old School Pledge

Land of our birth, we pledge to thee
Our love and toil in the years to be;
When we are grown and take our
place As men and women with our
race.

Prior to 1988 this piece of Kipling's work was used as the official school pledge. With the celebration of the Australian Bicentennial a competition was held from within the school community to provide a new pledge that was perhaps more meaningful to a modern school community moving into the 21st century. At official functions both the old and new pledges had been used.

The New School Pledge

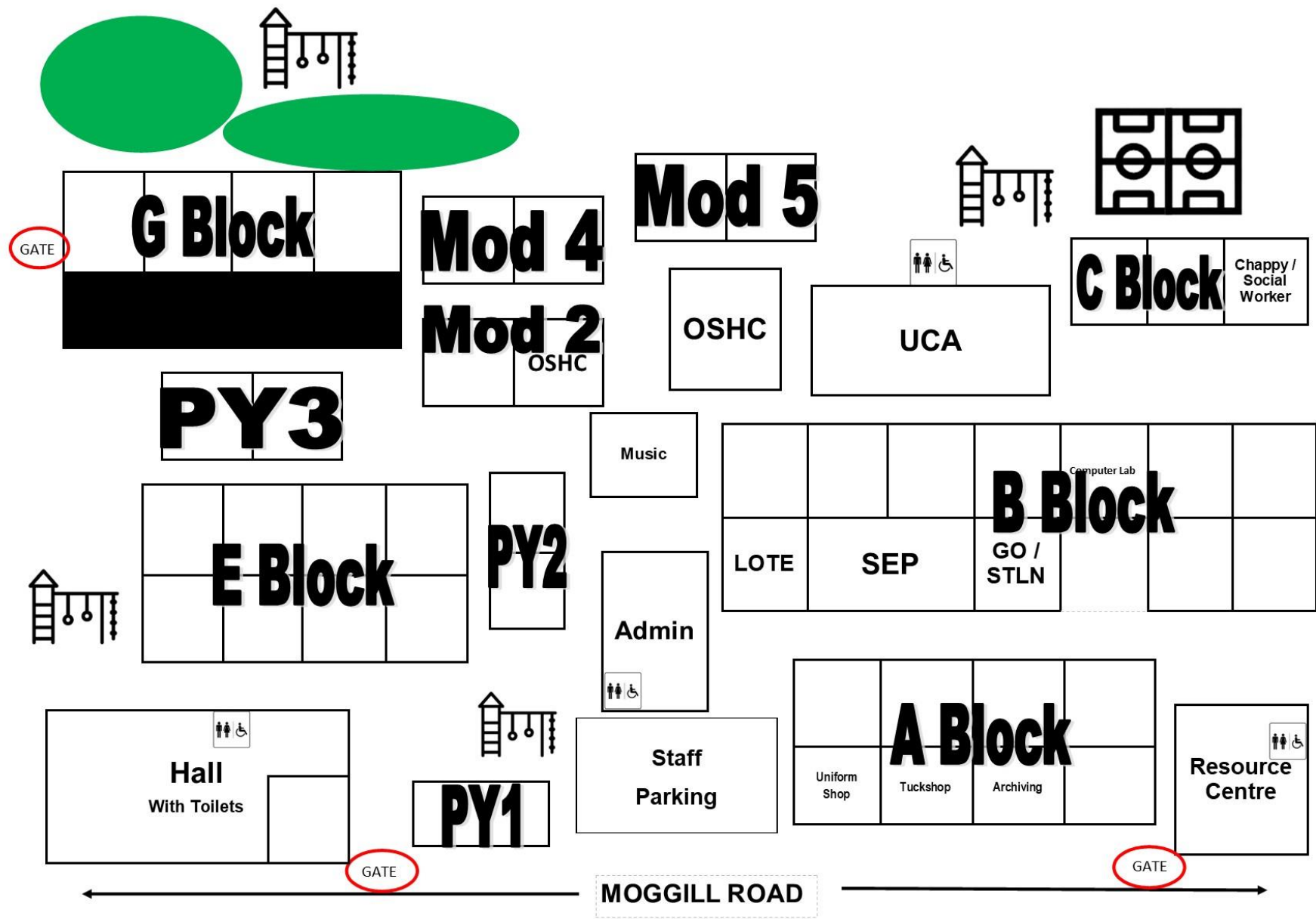
Australia, land of freedom and sun
We as your youth now speak as
one. We pledge to you our loyalty
true Wherever we go and in all that
we do.

In November 1989 a large number of high-quality entries were received in the school pledge competition. The Bartholomeusz family won the competition producing a pledge that reflects the continuing pride in our school and country to take us successfully in the twenty-first century.

School Mission Statement

"Our mission is to foster quality learning"

In 1990 major restructuring in school organisation was brought about by developments within Education Queensland and a mission statement was adopted to provide a framework for structuring the goals and objectives of the school.



School Profile

Introduction

Moggill State School consists of 5 preparatory classrooms, 39 teaching spaces, a music room, a well-resourced resource centre, hall, an Outside School Hours Care Unit (OSHC) and Administration Block. These facilities are complemented by the school Tuckshop and Uniform Shop. The school has well maintained ovals, beautiful environmental areas – both cultured and natural, tennis courts and four adventure playgrounds. Our hall and resource centre were completed in late 2011.

Staff

Administration Staff

Principal, 2 Deputy Principals, Business Manager, and 3 Administration Officers.

Teaching Staff

32 Classroom Teachers – Prep to Year 6 (a number of teachers' job share) plus teaching staff allocated to the provision of non-contact time/curriculum coordination time.

Specialist Teaching/Support Staff

A Head of Department-Curriculum Teacher, Librarian, Music Specialists, Instrumental Music Teachers, Health & Physical Education Teachers, LOTE (Japanese) Teacher, Support Teacher Literacy and Numeracy (ST-LAN), Guidance Officer, English as a Second Language Specialist Teacher (EALD), Advisory Visiting Teachers.

Ancillary Staff

Teacher Aides: Prep, Library, Special Education and General. Schools Officer and cleaning personnel.

Specialists

The Physical Education Teachers are based at Moggill State School.

The Support Teacher – Literacy and Numeracy (ST-LAN) is also based at Moggill State School and assists class teachers in meeting the needs of individual pupils. Parents/caregivers may meet with the ST-LAN to discuss any problem areas.

Instrumental Music Teachers provide lessons in woodwind, brass, percussion and strings on various days during the week. An information evening for this program is held in Term 4.

A teacher of Languages other than English (Japanese) works in the school. This program is delivered to Year 1 to Year 6.

Two Music Specialists teach junior and senior students.

Religious Instruction

Religious Instruction (RI) is a program of instruction that is approved and provided by a faith group during normal school hours to eligible students (Year 1-12) for up to 1 hour per week by an approved religious instructor. At Moggill State School 30 minutes per week is allocated to RI.

RI is only provided to students who identify with a faith group that is conducting RI in the school or whose parents have given written permission for them to participate.

Community

A supportive Parents and Citizens (P&C) Association along with voluntary community support enhance the good work of the teaching staff.

The community of Moggill and surrounds consists of the developing areas of Bellbowrie, Moggill, and Anstead. The families have high expectations for educational outcomes and education is valued.

Resources

The school is well resourced with additional resources purchased on request by a supportive P&C Association. Grants are received through State and Commonwealth agencies.

Curriculum Processes

The school curriculum is organised into key learning areas (KLAs). In Prep to Year 6, learning areas are English, Maths, Science, HASS (Humanities and Social Sciences), Health and Physical Education, The Arts (including Music), Technology (Design and Digital). Languages other than English is offered in Year 1 to 6.

Curriculum Delivery

School commences at 8.55am and concludes at 3.00pm daily. Lunch breaks are taken from 11.00am to 11.45am and 1.15pm to 1.45pm. Classes are generally single year level classes or multi-age classes of adjoining year levels.

Physical Location

Moggill is approximately 11 kilometres from Kenmore along Moggill Road. The suburb offers the best of both rural and city living. Most parents/caregivers commute to the city or inner suburbs for work.

Statement of Purpose

- (A) Education Queensland – Ensuring that every day, in every lesson, every student in state schooling is learning and achieving within a safe, supportive, inclusive and disciplined learning environment.
- (B) Moggill State School – Fostering Quality Learning.

Values and Beliefs

- (A) Education Queensland: - Organisation Values
 - Students: Is what I am doing promoting the best interest of students?
 - Quality: Is this the best I can do?
 - Accountability: Am I prepared to accept personal accountability for this?
- (B) Moggill State School – We believe we can foster quality learning when: -
 - I. Learners are given positive feedback for efforts and achievement;
 - II. Teachers support students to become independent learners;
 - III. The school is interested in children as individuals;
 - IV. Parents/caregivers help their children develop self-esteem.

Educational Details

Educational Activities

Class excursions are arranged through the school to allow the children to join in activities of the local community and to complement curriculum instruction.

School Band/Orchestra – these groups are involved in playing at functions at school and out of school.

School Choirs – children in Years 1-6 are encouraged to join one of the School Choirs (Melodic Minors – Years 1-2, Middle Cs – Years 3-4, Senior Singers – Years 5-6).

Curriculum

The curriculum consists of eight Key Learning Areas which are English, Mathematics, Science, Health and Physical Education, HASS (Humanities and Social Sciences), LOTE, The Arts (including Music) and Technology (Digital and Design).

Gifted Education is a strong focus at Moggill with the school's participation in the Gifted Education Mentor (GEM) Program. This is an exciting leadership program which supports the school in catering for students' diverse needs, in particular gifted students. Moggill offers enrichment programs for students through Opti-minds, Instrumental and Choral programs, District Music Camps, Performing Arts Program and many other classroom-based activities. Maximising student achievement is a focus. The provision of a differentiated curriculum supports improved learning outcomes for all students.

Technology is a strong focus at Moggill. There is a strong commitment to supporting the integration of ICTs through professional development activities and networks. The employment of a technician has been provided to enhance hardware and software and technical support to networks in the school.

The School Day

The normal school hours are set down daily from 8.55am to 3.00pm. Parents/Caregivers are advised that early arrival at school by pupils is unwise. The Department of Education does not provide staff for supervision prior to the commencement of lessons. An ideal time for arrival is between 8.30am and 8.50am.

Bell Times

8.50am	First Bell, prepare for school
8.55am	First session
11.00am	First break (eating)
11.15am	First break (play)

11.45am	Middle session
1.15pm	Second break (play)
1.30pm	Second break (eating)
1.45pm	Last session
3.00pm	School concludes

Playground supervision is maintained during the first and second break periods.

Note: warning bell sounds at 11.42am & 1.42pm for students to start returning to class.

End of School Day

Children who are waiting for parents/caregivers should remain in the grounds. Parents/caregivers are requested to collect students promptly at 3.00pm each day. To avoid congestion at the front of the school, a car park area exists at the back of the school (entry from Kangaroo Gully Road). Parents/caregivers are reminded that the pedestrian crossing area and bus stop area at the front of the school are NO STANDING zones. Children who have not been collected by 3.10pm will be sent to the office where the staff will attempt to contact parents/caregivers. If parents/caregivers cannot be contacted the child/children will be taken to Outside School Hours Care (OSHC). OSHC is operated by the P&C and charges a fee for supervision, this fee is to be paid by the parent/caregiver.

Children going home along are required to leave the grounds immediately upon dismissal.

The School Library

Our purpose-built Resource Centre is very well resourced with books, computers, games and spaces to support teaching and learning. It is a welcoming and vibrant space for all.

Our aims are:

- To encourage the love of reading and development of literacy by providing quality books and reading resources for students and classrooms.
- To assist the students in literacy and communication skills required for lifelong learning.
- To provide relevant resources for the curriculum and specific school-based programs.

The Resource Centre is staffed by a full-time teacher librarian and part-time aide. They are able to assist students with research, reader guidance and recreational reading. Students are encouraged to borrow according to their personal preferences or interests.

Library lessons are conducted by the teacher librarian in conjunction with classroom teachers. Prep to Year 3 have an allocated lesson each week whilst the upper year levels book in for times throughout the year as they are required.

All classes are booked in for one borrowing time per week. Students are encouraged to borrow new books of interest, regularly. All students are encouraged to use a library bag to assist in protecting library books.

The Resource Centre is open before school at 8.30am, during first break and after school until 3.15pm. Parents are welcome to visit the Library with their children and assist their children with reading selections.

School Awards

The school has various awards which acknowledge achievement in school related activities. These awards are not given lightly. If an award is received, it is earned.

- a. Certificate of Appreciation – to acknowledge the contribution of members of the total school community and persons outside the school community who make a positive contribution to the school.
- b. Certificate of Achievement – to acknowledge special achievement and effort given by the students. These efforts and achievements refer to academic, sporting and citizenship aspects of the school curricular.
- c. Class Awards – to acknowledge the student's "in class" achievements and efforts.
- d. Year 6 "Graduation Certificate" – to acknowledge that the student has completed primary education.
- e. School Based Extra-Curricular Activity Awards – to acknowledge, to the wider school community, achievements in school based extra-curricular activities, e.g. music, sport, LOTE, Opti-minds.

Health & Physical Education

Swimming – during the summer months, swimming classes are organized for students. The pupils travel to and from the Bellbowrie Pool by bus. Staff of the Bellbowrie Pool provide swimming lessons. A pay in advance system for pool entry, tuition and transportation is current. Term 1 – Years 1-2 and Term 4 – Years 3-6.

PLEASE ENSURE ALL ITEMS OF CLOTHING INCLUDING TOWELS AND SWIMMING TOGS ARE MARKED WITH YOUR CHILD'S NAME.

Physical Education – lessons emphasising skill development are conducted by the Physical Education Teacher. These areas include gymnastics, dance, movement, ball handling skills, minor games, fitness and athletics.

Inter-house Competition – inter-house competition takes place in many areas including athletics, swimming and cross country.

West Akuna Friday Interschool Sport – Moggill State School is a member of the West Akuna Friday Interschool Sport District. All students are encouraged to participate and the policy is centred around maximum participation. Students in Years 5 and 6 participate in two seasons of Friday Interschool Sport, one in Semester 1 and one in Semester 2. Each season is for 5 weeks and students play two games each week. Semester 1 sports may include Touch Football, Football (soccer), Netball and AFL. Semester 2 sports may include Flag Tag, Rugby League, Cricket and Basketball. Students play at a variety of locations and are transported to venues

Northern Eagles Sports District Representative Pathway – Moggill State School is a member of the Northern Eagles Sports District. Northern Eagles is one of five districts that comprise the Metropolitan West Regional School Sport Program. Students aged 10-19 years are eligible to be considered for this. As a representative pathway it is important to realise that this is different to Friday Interschool Sport. Students are invited by the school to trial in a variety of sports at the Northern Eagles District Level. Students selected in the District team then progress to the Regional Trials.

Moggill State School also selects a team to compete at the Northern Eagles District Sports Trials referred to as 'The Big Three' of Swimming, Cross Country and Track and Field. Selection is based on results achieved in the school's own Inter-house Sports Carnivals.

Preparatory Year

The Preparatory Year is the first year in the early phase of learning, which includes Prep to Year 2. To attend Prep children must turn five by 30 June in the year they enrol in Prep.

Education at Moggill: Policy, Goals and Philosophy

Policies

Emergency Information/Accidents – it is vital that the school staff is kept informed of any change to parents/caregivers residential addresses and/or telephone numbers. This is initially provided on enrolment but the Administrative Officer should be advised of any changes during the school year.

Should your child become ill or sustain an injury at school, parents/caregivers will be informed as soon as possible. Any child that is required to go home following an injury or illness at school must be signed out at the school office by the collecting adult. If necessary first aid will be administered to the child. When a parent cannot be contacted, if necessary, the Principal will make urgent arrangements for a sick or injured child to be transported to the doctor or hospital.

Sun Smart Policy

Our Sun Smart Policy can be viewed on our website:

<https://moggillss.eq.edu.au/supportandresources/formsanddocuments/documents/policies/sun-smart-policy.pdf>

School Rules

There are four school rules: -

- Be Safe
- Be Responsible
- Be Respectful
- Be in the right place at the right time

Medication

The Principal, Administrative Officer or nominee is responsible for giving DOCTORS PRESCRIBED MEDICATION ONLY to the student at school. A written request must be received from the student's doctor and parent or guardian before this may be done. All unused and out of date medication will either be returned to the parent/carer or disposed of safely. All medication must be kept in the office. The only exception to this is inhaler therapy for asthma which should be secured in the child's pocket and not left in bags, under desks or elsewhere.

Under Government Regulations, non-prescribed medication (e.g. over the counter medication) MUST NOT be administered by staff unless accompanied by a Dr/Pharmacy label stating students name and dosage.

School staff must not give intravenous injections. Other types of injections may only be given by staff who are experienced in this procedure and who are willing to do so. A written request must be received by the Principal.

If your child needs to take medication at school, please provide the office staff with:

- a completed and signed [Consent to administer medication](#) form;
- the medication in its original container; and
- medical authorisation (e.g. the pharmacy label, or a letter from the doctor, or a completed and signed health action plan).

For further information, please refer to the [Information for parents/carers and health practitioners](#).

Attendance

Parents/caregivers are required to advise the school by SMS or voicemail, if/when a child is absent from school. No child should be kept home from school without a valid reason. The contact details are as follows:

- **0426 306 218 (SMS Only Option) – Preferred method**
- 07 3202 0444 (opt 3 - An out of hours answering machine is used for this purpose)

Parents/caregivers should provide the following information: -

- Name of student;
- Class;
- Date/Duration of absence;
- Reason for absence.

Collection of Students in School Times

If you wish for your child to leave school before the usual dismissal time:

1. All children must be collected from the office and signed out electronically by a staff member.
2. If you wish for your child to be collected by an adult that is not nominated in your enrolment form under emergency contacts, the school will need written authority or a phone call to the office and they will require photo ID to be sighted at the office on collection.

Enrolments/Transfers

Enrolment interviews for new students are conducted by the Deputy Principal. When transferring from another school, enrolments can be made at any time during school hours. An appointment may need to be made in advance to see the Deputy Principal. Parents/caregivers who are transferring a child from the school should advise the school as far in advance as possible prior to the last date of attendance.

Internet Access

Please note that before students can access the internet, written approval must be received from parents/caregivers. This approval form is in our enrolment packs.

Homework

This is essential as a consolidation exercise for lessons that have been taught at school. It also gives children the opportunity of developing good individual study habits and allows parents/caregivers to see the work being taught.

Some teachers set homework on a date due basis to allow children to apportion time for study plans. Generally, homework tasks set for Year 1 and 2 children are of an informal nature i.e. reading, illustrating stories. If you feel your child is spending much more or less than these suggested times, please discuss with your child's teacher. Parents/caregivers, the class teacher and teacher librarian can be great support to their children by taking an interest in homework assignments. Reading is a must, especially in the early years.

Evaluation/Assessment


Written Reporting – towards the end of each semester (June and December), reports are prepared and emailed to parents/caregivers for their perusal. Performance in both academic and non-academics is recorded and your child's efforts and achievements are noted.

Parent Teacher Interviews – parent-teacher interviews are organised twice per year – Term 1 and Term 3, however, parents/caregivers are welcome to organise a time to meet with their child's teacher at any time throughout the year to discuss their child's progress.

Money Collections

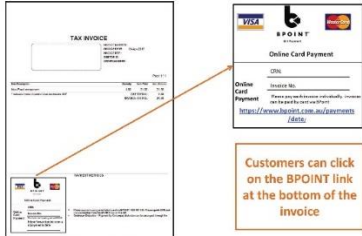
Prior to excursions or incursions, invoices are generated and sent to one family member.

BPoint is our preferred method of payment, please see below infographic to assist you with making payment through BPoint.




PRE-POPULATION of INVOICE DETAILS

PRE-POPULATION OF INVOICE DETAILS




Customers can click on the BPOINT link at the bottom of the invoice

PRE-POPULATION OF INVOICE DETAILS



The BPOINT Web Link at the bottom of the invoice is hyperlinked with information from the invoice. Once the customer clicks on the link the BPOINT page opens up and pre-fills all the required information.

PRE-POPULATION OF INVOICE DETAILS



All the required information is pre-filled.

Customers enter the amount they wish to pay and their payment method

If you would prefer to pay at the payment window, cash and EFTPOS payments will only be accepted through the payment window during the following days and times:

- Tuesday (during school term) from 8.15am-9.30am and 2.15pm-3.15pm
- Thursday (during school term) from 8.15am-9.30am and 2.15pm-3.15pm

Refund Guidelines

At Moggill 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 education program.

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

School fees for extra-curricular activities are calculated on a cost recovery only basis, according to the number of students who have indicated their attendance.

Participation of students in an extra-curricular activity is indicated through payment of the fee and provision of a permission form completed by the parent.

As the school budget cannot meet any shortfalls in funding for any extra-curricular activity due to the subsequent non-participation of a student who had previously indicated attendance of the activity, fees

already paid for an extra-curricular activity 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 wishes to apply for a refund due to their child's non-participation in an extra-curricular activity, they may do so by completing a Request for Refund form available from the school office. Where possible, the request should also 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 to offset any future charges.

Department of Education and Training policy references:

Education (General Provisions) Act 2006

SCM-PR-002: School Excursions

FNM-PR-019: State Education Fees

Chaplaincy

Moggill State School has a school Chaplain who works three days a week (currently: Monday, Tuesday, and Wednesday). The Chaplain aims to be a caring presence in the school. The role of the School Chaplain is to provide social and emotional well-being for our students, parents and staff.

Student Support Services

Students can be referred to the school Guidance Officer for individual support and assessment through a referral process via the Student Services Team.

Bus Travel Code of Behaviour

Normal school rules apply at all times when travelling on buses. This means: -

- Follow the bus driver's directions without argument
- Do not interfere with bus property, equipment, shelters and signs by marking or damaging them in any way.
- Wait well back from the bus until it stops and allow other passengers to leave the bus first
- Stand quietly without calling out or shouting
- Do not push other people in the line
- Show current bus pass, ticket or ID upon request
- Sit properly on a seat if one is available (in an allocated seat if directed by the driver)
- If standing, remain in the area designated by the driver
- Store school bags under the seat or in appropriate luggage areas
- Speak quietly and not create unnecessary noise
- Surrender seats to adult passengers

Students must not:

- Bully other students
- Place feet on the seats
- Fight, spit or use offensive language
- Throw any article around or from the bus
- Consume food or drink, or play music without permission of the driver
- Allow any portion of their body to protrude out of the bus windows
- Stand forward of the front seat.

Use designated stops:

- It is the responsibility of students to disembark at their correct designated stop.

When alighting from the bus, do so in an orderly manner

- Wait until the bus stops before standing to disembark
- Disembark the bus in a quiet and orderly fashion
- Never cross the road in front of the bus, wait until the bus has moved away and it is safe to do so.
- Use crossings or traffic lights if available.

In case of an emergency or a breakdown, follow the driver's directions

- Wait until the bus stops before standing to disembark
- Leave the bus in a quiet and orderly fashion
- Wait in the area indicated by the driver.

Parent and Community Involvement

The School Community

A co-operative partnership between school, home and community fosters a positive learning environment. Parents/caregivers and other interested citizens are asked to participate in activities organised by the school and to contribute their skills and knowledge. The school supports community activities and approaches local organisations for assistance. Please give us your ideas. At various times teachers on staff along with P&C representatives and community representatives are asked to work on committees. The role of the committees is to make recommendations regarding specific school activities.

Staff/Parent Relationships

Meeting with your child's teacher will enable you to find out about your child's progress and to develop a close personal liaison with the teacher. Formal interviews are arranged each semester by the teacher or at the request of the parent. Informal discussions are also encouraged, especially if there is any concern on the part of either teacher or parent. Our Newsletter is emailed to parents/caregivers and posted on the School's website each fortnight on even weeks to give parents/caregivers school information.

Parent/caregivers in classrooms – parents/caregivers who have time to spare may act as voluntary aides in many different areas. They can assist in many areas e.g. reading and craft where small group activities are very successful. Children like to have their parents/caregivers help out and join in excursions. The link between home and school is thus strengthened. Parent/caregiver volunteers must note that issues of confidentiality apply. Parents/caregivers are invited to help the school in various ways with material and human resources. Some of these resources that can be very useful are coloured cardboard, paper, wool of various ply/colours, cardboard inserts – foil etc, computer or architects' paper, scraps of material, milk cartons, and egg cartons. Parents/caregivers and other citizens with special skills are encouraged to volunteer their services to the school. Please talk to your child's teacher about any resources or services you may be able to provide.

The Class Helper Code of Ethics – the 6 C's are needed to be an effective classroom helper:

- | | | |
|----|-----------------|--|
| 1. | Care | Be interested in children |
| | | Be warm caring |
| | | Build positive relationships |
| 2. | Commitment | Give time to be a classroom helper |
| | | Where possible, attend information sessions provided by the school |
| | | Be prepared to make a regular commitment to attend the classroom |
| 3. | Communication | Listen to the child |
| | | Share your own experiences |
| | | Help build the child's self esteem |
| 4. | Confidentiality | Respect the confidential nature of work with the students |
| 5. | Content | Have life skills and experiences to share |
| 6. | Co-operation | Co-operation with the teacher to help the child. |

If we can keep the above points in mind, efficient and effective relationships will further develop in our school.

Parents/caregivers at home – to encourage motivation parents/caregivers can: -

1. Take an interest in a child's school work
2. Lend a hand with homework (but don't do the work)
3. Listen to what he/she has to say
4. Read notices which are sent home and reply where necessary.

Should your child encounter problems, you are welcome to check with the teacher so you can act together to help overcome these problems.

The Parents & Citizens Association

The Parents & Citizens Association meets on the fourth Wednesday of every month (school holidays excluded) in the Resource Centre at 7:00pm.

The objectives of the association are:

- To promote the interests of the school by endeavouring to bring about closer co-operation between the parents/caregivers of the students attending the school, other citizens, the teachers at the school and the students
- To foster community interest
- To raise funds to meet the lawful expenses of the Association and for the benefit of the students attending the school
- To meet these objectives, the functions of the Association are:
 - To foster community involvement
 - To assist in providing for discussion of relevant topics
 - To raise funds
 - To plan social events
 - To monitor Department educational policy and how it affects the quality of education in the school.

All parents/caregivers are encouraged to attend the P&C meetings. This is one way of finding out what is happening at the school and having your opinion heard. The Principal presents the monthly report to the meeting and the parents/caregivers have an excellent opportunity to learn about the activities in which their children are involved.

The P&C Association provides representatives for school committees. Sub-committees of the P&C Association are Tuckshop Sub-committee and Outside School Hours Care Committee. Convenors are appointed for the Uniform Sales.

Outside School Hours Care (OSHC) / Vacation Care

The school operates an outside school hours care (OSHC) service which runs before and after school each day and during vacation periods. Staff members are employed by the committee to care for the children. The aims of the program are: -

- a. To provide quality care & recreation for primary school children in a safe, supervised environment
- b. To provide a balanced variety of play and recreational activities to meet the needs and interests of children
- c. To teach children to relate more effectively with others
- d. To reinforce a sense of responsibility towards people and property
- e. To encourage children to be effective and contributing members of a group
- f. To encourage children to make creative and worthwhile use of their leisure time

Fundraising

One of the continual roles of the Association is to raise funds. Funds are raised through activities/functions such as fetes, rides' carnivals and bush dances.

Uniforms

The Uniform Shop has a policy which is endorsed by the P&C Association. Uniforms are available for sale at the school uniform shop one morning and one afternoon per week, via the P&C Uniform Convenor. The opening times are below:

Monday 2.30pm-3.30pm & Thursday 8.00am-9.30am

Tuckshop

Moggill State School's Tuckshop has been operating in excess of 17 years. The Tuckshop is operated by two Convenors and lots of parent volunteers and is open four days a week Tuesday (First break only), Wednesday - Friday from 8:00am until 2:00pm.

The aims of the Tuckshop are:

- To provide first break (11.00am-11.45am) and second break (1.15pm-1.45pm) for students
- To provide, within relevant government regulations, nutritious food to cater for the needs of students and staff
- To make not more than a reasonable working profit.

The Tuckshop offers a wide range of food, from basic sandwiches to fresh and healthy fruit salads, drinks and ice blocks at very competitive prices.

On occasion, we run a "special lunch", which includes food not usually on the menu. This may be advertised in the Newsletter, Email, and Facebook. Please keep a look out for this.

The Tuckshop can only function with volunteer helpers on a roster system. We greatly appreciate the contribution these people make and the committee is always eager to hear comments from the school community. The Tuckshop is a great place to meet other parents and the children enjoy having parents in the school.

Children who attend school without lunch are required to go to the office where parents/caregivers will be contacted.

Educational Services/Activities:

Dental

Free dental treatment is available to all students at state primary schools.

Please call 1300 300 850 for all child/adolescent dental services available. Participation is purely voluntary.

House System

For sport and other activities, the school is divided into four houses. The houses and their colours are:

- Apollo – Red
- Mercury – Blue
- Pegasus – Green
- Thor – Yellow

Children are placed in one of these houses on enrolment. All attempts are made to place children from the same family into the same house.

School Photographs

A photographer visits the school annually to take class photographs. Parents/caregivers have the opportunity to purchase copies of their child's class photo. Photographs are usually taken during the first semester.

Lost Property

This is kept in a box near the Music Room. Parents/caregivers may go through this collection at any time.

Use of School Facilities

Individuals or organisations must apply to the Principal for any out-of-hours use of school facilities.

Parents/caregivers are reminded that the school is not a play place after school hours or on weekends.

Special Occasions/Events

The school is involved in many special occasions and commemorates many special days throughout the year. Our School Calendar is distributed to families via email, our School Newsletter, and our Facebook page.

Book Club

For a number of years, a book club via SCHOLASTIC has offered a great variety of inexpensive, good quality books to students and parents/caregivers. Book catalogues are sent home once every 6 to 8 weeks throughout the school year. This is an ONLINE ONLY ordering system.