

Table of Contents	1
Mission Statement / School Calendar	2
Welcome to Mayfield	3
Mayfield Staff	4
School Values	5
Programs & Curriculum	
Specialist Teachers	6
PRIDE	6
Extra-Curricular	6
Outside Programs	7
Chaplaincy	7
Japanese	7
Library	8
Music	8
Lunch Club Options	9
Communication	9
OSHC (Outside School Hours Care)	10
Enrolment Procedure	11
Prep	12
Sports	16
Swimming	16
Tennis	17
<b>GENERAL INFORMATION</b>	
Absence from School	18
Assessment and Reporting	18
Assembly	18
Attendance	19
Before School Supervision	19
Bicycles & Scooters	19
Birthdays	19
Booklist Prep - Year 6	19
Class Requirements	19
Enrolment Procedures	20
Excursions and Performance	20
Health	21
Health: Accidents	21
Health: Infectious Diseases	21
Health: Medication	22
Homework	22
Lunches	22
Media Permissions	22
Mobile Phones & Electronic Devices	23
Parents and Citizens Association	23
Parking	23
QParents	24
Payment of Accounts	25
Safety & Supervision at school	25
School Crossings Supervisor	26
School Houses and Colours	26
School Photos	26
School Song	26
Stop Drop & Go Zone	27
Toys	27
Tuckshop - Oasis Cafe	28
Uniform Shop & Uniforms	28
Voluntary Contributions	29
Website	30
Workplace Health & Safety	30

Mayfield State School  
Paget Street  
Carina Q 4152

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W: [www.mayfieldss.eq.edu.au](http://www.mayfieldss.eq.edu.au)



## Mission Statement

Through a caring school environment, Mayfield Primary School aims to provide for the education of the whole child and to assist each to reach his or her full potential.

**Principal:** Mr Andrew Male  
**Address:** Paget Street, Carina QLD 4152  
**Telephone:** 07 3843 7333  
**Website:** [www.mayfieldss.eq.edu.au](http://www.mayfieldss.eq.edu.au)  
**Email:** [admin@mayfieldss.eq.edu.au](mailto:admin@mayfieldss.eq.edu.au)

### Bell Times

8.50am	First bell, Roll marked
1100- 11.10am	Eating Time
11.10-11.40am	First Break
11.45am	Middle session starts
1.15-1.25pm	Eating time
1.25 -1.55pm	Second Break
2.00pm	Afternoon session starts
3.00pm	End of school day

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## Welcome to Mayfield

Welcome to Mayfield State School. Our school prides itself on the quality of the education we can offer. I know your child will enjoy being at Mayfield where staff will care for your child as an important individual in our small community.

Our aim is for your child to learn and enjoy learning during these important years of primary school. Each child needs to develop intellectually, socially, emotionally, and physically to the best of his or her ability, and to develop attitudes of tolerance, understanding and appreciation of others. Most importantly, each child needs to see himself or herself as a very important individual.

We want to co-operate closely with parents so as to help each child develop to his or her full potential. I hope you will get to know your child's teacher well. The teacher will become a very important person for your child and it is important for each child to see that parents and teachers are working together.

**Andrew Male**  
**Principal**

**PRINCIPAL**

Mr Andrew Male

**Deputy Principal**

Danielle Walters

**Head of Curriculum**

Selina Richards

**PRIDE Team Teachers**

Belinda Darlington

Melissa Elliott

Lana Halabe

**School Chaplain**

Anne-Maree Hamilton

**Speech Language Pathologist**

Tara Urquhart

**Guidance Officer**

Donna Lipyeat

**OFFICE STAFF**

Sonia Welch BM

Tricia Allen

Kellie Faulkner

**TEACHING STAFF**

Sue Dickson

Katharine James

Leanne Cumiskey

Kristy Farley

Kim Burton

Emma King Koi

Katie Hughes

Amy Morosan

Francesca Randall

Ash Patten

Jake Eve

Erin Siqueira

Greg Curran

Liz Choy

Georgina Van Balen

Michael Genua

Amy Letnic

Kim Mudge

**Teacher Aides**

Tricia Allen

Helen Beilby

Sue Earney

Adair Eve

Enna Holmes

Melanie Knight

Shelly Worthy

Amanda Jones

**Schools Officer (Grounds & Facilities)**

Mr Robert Malcolm

**SPECIALIST TEACHERS****Music**

Katy Metcalfe

**Japanese**

Aron Gartrell

**Digital Technologies**

Anthony McKeough

**Physical Education**

Lucy Arrowsmith

**Integrated Arts**

Tatijana Lam

**Woodwind, Brass, Percussion****Instrumental Music****Strings****Outside School Hours Care**

Sharnie Sue Yek

Nicky Grice

**Oasis Cafe and Uniform Shop**

P & C Association

**Cleaning Staff**

Leighton Ringma

Connor Allen

Jordie Walters

## School Values

### VISION

Our aim is to provide the best possible education for our students to equip them with the skills, knowledge and attitudes to contribute positively as citizens of the future. Through a caring and supportive school environment, Mayfield State School community aims to foster the development of critically literate individuals who have a keen disposition to learning in a digital world.

### VALUES

- High quality education for children and continuous professional learning for adults
  - PAWS - be Prepared, Act Responsibly, and Work as a team and Show respect.
- Environmental awareness / sustainable behaviours and actions

At Mayfield our students demonstrate PAWS

Be **P**repared

**A**ct Responsibly

**W**ork as a team

**S**how Respect



Our rules are concerned with the safety of the individual, other children and personal and school property.

### MAYNARD AND MATILDA

Our school mascots are Maynard the lion & Matilda the lioness they help our students remember our school values, PAWS.





## Programs / Curriculum

- **Specialist Teachers**

A number of specialist teachers are based at our school to assist children in the learning process. Who have a high level of expertise and passion for their specialist area of teaching.

- **PRIDE**

**The PRIDE Team at MSS are committed to building positive relationships with the whole school community to understand and actively support all students.**

The P·R·I·D·E Team 'Provisioning for all learners

The PRIDE Team at MSS are committed to building positive relationships with the whole school community to understand and actively support all students.

'We will do this by:

- Developing plans of learning through cycles of inquiry
- Working collaboratively through a co-teaching model to build teacher capability and enact high quality differentiation in the classroom
- Respond to student data to differentiate with rigour
- Using age-appropriate pedagogies
- Promoting inclusivity by respecting and valuing diversity
- Understanding students holistically
- Promoting good mental health and wellbeing of the whole school community

- **Extra-Curricular**

### **Instrumental Music**

We offer an Instrumental Music Program for students who are interested from year 3 for our strings program, and year 4 for our Concert band program.

String lessons are available free of charge for children from year 3 who wish to play the violin, viola or cello and year 5 onwards for the double bass.

The children start performing in the school's string ensemble and concert band when they are in their second year of tuition or at the discretion of the Instrumental teacher.

Please ask at the office for an application form if you wish your child to participate in the music program.

There is an Instrument hire fee of \$100.00 per year for those students in the program who use school instruments and \$25 per year if the student has their own Instrument. Some school instruments are available for loan for the first year, after which the student is to provide their own instrument.

- **Outside Programs**

Outside groups such as Let's Tal Kids Speech and Drama lessons, Bai Rui Taekwondo Do, AFL Auskick program operate their programs on the school grounds outside school hours. From time to time, we may have other sporting groups offering programs as well. These groups will distribute information on how to join their programs and fees are payable direct to the groups involved.

## Chaplaincy

At Mayfield, we offer a Chaplaincy Program to benefit our students as part of the PRIDE team.

A Chaplain supports the students and staff in various ways:

- Families and staff during crisis
- Death of significant adults, e.g. parents, grandparents, uncles, aunts, siblings or friends
- Visiting sick hospitalised students
- The program aligns with the current values, beliefs and behaviour codes of the school
- Helping children to develop skills to deal with friendship issues, group exclusion, bullying, building resilience etc.
- Development of a positive supportive relationship by an adult in a non-administrative, non-teaching role

If one on one support is required, parents will be advised and a parental consent form will need to be completed.

## Japanese

Here at Mayfield we have Japanese language and cultural studies lessons. A Japanese specialist teacher teaches these lessons from Prep – Year 6.

### How will studying Japanese help my child learn?

Learning Japanese assists your child in many ways including:

- Improving their thinking skills and opening their minds to new ideas.
- Assisting their listening and memory skills.
- Enabling children to interact with a wider range of people and participate in new social situations.
- Helping to reflect on, and therefore understand, their own culture.
- Assisting with the appreciation of cultural differences.

..

### How can I help my child develop these important skills?

- Be positive about learning another language.
- Encourage and praise your child's attempts to speak or write in Japanese.
- Ask your child to teach you something in Japanese.
- Be interested in the Japanese culture and the people who speak the language.
-

## Library

**The library is open at first breaks Monday to Friday.** Library Staff will help all students locate books and do library research.

Children may read, do book research or play chess in the library. They may also borrow books from the library when they visit with their class. Private borrowing is for a maximum of two weeks, except just prior to the Christmas holidays.

***All Prep and year 1 children must have a waterproof bag for borrowing. These can be homemade or bought from the Uniform Shop.***

Younger children should have a **waterproof library bag** to carry books to and from their homes.

Our library staff also organises **Book Fair**, **Book Club** and **Book Week** events during the year.

The Book Fair and Book Club allow children (and parents) access to good quality, inexpensive books. Our school receives up to 30% of the value of books bought at Book Fairs in free books and free books according to a point system from Book Club.

Catalogues for Book Club are distributed several times during the year.

Book Week is a time to celebrate literature, with activities, which focus on oral and written language. Often during Book Week we have a parade following the theme for Book Week.

## Music

While all children have regular class music lessons with our specialist music teacher, children from year 3 onwards have the opportunity to study instrumental music free of charge at the appropriate starting ages as stated by Education Queensland.

Children learn the recorder from year 3 – 6 during their music lessons. The school choir takes students from years 4 to 6, and participates in concerts, school occasions and competitions where appropriate.

Children from years 5 to 6 may like to join our woodwind, brass and percussion tuition groups and concert band, which have lessons weekly. Recruitment for this group occurs in Term 4 each year.

















### **Triple M Choir**

All students in years 3 – 6 are also invited to participate in our Triple M choir. This choir meets on Tuesdays at first break in our music room. The choir provides opportunities for students to develop their singing skills with fun and modern songs.



## Lunch Club Options

As an inclusive school, we like to provide a variety of options for our students during playtime. We know not all students like to run around outside every play break. These clubs also support students who require some extra support socially and emotionally. Below is an example of some clubs but they are constantly changing based on student interest and staff passion.







2024 Mayfield State School Lunch Clubs					
	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Before School</b>	Chappy Breakfast Strings Rehearsal	Community Breakfast		Triple M Choir (3-6)	Running Club
<b>First Break</b>	<b>Coding Club</b> 3-6 Media Room Mr McKeough  <b>Lego Club 3-6</b> Library Chappy Ree 	<b>Lego Club Prep-2</b> 1B Mrs Burton  <b>Music Club P-6</b> Music Room Mrs Metcalfe 	<b>Wellbeing Wednesday</b> P-6 in the Library Mrs Elliott 	<b>Gardening Club</b> In PDJ for P-6 Mrs Dickson  <b>Calming Thursday</b> P-6 in the Library Mrs Darlington 	<b>Gardening Club</b> 5/6M for P-6 Mrs Randall 
	 Library and Matilda's P-6 – Reading, Chess and Games 				
<b>Second Break</b>	<b>Taylor Swift 2-6</b> 3E Mr Eve  <b>Japanese Club</b> P-6 Sensei Gartrell 	<b>SRC Meeting</b> 5/6L for 3-6 Mrs Letnic 	<b>Junior Choir</b> P-2 Music Room Sensei Gartrell <b>Opti-Minds Club</b> Library for 4-6 Ms Halabe 	<b>Mindfulness 3-6</b> Music Room Mrs Earney 	<b>Arts Club 3-6</b> Arts Room Mrs Lam 
<b>After School</b>	Band Rehearsal				

Empowering curious and independent learners in an inclusive and future-focused environment

## Communication

Classrooms can be a very busy place with many things happening each day. Please inform the teacher of any important events in your family life as these can be a major concern or excitement for children and may affect their behaviour. If you require a longer conversation than a quick greeting in the morning with your teacher, please book in a time with them, so they are able to give you their full attention.

Stay up to date with the latest happening at Mayfield SS in the following ways:

- FACEBOOK** - <https://www.facebook.com/mayfieldstateschool/>  
Instant updates or reminders as well as learning happening around the school 
- SCHOOL NEWSLETTER**  
Fortnightly news about key happenings and information at school  Newsletter
- SCHOOL WEBSITE** - <https://mayfieldss.eq.edu.au/>  
All forms, reports, events and information about our school 
- QPARENTS APP** – email invite from the school to join  
A handy app to update information, let us know about absences, access past reports cards and keep track of/pay invoices 
- PRIDE TEAM EMAIL** – [theprideteam@mayfieldss.eq.edu.au](mailto:theprideteam@mayfieldss.eq.edu.au)  
An email direct to the team of staff in the PRIDE team who work with staff, students and parents to ensure all students can access the curriculum 
- TEACHER EMAIL**  
Get in touch with your teacher to ask questions or make an appointment. We have a 48 hour turn around policy unless there is a more pressing or concerning issue. 

## Outside School Hours Care

Our staff looks forward to caring for your children and forming a meaningful relationship with you and your family.

The management, staff, children and families at OSHC are committed to providing quality care for school-age children. In 2006, the service became licensed with the Department of Communities, under the Child Care Act 2002, and must comply with this Act and the Child Care Regulation 2003, including, for example, the requirements relating to activities, experiences and programs, staff qualifications, and staff-to-child ratios.

In 2007, the service became accredited with the National Childcare Accreditation Council. We are rated High Quality in all seven Quality Areas. In 2018 the Service was assessed under the National Quality Framework achieving a rating of meeting all areas.

We have photos and profiles of our staff located at the entrance to the OSHC building. Staff members are trained in Senior First Aid and hold a wide range of qualifications related to the care of children. Each holds a current Suitability Card for Child Related Employment.

Further information about the services activities, experiences, philosophy and learning and developmental outcomes and goals are available in the OSHC Family Handbook.

Contact Details:

Email: [admin@mayfieldoshc.com.au](mailto:admin@mayfieldoshc.com.au) Phone: 3398 9599 or 3843 7333

P&C Executive:

[pandc@mayfieldss.eq.edu.au](mailto:pandc@mayfieldss.eq.edu.au)

### Hours of Operation

Before School Care	6:45am	9am
After School Care	3pm	6pm
Vacation Care	6:45am	6pm
Pupil-Free Days	6:45am	6pm
Public Holidays	CLOSED	

## Enrolment Procedure

### Enrolment Procedure

Mayfield State School's **Orientation Process** in order to provide a smooth transition to school.

<b>Term 1</b>	Preparing for Prep information evening
<b>Term 2</b>	Prep Open Morning for children & parents. Enrolment day – in and out of catchment applications received
<b>Term 3</b>	Parent Questionnaires to be returned Kindy/ pre prep centre visits are conducted
<b>Term 4</b>	Transition Day

Each year in Term 2 we have our Prep open mornings and invite future Preps and their parents. These mornings are designed to give our new / future preps a taste of school life and to meet the teachers and principals. The child/ren will participate in various activities and work with our current Prep students. This is a great opportunity for the children to be introduced to school life in a fun and exciting way.

In Term 4 we have our Transition morning. This is when you will learn about the day in the life of a prep student. at Mayfield SS. On this morning the students will meet their year 5 buddies who will become role models and support to the students transition into Prep.

Children must be aged 5 by 30 June in the year they start Prep.

1 July 2016 to 31 July 2017	2023
1 July 2017 to 31 July 2018	2024
1 July 2019to 31 July 2020	2025

## Prep

### Prep Hours

Preparatory students will attend Monday to Friday from 8:50am to 3:00pm.

***Children must be brought into and collected from inside the classroom by a parent or other adult nominated by the parent and known to the teacher/principal.***

This is to ensure the safety of the children with due respect to their age and need for supervision.

Please note that older children are not permitted to bring prep siblings to/from the classroom. Punctuality is important in both arriving and departing. Please ensure that care providers are aware of these times if they are delivering/collecting your child, and please let us know if you are going to be unavoidably late.

### Parent Volunteers

We love having parent helpers!!!

Parents play an important and valued role in the education of their child.

Our door is always open and we encourage parent participation in all aspects of our Prep Program. To allow each parent to be involved in productive learning experiences, we encourage parents to come in at specific times. Please see class teacher for class times.

### Preparation of Resources

There are always numerous little jobs to do for activities that take up a great deal of our time. Please assist with these endless tasks of cutting, tracing, colouring, sharpening pencils if you are able.

### What to Wear

Preparatory children wear the Mayfield State School uniform, which is comfortable and practical for everyday wear. For messy activities such as painting and gluing, children will wear an apron to protect their uniform. Mayfield has a sun safe policy – no hat, no play in the sun!

Closed in shoes suitable for indoor and outdoor play. It is great if the shoes are Velcro or slip-on so that your child can independently remove and replace them. A full set of spare clothes should be kept in your child's school bag for the term.

### The First Day of Prep

The first day of Prep can be very emotional for some families. It is a major change in family routine and does take some adjusting to. We empathise with you especially if it's your first/last/only child starting school.

Please be patient as the morning may be quite hectic with new enrolments. Activities such as jigsaw puzzles, reading corner and drawing will be available for you to do while waiting to speak with the teacher to settle your child in and make them feel comfortable.

## Prep

### Morning Procedure on the First Day of School

- Arrive between 8:40am and 8:50am
- Visit the toilets
- Help your child put their belongings in the port rack
- Help your child to choose one of the activities available
- When the teacher calls students to the carpet, say a cheerful goodbye
- 'Tears and Tissues' morning tea will be held at the hall back veranda.

### Other ideas to help your child have a smooth transition from their viewpoint:

- Please don't rush me. Plan the morning so that I am not worried, confused or irritable.
- Don't push me inside the door and run. It makes me feel unhappy as if you want to get rid of me. Come in with me and look at all the interesting things I can do.
- Please don't slip away without saying goodbye or I will be afraid that you will be leaving me for good. When you leave, tell me when you will be back...and try hard to be on time or I will worry.
- Sometimes I spend a lot of time making something and I am proud of it. If you laugh or call it rubbish, half of it seems wasted. But, if you value it too, it makes me feel happy and successful and ready to tackle more difficult things.
- When you come for me, please don't ask the teacher if I have been good. I try to be good but sometimes things go wrong and I don't want to be reminded of my mistakes.

What makes me feel really good is if you are really pleased to see me and ready to look at what I have something to show you.

### Buddies

The Buddy Program is an important part of the transition process for your Prep child. It allows your child a sense of familiarity and security, which makes your child's first few weeks at school considerably easier. The Prep children will already have met their year 5 buddies. The Buddy Program runs throughout the year and is full of exciting activities.

## Prep Curriculum

At this time, we use the Australian Curriculum for all areas of learning in Prep (for more information please visit <https://www.australiancurriculum.edu.au/>)

## The Early Learning Framework

The Early Learning Framework which supports teachers in making consistent judgments about children's learning and development consists of the following Early Learning Areas (ELAs):

- Social and personal learning
- Health and physical learning
- Active learning processes (thinking, investigating, imagining and responding)

Our program will incorporate child-initiated and negotiated experience, and be flexible in design to include spontaneous learning situations. The program will also include opportunities for children to engage in all five contexts for learning:

- Play
- Real-life situations
- Investigations
- Routines and transitions
- Focused learning and teaching

## Specialist Lessons

Prep students will access specialist lessons. During the week they will participate in:

- Music
- Physical Education
- Digital Technologies
- STEM
- The Arts (Dance Drama, Visual Media)
- Japanese

## Excursions / Activities

From time to time, our prep class will be involved in excursions or have special guests come to school that are of educational value and of interest to the children. On such occasions, a note will be sent home giving details and requesting payment to cover the costs of these activities and your signature will be required to enable your child to participate in these excursions. Please return this form and the money required by the due date. School uniform are to be worn for all excursions.

At times, parental assistance is required and a roster will be organised for each excursion. However, we do ask that younger children do not accompany us on these days as we need our parent helpers to devote their total attention to the group of Prep children that they will be supervising. It also becomes a very special experience for you and your prep child to share.

### **Handwriting**

Give your child an advantage by providing the correct model when writing his/her name. For example, use a capital letter only for the first letter of their name and not capitals for all the letters (e.g. John not JOHN)

### **Out of school hours Care**

Prep children in OSHC are delivered to the Prep classrooms in the morning and picked up again in the afternoon by an OSHC educator. Vacation Care programs are also available during the school holidays. Future Prep students may apply to attend OSHC from January in the year that they start prep.

## Sports

Children are encouraged to participate in a range of summer and winter school sporting activities. All children participate in some form of games, physical activity or sport. Children in Years 4-6 participate in skill development of a variety of sports. They then have the opportunity to participate in a "GALA" sporting competition day with two other local schools.

Students also will have the opportunity to participate in sport at district, regional and state level if they reach the desired qualification criteria.

Girls and boys may choose to play soccer, netball, cricket, rugby league, AFL, softball and T-ball, depending on the season. Children may wear their house colours on sports day. Sports uniforms must be worn for these activities.

**Cross Country:** Term 1

**School Athletics Day:** Term 2/3

**School Swimming Carnival:** Term 4

### **PE SWIMMING CLASSES**

As the school has its own pool, our children are able to have swimming lessons during PE, in the first and fourth terms. Prep students commence swimming classes in term 4. Swimming is an essential part of our school curriculum and all children are expected to attend. Please provide **written** notification if your child is not to participate in any lesson for any reason.

### **MAYFIELD MARLINS SWIMMING CLUB**

The Mayfield Marlins is a friendly, family orientated swimming club with a focus on fun, participation and all round fitness. The Club welcomes all families and swimmers to join.



Membership is open to all swimmers and we welcome families from outside Mayfield State School.

Swimmers are graded according to their ability and the season focus is to assist swimmers improve on their personal best performances. Races are conducted for the beginners; these 15m races are held early in the night and often attract swimmers as young as 3 years of age who are assisted by senior swimmers (lifeguards) in each lane. For the more developed swimmers races are held over 25, 50 and 100m distances.

The club meets every Friday night during summer (first and fourth terms) at the Mayfield State School heated 25m pool. Nominations close at 6.15pm for a 6.45pm start.

For the younger children, the night finishes around 7.30pm with an 8.30pm finish for the more experienced swimmers. A delicious BBQ and canteen service is on offer for dinner.

For information on Marlins Swim Club please visit [www.mayfieldmarlins.net.au](http://www.mayfieldmarlins.net.au)



## **MAYFIELD COMMUNITY SWIM SCHOOL**

**Mayfield Community Swim school** are a family-owned and run swim school, drawing our team from the local community. We opened in the bayside area of Wynnum-Manly back in 2012 and have been growing and sharing our love for swimming since.



We believe “we get kids”. It’s so important to us that children are excited to be in the water and have fun whilst learning to be safe and develop skills and fitness. Your child will have the same teacher each week for the term in their lessons and together we’ll build trust, have fun and develop skills. Like to know more... To enrol your child and join us at the pool this term, please email Rachel & Matthew at our new address: [mayfieldcommunityswimschool@gmail.com](mailto:mayfieldcommunityswimschool@gmail.com) or call 0401440359.

We offer: Learn to Swim classes and Squad. Monday and Thursday mornings are set for Fins and Squad as well as Tuesday and Wednesday afternoons for Learn to Swim, Fins & Squad.

## **TENNIS**

The school is fortunate to have two tennis courts and the services of a professional coach, Greg Chippendale. Greg coaches’ groups of children on a regular basis before and after school. Phone 33998724 or 0418884762 for further information.

The courts are also for hire by social groups and by parent groups who like to play tennis on the weekends, after school or at night. Please contact the P&C on 3395 2928 for booking information.



## General Information

### ABSENCE FROM SCHOOL

When children are absent from school, parents are required to contact the school by leave message on phone, enter absence on QParents, write note or email [admin@mayfieldss.eq.edu.au](mailto:admin@mayfieldss.eq.edu.au) to let your child's teacher know the reason for the absence and the length of the absence.

Children who are late for school for any reason should be signed in by parent or caregiver at the office before going to the classroom.

All absences over ten days in duration will require an Exemption from Schooling form to be completed by parents prior to departing and need the specific approval of the Principal.

### ASSEMBLY

Each Monday afternoons we have a brief assembly at 2.30pm in the Multi-Purpose Centre. This enables important messages to be disseminated and enables the school community to give recognition and share in the celebration of the children's achievements.

### ASSESSMENT AND REPORTING

Assessment of your child's work occurs regularly during each semester. Written reports are issued at the end of each semester.

Teacher/parent meetings are organised end of Term 1 and early in Term 3. If you wish to talk at length with your child's teacher at any time during the year, please don't hesitate to contact her/him to arrange a mutually convenient time.

### ATTENDANCE

**THE SCHOOL DAY:** Each school day commences at 8:55am (with a readiness bell at 8:50am) and finishes at 3:00pm. Children should plan to arrive at school around 8:30am unless they have organised before school commitments. Children arriving earlier should attend **Before School Care**.

Students arriving after the bell must be signed in at the office by a parent or caregiver. All students leaving early from school must be signed out at the school office prior to being collected from their classroom.

### BEFORE SCHOOL SUPERVISION

From 8.30am, two areas of the school are supervised while children sit quietly, talk with their peers and wait for the first bell to go to class.

### BICYCLES & SCOOTERS

Bicycles or scooters may be ridden to school and parked in the school bicycle racks. Bicycles /scooters are to be dismounted when in the school grounds and it is recommended that they be locked in the racks. All students are to wear approved helmets.

## **BIRTHDAYS**

At Mayfield, we like to celebrate birthdays. Due to Education Qld's Healthy Eating Policy, we ask that birthday treats are kept minimal. Please feel free to bring along 'sample-size' foods such as mini cupcakes, icy poles or biscuits on your child's birth day to help celebrate if you wish. We ask that you be mindful that several children in our school have severe, life-threatening food allergies. It would be appreciated if you could bring a precise ingredient list of any food that you bring to share. Please notify the teacher if you do not celebrate birthdays.

## **BOOK LIST PREP – YEAR 6**

Prep to 6 students are provided with a book list. At the end of the year, the school operates an order system for text books and stationery for the following year. These are at competitive prices. Our current supplier is Schoolstuff.com.au. You can order all your requisites online through schoolstuff.com and they will be delivered to your home. The school receives a commission for all sales.

Many of the texts that children purchase can be used for a number of years e.g. dictionary and atlas. If these texts are looked after, they should last for three or four years.

## **CLASS REQUIREMENTS**

It is important that children, while at school, have all the essential requirements to enable them to do school work to the best of their ability. We keep the number of text books and other requisites to a minimum and your co-operation in ensuring that your children have the necessary texts, sufficient writing instruments and pads to write in, is appreciated.

- A bag big enough to carry all belongings – available from the Uniform shop
- A named school hat will be needed every day. Remember that the school policy is "No Hat, No Play" outside – Please refer to our SunSmart policy
- A water bottle (named) which will stay at school all year.
- A full set of spare clothes to be kept at school for the term
- Waterproof library bag

## **Enrolment Procedures**

Mayfield State School, we accept enrolments from Prep to Year 6. We are an enrolment-managed school so please check our website for the school catchment area map. From time to time, the school is able to accept enrolments from families who live outside our catchment area. Please contact the school to see if this is the case for a year level, your child is to enrol in.

In order to enrol your child, you will need to complete the following forms:

1. Education Qld Enrolment Form
2. Student Permissions
3. Enrolment Agreement
4. School Consent form
5. Internet / Technology Consent
6. Permission to Contact previous School / Pre-Prep provider

These documents are available through the school or on the school's website.

To enrol in a Queensland State School, you will need to provide an original birth certificate (if born in Australia) or passport with visa (if applicable).

Enrolments for Prep are usually taken the year prior to starting; however, we can accept enrolments at any time of the year.

If your child is residing in Australia under certain visas, you may be eligible to enrol your child as an international student, however, fees may be payable. Contact Education Qld International for more information.

## **EXCURSIONS AND PERFORMANCES**

For each year level, teachers will organise excursions and camps to enrich the curriculum and content being taught. Children will be given the opportunity to go on these excursions during the school year. These excursions will have been planned to broaden their knowledge of the community, environment and of the activities and occupations of people in this community.

We also have incursion. These are when companies and performance groups visit the school. Each year level team makes decisions for these based on the curriculum being covered throughout the term. We may also be visited by organisations such as Life Education or the RSPCA. An information letter is sent home prior to these performances.

There is usually a cost to participate and the parental consent is required. A date for payment of an excursion is usually set and if payment is not received before the due date, a child will not be able to attend. Children not participating in any excursion will be educationally catered for at school. The school is happy to organise a payment plan if you are experiencing financial difficulties, please contact the office if this is the case

**Children must wear a school uniform including a hat whilst on an excursion.**

## **REFUND POLICY**

Should a child not be able to attend due to illness or other valid reason but the excursion has already been paid for, a refund may be requested. This refund usually takes the form of a credit against your child's account. Refunds may be made in full or in part, having regard to the associated expenses already incurred by the school. All refunds must be applied for in writing.

Camps usually have a **non-refundable deposit** built into the cost. The balance of the camp cost is generally refundable, based on the above circumstances; however, the non-refundable deposit will be kept by the school to help cover costs incurred.

Musical instrument hire is not refundable, given that the instruments are hired out at the beginning of the year and the program's participants chosen based on those who apply. Therefore, it is generally not possible to re-hire out an instrument if your child changes their mind and does not wish to continue with the strings or band program.

## HEALTH

***If your child is unwell, please do not send them to school.*** Children who are not feeling the best do not learn well and often need to be sent home during the day, causing inconvenience to the parent and school staff alike.

**Please either call or email the school to advise your child will be absent. email: [admin@mayfieldss.eq.edu.au](mailto:admin@mayfieldss.eq.edu.au) or enter the absence details in your QParents account. (see page 37 for information on QParents)**

If your child becomes unwell or injured at school they will be sent to the sick bay. Office staff trained in first aid will assess them. In the case of an obviously very sick child, you will be contacted immediately. In other cases, we will observe your child in sick bay for a short period and then make a determination as to whether they need to be sent home or can return to class.

## ACCIDENTS

Any minor accidents occurring to children while they are at school are treated with an ice-pack or Band-aid where appropriate. If your child has suffered a head injury, no matter how slight, we will contact you to inform you of the nature of the injury.

In the case of serious injury, we will endeavour to contact you immediately and seek your permission to call an ambulance if it is felt it is required. If we cannot contact you in this instance, the principal will make the determination to contact an ambulance and a member of the administration team will accompany your child to hospital in an ambulance.

It is important that the school knows how to contact at least one parent and at least one other emergency contact. **Please, if you change your phone number, address or place of employment, can you let us know at school so that we can update our records. This can also easily be changed through our QParents app.**

## INFECTIOUS DISEASES

Children who have **chicken pox** may return to school 5 days after the appearance of the rash and the last blister has dried.

Children with **head lice** are to be excluded from school until effective treatment has been completed. Information on detection and prevention of head lice is available from the office.

Children with **conjunctivitis** are to be excluded until discharge from the eyes has ceased.

**School sores** on exposed skin should be covered and children excluded until appropriate antibiotics has been received for at least 24 hours.

For other infectious diseases, your doctor's advice should be sought regarding a return to school.

## MEDICATION

Prescription medication for children who require it while at school may be given at the office. Please complete the Medication Form with details. **Non-prescription medications** such as analgesics or over the counter medicines, **cannot** be administered by school staff to children while they are at school unless accompanied by a doctor's letter and the medication is affixed with a chemist's label stating the **Doctor's name and dosage for the child. All medication, with the exception of asthma puffers, must be stored at the office.**

## HOME WORK

Please read our Homework Guidelines available on our school's webpage.

## MEDIA PERMISSIONS

Upon enrolment, you will be asked to complete a school consent form. This form covers all forms of media such as photos, your child's work being published in the newsletter, social media, radio interviews, and television and newspaper reports as well as promotional media for the school.

You can limit your consent that you give in any way you wish by notifying this on the form. Permissions remain in place for the duration of your child's enrolment.

## LUNCHES

Please pack meals that are nourishing, appetising, easy to eat and, most importantly, sufficient for your child. While it is often true many children eat less during the school day than they would during a day at home, they still need nourishment of some kind. An apple cut into quarters rather than left whole, an orange peeled and rewrapped for ease of eating, a frozen plastic container of juice, rather than "Popper" style, are all ways of encouraging children to eat meals at school. Please be guided by what remains in your child's lunch box as to what goes in the next day. Forcing children to eat everything and criticising them for leaving food, only encourages children to throw good food away. Be sure that your child can cope with food packaging. Can your child unscrew a bottle lid?

Can they open a ring pull can of fruit?

We encourage children to eat nutritious food at school and ask parents not to give children chips, lollies, chocolate, soft drinks etc. to eat, particularly before and during school.

It is a good idea to pack two lots of food separately for younger children.

## MOBILE PHONES / ELECTRONIC DEVICES

Students may bring mobile phones to school but must complete a Mobile Phone Permission form which is approved by the principal.

All phones are to be handed in to the office, switched off, on arrival at school each day and collected at 3pm. Students are not permitted to access their phone during the day. Urgent messages should always be relayed through the office rather than direct to your student's phone.

We do not recommend any other electronic devices such as iPods, iPads and pocket electronic games be brought to school. Specific permission should be obtained for these and they must be handed to the office upon arrival.

## **PARENTS AND CITIZENS ASSOCIATION**

This association will welcome all parents who are able to come to the monthly meetings **on the third Monday of each month in the Media Lab or OSHC room**. The meetings start at 7:00pm.

The association fundraises to improve facilities at the school for all the children who attend now and in the future. At the Association meetings parents can also gain information about what is happening at the school. If you want to help in a practical way to make this school a better place for your child, please come to the Parents' and Citizens' Association meetings.

Parents are urged to take an active part in the Parents' and Citizens' Association meetings. It is easy to think of the P&C Association as a group of OTHER parents but it is really for all parents of children at this school. It is your Association and you should take an active part in it. New ideas and help are always appreciated.

The P&C run the OSHC facility, Tuckshop (Oasis Café), Uniform Shop, Mayfield Marlins Swimming Club, to keep these facilities running, volunteers are needed. Tennis Courts are hired out by the P & C.

## **PARKING**

The only cars to access to the school grounds either at the Paget Street or Corfield Street entrances are those belonging to staff and voluntary P & C workers. Parents picking up sick children may park in the staff car park. Parents picking up children for other reasons during the school day should park outside the school grounds. There is a disabled car park in the Paget St entrance for those who need it.

Please be concerned for the safety of all children at our school and drive with extreme caution in the school zones before 9:00am and after 3:00pm on school days. We ask that you consider our neighbours when you park. Try to leave sufficient room on either side of the road as the streets become extremely narrow when cars are parked on both sides. Do not cover driveways or park on nature strips.

**Please note:** The northern side of Paget Street has parking restrictions during school hours. These restrictions are for the safety of your children as well as others.



Your child's educational  
journey in your hands

# QParents

Access your child's student information online and  
stay connected to your school.

Anywhere, anytime:



report cards and assessment



timetables and class times



attendance records



invoice and payment details



online payments and much more



Visit [qparents.qld.edu.au](http://qparents.qld.edu.au)

Register online for QParents then scan to download the free iPhone app



## PAYMENT OF ACCOUNTS

From time to time, your child may bring in money to pay for school resource contributions, book club or excursions. Please ask your child to bring the money directly to the office upon arriving at school.

The schools preferred method of payment is **BPoint**. You are able to pay your invoices online and have the receipt emailed direct to you. The details for **BPoint** payments are on the bottom of each invoice.

You can also access your invoices through your QParents account.

The image displays a BPoint payment form and a tax invoice. The payment form has fields for CRN, Invoice Number, Student Name, Account (EMO), and a 'Make your payment online' button with logos for VISA, BPOINT, and Mastercard. The tax invoice includes fields for Invoice Number, Invoice Date, Invoice Total, and CRN. A blue box with white text says "ALL 4 fields MUST be filled in!" with arrows pointing to the CRN, Invoice No, and other fields. The CRN field is highlighted with a red box and contains the value "0000000000".

Please note that the office only accepts payments on **TUESDAYS** and **THURSDAYS** before 11:45am.

For your convenience, we also take cash payments and EFTPOS payments; either in person or over the phone and **DIRECT DEBIT PAYMENTS can also be made**. You will need to see the BSM for bank details.

Using Direct Debit means the bank processing takes up to two days before we see it therefore you must pay at least **3-4 days prior to the Final Payment date** so that the BSM can take it off the account. Please Do Not pay the night before FINAL PAYMENT DAY.

Remember to send an email to [admin@mayfieldss.eq.edu.au](mailto:admin@mayfieldss.eq.edu.au) so that we can keep a look out for the payment.

**Child's name and invoice number is the best way to match the payment NOT the parent's name**

## SAFETY AND SUPERVISION AT SCHOOL

The safety of our students is paramount. All parents who come in to the school grounds during school hours to collect (early) or drop off (late) their children must go via the front office to collect a slip (late or early slip) from the ladies at reception.

Parents/ Visitors who are in the school grounds during the day will be directed to sign into the visitors register in the office.

We also ask that children are collected from school promptly. Those students remaining behind after 3:15pm will be taken to the office to wait to be collected. We do understand that there can be extenuating circumstances preventing a timely pickup. If this is the case, please inform the office as soon as possible. Please also make sure that your contact details and emergency contacts for your child are current. It is troubling when we need to contact families and are unable to do so.

### **SCHOOL CROSSING SUPERVISOR**

A school crossing supervisor is stationed at the Florence Street and Rickwood Street school crossings. The crossing supervisor is there to assist children who cross Florence and Rickwood Streets when travelling to and from school. Please encourage your children to use the crossing if they have to cross Florence or Rickwood Streets.

### **SCHOOL HOUSES AND COLOURS**

Our Intra School sport is conducted with a house system and we have three houses:

**BADER - YELLOW MALAN - RED OLIVE - BLUE**

These houses are named after famous fighter pilots of the Second World War. The three houses were created in Mayfield's early years. In 1969, increased enrolments enabled the development of a fourth house, Trent. Mayfield continued with four houses until enrolments dropped off during the 1990s and, in 1993, the school reverted to the original three houses of Olive, Bader and Malan.



**House Captains** are appointed each year. Siblings will be allocated the same sports house.

### **SCHOOL PHOTOS**

Each year professional photographers attend the school to take class group and individual photos of students. Order envelopes are distributed and then returned to the photographer on the day. Return time for photos is around 6-8 weeks.

### **SCHOOL SONG**

**Xx X xx X xx XXX**

**Tucked away from the traffic and away from the crowds  
Is a school yard full of busy, happy sounds  
It's the Mayfield School (and we've even got a pool)  
In the North Carina District of Brisbane**

**Xx X xx X xx XXX**

#### **CHORUS**

**We 'reach for the sky', and we always have to try  
And it's Go! Go! Go!...We like to know  
That we're free, free, free and we're working hard to be –  
The best of our best at Mayfield.**

**We 'reach for the sky' as we raise our banners high  
And it's Go! Go! Go!...We like to know  
That we're free, free, free and we're working hard to be –  
The best of our best at Mayfield  
The best of our best at Mayfield  
The best of our best at May – FIELD!**

## STOP DROP AND GO ZONE

Families using the stop drop and go in the afternoons are encouraged to display a surname sign in their cars visor. Name signs are available upon request form the school office. Please email your request. [admin@mayfieldss.eq.edu.au](mailto:admin@mayfieldss.eq.edu.au)



### Using the Stop, Drop and Go Zone on the way to school:

- Students are to get ready to exit the vehicle as the car comes close to the zone.
- Students are to unbuckle their seat belt and collect their bag when the car stops at the head of the queue in the zone.
- Say goodbye, get out of the car at the kerbside and student should head to their classroom.

### Using the Stop, Drop and Go Zone after school:

- Parents must adhere to the two minute stopping time limits on school days which are usually 8am – 9am and 2.30pm – 3.30pm. If your child has not arrived after the 2 minute waiting time, please drive around the block and re-join the queue.
- Students are to have their belongings ready to put into the car.
- Students are to get in to the car via the safety door near the kerb and put on their seatbelt.
- Students are to wait in the appropriate area on their school grounds outlined by the school for their parents to arrive at the front of the Stop, Drop and Go Zone.
- Parents should ensure that they have a name card placed on their sun visor and ensure it is visible for staff supervising the Stop, Drop and Go Zone.
- Students should be listening for their name to be called and looking when their parent arrives (if not supervised) at the Stop, Drop and Go Zone.

## TOYS

The policy at Mayfield SS is that **toys are not to be brought to school!** Please encourage your child instead to bring along his/her work (e.g. a painting, drawing or item of interest including photographs, shells, insects or plants).

## **TUCKSHOP / OASIS CAFE**

### **Oasis Café – Days of operation - Wednesdays Thursday & Fridays**



The Oasis Cafe is open for over the counter sales on **Wednesdays** for Meal deals and Slushies and Push Pops only.

All orders for **Friday** Lunch must be ordered by 9am Thursday of that week. There is however a select option of food available for ordering after that time until Friday 9:00am. The orders will be delivered to your child's classroom for Break 1. The Oasis Café is also open on Fridays for over the counters sales of Slushies & Push Pops only.

We've introduced a great new online ordering system for the **Oasis Cafe** called FlexiSchools. This system allows you to place orders at any time. Getting online is easy and only takes a few minutes to register. Simply go to [www.flexischools.com.au](http://www.flexischools.com.au) and click "Register Now". You will be sent an email with further instructions on how to complete the registration. Once registered, you can start placing orders immediately. If you have any questions, FlexiSchools provide a great help desk on 1300 361 769, or you can contact them via their website.

There are a variety of payment options supported, including Visa, Mastercard (credit and debit) and Bank Transfer. The system operates via a pre-paid account, so you no longer have to worry about the manual process of sending payments into school, and you can easily budget your expenses throughout the year.

We are always looking for suggestions to add to our menu as well as some fresh, creative flavour ideas for slushies and push pops. If you have any other enquiries, please let us know at [oasiscafe@mayfieldoshc.com.au](mailto:oasiscafe@mayfieldoshc.com.au).

## **UNIFORM SHOP**

The P&C operates our uniform shop and is staffed by our OSHC staff. It is a service to parents and children of our school. Profits from sales are used to further improve our school facilities.

### **TRADING DAY**

**Friday 8.30—9.00am**

(Please refer to School webpage for any changes)

### **EFTPOS AND LAYBY AVAILABLE**

## **OUTSIDE HOURS ORDER & DELIVERY OPTIONS**

Online ordering is available at [www.flexischools.com.au](http://www.flexischools.com.au)

Alternatively, a completed order form clearly marked "Uniform Shop" may be placed into the P&C box at Administration office or emailed to Sharnie [uniformshop@mayfieldoshc.com.au](mailto:uniformshop@mayfieldoshc.com.au)

Delivery of orders are available to Administration Office, Uniform Shop or OSHC.

## **SECOND HAND UNIFORMS**

Second Hand items are always available & priced according to condition. Please check in store for current stock.

ORDER FORMS AND PRICE LIST please see the school's website for the order forms and pricelist.

Uniform Shop Co-ordinator—Sharnie Sue Yek

**email: [uniformshop@mayfieldoshc.com.au](mailto:uniformshop@mayfieldoshc.com.au)**

## **SCHOOL UNIFORM**

Mayfield State School has a strict Student Dress Code. Please read our Student Dress Code which can be accessed on our website or available through the office.

A stock of all uniforms is available through our uniform shop, opening times are available at the school office.

Parents are asked to ensure that all articles of clothing are clearly marked with the student's name.

Parents/Caregivers can be notified by letter that their child is not complying with the Student Dress Code.

This student dress code policy has been made in consultation with the P&C, staff and students.

## **VOLUNTARY CONTRIBUTIONS**

Our State Government provides free instruction, administration and facilities to students and parents provide their children with the resources necessary to participate in the curriculum.

Schools can then request a Voluntary Contribution to supplement the funding by the Government.

The school provides resources to cover the basics and each year parents are invited to make a Voluntary Contribution to enhance this educational service.

Each year we review our Voluntary Contribution and consider the economic climate and the demands on the family budget and set an amount per student that we feel is affordable.

### **This contribution is voluntary.**

The Voluntary Contribution money contributes to the purchase of:

- Reprographics (Photocopying/workbooks for each year level)
- Reading books for all year levels
- Arts and Crafts materials for all year levels
- Sunscreen for all students to access in their classroom
- Sporting equipment for students to use in their lunch break and during lessons

If you have any questions regarding these contributions, please discuss this with the school Principal.

## WEBSITE

The school's website is: [www.mayfieldss.eq.edu.au](http://www.mayfieldss.eq.edu.au) Please familiarise yourself with the website. It contains a wealth of information! You can download newsletters, peruse our calendar of events, see when the holidays are or check out photos of recent happenings.

You can also download all enrolment documents as well as the School Annual Report, Tuckshop Menu, and Uniform Shop Pricelist.

## Workplace Health & Safety

### RESPONSIBILITIES

Under the Workplace Health and Safety Act 1995, all members of the school community are responsible for health and safety.

The responsibility is proportional to the amount of control a person has over their environment and supervision of others.

### Principal/Employer

Employers are obliged to ensure the health and safety of each of their workers, themselves and all other persons entering the workplace. Employers cannot avoid liability by delegating their obligations to someone else.

Under Common Law the Principal has a **duty of care** to provide:

- A safe place of work
- A safe system of work
- Safe plant and equipment
- Competent staff

**Safe Place of Work** – “reasonable care” must be taken to ensure a safe place of work for employees (e.g. solid walkways, proper amenities, suitable buildings)

**Safe System of Work** – practices and procedures must ensure that methods of work are done in a healthy and safe manner (e.g. risk management, ergonomics, playground duty, accident reporting)

**Safe Plant and Equipment** – proper plant and equipment must be supplied and maintained (e.g. electrical checks, fire extinguishers, MSDS information, audits)

**Competent Staff** – adequate training, information and supervision must be provided to ensure work is undertaken safely (e.g. induction, drills, training)