

Miles State School

Student Handbook



2023

*I love my country and my school
A place of friendship, learning and communication,
Where best manners, best work and best sportsmanship abound.*

LET US STRIVE TO ACHIEVE

PRINCIPAL'S WELCOME

Welcome to Miles State School.

Miles State School is situated in the Western Downs Regional Council area, approximately four hours west of Brisbane, and service the communities of Miles, Columboola, Drillham, Condamine, Dulacca, Gulugaba, Wandoan and some parts of other surrounding areas. We are a part of the Miles Cluster of the Darling Downs South West Education Region. We are an Independent Public School and cater for students from Prep to Year 6. We have an average enrolment of 190 students, with 8 classroom teachers. Students from a variety of family backgrounds including farming and agriculture, mining and industry, trades, professional vocations and local government jobs are enrolled at Miles State School. The community consists of a broad cross-section of society and includes a wide range of socio-economic, ethnic and cultural backgrounds.

Our school shares a number of key support staff with smaller schools within the Miles Cluster and works actively with the local high school. As well as coordinating and delivering an Early Childhood Development Program, the school also hosts a Cluster Based Special Education Program.

A strong curriculum focus based on Literacy and Numeracy is reflected across the school. The school has a proven record of academic, cultural and sporting achievements and a high level of interaction with its community. Students are well motivated with a positive attitude towards education. The school is regarded as a traditional school and the highest standards of personal presentation, behaviour, and academic performance are encouraged. These standards are strongly endorsed by the Parents & Citizens Association

Our school motto "Strive to Achieve" indicates what our school community is about. We strive to deliver quality curriculum programs to ensure our students are gaining a strong foundation towards their life learning goals. The motto encourages students, teachers and staff alike to try their best, to put in an extended effort and in doing so achieve "Great" results, and uphold the highest ideals of the school and community.

Our school's objectives are:

- To deliver the highest quality curriculum, teaching, learning and assessment practices.
- To provide a whole school approach to achieve high standards in literacy and numeracy for all students.
- To provide a safe and caring environment where all students and staff learn about and value the 'culture of care' within the school.
- To maintain a school climate where high standards of behaviour, performance and participation are the foundation for students to achieve their potential.

We take pride in:

- High academic standards
- High standards of behaviour
- High standards of presentation
- Achievement through maximum effort
- Cultural and sporting achievements
- Embracing individual differences
- Valuing the contribution of all individuals
- Promoting individual self-esteem
- Promoting and utilising technology
- Promoting quality leadership and teamwork
- A rewarding partnership between school and community.

We are committed to:

- Promoting the best interests of students
- Personal achievement and success
- Accepting personal accountability.

School Values:

Building a community of lifelong learners	Sharing experiences and responsibilities	Creating opportunities	Caring for ourselves, our schools and our environment
<ul style="list-style-type: none"> ▪ providing authentic and challenging learning opportunities ▪ embracing future trends ▪ active participation in learning experiences ▪ developing problem solving skills 	<ul style="list-style-type: none"> ▪ collaborative teaching and learning ▪ acknowledging individuals and celebrating successes ▪ collective leadership and ownership ▪ accepting roles and expectations 	<ul style="list-style-type: none"> ▪ offering alternative curricular activities ▪ flexible curriculum leading to desired pathways ▪ partnerships with the wider community ▪ providing inclusive education 	<ul style="list-style-type: none"> ▪ building relationships ▪ promoting a safe and positive environment ▪ encouraging a world view ▪ developing emotional resilience

We look forward to working with you in 2023 to provide the best possible education for your children.

Regards,

Gwendolyn Irvine
A/Principal

STAFFING 2023

Administration

Principal Mrs Gwendolyn Irvine
Head of Department Miss Siobhan Rodgers
HOSES Mrs Penny Donaldson

Teaching Staff

Ms Sandy Taylor (Prep) Mrs Erin Barkle P/1B
Miss Madeline O'Mara (Yr 1/2O) Mrs Jo Slater (Yr 2/3S)
Miss Stevie Gyemore (Yr 3/4G) Mrs Zainab Diamond (3/4D)
Mrs Jan-Maree Hall (Yr 5/6A) Mr Fergus Hilder (Yr 5/6B)

Business Manager

Mrs Claire Goodchild

Learning Support Teachers

Mrs Nadine Myers

Administration Officer

Mrs Wendy Hay

Teacher Aides

Mrs Toni Presnell Mrs Lyndy Sewell
Mrs Kylie Offer Mrs Kari Salisbury
Mrs Sally Presnell Miss Kylie Salisbury
Mrs Mary Simbron

Specialists

HPE Miss Laura Neuendorff
Instrumental Music Instructor Miss Emma Butler
Guidance Officer Ms Anne Cardillo
Speech Language Pathologist Miss Phoebe Wixted
Physiotherapist Vacant
Chaplain Vacant

Cleaners

Mrs Ann Stiller Miss Katelann Grealy
Miss Sumara Stiller

Tuckshop Convenor

Grounds Officer

Ms Bec Atkins

Adopt a Cop

Vacant

SCHOOL CONTACT INFORMATION

Address: Constance Street
Miles Qld 4415

Telephone: (07) 4628 0333

Postal Address: PO Box 63
Miles Qld 4415

Administration E-Mail: admin@milesss.eq.edu.au
Principal E-mail: the.principal@milesss.qld.edu.au
Webpage: www.milesss.eq.edu.au

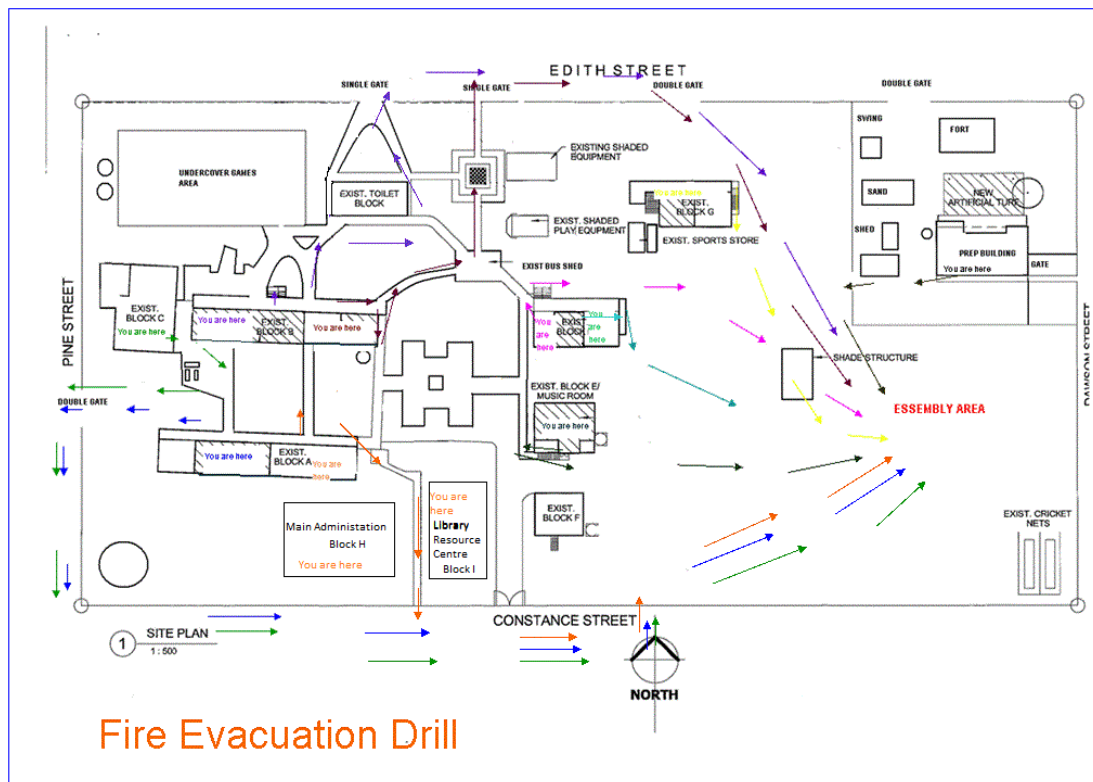
Office Hours: 8.30 am – 3.30 pm

SCHOOL TIMES

STUDENTS ABLE TO ARRIVE	8:30 am
CLASSROOMS OPEN – MORNING READING	8.45 am
SCHOOL COMMENCES	8.55 am
MORNING SESSION	9.00 am to 11.00 am
FIRST BREAK	11.00 am to 11.45 am
MIDDLE SESSION	11.45 pm to 1.30 pm
SECOND BREAK	1.30 pm to 2.00 pm
AFTERNOON SESSION	2.00 pm to 3.00 pm

An electronic bells rings to indicate the end of each session. A song will play prior to the bell signalling the end of each break.

MAP OF SCHOOL



ABSENCE FROM SCHOOL

If your child is absent from school, please email: admin@milesess.eq.edu or telephone the office prior to 9:00 am to explain their absence. If we have not received any notification from you prior to 9:00am, you will receive an SMS notification advising that your child is absent from school. Please either send a return SMS or email: admin@milesess.eq.edu.au to advise the reason for your child's absence. This is a legal and Dept of Education requirement.

We advise you to keep your child at home if he/she is not well. A sick child is better off at home with parents / carers rather than at school feeling unhappy and spreading germs to other children.

ACCIDENTS TO PUPILS - PROCEDURE

Unless otherwise directed, if an accident occurs to a pupil either on the school premises or premises being used by the school the Principal or teacher on duty will take the following actions:

- (a) Render first aid as far as he/she is able;
- (b) If the accident is serious, the ambulance will be contacted and/or the child will be transported to the hospital. Parent/Guardian will be notified of such action;
- (c) If the child remains at school he/she will be kept under observation; and
- (d) The accident register will be completed and a report, if necessary, forwarded to the Regional Workplace Health and Safety Officer.

ANNUAL IMPLEMENTATION PLAN

The plan is designed in collaboration with parents and staff. It determines what programs, projects and activities will be funded for this year. A copy of the plan and budget is available for perusal on our school website – www.milesess.eq.edu.au.

BEHAVIOUR MANAGEMENT PLAN

A copy of the Miles State School Behaviour Management Plan may be found on our school website – www.milesess.eq.edu.au in the Support and Resources Tab, listed under Behaviour Management. If you are unable to access a copy of the plan, please speak with the Business Manager in the School Office who will provide you with a copy.

Our schoolwide expectations are:

1. Be respectful
2. Be safe
3. Be a learner

Levels of Behaviour are used to classify behaviour within the school and these levels reflect strategies outlined in the School Behaviour Management Plan.

BICYCLES

Bicycles are to be stored in the racks provided during the day. They are not to be ridden in the school grounds and children with bicycles are to enter the grounds through the bike gate in Constance Street and walk their bikes to the racks.

Parents are reminded that riding of bicycles on footpaths is illegal except for designated bikeways. On leaving the school ground, children are to walk their bikes to the road and progress east or west along Constance Street. All cyclists are required by law to wear a helmet.

BOOK CLUB

Scholastic provides a Children's Book club selection four times per year. The books are graded into reading levels and are quite reasonably priced. You are under no obligation to purchase. We request that parents order online using Scholastic Loop.

BUSES

School buses collect children from the area in Edith Street adjacent to the toilet block. Children are to wait quietly for buses in the small shelter shed until their bus arrives. Children can only be picked up and dropped off at designated bus zones. Under no circumstances will the bus stop in town, at shops or at the pool to collect or let off children.

Bus proprietors / contractors must be contacted privately to make personal arrangements for "one off" bus travel (i.e. friends visiting for the weekend, visits to out-of-town relatives etc).

Parents collecting children by car should arrange to do so away from the bus loading area, preferably at the school entrance in Constance Street opposite the Police station or in front of the Catholic Church in Edith Street.

CAMPING PROGRAM

The camping program will be advised throughout the year.

CHAPLAINCY

Our school Chaplain complements existing school support and care programs by specifically addressing students' spiritual and emotional needs. The Chaplain serves as part of the student well-being team and is a qualified and experienced Counsellor and is available to all members of our school.

Representatives from local churches, staff and school parents make up the Local Chaplaincy Committee, which oversees the Chaplain's role as well as raising awareness of the position and assisting with fundraising for the Chaplaincy Program. The program is funded through a combination of a Federal Government Grant and through donations from local churches, community organisations and individuals. The Chaplaincy Program is endorsed by the school's P&C Association.

Permission for your child to be involved in Chaplaincy activities is included in the RE permission form and may be obtained from the School Office or school web page – www.milesss.eq.edu.au.

Unfortunately, our Chappie's position is currently vacant, however we actively looking for someone to fill the role.

COMPLAINTS

In the first instance, parents should speak with the classroom teacher directly. Parents wishing to discuss further any issues with a member of administration and/or teachers are requested to make an appointment through the school's Business Manager or Administration Officer.

Additional information regarding our complaints process can be found on our web page under [School Complaints Process Exemplar](#).

EARLY COLLECTION / LATE ARRIVAL OF STUDENTS.

Students arriving at school after the 9:00 am bell should be accompanied by a parent to be signed in at the office. Students leaving the school during the course of the school day must be signed out at the office by a parent or guardian. Miles State School does not operate a lunch pass system. Students required by parents to leave the grounds during school hours on a regular basis need to discuss their requirements with the Principal.

ELECTRONIC DEVICES

We do not encourage the bringing of personal Electronic Devices including mobile phones, gaming devices, iPods and iPads to school. Usage of personal electronic devices is banned during school hours and we ask that if children are required to bring those things to school, they are lodged with the Classroom Teacher or at the Office upon arrival and collected by the student at home time. The school will not accept any responsibility for loss or damage to these items.

ENROLMENT

Prep commences with children turning five (5) between the 1st July 2021 and the 30th June 2023. This is now a compulsory enrolment. Children who turn 6 years of age prior to 30 June 2023 enter Year 1 of Primary School. New enrolments should be completed with the Principal. Children enrolling in a state school for the first time require proof of birth date on enrolment i.e. birth certificate. The parent or guardian of a child must sign the enrolment form.

EXCURSIONS

Excursions and camps are planned as an integral part of curriculum learning. They will only be approved by the Principal and the P & C Association if the educational value of the trip is significant. When an excursion is planned, parents will be notified by letter of details and costs. Students must have written permission from parents or guardians to participate. Costs usually involve a combination of bus fares and entry fees.

Students need to maintain an acceptable level of behaviour to be eligible to attend excursions and camps.

It is disappointing to both child and teacher when children are not allowed to join their classmates on trips. Very often, children who do not go on these trips, don't understand the follow-up work done because they haven't experienced what is being discussed.

If parents are unsure as to what is involved in the excursion, they should contact their child's teacher. This will help to clarify the position. Should children not be permitted to go on excursions, they will be supervised by a teacher at the school.

HATS

Hats are compulsory.

Hats must be worn by all children in any outdoor activity. This school has a "NO HAT NO PLAY" policy. As Miles State School is a "Sun Smart" School, no caps will be allowed and hats must have a brim of at least 8cm.

HOMEWORK

All students, from Prep to Year 6, will be given reading homework. This homework will involve providing students with reading material graded at their reading comprehension level. Your child's teacher will monitor the reading comprehension levels of each child in their class and continue to teach reading strategies in class that will need to be practiced daily, both at school and at home. A reading folder or reading log will be sent home each day for you to sign indicating that your child has read.

All other aspects of homework, which students would have normally been given, will no longer be sent home for students to complete. These subjects will be taught, revised and tested daily/weekly in class, in much greater depth across a much broader scope of explicit study.

However, as a parent, you may feel that you would like your child to continue to study at home along with the daily reading. If so, teachers will supply those students with additional homework, such as worksheets, handwriting, spelling or maths facts on a Monday and collect them on a Friday. This homework will be marked and feedback given to students. No students will be chased up by teachers for not completing or handing in homework. Students will no longer be 'kept in' to finish homework.

A Homework permission form will be issued when the student is enrolled, to be completed and signed by the parent or guardian either electing to 'opt their child in' or 'opt their child out' of additional Homework. Completed forms are to be returned to the school office. If you wish to change your decision, please contact Administration staff to complete a new form.

A Homework Centre will run from 3:00pm until 4:30pm on Mondays and Wednesdays until further notice. Homework Centre is supervised by a member of the School Administration Team and Teacher Aides. Students are able to complete

both essential reading and any additional homework given in a supervised environment. For more information on enrolling your student for the Homework Centre, please contact Administration on 4628 0333.

INFECTIOUS DISEASES

The following is a table, which must be adhered to when infectious disease is evident:

DISEASE	SUFFERERS EXCLUDED	PERIOD OF EXCLUSION FOR CONTACTS
Chicken pox	5 days after eruption first appears.	Not excluded
Measles and German Measles (Rubella)	4 days after the rash comes out.	Not excluded
Mumps	9 days from onset of symptoms.	Not excluded
Whooping Cough	21 days after illness begins or for 5 days after the start of a 10-day course with an effective antibiotic.	Not excluded (if immunised)
Ringworms	If suitably covered children may attend. Exclude if not covered.	Not excluded
Impetigo - (School sores)	Not to be excluded if lesions are covered.	Not excluded
Hepatitis	7 days after jaundice begins and until medical certificate of clearance is obtained.	Not excluded
Head Lice	Until treated.	Untreated cases of head lice infestation should be excluded until treated

INSTRUMENTAL MUSIC PROGRAM

Students from years 4, 5 and 6 may try out for a limited number of instruments. Successful students will receive tuition from the visiting Instrumental Music Teacher based in Chinchilla. All students participating in the Instrumental Program are required to pay an annual fee to cover the costs of instructional materials and equipment.

INSURANCE

The school does not carry insurance policies against injury to students. This is a parent responsibility.

JEWELLERY

In the interest of safety and practicality for all students, jewellery is to be kept to a minimum. Boys and girls may wear a watch and a simple chain necklace. Plain studs or sleepers only to be worn in their ears. Make-up and nail polish are not allowed. No other form of jewellery or adornment is to be worn - except for medical or religious purposes.

LOST PROPERTY

Lost property is placed in a box outside the PE Office. Property not collected within a reasonable period of time will be taken to St Vincent de Paul for sale.

MEDICATION

Should students require medication to be administered by a staff member then a permission form must be completed and signed by the parent / guardian. All medication to be administered by staff will be actioned at the administration office. A register of medication is maintained. Students are not permitted to keep any medication in their school bags eg. Puffers, medicine, pain relievers etc.

MONIES FOR SCHOOL

Our preferred payment method for school invoices is bPoint. This is a much safer option than having your child bring cash or cheques to school.

NEWSLETTERS

Newsletters are produced every other Wednesday, commencing in the second week of the term.

Newsletters are distributed to families by email, commencing every second Wednesday of the term. Our school newsletter is our primary means of communicating with everyone so please ensure you read these each week. Current and prior editions of the newsletter are available on the school web site at www.milesss.eq.edu.au.

PARENTS AND CITIZENS' ASSOCIATION MEETINGS

Meetings are generally held on the second Tuesday of each month at 5:30 pm in the Meeting Room of the new Administration Block, and all parents are cordially invited to attend.

PHOTOS

Each year, school photographs are taken and offered for sale to each class group as a memento of your child's school year. You are given the opportunity to purchase the photo at the set price advertised at the time.

POLICY

Policies indicate why programs are implemented, what they are trying to achieve and how it will be done:

English, Mathematics, Computing, Educational Provision of Students with Special Needs, Effective Teaching and Learning, Assessment and Evaluation, Social Education, Science, Human Relationships Education, Physical Education, Music, Art, School Development Planning, Anti Bullying and Harassment, Behaviour Management and Social Justice.

These policies are available for all parents to read through the school office.

PUPILS' HEALTH

Children should be advised by parents to report any sickness felt at school to their own teacher. Should children be uncomfortably sick, parents will be telephoned and asked to collect them. All children leaving school grounds NEED to be signed out. The register is situated at the office.

NO pain-relieving tablets will be administered to students at this school, without written authorisation from a parent/guardian.

RELIGIOUS INSTRUCTION

Religious instruction (RI) is offered at our school and is conducted on Tuesday afternoons at either 2:00 pm or 2:30 pm.

The faith group/s that provide/s religious instructors to deliver an authorised program is/are listed below:

Arrangements for programs	Participating faith group/s	Name of authorised program
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Cooperative program	<ul style="list-style-type: none"> • Non-denominational Christian Religious Instruction Program. 	<ul style="list-style-type: none"> • Connect (CEP – Christian Education Program)
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Students are allocated to RI based on information provided by parents on the completed Application for Student Enrolment unless other written instructions have been provided to the school.

Note: This information remains operational unless the parent informs the school otherwise in writing.

Students who are not participating in RI will be provided with other instruction in a separate supervised location. Other instruction must relate to part of a subject area already covered in class and may include, but is not restricted to:

- personal research and/or assignments
- revision of class work such as creative writing or literacy and/or numeracy activities which could include online programs currently accessed by the students of that school (i.e. Mathletics, Reading Eggs)
- wider reading such as independent reading appropriate to the student.

Parents will be advised of any changes to the RI and other instruction programs to ensure they are able to make an informed decision on their child's participation.

REPORTS

Informal Oral Reports

At any time, parents are welcome to discuss your child's progress with their class teacher. Please make an appointment.

Written Reports

At the end of Term 2 and Term 4, written reports are emailed to parents. Parents are encouraged to attend a formal meeting after the written report is received, to discuss any aspects of your child's education.

SCHOOL DAY Children are not to arrive at school before 8.30 am.

This request is aimed at reducing the risk of injury before school. It also provides teachers with the opportunity to prepare part of the day's work uninterrupted. If a child's class teacher is present, the child may put his belongings in his/her desk and may remain in the classroom to pursue quiet activities. If teachers leave the room for other than a short absence, children must leave the room.

If the child's teacher is not present when the child arrives, he/she must put his/her port in the rack and move off the veranda.

No sporting equipment is issued prior to school.

The first bell is rung at 8.45 am, when children will enter the classroom and commence morning reading.

Parade is conducted on Monday morning at 11:45 am and after second break on Friday afternoon at 2:00pm. Parents are welcome to attend parades, especially if their children are involved in its presentation.

No parade or assembly is conducted on Tuesday, Wednesday or Thursday.

All children are expected to remain seated while eating their lunches.

At the end of first break, a bell rings at 11.40 am allowing students 5 minutes to clean up and prepare for the middle session. Please check with your child / children to ensure they have adequate food supplies for the day. Please also

consider the type of food packed for lunches – the heat can make some foods inedible when it has been packed in a plastic lunch box for several hours.

Second Break

Second Break commences at 1.30 pm and concludes at 2.00pm.

School finishes at 3.00 pm and children are expected to go home in an orderly manner.

SCHOOL RECORDS

If you change any of your personal details i.e. address, telephone number, emergency contact, family doctor etc, religious details, please notify the school as soon as possible so our school records can remain up-to-date.

SCHOOL TRANSPORT

Children of less than 10 years who reside more than 3.2 km from school, and children of 10 years or over who reside 4.8 km or more from school, are eligible to use school buses for transport.

To register your child, a standard form (available from the bus operator who owns the run your child will be enrolled on) must be completed and handed to the bus driver. Children who are not registered with the bus driver are not permitted to travel on the bus.

SCHOOL UNIFORM



Our school is a uniform school. All children are encouraged to wear school uniform. A wide brimmed hat and closed footwear are compulsory. Uniforms can be purchased at Abrahams Drapery in Murilla Street. Miles State School has been a “Sun Smart” School - hats must have a brim of at least 8cm (caps are not acceptable sun protection for outside play).

The Miles SS Polo shirt is to be worn winter and summer and for sports with various coordinated “bottoms” as listed below.

GIRLS UNIFORM: Polo shirt with either navy shorts, skorts or skirt for summer and royal blue tracksuit for winter. Black lace up shoes or joggers with white ankle socks.

BOYS UNIFORM: Polo shirt with navy shorts for summer and royal blue tracksuit for winter. Black lace up shoes or joggers with white ankle socks.

A royal blue hoodie with the Miles SS Logo is now available for purchase as a part of our Winter uniform from Abrahams.

Reversible bucket hats are also available with either a red (Binbian) or green (Cameby) lining from Abrahams.

Sports House Competition - Cameby House – green polo shirt and Binbian House – red polo shirt. At different times of the year, the Miles SS P&C have specific Binbian and Cameby Shirts available for purchase. Details will be advertised in the School Newsletter when the next purchase will occur.

SWIMMING

Swimming lessons are a part of the Physical Education program of our school. In term 4 we encourage every child to participate and we also encourage parents to assist class groups in the instruction phase at the pool.

TRANSFERRING FROM THE SCHOOL

* Parents / care provider and teachers should notify the Principal or Classroom Teacher when a child is transferring from the school.

* Upon enrolment at the new school, Miles SS will be notified and will transfer your child's records electronically to that school.

TUCK SHOP

Full Tuck Shop is conducted on Friday.

Tuckshop orders can be made through the FlexiSchools App, with cutoff at 8:30 am on Friday mornings.

Orders are collected by the student at the Tuckshop. Children can purchase drinks, yoghurt, etc. directly from the tuckshop using cash.

Tuckshop specials are regularly posted on the Miles SS P&C Facebook page.

VEHICLES IN SCHOOL GROUNDS

For the safety of the staff and students, NO cars are allowed in the school grounds.

WITHDRAWING CHILDREN FROM CLASS

If, due to business or health reasons it is necessary for you to withdraw your child/ren from school, please advise the teacher beforehand when possible. If this is not possible, please advise the teacher that an emergency has arisen and of the need for your children to accompany you. Children leaving the school grounds during normal school hours must be signed out by the accompanying adult. The register is situated at the school office.