ACCIDENTS
Minor accidents/illnesses are treated at the school. Parents notified of any treatment administered and the nature of the injury. Where the accident requires professional attention the ambulance will be called to convey the injured student to medical attention. Parents are contacted as soon as possible. It is important that the school knows how to contact one parent in the case of an emergency. Each family is asked to supply this information on the student enrolment form. If you do not wish your child to be conveyed by ambulance to medical attention you should request this in writing and state what alternative procedure you wish to be followed in the event of your child being injured.

Accident insurance cover for students

Some school activities and physical education, particularly contact sports, carry inherent risks of injury.

Parents are advised that the Department of Education and Training does not have Student Accident Insurance cover for students. Therefore, if your child is injured at school as a result of an accident or incident, all costs associated with the injury, including medical costs, are the responsibility of the child, parent or caregiver. Some incidental medical costs may be covered by Medicare. If parents have private health insurance, some costs may also be covered through the private health insurance. Any other costs would be borne by the parents.

Student Accident Insurance is an insurance policy that pays certain benefits in certain circumstances should your child have an accident. It is a personal decision for parents as to the types and levels of private insurance they arrange to cover their child for any accidental injury that may occur. Parents should contact their insurer or an approved Australian insurance broker if they choose to take out student personal accident insurance cover for their child.

ARRIVAL AND DEPARTURE
Students are not to arrive prior to 8am on any day as supervision may not be possible. Students will be supervised until bus collections.

ASSISTANCE AT SCHOOL
Parents are encouraged to become part of the school and to feel free to be involved in the everyday classroom activities. Parents can be involved in listening to children read, helping with art and craft activities, swimming and assisting with athletics. Parents who have certain talents are encouraged to share their abilities so that our children will be the ones to benefit. Please arrange times with teacher before hand to minimize classroom disruption.
ATTENDANCE
Children are legally required to attend school daily. Seek an exemption for absences greater than 10 days. Each day is important and children should not be absent on any day without a valid reason. In the event of absence, please forward a written explanation to the school. This is a departmental requirement. The note should give the reason for absence, the day of absence and be signed by the parent or guardian. The note should accompany the student on return to school. If you wish, a telephone call or a personal explanation to the teacher concerning a child’s absence would be quite acceptable. When children are ill they should be kept; at home to receive the care that will help them recover as quickly as possible. When a child is to absent for an extended period and the child is capable of working at home, please contact the school for suitable work.

BREAK UP DAY
School Break-up Day is a family affair occurring on the last school day of term 4. Everyone from the district is encouraged to attend this community social event.

CAMPS & EXCURSIONS
Excursions and camps are seen as an essential part of a child’s development not only for academic reasons but for social responsibility and independence as well. Camps/excursions are organised in consultation with parents.

COMPLIMENTS & COMPLAINTS
Parents, carers and members of the wider community are welcome to raise any concerns at any time with the Principal. They are also welcome to provide compliments.

CONTACTING THE SCHOOL

Telephone  41658188
Fax        41658130
Email      principal@monogoriss.eq.edu.au

If you have a need to contact the school and wish to speak with teaching staff please be aware of our classroom times. If you call and you are not answered please leave a message and we will return your call as soon as possible.

CONVEYANCE ALLOWANCE
The Department of Transport & Main Roads, Translink Division, administers the School Transport Assistance Scheme. This scheme is one of the largest assistance programmes provided by the Queensland Government, and provides assistance to eligible students travelling to primary and secondary schools.
CONVEYANCE COMMITTEE
As per Department of Transport requirements there is a local Bus Conveyance Committee, which oversees the management of the school bus run. This committee meets on a regular basis coinciding with the P & C meetings.

DENTAL SERVICE
The school dental van makes regular visits (usually annually) to the Mundubbera area. Parents will be advised and travel arrangements for access will be made to ensure all students can visit this free dental health service.

FACILITIES
At Monogorilby we have three buildings for teaching purposes. The original building is used as library and administration area. This provides additional quiet withdrawal space when teacher aides work with small student groups. The main P-2 classroom is a single classroom space and was constructed in 2000. The 3-7 classroom – The Hartwig Building – was built in 2011 as part of the BER. Technologically we are well positioned with desktop and laptop computers currently available in the classrooms all connected to the Internet. We also have 8 ipods and 3 ipads. Beyond the educational space we have the usual storage and toilet facilities and a double tennis court. A large solid shade structure has been constructed over our sandpit playground. This provides much needed outdoor shade and rainwater catchment.

INFECTION DISEASES
The following table form National Health and Medical Research Council has determined the period of exclusion in relation to infectious diseases.

<table>
<thead>
<tr>
<th>CONDITION</th>
<th>PERIOD OF EXCLUSION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chicken Pox</td>
<td>Exclude until fully covered or for at least 5 days after the eruption first appears. Note that some remaining scabs are not a reason for continued exclusion.</td>
</tr>
<tr>
<td>Conjunctivitis</td>
<td>Exclude until discharge from eyes has ceased.</td>
</tr>
<tr>
<td>Diarrhea</td>
<td>Exclude until diarrhoea has ceased</td>
</tr>
<tr>
<td>Diphtheria</td>
<td>Exclude until medical certificate of recovery is received following at least 2 negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics, and the other 48 hours later.</td>
</tr>
<tr>
<td>Glandular Fever</td>
<td>Exclusion not necessary.</td>
</tr>
<tr>
<td>Mononucleosis (Hand, Foot&amp; Mouth) disease</td>
<td>Until all blisters have dried.</td>
</tr>
<tr>
<td>Hepatitis A</td>
<td>Exclude until a medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness.</td>
</tr>
<tr>
<td>Hepatitis B &amp; C</td>
<td>Exclusion not necessary</td>
</tr>
<tr>
<td>Herpes (Cold Sores)</td>
<td>Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions are to be covered by dressing, where possible.</td>
</tr>
<tr>
<td>Human immune-deficiency virus infection (HIV AIDS)</td>
<td>Exclusion is not necessary unless the child has a secondary infection.</td>
</tr>
<tr>
<td>Impetigo</td>
<td>Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing.</td>
</tr>
<tr>
<td>Condition</td>
<td>Duration/Condition</td>
</tr>
<tr>
<td>---------------------------------</td>
<td>---------------------------------------------------------</td>
</tr>
<tr>
<td>Influenza &amp; Influenza like illness</td>
<td>Exclude until well</td>
</tr>
<tr>
<td>Measles</td>
<td>Exclude for at least 4 days after onset of rash.</td>
</tr>
<tr>
<td>Meningitis (Bacterial)</td>
<td>Exclude until well</td>
</tr>
<tr>
<td>Meningococcal Infection</td>
<td>Exclude until adequate carrier eradication therapy has been completed.</td>
</tr>
<tr>
<td>Mumps</td>
<td>Exclude for 9 days or until swelling goes down (whichever is sooner).</td>
</tr>
<tr>
<td>Poliomyelitis</td>
<td>Exclude for at least 14 days from onset. Readmit after receiving medical certificate of recovery.</td>
</tr>
<tr>
<td>Ringworm, scabies, pediculosis (Lice)</td>
<td>Readmit the day after appropriate treatment has commenced.</td>
</tr>
<tr>
<td>Rubella (German Measles)</td>
<td>Exclude until fully recovered or for at least 4 days after the onset of rash.</td>
</tr>
<tr>
<td>Salmonella, Shigella</td>
<td>Exclude until diarrhoea ceases.</td>
</tr>
<tr>
<td>Whooping Cough</td>
<td>Exclude the child for 5 days after starting antibiotic treatment.</td>
</tr>
</tbody>
</table>

**INTERVIEW AND REPORTING**
All parents are offered two face-to-face interviews with their child’s teacher at the end of each semester in June and December to coincide with the presentation of the Student Reports.
Parents wishing to arrange an interview at other times concerning a child’s progress should first make arrangements via letter or telephone. We appreciate parents being interested in their child’s progress and welcome open discussion.

**LEAVING SCHOOL GROUNDS**
Children are not permitted to leave the school grounds during the day. Parents of course, may collect their own children at any time during the day. It would be appreciated if prior arrangement could be made with the school if the student is to leave at any time throughout the day. In the interests of safety, if you wish your child/ren to be collected by a person not known to the teaching staff, please inform the school of the situation; otherwise the student cannot be released.

**LIBRARY**
All students are expected to make full use of the school library and to borrow books on a regular basis. Library is currently on a Monday but is subject to change. Children can borrow books for up to 14 days before it must be returned. If a child loses a book the parent is asked to replace it with a copy of the same book or one of equal value. The library has a wide range of reference, non fiction and fiction material available suited to a wide range of ages and you are encouraged to take advantage of this facility if you have children not of primary school age.

**LOST PROPERTY**
To avoid the misplacement of valuable items it is essential that all possessions be clearly labelled. This is particularly important when considering our visits to other schools and facilities.
MEDICATION
At times, it is necessary for children under doctor’s instructions to take medication during school hours. We are aware of this need, and are willing to assist you in this situation. However, for the safety of the child, it is of the utmost importance that the medication form be completed in full each time medication is to be administered. Parents are requested to remind their children to present medication and completed form immediately on arrival at school. Medication forms are available from the school office.

NEWSLETTER
The school newsletter the Mono Messenger is published on alternate Mondays & distributed via email. This is a vital communication link with parents. Updates of classroom and educational importance are provided. The newsletter attempts to provide parents with details of school procedure and notice of Departmental initiatives as well as information on variance to school routines. This also serves as a community notice board for upcoming items of interest to our school community. It can also be viewed on our website.

PARENTS AND CITIZENS ASSOCIATION
Monogorilby State School has a strong P & C Association meeting each month at school. Meetings usually occur in the late afternoon giving most parents the opportunity to attend. New parents are welcome to come along and join in the discussions and decision-making. New members have voting rights after they have attended one meeting.

RELIGIOUS INSTRUCTION
Religious instruction (RI) is offered at the school and is conducted on Thursdays fortnightly between 1:40pm & 2:50pm.

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

<table>
<thead>
<tr>
<th>Arrangements programs</th>
<th>Participating faith group/s</th>
<th>Name of authorised program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cooperative program</td>
<td>Christian (interdenominational)</td>
<td>Connect</td>
</tr>
</tbody>
</table>

Parents of child/ren participating in these programs will be advised if a faith group requires funds to cover the expense of materials used in RI.

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.

**SCHOOL SPORT**

Annually (usually in Term 3) the Mundubbera Small Schools hold its Athletics Carnival. Selections are made at this event for nominations in District Athletics Carnival. All students are encouraged to participate to the best of their ability in all sporting activities.

During the year, the students are given the opportunity to attend trials for district sports. These sports include soccer, netball, cross-country, football, touch football and tennis.

**SCHOOL TIMES**

As we work a nine day fortnight school commences 8:25am & finishes 2:50pm having every even week Friday throughout the terms off. Students are not to arrive prior to 8am as they will be unsupervised.

**SHOES**

The school encourages students to wear covered shoes particularly in the open areas of the playground. This is for student safety as it prevents foot injuries.

**SMOKING**

Education Queensland regulations prohibit smoking in and around school grounds and at least 5metres from all boundaries.

**SPORTS DAY**

Monogorilby hosts its own Athletics Carnival usually in late May. This event is held on a Saturday with invitations being sent to students from Durong, Boynewood, Abercorn and Binjour Plateau schools. The program includes short sprints, 200m, 400m, 800m, field events including shot put, discus, long jump and high jump, and ballgames. Everyone is encouraged to participate with special events being held for pre school age children and adults.
STAFF
Principal- Miss Jennilea Becker
Business Services Manager – Mrs Sue Payne
Teacher Aides –Mrs Jackie Carlyle, Mrs Vicki-Lee Radke
Cleaner – Ms Kath Collin
Schools Officer- Mr Andy Mumford

STUDENTS ON TRANSFER
When a parent wishes to transfer a child to another school please forward a note to the school to this effect or visit the school personally. The transfer will be completed for the student on their last day of attendance at this school. All books and materials must be returned to the school. Students should collect all their personal items, e.g. books, art work and evaluation folders before leaving.

STUDENT WORKBOOKS AND CONSUMABLE CLASSROOM NEEDS
All exercise books, writing and colouring implements, rulers, rubbers, glue sticks, scissors etc are the responsibility of the parents. Exercise books can be purchased from the school for 50c each.

SWIMMING
Education Queensland provides for costs to enable non-swimming students at Monogorilby to participate in 10 hours of swimming instruction. This instruction is negotiated with the P&C annually.

UNIFORM
The uniform consists of a Monogorilby Polo Shirt and green/navy shorts or skirt or skorts. School shirts are available from the P&C. These need to be ordered as they are supplied fully embroidered from our supplier. Students are encouraged to wear school uniform at all times particularly on occasions when travelling away from our school site. Hooded jackets are available for winter wear. As we are a SUNSMART school students are required to wear rimmed or bucket hats.