



**MINIMBAH STATE SCHOOL**

# **PROSPECTUS**

**2022/2023**



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# MINIMBAH STATE SCHOOL

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# MINIMBAH STATE SCHOOL

## SCHOOL PROFILE

Minimbah State School has approximately 800 students enrolled from Prep to Year 6. We have a proud history of outstanding academic, cultural and sporting success built on strong traditional values including: respect, integrity and responsibility.

Our school vision, **Place of Learning** derives from the aboriginal meaning of the word Minimbah, in the local Gubbi Gubbi dialect and commits all staff and students to a life of learning and to prepare students for the opportunities and the challenges of a changing world.

Minimbah State School was established in 1997 and is part of a vibrant community of Morayfield, Upper Caboolture, Moorina and Rocksberg.

A detailed profile of the school is available in the **School Annual Report** which can be found on the school website – [www.minimbahss.eq.edu.au](http://www.minimbahss.eq.edu.au)

### *The Logo*



The school logo portrays the value of knowledge and learning represented by the open book while the sprig of gum leaves (Eucalyptus Molycarna) connects us to the natural world. The blue colour of the badge represents faith, virtue and serenity.

### *The Emblem*



The **Pale-headed Rosella** (Platyercus Adscitus) is unique to Queensland, and is quite prevalent in the district. It is used together with the logo on our school stationery to represent the school's place in the community.

# MINIMBAH STATE SCHOOL

## PRINCIPAL'S WELCOME

Welcome to the Minimbah State School community. We hope that your time here is productive and rewarding for you and your children. Minimbah is an Independent Public School (IPS), meaning we have greater autonomy than other local schools. We are trusted to consult with our community and provide the highest levels of educational outcomes for students, without the need for support from a Regional Office. In fact, as an IPS school, we are recognised as educational leaders and provide support and access to professional development opportunities, to other schools. Our educational expertise is further recognised as we are the lead governance school for the Morayfield Teacher Education Centre for Excellence (MTECE). As an MTECE school, we are responsible for training the next generation of highly skilled and high performing teachers.

At Minimbah State School we strive to ensure all students achieve their full potential. For us to provide opportunities for all students to learn, several factors need to be in place; well trained teachers, effective pedagogical practice, high standards, effective use of resources and positive relationships with parents, caregivers and the broader school community. Yet this is still not all, we also need to engender a love of learning in our students and this is achieved by building positive relationships with all.

We also believe that a child's learning is enriched when they can meaningfully apply academic knowledge through engaging in practical and extension activities such as scientific field work, the arts and sporting experiences. The school has an extensive instrumental music program of instruction and performance ensembles, choirs and visual art exhibitions. We also encourage students to become active citizens and well-rounded individuals through involvement with the local community.

Minimbah SS provides students with modern and attractive environments in which students learn and play. Our classrooms are stimulating learning hubs, equipped with the latest learning technology allowing teachers to design curriculum to engage in learning in many ways. In fact, every class room has air conditioning, a 20 point Touchscreen and Wireless connectivity, thus providing the optimal learning environment for students in the 21<sup>st</sup> century.

Well qualified and experienced staff are committed to helping all students achieve to their potential. Students also access computers in fully equipped computer laboratories and we also possess a dedicated Science Laboratory, where we also stage our "Robotics" events.

We have specialist staff in the areas of:

- Physical Education
- Music
- Science
- LOTE – French
- Instrumental Music – Strings
- Instrumental Music – Multi
- Speech Therapy

At Minimbah we value the positive and productive relationship between the school, parents and local community. We encourage parent involvement across many aspects of school life. There are opportunities for parents to assist directly in class activities, provide input into school decision-making and become involved with the Parents and Citizens Association and School Council.

On behalf of our school community I welcome you to Minimbah State School and invite you to visit us, see our school in action and meet with our friendly staff.

Sean Bennett  
Principal

## FACILITIES

The school is built on a flat site (approx. 4.1 hectares). Gardens are maintained by one full-time Facilities Officer, community volunteers and support from the Caboolture and District Bromeliad Society.

Classrooms are large and multi-functional and incorporate contemporary design features allowing engagement in a range of learning situations including the use of information communication technologies. All classrooms are air-conditioned and have Wireless Connectivity, Internet Access and a large Touchscreen display, to facilitate access to extensive electronic learning tools.

Playground spaces include an oval, one multi-purpose court areas, three undercover areas and modern play facilities. Children have ample play areas in all weather conditions. The Multi-purpose Arts building at Minimbah State School was officially opened in June 2008. This building has enhanced our Music and Arts programs. It also provides a space for school community members to meet and plan for future events. The construction of the Arts block was the outcome of a partnership between P&C, staff and the school community.

The large hall was completed in 2011 and hosts a Church group (every Sunday), the annual Caboolture and Districts Bromeliad Society 'Foliage Frenzy' and our Out of School Hours Care. The school hall is a well equipped meeting and performance space which allows students, parents and the community to join together and celebrate the achievements of our students.

Minimbah has a large library and resource centre where student learning is extended through a range of information communication technologies and in traditional written forms. This facility includes a specialist science centre.

In the future, Minimbah's enrolments are expected to rise, as such 2019 saw the purchase of two blocks of land adjacent to the school. The school has also worked with a team of architects and Central Office staff, in developing a "Masterplan" for the schools future.

## ENROLMENT

Minimbah State School is an "Enrolment Managed" school, meaning the school has strict criteria which need to be met prior to an enrolment being accepted. Please contact the school for information with regard to the school catchment area and conditions. The initial criteria for acceptance into Minimbah State School for a prospective student, must live within the school's defined "Catchment" area. Students living within the Catchment area (and having not been previously excluded), as well as siblings of already enrolled students, are guaranteed enrolment.

Children may enrol in Prep provided they have turned five years old by the 30<sup>th</sup> of June in the year in which they enrol. Prep is now the 'first year' of formal schooling and so all children, will commence their formal schooling in Prep.

Enrolments are only accepted after an enrolment interview with a member of the administration team.

### ***Proof of residence***

Parents or legal guardians who wish to enrol their child at the school will need to demonstrate that the student's principal place of residence is within the catchment area. Current proof of residency at the address indicated can be provided by way of one of each of the following:

- One primary source - a current rental/lease agreement, or rates notice, or unconditional sale agreement; and
- One secondary source - a utility bill (e.g. electricity, gas) showing this same address and parent's/legal guardian's name.

If the Principal is not satisfied that the documentation provided by an applicant does not match the address stated as the student's principal place of residence, then the Principal may request further sources of proof of residency. Examples may include (but are not limited to):

- Additional utility bills (e.g. water bill) or a series of bills at for the same address over a sequential period to demonstrate continued/ongoing residency
- Electoral Roll verification letter
- Mobile phone statement (with current address details)
- Bank statement (with current address details; financial details are not required)
- Tax Assessment Notice (financial details are not required)
- Documents demonstrating recent change of address / re-location to within the school's catchment area (e.g. proof of sale or termination of lease for the previous principal place of residence in a different catchment).

The Principal may also request a properly sworn Statutory Declaration from the enrolling parent or legal guardian, attesting that the student's principal place of residence is the place nominated in the enrolment application.

Applicants should note that a false statement/assertion about the student's principal place of residence may amount to an offence and may be reported to police. The school Principal may repeal a decision to enrol a student in such circumstances.

### ***Proof of age***

**A Birth Certificate or Extract from a Birth Certificate will be required to enrol a child in Prep.** This must be supplied at the time of enrolment. A child's enrolment will not be confirmed until appropriate proof of age is sighted by the school.

### ***Out of catchment enrolments***

Out of catchment enrolments are only considered if there is space in a particular cohort. Currently, there is a \$30 processing fee for out of catchment enrolment applications. The payment of the fee, does not guarantee an enrolment. Minimbah has not taken out of catchment enrolments since 2012. Further details about the enrolment management plan, may be found on the schools website.

### ***Class allocation***

Students are allocated to classes based on a range of considerations including:

- Balance of student numbers across class
- Balance of student gender across class
- Grouping of students with specific learning support needs
- Specific social considerations pertaining to another child (which may be identified by parents).

Decisions regarding the allocation of students to specific classes are made by the Deputy Principal and Principal.

## **COMMUNICATION**

### ***Contact us***

Minimbah State School, Corner Minimbah Drive & Walkers Road, MORAYFIELD Q 4506

Phone: 5431 7333

Email: [admin@minimbahss.eq.edu.au](mailto:admin@minimbahss.eq.edu.au)

Early Leaving: [earlyleaving@minimbahss.eq.edu.au](mailto:earlyleaving@minimbahss.eq.edu.au)

Website: [www.minimbahss.eq.edu.au](http://www.minimbahss.eq.edu.au)

Facebook: Minimbah State School Official Facebook page.

Qparents app

Our website provides up-to-date information on a range of school activities, policies and procedures. A calendar of events is available along with tuckshop information, a link to our school newsletters and much more.

### ***School Newsletter***

The school community is kept up to date with news and information via a fortnightly newsletter, **Minimbah Memos**. The newsletter provides up-to-date news and information on a range of events and activities. The Parents and Citizens Association also contributes to the newsletter to keep parents informed about the priorities and activities of the association. The newsletter is published fortnightly on a Wednesday.

The newsletter is available through email subscription or in hard copy. To automatically receive the newsletter via email please visit our website and follow the links to subscribe. Hard copies of the newsletter are available at the school office.

### ***Class Newsletters***

Class teachers provide information to parents about class activities, excursions, homework and much more through regular Class Newsletters.

### ***Telephone***

Teachers cannot take calls during teaching sessions; however, messages can be left through the office for return calls to be made. Please make any calls between 8:00am and 4.00pm Monday – Thursday and 8.00am – 3.30pm Friday.

### ***School Assembly***

Assembly is a forum for students to share and celebrate their learning achievements and provides an opportunity to give information that involves the whole school group.

Generally, there are two (2) assemblies each week – one for students in the Early Years (Prep-3) on Friday at 2:15pm and one for students in the Middle Years (Years 4-6) on Thursday at 2:30pm. A whole school assembly is held when necessary. Specific days and times are announced in newsletters. Please feel welcome to attend.

### **Reporting to Parents**

**Formal reports** of your child's progress are issued at the end of Semester One and Two each year, along with an invitation for **face-to-face conferencing** with the teacher to discuss the child's progress. You will also receive other reports on state-wide testing and diagnostic assessments including:

Year 3 / Year 5 National Assessment Program in Literacy and Numeracy - NAPLAN

If you require information about your child's learning progress at any other time, please contact your child's teacher for an appointment.

## **SCHOOL PROGRAMS**

### **Overview**

Our school vision – “**Place of Learning**”, commits all students and staff to engaged learning with a focus on ensuring that students have the knowledge and skills to build future success.

Our purpose is to provide quality learning in a safe and caring environment that encourages all students to fulfill their potential and face the opportunities and challenges they will meet in a developing world.

At Minimbah State School the Curriculum planning and implementation process is supported by a Head of Curriculum and guided by the systemic requirements of the Education Queensland P – 12 Curriculum Framework and the ACARA: “National Curriculum”.

Our school has an extremely strong focus on Literacy and Numeracy, with these two areas considered the necessary foundation for successful learning both at school and outside of school.

### **KindyLinQ**

Minimbah was announced in 2019 as one of only 25 schools in Queensland, selected to run a “KindyLinQ” program. This initiative offers a free play-based program to eligible three (3) year olds. KindyLinQ runs for 3 hours, twice a week, Tuesdays and Wednesday 9:00am until midday. KindyLinQ runs in weeks 2 – 9 in Term 1 and Weeks 1 – 9 in Terms 2 – 4.

KindyLinQ will be run by a highly skilled early years teacher, as well as being supported by a designated Administration Officer. Both of whom are highly trained and experienced and so are able to offer support to families and young children.

Enrolments for KindyLinQ are capped at 17 students and parents are required to stay for the two sessions. KindyLinQ is open to all children two years prior to their commencing Prep. Attendance at KindyLinQ is not considered a school enrolment and so cannot be used to gain enrolment into Prep, for students and families who may reside “out of catchment”.

### **Pre-Prep**

Minimbah runs a free PrePrep playgroup for 1 ½ hour a week, on Tuesdays from 1:30pm until 3:00pm. The playgroup runs in weeks 2 – 9 in each school term. All ‘pre-Prep’ children are welcome to attend and two of our feeder daycares currently bring children to our playgroup. Pre-Prep is open to all children in the year to before they start Prep.

Students who attend twelve (12) or more pre-Prep playgroups and enroll in Prep at Minimbah, are entitled to a fee reduction for their Prep school fees.

Attendance at pre-Prep is not considered a school enrolment and so cannot be used to gain enrolment into Prep, for students and families who may reside “out of catchment”.

### **Prep**

Our Prep teachers work collaboratively to develop units of work based on the National Curriculum with a strong focus on Literacy, Numeracy, social/emotional development, Gross and Fine Motor Skills.

## **Years 1 – 6**

Units of work are developed from The National Curriculum in English, Mathematics, Science, Geography, History, Technology, The Arts, Health and Physical Education and French. Units may be integrated across more than one KLA but are usually subject specific.

Teachers work collaboratively in year level teams and consider:

- The National Curriculum
- Students' strengths, needs and interests
- The learning context, deep understandings and key learning experiences
- Pedagogical approaches and strategies
- The integration of ICTs
- Integration of indigenous perspectives in appropriate units of work
- Assessment, evidence and moderation
- Evaluation and reporting.

### **Framework for Planning**

The Curriculum planning process is supported by a Head of Curriculum and guided by systemic requirements i.e. the Australian Curriculum and the P – 12 Curriculum Framework for all other KLA subjects. In the school context the Australian Curriculum forms the basis of our Prep – 6 programs. Our school Curriculum team, facilitated by the HOC, meets fortnightly to discuss curriculum initiatives, programming and school priorities with each year level coordinator who then passes on information to year level teachers.

The following planning is expected to be documented by all class teachers:

**Yearly Overview** – A yearly overview outlines the Curriculum plan for all year levels. This document identifies the focus for all Key Learning Areas throughout the year and also identifies priorities such as NAPLAN, class camps and other school/class activities.

**Semester Planning** - Semester overviews outline clear expectations for year level KLA planning, teaching and assessment. These are written in conjunction with the HOC.

**Term/Unit planning** – Year level teams, in collaboration with the HOC, are responsible for unit planning that identifies the Australian Curriculum Content Descriptors, Essential Learning (Knowledge and understanding and Ways of working), lists sequenced teaching and learning activities, and outlines assessment expectations. All units of work must be accompanied with assessment task sheets and aligned criteria sheets (based on the five standards).

**Weekly/Daily planning** – Teachers are to document their individual planning through a weekly/daily plan. Weekly planning should include an overview of the week with specific lesson expectations as per your class timetable, which should be clearly visible on the wall. Daily lesson planning involves an overview of what you plan to teach including the timing and materials to be used. This should be prepared no later than the day before.

### **Planning: Prep – 6**

It is expected that year level teams collaboratively plan and have a shared understanding of the unit, ensuring that there is a consistency within year levels teams in teaching and assessment. Quality teaching and learning experiences ensure that what is taught, closely reflects the intended learning and that what is assessed reflects what is taught.

Teachers work collaboratively in year level teams and consider the requirements of the Curriculum: the learning context, deep understandings and key learning experiences; assessment, evidence and moderation; evaluation and reporting; students' strengths, needs and interests; Literacy and Numeracy demands; Pedagogical approaches and strategies; Integration of ICTs and incorporation of Indigenous perspectives whilst maintaining high standards and expectations for all.

### **Curriculum Programs**

Curriculum documents and syllabuses which guide program development and direction at Minimbah State School can be found at <http://www.qsa.qld.edu.au/> or on the ACARA website.

English, Mathematics and Science are our priority areas of learning with *"literacy and numeracy at the heart of each student's ability to learn and succeed in school and beyond"* (P-12 Curriculum Framework, pg. 12). In the areas of English and Mathematics, students develop the skills they need in order to become 'literate' and 'numerate'. At Minimbah the teaching of English and Mathematics is scheduled as part of daily programs.

Minimbah has an Environmental Education program and active “Eco Warriors”.

## English

English instruction is guided by the Australian National Curriculum in English and is organised in three interrelated strands:

- Language - focus on knowledge/understanding of the English language and how it works
- Literature - focus on understanding, appreciating, responding to, analysing and creating literature
- Literacy - focus on interpreting and creating a range of types of texts with accuracy, fluency and purpose.

Content descriptions in each category are grouped into sub-strands that, across the year levels, present a sequence of development of knowledge, skills and understandings.

Minimbah students study English through well designed school units of study. Units are generally 5 – 10 weeks in duration (one term) and represent a comprehensive study of the subject English. The content and focus of units are sequenced across year levels to ensure appropriate coverage and extension of the curriculum.

## Mathematics

Mathematics instruction is guided by the Australian National Curriculum in Mathematics. Mathematics is organised around three content strands and four proficiency strands.

The content strands are:

- Number and Algebra
- Measurement and Geometry
- Statistics and Probability

The proficiency strands describe the actions in which students can engage when learning and using the content. The proficiencies are incorporated into the content descriptions of the three strands. While not all proficiency strands apply to every content description, they indicate the breadth of mathematical actions that teachers can emphasise.

The proficiencies are:

- Understanding
- Fluency
- Problem solving
- Reasoning

Minimbah students study Mathematics through well designed school units of study. Units are usually five weeks in length and generally include inquiry-based mathematics investigations so that students are able to apply and extend their mathematic knowledge.

## Science

Science instruction is guided by the Australian National Curriculum in Science and is organised in three interrelated strands:

- Science understanding - which focuses on the important science concepts from across different areas of science
- Science inquiry skills - which focuses on skills essential for working scientifically
- Science as a human endeavour - which focuses on the nature and influence of science.

Content descriptions are organised into sub-strands to illustrate the development of concepts through and across the year levels.

## Information Communication Technologies

At Minimbah developing students' ICT knowledge and skill is integrated through all learning areas. ICTs are used to engage students in their learning, to assist them in understanding concepts and processes, to enable them to demonstrate their understanding and to extend the reach of the classroom across space and time.

The following interdependent organisers are used to scope student ICT knowledge and skill development:

- Inquiring with ICT
- Creating with ICT
- Communicating with ICT
- Ethics, issues and ICT
- Operating ICT

During the planning process teachers identify opportunities for using ICTs to develop KLA knowledge and skills as well as those specific to ICT. Teachers are encouraged to use *The Smart Classrooms Framework* to reflect on and strengthen their beliefs and practices in using ICT for teaching and learning.

## Other Learning Areas

Programs in Studies of Society and Environment, Technology, Health and The Arts are generally based on a two year cycle with *Program Achieve* forming a key part of our Health program. Units of work are developed based on the Queensland Essential Learnings and across a semester students will access all of the above mentioned learning areas. Teachers implement three to four units throughout a semester, dependent on the size of the units and other priorities.

## Specialist Programs

All students from Years Prep – 6 have a weekly half hour lesson with the Music and Physical Education specialist teachers with students in Years 4 – 6 also participating in Sport (1 hour per week). Our school LOTE (Languages Other Than English) program is French and is taught to all Year 5 & 6 classes by our specialist LOTE Teacher.

## Music

Music is an important part of the school curriculum at Minimbah under the guidance of a classroom teacher of music, assisted by visiting instrumental teachers. A number of instrumental music ensembles and a choir perform regularly to share in a love and appreciation of music. A strong feature of the school is the Instrumental Music Program and a Strings program provided by visiting instrumental music teacher.

## Instrumental Music

Children from Years 4 - 6 have the opportunity to participate in one of our two programs, either Instrumental Music Strings or Instrumental Music for which a levy may apply. Weekly small group instruction in woodwind, brass and percussion instruments is available. Some instruments are available for hire from the school.

Children receiving lessons at school must:

- Participate in an ensemble or concert band appropriate to their standard
- Take part in concerts and other school activities
- Attend lessons and rehearsals regularly as required
- Care for instruments in good repair

## Health & Physical Education and Sport

All students are involved in Health and Physical Education sessions each week. Our emphasis is on participation. Physical activities are designed to develop specific skills and fitness in accordance with students' developmental levels. This enables students to be involved in a wide range of sports and recreational activities which encourage them to progress towards becoming skilled performers and knowledgeable spectators.

In the early years, students are developing gross motor skills and coordination within a game-based environment.

Students in the middle years can also choose to participate in interschool competitions which offer the opportunity for them to progress to **District, Regional** and **State Representation**. Minimbah has a proud history of successful representation in a wide variety of sports including Ten Pin Bowling, Athletics, Tennis, Cross Country, Swimming, Soccer, Rugby League, Softball, Netball, Basketball and Cricket.

## Swimming

Swimming instruction is provided for all Year 3 – Year 6 students. The program focuses on water safety, learn to swim activities, stroke improvement and survival.

Students attend swimming in Term 3 and the program is run over two weeks with children attending swimming lessons each day for ten (10) days. Swimming lessons for classes are taken by professional instructors and supervised by the physical education specialist and classroom teachers.

A charge is levied for each student to cover costs of admission to pool, transport and professional instruction.

## Sports House System

A sports house system assists us to organise competitions, particularly a School Athletics Carnival, a Cross Country and a Swimming Carnival.

The school is divided into four (4) houses from Prep to Year 6 on a random selection basis with members of families placed in the same house. House Leaders from Years 6 are elected by students and staff.

The houses are:	Cresthaven Carpet Snakes	Yellow
	Moorina Manta Rays	Green
	Parkridge Parrots	Purple
	Rocksberg Redbacks	Red

An **Athletics Carnival** is held annually. The carnival involves students in track and field events. A **Swimming Carnival** is held annually for students who have participated in the swimming program so that they may apply their swimming skills.

## **LIBRARY**

The Minimbah State School Resource Centre provides significant support for student learning. The collection of resources available to students, staff, parents and community members includes a wide range of texts relevant to the school's curriculum programs as well as to individual areas of interest.

Classroom reading resources are also located at the Resource Centre. All students participate in the schools Levelled Reading Program which teachers deliver using readers from this extensive collection of Levelled Reading resources.

### **Borrowing**

Students may borrow two (2) items for a period of two (2) weeks. The Resource Centre is open every school day from 8:00am until 4:00pm.

### **Lost or damaged resources**

The school aim of encouraging reading is thwarted whenever resources are lost or damaged. If your child severely damages or loses a resource, you will receive a bill to cover replacement costs.

## **STUDENT LEADERSHIP PROGRAM**

Each year the selection of Year Six student leaders is an important part of Minimbah school life. These student leaders play an important role by modeling the ways in which leadership within a community can be effective in enabling collective community achievements.

During Term 4, four students from Year Five are selected as School Captains for the following year. Student leaders at Minimbah:

- Foster the school vision and purpose
- Model, through personal behaviours, the school values of Learning, Integrity, Respect, Responsibility and Belonging
- Work with others to determine and achieve collective goals
- Take on responsibilities and use decision making skills in order to carry out projects
- Are active, reflective listeners who respond effectively
- Earn the respect of others through their actions.

The student leadership program aims to develop personal leadership, teamwork and management skills for students. Opportunities are provided for them to display these skills through their contribution to projects which enhance school life for them and their peers, problem solving of issues which arise within the student body and involvement in self-managed teams.

Our school leaders' positions are:

- School Captains (four)
- House Captains (eight)
- Arts Captains (two)

## **ADDITIONAL PROGRAMS**

At Minimbah we believe that a child's learning is enriched when they can apply academic knowledge meaningfully through engaging in practical activities such as scientific field work and Arts experiences. Becoming active citizens and well-rounded individuals through involvement with the local community, is also a key reason why students at Minimbah have a range of co-curricular activities available to them.

Some of these activities include:

- An Instrumental Music Program in woodwind, brass and percussion for Year 4 - 6 students – entry is by audition
- An Instrumental Strings program
- Participation in the Brisbane Writer's Festival
- District Mathematics competitions
- National Science, Maths and English competitions
- Lunch time activities program
- Library and computer lab access at break times
- Interschool sport – Soccer, Netball, Rugby League, Touch Football
- Minimbah Inter-house sports carnivals – swimming, athletics, cross country
- Arts Council Performances
- Year 6 camp.

## RELIGIOUS INSTRUCTION

### (PARTICIPATION IN RELIGIOUS INSTRUCTION IS NOT COMPULSORY)

Queensland state schools embrace a multitude of cultural, religious and non-religious beliefs. Under the *Education (General Provisions) Act 2006*, schools are to provide Religious Instruction (RI) if approached by a faith group seeking to provide RI and students of that faith attend the school.

RI informs students about the beliefs and values of a particular religion. It is delivered by volunteers of a faith group using instructional materials approved by that faith group. RI is required to be consistent with legislation and Department of Education policies and procedures.

All RI instructors must hold a blue card and participate in compulsory Student Protection and Code of Conduct training. RI instructors are only entitled to deliver the RI program outlined below. A school staff member will be present during the delivery of RI.

Participation in RI is not compulsory. Any student (except Prep students) may participate in RI if a parent has provided written instructions to the school.

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 consent remains in effect unless the parent informs the school otherwise in writing.*

A description of the RI available is provided below.

#### **Christian Religious Instruction**

Participating faith groups: Baptist, Pentecostal and Catholic

Authorised program: Godspace

Aims and goals: To enable children to explore the Bible and Christian life, so they can make an informed decision about Religion.

Lesson structure: Lessons are obtained from an instruction book, provided through Godspace which meets Qld Education requirements. Students attend RI once per week for a ½ hour lesson.

For further information, including module and/or lesson descriptors visit: <https://godspace.org.au>

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

#### **Other Instruction**

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:

- personal research and/or assignments
- revision of class work such as creative writing or literacy and/or numeracy activities
- 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.

## CHAPLAINCY

A chaplain supports students and school programs at Minimbah three days/ week. The Chaplain can be accessed to support individual students through self referral and also runs a range of optional programs for students. The Chaplain also participates in many school activities including sport, camps, Music and much more.

## SCHOOL POLICIES & PROCEDURES

### Minimbah State School Policies

Some school policies and procedures are briefly outlined below. For full details of school policies and procedures please visit the school website ([www.minimbahss.eq.edu.au](http://www.minimbahss.eq.edu.au)) or enquire at the school office. Policies areas covered include:

1. School dress code
2. Responsible Behaviour Plan
3. Homework
4. Use of mobile phones and other electronic equipment
5. Sun Safety

### SCHOOL HOURS

School commences each day at 8:50am. Students should not arrive at school at times significantly earlier than this. The earliest school bus arrives at school by approximately 8:15am and it is expected that this would be the earliest time of arrival for any students.

The daily routine is as follows:

Before 8.40am	Students report to the designated area to be supervised prior to being released to move to classrooms
8:40am	Students move to their classrooms to prepare for the school day.
8:50 am	Classes commence: Home Group – roll is marked.
11:00am	Meal time
11:10am	Play
11:35am	Bell
11:40am	Class
1:15pm	Meal Time
1:25pm	Play
1:50pm	Bell
1:55pm	Class recommences: Home Group – roll is marked.
3:00pm	Dismissal of students

### ATTENDANCE

Punctuality and regular attendance are essential. Those children who do not attend regularly are disadvantaged in their progress at school. Parents and care givers are encouraged to notify the school by telephone (using the 24 hour absence message system), email, or **Qparents** notification, regarding student absences.

- Telephone messages can be left on: 5431 7360.
- Email messages can be sent to: [admin@minimbahss.eq.edu.au](mailto:admin@minimbahss.eq.edu.au)

Alternately please send a note of explanation with the child, to the class teacher, on the child's return to school.

Where a child's absence is unexplained, a text message will be sent to the enrolling carer by 10 am, on each day of the child's absence. If no response and explanation is received, then a staff member will follow up with letters and phone calls.

The parents/carers of children with very poor attendance (less than 85%) will be contacted by the Principal or Deputy Principal and if there are no valid reasons for poor attendance, legal proceedings, will ensue.

Where absence from school is likely to be prolonged, it is required that the school be advised as soon as possible and a letter addressed to the Principal. In most cases a prolonged illness will require a Medical Certificate to cover the absence. An "Application for exemption from School" will need to be completed where a known absence is of 10 or more days, duration.

#### Late arrivals

As school commences at 8.50am, students need to be in class ready to commence lessons at 8.50am. Students arriving **after 8:50am** must report to the office for a **Late Arrival** slip. This information is recorded in the One School program, then students must give the slip to their classroom teacher or else the student will be recorded as absent.

#### Early departures

From time to time, you, or a nominated emergency contact may need to collect your children from school before the normal finishing time. Please call at the office to collect an **Early Departure** slip before collecting your child from their teacher.

Children will only be released to nominated parents/carers, unless prior notification, is received.

## UNIFORMS

Minimbah aims to provide a school environment based on respect, responsibility and belonging. We believe that these values are exemplified when students consistently present themselves in full uniform. The wearing of the school uniform is also a very powerful way to create a sense of pride and community.

The Minimbah school dress code is endorsed by the Parent's and Citizen's Association and is fully embraced by our community. Parents enrol their children at Minimbah State School on the understanding that the full uniform will be worn at all times. With little to no exception, our students present proudly in full school uniform every day and are a credit to themselves, their parents and their school.

### General uniform guidelines

- All students must wear the school uniform, including the outer garments of jumpers and navy blue track pants.
- A reversible (with House colours) navy blue wide brimmed or 'bucket' style **hat** must be worn from Prep to Year 6. Students will not be permitted to participate in outdoor activities if they are not wearing a suitable hat.
- The house colour side of the hat is only to be displayed on Fridays and intraschool Sports Days
- **Shoes** must be enclosed and be a predominantly white or black. Backless shoes, open toed shoes and sandals, and "party" shoes are not acceptable.
- Plain white or dark blue **socks** are to be worn.
- **Hair** must be a natural colour" and tied back if shoulder length or longer. Hair styles/colour must not be distracting. Hair ribbons are to be dark blue or white. Scrunchies in school colours, are available at the uniform shop.
- Coloured nail polish, fake nails and **makeup** are not to be worn at school.
- **Jewellery** is limited to a maximum of 2 pairs of studs or sleepers in the ears, a watch and a signet ring. Any other jewellery worn at school will be placed in an envelope, sealed by student, given to the office and collected after school by the student.
- For safety reasons body piercing jewelry, apart from ears, is to be removed while at school.
- Denim jeans, cargo pants and net basketball shorts are **NOT** acceptable.

### Uniform

#### Boys general

- School unisex polo shirt (aquatic blue with navy tab and collar)
- Navy shorts – monogrammed or micro fibre
- Socks – white or navy
- Covered shoes (sneakers or black leather) which are predominantly white or black

#### Girls general

- School unisex polo shirt (aquatic blue with navy tab and collar)
- Navy shorts – monogrammed or micro fibre
- Navy skorts
- Dress
- Socks – white or navy
- Covered shoes (sneakers or black leather) which are predominantly white or black

#### Hat

- Navy 'bucket' reversible style hat (in house colours) – Prep – Year 6

#### Winter Uniform

- Navy jumper (unisex)
- Navy micro-fibre jacket (unisex) printed with the school name/ logo

#### House Sport Uniform

Worn for school sporting events such as athletics carnival, swimming carnival and cross country

- Polo shirt (with collar) in house colours (red, yellow, green or purple)

#### Uniform shop

The uniform shop is on-site and operated by UMS. The uniform shop is open one morning per week from 8.30am – 9:30am and online sales are available. The Uniform Shop offers lay-by (20% deposit, balance due in ten weeks) and has EFTPOS facilities. The opening days/times are published in the school Newsletter.

Extended opening hours will run at the start of the school year.

#### Valuables

No responsibility will be taken for valuable items brought from home. This includes toys, jewellery or **collections**.

## **Lost property**

All lost property will be placed in the **Lost Property Trolley** in the tuckshop undercover area. The Schools Officer will make this trolley available to students until 3:30pm daily.

**Please clearly label all your child's items so they can be directly returned to them.**

At the end of each term, all unclaimed items may be donated to a local charity.

## **HOMEWORK**

Homework provides students with opportunities to consolidate their classroom learning, pattern behaviour for lifelong learning beyond the classroom and involve family members in their learning.

Homework engages students in independent learning to complement work undertaken in class through:

- Revision and critical reflection to consolidate learning – PRACTISING FOR MASTERY
- Applying knowledge and skills in new contexts (a topic of interest, an authentic local issue)
- Pursuing knowledge individually and imaginatively (investigating, researching, writing, designing, making)
- Preparing for forthcoming classroom learning (collecting relevant materials, items, information).

Parents and Caregivers help students establish a routine of regular, independent study by:

- Being aware of the school's homework policy and actively supporting it with their children
- Regularly discussing homework expectations with their children
- Regularly reading to younger children, listening to children reading and asking questions to check comprehension levels
- Actively encouraging and supervising children to complete homework to a high standard
- Discussing with teachers any developing problems concerning their children's homework.

During the first week of the school year and at regular intervals after, teachers will utilize class discussion time to explain homework expectations and good homework practices.

Teachers provide students and parents with a weekly or fortnightly homework summary which outlines the type of homework to be completed and time to be spent at home completing work.

Minimbah follows Education Queensland's Homework Guidelines as follows:

- In the Prep year, generally students will not be set homework, we prefer Preps to read for at least 15 minutes a day, with a family member
- Homework in Years 1,2,3 could be up to 1 hour a week
- Homework in Years 4 and 5 could be up to 2-3 hours each week
- Homework in Year 6 could be up to 3-4 hours a week.

## **RESPONSIBLE BEHAVIOUR PLAN**

At Minimbah State School we aim to provide a safe, supportive and challenging environment that provides the opportunities for all students to achieve their potential. Our Responsible Behaviour Plan for Students is based on the Code of Behaviour, National Safe Schools Framework and relevant legislation and Education Queensland policies as outlined at the end of the document.

We believe that a safe and supportive environment protects the rights of all community members. That is:

- The rights of all students to learn
- The rights of all teachers to teach
- The rights of all to be safe.

Our responsible behaviour practices at Minimbah are underpinned by our school values of:

- Respect
- Integrity
- Responsibility

In enabling these values, we believe that:

- Learning is a lifelong process; productive partnerships produce optimal learning
- Integrity is a core value that must underpin the words and actions of all members of our school community.
- Every member of the school community be treated respectfully; diversity is strength
- All members of the school community are responsible for the choices we make when fulfilling our roles.
- As a learning community we take risks to learn and grow and making mistakes is a part of the process.

Belonging to a caring community allows this to happen and people to flourish. Four broad positively stated school rules at Minimbah define expectations of student behaviour. These rules include:

- Be respectful
- Be safe and responsible
- Be a good learner
- Be fair and cooperative.

Minimbah uses the School-wide Positive Behaviour Support (SWPBS) program to help create positive learning environments by developing proactive whole-school systems to define, teach, and support appropriate student behaviours.

SWPBS is not a specific model but a compilation of effective practices, interventions, and change strategies that have been demonstrated to be effective and efficient. At Minimbah we implement school-wide systems of positive behaviour support that focus on taking a team-based system approach and teaching appropriate behaviour to all students in the school.

### **Some Characteristics of School-wide Positive Behaviour Support**

- Focuses on the use of a continuum of behaviour supports
- Focuses on the contextual fit between problem context and what we know works
- Expectations for student behaviour are defined by a school based team with all staff input
- Positive behavioural support is implemented consistently by staff and administration
- Appropriate student behaviour is taught
- Positive behaviours are publicly acknowledged
- Problem behaviours have clear consequences
- Student behaviour is monitored and staff receive regular feedback- data
- Positive Behavioural Support strategies are implemented at the school wide, non classroom setting, classroom and individual student level.
- Positive Behavioural Support strategies are designed to meet the needs of all students.

## **STUDENT SUPPORT SERVICES**

### **Learning support program**

Our learning support program provides opportunities for intervention and extension strategies for students to assist them meet their potential for success. Classroom teachers use a range of information available about all students, including prior knowledge and experiences, learning styles, abilities and interests to differentiate learning in classrooms.

Students who are identified as needing support or extension with learning are catered for through a variety of intervention programs.

### **Student Support**

A number of processes and practices are established at Minimbah to identify and support students at risk of not engaging in schooling or achieving to their ability. Classroom teachers and other teaching staff are provided with detailed processes and tools to monitor student progress and identify students who may require additional support. A 'student support services' referral group reviews referrals from teaching staff based data and observations relating to academic progress (literacy and numeracy), social integration and behaviour intervention including attendance. The 'student support services' referral group establishes appropriate intervention strategies across the range of in-school services and external agencies.

Class teachers identify students who are not achieving at expected levels in literacy and numeracy using systemic literacy and numeracy data and a range of school based diagnostic testing in reading, writing, spelling, grammar and mathematics. Intervention strategies are designed for students identified as experiencing difficulties or delayed acquisition of knowledge and skills. Intervention strategies can include classroom learning adjustments or direct support from support staff either individually or in small groups.

### **Students with a Disability**

Minimbah Sate School has highly trained support teachers, placed in every year level and catering for the needs of students across a range of disability areas including:

- Autism Spectrum Disorder
- Intellectual Disability
- Speech Language Impairment
- Hearing Impairment
- Vision Impairment
- Physical Impairment

Students with disabilities are supported in a variety of ways. All students are an integral part of the school community participating in regular classrooms. Special Education teachers and teacher aides work collaboratively with classroom teachers to adjust learning environments to assist students to succeed.

### **High Achieving Students**

Students who have academic, sporting or cultural talents are provided with opportunities to further develop these talents.

#### **Phase 1: Co-curricula Interests**

A range of co-curricular activities are available for all students to experience and enjoy. These opportunities allow students with specific talents to extend and enrich their experience at school.

#### **Phase 2: Differentiation**

Classroom teachers provide differentiated learning for students in their class using a range of strategies including grouping students according to ability and extension activities.

#### **Phase 3: Enrichment**

Students with specific talents and demonstrated achievements can be referred by their teacher to the Student Support Services Team. The team will identify any specific assessments which may be required and develop an Individual Enrichment Plan. The plan is monitored by the class teacher and the Learning Support Team.

## **RESOURCE SCHEMES**

### **Voluntary financial contribution**

State schools provide free instruction, administration and facilities to students enrolled at State schools.

Each year Minimbah receives a government school grant to provide assistance to state schools in meeting recurrent operating costs. This grant is set at a specific rate and is calculated based on the size of the school and a per student amount. While this grant provides for all basic “instruction, administration and facilities” there are a range of student resources which enhance learning which can not always be purchased from the school grant funds alone. Enhanced resources for student learning can include:

- Additional informational technology resources
- Additional sporting and athletics equipment and facilities
- Reprographics beyond essential requirements
- Arts and crafts supplies
- Curriculum resources to enhance and extend learning.

Minimbah State School requests parents/ caregivers of students to make a voluntary financial contribution to enhance the provision of instruction, administration and facilities for student learning.

The Minimbah State School Parents and Citizens Association has endorsed the ‘voluntary financial contribution scheme’.

For Prep students, there is a “Prep Resource Scheme” payable for each term of Prep enrolment.

### **Book lists**

A list of requirements (text books and stationery) for each year level is provided prior to the close of the school year to ensure that children are fully prepared for the commencement of the new year.

At times, Minimbah SS enters into supplier arrangements with local Newsagents or office supply companies, these arrangements may offer both the convenience of home or school delivery, as well as cost savings. Stationery ordered before the specified date, will be delivered prior to the commencement of the new school year.

### **Cash collection**

All payments made to the school are to be made through the Cash Collection Window at the back of Administration. A receipt is given at the time of payment.

Cash or EFTPOS, including debit and credit card facilities, is available at the window. The window is open from 8.15 am to 9.30 am daily. Payments cannot be accepted outside these hours.

## TRAVELLING TO AND FROM SCHOOL

### Cars

If you drive your children to school, please drop them off and pick them up in either the designated drop-off and pick-up zone on Minimbah Drive or in the Public Car Park.

### **Do not drive through or park in the bus only lane.**

For safety reasons DO NOT drive into or park on the school grounds, including the staff car park at any time.

### Buses

**Caboolture Bus Lines** and **Kangaroo Bus Lines**, service the school. Students travelling on buses must comply with Qld Dept. of Transport Code of Conduct for Children Travelling on Buses (a copy of the document is available from Queensland Transport). Students travelling on buses in the afternoon will assemble in the main undercover area. Rostered teachers and teacher aides perform bus duty each afternoon.

Please direct all enquires to the bus companies:

Caboolture Bus Line	5495 4744
Kangaroo Bus Line	5498 6466

### Pedestrians

**Students who need to cross Walkers Road or Minimbah Drive, should use the marked crossing.**

Children will be assisted by a trained **crossing supervisor**, between the hours of 8:00am to 9:00am and 2:50pm to 3:20pm.

### Bike riders

**Bike riders must wear a helmet.** All students are to walk their bikes inside school grounds.

For the safety of everyone, you will be asked to find an alternative way for your child to come to school if they fail to comply with the safety rules. Students should use a security lock and leave their bike in the school bike racks.

If scooters or other forms of transport are used, these forms of transport must also be stored in the racks provided. Scooters etc are not permitted in any part of the grounds other than in the racks provided.

## CANTEEN

**All volunteers to the school must report to the office and sign the Visitors/Volunteer Register.**

The school canteen is operated by a canteen convenor with support from parent volunteers.

Students are required to place their orders for lunch at the canteen in a clearly labelled packet before school. Correct money is appreciated. A Canteen Menu will be distributed at the beginning of each semester by the canteen convenor. Ordering can be completed online, go to [schoolshoonline.com.au](http://schoolshoonline.com.au) and follow the prompts.

Any minor adjustments are published through the school newsletter.

The canteen is managed by The P&C which meets monthly. All enquiries should be directed to the Canteen Convenor, on (07) 5431 7319.

## LUNCHBOX Ideas

All children need good food and lots of activity to grow and develop a healthy mind and body. When packing your child's lunchbox, variety is a key ingredient. Try the following ideas:

- different types of bread like rolls, wraps, pita, flat bread, bagels or focaccia
- crunchy vegetable sticks like capsicum, celery and carrot with a vegetable-based dip like hummus, salsa or guacamole
- fresh fruit instead of fruit bars or sticks
- reduced-fat cubed cheese or cheese sticks, small tin of baked beans or a boiled egg
- homemade muffins or slices with added fruit or vegetables
- water instead of sugar-sweetened drinks.

Remember to keep lunch boxes cool with a frozen water bottle, ice brick or insulated lunch box and try to keep school bags out of the sun.

## **HEALTH AND WELLBEING**

### **Health and development checks**

Regular health and development checks are important to ensure your child's growth and development is on track. These checks involve weight and height and behaviour and development including hearing, vision and speech. Details of these checks can be found in your child's Personal Health Record (Red Book If your child was born in Queensland). Your GP or community health nurse can perform these checks.

### **Health conditions**

It is important to let the school know if your child has allergies, asthma, diabetes, epilepsy or other health conditions that may require staff to provide support to your child. This includes administering medication or performing health procedures. Providing information from your child's GP to the school will assist staff with planning to support your child during school activities.

### **Physical activity and sun safety**

Regular physical activity is important for everyone. Your child's confidence grows as they start to explore everything in their world. Encourage supervised outdoor play to support the development of your child's coordination and movement skills. When outdoors, make sure your child protects themselves from the sun by applying SPF 30+ sunscreen every two hours and wearing protective clothing such as a broad-brimmed hat and a shirt with a collar and sleeves. A swim shirt is good sun protection when swimming.

***Help us take care of your child...keep us informed and ensure your address and contact details are current.***

An extensive range of resources and policies regarding child health issues is available at:  
***<http://education.qld.gov.au/parents/health.html>***

If your child is ill, they should be kept at home. If your child is ill at school they will be taken to the Health Room where their condition will be monitored. If they do not feel better after a short rest, you or a nominated contact will be telephoned regarding arrangements for the child to be taken home.

Children need a regular routine of sleep to help their bodies rejuvenate after a busy day at school. Stick to regular bed times. Have a set, relaxed evening routine and ten hours of sleep for your child every night.

### **First aid**

First aid will be given by First Aid Officer with current qualifications. If your child has an accident involving the eyes, head or has suspected broken bones, the school will contact your chosen emergency contact so you can choose to seek medical attention.

### **Ambulance**

If your child has a severe accident or illness the Queensland Ambulance Service will be called. If necessary, the child will be transported to hospital or to a doctor. The ambulance will be called in times of emergency. This may occur without prior contact with you because the school's first duty of care is always to the student.

### **Dental service**

Keeping our child's teeth, gums and mouth clean and healthy can prevent disease and infection. It also keeps your child's breath fresh. Encourage your child to brush their teeth after breakfast and before going to bed.

Access to mobile dental care onsite is limited although students and families will be made aware of the availability of this service either onsite at Minimbah, or at another nearby school.

### **Head Lice**

Parents are advised that it is their responsibility to treat head lice if it occurs. A notification is sent home to all students in an affected classroom. All parents are then expected to check and treat for head lice.

### **Health plans**

If your child has specific requirements to maintain specific health conditions (eg. Epilepsy, allergies), a Health Plan will be required specifying care procedures. This plan needs to be developed through consultation with the First Aid Officer.

## Medication

**Non-prescribed oral medication/analgesics WILL NOT be administered by the school staff.**

If your child has been prescribed a “puffer” by their doctor, they can carry it with them. Please ensure your child can effectively administer their own “puffer” or “inhaler”, otherwise a puffer and/or spacer can be held in the school safe.

If a child requires prescribed medication while at school, Education Queensland’s policy is that:

1. The parent or guardian must complete an authority form at the school office
2. The parent or guardian must drop off and collect medication at the office
3. The student’s medication must have the doctor’s written instructions and student’s name on the container.
4. Medication will be administered by a qualified First Aid Officer
5. Under **no** circumstance are students permitted to carry medication/s or other (e.g. vitamins, Panadol) in their bag.
6. Please have an adult collect all unused medication from the office.

## INFECTION CONTROL AND MANAGEMENT

### Immunisation

Immunisation is a simple, safe and effective way to protect your child against diseases such as whooping cough, tetanus, polio, measles, mumps and rubella. The risks associated with these diseases are far greater than the small risks of immunisation. By the time your child starts Prep, they should have received their 4 year booster vaccinations. For further information, speak to your General Practitioner (GP) or community health nurse.

The Department of Education and Training has a general obligation under the *Workplace Health and Safety Act 1995* to prevent injury and illness in the workplace. This obligation requires the implementation of infection control practices at schools that provide for the health and safety of staff, students and others such as visitors and volunteers.

For your information and action the recommended periods of exclusion from school are recommended in National Health Guidelines provided by **National Health and Medical Research Council**. For further information please visit <http://education.qld.gov.au/parents/health.html>

Although there are many medical conditions that are contagious, the responsibility of parents to keep children home apply only to the specific conditions which are prescribed under the *Public Health Regulation 2005*. As the list of prescribed conditions may change from time to time, it is important to consult with the closest Population Health Unit within Queensland Health. Some medical conditions require exclusion from school to prevent the spread of infectious diseases among staff and children.

Written medical clearance from doctor or Population Health Unit is required by the child’s school confirming child is not infectious. Contagious conditions include:

- Diphtheria
- Enterovirus 71 (EV71)
- Gastroenteritis outbreaks
- Haemophilus influenzae type b (Hib) infection
- Hepatitis A infection
- Measles
- Meningococcal infection Pertussis (whooping cough)
- Poliomyelitis
- Rubella
- Typhoid paratyphoid
- Untreated Tuberculosis
- Varicella (chicken pox)
- Hand, Foot & Mouth
- Ringworm, School sores, scabies
- Conjunctivitis

If you have any questions about your child’s health and wellbeing, speak to your GP, community child health nurse or phone 13HEALTH (13 432 584)

## **VOLUNTEERS**

**All visitors and volunteers to the school must report to the office and sign the Visitors/Volunteer Register**

### **Visitors/Volunteers register**

Minimbah encourages parent participation in many levels of school life, including providing learning programs for children. It has long been recognised that parent involvement benefits children in terms of the feelings of belonging and security, such involvement can bring.

Some areas in which parent involvement is crucial are the Support-a-Reader, Support-a-Talker Program and assistance with swimming supervision. Most of the time no more than an hour of time commitment each week is needed. Parents or guardians who would like to work with children as classroom volunteers are most welcome.

Each class has a class/parent representative to assist the teacher when requested with class activities, provide a channel of communication and promote the involvement of volunteers in the school community.

Visitors will be given a Visitors Badge which must be worn at all times while on school grounds. Students have been instructed to notify a teacher if they see any adult not wearing a badge. This register works as an important Workplace Health & Safety measure to assist in locating **every person** on the school grounds in the case of an emergency.

**Note:** All parents must register as a visitor when conducting any business on the grounds. The only exception to this is immediately before and after school when escorting children to and from the classroom.

### **Visits from parents**

If you wish to discuss your child's progress or any other matter related to their schooling, the first point of contact should be the classroom teacher. To arrange an appointment with the teacher, either telephone the office or send a note to the class teacher so that they may contact you to arrange a meeting.

### **Animals**

All areas of the school grounds are animal-free zones. If animals need to be included as part of the planned learning programs, permission must be granted by the principal.

### **Smoking**

All areas of the school grounds (and for 5m around the boundary) are **Smoke Free Zones**.

## **PARENTS AND CITIZENS ASSOCIATION**

The Minimbah Parents & Citizens Association started with a thorough community consultation process in 1996. Led by the Interim P & C, working parties developed processes and policies for uniforms, canteen, books, the school name, the school emblem and the P & C Constitution. The school community enthusiastically embraced the challenges faced in establishing a new school in a new area and in developing the Minimbah culture.

The commitment of parents and supporters of the school has been strong and there is great pride in our volunteer programs. Many of our volunteers have worked tirelessly to support programs within the school to the benefit of students.

The P & C has managed and supported a variety of events throughout the year which combined celebrations and fundraising activities. These activities have enabled us to assist with major developments such as the outdoor playing courts and air-conditioning for the whole school. The P & C also manages the school canteen which offers quality wholesome food to students and staff. The profits of this activity are, in turn, channelled back to supporting students.

Just as our children have matured over the time this school has been in existence, so have our school community and the P & C Association. This process will continue with our commitment to continue improvement so that we can maintain our P & C focus on providing the best possible education for our students.

P&C meetings are held on the fourth Tuesday of the month with 6 pm evening meetings, held in the staffroom (main office). Meeting dates are posted in the school newsletter – *Minimbah Memos* and on the school website – [www.minimbahss.eq.edu.au](http://www.minimbahss.eq.edu.au)

For further information contact the P&C President, through the office.

## **BEFORE AND AFTER HOURS SCHOOL CARE**

An Out of School Hours Care (OOSHC) facility is available for families enrolled at Minimbah. The service provides before and after school hours care along with vacation care for students in Prep – Year 6.

The service is provided Jabiru and operates from 6.00am to 6.30pm each weekday. Information and enrolment applications are available through the school office.

Contact details for Jabiru Out of School Hours Care:

Phone: 5428 3387 or 0437 737 865

Email: [minimbah@jabiru.org.au](mailto:minimbah@jabiru.org.au)

Website: [www.jabiru.org.au/kids](http://www.jabiru.org.au/kids)