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## College Contacts

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

Absentee line ..... 07) 3490 3266

## College Vision and Values

Murrumba State Secondary College is recognised as the first choice education provider in the Murrumba Downs community. We are creating a college where every young learner develops a sense of belonging and is inspired to shape their preferred future.

The College vision ***learning for life*** provides a focused mantra that is so much more than words on an emblem. It conveys the meaning of why we are here and that for which we strive. It is woven into the very fabric of our culture. We will achieve our vision because,

- we have a strong foundation of values that are touchstones for everything we do
- we have an unrelenting focus on quality outcomes for students
- we deliver a world-class education

### Values

Our College values are the beacon that guide our students in their thoughts and actions and instil the essence of that which makes us unique. These values form the very heart of our College life, and we are recognised within the wider community for:

***Respect*** - showing respect for self, for the dignity of others, our school, our world

***Pride*** - celebrating excellence and sharing our successes

***Resilience*** - picking ourselves up in the face of adversity, refocusing and never giving in

***Community*** - forming strong networks as active citizens in a global community

***Quality Learning*** - our passion for learning and desire to grow

## School Routine

The following represents the basic structure of the school day. There are some adjustments to the Wednesday and Thursday structure that will allow for more appropriate inter-school sport times. This will not affect the start and finish times.

Monday, Tuesday & Friday	
Connect Group	8.50 – 9.00am
Period 1	9.00 – 10.10am
Period 2	10.10 – 11.20am
Recess	11.20 – 12.20pm
Period 3	12.20 – 1.30pm
Recess	1.30 – 1.50pm
Period 4	1.50 – 3.00pm

Wednesday & Thursday	
Connect Group	8.50 – 9.00am
Period 1	9.00 – 10.10am
Period 2	10.10 – 11.20am
Recess	11.20 – 11.40am
Period 3	11.40 – 12.50pm
Recess	12.50 – 1.50pm
Period 4	1.50 – 3.00pm

## Curriculum

### Junior Secondary

Murrumba State Secondary College Year 7, 8 and 9 curriculum represents a sequence of carefully planned and balanced learning experiences designed to meet the current and future needs of our students. It is grounded in student focused educational philosophy and practice, responsive to individual student needs, as well as being rich in real-life significance. Our curriculum is focused around a student's active investigation of our world. Through investigation, students will interpret, interact and influence the world they live in. At the core of our curriculum is the focus on literacy, numeracy and ICTs.

Our students have commenced the Australian Curriculum for Mathematics, English, Science and History. Students will participate in mandated subjects (i.e. there are no elective subjects) and will participate in learning experiences in the core areas of Mathematics, English, Science, Social Sciences, Health and Physical Education and Languages Other than English (LOTE) as well as completing subjects from Technology and The Arts areas.

### Engineering Excellence Program

The Engineering Excellence Program aims to provide successful applicants with an extension from their core studies into the Science, Technology, Engineering, Maths and Manufacturing fields. These studies will then pave the way for students to move into Senior Engineering, Mathematics and Science subjects at the college with the aim to continue on in these areas at a university level.

Throughout the junior course, the student will engage with a variety of different units including Robotics, Electronics, Design, Engineering, Simple Machines, Biomechanics, Biotechnology and Forensic Science. Entry into the program is dependent on academic performance, a written expression of interest and results of the HAST exam (cost \$50).

## **Football Academy**

The Football Academy is designed to assist in the development of your child as a football player as well as using their passion for Football to enhance their academic success. A strong emphasis will be placed on creating *student athletes* who succeed in both their academic and sporting endeavours. The Academy will provide students in the Pine Rivers area access to specialised coaching and opportunities to enhance their football skills, tactical awareness and fitness.

The Football Academy provides unique theoretical and practical components that aim to create the complete footballer.

This program consists of two lessons per week. The course is structured with one practical lesson and one theory lesson each week.

The course aims to;

- Provide opportunities for MSSC students to develop their football skills with individualised and specialised coaching
- Develop as a student athlete – students who achieve in both academic and sporting endeavours
- Use the Football Academy to enhance students application in other academic subjects
- Integrate theoretical and practical work that will improve the students understanding about how to improve as a footballer

## **Spanish Immersion Program**

The program allows selected students to complete an intensive Spanish language study program across years 7 to 12. The program will equip students to excel in QSA LOTE and further their study skills in the area.

Spanish Acceleration is offered at MSSC as part of our innovative programs for students to increase proficiency and maximise opportunities and participation. The program establishes our ongoing commitment to enrich student learning areas.

Students will have the opportunity to explore historical topics in Spanish and English, developing high levels of language proficiency. The program will offer a greater depth of exposure to the study of language, culture and Studies of Society and Environment and other subjects. The program provides students with opportunities to gain proficiency across the four macro-skills; speaking, listening, reading and writing in the target language and improved understanding of the English language.

## **Instrumental Music**

Instrumental Music string, wind and percussion instruments are available for children from Year 7. Entry into this program is determined by student interest, aptitude and the availability of instruments. Students who have their own instruments may join the program. An annual tuition fee applies. When an appropriate standard is achieved, students will be invited to join one of the College ensembles.

To join the program families need to complete an Instrumental Music Program enrolment form which is included in the enrolment pack.

## **Physical Education**

### **Carnivals**

Our College community also embraces Athletics Sports Carnivals, Cross Countries, Swimming Carnivals and Leadership challenge days. These events foster participation, College/house spirit, community spirit/challenge and learning in a different environment. We encourage parent/guardian support for these

programs.

### **Health and Wellbeing (Junior Secondary)**

Health and Wellbeing recognises and addresses the inclusion of physical activity, physical education, sport, health, personal development and skill acquisition as integral to the Murrumba State Secondary College curriculum and the students' personal growth.

### **Sport**

Sport is part of our College curriculum. It is linked directly to our college motto *learning for life*, healthy lifestyles and wellbeing of individuals. Throughout the year students will be involved in Interschool Sporting events, organised sport and recreational programs. There are also a wide range of interschool sporting teams that students can participate in. In addition to this, there are opportunities for students to be involved in full day carnivals and special events throughout the year.

### **Cultural, Academic and Sports Houses**

Academic, cultural and sport activities play an important part in our College curriculum. They are linked to life learning, healthy lifestyles, wellbeing of individuals and the nurturing of positive attitudinal qualities. Throughout the year students will have the opportunity to be involved in organised sport, cultural, academic and recreational programs.

Students will be allocated to a House once enrolled. Our College Houses are named after 3 carefully chosen and notable Australian Nobel Laureates. The following were chosen because of their individual and collective contribution to the education and well-being of people from all nations. It is strongly felt that their resilience, tenacity, creativity and commitment to a cause reflects the essence of our College vision, values and motto. Our College houses are:

- Bragg – purple
- Blackburn – green
- Doherty – orange

House colours and emblems reflect each Nobel Laureates inspiration and achievements in their field of study.

### **General Information**

#### **Assemblies**

Our College gathers each week in whole College or in year level teams to celebrate the efforts and achievements of students. Students will be responsible for leading these assemblies to develop skills in leadership and public speaking. Assemblies are an opportunity for us to celebrate the success of students – academic, sporting, social and cultural achievements.

#### **Attendance**

Students must attend College regularly in order to ensure satisfactory learning outcomes. It is essential that our students learn to value every lesson and every day as an integral to their developing good study habits that promote *learning for life*. If your child is absent from school, please notify the College on the day of absence:

- by **phoning the student absence line** on the day of absence on 3490 3266
- or by **email** on the day of absence at [office@murrumbassc.eq.edu.au](mailto:office@murrumbassc.eq.edu.au)

If your child has a prolonged absence of more than 10 days due to illness or family commitments, please contact the College to apply for an Exemption from Compulsory Schooling. It should be noted that there is no guarantee that exemption requests will be granted.

### **Absenteeism**

Teachers will report unexplained student absences to the Administration, assuming no other communication has been made. Formal correspondence will be sent home every fortnight if any absences have been unexplained. Text messages will be sent to the primary caregiver's mobile each morning if a student has been marked absent (without a reason) from the College. The Administration team will request that communication be made and will target support structures where required. If school communication is not responded to, the College may engage with other government agencies to ensure your child's safekeeping.

### **Late Arrivals and Early Departures**

In order to ensure accurate school attendance records and to provide a safe and secure environment, students who arrive late must sign in at Administration. There should be an explanation provided in writing upon late arrival. If late arrivals are unexplained, students will be required to make up any missed class time in their breaks.

If departure prior to the end of the school day is required students must sign out through the Administration. Students should have a letter from a parent/guardian explaining this variation, once again ensuring their safety. This letter should be provided to administration in the morning and an early departure slip will be provide to the student so they can be released from class early, once again ensuring their safety.

### **Assignments/Homework/Organisation**

All students will be engaged in completing in-depth learning tasks that require investigation, application and synthesis of knowledge. These tasks will challenge students and require them to be committed learners.

### **Student Responsibilities**

- Develop a plan for completing tasks on time and add due dates to student diary
- Complete all work by due dates (including drafts and final products)
- Ask for assistance when needed
- Use class time assigned for assessment tasks/assignments efficiently
- Special consideration including extension requests are to be negotiated with the appropriate Leader of Learning BEFORE the due date
- A medical certificate is required for incomplete or late work, (in the senior school, to comply with QSA requirements), but an explained absence (note from parents) will be sufficient in junior secondary

### **Teacher Responsibilities**

- Support students in planning to complete tasks by due dates
- Provide some class time for completion of tasks
- Provide detailed task and criteria sheets for student reference
- Contact parents/guardians for support when work is incomplete or late
- Liaise with Leaders of Learning and College administration for persistent incomplete or late work
- Provide feedback to students re performance in tasks/assignments

### **Parent/Guardian Responsibilities**

- Discuss with student tasks/assignments due for the term
- Encourage student to plan and work towards task completion through appropriate time management
- Assist student in accessing resources needed for task completion
- Contact class teacher for support if required

## Special Consideration

### What is Special Consideration?

The following information comes from the Policy Statement on Special Consideration which is produced by the Queensland Studies Authority (<http://www.qsa.qld.edu.au/te/faqs/special.html>).

Special Consideration is the granting of *exemption* to, or the provision of *special arrangements* for, students with special needs.

While in Junior Secondary, students who are absent on the due date of an assignment or exam will be required to hand in the assignment/sit the exam on the day of the student's return to the College. Parents are to send in an explanation note regarding the absence.

## Homework Policy

The classroom is the place where much of the learning takes place. However, real understanding (+ transferring knowledge for short to long term memory) is achieved when, outside the classroom, students:

- revise the work introduced in class
- test their understanding
- apply their newly acquired knowledge / skills
- extend their reading; and
- summarise the information obtained in class or from the textbook. This additional work comes under the heading home learning.

Home learning comprises of:

- set homework - this is negotiable and will be checked by the teacher
- revision of work covered in class or on any one day - revision involves more than just reading the material - it involves note taking i.e. looking for main ideas of the speaker / writer and then writing them out in your own words - be concise which does not mean just writing down main headings but includes the explanation and / or information - notes should be neat, orderly and legible and should be a summary of the main facts
- assignment work and / or test / exam preparation

Home learning provides students with an opportunity to work independently and develop greater responsibility for their own learning.

For home learning to be effective students should:

- have a regular routine and time
- develop a weekly home learning planner (modify it after two weeks if there are problems)
- have an area where they can learn without unnecessary distractions
- have a short break every 45 - 60 minutes
- focus on what they are doing
- ask for teacher assistance if, after reading and thinking about a section of work, they still have difficulty understanding it

### Recommended times for home learning:

**Junior Secondary** (i.e. Years 7 - 9) 1 - 2 hours per weekday at least four days per week

**Senior Secondary** (i.e. Years 10 - 12) 3 - 5 hours at least four times per week and half a day on the weekend

## Bookwork

Student bookwork provides a record of the daily learning experiences and a reference for ongoing learning. As your child moves through their years of schooling, they need to develop skills that allow for well-presented and organised notes and diagrams allowing for effective review of the material.

### **Student Responsibilities**

- Bring appropriate resources including diaries to class each day
- Use stationery as indicated in the College Stationery lists
- Use a margin and date all written work
- Ensure that all resources are kept in a neat and organised fashion
- Write legibly
- Secure all worksheets in their books

### **Teacher Responsibilities**

- Model appropriate standards for bookwork
- Check work regularly

### **Parent/Guardian Responsibilities**

- Ensure student has the materials/resources required for classes

### **College Dress Code**

The College community, through their Parents Consultative Committee, decide their students' dress code, which reflects the values and unique qualities of that College community. The Murrumba State Secondary College school community has determined that our College is a **full uniform school**. Our College community believes that our uniform is important in instilling a sense of self-esteem, pride in our College and self-discipline in students.

Our College uniform is designed to create a sense of purpose for students, which lends itself to the process of education. The wearing of a school uniform also ensures that outsiders to our College community are readily identifiable.

We believe through community consultation we have designed a uniform that enhances elements of comfort, climate, modesty, cost efficiency and social equity.

All students are expected to observe the details of correct attire while on their way to, during and from College.

Our College and college community have agreed that the Dress Code outlines expectations of students with regard to uniforms and personal appearance. These expectations are explained at the enrolment interview and are agreed to by parents and students.

See also the ***Dress Code*** on the Murrumba State Secondary College website for further explanation of this code.

### **Communication between College and home**

Ongoing communication between college and home plays a vital role in your child's learning experience. We encourage you to be involved and to communicate with teachers about your child's progress. **It is important to notify us if you have a concern or if you believe your child is experiencing a problem.**

#### **Some ways of Communicating are:**

##### **Parent/Guardian – Teacher meetings**

You are welcome to discuss your child's progress with the teachers concerned. Please organise a mutually agreeable meeting time. Teachers are unable to meet with you while they are responsible for supervising other students. Please telephone or email to coordinate a mutually agreeable time.

### **Student – Parent/Guardian – Teacher interviews**

Parent/Guardian-teacher interviews are arranged three times per year. These interviews provide an opportunity for teachers to discuss student progress, classroom procedures, issues and teacher student expectations.

### **Parent/Guardian – Administration and Support Personnel interviews**

Parents/Guardians are welcome to discuss their child's progress with any of the College's support personnel. Each year level has an assigned Administration person to support communication and consistency. Please telephone the office to make an appointment.

### **Messages**

Contact with the College can always be made by telephone, email or letter. Letters that contain sensitive information should be sealed and addressed to the intended reader. Phone messages will be relayed to teachers. All class teacher email addresses will be listed on our College website.

### **Excursions**

Excursions and camps are organised for classes throughout the year as part of the curriculum. You will be notified of costs and venues for these events in advance. Students wear **full formal school uniform** on excursions unless otherwise advised. Excursions are user pay and are not included in payment plans, although camps will have payment plan options that are finalised prior to event. Families who may find it difficult to meet the costs involved should approach the Business Services Manager or a member of the Administration team.

### **Health**

#### **Accidents and Illness**

Students who are sick or injured receive treatment from staff trained in First Aid. Parents or primary care givers will be notified where a condition cannot be treated by First Aid.

If a sudden illness or suspected serious injury occurs, the Ambulance will be called and if necessary will take your child to the nearest hospital or doctor. Parents are contacted to inform them of serious injuries. If you cannot be contacted, your child will still receive treatment. Treatment provided will be at your expense.

**Contact Details must be kept up to date to ensure that you, or the emergency contacts you have submitted on your enrolment form can be contacted in an emergency. You should also update any medical information relevant to your child's health and safety.**

#### **Anaphylaxis**

Anaphylaxis is a serious allergic reaction that affects a number of students. Each of these students has a severe life-threatening allergy to a particular common plant or animal product. Contact with the product, even very minor can cause a severe anaphylactic reaction, which in its most serious form can be fatal. The allergens that can react with our students include any of the following – nuts and nut products, eggs and shellfish. We work closely with the parents of the affected children to ensure that they do not come into contact with their individual allergen. We seek your support in assisting the College to make the year level areas safe for these students. You can help by giving careful thought to the foods that your children bring to College and considering not including eggs, nuts (eg peanut butter) and shellfish. As well you can help us to educate your child on the importance of not sharing food with others and washing hands after eating. If you require further information about anaphylaxis, please refer to our College website.

#### **Dental Van**

The Child and Adolescent Oral Health Service offer free general dental treatment to all students from up to and including Year 10 who are permanent Queensland residents. Treatment is provided by an oral health

team which consists of a Dentist, Dental/Oral Health Therapist and Dental Assistant.

Offers of dental care occur on a rotational basis. Dental care is provided at a Mobile Dental Van or Dental Clinic as advertised when treatment is offered. Emergency dental treatment is available between College visits.

### **Immunisation**

There is no policy requiring immunisation of students but parents whose children are infectious should inform the College so other families can be informed. Some infectious diseases require exclusion from College. See the Queensland Health Department website [www.health.qld.gov.au](http://www.health.qld.gov.au).

### **Medical Conditions**

If your child has a serious medical condition, please inform College administration during enrolment and of the emergency procedures required. This information is collated into health plans and provided to staff for quick reference.

### **Medication**

If medication is to be administered during College hours, parents must complete a medication form available from the College office. All medication **must** have a pharmacy label that has been prescribed by a doctor with the **student name, dosage and specific time** medication is to be administered included on the label. Any homeopathic medications must be accompanied by a letter from your practitioner. If these guidelines are not adhered to College staff cannot be authorised to give medication to a student.

### **Asthma Medication**

Students can be responsible for inhalers at College with written permission from a parent or legal guardian. Please address your request to the Principal.

### **Infectious Diseases Chart**

Latest information can be accessed from the Queensland Health Department website [www.health.qld.gov.au](http://www.health.qld.gov.au).

### **Newsletter**

A College newsletter is available fortnightly. All editions of the College newsletter will be electronic, coming to you via email and will also be located on our College website. Newsletters contain information about College activities, student achievements, coming events, and educational information. An archive of past newsletters will also be available on our College website. As part of the enrolment process you will be automatically registered on the newsletter distribution list to receive the fortnightly newsletter via email.

### **Payment for Activities**

#### **Payment Requirements**

Payments for all excursions, camps and activities must be received at the office by the due date. Late payments cannot be accepted. Notes are issued to all students detailing relevant costs. Permission forms will also need to be signed and returned to the office.

Murrumba State Secondary College operates a Student Resource Scheme which offers parents an economical alternative to the purchase of classroom resources for their child. More information about this Scheme is available in enrolment packs and on the College website. For members of the Scheme, student participation in excursions, camps or activities may be restricted if fees are not fully paid, or an active payment plan is not up to date. Essential learning activities will not be restricted.

Families experiencing financial difficulties are encouraged to make an appointment to meet with a member of Administration to discuss payment options.

### Application for Refund

- All requests for refunds must be made within 30 days of the activity on the “Application for Refund Form”.
- If payment in advance is made by the College to the venue, no refund will be available. If this is the circumstance then it will be communicated on the letter to parents/permission slip. Transport cost may also be deducted from refunds due to our costing schedule.

### Reporting Student Progress

Written reports are completed at the end of each term and sent home to families.

Parent/Guardian-Teacher interviews to discuss your child’s progress are arranged three times per year. These interviews are important as they are an effective way for parents and teachers to work together and provide a valuable opportunity to keep informed of your child’s specific needs and achievements.

As partners in your child’s education we seek to build a cooperative relationship so that we can all provide the most supportive and appropriate learning environment possible.

Additional interviews may be arranged at any time throughout the year. Please contact teachers to discuss a mutually agreeable time.

### Safety and Welfare

#### Evacuation and Lockdown Procedures

Evacuation procedures are displayed in rooms throughout the College. Families, volunteers and students should be familiar with these in case of an emergency. Regular practice sessions are provided as part of the College routine so that students are familiar with routines for evacuation or lockdown. In the advent of a severe external event, students and teachers will lock themselves in classrooms (lock down) to ensure maximum safety.

#### Mobile Phones and other Electronic Devices

Many parents have expressed the desire for their child to carry a mobile telephone for safety/security reasons. However, if a parent needs to contact their child during school hours this must be done through the College administration. Should a student need to go home because of illness or any other reason during school hours, it is the College’s responsibility to contact parents to coordinate arrangements.

All mobile phones and other electronic devices must be turned off and out of sight in the College grounds. Students who misuse mobile phones or any electronic device in the classroom or in the grounds will have them confiscated. Students may collect the electronic item from the College Administration at the end of the day. Repeated misuse of electronic devices will be treated as wilful disobedience.

#### Money and Valuables

Students are discouraged from bringing valuables such as iPods, mobile phones and other valuables or toys to College. The College cannot accept responsibility for any theft, loss or breakage.

#### Out of Bounds Areas

To ensure your child’s safety, the following areas are out of bounds:

- Bicycle sheds – after dropping off bicycles in the morning
- Car Park (teacher/parent/guardian supervision required)
- Facilities Officer’s shed
- Classrooms (unless with teacher’s permission)
- Gardens
- Environmental Areas (teacher supervision required)
- Neighbouring bush lands
- The fenced off waterway

### **Photos and Videos**

Please be aware that some parents have requested that their children not be photographed or videoed. Check with staff before using cameras and videos to record events at College and help to maintain the confidentiality of all our families.

### **Scooters and Skateboards**

Skateboards and scooters are **not permitted** to be brought to the College. This is due to safety and security issues. Any skateboards or scooters in the College grounds will be confiscated and placed at the Administration. Parents will be asked to collect them.

### **Use of College Grounds After Hours**

Parents are asked to discourage students from remaining in the College grounds once school has finished unless they are participating in a supervised after school activity.

Unauthorised persons on the College premises will be regarded as trespassers, unless accompanied by a member of staff, or by a person who has written authorisation from the Principal.

### **Visitors to the College**

A safe and secure College environment is a priority. It is important that all visitors in the College grounds are easily identified. All visitors (classroom helpers, library aides, volunteers, and workers) must report to the office and sign in, a name tag will be provided that must be displayed predominantly. Visitors are to sign out on departure. We ask that all parents and visitors support these measures in the interest of the security of our students. Students are encouraged to report anyone in the College whom they cannot identify.

### **Student Leadership**

As a College, we value the input of our students both at Murrumba State Secondary College and in the wider school community. Leadership structures have been designed to meet the needs of the students across all year levels to ensure our students are taking the lead and becoming active citizens.

Leadership positions include:

- Junior Secondary Leaders
- House Captains – Cultural, Academic & Sport
- Student Representative Council

### **Student Resource Scheme**

Murrumba State Secondary College operates a Student Resource Scheme which offers parents an economical alternative to the purchase of classroom resources for their child. Participation in the scheme is voluntary, but those parents who join the scheme are asked to pay a fee in return for their child to access materials and resources managed by the scheme.

This scheme has been fully endorsed by the College community. Details of the costs involved for the scheme, and resources supplied are included in the Enrolment pack.

See also the ***Student Resource Scheme*** on the Murrumba State Secondary College website.

### **Travel to and from College**

#### **Bicycles**

Bike riders must dismount and walk across the road at crossings. Bikes are to be wheeled, not ridden in the area in front of the College and in the College grounds to prevent injury to the bike rider or other students. Students are required by law to wear a helmet whenever they ride their bicycles and should use a bicycle lock and chain to secure their bikes to the bike rack located within the College grounds.

#### **Bus Transport**

Bus transport is available for students. The bus company contact details are as follows:

Thompsons Bus Services

Ph: 3882 1200

[www.thompsonbusservice.com.au](http://www.thompsonbusservice.com.au) and click on "School Runs"

Hornibrook Bus Lines

Ph: 3284 1622

[www.hornibrook.com.au](http://www.hornibrook.com.au) and click on "School Services".

## **Student Services**

### **Cafeteria**

The college has a cafeteria which is managed by the P&C Association. With our school motto being *learning for life* you can see this ethos reflected in a healthy eating menu and habits. The cafeteria operates every day and is available to students at both lunchtime breaks. Parent volunteers are most welcome.

### **Lost Property**

Please label all clothing and belongings clearly. Lost property boxes are located in the Administration building. At the end of each school term, unmarked property will be used as loan property or donated to charity.

### **Information and Resource Centre (iServices)**

Murrumba State Secondary College has an outstanding Information Centre facility and the resource collection is under continual development. There is a range of text and electronic resources available for student reference and borrowing. The collection is growing as staff continue to identify resources appropriate to both the Australian Curriculum and the current Education Queensland Curriculum.

The Information Centre houses an up to date, quality fiction and non-fiction collection for student borrowing. Reference materials are available to use on site as well as a variety of popular educational magazines and newspapers. Computers, scanners and a photocopier/printer are available for students to use.

The Resource Centre opening hours are 8.30am until 3.30pm. Students will need to check with Resource Centre staff for any changes to these times during the term.

For additional resources, students are encouraged to become members of the local Council libraries.

### **Borrowing – Student Policy**

- Items are usually loaned for a two week period except for textbooks which are loaned for varying periods.
- Reservations may be made.
- Loan renewals are allowed providing the item has not been reserved. Renewal requests must be made in person at the Information Centre and the item must be produced to scan.
- Students are to produce their College ID Card for scanning when borrowing resources

### **Overdue Policy**

When items become overdue, the following procedures occur:

- Students are notified on a class overdue list for two weeks.
- After third week an individual overdue notice is mailed to home address.
- If items are not returned, they will be deemed lost and the cost will be added to the student's school account.
- Overdue items do not attract fines but borrowing privileges are usually blocked for the

- overdue period.
- Should a resource item become lost or damaged whilst lent to a student, the parent/carer will be notified and asked to meet the cost of replacement.

### **College Photographs**

College photographs will be arranged during the year. Students are required to wear their **full formal uniform**. Dates for College photographs will be published in the College Newsletter. Student ID photos will be taken in Term 1 and for new students upon enrolment.

### **Student ID Cards**

Students will receive ID Cards in term 1. Lost or broken cards can be replaced at a cost of \$2.50 plus \$5.00 postage. Visit the College Office to order a new replacement ID Card.

### **Specialist Services**

To support student progress and development, Murrumba State Secondary College has access to various onsite and visiting educational specialists. Your permission for referral, testing or support will be sought where a teacher considers that your child would benefit from these services. You may also request support through the class teacher if you have a specific concern regarding your child's social, emotional or educational needs.

A **Guidance Officer** provides counselling and assessment support 3 days a week. Students and parents/guardians are welcome to access our Guidance Officer by appointment.

**Learning Support Staff** are engaged designing programs of enrichment or learning support as required and working with students within classrooms and in small groups.

**Special Education Teachers** will work with students who have special needs, designing Individual Education Programs and inclusive strategies to best meet individual student needs.

A College **Chaplain** provides support to students, staff and parents of the College community and is an integral part of the counselling and support services.

### **Youth Health Nurse**

A school-based Youth Health Nurse works 3 days each week.

These specialists work in partnership with parents, classroom teachers, teacher aides and specialist agencies to ensure that we provide our students with a diverse and responsive supportive College environment.

### **Office Support and Services**

#### **Money Collection**

Payments can be made at the College Cashier Window next to the Visitors Entrance. A receipt will be issued and sent home with your child. Collection may be made before school, or during break times, but not during class/learning time. Please check with your child that they bring the receipt home to you.

Payments can be made by EFTPOS, Credit Card, Direct Deposit or BPAY. Your Customer Reference Number (CRN) is listed on your invoice and statement.

Please note the due date for payment of money, as payments cannot be accepted after that date. Centrepay is also an option available to parents who receive payments from Centrelink.

### **Office Hours**

Members of the College office staff are available from 8.15am until 3.30pm.

Administrative staff play an important role in student safety and wellbeing, contacting parents when students are unwell and offering support to students throughout the day.

### **P & C Association**

The College P & C represents one of the many ways you can become an active member of the College community, contributing to its future direction.

**Meeting Date:** 2<sup>nd</sup> Tuesday each month

**Time & Place:** 6.30pm in the College Conference Room in the Administration Block

The P & C is maintained through a constitution accredited by Education Queensland. With close cooperation from College Administration and Staff, the P & C works to develop an optimum learning environment for all students. The P & C supports the College through:

- P & C Activities and Services
- College Cafeteria
- Funds for purchase of additional facilities and resources
- Memberships of working parties
- Assistance with special College events

### **Parent involvement**

The Murrumba Downs community clearly values education and is very supportive of the College. Parents will be offered a myriad of opportunities to be actively involved in their College and experience a sense of ownership and partnership. Opportunities for involvement are promoted through the College newsletter. Feel free to contact the college or your child's teacher to discuss your involvement.

Parents are encouraged to keep in close contact with staff regarding student progress. Parent support for college functions, sporting events and classroom volunteers is also encouraged.

If you feel there is a way you would like to contribute please talk to classroom teachers, P & C or Administration personnel. Parents can offer their services as volunteers in the college, sharing their expertise and knowledge, helping in the classroom and assisting in college events. Your assistance is welcomed by classroom and specialist teachers, library staff, special needs teachers, Administration, P & C and canteen staff.

### **Blue Card**

**Volunteers in the college community need to have a Positive Blue Card.** The Commission for Children and Young People and Child Guardian Act 2000 requires people providing regulated services or conducting activities with children under 18 years to obtain a blue card. For further information please visit the website:

<http://www.ccydpcg.qld.gov.au/index.aspx>

Blue cards for volunteers are valid for three years and there is no application fee. A volunteer or trainee student must not commence regulated child-related work until they hold a valid blue card. Volunteer parents are exempt under certain categories when providing services or conducting activities that relate to their own children. If you don't require screening under one category, you might still need screening under another. Please check all categories. Volunteers under 18 are exempt from requiring a blue card unless they are a trainee student doing a practical placement as part of their studies with an education provider.