MACKAY WEST STATE SCHOOL

PROSPECTUS

“Always Our Best”

JUNIOR CAMPUS
Bridge Road

SENIOR CAMPUS
Pinder Street
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Section 1 General Information

Our School Vision:
‘At Mackay West every child is a learner; every day in every way. We develop and learn together: academically, culturally, socially and physically, in a caring, innovative environment’.

We achieve this through an inclusive supportive disciplined learning setting, catering for the learning needs of each child. We value creativity and innovative approaches throughout the school. We acknowledge parents are the primary educators and endeavour to work with you, so every child is striving to reach their potential. Our School motto is ‘Always Our Best’. Our school community goal is to be responsive and proactive, in meeting the challenges presented as a 21st century learner and learning organisation.

Introduction
Welcome to Mackay West State School, a school which has a long tradition of providing quality education for the children of the school community. We look forward to your support and involvement with our school during your time with us. This Prospectus is compiled for the information of parents and children attending Mackay West State Primary School. Details of school policies, organisation and routine are to be found in the following pages and inquiries concerning any of the details should be directed to the Principal or Deputy Principals.

History of School
Mackay West State School was established as the South Ward State School in 1924, and was situated on the present site of the Mackay West Junior Campus. In 1956, the original building was transferred to the present site of the Senior Campus, and additional wings established. This school became Mackay West State School and the original school in Bridge Road continued as Mackay West Infants School. In 1994 the two separate schools amalgamated to become Mackay West State School with two campuses and 3 precincts. In 2015, the school structure was re-organised to accommodate Prep and Year 1 students at the Junior Campus and students in Years Two to Six the Senior Campus. Our school emblem reflects the Moreton Bay Fig. A number of these trees exist in our school and are heritage listed.

Enrolments (and transfers)

New Students
Students entering school may enrol at either the Junior or Senior Campus administration office. Interviews concerning enrolment are available by appointment. Please have with you, your child’s Birth Certificate, Immunisation Records, Proof of Residential Address and evidence of prior learning achievement.
Students will commence the day after enrolment.
Mackay West State School is enrolment managed. Further information can be accessed via our school webpage www.mackaywestss.edu.au
School Directory – Junior and Senior

The allocation of classes and services to various school rooms varies from year to year but the following is given as a general guide to such locations, supplemented by various signs around the school.

- **Senior Campus**
  - Block J: Administration
  - Blocks A, B, C, D, F, H, K, L, O, S: Classrooms, Computer Lab
  - Block I: Library and “The Doug Sturgeon” Performing Arts Centre
  - Block M: West Wing (Undercover Area)
  - Block P and R: Support Services – Special Education Services, STL & N
  - Block Q: PCYC Outside School Hours Care Program
  - Multi-Purpose Courts
  - Various service rooms are located beneath high-set buildings.

- **Junior Campus**
  - Block N: Administration and Library
  - Blocks U, V, X: Prep Classrooms
  - Block Y: Year 1 Classrooms
  - Block T: Undercover Area
  - Block W: Music Room; Support Services
School Map
Parking – Senior Campus
Limited parking facilities are available for school staff and parents. However the following points should prove useful.

- A supervised crossing is provided on Pinder Street and Ferguson Street
- The bus set-down area is in Pinder Street. Do not park in the bus zone
- Disabled parking is available in Ferguson Street
- Stop – Drop - Go area in Ferguson Street. Parents are reminded to stay in their cars. (We encourage parents of Year 2 students to use this pick-up and drop-off area)
- Only authorised vehicles may enter the school grounds
- Please be aware of private driveways surrounding the school grounds
- Parents are requested to exercise extreme caution at all times for the safety of our students and community

Parking – Junior Campus
Limited parking facilities for staff and parents are available inside the school grounds.

- A drop-off area is provided within the school grounds. Parents using this facility must remain in their cars. This is a Stop – Drop - Go area and is one way only
- A supervised crossing is provided on Bridge Road
- NO right turn entering school grounds or exiting onto Bridge Road

School Times
Junior Campus

**Office Hours**

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<th>8.30am – 1.45pm Monday - Friday</th>
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<td>School Commences</td>
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<td>Main Lunch</td>
<td>11.00am- 11.45am</td>
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<tr>
<td>Afternoon Tea</td>
<td>1.15pm - 1.45pm</td>
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<tr>
<td>School Finishes</td>
<td>2.50pm</td>
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Students not collected after 3.20pm will be escorted to our Senior Campus Administration Office to await collection.

Senior Campus

**Office Hours**

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Students travelling on early buses leave at 2.55pm. Older students collecting younger siblings may leave on the early bell, with written permission from their parents. **Students should not be arriving before 8.00 am nor on the premises after 3.30 pm.** Parents requiring children to be supervised before 8.00 am or after 3.30 pm are requested to make arrangements with our Outside School Hours Care provider, (PCYC Mackay) located at the Senior Campus Q Block (accessed from Brooks Street). PCYC Mackay can be contacted by telephone: 07 4942 3296 or via email westmackaysac@pcyc.org.au
School Contact Information

Principal:    Mrs Rae Lee Cox
Deputy Principal   Ms Sally-Anne Rolfe
Deputy Principal    Mrs Julia Shaw (Relieving)
Business Services Manager:  Mrs Linda Cousin
HOSES:    Mrs Tracey Dolzan (on Leave Term 1 2016)
          Mrs Erin Gibson (Relieving Term 1 2016)
Head of Curriculum    Mrs Kylie Joyce (Relieving)

Mackay West State School – Phone number Fax number
4951 5111            4951 5100

The school’s telephone system provides options upon calling to speak directly with the desired extension or leave a message. Absence Line facility allows parents/carers to communicate daily absences with explanation/reasons. Please listen carefully to the recorded message and follow the prompts.

School Email Address: principal@mackaywestss.eq.edu.au
School Website: www.mackaywestss.eq.edu.au
Education Queensland Website: www.education.qld.gov.au
Queensland Transport: www.transport.qld.gov.au
Facebook: Please like us on Facebook
Q Schools App

School Newsletter

• Prep to Year 6 – Published electronically fortnightly. Please advise current email address
• Please check regularly to ensure that the eldest child in your family provides this newsletter to you when published, and that you request a copy from the school administration office if your child misses an issue through illness etc.
• Newsletters are able to be accessed through the school website, and through QSchools App.
• The school will be transitioning to electronic newsletters this year. Please contact either Administration Office to have your email details recorded on our distribution list.

Mobile Phones and other Electronic Devices
Mobile phones and other electronic devices are not encouraged at school. If they are deemed absolutely necessary we request parents contact the school in writing outlining reasons for this. If agreed, mobile phones are to be turned off and lodged at the school office on arrival and collected again on departure. Students are not permitted to have mobile phones on their person, in ports or in their desks during the school day.

Parents and P&C Association

• The Parent and Citizens Association of the Mackay West State Primary School meets at the Senior Campus Library on the second Monday of each school month, excluding January and December, or unless otherwise stated in the school newsletters.
• All parents and interested citizens are cordially invited to attend these meetings. They commence at 6.45pm in the Senior Campus Library.
• The P&C Association conducts the Uniform Shop and Tuckshops at both campuses.
Section 2 Teaching and Learning

Curriculum

- Students engage in the Australian Curriculum Learning Areas of English, Mathematics, Science, History, and Geography. For further information please refer to the ACARA (Australian Curriculum) website [http://www.australiancurriculum.edu.au](http://www.australiancurriculum.edu.au). The Australian Curriculum includes the General Capabilities of: Literacy, Numeracy, Information and Communication Technology Competence, Critical and Creative Thinking, Ethical Behaviour, Personal and Social Competence and Intercultural Understanding. It also includes the Cross-curriculum priorities of: Aboriginal and Torres Strait Islander Histories and Cultures, Asia and Australia’s engagement with Asia, and Sustainability.

- The Queensland Curriculum Assessment and Reporting Framework inform the remaining Learning Areas: Technology, The Arts, LOTE (Chinese) and Health & Physical Education.

- Our whole school curriculum priorities for 2016 includes:
  - Reading, Writing and Numeracy Problem Solving Strategies
  - A differentiated curriculum to meet the learning needs of our diverse student population
  - Consistent approaches (learning and behaviour) and metalanguages throughout the school

- Target Teaching is a framework that is implemented a number of times throughout the school week, within our school, from Prep to Year 6. Target Teaching is when the needs of the entire cohort (all the students in the same year level) are considered as one class. Teachers within the year level, along with support from Special Needs and Support Teachers Literacy and Numeracy, use student data to place students into groups accordingly to their educational needs. The students in each group comprise of students from all the classes across the year level. These groups are exposed to, and taught a micro skill that relates to our 2016 priorities listed above. Teacher feedback, student feedback and monitoring of student data have shown this strategy caters for individual student needs. Discussing Target Teaching is a great way to engage in meaningful educational conversations with your children about a micro-skill. Research shows that the ability for students to talk about their learning is closely connected to improved learning outcomes.

Inclusive Education

“Inclusive Education is for everybody and is everybody’s business.” (R. Slee)

Inclusive education within Education Queensland at Mackay West State School includes:

- fostering a learning community that questions disadvantage and challenges social injustice
- maximising the educational and social outcomes of all students through identification and reduction of barriers to learning, especially for those who are vulnerable to marginalisation and exclusion
- ensuring all students understand and value diversity so that they have the knowledge and skills for positive participation in a just, equitable and democratic global society (Education Queensland, 2005).

At Mackay West State School we ensure that all students are able to participate in the Australian Curriculum on the same basis as their peers through rigorous, meaningful and dignified learning programs. The Student Achievement and Welfare Committee meet to discuss individual student needs and make an informed decision on student’s educational requirements based on concerns from both teachers and parents. The following representatives make up the school committee: Principal, Deputy Principal, Head of Special Education Services, Guidance Officer and Support Teachers – Literacy and Numeracy. Our main goal is to ensure inclusive education at Mackay West State School is a supportive and engaging place for all students, teachers and caregivers.
School Assessment and Reporting
Education involves the development of the whole child (i.e. their intellectual, emotional, social and physical growth). The child is best helped in this when there is understanding and cooperation between parent and teacher, home and school.

- Two opportunities are offered to all parents to attend a Parent/Teacher Interview at the end of Term 1 and the beginning of Term 4
- Report cards are sent home at the end of Semester 1 and Semester 2
- Students complete continuous assessment of their progress, matching the Australian Curriculum Standards/ P – 12 Curriculum Framework.
- Assessment is completed to identify individual strengths and gaps in learning of students, in all Learning areas.
- Students in Years 3, 5 & 7 complete the NAPLAN Test in May each year with detailed results provided for parents in August.
- Students also engage in various whole school assessment tasks in literacy and numeracy, including SALFORD Sentence Reading Test, PAT-R & PAT-M tests to monitor and respond to students learning needs.
- Parent/Teacher discussions: We encourage you to make contact with your student’s teacher to discuss any concerns. Please arrange a mutually suitable time for these discussions.

Advice for Parents about Homework
Spend some time each night discussing your child’s day at school. If your child is experiencing difficulties or you have any concerns with homework, please contact your child’s teacher, as soon as possible. Choose somewhere quiet for your child to complete their homework: away from electronic devices, conversation, television or other distractions. Assist in arranging necessary materials to assist your child, like pencil, sharpener and ruler. Our School Homework Policy is in the appendices and available on the school website. Online learning programs Reading Eggs and Mathletics are software licenced products made available to all families to access to support their child’s reading and numeracy development.

Student Welfare
Absences
- Regular attendance at school is compulsory and is of vital importance if your child is to receive maximum benefit from the lessons. **Every Day Counts @ Mackay West State School**
- This school is governed by Departmental regulations concerning compulsory attendance, and as a result, request that parents contact the school with reasons for non-attendance as early as possible. This can take the form of a conversation, a telephone call through the Absence Line, or a short note to the teacher.

Conduct
- Mackay West State School enjoys an excellent reputation in the community for student behaviour.
- Children enrolled at this school are expected to exhibit appropriate, responsible behaviour whilst at school, travelling to and from school, during school sporting and other extra-curricular activities and excursions.
- The Code of School Behaviour and procedures set down in MWSS Responsible Behaviour Plan for Students is discussed with students at regular intervals.
- Mackay West State School is a Positive Behaviour for Learning School.
- We expect that each member of our school community will demonstrate high standards of behaviour by: Being Safe, Respectful, Responsible and valuing being a Learner.
• Parents and carers who promote these expectations in the home setting provide an easier transition for their students to the school setting and prepare them to be valued members of our community.
• Our school’s values are underpinned by a clear set of school and classroom expectations that teachers and students unpack together at the beginning of each school year and revisit regularly throughout the school year. A series of strategies designed to acknowledge and reward appropriate behaviour by students underpins the school policy.
• The Code of School Behaviour and Responsible Behaviour Plan for Students are available on the school website.

Health
• In the interests of your child, it is inadvisable to insist that he/she attend school while ill or injured, subject of course to the points above regarding absences.
• If a child becomes ill or injured whilst at school the matter will be referred immediately to the parent and/or urgent medical assistance sought.
• Refer to the Queensland Health Timeout Guidelines for exclusions
• It is essential that current contact people, addresses and phone numbers are listed in our school records. Please update these when changes occur.

Medication
Strict procedures have been developed by the Queensland Government regarding prescription and over-the-counter medication in schools. Our school is committed to working closely with parents and students to highlight the risk of students misusing these medications. All parents/caregivers must:
• Notify our school in writing of a health condition requiring medication at school.
• Request in writing if school staff are to administer medication or assist in the management of a health condition.
• Notify our school in writing of any requests and/or guidelines from medical practitioners including potential side effects or adverse reactions.
• Provide the medication to the administration staff at the appropriate Campus office. Ensure the medication is not out of date and has an original pharmacy label with the students name, dosage and time to be taken.
• Notify our school in writing when a change of dosage is required. This instruction must be accompanied by a letter from a medical practitioner.
• Advise our school in writing and collect the medication when it is no longer required at school.
• Under no circumstances should students self-administer medication whilst at school, except for: Ventolin, other asthma medications or diabetic students who self-administer insulin.

Safety and Welfare
• Please be punctual in collecting your child from school each afternoon.
• Children should not be on the premises before 8.00 am or after 3.30 pm. Please make arrangements with PCYC Outside School Hours Care provider who offer a service for families from 6.00 – 8.00 am & 3.00 – 6.00 pm each weekday with Holiday Care from 6.00 am – 6.00 pm.
• Please insist that your child, whether walking or riding to and from school, obeys all traffic rules and is at all times sufficiently observant to avoid danger and unnecessary accidents.
• The school has instituted supervised safety crossing areas in Bridge Road, Pinder Street and Ferguson Street. Please ensure the safety of your child as well as others by:
  Complying with crossing regulations.
  Observing signed travelling speeds in the school environment, especially at the critical times 8.00am - 9.15am and 2.30pm - 3.30pm.
Refaining from parking or stopping to let children off in any no parking areas.
• No playing on school playground equipment before and after school as we do not have staff supervision.

**Student Governance / Leadership**
There are many opportunities for students to develop leadership capabilities. These include:
• School Captains & School Vice Captains: Year 6
• House and Vice Captains: Year 6
• Class Student Captains: Years 3 - 6
• Student Council: Student leaders from each class in Years 3, 4, 5 and 6, house captains and vice captains, school captains and vice captains. Each member is responsible for participating in the meeting and reporting back to classes. The student council executive will convey decisions to the whole school on parade.

**Library Resource Centre**
• Mackay West State School operates two school Libraries, one each at the Junior and Senior Campus. The aim of our School Library is to encourage and support Learning and Literacy. Our Library Motto is “Literacy is for Life.”
• Because Literacy and reading are inextricably linked each class visits the Library on a weekly basis to borrow reading material. Students are encouraged to borrow as often as they would like. The borrowing period is set at two weeks. Students who need extra time are welcome to extend the borrowing period. Overdue notices are sent to classes on a weekly basis. Lost or damaged items are either replaced or funds provided to enable a replacement copy.
• Much effort has gone into the creation of a comfortable and inviting reading area in the Library and to ensuring that the Library Collection is up-to-date and responsive to student needs. This has partly been possible through seeking students’ assistance in the selection process of new reading materials. A wide range of popular magazines has also been provided to encourage recreational reading. A wide range of strategies have been developed to foster a love of reading and literature for leisure.
• A Bookfair is held each May at the Senior Campus and in August at the Junior Campus. These Bookfairs are a positive contribution to a reading culture but are also very important in providing for additional resources.
• An excellent selection of non-fiction has also been provided to assist with research based learning activities. Students also have access to a number of library computers, which are part of the School’s network. The Internet is available on all library computers. It is important that our students are exposed to a wide range of resources and learning technologies.
• A wide range of activities is provided for students before school and during the lunch break. These include playing computer games, accessing the Internet, recreational reading, using the building blocks, reading the local newspapers and checking out various library displays.
• The Library co-ordinates a wide range of displays and special events and activities designed to support student learning. The school community is kept up-to-date with library activities and issues through a regular segment in the School’s weekly newsletter.

The Library also has an excellent collaborative relationship with the Young Peoples’ Section of the Mackay City Council Library Services. This program is called **Productive Partnerships – Learning for Life.** There are three key elements of this program which involve Mackay West students.
1. **PAL Preps at the Library:** We encourage and assist every Prep student to join their public library by providing applications forms. The Young Peoples Librarian visits the Senior Precinct Library to conduct a Storytime session with the Preps. Individual library cards are also distributed.
2. **Library Monitor Program:** The Library also operates a very successful Library Monitor Program, which is available to Year 6 students. This program has five main aims:
   - Providing support for Library Administration
   - Increasing ICT skills
   - Providing alternative forms of leadership
   - Development of personal skills
   - Forming strategic alliances with other school and public libraries

   School libraries can have a very positive impact on student learning. Our aim is to ensure that the Library is multi-functional and a focal point for student learning and literacy development.

   Mackay West has been operating a Cyber Safety Education and awareness program since 2010. The program incorporates information sessions with students. We also liaise with the Crime Prevention Unit of Mackay Police, who visits our school to educate our students in cyber safety practices. Items are regularly posted in the newsletters to inform our parent body. Currently, we are following Queensland Education Guidelines; 5 Ps for a Positive Digital Footprint: Positive, Permission, Profiles, Protect and Privacy.

**Music Program**

**Class Music**

- Mackay West State School offers an extensive cultural program from Prep to Year 6. The music program has a team of four teachers: two music specialist teachers and two instrumental music teachers who encourage and develop the students in all areas of music.

- Music notation develops from Year Four where children commence learning recorder. Singing is still the main focus and children start to write music on the staff. In Years 5 and 6 they develop their singing, playing and writing skills. There are many opportunities for children to perform their musical skills to the school and wider community.

- Artist in Residence are engaged to provide specialist tuition to students in Years 5 & 6 in Percussion and Guitar. A small charge is levied to cover tuition costs.

**Instrumental Music Program**

- The instrumental program is designed for children to learn an orchestral instrument. The range of instruments covers, strings, woodwind, brass and percussion. The program follows the Education Queensland guidelines as per class sizes, course books etc.

- In Year 3 a small number of children are offered tuition using stringed instruments. Brass, woodwind and percussion instruments are offered for Years 4, 5 & 6. All children participating in the program are expected to join the school band or ensemble when they have demonstrated proficiency.

- The instrumental instructors visit a number of schools in Mackay and thus their time is very limited. The timetable will be prepared early in the school year and issued to participants.

- A selection process takes place at the end of each year to place the most musically talented children in the program.

- If selected, an annual contribution will be required to assist with related costs for maintenance and development of instruments, equipment and the program. Students will be expected to wear full Performers’ Uniform (including Black Leather shoes) to all performances.

**Extra-Curricular / Cultural Activities**

Students are encouraged to take part in a number of extra-curricular activities, held at different times throughout the year, designed to broaden the experiences and develop habits of community involvement.
Some of these include:

- Anzac Day Parade
- School camps
- Educational tours and excursions
- Visiting cultural productions
- Student Leadership Development Program
- Wakakirri Performance / Rock Pop Mime
- School Concert (biennial)
- Year 6 Farewell
- Eisteddfod
- Opti-Minds
- Choirs
- National ICAS Competitions (Maths, Science, English, Writing, Spelling, Computer skills)
- Mayfair / Fun Run
- Sporting activities (a range of sports) e.g. Southern Suburbs, Mackay and District, Capricornia, State, National

**Physical Education**

**Class Program**

- To assist in their social and physical development every student is expected to take part actively in Health and Physical Education (HPE) lessons during each of the summer and winter periods and to perform in interhouse competition. Minor games, dancing and other fitness activities are incorporated in a comprehensive school physical education and sport program.
- A doctor’s certificate is required for continuous non-participation in the Physical Education programs of the school.
- Every student must realise that, while it is the aim of the game to win, the essence of sporting activity is in the participation and striving to improve in the many sporting skills conducted. Students will however, endeavour to develop the attitude of a good sportsperson, in the true Australian tradition, as well as bearing in mind the school motto - *ALWAYS OUR BEST*.

**Swimming**

All school students from years Prep to Year 2 take part in a Learn-to-Swim Program during Term 4.

**Before/After School and Lunch Activities**

Various activities are organised for students to promote health and well-being including Yoga, Zumba and exhibition matches from various sporting associations.

**School Excursions**

Parents will be informed of school/class excursions by a note requesting permission and/or payment. Parents are required to complete the permission form and send accompanying payments with a medical consent form by the closing date. You will be issued with a receipt for your payment. For safety reasons, students are required to have submitted permission forms, medical consent forms and payment in order to attend school excursions. Appropriate dress standards and responsible behaviour will be an expectation of all students.

**Religious Instruction Program**

The Religious Instruction Program at Mackay West State School is organised as Co-Operative Religious Instruction. This means that your child will remain in his/her normal classroom with his/her usual class group for Religious Instruction.
• All denominations that presently teach at Mackay West State School will instruct from the EQ Policy “Christian Religious Instruction for Schools”.
• Parents may request that their child not participate in Religious Instruction classes – a written letter outlining this request must be sent to the school office if you do not wish your child to participate. Non participating students will be provided with independent reading and numeracy activities and supervised by their class teacher.
• A yearly fee is required to cover the cost of the two coloured student workbooks. Religious Instructors volunteer their time.

Information and Communication Technologies (ICT)
• The school is resourced with technology equipment to assist teachers and students accessing the Australian Curriculum. An Internet and E-mail Agreement must be signed by both student and parent and returned to the class teacher before the student is permitted to use the Internet.
• Students and parents are also requested to sign a Media Release Form, which gives Mackay West State School and Education Queensland permission to use photographs/videos of your child or their work for the promotion of the school and/or Education Queensland.
• 1 -1 Device program was piloted with Year 4’s in 2015. This opportunity will be afforded through an Expression of Interest process for Year 4 students in 2016. Successful applicants will have sole use to a laptop (hired by their parents through Student Resource Scheme) for the remainder of their primary years of schooling.
• Mackay West SS (with P & C support) is embarking on a major infrastructure upgrade to enable wireless connectivity in all learning spaces. In future students will be able to use personal IT devices to support their learning.

Awards Night (Prep to Year 6)
Our Annual Awards night provides an opportunity for our school community to acknowledge outstanding student performance in academic, cultural, sporting and civic areas. The Awards ceremony is held in Term 4. Criteria will be published for parent reference.

Section 3 Dress Code (see appendix)
• The Parents and Citizens Association (P&C) have endorsed the school uniforms for boys and girls. It is hoped that parents will encourage the wearing of the established uniform at all times, for the sake of uniformity, pride in the school, economy and durability. This policy is supported by the Principal and staff of this school.
• The Uniform Shop is located under A block and unless otherwise stated is the only supplier of Mackay West Uniforms in Mackay. Hours of operation are Monday 8am to 9.30am and Wednesday 2:30pm to 3:30pm. Longer opening hours at other times are determined by the needs of the community or P&C Association.
Mackay West State School is a uniform school. We have the support of our Parents and Citizens’ Association to promote student compliance with the code. Our Student Dress Code consists of an agreed standard and items of clothing, which includes a school uniform that Mackay West State School students wear when:

- attending or representing their school;
- travelling to and from school; and
- engaging in school activities out of school hours.

A student dress code provides clothing standards that aims to contribute to a safe and supportive teaching and learning environment through:

- ready identification of students and non-students at school;
- fostering a sense of belonging;
- developing mutual respect among students by minimising visible evidence of economic or social differences;
- promoting an effective teaching and learning environment by eliminating the distraction of competition in dress and fashion at the school;
- developing in children a mindset for learning preparedness, personal safety and well being.

The Mackay West State School Student Dress Code reflects school community standards and is consistent with occupational health and safety and anti-discrimination legislation. We will actively encourage our students to take pride in themselves and our school. One way in which this may be achieved is through adherence to the school’s dress standards. As the parent/carer and provider of your child, we seek your support in this matter.

Inappropriate dress refers to clothing or apparel worn by students that is deemed to be:

- Offensive;
- Likely to disrupt, or negatively influence normal school operations;
- Unsafe for student or others; and
- Likely to result in a risk to health and safety of student or others.

In circumstances where inappropriate or unreasonable dress is worn, appropriate action will be taken.

**DRESS CODE STANDARDS – items of uniform are available from the School Uniform Shop**

### Girls Official Uniform:
Royal blue/gold collared T-shirt (with monogram),
In addition, 1 x Prep – polo shirt with Prep logo (a choice of 3 colours are available: red, hot pink and emerald)
Royal blue shorts or skorts. MWSS embroidered shorts/skorts are available from the School Uniform Shop
Royal blue dress – Butterick Pattern No 993 Girls 4,5,6. Children’s: 7-14
Fabric (colour: Cesarella Miani Royal No. 5693) is available through Needleworx

### Boys Official Uniform:
Royal blue/gold collared T-shirt (with monogram),
In addition, 1 X Prep – polo shirt with Prep logo (a choice of 3 colours are available: red, hot pink and emerald)
Royal blue shorts. MWSS embroidered shorts are available from the School Uniform Shop

### Footwear for both Boys & Girls Footwear:
Black Shoes/Joggers with White Socks.

### Boys and Girls Winter Uniform: Compliments Summer uniform
Royal blue, gold and white taslon jacket available from School Uniform Shop and is the official school jacket.
Royal blue pullover and/or royal blue track suit available from Department Stores.

### Boys and Girls Sport Uniform:
House colour T-shirt with collar available from the School Uniform Shop
Black short – available from School Uniform Shop
Black shoes/joggers and white socks
Hat as below
For interschool competitions normal royal blue/gold collared T-shirt (with monogram) and royal blue shorts/skorts should be worn.
Apollo House (Orange), Neptune House (Sky Blue), Mercury House (Emerald Green), Vulcan House (Red).
Performers’ Uniform
A performers’ shirt is available for those children selected in school choirs, verse speaking and band groups. The performers’ shirt is available for purchase through the School Uniform Shop or alternatively the performers’ shirt may be hired for a small fee. Students are to wear black leather shoes with white socks for all performances.

Hats:
Reversible Bucket Hat royal blue side (with monogram) for school days and House colours for sport days.  

Our school is a “Sun Safe School”.

Footwear:
Fully enclosed black school shoes or black sports shoes.

Socks:
White Socks

Jewellery:
Watch, flat signet ring, small plain sleepers or stud earrings, medical alert bracelet or necklace, items of significant religious belief with notification to administration.

Hair:
Collar length hair (or longer) is to be plaited, braided or tied back with Blue / Yellow ribbons.

Helmets:
Students riding bikes are legally required to wear helmets.

Swimwear:
State Government requirement – All Children to wear a sun safe shirt when participating in outdoor water activities.

Locations:
Uniforms are available: Mackay West State School P&C Uniform Shop. The Uniform Shop is located under A block and unless otherwise stated is the only supplier of Mackay West Uniforms in Mackay. Hours of operation are Monday 8.00am to 9.30am and Wednesday 2.30pm to 3.30pm. Enquiries outside of these hours should be directed through the office at either the Senior or Junior Campus’. Alternatively, parents and carers can utilise the services of the Flexischools Website (Access www.flexischools.com.au). In addition the shop is open during the Christmas Break in the week before school recommences – hours are subject to change yearly. Operational hours will be advertised through the school’s newsletter.
## Student Dress Code

**CONSEQUENCES FOR DRESS CODE NON COMPLIANCE**

<table>
<thead>
<tr>
<th>School Standard</th>
<th>Parents are advised that</th>
<th>Consequences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Girls Summer Uniform:</td>
<td>Mackay West State School is a uniform school where students are encouraged to wear the uniform. Clothing that is 'offensive or likely to disrupt or negatively influence the normal school operations' is not permitted. Shorts are to be royal in colour with no brand names and mid thigh in length. To represent the school on excursions, interschool sport etc all students are to wear the appropriate Mackay West State School uniform. Students not wearing the uniform are required to bring an explanatory letter from their parents.</td>
<td>× Students wearing inappropriate clothing or apparel will be asked to dress appropriately. × Students without reasonable parental explanation will be given a preloved uniform to wear for the day. × Students not wearing school uniform will be ineligible to represent the school away from the campus.</td>
</tr>
<tr>
<td>* Royal (blue) shorts, skirts or skorts. (Monogram shorts available from the Uniform shop). * MWSS Royal/Gold monogram polo shirt with collar. * MWSS zippered dress</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Boys Summer Uniform:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>* Royal (blue) school shorts (Monogram shorts available from the Uniform shop). * MWSS Royal/Gold monogram polo shirt with collar. Unisex Sports Uniform:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>* House colour polo shirt with collar</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hats: Reversible Bucket Hat (Royal on one side and House colour on other). This is only available from the Uniform shop. A Royal wide brim school hat is also acceptable.</td>
<td>Non-wearing of a Mackay West SS bucket hat is 'likely to result in a risk to the health of the student'. Mackay West SS follows the Sun-Safe guidelines of the Queensland Cancer Fund. Regular caps are not permitted and will be considered as 'no hat'.</td>
<td>× A student will be asked to replace his/her shoes and will be excluded from all outdoor activities until suitably attired. × Students who do not have an appropriate hat will be ineligible to represent the school.</td>
</tr>
<tr>
<td>Footwear: Fully enclosed black school shoes or black sports shoes Socks: White socks</td>
<td>Non-wearing of shoes could be 'unsafe for the student or others'. Shoes with high heels or platforms, thongs, slip ons and sandals are not suitable.</td>
<td></td>
</tr>
<tr>
<td>Jewellery:</td>
<td>Other jewellery may be 'unsafe for the student or others' as such items could become caught in play equipment or could come into contact with another student causing injury to self or others. Students will be requested to remove jewellery or tape “school standard” jewellery during some sport. * Children will be asked to remove facial piercing.</td>
<td>× A student wearing other jewellery will be asked to remove the item and if necessary give it to the teacher for safekeeping for the remainder of the day.</td>
</tr>
<tr>
<td>* Watch * Flat signet ring * Small plain sleepers or stud earrings * Medical alert bracelet or necklace * Items of significant religious belief with notification to administration</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nail Polish:</td>
<td>Only clear nail polish is to be worn, as other colours are 'likely to disrupt or negatively influence the normal school operations'.</td>
<td>× Students wearing coloured nail polish will be asked to remove it by the next day. × Nail Polish remover is available for children’s supervised use at the administration office.</td>
</tr>
<tr>
<td>Hair:</td>
<td>To reduce the transfer of headlice, long hair is to be plaited, braided or tied back with appropriate accessories. Long hair not tied up could be ‘unsafe for the student and likely to result in a risk to health and safety of students and others’. Brightly coloured dyed hair and inappropriate hairstyles could ‘negatively influence the normal school operations’.</td>
<td>× Students will be encouraged to tie back collar length (or longer) hair. × Students with “coloured, other than natural” dyed hair will be asked to change their hair colour. × Students with inappropriate hairstyles or accessories will be asked to restyle their hair. × Students with inappropriate colour or style will be ineligible to represent the school away from the campus.</td>
</tr>
<tr>
<td>Collar length hair (or longer) is to be plaited, braided or tied back with appropriate accessories</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Helmets:</td>
<td>Helmets must be securely fastened. Non-wearing of helmets is against the law and could be ‘unsafe for the student and others’.</td>
<td>× If necessary, the police will be contacted.</td>
</tr>
<tr>
<td>Students riding bikes are legally required to wear helmets (&amp; scooter are encouraged)</td>
<td></td>
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</tr>
</tbody>
</table>

In all of the above circumstances: Parents/Caregivers can be notified in writing that their child is not complying with the Student Dress Code.
**Purpose:** Sample collection of student learning

**Priority:** ‘Pride in bookwork’

**School Motto:** Always Our Best!

**Year Level Overview**
- feedback provided e.g. self, peer, parent, teacher
- date *Years 1–6*
- rule off work *Years 1–6*
- margin (not necessary in math and grid books) *Years 3–6 (Year 2 transition)*
- title
- title underlined
- all lines ruled with a ruler
- title pages not necessary
- write only on pages, not the cover
- no graffiti or scribbling in books
- use every page sequentially
- limit wasted space on pages
- handouts appropriately fastened e.g. glued neatly
- neat cutting encouraged
- neat and legible handwriting
  - use of Beginner’s alphabet *Prep–Year 1*
  - cursive writing encouraged *Years 3–6 (Year 2/3 transition)*
- mistakes erased or one line ruled through the word/s
- pen licence *Year 6 (Year 5 transition)*
- correction tape used in conjunction with pen licence

**Consider:**
- Encouragement of active parent involvement in bookwork standards in homework, to promote a high student work ethic
- Book Policy explained in Parent Teacher Session at the beginning of the year
- Display of excellent student bookwork, in classrooms
Mackay West State School Homework Policy

Purpose:
• develop good independent learning habits
• engagement of student
• consolidation of knowledge and skills

Priority is Reading: Literacy skills are the foundation to all learning.

School Motto: Always Our Best!

Consider:
• Encouragement of active parent involvement in homework to promote a high student work ethic
• Due date flexibility e.g. set homework Wednesday, due following Tuesday
• Year Level homework explained in Parent Teacher Session at the beginning of the year
• Homework must be marked to provide feedback
• Time allocations (Education Policy)
• Parent communication to class teacher that homework time expectations have been met, therefore homework may be incomplete

Year Level Overview
• Prep – Year 6: Reading
• Prep – Year 2: Oral language preparation component
• Year 1 – Year 6: Vocabulary e.g. spelling, sentence structure, sight words
• Year 3 – Year 6: Number Facts/Numeracy
• Year 6 – Year 6: extra time may be needed for work completion and/or research (History, Geography)

Staff/Year Level Discussion
• Student Homework Notice (communication with parents)
• Failure to complete homework will incur a consequence, imposed by the classroom teacher
• A homework activity sheet must reflect the purpose of the homework Policy and not be a busy sheet
• Time allocations: (including reading not excluding)
  o Prep-Year 2: 15mins per night (max. 1 hour a week)
  o Years 3-4: 20 mins per night (max. 1½ hours per week)
  o Years 5-6: 30 mins per night (max. 2 hours per week)
## Community Services Directory

<table>
<thead>
<tr>
<th>What you can find at George Street Neighbourhood Centre</th>
<th>What you can find at Shakespeare Child and Family Centre</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Mackay Regional Financial Counselling</td>
<td>• Good Beginnings Home Based Family Support program</td>
</tr>
<tr>
<td>• Referral for Active Intervention Program</td>
<td>• Child and Family Support HUB</td>
</tr>
<tr>
<td>• Intake and Referral Program</td>
<td>• Migrant Settlement Program</td>
</tr>
<tr>
<td>• Mackay Community No Interest Loan Scheme (MCNILS)</td>
<td>• Multicultural Program</td>
</tr>
<tr>
<td>• GSNCA Inc. Volunteer HUB</td>
<td>• Indigenous Parenting Program</td>
</tr>
<tr>
<td>• World Café Culture Sharing Group</td>
<td>• Early Years Health and Wellbeing Program</td>
</tr>
<tr>
<td>• Mackay Toy Library</td>
<td>• Playgroups</td>
</tr>
<tr>
<td>• Seniors Friendship Group</td>
<td>• Wednesday Suntots Playgroup</td>
</tr>
<tr>
<td>Website: <a href="http://www.georgestreetnc.com">www.georgestreetnc.com</a></td>
<td>Thursday patch Playgroup</td>
</tr>
<tr>
<td>George Street Neighbourhood Centre</td>
<td>Friday Multicultural Playgroup</td>
</tr>
<tr>
<td>4 George Street, South Mackay</td>
<td>• Mackay Deaf Society</td>
</tr>
<tr>
<td>Ph. 49 572 626</td>
<td>• ESA Alpha Rho</td>
</tr>
</tbody>
</table>

### Child, Youth and Family Wellbeing Service

**Uniting Care Community**

The Child, Youth and Family Wellbeing Service provides flexible and responsive early intervention to assist children and young people up to 18 years of age who are affected by, or at risk of mental illness, and their families.

**Cost:** free

287 Shakespeare Street

Ph. 49 442 300

### ATAPS for Kids

Providing no cast psychological support to children 0-12

- Does not require a mental health diagnosis
- 0-12 years of age
- At risk of developing, or presents with, mild to moderate mental health and behavioural issues

Referral process through a local GP.

Ph: 48 982 700

### Young Carers

Are you a young carer? Do you look after someone who has

- Long term illness?
- Disability?
- Mental illness?

Website: [www.youngcarers.net.au](http://www.youngcarers.net.au)

### Mental Illness Fellowship North Queensland

If you are caring for a family member with a mental illness and need support TALK to us!

We can help!

This is a free service.

Ph: 49 512 973

### Child & Youth Mental Health Service

A comprehensive service for children & youth with a mental illness or severe mental health problem.

A service for those under 19 years of age. Conditions may include:

- Depression, psychotic disorders, suicidal. self-harming behaviour, anxiety, eating disorders & behaviour problems.

Ph: 49 683 893

### 24 hour emergencies

- Lifeline – 13 11 14
- Kids Helpline – 1800 551 800
- Parentline – 1300 301 300
- Mensline – 1300 789 978
- Domestic Violence Resource Service – 1800 811 811
- Salvation Army Crisis Line – 07 3831 9016

### ATSICHS – Aboriginal Torres Strait Islander Community Health Service – 49 512 833

Website: [www.commcarelink.health.gov.au](http://www.commcarelink.health.gov.au)

Ph 1800 052 222

### Centacare – 49 572 533

### Family Drug Support – 1300 368 186

### Commonwealth Respite and Carelink Centres

Website: [www.commcarelink.health.gov.au](http://www.commcarelink.health.gov.au)

Ph 1800 052 222

### Mackay Autism Support Group – 49 423 458

### Department of Communities, Child Safety & Disability Services – 48 986 600