



Marshall Road State School



Parent Handbook 2023



School Details

Postal Address: Marshall Road State School
20 Kurts Street
Holland Park West QLD 4121

Email: admin@marshallroadss.eq.edu.au

Web: www.marshallroadss.eq.edu.au

Facebook: @MarshallRoadSS

Telephone: (07) 3422 8222

Absentee Line: (07) 3422 8277

2023 Term Dates

Term 1	Monday 23 January – Friday 31 March	10 weeks
Term 2	Monday 17 April – Friday 23 June	10 weeks
Term 3	Monday 10 July – Friday 15 September	10 weeks
Term 4	Tuesday 3 October – Friday 8 December	10 weeks

Office Hours

- The school office is open from 8.00am to 4.00pm Monday to Friday.



Welcome to Marshall Road State School

At Marshall Road State School, we aim to prepare our students to be safe, caring learners. Our school prides itself on a strong tradition of connected community. We strive to make our school a supportive environment where each student feels valued as an individual.

Marshall Road State School is situated on 3.4 hectares of land within the Brisbane Metropolitan area. It has catered for the Holland Park West and surrounding community since 1960, offering unique, quality educational activities. Our facilities include a Performing Arts Centre (PAC), Resource Centre, designated Art Studio space, MakerSpace, 25 metre swimming pool and an OSHC (Out of School Hours Care). All classrooms are air-conditioned.

Effective implementation of curriculum is the core business and central focus of our school. Our classroom teachers teach the curriculum areas of English, Mathematics, Science and Humanities. Our specialist teachers focus on:

- The Arts (e.g. Visual Arts, Dance, Drama, Media Arts and Music)
- Technologies (e.g. Digital Technology and Design & Technology)
- Health and Physical Education
- Japanese (years 3 to 6).

The individual needs of our students are catered for through classroom differentiation and support from our Inclusion team. Students have the opportunity to participate in instrumental music through a selection process in Year 3 (Strings) and Year 4 (Band). They can also compete for our school through an interschool sporting competition in Years 4-6. Throughout the year, our classes extend their learning through engagement with the Stephanie Alexander Kitchen Garden Program (SAKGP), where they learn to prepare and cook recipes as well as plant and care for our school kitchen gardens.

At Marshall Road, we aim to prepare students to take their place as contributing community members. This is achieved through our values:

- *A Chance to Shine:* Students are provided with a holistic educational experience which values creativity, academia, sport, innovation and inquiry. Our school caters for diversity through well supported programs organised within and beyond our school. Extra-curricular activities and clubs provide opportunities for students to engage in a broad range of learning experiences. A variety of special events occur, providing opportunities for students to demonstrate their skills and talents.
- *A School with Heart:* Community connectedness and intergenerational relationships are strong within our school. Fundraising events, charity days and projects designed to promote care of our environment and community are encouraged and prioritised.
- *An Engaging Education:* Opportunities are provided for students to form strong connections with our school. Parents, community and school staff work together to create a learning environment that is safe, supportive and promotes learning.
- *An Innovative Approach:* Our staff are committed to providing the very best educational experiences for our students. Staff members' expertise is utilised and a culture of continuous improvement is encouraged. Thinking, innovation and inquiry is placed at the forefront of teaching, learning and engagement.
- *Building Futures and Success:* Our facilities, including our swimming pool, Resource Centre, Performing Arts Centre, Art Studio and Technology rooms provide opportunities for students to explore their talents. School grounds are well-maintained and renewed regularly.



We look forward to working with you in the years to come to ensure our students enjoy a positive start to school and continued success.

Vicki Hyne (Principal)

Enrolment Management Plan

Our Enrolment Management Plan aim is to manage the school's population through a transparent and consistently applied set of criteria, ensuring the optimisation of the student population in regard to accommodation, facilities and grounds.

All students in Prep - Year 6 who reside within the defined catchment boundary have a right to enrol at Marshall Road State School.

For more details please view our website which has details of our Enrolment Management Plan and links to the Department's map showing the defined catchment boundary.

New Enrolments

The following guidelines are for parents wishing to enrol their child at Marshall Road State School:

- Complete enrolment form available on school website or from school office.
- Contact the school office to make an appointment for an interview.
- Bring your child's birth certificate/ passport and proof of residency to the interview for verification.
- Bring your child along to the interview, if possible.
- Prepare any questions you have in readiness.
- Read the parent handbook and contact the Principal if you have any questions.
- Out-of-catchment Prep enrolment forms open for submission in January for the following year, please keep an eye on our website and Facebook for dates.
- If entering Prep in the following year, please be sure to book to attend one of our Prep Tours. The dates of these tours are advertised on our Facebook page or available by contacting our office.

Daily Program

Marshall Road State School daily timetable is as follows

7.00am	Kidszone Before School Care commences
8.00am	School office opens
8.20am	<i>Students arriving at school prior to 8.20am must attend Kidszone.</i> Students arriving after 8.20am need to sit in the following areas where they are supervised. Prep – Year 1: Under D Block Year 2 – 6: Under B Block and year 2 eating area
8.30am	Recommended student arrival time at school.
8.45am	Class preparation bell for students to line up outside their classroom.
8.50am	Morning session commences
11.00am –11.40am	First Break
11.40am	Middle session commences
1.10 – 1.50pm	Second break
1.50pm	Afternoon session commences
3.00pm	Bell for end of school Parents/Carers may collect students from waiting areas Kidszone commences
3.00 – 3:15 pm	<i>Stop, Drop and Go</i> in Kurts Street. This area is supervised until 3.15pm. <i>Students not collected by 3.30pm will be booked into Kidszone</i>
4.00pm	School office closes
6.00pm	Kidszone closes

Arrivals & Departures

Early Arrivals

Unless attending a school-organised activity such as music practice or fitness club, **children must not arrive at school before 8.20am**. No students are to wait on verandas or use the playground. Early arrivals should attend the Outside School Hours Care service (Kidszone) which opens from 7.00am. We encourage students to arrive by 8:40am for an 8:50am start.

If you are volunteering in your child's classroom, please sign in at the office.

Encourage your child to independently unpack their schoolbag and complete their morning tasks. **Students should bring their coloured take-home folder every day**. Please check this folder daily to ensure you receive all important information. All playground areas are out of bounds for all children before and after school.

Late Arrivals

If you arrive later than 9:00am, you **MUST** take your child to the office and sign them in. A Late Slip will be provided by the office staff and this must then be given to your child's teacher on arrival at the classroom. Consistent late arrival at school is discouraged as students miss important learning.

Absent from School

If a child is ill or away, please advise the school of the reason for your child's absence from school. If students have an unexplained absence, staff will contact parents via phone. In 2023, QParents will be available for parents to use to submit absences.

Pick Up Zone (Kurts Street)

The Pick Up Zone area is not supervised before school. Parents and caregivers are asked to progress to the end of the Pick Up Zone area. Students must walk directly under A Block and along walkways from and not on the roadway.

In the afternoon, we recommend waiting **until 3.05pm before arriving** at the 'Pick Up Zone' to collect children. You must not park and wait in the zone before this time because it causes serious traffic congestion.

Procedures for Pick Up Zone:

1. Ensure your surname card is attached to your passenger side sun visor with the rubber bands provided. On approach, flick your visor down so your surname is visible to staff. Please contact the school for a named sign.
2. Drive to where your child is directed to wait (Bay 1, 2 or 3). Children must walk and follow the instructions of the staff on duty.
3. If your child is not waiting under A Block, please continue to do a lap of the inner turning circle.
4. Ensure your child can enter the car on the passenger side. If you need to get out of your car to assist children, please wait until you reach the front of the zone before stopping, so that you do not hold up the cars behind your car.
5. Once your child is buckled in, drive out.
6. Stay Alert. Please consider drivers who are exiting.
7. Do not call your child across traffic to the inner circle.



During School Hours Collection

If you need to pick your child up early for an appointment, please sign your child out at the office. Arrangements will be made for your child to be brought to the office. This process is necessary for accurate recording of children present at school in the event of a fire or other emergency.

Waiting in the School Grounds

Parents and carers are welcome to wait for their children inside the school grounds. Please do not wait near classrooms as this will distract the class. Parents who are waiting with younger children must supervise these children and be responsible for their safety while they are on school grounds. Dogs are not allowed inside the school grounds.

Parking

A limited number of car parks are available on school grounds via the Kurts Street driveway. These spaces are for the use of school staff, disabled drivers, delivery vehicles and emergency vehicles only. All visitors to the school are requested to park outside the school grounds.

The limited street parking spaces near the school fill very quickly at peak times. Please be considerate of local residents and do not impede their access by parking too close to driveways.

Pedestrian Crossings

A pedestrian crossing with School Crossing Supervisor operates on Sterculia Avenue outside the Rheims Street entrance before and after school. In the interests of child safety, all students who walk or cycle to school should use this crossing when approaching the school from the southern side of Sterculia Avenue.

Children who approach the school from the northern side of Marshall Road must cross at the pedestrian lights at the end of Kurts Street.

Cycling to School

Children are encouraged to ride safely to school. Cyclists must dismount before entering the school grounds and secure their bikes in the bike rack. It is compulsory for all bicycle riders in Queensland to wear an approved safety helmet.

Emergency Contact Details

It is essential that parents keep their contact numbers and the numbers of nominated emergency contacts up-to-date at all times. Please inform the office immediately if there is a change to any of your contact details.

Visitors & Volunteers

To assist with maintaining a secure and safe environment at Marshall Road State School, all visitors to the school must first go to the office to sign in and receive a **Visitor Pass**. Similarly, parents and carers who are volunteering to assist on the school grounds (e.g. classroom activities, tuckshop) must first go to the office to receive a Visitors Pass. This pass is required for security as well as in the event of an emergency.

Student Resource Scheme (SRS)

To provide parents with a cost-effective alternative to purchasing textbooks and/or resources elsewhere, Marshall Road State School operates a Student Resource Scheme (SRS).

The scheme ensures that students have the resources required for them to engage with the curriculum for their education, and saves parents time and money in sourcing the prescribed materials elsewhere. Savings are gained through the school's bulk purchasing practices and hiring arrangements. The scheme is not used to raise funds for other purposes and revenue collected through the scheme is applied only to the resources and operation of the scheme. The scheme's operation, resource inclusions and participation fees are approved annually by the school's P&C Association.

House System

Students are assigned to one of three houses for sports competitions. Students from the same family are normally placed in the same House. Students may wear their coloured House polo shirts to school on Monday for parade and to school sports days. The Houses are:



Gibson	Yellow
Holland	Red
Toohy	Blue

Religious Instruction

Religious Instruction is held determined by the availability of volunteer religious education teachers. Parents are to notify the school in writing if they wish their child to attend Religious Instruction and are able to sign an agreement for student participation upon enrolment at the interview. Non-attendees will be supervised in other activities.

Regular Communication

Newsletter

An electronic newsletter is sent via email every week. One week is a school newsletter and the alternate week has a community focus. A link will also be available on the school's website www.marshallroadss.eq.edu.au. News, forthcoming events and matters of interest regarding school life are contained in these newsletters. Please make sure your family has provided the office with your most current email address to ensure you receive this newsletter. We also communicate important information via a NewsFlash email.

School Website and Facebook

Our website www.marshallroadss.eq.edu.au provides a wide range of information. Marshall Road SS also has a Facebook site to share learning and activities with our school community.

Prep Transition

Marshall Road SS organises transition days for students commencing Prep which are designed to help your child and you feel comfortable with the school environment. These are held across four Mondays in Term 4 of each year. Students also have the opportunity to meet their teacher for the following year during a scheduled time in week 10 of Term 4.

Parent Information Sessions

Each class teacher will organise a Parent Information Session during the first few weeks of Term 1. Parents and carers should attend in order to meet the teacher and learn about their child's curriculum and activities during the year.

School Parade

Parades are conducted in the PAC each Monday afternoon at 2pm for Prep to Year 2 and 2:30pm for Year 3 to 6.

Parent / Teacher Communication

Our teachers are always willing to discuss student progress with parents. In order to ensure that the teacher can provide optimal attention to the discussion, please ensure that you make an appointment by contacting the teacher for a mutually suitable time. We recommend that you discuss your preferred communication methods with your child's teacher, early in the school year, so that both you and the teacher are aware of the best ways to stay in contact. Please be aware that our teachers will respond to parent emails in a timely manner, however due to the nature of teaching, they may not be able to reply immediately. Teachers will respond to parent emails as soon as it is practical for them to do so. Please be assured that MRSS staff will contact parents/carers if they perceive the need to discuss a child's progress or behaviour.

Outside School Hours Care (Kidszone)

Kidzone is our Outside School Hours Care (OSHC) program and is run by our P&C Association. The program takes place at school. It is well organised and offers a stimulating range of activities. The fully supervised program is available to parents who would like to have their students minded before and/or after school. It is also available for occasional and emergency use. Special programs are generally available through the school holidays. An Enrolment Form is available by contacting KidsZone at kidszone@marshallroadss.eq.edu.au.



Behaviour Management

Student Code of Conduct

Marshall Road State School takes a positive approach to behaviour management. Our school prides itself on creating a positive and nurturing environment in which all students can feel safe and supported at school. This plan is in accordance with Education Queensland policy and is now known as the school's *Student Code of Conduct*. All new students are given a copy of the school's *Student Code of Conduct* and it is also available on our website. We recommend that parents and carers go through this document with their children to ensure that all parties understand the school's expectations for student behaviour.



Anti-Bullying Policy

Marshall Road State School does not tolerate bullying or harassment. All members of the school community are committed to ensuring a safe and supportive environment based on the *Student Code of Conduct*. Further information about our anti-bullying policy can be found in the *Student Code of Conduct*.

Positive Behaviour for Learning (PBL)

We are a Positive Behaviour for Learning (PBL) school. We actively encourage positive behaviours in and out of our classrooms. These behaviours create a happy, safe and caring learning environment. The staff at Marshall Road State School believe that by supporting students to acquire these life-long skills, they are preparing them for success. Each week, we have a focus lesson that stems from our core expectation, that students are **safe, caring learners**. Each class explores the focused PBL lesson, with the objective of upskilling our students with lifelong, transferable skills.



Uniform

Marshall Road State School has a uniform policy which is endorsed by the P&C. This policy applies during school hours, travelling to and from school, and for attendance at co-curricular and extra-curricular activities. The uniform is available for purchase from the school's uniform shop. Second-hand uniforms are available from the Uniform Shop and funds raised go towards the P&C Association's support of the school. Students may wear their coloured House polo shirts to school on Parade days (Monday) or to school sports days.

Please label all items with your child's name.

Hat	Green school logo bucket hat or wide brim hat Yellow school logo bucket hat or wide brim hat for Prep students MRSS policy means children without sun safe hats may play in designated areas: (i) Prep and Year 1 students under D Block, and (ii) Year 2 to 6 students under B Block.
Shirts	Green with white stripe polo shirt
Shorts	Grey or bottle green, elastic waist shorts with side pockets
Culottes/skort	Bottle green
Dress	Green and white check. A-line with cap sleeve and zippered front
Sports uniform	Coloured house polo shirt may be worn on Mondays and inter-house carnival sports days
Jacket	Unisex bottle green zip front jacket with MRSS logo
Pants	Bottle Green or Grey
Tights	Bottle Green
Shoes	Black closed in shoes.
Socks	Plain white or grey socks
Sunglasses	The wearing of sunglasses is encouraged but caring for these remain the responsibility of students
Hair	Hair that is shoulder length or longer should be tied back for health and safety reasons. If ribbons etc. are worn they should be dark/bottle green. Inappropriate hairstyles such as mohawks are not acceptable
Swimming	When swimming, students must wear a rash shirt to protect them from the sun Students must wear one-piece swim suits
Jewellery	The only jewellery students can wear to school is a watch and no more than two pairs of small sleepers or studs in their ears. No other exposed body piercing is permitted. Stick on tattoos should not be worn to school Medical alert bracelets are permissible
Make-up	Make-up or fingernail polish is not permitted unless approved for a school performance

Lost Property

Unclaimed property is stored outside the uniform shop. Students and parents may inspect lost property at any time to reclaim lost belongings. Items remaining unclaimed at the end of each term are donated to the second-hand uniform shop or a suitable charity. Please ensure all clothing items are clearly labelled.

Sun Smart Policy

At Marshall Road State School, we believe that children should be protected from the sun. We enact this by ensuring sun protective clothing and sun safe hats are worn when children are working or playing in the sun. Children must wear protective swim shirts while attending swimming lessons. Sunscreen is available in classrooms for reapplying throughout the day.

Sun smart activities held at our school may include the following:

- planting trees around the school
- conducting educational programs on Sun Safety
- providing sunscreen for students
- planning activities to minimise time spent in the sun
- ensuring parents are informed of the policy when enrolling their child
- wearing school uniforms that are Sun Smart compliant
- wearing Sun Smart clothing on Free Dress Days



Mobile Telephones, Money & Valuables

We discourage children from bringing valuable items and large amounts of money to school. Teachers will not be held responsible for any items lost at school. Toys and other trinkets should not be brought from home as they can get damaged or lost. Class teachers will arrange how special items can be brought along for Show and Tell in the classroom.

Certain personal technology devices are banned from school. Students must not bring valuable personal technology devices like cameras, digital video cameras or MP3 players to school as there is a risk of damage or loss. Such devices will be confiscated by school staff and may be collected at the end of the day from the school office.

Bringing personal technology devices (e.g. mobile phones) to school is not encouraged because of the potential for loss and general distraction and/or disruption to good order and management of the school. However, in special circumstances, such as for safety reasons, mobile phones may be permitted. In these cases, students are required to hand their mobile phone into the school office prior to 8.45am and collect them at 3.00pm.

Activity Permission & Payment

When class excursions/incursions/camps are planned which require payment and permission from parents/carers, teachers will send permission letters home to parents providing information about these activities. Permission letters need to be returned and payment made by due dates. Payment is made via bPoint and information is available on the invoice which is emailed to parents.

Excursions and Camps and Refund Guidelines

At Marshall Road State School, we are committed to providing a safe and supportive learning environment for students, staff and volunteers. This commitment includes the health and safety of staff and students when conducting curriculum activities in the school or in other locations.

School excursions and camps enhance a student's learning by providing opportunities for the student to participate in activities, both curriculum-related and recreational, outside the normal school routine. All planned school excursions are approved by the Principal and endorsed by the P&C Association.

State schools are able to charge a fee for:

- An educational service including materials and consumables not defined as instruction, administration and facilities for the education of the student;
- An education service purchased from a provider other than the school where the provider charges the school;
- A specialised educational program.

School fees for excursions and camps are calculated on a cost recovery only basis, according to the number of students who have indicated their attendance in the program. Participation of students in an excursion or camp is indicated through payment of the excursion or camp fee and provision of a permission form completed by the parent/carer.

As the school budget cannot meet any shortfalls in funding for an excursion or camp due to the subsequent non-participation of a student who had previously indicated attendance of the activity, fees already paid for an excursion or school camp may be refunded in full or in part or not at all, dependent on the associated expenses incurred and the circumstances of the non-participation.

If a parent/carer wishes to apply for a refund due to their child's non-participation in an excursion or camp activity, they may do so by completing a Request for Refund form available from the school office. Where possible, the request should include the receipt relating to the payment for which a refund is being sought from the school.

It is preferred that refunds be made as a credit against the student's account at the school, and used for any cost in the future.

Homework Policy

Our homework policy is being updated during Term 4 2022. As per Education Queensland's policy, homework at Marshall Road State School:

- Consolidates classroom learning
- Prepares students for new classroom learning
- Allows students opportunities to work through different curriculum areas
- Meet the needs of different learning abilities
- Allows for a balance between home life and home learning.

Australian Curriculum

The Australian Curriculum sets the goal for what all students should learn as they progress through their school life – wherever they live in Australia and whatever school they attend. From the first year of schooling to Year 10, students develop knowledge and skills in eight learning areas:

- English
- Mathematics
- Science
- Humanities and Social Sciences (HASS)
- Technologies
- Languages – Japanese (*Students learn Japanese from Years 3 to 6*)
- The Arts
- Health and Physical Education (HPE)



In the early years, priority is given to literacy and numeracy development as the foundations for further learning. For more information on the Australian Curriculum, please visit <https://www.australiancurriculum.edu.au/parent-information/>

At the beginning of each school year during our Parent Information Evenings which take place within the first few weeks of Term 1, teachers may outline what the curriculum looks like in their classroom. At the beginning of each new term, teachers will provide parents with curriculum overview that describes learning and assessment tasks. Important dates are also listed on the curriculum overview. Curriculum overviews are also available on the school website.

Student Progress and Reporting

Students will receive a written report at the end of Semester 1 and Semester 2. Our teachers will offer parents the opportunity to formally meet with them to discuss their child's progress at least twice each year at our parent-teacher interviews. The school will advise parents of such times. If you would like to discuss your child's progress at another time, please feel free to arrange a meeting at a mutually convenient time.

Support Services

Marshall Road State School is proud to have inclusive support in place to help the social, emotional and physical wellbeing of every student. In addition to the assistance provided by class teachers, we have a team of professionals whose dedicated roles are to help ensure our school is an inclusive, nurturing environment. The network for support at Marshall Road State School includes the involvement of a team of personnel and agencies. This network includes, but is not limited to:

- Classroom teachers
- Inclusion staff
- Leadership team
- School Guidance Officer
- Speech and Language Therapist
- Behaviour Support Services
- Student Wellbeing Worker
- Team Around the Child (TAC)

The 'Team Around the Child' committee (TAC) consists of members of the leadership team, inclusion support teachers, the guidance officer and interested staff members. The committee meets fortnightly. Teachers can refer students to the committee by completing the referral form and providing it to the chair of the committee. TAC provides support to students who require more targeted or intensive support.

Guidance Officer

The school has the services of a Guidance Officer on a part time basis. Referrals for Guidance Officer support can be made via the Team Around the Child (TAC) meeting. The Guidance Officer can provide academic, emotional or behavioural support to students. Parental permission must be obtained on the appropriate forms.

Student Wellbeing Worker

Marshall Road has recently employed the services of a Student Wellbeing Worker. This service provides students, families and staff with social, emotional and wellbeing support and enhanced engagement with the broader community. Student Wellbeing Workers are community-based workers located in primary schools. Our Student Wellbeing Worker is associated with the Jabiru Community Youth and Children's Services.

iLearn Program

Students in Years 4 to 6 have the opportunity to bring their own iPad to school to support their learning. Our iLearn vision is to ensure student access to teaching and learning through a variety of modes including digital learning to support and enhance teaching practice and learning rigour. With access to an iPad, our students have the tools required to meet the digital demands of the Australian Curriculum.



At Marshall Road State School, students have access to a bank of 30 laptops in our Resource Centre. These laptops provide an opportunity for students to complete curriculum activities while developing an understanding of the Windows operating system, network drives and digital systems.

Marshall Road State School's Technology Lab provides access to a class set of iPads, a range of robotics and coding resources and a 3D printer. The students use this room for Digital Technologies lessons and lunchtime clubs.

The Arts

The Arts is a broad curriculum area that comprises Music, Visual Arts, Media Arts, Dance and Drama. Our students are taught these subject areas by specialist teachers and are offered a wide range of opportunities to showcase their talents throughout the year including our STEAMFest and Talent Show.

Visual Arts

Visual Arts includes the fields of art, craft and design. Students create visual representations that communicate, challenge and express their own and others' ideas as artist and audience. They develop perceptual and conceptual understanding, critical reasoning and practical skills through exploring a variety art and artists. They learn about the role of the artist, craftsperson and designer, their contribution to society, and the significance of the creative industries.



Media Arts, Dance and Drama

Students learn about the elements of Dance and Drama across the bands of Prep to Year 2, Year 3 to 4 and Year 5 to 6. They respond to their own and others' dances and drama performances using physical and verbal communication. Students also engage with Media Arts to learn how to use images, sound and text to make and present media artworks.

Music

Students in Prep participate with Music lessons weekly throughout the year. In Years 1 to 6, students have Music lessons for one term across each semester. By the end of Year 6, students at Marshall Road State School will have developed knowledge and skills in the areas of beat, rhythm and melody. They will have had opportunities to sing and play various melodic and non-melodic percussion instruments.



Health and Physical Education (HPE)

Physical Education

A specialist PE teacher conducts a weekly lesson with each class every week. Swimming takes place in this weekly lesson in Term 1 and 4 for students in Years 1-6. Prep classes participate in swimming in Term 4 only. Parents are required to sign a permission form for children to attend swimming classes. Parent helpers are required to assist with supervision during swimming lessons. In Terms 2 and 3 the PE teacher covers a wide range of physical skill based activities.

Health

Students participate in Health lessons for a term across each semester. These lessons focus on the Australian Curriculum – Health, Education Queensland's Respectful Relationships program, student well-being and growth mindset.

Curriculum Extension Activities

Interschool or Intraschool Sport

Students in Year 4 – 6 have the opportunity to participate in interschool sports competitions and travel by bus to other local schools or playing fields. Sports offered are touch football, basketball, volleyball, soccer, netball and AFL. Alternatively, students can choose intraschool (at school) sports including water polo, badminton, soccer, netball, t-ball and cricket.

Representative Sport

Marshall Road State School is affiliated with the Mt Gravatt District for Primary Schools. This means children are eligible for all representative sports whether or not the sport is played at the school. While the school automatically sends teams to swimming and athletics trials they may also nominate students for other sports. Requests from parents or students who are excelling in any sport are welcome and can be made to the PE teacher.



Camp Program

Marshall Road State School's camp program enables students to further their learning and social skills development in a non-school setting. Camps have a cultural, environmental or outdoor emphasis and are an important aspect of the educational programs offered at our school. Previous camp themes and experiences are considered during the consultation process for all year levels to avoid repeat experiences. If there are any financial difficulties experienced by families regarding the cost of camps, they are encouraged to discuss a payment plan option with our Business Manager.

Incursions and Excursions

Incursions and excursions are planned during the year to complement the curriculum being taught at each year level. All students are encouraged to attend incursions and excursions.

Choirs

Marshall Road State School currently features two choirs: Junior (Years 3 & 4) and Senior (Years 5 & 6). Junior Choir repertoire consists mostly of unison pieces, whereas Senior Choir pieces feature unison and harmony vocals up to 3 parts. Each choir rehearses weekly and performs at various school and community events, wearing the performance uniform.



Instrumental Music Program

The program caters for students with ability and keenness to participate in learning an instrument from either the string, woodwind, brass or percussion families. Students in our band and strings program are offered positions based on a number of factors. Students in Years 2 and 3 begin the process by sitting a music aptitude test. The Selmer test is a multiple-choice exam that is divided into four sections;

- a) Listening to individual notes and deciding if the second note played is higher or lower in pitch from first note played
- b) Listening to chords (group of notes) and deciding if the second chord played is the same or different from the first chord played
- c) Listening to a melody (notes played in sequence) and deciding if the second melody is different from the first one played
- d) Listening to rhythms (timing of notes) and deciding if the second rhythm is the same or different from the first rhythm played



After the Selmer test has been completed, we gather information from our classroom teachers about their academic progress in class, their ability to be independent learners and their attitude to learning. This information is essential as students who are accepted into the program, will miss thirty minutes of class time each week and will be expected to catch up on any learning that they have missed. Finally, the instrumental teachers combine the Selmer results, class teacher information and individual students' academic progress in their general music lessons to make informed decisions regarding instrumental offers. This process is by no means taken lightly.

Once this process has been completed, a letter with details regarding the program is sent home to inform parents of an offer of placement. Unfortunately, not every child who wishes to enter the program can receive a placement. Student numbers within the band and strings program are limited by the amount of instrumental music teacher time allocated to our school, by the region. This is determined by three main factors; current student numbers in the school and program, resources within the school to maintain the program and school direction for the music program in years to come. It is important to note that if you accept an offer of placement into the Instrumental program that you do so for the duration of the student's time at Marshall Road. A position that is forgone is a placement that could have been given to a different student. If a family declines an offer, a second round of offers based on information gathered earlier, will be issued.

Families are given a preference of instrument once accepted into the program and this is taken into consideration but not a guarantee of instrument choice. Students are tested by our instrumental teachers on their physical suitability for an instrument. This process helps to determine the instrument that the student is most likely to be successful with, which in turn promotes motivation for continued learning. This information in conjunction with their preference will aid in determining the most suitable instrument for each child.

There is a levy and instrument hire charge for students involved in this program to cover the costs of repairs, replacements and musical texts.

Instrumental Music teachers visit the school on a regular basis to provide specialised instruction in percussion, brass, woodwind and strings. Instrumental Music students have the opportunity to perform as members of MRSS school bands/string ensembles at various public performances throughout the school year.

Academic Competitions

From Year 2, students are encouraged to enter a variety of state and national competitions (e.g. International Competitions and Assessments for Schools - ICAS) in areas such as English, Mathematics and Science, and our students have performed extremely well during past years.



Student Council

The Student Council has been responsible for organising fund-raising activities from which funds have been directed towards student initiatives or charities. The Student Council program contributes to the leadership opportunities for students from Years 3 to 6 as well as offering students from all year levels a voice in MRSS future directions.

Leadership Program

A student leadership program operates at the school. It encourages the senior students to play a role in the daily activities of the school and offers opportunities to assist in the future planning for the school.

Peer Support Program

Each year, our Year 6 students are trained in the Peer Support Program by our teachers. In this program, our senior students learn how to develop positive social skills and to model them across the whole school.

Complaints Management

During the course of your child's school years, you may have cause to make a complaint about an issue or concern you have with their education.

The Department of Education and Training is committed to ensuring that all complaints are dealt with in a fair and equitable manner. There are processes and support networks in place to enable you and your child to work through any issues or concerns you may have.

To achieve an effective resolution for all parties, when making your complaint, you should ensure you:

- provide complete and factual information in a timely manner
- deliver your complaint in a calm and reasoned manner
- present a clear idea of the problem and your desired solution
- provide all relevant information when making a complaint and inform the department of any changes impacting on your complaint
- understand that if a complaint is complex, it can take time to assess, investigate and resolve
- be respectful and understand that unreasonable conduct will not be tolerated by school, regional or departmental staff.

For complaints about school matters, you are encouraged to use the following three step approach:

Early resolution: The best place to raise any concerns is at the point where the problem or issue arose. You can make an appointment at the school to discuss your complaint with your child's teacher, the Principal, or the Parents and Citizens' Association. You are also welcome to lodge your complaint in writing or over the phone.

Internal review: If you are dissatisfied with the outcome of your complaint or how the complaint was handled, you can ask the local regional office to conduct a review.

External review: If you are dissatisfied after the internal review, you may wish to contact a review authority, such as the Queensland Ombudsman, and request an independent, external review. More information about external review options is available at www.ombudsman.qld.gov.au.

The role of Parents and Citizens' Associations (P&Cs): Complaints about services that are run or managed by the P&C Association at your school, for example after school care or the tuckshop, should be directed to the P&C Association in the first instance.

P&C Association

You are invited to join the Marshall Road State School P&C Association and take part in a variety of school activities such as: policy development; financial planning and budgeting; tuckshop management; fundraising activities; and school or classroom functions. All parents are welcome to join the P&C Association and attend meetings. Meeting dates are advised in our school newsletter and on our MRSS P&C Facebook page.

Our active and supportive Parents and Citizens (P&C) Association, including its various sub-committees, provides the school with invaluable funds and resources. The P&C Association is a statutory organisation given responsibilities by Education Queensland to administer the many voluntary services that are vital to the well-being of schools. The P&C plays a major role in fundraising for the school and contributes a considerable sum to the school each year. It is also responsible for many other important services and projects.

Tuckshop

The MRSS tuckshop is operated by the P&C Association and volunteer helpers on Wednesdays, Thursday and Fridays. Menus and price lists are issued during the year. Tuckshop orders are through Schools24, please see our website for information. The tuckshop has fully implemented the recommendations in the State Government's "Healthy Food and Drink Supply Strategy for Queensland Schools". The tuckshop cannot function without help from parents, grandparents and other caregivers. Please consider being a volunteer to assist with the running of the tuckshop.

Swimming Club

The Marlins Swimming Club has open membership and welcomes swimmers from both MRSS and the wider community. The aim of the club is to encourage swimming confidence and introduce children to the fun of racing in a supportive environment that focuses on participation and personal improvement. The swimming club is a great way for kids to make new friends, keep fit and learn good sportsmanship. Tuesday nights are club nights in Term 1 and 4.



Music Support Group

The Music Support Group is a sub-committee of the P&C Association. The committee aims to provide both financial and practical support for the school's Instrumental Music Program. Members of MSG organise ticketing, refreshments and fundraising at each instrumental performance event throughout the year.

Uniform Shop

The Marshall Road P&C Association runs a uniform shop for those parents wishing to purchase uniforms. Times and dates are advertised in the newsletter. Parents are invited to donate good quality second-hand uniform items to the clothing pool.

Fundraising

The P&C Association and its sub-committees have made a strong commitment to the school over many years to provide a variety of resources. This is done through a varied number of events and projects run within the school community and outside in the broader community. These events, while earning extra dollars for the school, provide many opportunities for families to join together and form life-long friendships. Monies are spent on providing resources such as reading books, library books, mathematics, science, sporting, physical education, computer and playground facilities and swimming pool improvements to name a few.

Outside School Service Providers

Facility Hirers

To create as many opportunities as possible for our students and our community, we hire our facilities to external providers. More information can be found by direct contact with providers

- Chess Mates – info@chessmates.com.au
- Tennis for Kids – info@tennisforkids.com.au
- Junior Engineers – chris@jnengineers.com or marine@jnengineers.com
- Brisbane Martial Arts Academy – Ju Jitsu – info@bmaa.biz
- Elements Swimming – Lessons and squad training – info@elementswimming.com.au
- Let's Talk Kids – Drama – info@ltspeechanddrama.com.au
- Holland Park Junior Cricket – register@hollandparkcricket.org.au
- Grasshopper Soccer – dean@grasshoppersoccer.com.au



Health & Safety Information

Food Allergies

MRSS has several students who can suffer severe anaphylactic reactions to foods such as peanuts and their by-products.

To assist in making our school as safe as possible for these students we ask parents to consider alternatives to these products when making student lunches, birthday cakes etc. Further information can be found at www.allergy.org.au.

Illness Procedures

The First Aid Room is situated outside the office. Teacher aides and administrative staff assist children who attend the First Aid Room. Parents are contacted if their child presents during the day and it is determined the condition is of an ongoing and serious nature and cannot be managed at school satisfactorily.

Sick Students

If your child is unwell they must not attend school, this includes cold and flu like symptoms, please contact us to notify of the absence via the absence line (07) 3422 8277.

Students with infectious diseases such as conjunctivitis or impetigo must be excluded from school for specified times. If your child or a sibling contracts German measles, whooping cough or any other serious, contagious disease, please inform us immediately. At any time, we may have a number of students attending Marshall Road State School with serious childhood illnesses and it is essential that their parents are informed of any contagious illnesses within the school. If your child has had a fever, vomiting, diarrhoea or is "off colour" 12 hours before due to school, please keep them at home.

Running noses and bad coughs easily spread infection. Parents are asked to be considerate of other families and staff by keeping their child at home until the infection clears. If the teacher believes your child is unwell on arrival, or if there is a chance of cross infection, they may ask that your child be taken home. When a child becomes ill during the school hours, they will be taken to our First Aid Room and their parent or emergency contact person will be notified.

Medication

Prescribed medicine can be administered by office staff, in accordance with doctor's instructions, if it is supplied in the original packaging with a pharmacy label and prescribed by a doctor. Teachers cannot give any medications. Parents/caregivers must also complete our Consent to Administration Medication form, available at the office, so that medication can be administered. Medication must then be given directly to the office and is not to be left in bags.

Head Lice

Head lice must be treated before students may return to school. Please notify your teacher if your child has head lice, so that other parents can be prompted to check their children's hair. If your child has head lice, it will be dealt with using the utmost confidentiality. Keeping long hair tied back is compulsory under our Dress Code for Students and helps reduce the chance of becoming infected.

Emergency Procedures

Unfortunately, accidents and emergencies do occur. Parents will be advised if there is an accident which is serious in nature. An "incident" register is held at the school to comply with Workplace Health and Safety Regulations. In the case of minor accidents or sickness at school, we contact the parent and seek further instructions. If an accident is serious, an ambulance is called immediately and parents are advised accordingly. In either case, it is imperative that an up to date record of emergency telephone numbers are stored at school.

Please ensure that the office always has the correct contact numbers for you and your designated emergency contacts. Notify the office if you change your address, telephone numbers or place of employment. Similarly, notify the office of any changes in contact details for your emergency contacts.

Evacuation/Lock Down Drill

Drills are conducted at the school at regular intervals to ensure the quick and safe evacuation from all buildings or the effective lock down of the school during a real emergency. All persons in the school are expected to follow the drill. Each classroom and work area in the school has both an Evacuation Plan and Lockdown Procedure Document to assist people to follow correct procedures.

Facilities

Swimming Pool

Our 25m heated swimming pool has five lanes and is situated on Kurts Street. As well as providing an excellent facility for our school's physical education programs in Terms 1 and 4, the pool is the venue for the Marlins Swim Club, as well as outside school children's swimming lessons run by Elements.

Outdoor Space

A large section of our school between A and B and B and C blocks provides a wonderful outdoor space for students to play, read and learn. Marked handball courts around these areas are well used by our students.

Playgrounds & Ovals

During Term 1, our Prep students are encouraged to play within the junior school areas as they transition into the school. Across the rest of our school and into Term 2 for Prep, we encourage multi-age play with students able to play in areas of the school that engage their interest. Our school has two ovals, Brescia Oval (near the D Block and Prep classrooms) and the Max Martin Oval located adjacent to our Performing Arts Centre.

Nature Play & Environmental Learning Area (ELA)

At Marshall Road State School, we believe that children can derive tremendous benefit from taking part in regular nature play and learning outside of the classroom. For that reason, the outdoors can have a significant impact on addressing areas of the Early Years Framework and Australian Curriculum. Nature play also provides experiential opportunities allowing children to respond positively to challenges and responsibilities, to manage risk and to cope with change. Active outdoor learning and frequent nature play readily develops the learning skills of inquiry, experimentation, feedback, reflection, review, communication, problem solving, an enterprising attitude and cooperative learning – to name only some of the benefits. The school's outdoor play spaces are designed to encourage and support students to engage with nature and outdoor learning in multiple environments. Current initiatives include 'Tribal Cove' a yarning circle, a rocky creek bed for water play, sand play, tree climbing and tree scrambling, tyre swings, low ropes course, chickens, sensory garden, musical garden, stick play and cubby building. Our nature play areas are located within the ELA and around the Max Martin Oval. The loose parts area within our Pallet Village allows children to create their own play using readily available and donated materials. Tree climbing is to 3m, with tree scrambling to 1m.



Performing Arts Centre (PAC)

The PAC is used for a wide range of school activities from school parades, choir practice, school /class performances, incursions, Stephanie Alexander Kitchen Garden Program (SAKGP) and physical education activities. Some community groups also make use of this facility by hiring the hall during out-of-school hours.

Resource Centre

Our Resource Centre is located next to the PAC and provides students with the opportunity to play games, read books and conduct research. The Resource Centre also contains our purpose designed Health space as well as a class set of laptops.



Art Studio

A designated art studio is available underneath B Block where students participate in art specialist lessons. Our Visual Arts teacher also supervises an 'Art Club' during lunch breaks for students to draw and create.

Technology Lab

A designated Technology space is available underneath B Block where students participate in Digital and Design Technology specialist lessons. Our Technology teacher also supervises a 'Coding Club' during lunch breaks for students to code and create.

Tennis Court

Our tennis court is located near the rear of our school and is used during lunch times. This area is also used outside of school hours by external providers.