

**PARENT INFORMATION
HANDBOOK**



Mackenzie
STATE SPECIAL SCHOOL

2025

PRINCIPAL'S WELCOME

Dear Parents and Caregivers,

On behalf of our school community, I would like to welcome you and your child to Mackenzie State Special School. We are a unique school site in that we are co-located with Mackenzie State Primary School sharing a campus and some facilities.

Mackenzie State Special School is a purpose-built facility that caters for students from P-12 with an Intellectual Disability.

Our shared vision is to engage all students in meaningful, differentiated and authentic learning opportunities through the Australian Curriculum.

Our values are respect for self, respect for others and respect for our school and community. These values are taught explicitly in the classroom and modelled by staff in all the school environments.

Our vision and values are evident in our commitment to:

- Provide a safe and secure learning environment where students are actively engaged and experience successful learning.
- Individualise the curriculum to meet each student's individual learning needs.
- Acknowledge, value and celebrate students for their individual achievements in learning.
- Facilitate development of core skills to maximum each student's participation in society now and in the future.
- Create a sense of pride and a connectedness between families and our school.

I look forward to actively working in partnership with you in educating your child as we support them to reach their full potential.



Kind Regards
Snjezana de Kroon
Principal

OUR SCHOOL

Mackenzie State Special School is a P-12 school located on the southside of Brisbane within the Metropolitan South Region of Education Queensland. All students enrolled have an Intellectual Disability. The school facility is in a new growth corridor and is situated within a campus, which houses both the State Special School and a State Primary School. Although both schools operate separately and have their own Principal, the schools share some learning spaces and resources. The school is close to the Gateway Arterial and Mt Gravatt Capalaba Road.

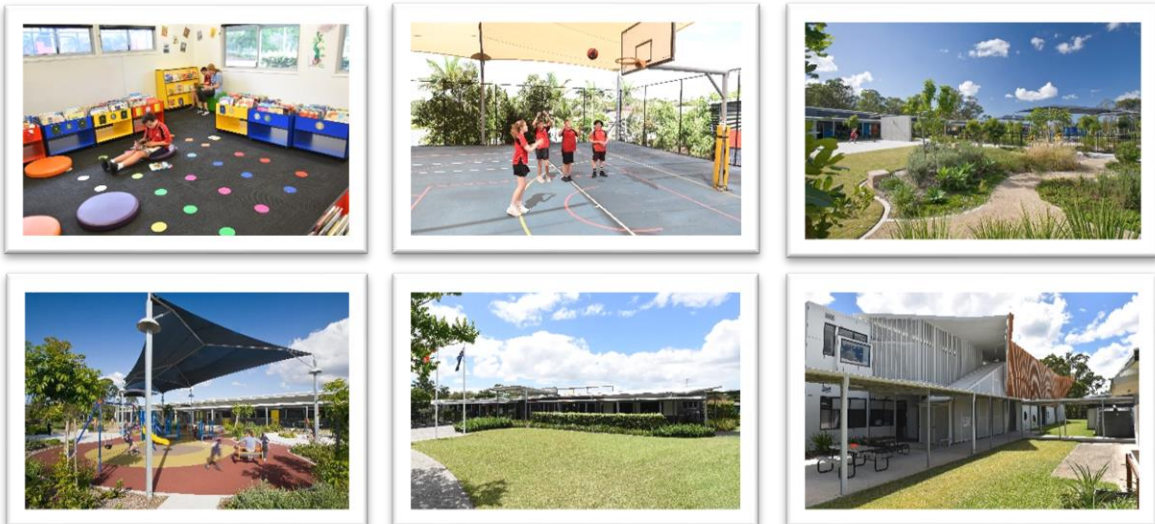
At Mackenzie State Special School, we celebrate and further develop students' individual abilities. Our aim is to provide a broad and balanced curriculum that offers each individual student the opportunity to develop realistic and relevant knowledge and skills to ensure their fullest participation in their community.

Every student in Prep to Year 10 has an Individual Curriculum Plan (ICP). The ICP in conjunction with the class program enables students to engage with the Australian Curriculum on the same basis as same age peers while guiding them to achieve success in their learning.

Senior school students in Years 11 and 12 are involved in a variety of Work Industry programs which include: tuckshop, Coffee Shop, Industrial Laundry, Horticulture and Thrift Shop to name a few.

Our School Transition/Student Support Officer ensures that students settle into our school and is there to support students as they transition to post school life. This role assists families and the school to ensure transition is seamless thus further maximising students' learning.

We are very proud that our school has developed a reputation for excellence.



PARENT APPOINTMENTS

Parents are always welcome to discuss student concerns or other school matters with our principal.

Please phone the office on 3420 2100 to make an appointment.

SCHOOL INFORMATION

Address:	26 Vivaldi Place, Mackenzie Qld 4156
Phone:	3420 2100
Email:	admin@mackenziespecs.eq.edu.au
Website:	https://mackenziespecs.eq.edu.au/
Facebook:	https://www.facebook.com/profile.php?id=100092475967903
Office Hours:	Monday-Friday 8:00am - 3:30pm

SCHOOL TIMES

Early Years (Prep-2), Middle Years (3-6) Junior Secondary (7-8) & Secondary (9&10) Classes

8:30am-8:55am	Gates open. Late arrivals after 8:55am report to Administration
8:30am-8:45am	Students supervised in Primary & Highschool sectors
8:45am	Students moved to classes
8:45am-11:05am	Teaching Session 1
11:05am-11:35am	Morning Tea (Eating & Play)
11:35am-12:50pm	Teaching Session 2
12:50pm-1:35pm	Lunch (Eating & Play)
1:35pm-2:45pm	Teaching Session 3
2:45pm	School finishes

Senior Classes (11 &12)

8:30am-8:55am	Gates open. Late arrivals after 8:55am report to Administration
8:30am-8:45am	Students supervised in Primary & Highschool sectors
8:45am	Students moved to classes
8:45am-9:15am	Morning Homeroom
9:15am-11:05am	Teaching Session 1
11:05am-11:35am	Morning Tea (Eating & Play)
11:35am-12:50pm	Teaching Session 2
12:50pm-1:35pm	Lunch (Eating & Play)
1:35pm-2:45pm	Teaching Session 3
2:45pm	School finishes

2025 SCHOOL TERMS

TERM	DATES	LENGTH
Term 1	28 th January to 4 th April	10 weeks
Term 2	22 nd April to 27 th June	10 weeks
Term 3	14 th July to 19 th September	10 weeks
Term 4	7 th October to 12 th December	10 weeks

EXECUTIVE LEADERSHIP TEAM

Principal	Snjezana de Kroon
Deputy Principal Primary	Kathy Covacin
Deputy Principal High School	Nick Hart
Guidance Officer	Judy Matthews
Head of Department-Curriculum	Annabelle Skinner

SCHOOL SUPPORT STAFF

Business Manager	Melissa Gottani
Transition/Student Support Officer	Trevor Beasley
Administration Officer/HR	Kirstin Appleby
Administration Officer	Rebecca Smith
Administration Officer	Wendy Smith
Schools Officer	Tony Sheahan

CURRICULUM

Teachers at Mackenzie State Special School collaborate to design units that align with the V9 Australian Curriculum. These units ensure our students engage in purposeful and age equivalent curriculum and cater for their individual needs and skills. This approach addresses all Learning Areas across cohorts, promoting a well-rounded education.

Students in Prep to Year 10 have an Individual Curriculum Plan (ICP) which specifies the level the students are accessing the curriculum. Students access the curriculum at a level that caters for their individual needs. Some students require a Highly Individualised Curriculum Plan (HICP) which consists of a communicative focus, while other students access the curriculum through a Different Year Level – Partial (PLY-P) ICP with a focus on differentiated academics.



The focus for students in Years 11 & 12 is to deliver individualised curriculum using the Guide for Individual Learning (GIL) as a framework that leads to a Queensland Certificate of Individual Achievement (QCIA). These students engage in various post school preparation programs, both on and offsite, to acquire skills outlined in the GIL, with a focus on Communication and Literacy foundation tools for overall learning improvement

Mackenzie Special School places significant emphasis on literacy and numeracy, employing explicit teaching methods across all grades. Each year, the school outlines a specific focus for improved student learning in its Annual Improvement Plan.

Functional literacy and numeracy opportunities are integrated into class programs, while micro-industries and specialist lessons allow students to apply and generalize their developing skills in meaningful holistic contexts.

Early Years School	Prep – Year 2
Middle Years School	Year 3 – Year 6
Junior Secondary School	Year 7 – Year 8
Secondary School	Year 9 – Year 10
Senior School	Year 11 – Year 12

WORK INDUSTRY PROGRAMS

Our on-site signature programs include the Coffee Shop, Thrift Shop, Tuckshop, Industrial Laundry, Horticulture, Grounds Care, Car Detailing, Independent Living, Drama, Computer Recycling, Catering, Plant Exchange Service.

Our Coffee Shop and Thrift Shop are open to everyone! We warmly invite you and your family to stop by, explore, and enjoy a wonderful visit with us.

THRIFT SHOP

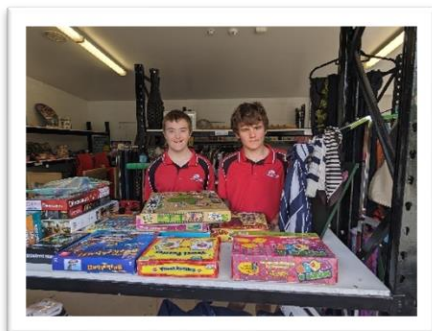
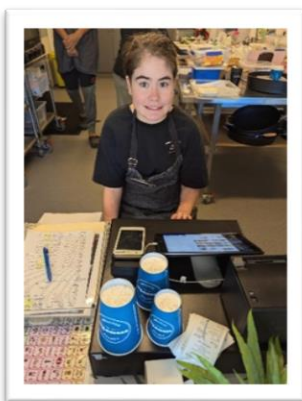
Open Wednesdays from 10:00am to 12:30pm. Located outside, next to the Special School carpark. Donations are warmly welcomed, and a donation trolley is available out front.

COFFEE SHOP

Open Wednesdays in our café precinct 10:30am to 12:00pm. Access is via Administration. Come along to enjoy some delicious treats made on premises by our catering students.

TUCKSHOP

Operates Fridays. Orders placed via Flexischools by 8:30am



STUDENT CODE OF CONDUCT

The Student Code of Conduct is available on the school website:

<https://mackenziespecs.eq.edu.au/> under support and resources, forms, and documents.

The Code of Conduct clearly sets out the expectations for students at our school with respect to behaviour and consideration of others. Consequences for breaches of the Student Code of Conduct are also contained in this document.

REPORTING & PARENT TEACHER INTERVIEWS

Prep-Year 10 – ICP Meetings

Year 10-12 – PATH Planning & SET Plan Meetings

Parent Teacher Interviews will occur twice a year beginning of Term 1 and beginning of Term 3. Appointments are booked via our Schoolzine platform.

From Prep to Year 12, students will receive 2 academic reports per year.

POSITIVE BEHAVIOUR FOR LEARNING (PBL)

PBL has a strong research base and has been shown to improve student outcomes, increase staff and student wellbeing, and reduce behavioral incidents. PBL helps schools to select evidence-based practices which have been shown to improve student behaviour and establish safe and supportive learning environments.

At Mackenzie Special School, our school rules and expectations are...

Always be kind

- Look and listen when others are speaking
- Use a polite and calm voice
- Talk with respect to others
- Keep your hands and feet to yourself

Learn and play safely

- Everyone's ideas are valued
- Choose actions that help others
- Share equipment and give others a turn
- Stay in the school grounds

Care for our school

- Move carefully around the environment
- Care for school property
- Keep our school clean
- Respect others property

Be inclusive

- Ask others to play
- Include everyone in the game

Mackenzie STATE SPECIAL SCHOOL

STUDENT RESOURCE SCHEME

Student Resource Scheme (SRS) - There are many costs associated with providing quality educational opportunities. Mackenzie State Special School offers a Student Resource Scheme (SRS) as an economical alternative for the provision of high-quality resources for students.

SRS is organised by the school, operates under the policy and guidelines of the Department of Education and Training (DoE) and is endorsed annually by the P & C Association.

The purpose of the Scheme is to provide parents/carers with a cost effective scheme for the use of curriculum textbooks, resources, consumables and other essential materials for student use.

State funding for schools does not extend to individual student resources such as textbooks, equipment for personal use and items used/consumed by the student in the classroom. Parents are responsible for supplying these resources to support their child's learning. The SRS provides parents with a convenient and cost-effective alternative to individually sourcing.

The textbook and resource allowance (TRA) provides financial assistance to parents of secondary school students to reduce the cost of education. The TRA will be applied as a deduction to the annual cost of participation in the scheme.

WHAT THE SCHEME PROVIDES

By paying the Parent Contribution Fee your child will receive all materials required for class in their year level.

If you choose not to participate in the scheme, a list of consumable items (as provided by the class teacher) will need to be provided for each student, and individual invoices will be issued to students for all other chargeable items, such as materials, Educational Incursions & Excursion costs.

WHAT THE SCHEME DOES NOT PROVIDE

The scheme does not provide for school photos, school camps, swimming lessons, extra-curricular or transition activities covered by the Senior Schooling Program.

NON-PARTICIPATION

If parents/guardians choose not to be a part of the scheme, parents/guardians will be responsible for providing the student with all items otherwise provided by the scheme. Individual invoices will be issued for all other user pay charges, such as materials, outings and these charges must be paid in advance for students to participate

CENTREPAY

Did you know an automatic fortnightly deduction can be set up to conveniently pay student fees directly from your Centrelink account? Centrepay is a free service and simple to set up.

Further information about Centrepay is available at

<https://www.humanservices.gov.au/individuals/services/centrelink/centrepay>

If you have any questions or to make an appointment to set up a deduction, please call our Business Manager, Melissa Gottani on 3420 2100.

BPOINT

BPOINT is our preferred payment method. Please phone the office 3420 2100 if you require another copy of your invoice.

QPARENTS

QParents is a user-friendly portal accessible via an app or web browser, providing parents with secure online access to information about your child's state schooling.

QParents will assist both staff and parents in sharing and responding to information in an efficient and effective way.

It won't replace the traditional ways you communicate with our school, but it will provide another way to communicate with us!

UNIFORM POLICY

Mackenzie State Special Schools Student Dress Codes provides a uniform that aims to contribute to a safe and supportive teaching and learning environment through:

- Ready identification of students and non-students at our school
- Fostering a sense of belonging
- Developing mutual respect among students by minimising visible evidence of economic or social differences.
- Reflecting the school community standards and are consistent with occupational health and safety and anti-discrimination legislation.
- Students are expected to wear the uniform whilst:
 - Attending or representing their school
 - Travelling to and from school; and
 - Participating in school activities out of school hours

As we cater for all students' individual needs there maybe times students need to wear alternative clothing.

Parents are required to send a written request notifying administration about the time lines and circumstances. If required there will be opportunities for students to wear relevant items of the uniform from a bank of items held at school.

Please make an appointment to speak with our principal if you wish to discuss the uniform policy.

UNIFORM



Polo



Shorts/Skorts



Hat



Jacket



Tracksuit pants



Religious Head Coverings

ATTENDANCE POLICY

Being at school every day counts. If your child is absent one day per week, this quickly adds up to two months of missed school in a year. Every day counts is an initiative aiming to improve attendance at school. The initiative promotes four key messages:

- all children should be enrolled at school and attend on every school day.
- schools should monitor, communicate and implement strategies to improve regular school attendance.
- truancing can place a student in unsafe situations and impact on their future employability and life choices.
- attendance at school is the responsibility of everyone in the community.

Find out more about the Everyday counts initiative from Education Queensland.



<https://education.qld.gov.au/initiatives-and-strategies/initiatives/every-day-counts>

DOES ATTENDANCE REALLY MATTER?

1 or 2 days a week doesn't seem much but . . .

If your child misses...	That equals...	Which is...	And over 13 year of school that's
1 day per fortnight	20 days per year	4 weeks per year	Nearly 1.5 years
1 day per week	40 days per year	8 weeks per year	Over 2.5 years
2 days per week	80 days per year	16 weeks per year	Over 5 years
3 days per week	120 days per year	24 weeks per year	Nearly 8 years

If you want your child to be successful at school then YES, attendance does matter - EVERY DAY COUNTS !

ATTENDANCE PROCEDURE

Absences

There are 4 ways you can communicate a student's absence

- 1. PHONE 3420 2100 (option 1)
- 2. SMS 0418 536 527 (SMS4Schools)
- 3. Schoolzine APP Refer to website for more information
- 4. QParents APP Refer to website for more information

****Please call Administration if absence is longer than than 10 days - exemption application required****



EVERYDAY COUNTS

Being at school every day counts.

If your child is absent one day per week, this quickly adds up to two months of missed school in a year.

LATE ARRIVALS AND EARLY DEPARTURES

If the student has an appointment during the day that cannot be scheduled for out-of-school hours or has to leave school during the day, parents/guardians must:

- Email or phone the school providing all details regarding the appointment (late arrival or early departure time) ao@mackenziespecs.eq.edu.au Ph:3420 2100
- Students must sign out via the office on all occasions (includes events of illness, accident and appointments).

We recommend parents avoid picking students up during lunch breaks as the students can be more difficult to locate in a timely manner and they are frequently much less willing to leave. Our lunch breaks are:

Morning Tea 11:05am - 11:35am

Lunch 12:50pm-1:35pm

CARPARK & DROP OFF PROCEDURES

Students will transition from their classrooms at 2:35pm. Students can be collected from the parent pick up zone from 2.35pm, this zone is located at the top gate beside the Administration building & gate 4. If you need to collect your child prior to 2:30pm, please see our Administration staff in the office.

Parent pick-up through the bus zone will then occur after buses have been loaded.

To facilitate ease of identification of parent cars, a visor label has been assigned to all parent pickups which will be displayed on each car visor.

- We have 4 bays available to access through the three numbered gates.
- If all drivers can move up the line, utilising each parking bay available, we are able to safely and efficiently transition students to and from their vehicles.
- Please follow the directions of the staff on duty and avoid walking your children from the back of the car line up to the gate.
- If you would like to walk them in, you are welcome to park your car and use the zebra crossing in front of gate 4.

To improve traffic flow during these times and as a courtesy to others waiting in line, please refrain from engaging with staff and other parents in this area, you are more than welcome to park your car and continue communications in a safe area.

We understand that pick up & drop off times are very busy for parents and/or carers. For safety reasons, can we please ask for your patience during these times.

Please be conscious of the road rules and the traffic signals whilst you are in the queue so as to ensure the safety of all when there are a lot of students and families moving around the schools.

There is an 8.30am bell that will sound signaling when school is open. Your child must remain under your supervision until the 8.30am bell sounds.

MEDICATIONS

NEW MEDICATIONS

Please seek information/forms from administration.

- ALL medications require a '**Consent to Administer**' form completed by parent/carer.
- ALL over the counter medications require a '**Medication order to administer 'as-needed' medication at school**' form completed by your Health Practitioner.

Where 'as needed' medication is to be taken as needed in response to a student's symptoms (e.g. toothache, migraine), the school requires clear instructions to enable non-medically trained school staff to safely administer the medication.

Medications are to be supplied with an attached pharmacy label, in its original container, with intact packaging. **Dose Administration Aid (DAA) eg Webster packs** are the schools preferred method for school use.



Image 1: Example of original container with intact packaging



Image 2: Example DAA Dose Administration Aid

EXISTING MEDICATIONS

- Classroom teachers will inform parent/carer when medication is running low or has expired, allowing time to obtain a new prescription.
- Teachers will send home the medication container or Dose Administration Aid (DAA) once the last dose has been administered, so a new, properly labelled and up-to-date container/DAA with an expiry date can be sent to school the next day.
- Separate foil sheets of medication will not be permitted. All medication must be supplied in its current, original container, with the attached pharmacy label and intact packaging.
- Medication **MUST** be handed directly to Administration, unless an alternate arrangement has been approved by the principal.
- If any inconsistencies are identified (eg dosage/time etc), the Deputy Principal will address with the parent/carer.

For students who use Specialist School Transport (SST), parents/carers are responsible for arranging the provision of medication to the school office.

In exceptional cases, where the parent/carer has exhausted all options to get the medication to the school office, a request may be made to the SST operator to transport the medication. The parent/carer needs to advise the SST operator of any special requirements for transporting the medication i.e. temperature control, fragile handling, storage in a secure area. The SST operator is under no obligation to agree to transport the medication for handover to school office staff.

HAS THEIR DOSAGE CHANGED FROM THAT ON THE PHARMACY LABEL?

Your health practitioner will need to write a letter for the school explaining the changes. To assist the school in safely administering the medication to your child, you are encouraged to have your pharmacist update the pharmacy label attached to the medication with the new dosage as soon as possible.

ACCIDENTS AND SICKNESS

Whilst the care and protection of your child at school is a priority, accidents may still occur. In the case of an accident or illness, basic first aid can be administered. Parents/Caregivers will be contacted as soon as possible and advised of the circumstances. If there is a serious accident, the ambulance will be called to transport the child to hospital.

Please refer to the Queensland Health timeout poster for information for a number of infectious conditions that may require exclusion periods for children from school, education and services.

https://www.health.qld.gov.au/_data/assets/pdf_file/0022/426820/timeout_poster.pdf

EXTERNAL THERAPIST

From time to time, you may wish for your child's teacher to provide information on your child's learning and behaviour at school to external therapists.

The school doesn't have external therapists on site for sessions with students or for classroom observations, however we will approve a one hour meeting each semester for the therapists and class teacher to meet (with the parent attending if requested). This is an opportunity to share information relevant to the school context while maintaining confidentiality for other students.

If parents want this to occur, they will need to complete a **Consent to share information with third parties** form. The form needs to list the names of the agencies who are involved, the signed form is then to be returned to the Administration.

The school is unable to support NDIS therapies on site, but a flexible arrangement can be made for students to attend appointments. If you would like this to occur, please make an appointment with the school principal.

SCHOOL NURSING SERVICES

ELIGIBILITY

State Schools Nursing Services are available to students who have a health support need at school and are enrolled in a Queensland state school, or registered and attending an Early Childhood Development Program.

Nursing services include:

- development of Individual Health Plans (IHP) and Emergency Health Plans (EHP)

- Education and training for school staff supporting students with long-term health conditions and/or requiring health support procedures at school
- Ongoing direct and indirect support and supervision for staff members who deliver student health support procedures
- Support with school activity risk management for students with long term health conditions.

REFERRAL PROCESS

A referral requesting the service must be signed by the principal of the school prior to seeking parental consent. After receiving the completed referral form and ensuring the student is eligible, the State Schools Registered Nurse (SSRN) will contact the nominated school contact person to discuss the support required and when that service may be available.

Students with medical conditions such as Asthma, Anaphylaxis, etc require an individual plan to be developed in consultation with the student's medical practitioner.

SCHOOL PHYSIOTHERAPY

Physiotherapists in state schools support students to develop their skills to move their body and participate in learning through movement, positioning and environment adjustments. Physiotherapists work with the school team to help students work in the classroom, move around the school, play during breaks and participate in physical education classes and physical activities.

Physiotherapy services focus on ensuring that the needs of all students are met.

Physiotherapists will:

- Advise on choice of classroom furniture, specialised positioning and mobility equipment as well as assistive technology when appropriate.
- Advise on posture and positioning to enhance access and participation in classroom, sport and physical activities.
- Advise on mobility within the classroom and school grounds
- Collaborate with teachers in planning & recommending adjustments to allow the student's involvement in school activities
- Support schools in the safe management of some health conditions such as pain management and returning to school after serious injury

SCHOOL OCCUPATIONAL THERAPY

Education Queensland provides occupational therapy services to students with disabilities enrolled in state schools (Departmental OTs do not provide 1-1 therapy). The focus of these services is to enhance the student's education programs and outcomes.

Occupational therapists in schools:

- Work as members of the educational team which includes the student, parent/carer, teacher, teacher aides and specialist support personnel
- Assist in developing programs that enhance or support student's education goals
- Promote student's optimum wellbeing, function, independence and productivity at school
- Consult with and provide resources to school staff, parents and the school community
- Liaise with other agencies that provide services to students

- Assist students to develop functional skills for everyday life including:
 - Student/work skills (for example: organizing self, handwriting and computer skills, and vocational skills)
 - Activities of daily living (for example: eating, dressing and using community facilities)
 - Play, leisure and recreation (for example: playground activities and participation)

- Contribute to student's education programs by:
 - Assessing student's development and the functional skills needed for school and everyday life
 - Analysing activities and modifying them for students, planning and designing curriculum adjustments with the team
 - Using adaptive equipment for changing the environment to help students participate as independently as possible in the school program
 - Advising on the use of technology and the best means of accessing devices for independence in areas such as communication, mobility and computer skills

SCHOOL SPEECH LANGUAGE PATHOLOGIST

Speech-language pathologists (SLPs) are employed by The Department of Education (DoE) to provide therapy services to students enrolled in State Schools and Early Childhood Development Programs (ECDPs).

SLPs are professionals with specialist knowledge in speech, language and communication who work to improve literacy, academic and life outcomes of all students. SLPs work collaboratively with the school team to deliver evidence informed speech pathology practices within a whole school approach.

These services are delivered as part of the educational program to maximize students' access, participation and achievement of competencies in interpersonal communication, literacy, numeracy and key learning areas.

Speech-Language pathologists in schools:

- Assess and diagnose a range of communication disorders that affect academic and social success including language, speech, fluency, voice, complex communication needs, literacy and swallowing
- Contribute to the literacy achievement, and academic success of all students.
- Advocate for access, participation and achievement for students with speech, language, reading, writing, social communication, complex communication needs and swallowing difficulties.
- Build capability of the school community in a range of areas relating to speech, language and communication needs and the curriculum.
- Collaborate with leadership teams to assist with developing and/or enhancing whole school and whole class practices that are foundational to language and literacy development.
- Liaise with other agencies and private practitioners regarding student intervention.

TRANSPORT ASSISTANCE

The Deputy Principal is responsible for arranging transport assistance.

BUS TRANSPORT PROCESS

Step 1: Transport Assistance Distance Check- address/new address

- The completed distance check identifies the nearest school
- Yes, nearest school - step 2 can be completed
- No, not nearest school - no transport given (Conveyance only)

Step 2: Distance Check Meets Transport Criteria

- Transport Assistant Application to be completed
- Parent to sign and return to Deputy Principal
- Deputy Principal submits application (2-3 weeks processing time)
- Approved- letter goes home to parents informing them of bus route and responsibilities

The bus contractor is Sunshine Bus Service.

PARENT CARER RESPONSIBILITIES

Parents and Carers together with Queensland Government staff and transport providers have key roles and responsibilities in the safe transport of students to school.

Please refer to the Parent/Carer Transport Responsibilities information sheet at <https://ppr.qed.qld.gov.au/pp/school-transport-assistance-program-for-students-with-disability-procedure>. This information sheet explains the responsibilities of parent/carers in supporting the safe, responsible travel of their children between home and school. You can enhance your child's experience by discussing good travel practices with your child at home and possible consequences for misconduct. It is important you are aware as a result of your child's behaviour you may be required to make amends with transport operators for any damage, soiling and subsequent vehicle time off the road. Contact with the School Transport Assessor is required as soon as possible with information that may affect transport arrangements, e.g., new address details, contact details, days/times, your child's health and well-being, concerns regarding transport arrangements. Parents or carers are not to approach transport operators directly to make changes such as change of collection or drop of address or changes to days travelling.

CONVEYANCE

Where Conveyance is the Department of Education Training and Employment approved transport assistance for your child, the allowance is paid twice a year (in the first week of holidays in June/July and December). This allowance is paid directly into your bank account by the Department of Transport and Main Roads (TMR). Please update your bank details as soon as possible at the school office.

LEGAL ORDER/CUSTODY

It is imperative that the Principal is advised in writing as to the custody and access

arrangements of the children involved in any formal custody agreements. If a court order has been issued, please provide a copy of the court order to include in student files.

This is to ensure that school personnel comply as far as possible with requests in relation to: granting or refusing access to children during school hours and providing appropriate information to the other party.

EMERGENCY EVACUATION AND LOCKDOWN DRILLS

Procedures have been adopted which promote the timely evacuation of students from buildings or securing of students in buildings in cases of Emergency.

- **Evacuation** – You will hear 3 short rings, followed by please evacuate
- **Lockdown** – You will hear four medium 'bing' ascending tone

Regular practice is given in these procedures. All members of the school community are requested to participate in all drills.

COMMUNICATION BETWEEN SCHOOL AND HOME

Most communication between the school and the home is written in each student's communication diary which the student takes to and from school each day.

Teachers use this book to keep you informed of your child's daily progress and any other issues. It can also be used to keep staff informed of anything you may wish to share.

A wide range of avenues exist to provide parents with the opportunity to engage with staff and information about the school:

- Schoolzine newsletter
- Website
- Facebook
- QParents
- SMS4Schools
- P&C Meetings
- Academic Report Cards
- Parent/Teacher interviews
- Communication diary
- Phone & email

ASSEMBLY

Assemblies feature, student awards and other school focus events. Parents/carers are most welcome to attend assemblies.

PREP – YEAR 6

Assembly is held every 3rd Wednesday at 9:00am in our school hall.

YEAR 7 – YEAR 12

Assembly is held every 3rd Friday at 9:00am in our school hall

Please refer to Schoolzine "School calendar" for dates

TUCKSHOP

As a part of the Senior School Work Training Program, our Tuckshop students make a healthy range of food options for both staff and students.

Our school community uses secure Flexischools online ordering system. Orders are placed via the easy-to-use Flexischools web page and can even be saved as a recurring order if desired. Orders must be placed by 8:30am every Friday.

SCHOOL LUNCHES

If you wish your child to eat warm meals at school, please provide them pre-warmed in a thermo container. This includes two-minute noodles.

Demand on staff to prepare warm meals for students are difficult to sustain where multiple students require this to be completed daily. This will additionally limit the risk of cross contamination as allergies are a constant consideration across the school.

Please also be mindful that we have students in the school that have anaphylactic reactions to nuts.

Under Smart Choices, foods and drinks have been classified into three categories according to their nutritional value: **Green**, **Amber** and **Red**.

Green - Encourage and promote these foods and drinks.

Amber - Do not let these foods and drinks dominate the choices and avoid large serving sizes.

Red - These foods and drinks are to be supplied on no more than two occasions per term.

For more information refer to Smart Choices – the Healthy Food and Drink Supply Strategy for Queensland Schools available at www.education.qld.gov.au/schools/healthy/food-drink-strategy.html

NEWSLETTER

An electronic newsletter is available to parents on a regular basis. To ensure you receive our Newsletter, you will need to ensure that you have subscribed via the Schoolzine App. This newsletter contains current information about events, policies and procedures.

The school newsletter is also available on our school's website <https://mackenziespecs.eq.edu.au/>

FACEBOOK

Please “like” our Facebook page to see what’s happening here at the school. The page will be focused on celebrating students’ learning and success and to communicate upcoming events with our school community.

SCHOOL PHOTOS

Individual photographs by a professional photographer will be organised early each year. If you do not consent to your child's photo being used in school publications, or for promotional purposes or Newsletter articles, please inform our administration staff.

LOST PROPERTY

It is important that ALL items of clothing are labelled. Lunch and drink containers also should be named to avoid loss. Lost property is collected and every endeavour is made to return items to their owners. This is simple when items are clearly named.

PARENTS & CITIZENS ASSOCIATION

All parents and citizens are welcome to attend the meetings of the Association. The meetings are held either in the Administration building or online via Zoom. The objectives of the Association are to promote the interests of and facilitate further development of Mackenzie State Special School.

OUTSIDE SCHOOL HOURS CARE

OSHC is available at our school. Please email Ruby & Ollie's with your care requirements & questions: enrolment@rubyandollies.com.au or phone 2113 4478.



HERE'S WHAT WE DO

Before and After School Support
School Holiday Programs
Direct Services and Support
(In-Home and In-Community)
School Readiness Program

Contact us to book your spot or find out
more about how we can help you.

Follow along on Facebook
@rubyandollieschildcare