

**PARENT INFORMATION
HANDBOOK**



Mackenzie
STATE SPECIAL SCHOOL

2024

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
Acting 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 Micro Industry programs which include: Tuck-shop, Coffee Shop, Industrial Laundry, Horticulture and Thrift Shop to name a few. These programs form part of an array of almost 30 post school preparation programs enjoyed by students in the Senior sector. These programs are designed to foster work and post school readiness skills.

Our School Transition 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.



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

EY, MY & JS 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

YEAR 10 & SENIOR 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-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-2:15pm	Teaching Session 3
2:15pm-2:45pm	Afternoon Homeroom
2:45pm	School finishes

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.

2024 SCHOOL TERMS

TERM	DATES	LENGTH
Term 1	22 nd January to 28 th March	10 weeks
Term 2	15 th April to 21 st June	10 weeks
Term 3	8 th July to 13 th September	10 weeks
Term 4	30 th September to 13 th December	11 weeks

EXECUTIVE LEADERSHIP TEAM

A/Principal	Snjezana De Kroon
Deputy Principal Primary	Kathy Covacin
A/Deputy Principal High School	Nick Hart
Guidance Officer	Judy Matthews (Mon-Thurs)
Head of Department-Curriculum Primary	Annabelle Skinner
Head of Department-Curriculum High School	Regina Rae

SCHOOL SUPPORT STAFF

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

CURRICULUM

Teachers at Mackenzie State Special School collaborate to design units that align with the 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 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 TO YEAR 2

Our Early Years Sector programs of instruction are diverse and curriculum delivery is flexible to engage and motivate all students in learning.

Units of Work are differentiated within the sector to ensure the work is engaging. Students Highly Individual Curriculum Plans (HICPs) specify how the student is accessing the curriculum and captures the differentiation and pedagogy needed to maximise the learning of each individual learner. Teachers work in sector teams to ensure insightful differentiation occurs within unit planning so that learning is maximised.

MIDDLE SCHOOL - YEAR 3 TO YEAR 6

Our Middle School Sector programs similarly to Early Years Sector also offer units of instruction that are age-equivalent to same age peers but are highly differentiated, diverse and flexible to engage and motivate all students in learning.

Teachers work together to ensure units of work are authentic and engaging using students interests and ensuring the Australian Curriculum underpins all learning. Students in Middle School are also accessing the curriculum through Highly Individualised Curriculum Plans that cater for the individual needs of students while celebrating the successes.

JUNIOR SECONDARY SCHOOL – YEAR 7 TO YEAR 9

We ensure that our Junior Secondary students are engaged in the learning by developing units that are age-equivalent to same age peers but also engaging using students interests and learning styles.

Teachers collaborate to write units that take into consideration the students age and curriculum levels. Students access the learning via HICPs or Different Year Level – Partial which includes summative assessments at the end of each term.

SENIOR SCHOOLS – YEAR 11 TO YEAR 12

In Years 11 and 12, the school follows the Guide for Individual Learning (GIL), offering tailored individualised learning experiences leading to a Queensland Certificate of Individual Learning.

Students engage in a variety of post-school preparation programs, both on and offsite, serving as a platform to acquire skills outlined in the GILs, which hold particular significance for each individual and support our students to be active participants in the community post school.

Individual needs are identified at the conclusion of Year 10, informing the development of a Student Education and Training Plan (SETP). This plan then shapes a Curriculum Plan, defining individual goals for the final years of schooling.

On-site signature programs, include the Coffee Shop, Thrift Shop, Industrial Laundry, Horticulture, Grounds care, Car Detailing, Independent Living, Drama, Computer Recycling, Catering, and Plant Exchange Service, contribute to this suite of programs. External programs such as SWARA, Circability, and Jigsaw are also currently part of the school's offerings.

COFFEE CART – Open Mondays adjacent Thrift Shop – 9:15am – 12:00pm.
Come along and enjoy coffee & cake combo for \$5

THRIFT SHOP – Open Monday's – 9:15am – 12:30pm.
The Thrift Shop donation trolley will be available every Monday near the bus shed to receive donations.

COFFEE SHOP – Open Wednesdays in our café precinct 10:30am – 12:00pm.
Come along to enjoy some delicious treats made on premises by our catering students.

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

From Prep to Year 12, students will receive 2 academic reports per year.
Parent Teacher Interviews will occur twice a year beginning of Term 1 and beginning of Term 3. Appointments are booked via our Schoolzine platform.

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.

Under the Education (General Provisions) Act 2006 (Qld) (Section 50(2), the cost of 'instruction', 'facilities' and 'administration' are met by the state. 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 and other costs as details in the attached list.

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 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!

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.

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



Hat



Jacket



Tracksuit pants



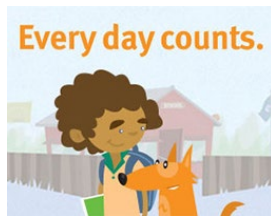
Bag

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.



ATTENDANCE MONITORING

Mackenzie State Special School uses the OneSchool attendance system to monitor student attendance. All students are expected to be in full attendance all day every day of the school year except when they are absent for a valid reason, e.g. illness.

The school attendance record is the most valuable data source available for early detection of students experiencing personal, social and educational difficulties at school. However, for it to be useful, the data must be accurate and current. In this school, it is the responsibility of parents and caregivers to ensure that when their child is absent from school, that the absence is explained using established school attendance procedures (detailed below).

Parents/Caregivers intending to take students for holidays during the school year **MUST** notify the school in writing stating the dates the students will be absent from school and the reason why the absence is necessary.

For security and safety reasons, students must be signed out and collected from the office if they have to leave at any time during the day.

ATTENDANCE PROCEDURE

If a student is going to be absent the parent/caregiver must notify the school on the day of the absence via either the absentee line (as indicated below) or via QParents or the Schoolzine app with an explanation for the absence.

Student absence number: 3420 2100



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

ALL MEDICATIONS

For ALL medications to be administered during school hours and/or during school-related events, provide the school with:

- a completed *Consent to administer medication form is required*
- the medication with an attached pharmacy label, in its original container, with intact packaging.

WHERE YOU WILL NEED ADDITIONAL WRITTEN INFORMATION FROM YOUR HEALTH PRACTITIONER

Medication order to administer 'as needed' form required

- requires medication as an emergency response***
 - asthma Action Plan and/or
 - an Anaphylaxis Action Plan and/or
 - written instructions if your child has more complex health needs.
- requires insulin.*** Your doctor will need to complete a medication order for insulin.
- requires medication 'as needed' (but not as an emergency response).*** eg. Over the counter medications/creams/ointments etc

HAS THE 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.**

All medications and forms are to be handed to our Administration staff.

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. They do this by assisting students to improve their posture, movement and wellbeing. 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.

Physiotherapists will:

- Advise on choice of desks and chairs, specialised seating, mobility and standing equipment
- Advise on posture and positioning to enhance access and participation in classroom activities
- Advise on mobility within the classroom and school grounds
- Recommend adjustments to the school environment to allow the student's involvement in school activities
- Prevent or reduce the chance of further disability through positioning and intervention such as prescription of equipment

SCHOOL OCCUPATIONAL THERAPY

Education Queensland provides occupational therapy services to students with disabilities enrolled in state schools. The focus of these services is to enhance students 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 students education goals

- Promote students 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 students education programs by:
 - Assessing students 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

CHANGE OF PICK-UP ADDRESS/RESPITE/CANCELLATION

Any changes of this nature need to go through the school. Your contact is the Deputy Principal who handles transport issues.

Please remember that the process may take 2-3 weeks to complete.

PARENT/ CARER RESPONSIBILITIES

The bus runs are worked out to quite tight timelines so that the children are spending a minimum time on the bus. The Transport Department contract requires that the vehicles only wait for three (3) minutes before moving on if the child is not ready. If the buses have to wait for several students in the morning, it affects the timetable for pickups for children further along the run. Having your child ready for pick up a few minutes before the bus usually arrives generally solves this problem.

In the afternoon, the bus company must deliver the child to an adult. They are not allowed to leave the child at an empty house. Sometimes there may be an unavoidable delay for yourself in getting to your home to receive your child. If you are going to be late, please take the time to ring the school as we can usually make other arrangements for that afternoon.

The bus contractor is Sunshine Bus Service.

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 a long tsunami sound

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 book 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
- SMS 4 Schools
- P&C Meetings
- Academic Report Cards
- Parent/Teacher interviews
- Communication diary
- Phone & email

ASSEMBLY

Assembly is held every 3rd Friday at 2:00pm in our School Hall. Assembly feature, student awards and other school focus events. Parents/carers are most welcome to attend assembly.

SCHOOL CAMP

Our Junior Secondary & Senior classes plan a school camp (2 nights) at some time during the year. The nature of the camps varies according to the age, abilities and interests of the students.

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 also.

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

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.

