MOUNT OMMANNEY
SPECIAL SCHOOL

2015

INFORMATION HANDBOOK

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Welcome to the Mount Ommaney Special School Community.

Welcome to the Mt Ommaney Special School Community commonly referred to as “MOSS”. Our vision is to provide engaging, relevant curriculum and innovative, specialised teaching in partnership with families and the community in a safe and supportive environment.

We value working with our families and community members and partners as it is through this meaningful collaboration that we are best equipped to meet the unique educational and specialised needs of the students in our care.

All students at our school have an individualised learning program based on their specific needs. Student learning goals are set in collaboration with families, school personnel and students. Learning goals are regularly reviewed and reported on at least twice per year.

The curriculum at Mt Ommaney Special School is based on the Australian Curriculum Mathematics, English, Science and Health and Physical Education. All units of work are highly individualised with a core focus on the development of communication, sensory, physical and personal development needs.

This information handbook has been prepared for parents and caregivers of students who attend Mt Ommaney Special School. It contains information about the school, its staff, its programs and relevant policies.

Children are enrolled in this school in accordance with The Queensland Government Department of Education, Training and Employment policy: Enrolment in State Primary, Secondary and Special Schools. Prior to enrolling any prospective student at Mt Ommaney Special School, parents will be provided with an Enrolment Package and an Enrolment Agreement.

The Enrolment Agreement states clearly the rights, responsibilities and expectations of all those concerned in the ‘education relationship’ at MOSS. It includes documents on a range of school policies and collects information about the student, in order to ensure that the student is eligible for enrolment and that Education Queensland is

- meeting its legal obligations under the Education (General Provisions) Act 2006
- meeting its duty of care to all students and staff and
- administering and planning for the provision of appropriate education and support services to all students.

This Enrolment Agreement is subject to Information Standard 42-Information Privacy (IS42) and is to be voluntarily signed by both the parents and principal.

We look forward to working closely with you to ensure your child meets their very best learning needs in a safe, supportive and fun environment.

Susan Christensen
VALUES AND BELIEFS STATEMENTS

Fundamental beliefs central to the delivery of school programs at Mt Ommaney Special School are that:

- Every student will be provided with a high quality educational program that is relevant and appropriate to their needs.

- Educational programs will be student centred, individualised, specialised and embrace innovation.

- Contemporary teaching practices, built from evidence based research, are most effective when collaboration and reflection occur.

- Students benefit from a holistic approach to education that enables them, builds personal independence and promotes self-esteem.

- Students learn best in an environment that is safe, supportive, healthy, respectful and promotes a sense of fun and enjoyment.

- Staff will provide quality educational experiences in close collaboration with families and community.

- The principles of equity and social justice will drive decision making. Difference is respected and celebrated.

- Every member of our community, including students, staff and families are learners.
STAFF and SUPPORTS for 2015

ADMINISTRATION
Principal          Susan Christensen
Deputy Principal  Karen Walton
Head of Special Education Services (ECDP) Sandra Schuptar
Head of Curriculum Tracy Cronin
Business Services Manager Sarah Hansen
Administrative Officer Helen Gilmour

PROFESSIONAL SUPPORT STAFF
Nurses            MOSS has access to EQ Nurses who provide outreach services to students enrolled in regional schools – our nurses for 2015 are Helen Higgins and Ainsley Robbins
Education Program Officer Jim Green and Bettina Moffat (Wed)
Swimming          Nicola Champeaux
Guidance Officer   Kim Johnson
Library            To be determined
Chaplain          Hollie Baillie  Wed and Thurs

THERAPY SERVICES
The school accesses Physiotherapy, Occupational Therapy and Speech Language Pathology services. Therapists work closely with classroom teachers to assess the needs of students for whom therapy support has been requested. These services are then delivered on a prioritised basis.

PARENTS’ & CITIZENS’ ASSOCIATION
2014 committee -
President          Sondra Vandeleur
Vice President     Shabnam Rigg
Secretary          Jen McDonald
Treasurer          Liza-Jane Raggatt

The school P & C Association meets on Monday evenings at 6:30pm, every 6 weeks (unless notified otherwise) in the staffroom of the Administration building at school. All are welcome. The first meeting for 2015 is in early February.

pandcpresident@mtommanespecs.eq.edu.au
ABSENTEEISM
Parents/caregivers are asked to telephone or SMS the school *daily* on the dedicated student absence line when a child will be absent. Please follow the prompts and leave your child’s name, class and the reason for the absence.

*Student Absence Telephone No - 3717 6860  SMS: 0447 100 209*

BEHAVIOUR SUPPORT
Mt Ommaney Special School’s *RESPONSIBLE BEHAVIOUR PLAN FOR STUDENTS 2012-2015* outlines our school’s expectations about student behaviour, processes for managing behaviour and consequences for unacceptable behaviour.

Mt Ommaney Special School and the ECDP follow the general principles of *SCHOOL-WIDE POSITIVE BEHAVIOUR SUPPORT*. Class teams and families work together to support positive student behaviour and to understand and address behaviours that are inappropriate and/or challenging.

Some students may need an *Individual Positive Behaviour Support Plan*. These are prepared, implemented and reviewed by the classroom teacher with the Positive Behaviour Support team, after conversations with staff and families.

BEGINNING YEAR SUPPLIES
At Mt Ommaney Special School, as in all other state schools, families are asked to provide necessary items at the start of a new school year, to assist their child’s class teacher. A list of these required items will be sent home, ready to start in Term 1.

This list includes such things as an A4/A5 diary for home/school communication, a USB stick, laminating film, photocopy paper, tissues and ‘wet wipes’, sunscreen, PVA glue and so on. These will stay in the child’s classroom and be used for activities within that group, or will go to the main office for general use, on your child’s behalf.

BUS/CAR SET DOWN AREA
In the morning, the times of arrival of cars and buses are staggered to minimise congestion. In the afternoon, many drivers may be arriving at the same time. There is a designated, ‘short-term only’ parking space for MOSS parents at the *set down area*, in the right-side outer lane.

*We ask those who need to park for longer than 5 minutes to move forward from the set down area and over to the far left, to the two ‘Disabled’ car parking bays, or to move down into the ‘Parent’ bay in the general car park.*

There is also parking available for parents of students in the Early Years program (Blocks E and G), in the car park near to the Early Childhood Development Program – turn right as you come up the main drive into the school.
CAMPS

Some classes may attend camps during the year, providing opportunities for students to experience extended ‘community based’ activities. All camps are carefully planned, approved by the Principal and the P&C and are well supervised. Parents will be fully informed of camp details in advance and invoiced for costs.

CHANGES TO ARRIVAL AND PICK-UP TIMES

If it is necessary for you to collect your child and remove them from class programs during the day (e.g: for a scheduled doctor's appointment) we ask that you do this first through Administration.

*It is quite acceptable for you to advise the school of any appointments via the home/school diary but we do ask that when you arrive to collect your child, please go through Administration and speak to one of the staff there, before you go to your child’s classroom.*

Should the school contact you about an urgent health matter concerning your child you will not be required in that instance to go through Administration first, but we request that you do so for all other school visits.

This procedure is necessary because the Principal is accountable for the safety and welfare of all students during school time and it’s essential that we are aware when any student has left the campus and that only authorised personnel are on school grounds.

CHAPLAINCY

Ms Hollie Bailey will be available to families, staff and students of both the main school and our Early Childhood Development Program (ECDP) on Wednesdays and Thursdays. Hollie has a desk in the Administration building but can also be found ‘out and about’ around the school and ECDP. She can be contacted directly on her mobile phone 0409 053 598.

Chaplains provide support services across many settings to any person, whether or not people have particular religious convictions. In our school community, Hollie will primarily be available to offer spiritual, social and emotional support to parents, staff and the school community and to also help with connecting the school into the wider community. If you feel the need to talk confidentially about a significant issue; if you are uncertain about what to do and would appreciate a ‘listening’ ear (really, the issues are yours) then Hollie would be an appropriate and supportive person. She has a wealth of experience in the areas of disability support, family life and working with young people and is a very welcome member of the school and ECDP teams.
COMMUNICATING WITH THE SCHOOL

All classes have a home/school communication diary system by which parents/caregivers and teachers can alert each other to daily issues. These books are very important and when used regularly, allow for the quick and reliable sharing of information about a student’s well-being, achievements, appointments and so on.

There is an SMS service to alert families to important information and emails are also sent as needed, some regularly such as the school newsletter. This service is also in place to support whole school emergency management (e.g. floods, natural disaster etc).

From time to time during the year, you may wish to contact particular people at the school for a longer chat or to discuss a problem. If you wish to see the class teacher or therapist, the Principal or Deputy Principal, it would be preferable for you to phone and make an appointment. This would ensure that we are able to give you a convenient time for a meeting.

The school policy is to discourage telephone calls during class time, due to the disruption to student programs. However, each classroom, the nurse’s room and the therapist’s rooms have a telephone extension if the matter is urgent.

If you need to telephone rather than use the home/school diary, please call between 8.25 - 9.00 am and 2.45 - 3.15 pm. Your child’s class teacher/therapist is usually available during these times.

COMPLAINTS MANAGEMENT

If Mt Ommaney Special School is to provide quality education services that meet the needs of its community, we need feedback, both positive and negative. Concerns and complaints will be responded to as a matter of priority and will be used as a means of improving our school’s services to students and parents/carers. However, there are certain guidelines that underpin the Complaints Management process, including the following:

- parties should attempt to resolve complaints at the point where the problem or issue arose
- if a complaint is made about a person, that person has the right to know details of the complaint and be given the opportunity to reply
- all people involved in the complaint process have the right of support of a third party
- Complaint Management will be unbiased, objective and impartial
- Education Queensland will handle all complaints fairly and with due regard to the rights of employees who are the subject of the complaint
- Complaint Management will be implemented flexibly, in ways that are culturally appropriate and responsive to any special needs of those involved
- personal information collected as part of the complaints process will not be made public
- anonymous complaints will be accepted but complainants are reminded that refusal to supply information may significantly hinder the ability to adequately investigate or resolve complaints
- Designated executive and local, administrative Education Queensland staff have the delegated power to determine whether complaints are frivolous or vexatious
- To clarify concerns and attend appropriately, a request may be made to put the complaint details in writing

COPYRIGHT

This school, as all other state schools, falls under the heading of ‘Educational Institutions’ and as such, is bound by regulations under the Copyright Act. Our advisory body is The Australian Copyright Council.

EDUCATIONAL COSTS/CHARGES - REFUND POLICY

At Mount Ommaney Special 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 Parents and Citizens 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; and
- A specialised educational program.

A school fee is directed to the purpose for which it is charged.

School fees for excursions and camps are calculated on a cost recovery only basis (cost neutral), according to the number of students who have indicated their attendance.

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 non-participation of a student who had previously indicated attendance to the activity, fees already paid for an excursion or school camp may be refunded in full or in part or not at all, having regard to the associated expenses incurred and the circumstances of the non-participation.

Cost neutral school activities may at times result in a surplus for an activity, i.e. total revenues exceed total expenses for the activity. Any surplus funds in cost neutral cost centres must be accounted for appropriately. If the surplus is significant a credit will be issued to students involved and applied against outstanding amounts or future invoices.

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 original receipt relating to the payment for which a refund is being sought. A Request for Refund must be made within 20 working days of date of activity.
ENROLMENT INFORMATION

The student *Enrolment Agreement* is required to be completed by the student’s parent/caregiver after a course of interviews with school staff, usually the Principal or Deputy Principal, the nurse if appropriate, sometimes the Guidance Officer and the class teacher. This document is a compilation of the stated expectations of all persons involved in the education process at Mt Ommaney Special School and information provided by you regarding your child. It is vital in assisting the school to better meet individual needs. Privacy issues and confidentiality of this document are addressed and maintained. (An Interpreter service can be obtained if required). Other documentation is also provided at this time for families to complete and permissions are sought for a wide variety of school based services.

PRIVACY STATEMENT

The Department of Education, Training and Employment (DETE) is collecting the information on this form for the purposes outlined in the Education (General Provisions) Act 2006 (EGPA 2006), and in particular for:

- assessing whether your application for enrolment should be approved
- meeting reporting obligations required by law or under Commonwealth – State funding arrangements
- administering and planning for providing appropriate education, training and support services to students
- assisting departmental staff to maintain the good order and management of schools, and to fulfil their duty of care to all students and staff
- communicating with students and parents.

This collection is authorised by ss. 155 and 428 of the EGPA 2006. DETE will disclose personal information from this form to the Queensland Studies Authority when opening student accounts, in compliance with Part 2A of the Education (Queensland Studies Authority) Act 2002 (Qld). Personal information from this form will also be supplied to Centrelink in compliance with ss.194 and 196 of the Social Security (Administration) Act 1999 (Cth). De-identified information concerning parents’ school and non-school education, occupation group and main language other than English and students’ country of birth, main language other than English, sex and Indigenous status, is supplied to the Commonwealth Department of Education, Employment and Workplace Relations in compliance with Commonwealth – State funding agreements.

Personal information collected on this form may also be disclosed to third parties where authorised or required by law. Your information will be stored securely. If you wish to access or correct any of the personal information on this form or discuss how it has been dealt with, please contact your child’s school in the first instance. If you have a concern or complaint about the way your personal information has been collected, used, stored or disclosed, please also contact your child’s school in the first instance.

For more information around student privacy, you may wish to follow the link below...


EXCURSIONS (Variations to School Routines)

All students at Mt Ommaney Special School have opportunities to leave the school grounds and use facilities or access activities in the wider community, such as cultural centres, walking tracks, parks, playgrounds, libraries, local shops and so on. Such outings are planned so as to extend student learning and promote the practising of particular skills outside the normal school environment. Teachers will inform families about these outings, which are all approved by the Principal. These are usually at no cost but occasionally teachers will want to take their classes to special locations or activities and families will then be invoiced accordingly.
HOME/SCHOOL DIARIES

At the beginning of the year, parents need to provide their child with an A4 or A5 diary to be used for home/school communication. This is to establish communication channels between parents/caregivers and teaching staff. We encourage parents to use this book on a daily basis, to exchange ideas and to inform teachers of significant happenings for your child.

Teachers really appreciate a parent’s daily comments in this book and value the information that comes from home about the child’s health matters, sleep issues, habits, preferences and so on. Messages to other members of your child’s team can also be communicated through the home/school diary.

(Other forms of home/school communication such as email and SMS services are also used)

ILLNESS AND SCHOOL ATTENDANCE

Sometimes students and adults need to be away from school for their own well-being and for the well-being of others. Students and adults who are **physically unwell, or who have symptoms that interfere with their ability to learn, to participate in the school day, cause them distress, and/or are potentially infectious** should stay home from school.

Some illnesses/medical conditions have a specific **exclusion period**, requiring exclusion from school to prevent the spread of infectious diseases among staff and children. Recommended exclusion periods are enforced to prevent the introduction or reduce the spread of a particular illness within the school. These periods are usually based on the time that a person with a specific disease or condition might be **infectious** to others.

The exclusion period is the **minimum period** that is required for the student or adult to be away from school. However, it may be necessary for the student or adult to stay away from school longer than the minimum exclusion period to recover from an illness.

**When a child becomes unwell at school or appears to be unwell during the school day, parents/caregivers will be contacted and advised to take their child home.**

The decision to send a child home due to ill health will be at the discretion of the Principal, in consultation with the classroom teacher and school nurse (where possible) and in accordance with **EDUCATION QUEENSLAND’S** policy Infection Control and the accompanying Health & Safety Fact Sheet Infectious Disease at School/Work: What to Do


The following link will take you to the Queensland Health site where you can download a copy of the **Time Out** poster which provides information on the recommended minimum exclusion periods for infectious conditions and will assist schools to meet the requirements of the Public Health Act 2005


Parents should abide by these guidelines when their child is unwell, to limit infections being passed to other students or staff. If your child becomes unwell and cannot participate in their learning program, or is potentially infectious to others, you will be contacted and requested to pick up your child.
INDIVIDUAL CURRICULUM PLANS/ INDIVIDUAL LEARNING PLANS/ SET PLANS

Schools must meet the requirements of the Disability Discrimination Act and the Disability Standards for Education 2005 (The Standards). These require that parents/carers be consulted when adjustments are made to the curriculum provided to students. Individual Curriculum Plans are a mandated requirement for any student who needs a different year-level curriculum (at a higher or lower level) than their age cohort. These plans are to document the intended curriculum, pedagogy and assessment provisions for the next reporting period. Parents must endorse these plans, which are then approved by the Principal.

Mt Ommaney Special School students also have an Individual Learning Plan. These plans outline the individualised, prioritised goals agreed for each child, and focus on the development of foundational skills required across all learning (they are not specific to any particular “subject” or curriculum area). The curriculum decisions and individualised goals are selected at meetings with parents/caregivers and members of the student’s school team, held at mutually convenient times during Term 1 (March/April) and then again to review the plans in Term 3 (September/October).

All class teachers will produce ICP, ILP and review documents in a standard format and copies will be sent home to families.

Families may wish to find out more about Individual Curriculum and Learning Plans by following the link below


When our students turn 15, the focus of their educational programs shifts towards the young person’s future life, as a young adult, post-school. Students are registered with the QUEENSLAND CURRICULUM AND ASSESSMENT AUTHORITY (in SLIMS) and a Senior Education and Training Plan or SET Plan is produced before the student turns 16.

Each year, our school offers opportunities for a P.A.T.H (Planning Alternate Tomorrows with Hope) meeting, to look at issues around preparing the young person for their post-school life. This and the SET Plan are developed out of a process of consultation between families, the young person where possible, school staff and other appropriate people.

SET Plans form the basis of curriculum planning for students in the senior phase of schooling and information is used to prepare QCAA Curriculum Plans, which are passed onto the Queensland Studies Authority.

SET Plans are reviewed once a year, if possible, at the same time as the ICP/ILP.

Individualised certificates are issued to students by QCAA after graduation from school, based on information from this school-based planning and the student’s achievements.
The best control of infections is to prevent transmission. Use standard precautions, be up-to-date with immunisations, and use minimum exclusion periods.

**Standard precautions:** hand washing, using gloves/protective clothing, and appropriate disposal of waste. All body fluids should be treated as potentially infectious. Students should be included in infection control practices.

Wear gloves when handling body fluid/non intact skin. Change gloves between tasks, remove promptly and wash hands thoroughly. Use hand gels provided across the campus as an adjunct to good hand washing practices.

Use warm to hot soapy water for washing dishes and wiping kitchen surfaces. *Strobe* cleaner can also be used on surfaces. Leave dishes to air dry. Change and launder tea towels daily. Dish washing cloths/sponges should be changed and washed daily and either hot tumble dried or allowed to air dry in the sun.

Do not use the dishcloth to wipe spills on the floor; use paper towel.

Classroom equipment should be cleaned using warm to hot soapy water or *Strobe* cleaner. Allow to air dry/use paper towel. Clean daily or immediately after contact with bodily fluids. Toys are to be cleaned after each session of use and are not to be shared without being cleaned/air dried in the sun.

Plinths and change tables should be washed immediately after use with soapy water or *Strobe* liquid cleaner.

Air dry or use paper towels.

All student clothing/linen should be supplied from home and returned home for laundering, including swimming togs and towels. Do not rinse or soak soiled clothing. Solid material can be flushed down the toilet and items sealed in plastic bags. This minimises the risk of transferring infections, as well as freeing staff to engage in educational programming. Student clothing and linen should not be shared between students. Students must only wear togs supplied from home, or they do not swim. Togs must not be shared between students and must not be washed at school – allow to air dry and return home.

On occasions when school linen must be used (aprons, face cloths), it is preferable to wash in warm water and detergent, and sun/air dry if possible. Hot tumble drying is also recommended. If able, rinse or soak in the washing machine, not the sink. The amount of powder needed varies so check according to machine type; adjust according to load size and if not able to wash a full load, carry over to the next day.

To clean up body fluid spills, wear protective equipment. Remove any solid debris with paper towel. Clean with *Vitality* liquid cleaner and paper towel. Alert the Cleaning team to the spill for extra attention later. If body fluids are on the skin, wash area well with warm soapy water. If in eyes, thoroughly rinse with water. If in mouth, spit out and rinse well. Report/complete incident form. Contact GP if concerned.

Fridge temperature should be maintained at 4-5°C, and freezer 15-18°C. Reheat food to steaming hot. Ensure food heated in the microwave is steaming, stir during cooking and let stand for 3-5 minutes.

If a student becomes unwell at school and the teacher feels the student is unable to participate in their learning program, the DP/Principal should be contacted. If staff are concerned that the student may have an infectious illness, contact the DP/Principal. Record any parent or other contacts on OneSchool.

If a student has a fever, it is not necessary to know their temperature as it is a natural bodily defence to fight infection. There is usually no need to try to reduce a fever. Encourage fluids and maintain comfort. It is best to let a fever run its course. Alert the DP/Principal.

**PLEASE NOTE THAT STATE SCHOOLS ARE NO LONGER ABLE TO ADMINISTER MEDICATION SUCH AS Paracetamol WITHOUT A DOCTOR’S PRESCRIPTION.**
INFORMATION and COMMUNICATION TECHNOLOGIES

Mount Ommaney Special School prepares and keeps digital information around planning for individual students, including ICPs/ILPs, reports, mealtime plans, manual handling and risk assessments, communication assessments etc. This information is used for reporting and assessment purposes. This campus, as all other state schools, is part of EQ's OneSchool network. Here, school information is maintained and accessed to meet departmental requirements, allow for contact with parents and carers, prepare ‘end of semester’ and other student reports, etc.

Access to school-based computer systems and iPads is strictly controlled by Queensland Government regulations and administered by our administration staff. Only users with authorisation privileges have password access.

Student permission for participation in ICT related activities is sought on enrolment and covers all the aforementioned activities. Permission lasts until either the student leaves school or until parents/guardians seek to change the permissions given.

The Mount Ommaney Special School website found at www.mtommanespecs.eq.edu.au provides general school information, regular newsletters, special features on classes and class news, a photo gallery and other school documents.

Mount Ommaney Special School staff produce an end of year digital presentation on student achievements and class programs which is viewed by parents, friends and staff at the school Christmas break up in Term 4.

INSURANCE COVER FOR STUDENTS

Some school activities and physical education, particularly contact sports, carry inherent risks of injury. Parents are advised the Department of Education and Training does not have student accident insurance cover for students. If your child is injured at school as a result of an accident or incident, all costs associated with the injury, including medical costs are the responsibility of the parent or caregiver. Some incidental medical costs may be covered by Medicare. If you have private health insurance, some costs may also be covered by your provider. Any other costs must be covered by parents. Student accident insurance pays some benefits in certain circumstances should your child have an accident. It is up to all parents to decide what types and what level of private insurance they wish to arrange to cover their child. Please contact your insurer or an approved Australian insurance broker if you wish to take out student personal accident insurance cover for your child.

LOST CLOTHING

Please label all clothing and items sent to school to assist staff with children's personal items.

If any clothing is mislaid at school, please advise your child's teacher as soon as possible. If any wrong clothing is sent home in your child's bag, please also advise the class teacher and return it as soon as possible.
MEDICATION AT SCHOOL

Education Queensland recognises that some students require medication to be administered at school. School staff can assist a student with medication under the carer provisions of the Health (Drugs and Poisons) Regulation Act (1996). EQ’s Medication Policy can be made available to you here...


In order for a school staff member to assist a student with administration of prescribed medication (routine or emergency), they require:

- A completed Request to Administer Medication at School form (see below) completed and signed by the student’s parent or legal guardian.

- The medication to be in the original container with an attached prescription pharmacy label which constitutes a medical authority and includes:
  - student name
  - dose
  - time to be given
  - any other relevant directions for use

School staff will follow the directions on the medication’s original label.

- For over-the-counter products such as paracetamol, the above form needs to be completed and ALSO signed by a medical practitioner.

SCHOOL STAFF CANNOT ADMINISTER THESE PRODUCTS UNLESS THE ABOVE GUIDELINES ARE MET.

Some Mount Ommaney Special School students also have a gastrostomy. We are requesting that these students are supplied from home with a small hygiene kit, for use at school. Our nurses suggest that this kit include some guaze swabs, saline solution, tape and dry dressings. Classroom staff will let families know when these kits need replenishing. Waterproof film should also be provided for fully covering gastrostomy buttons on school swimming days.

Please contact the school if you would like further information on any of these health related issues.
MY TIME

The campus offers regular opportunities for parents and carers to meet together and provide mutual support through the My Time program. The fortnightly sessions cover a wide variety of topics of interest to and chosen by families, often with a visiting speaker. Baby-sitting is provided at no charge. Please contact our chaplain, Hollie Bailey for more information on this program.

NON-CONTACT TIME

Full-time teachers in Queensland state schools have at least two hours ‘non-contact time’ per week. This is time away from classes for professional preparation, record keeping, making classroom resources and ICP/ILP development. At Mount Ommaney Special School, teachers’ non-contact time is typically organised into whole day blocks. Other teachers will take your child’s class at those times.

NURSING SERVICES

The Department of Education, Training and Employment (DETE) provides a nursing service to Queensland state schools. Education Queensland Registered Nurses work in partnership with students, parents and school staff to safely manage the health related procedures of students with a specialised health need. Our service is staffed by experienced, registered nurses who have the flexibility and knowledge to build the capacity of school staff to manage the health needs of students who require specialised health procedures and or interventions.

If your child has a specialised health need or a complex medical condition, they may be eligible for referral to the EQ Nursing Service. Please discuss this further with your child’s teacher, Deputy Principal or Principal.

PARENTS’ & CITIZENS’ ASSOCIATION

MOSS has an active committee that currently meets on Monday nights at 6:30pm approximately every 6 weeks throughout the school year. The school principal, Susan Christensen, the Education Program Officer, Jim Green and the school Chaplin, Hollie Bailey, all attend these meetings and give reports on school activities. The meetings run for approximately 1-2 hours and are a great opportunity to catch up on what is going on in the school on both a day to day level and a global strategic level. We undertake numerous fundraising activities during the year including “Baby and Kids Markets” and the annual “Student Art Show and Auction”. These activities are greatly supported by the school, with the proceeds re-invested into the school. In the last few years, this has been via free “Family Fun Days” and “Christmas Party” open to all school families, as well as the purchase of therapy equipment for students. The P&C also supports the availability of school uniforms to families at cost price, through the Admin. office. Throughout 2014 the P&C worked with community organizations to try and develop an Outside School Hours Care program, as well as to maintain and develop the Vacation Care program run by Uniting Care Community. All parents and extended community members associated with MOSS are welcome to attend these meetings and even stand as members of the P&C executive in 2015.
PARENTAL INVOLVEMENT

Please be aware that mornings are quality learning time for students. We ask our families to ensure that their children are ready for school at the daily start time of 8:45am. Your own involvement in all school activities, such as excursions, swimming classes, music sessions, sports day and ‘fun’ days is actively encouraged.

Assistance with library and resource room needs and of course in fund raising activities such as barbeques, raffles, special “market” days and other activities such as coffee mornings etc, is also very much appreciated.

Should you need to discuss at length your child’s progress, particular issues or a general update, our teachers are very happy to arrange a time to discuss any queries you have before or after school program times.

PICK UP BY CAREGIVERS/GRANDPARENTS ETC

If your child is being collected by someone other than the regular caregiver, it will be necessary for you to authorise the school to hand over your child to this carer.

Again this can be done simply by putting a note in the home/school book about the change of arrangement. For your child’s safety and your own convenience, it is essential that prior notice be given to the school.

If a new carer, friend or neighbour etc is collecting your child, it will be necessary for the school to check the identity of this person before we can release your child to them.

PLANNING & ACCOUNTABILITY

State schools in Queensland operate within the public education system and local community. Over the past few years, MOSS has undertaken a range of planning and review activities.

In 2012, the Mount Ommaney Special School Strategic PLAN 2013-2016 was prepared - this planning document is available on our campus website. The Annual Implementation Plan is prepared in Term 1 and the School Annual Report in Term 3 every year.

In 2012, a Teaching and Learning Audit was conducted in MOSS and the ECDP.

A School Discipline Audit was also conducted in 2014.
RELIGIOUS INSTRUCTION

Legislation allows for religious leaders or accredited representatives of a faith group to provide on-site religious instruction to school students older than Prep age, to develop and support particular beliefs, values and attitudes.

Students in year equivalents 1-12 at Mt Ommaney Special School are visited weekly in combined class groups, by Christian volunteers from THE LITTLE KING’S MOVEMENT. This is for a half hour session of non-denominational welcome, songs and stories. These friends of the school have a long history of involvement with both students and staff at MOSS, through times of both celebration and sorrow.

On enrolment, or at any subsequent time, you may indicate your permission or not, for your child’s attendance at these sessions.

The following link will take you to the policy on religious education in Queensland state schools


RESPITE

EQ approves transport to centres providing respite care for eligible students. This transport approval takes time to arrange. Generally at least one week’s notice is required. This approval must be submitted on the appropriate form, through the Transport assessor or Principal.

Families who would like some advice and possible assistance around processes when planning for respite for their child may wish to talk to our Chaplain Hollie Bailey. Contact should also be made with their local Department of Communities Disability Services team, using the following link


SPECIAL NOTE: RESPONSIBILITY FOR INFORMING THE SCHOOL REGARDING BOTH THE DATES OF RESPITE AND THE NAME OF THE RESPITE CENTRE RESTS WITH PARENTS/CAREGIVERS.

SCHOOL HOURS

Staff are on duty from 8.30 am to receive students from buses, taxis and cars. Learning activities and instruction commence at 9.00am and conclude at 2.40 pm. Students depart the school by buses, taxis and cars from 2.45pm.
SCHOOL/STUDENT REPORTING

Methods of reporting to parents at Mt Ommaney Special School include phone calls, home diaries, parent/teacher discussions, ILP/SET Plan meetings with the whole team, school newsletters and formal student reports sent home at the end of Semesters 1 and 4. Graduating students, or those who have completed their 24 semesters of schooling will also receive the Queensland Certificate of Individual Achievement, issued directly to them by the QUEENSLAND CURRICULUM AND ASSESSMENT AUTHORITY.

SCHOOL TRANSPORT ASSISTANCE PROGRAM FOR STUDENTS WITH DISABILITIES

Parents can make application for transport assistance to/from school for their child. Eligibility is assessed and approval is granted by staff external to the school. Information about the scheme can be found at the link below


SMOKING

The whole school is a NON SMOKING ZONE. All staff, parents and visitors are required to abide by this Government requirement whilst on the premises.

SUN PROTECTION

Mount Ommaney Special School and the Early Childhood Development Program’s SunSmart Policy is available on the school’s website. This policy is reviewed every three years.

SWIMMING

Mt Ommaney Special School has its own indoor heated pool. All swimming programs are supported by our Phys.Ed teacher, trained staff and/or Physiotherapist. All staff who take students into the water or who act as ‘spotters’ are familiar with our pool policy document.
TERM DATES / PUBLIC HOLIDAYS

School recommences for 2014 on **Tuesday, January 28th** (Monday Jan 27th is the Australia Day public holiday). At the time of publication, the proposed term dates are

<table>
<thead>
<tr>
<th>Term</th>
<th>Dates</th>
<th>Notes</th>
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<tbody>
<tr>
<td>Term 1</td>
<td>Tuesday 28th January - Friday 4th April</td>
<td></td>
</tr>
<tr>
<td>Term 2</td>
<td>Tuesday 22nd April - Friday 27th June</td>
<td></td>
</tr>
<tr>
<td>Term 3</td>
<td>Monday 14th July - Friday 19th September</td>
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<tr>
<td>Term 4</td>
<td>Tuesday 7th October - Friday 12th December</td>
<td></td>
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</tbody>
</table>

**JANUARY**
Pupil Free 21st, 22nd and 23rd
Australia Day 26th
Term 1 begins 27th

**FEBRUARY**

**MARCH**

**APRIL**
Term 1 ends 2nd
Public holidays 3rd, 4th and 6th and the 25th
Term 2 begins 20th

**MAY**
Public Holiday 8th
Term 2 ends 26th

**JUNE**
Term 3 begins 13th

**JULY**

**AUGUST**
Public Holiday 12th

**SEPTEMBER**
Term 3 ends 18th

**OCTOBER**
Public Holiday 5th
Term 4 begins 6th

**NOVEMBER**

**DECEMBER**
Term 4 ends 11th

TERM DATES / SCHOOL HOLIDAY FOR OTHER STATES OF AUSTRALIA

For information on holidays/terms in other States please contact the relevant Department of Education in each state as indicated below to ensure accuracy of information provided. Phone numbers and Internet sites, where known, are provided below.

<table>
<thead>
<tr>
<th>State / Territory</th>
<th>Phone</th>
<th>Website</th>
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<tbody>
<tr>
<td>Qld School</td>
<td>07 3237 1188</td>
<td><a href="http://education.qld.gov.au">http://education.qld.gov.au</a></td>
</tr>
<tr>
<td>Western Australia</td>
<td>08 9264 5006</td>
<td><a href="http://www.eddept.wa.edu.au/">http://www.eddept.wa.edu.au/</a></td>
</tr>
</tbody>
</table>

Further information on Public Holidays or Agricultural Show days for Queensland as set by the Department of Industrial Relations (DIR) is available at the following **Justice and Attorney General** website [www.justice.qld.gov.au](http://www.justice.qld.gov.au)
UNIFORMS/STUDENT DRESS CODE

EQ guidelines encourage 'sun safe' and unisex uniforms. The MOSS uniform is available through the front office. Order forms are sent out regularly during the year. Each student will receive one free shirt through the campus P&C, upon enrolment. The wearing of uniforms is strongly encouraged, especially for activities that occur outside of school (e.g. excursions).

When dressing your child for school, please consider “ease” of dressing. This will assist school staff with any necessary changes of clothing and maximise your child’s independence wherever possible.

Please also enclose at least one complete change of seasonally appropriate clothes in your child’s school bag each day.

VOLUNTEERS

The school uses volunteers to assist with the implementation of particular programs or for general classroom help. All volunteers are required to:

- have a current BLUE Card from the Commission for Children and Young People and Child Guardian
- participate in the school volunteer induction program
- work under the direct instruction and supervision of a professional staff member
- wear a volunteer name tag

Mount Ommaney Special School values the work of our volunteers, many of whom have and continue to donate their services over a long period of time.