



## Merrimac State School Dress Code

Section 360 of the Education General Provisions Act (2006) states that

1. A State school's principal may develop a dress code for the school's students that is to apply when the students are attending, or representing, the school
2. The dress code may provide for the following:
  - standards of what is acceptable in relation to the clothing worn by the students, including headwear and footwear;
  - standards of what is acceptable in relation to other aspects of the personal presentation of the students.

Merrimac State School has developed its School Dress Code in consultation with the school community, including staff, students, P&C and School Council. The dress code addresses three important aspects - safety, appearance and comfort.

### Standards:

The School Dress Code stipulates the following standards:

1. The wearing of school/sports uniform at all times, unless otherwise stipulated by the principal (such as Free Dress Days)
2. All students are to wear enclosed shoes/joggers
3. Brimmed hats are to be worn for all outdoor activities
4. Students are not permitted to wear makeup or nail polish
5. In the case of safety and practicality, jewellery is to be kept to a minimum. Boys and girls may wear a watch and plain studs or sleepers in their ears. Make-up and nail polish are not allowed. No other form of jewellery or adornment is to be worn, except for medical, cultural or religious purposes. Students may be asked to remove jewellery for some activities. No responsibility will be taken should jewellery or other valuables be lost or damaged
6. Girls with longer hair are required to have hair tied back and out of their face
7. Coloured hair other than natural colours is not acceptable
8. When participating in swimming activities all students are required to wear swimming caps and girls are required to wear one piece swimming outfits
9. On Free Dress Days, clothing should be of a standard that is deemed safe, appropriate and not likely to cause offence.

### Consequences:

Depending on the circumstances students in breach of the act may be:

- Prevented from attending an activity where they are representing the school
- Prevented from participating in an activity where safety is an issue
- Required to remove inappropriate clothing or jewellery
- Requested to change into school supplied shirts, shorts or jumpers
- Given a detention for non compliance with the Dress Code.

This Merrimac State School Dress Code has the endorsement of the P&C President, School Council Chairperson and the Principal.



### Schedule of Fees and Charges for Merrimac State School

The Education Act (General Provisions) 2006, allows for schools to charge fees or request voluntary contributions for a range of activities. The schedule below identifies those areas for which fees or contributions are sought during the school year.

**Fees** will be charged for the following activities:

1. School Excursions
2. Transport to and from sporting events
3. Transport to and from swimming/surfing lessons
4. Hire of musical instruments and program access
5. School Camps
6. Participation in International Exchange Program/s
7. Participation in National Capital Tour
8. Sporting and artistic programs that extend beyond the core curriculum (such as District, Regional, State and National sporting carnivals, Musical showcases, and Eisteddfod)
9. Specialised programs that fall outside the standard curriculum (such as additional instrumental instruction)
10. ICT consumables
11. Swimming/surfing Levies
12. Photocopying of workbooks
13. Educational services purchased from a provider other than the State school where the student is enrolled (such as Arts Council)
14. Year 6 Graduation.

**Voluntary Contributions** will be requested for the following:

1. Reprographics (other than photocopies of workbooks)
2. Arts and Craft supplies
3. Cooking materials
4. P&C Contributions

The above schedule is endorsed by the Merrimac State School Parents and Citizens Association Treasurer, School Council Chairperson and Principal



## Information for Students and Parents On School ICT Network Usage

To ensure young Queenslanders are well equipped to contribute fully to the information economy, the education sector is responding to the innovation directions of the [Smart State Strategy](#) through [Smart Classrooms](#).

This strategy underpins the growth and improvement in innovative programs and resources in schools for teachers and students. Essential tools for providing these innovative educational programs are the intranet, internet, email and network services. These technologies are vital for the contemporary educational program provided in schools. At all times students will act in line with the requirements of the Code of School behaviour and the specific rules of their school

### ***What is acceptable/appropriate use/behaviour by a student?***

It is acceptable for students to use school computers and network infrastructure for:

- assigned class work and assignments set by teachers;
- developing appropriate literacy, communication and information skills;
- authoring text, artwork, audio and visual material for publication on the Intranet or Internet for educational purposes as supervised and approved by the school;
- conducting general research for school activities and projects;
- communicating or collaborating with other students, teachers, parents or experts in relation to school work;
- accessing online references such as dictionaries, encyclopaedias, etc.
- researching and learning through the Department's e-learning environment.

### ***What is unacceptable/inappropriate use/behaviour by a student?***

It is unacceptable for students to:

- use the IT resources in an unlawful manner
- download, distribute or publish offensive messages or pictures;
- insult, harass or attack others or use obscene or abusive language;
- deliberately waste printing and Internet resources;
- damage computers, printers or the network equipment;
- commit plagiarism or violate copyright laws;
- use unsupervised internet chat;
- use online email services (e.g. hotmail), send chain letters or Spam e-mail (junk mail)
- knowingly download viruses or any other programs capable of breaching the Department's networks security.

Usernames and passwords are to be kept private by the student and not divulged to any other individual (e.g. a student should not share their username and password with fellow students).

Students cannot use another student or staff member's username or password to access the school's network, including not trespassing in another person's files, home drive or e-mail.

Additionally, students should not divulge personal information (e.g. name, parent's name, address, phone numbers), via the internet or e-mail, to unknown entities or for reasons other than to fulfil the educational program requirements of the school.

Students and parents are to employ caution with the use of mobile devices e.g. USBs, particularly as these devices can store significant numbers and sizes of files some of which may be unacceptable at school e.g. games and "exe" files which may contain viruses. Please note that personal files on USBs may be deleted by the Department's malware protection.

### ***What is expected of schools when providing student's with access to ICT facilities?***

Schools will provide information in relation to student access to and use of the network and reserve the right to restrict/remove student access to the intranet, internet, email or other network facilities if they do not adhere to the school's network usage and access guideline/statement.

Schools will prepare students for the possibility of unanticipated access to harmful information, materials or approaches from unknown persons via the internet or email.

Schools will ensure that students are aware of [Occupational health and safety issues](#) when using computers and other learning devices

Schools that are implementing or have implemented the [1 to1 Learning Program](#) need to ensure all steps have been taken to provide a safe and effective learning environment for students while meeting the Department's standards for network usage and access security.

### ***What awareness is expected of students and their parents?***

Students and their parents should:

- understand the responsibility and behaviour requirements (as outlined by the school) that come with accessing the school's ICT network facilities;
- ensure they have the skills to report and discontinue access to harmful information if presented via the internet or e-mail;
- be aware that:
  - access to ICT facilities provides valuable learning experiences for students and supports the school's teaching and learning programs;
  - ICT facilities should be used appropriately as outlined in the [Code of School Behaviour](#);
  - the Principal may determine that student privately owned devices may not be used at the school;
  - students who use a school's ICT facilities in a manner which is not appropriate may be subject to disciplinary action by the school, including restricting network access;
  - despite departmental systems to manage all access to information on the Internet, illegal, dangerous or offensive information may be accessed or accidentally displayed;
  - teachers will always exercise their duty of care, but avoiding or reducing access to harmful information also requires responsible use by the student.



## Merrimac Student Code of Conduct — Learning Technology

Breaking any of the rules below may lead to immediate disqualification from the computers and access to the Internet through the Merrimac State School computer system.

1. I agree to follow all staff instructions regarding the use and activities on any computers in the computer system network and to abide by the standard computer classroom rules
2. I will take great care of all resources related to the systems and I am aware of the consequences of damage caused
3. The behaviour I show when using the system will be mature, responsible and courteous
4. When using the Internet I will only access appropriate information which is relevant to my studies and educational research. Any material downloaded by me to the computer or my folder will only be for curriculum purposes
5. I will not use any computer facilities without permission of a teacher or other authorised personnel.
6. I will be responsible for the maintenance of my folder of the network and will not abuse the use of system space or consumable resources such as printing costs
7. I will not attempt to change the set-up of any hardware or software that is part of the computer system
8. I will report any faults/damage immediately to my teacher as I observe them or as they occur
9. I will not use any disks or CDs on the system unless authorised to do so by a teacher
10. I will respect all account privacy of the other users of the system
11. I will not divulge my username or passwords to any person/s
12. I will ensure any information in any format that I send out of the system shows that I am an positive ambassador for Merrimac State School and that it will not contain any inappropriate or offensive content
13. I acknowledge that it is a privilege, not a right, to have use of the system and will agree to accept all decisions made by the school as to my further use of the system

**The following is to be read and completed by both the student and parent/legal guardian:**

- We have read and understood the Acceptable Use Policy and the Student Code of Conduct
- We agree to abide by the above rules
- We are aware that any breaches of the Student Code of Conduct may result in my child's immediate removal from the system for a specified period as per the Behaviour Management Guidelines and in relation to the severity of the offence

**Student Name:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent/Guardian Name:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## Voluntary Student Participation in Chaplaincy Program

Merrimac Primary offers a Chaplaincy service to provide students and staff with social, emotional and spiritual support. Local community support is required for chaplaincy services to operate in a school. Chaplaincy services are inclusive of and show respect for all religious and non-religious beliefs and other stances represented in the school community. All activities and events provided are non-discriminatory and equally available to students of all beliefs. Individual matters raised with the Chaplain are treated with the strictest confidence and privacy. Parent/carer permission is sought for ongoing individual support. The Chaplain is sourced through Scripture Union Qld.

Student involvement in any activities offered as part of a school's chaplaincy service is voluntary.

Student activities may include, but are not limited to:

- Brekkie Club
- Lunchtime Supervision – access to games and equipment in the Chappy hut
- One-to-one with the Chaplain for peer/friendship support
- Drumming program



## Religion Instruction Permission

At Merrimac State School the following weekly religious instruction classes are scheduled for 30 minutes per class. The approved Religious education program is conducted by accredited personnel associated with various denominations.

- Interdenominational Christian Group (includes Catholic)
- Baha'i
- I do not want my child to attend the religious education classes listed above

Parent's Signature \_\_\_\_\_

Date \_\_\_\_\_



### Merrimac State School - Enrolment Agreement

This enrolment agreement sets out the responsibilities of the student, parents or carers and the school staff about the education of students enrolled at Merrimac State School.

#### **Responsibility of student to:**

- attend school on every school day for the educational program in which they are enrolled, on time, ready to learn and take part in school activities
- act at all times with respect and show tolerance towards other students and staff
- work hard and comply with requests or directions from the teacher and principal
- abide by school rules as outlined in the school's Responsible Behaviour Plan for Students, including not bringing items to school which could be considered as weapons (e.g. dangerous items such as knives)
- meet homework requirements and wear school's uniform
- respect the school property.

#### **Responsibility of parents to:**

- ensure your child attends school on every school day for the educational program in which they are enrolled
- attend open meetings for parents
- let the school know if there are any problems that may affect your child's ability to learn
- ensure your child completes homework regularly in keeping with the school's homework policy
- inform school of student absences and reasons for absences in a timely manner
- treat school staff with respect
- support the authority of school staff thereby supporting their efforts to educate your child and assist your child to achieve maturity, self discipline and self control
- not allow your child to bring dangerous or inappropriate items to school
- abide by school's instructions regarding access to school grounds before, during and after school hours
- advise Principal if your student is in the care of the State
- keep school informed of any changes to student's details, such as student's home address and phone number.

#### **Responsibility of school staff to:**

- design and implement engaging and flexible learning experiences for individuals and groups
- inform parents and carers regularly about how their children are progressing
- design and implement intellectually challenging learning experiences which develop language, literacy and numeracy
- create and maintain safe and supportive learning environments
- support personal development and participation in society
- foster positive and productive relationships with families and the community
- inform students, parents and carers about what the teachers aim to teach the students each term
- teach effectively and to set the highest standards in work and behaviour
- clearly articulate the school's expectations regarding the Responsible Behaviour Plan for Students and the school's Dress Code policy
- ensure that parents and carers are aware that the school does not have personal accident insurance cover for students
- advise parents and carers of extra-curricular activities operating at the school in which their child may become involved (for example Program of Chaplaincy Services, sports programs)
- set, mark and monitor homework regularly in keeping with the school's homework policy
- contact parents and carers as soon as is possible if the school is concerned about the child's school work, behaviour, attendance or punctuality
- deal with complaints in an open, fair and transparent manner in accordance with departmental procedure, Complaints Management – State Schools

## Application for Student Enrolment Form

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- treat students and parents with respect.
  - Managing Consent to Use Student/Volunteer Copyright Materials and/or to Record, Use or Disclose Student Personal Information
  - Student Dress Code
  - School Charges and voluntary contributions
  - School network usage and access statement requirement of Acceptable Use of the Department's Information, Communication and Technology (ICT) Network and Systems
  - Appropriate Use of Mobile Telephones and other Electronic Equipment by Students
  - Parent / Guardian Consent form for *Voluntary Student Participation in Program of Chaplaincy Services*
  - Parent Notice for Religious Instruction in School Hours
  - School instructions for school access
  - Department insurance arrangements and accident cover for students
  - Responsible Behaviour Plan for Students
  - Complaints management
  - Homework Policy
  - Absences
  - School Excursions

I acknowledge:

- That I have read and understood the responsibilities of the student, parents or carers and the school staff outlined above; and
- That information about the school's current rules, policies, programs and services, as outlined above has been provided and explained to me.

Student Signature:

Parent/Carer Signature:

On behalf of Merrimac State School:

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Handbook additions

## School Instructions for School Access

All persons within the school grounds ( other than students, staff, recurring volunteers and parents) must report to the administration building to be issued with official school identification, which must be worn at all times. Persons found without identifications must be referred to administration for supply of identification.

### **After-hours use of buildings and grounds**

The school buildings and grounds are only be used after hours by staff and groups or persons with written authority of the Principal. In all other cases it will be considered as trespass and persons found on grounds will be escorted off the grounds or handed to police. Passing through the school grounds as a means of short cut is not permitted.

## Insurance Information

Parents are advised that the Department of Education Training and the Arts does not have Personal Accident Insurance cover for students. Education Queensland has public liability cover for all approved school activities and provides compensation for students injured at school only when the Department is negligent. If this is not the case, then all costs associated with the injury are the responsibility of the parent or caregiver. It is a personal decision for parents as to the type and level of private insurance they arrange to cover students for any accidental injury that may occur.

## Use of Mobile Phones and Other Electronic Devices

Mobile phones are only permitted at school when left at the school office or in the care of the classroom teacher. Phone calls are not to be made or taken during the school day without the prior consent of the Principal. Any student who is permitted to use a mobile at school accepts to use the mobile phone in an appropriate manner.

Electronic devices such as Games Boys and I-Pods are not permitted at school unless for an approved curriculum activity. Devices brought to school without permission will be removed from students and parents/carers will be requested to collect from the school office.