

# MERRIMAC STATE SCHOOL

## Parent Information Handbook

2025



(07) 5569 1555

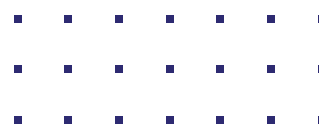


[www.merrimacss.eq.edu.au](http://www.merrimacss.eq.edu.au)



2 Boowaggan Rd, Merrimac, QLD, 4226

# Leadership Team



**Shannon Lusk**  
Principal

**Kym Deadman**  
Deputy Principal  
Year 3-6

**Lindy Murray**  
Deputy Principal  
Prep - Year 2  
M T W Th

**Amanda Clarke**  
Head of Inclusion

**Kate McCarthy**  
Head of Department  
(Curriculum)

## VISION STATEMENT

"Educating Our Future"

## MOTTO

"Honesty and Endeavour"

## PRINCIPAL'S WELCOME

Welcome to Merrimac State School. Choosing a school for your child is an important decision. Given that all schools are different and all students are unique, it is important that much care and consideration be given when choosing a school. Merrimac State School has a Leadership Team committed to making the transition to a new school as smooth as possible.

All team members understand the challenges the first day in a new school can present for both students and parents.

Staff share the same important job - to support and educate young Australians to be equipped with the skills necessary to contribute effectively to society.

Communication is critical if education is to be effective. For this reason, we encourage you to raise issues or concerns with class teachers or a member of the Leadership Team. Where possible we request that you schedule an appointment to ensure sufficient time is made available to meet with you.

We welcome your feedback in relation to our enrolment process and trust that your association with our school provides both you and your family with many happy memories, along with the skills, motivation and confidence to continue pursuing lifelong learning.

Shannon Lusk – Principal

## CONTACT DETAILS

**Email:** [admin@merrimacss.eq.edu.au](mailto:admin@merrimacss.eq.edu.au)

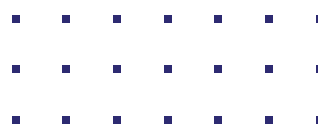
**Website:** [www.merrimacss.eq.edu.au](http://www.merrimacss.eq.edu.au)

**Address:** 2 Boowaggan Road, Merrimac, QLD, 4226

**Social Media:** [www.facebook.com/MerrimacStateSchool](https://www.facebook.com/MerrimacStateSchool)  
[www.instagram.com/merrimacss](https://www.instagram.com/merrimacss)



# Holidays & History



## SCHOOL HOLIDAYS

The Queensland State School holidays for 2025 are as follows:

School commences:	Tuesday 28 January 2025
Easter Vacation:	Last day Friday 4 April 2025 Returning Tuesday 22 April 2025
Winter Vacation:	Last day Friday 27 June 2025 Returning Monday 14 July 2025
Spring Vacation:	Last day Friday 19 September 2025 Returning Tuesday 7 October 2025
School Ends:	Last day Friday 12 December 2025

## PUPIL FREE DAYS

The proposed pupil free days for Merrimac State School in 2025 are: 23 - 24 January, 16-17 April, 29 August (**Gold Coast Show Holiday**).

Outside School Hours care is available for all school holidays and pupil free days, closed on public holidays with the exception of the week between Christmas and New Year each year.

## SCHOOL HISTORY

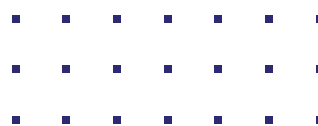
Merrimac State School enjoys a picturesque rural setting just as it did when it first opened in 1917. From its humble beginnings as a one teacher school, Merrimac has grown to a school with approximately 700 students. The original school building remains as a historical reminder of the early 20th Century.



As the school has grown so has the surrounding neighbourhood. Merrimac State School has a mix of school buildings replicating the changing designs of schools over the last 100 years. Merrimac's rural beginning has been sustained, the atmosphere is characterised by trees, open space, gardens, all of which provide a haven for a range of wildlife.



# The A to Z of Merrimac State School



## ABSENCE FROM SCHOOL

All parents and carers need to notify the school either by phoning the school student absence line or emailing (admin@merrimacss.eq.edu.au) on the morning of the student absence. This needs to be done before class rolls are marked of a morning. When a child is going to be absent from school for three or more days, the school must be notified in writing. Parents are required to complete an official absence form for any absences of more than 10 days. This is an Education Queensland requirement. These forms are available from the office.

## ACCIDENTS/ILLNESSES

When your child is enrolled at our school, we will request medical information on our Enrolment Form so that we are able to act, as far as possible, in accordance with your wishes should the necessity arise.

It is our School Policy that if a child is seriously injured and requires hospital or casualty attention, we will call the ambulance first and the home second. If the injury is not urgent, we contact the parent at home or at work and if required then contact the ambulance.

If a child becomes ill at school we will make every effort to contact you at home or at work so that your child can be taken home.

It is very important that we have up-to-date information on telephone numbers, including work contacts and a local contact phone number of a friend, relative or neighbour in the case of a serious emergency, where you cannot be contacted. Please advise us if any of these numbers or emails change so that we can keep our records up-to-date.

Neither the School nor Education Queensland carry Accident Insurance for children. Adherence to school rules and the use of common sense will do much to keep accidents to a minimum.

## ASSEMBLIES

Whole school assemblies will occur in weeks 1 and 10, to start and finish each school term. The school will hold fortnightly assemblies for the Junior and Senior School separately.

Details below:

- Junior School (Prep – Year 2), weeks 2/4/6/8

- Senior School (Year 3 – Year 6), weeks 3/5/7/9

All assemblies will be held in the PAC, on Wednesday at 2.20pm and will run for approximately 30 minutes.

A number of awards such as Student of the Week are presented each week.

Parents/carers are welcome to attend school assemblies.

## ASSESSMENT OF STUDENTS' PROGRESS AND REPORTING

Teachers undertake continuous assessment throughout the school year and report at the end of each Semester.

The timeline for reporting to parents is listed below. Parent/teacher interviews will be held at the end of Terms 1 and 3. These interviews will be complemented with student folios. It is recommended that all parents take the opportunity of attending the planned parent/teacher interviews.

Written Report Cards will be emailed home at the end of Terms 2 and 4. Exact dates of parent/teacher interviews and written report cards will be provided early in the school year.



# The A to Z of Merrimac State School

<b>End of Term 1</b>	Folios and Parent Teacher Interviews	Years P-6
<b>Beginning of Term 3</b>	Report Cards	Years P-6
<b>End of Term 3</b>	Folios and Parent Teacher Interviews	Years P-6
<b>End of Term 4</b>	Report Cards	Years P-6

In Years Three and Five, all children take part in the National Assessment Program: Literacy and Numeracy (NAPLAN). Parents are given further information on these forms of evaluation and testing and receive feedback on their children's progress.

## BICYCLE/SCOOTER ENCLOSURE

A bicycle/scooter enclosure has been provided by the school's P&C Association to assist with the security of bicycles and scooters. It is recommended that bicycles and scooters are also securely chained to the bicycle or scooter racks. Please note that the school cannot be held responsible for any theft of bicycles or scooters. Children are required to wear helmets.

## BOOKLISTS

At the end of each year, the school will send home booklists for the following year, given to each student to take home. The booklists are also on our school website. Orders can be made through external providers or by individual parent purchase. The school bookshop also sells some books and stationery. It is expected that parents will purchase items, as they need replacing throughout the year.

## BUSES

The school is serviced by Kinetic Gold Coast. Please phone this company for further information regarding routes, stops or fares. For details regarding Bus Passes please contact Kinetic Gold Coast on 5552 2700. Primary students residing more than 3.2 kilometres from the nearest State School will generally be regarded as eligible for free travel. The holding of a free bus pass is a privilege not a right. Children who abuse that privilege whilst travelling can expect to have their pass confiscated - hence they will have to pay full fare.

## CAR PARKS

Our school has been provided with three car park facilities on Boowaggan Road. Please observe all rules when using the car park. No parking is allowed in the bus bay area in Gooding Drive. The staff car park is not available to the public. Please follow rules for disabled parking as we have families that require these services at the drop off and pick up times.

In 2022 we introduced a Kiss-and-Go process for picking up students after school for families who wish to collect their children without parking. The Kiss-and-Go system operates on the lane closest to the Multi-Purpose Centre, tennis court and Prep area along Boowaggan Road.

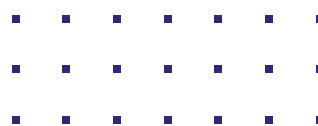
Parents and carers will need to decide and communicate with their children whether they are a Kiss-and-Go family or a Park-and-Collect family.

Cars will enter the carpark through the Boowaggan Road entry closest to Gooding Drive. There will be two lanes operating through this top carpark. The right lane is for parking on the right or driving through to the lower carpark (Park and Collect option). The left lane is dedicated to the Kiss-and-Go. No parking will be available in this section between 2:15pm and 3:30pm. Cars using the Kiss-and-Go will join the back of the queue with their family name card clearly displayed on the passenger dashboard or passenger visor.





# The A to Z of Merrimac State School



Name cards are sent home with the eldest child in each family. Families are welcome to make their own additional A4 sized cards for extra vehicles if they wish to. Cars will progress through this lane until they reach the front of the queue near the large tree. A staff member will use a PA system to call out the family name on the card. Called students will move quickly from the supervised assembly area (sheltered area inside the school grounds beside Prep) through the double gates and along the footpath to the waiting car. Children will quickly enter the car through the passenger side door/s and put on their seatbelts. The car will then move forward, turn left and exit via the lower Boowaggan Park Carpark turning either right or left onto Boowaggan Road. If your child/ren is/are not in the assembly area when called, you will be directed to either join the queue again or park in the lower carpark and collect your child from the assembly area near the big tree yourself. Children will be directed to different locations after school, depending on whether they are using Kiss-and-Go or Park-and-Collect system. The carparks and footpath used for Kiss-and-Go will not be accessible for general parking or foot traffic from 2:15pm – 3:30pm. The carparks immediately in front of the main gate will be No Parking spaces from 2:15pm – 3:30pm. This area will be used by waiting students and collecting parents.

All other carparks are for the Park-and-Collect system. The safety and wellbeing of all children and staff is our utmost priority. We appreciate your support in helping us operate this student collection system. To date the system has been a great success and most days is cleared by 3.15pm.

## COMPULSORY SCHOOL

In Queensland, the law requires parents to ensure their school-aged child is enrolled at school, and attends school for educational programs on every school day. Compulsory school age starts when a child is 5 years of age, and finishes when the child turns 16 years of age or completes Year 10 whichever is sooner. Refer to the Education General Provisions Act 2006 (s176).

## DENTAL CLINIC

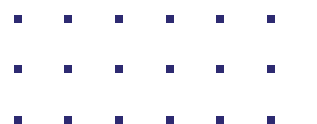
Qld Health provides the School Dental Service, offering treatment to students from age 4 through to completion of Year 10. Medical history/consent forms are issued and must be completed and returned before an examination can be conducted. After the examination parents/guardians will receive a statement of treatment needs which must be signed prior to treatment commencing. The team providing this service consists of a Dentist, School Dental Therapists and Dental Assistants. Dental Therapists working under the direction of a Dentist will carry out most of the Dental Procedures. Routine regular services are provided on the school grounds in a mobile Dental Clinic. For appointments please phone 1300 300 850.

## EARLY DEPARTURES

Parents/Caregivers are required to present to the Administration office to collect students for early departure (prior to 2.55pm). The child/children's classroom or specialist teacher will be contacted and the student/s sent to the office. Early Departures MUST occur during class time and not during lunch breaks. Parents who present during breaks (ie 11.00am – 11.45am or 1.45pm – 2.15pm) will be required to wait in the Administration office until the next classroom session commences. It is requested that if parents/caregivers need to collect students for an afternoon early departure, this is done by 1.45pm to ensure minimal classroom and office disruption. Our teaching and learning programs conclude at 2.55pm. Attendance for the entire program of instruction is required to meet legislation and to ensure maximum benefit for your child. We acknowledge and accept that there may be times, when an appointment may be unavoidable or can only be secured during school time, or an unpredictable situation such as a family emergency requires that a student be collected prior to 2.55pm. Under these extenuating circumstances we will continue to support families. Parents are not allowed to collect children from their classrooms.



# The A to Z of Merrimac State School



## EMERGENCY EVACUATION PROCEDURES

The following procedures relate to an evacuation in the event of an outbreak of fire (or explosion) at Merrimac State School. After a fire has been reported and immediately it becomes apparent that assistance is needed:

The teacher is to immediately commence evacuation procedures and advise the 'office' so the FIRE ALARM may be sounded. If this is not possible, the person having discovered the fire will arrange to raise the alarm! (Any fire must be reported IMMEDIATELY to the Principal/Deputy Principal). Staff will ascertain that all children are present (check withdrawal rooms). All teachers will then lead their classes to the extremities of the playground, away from the fire and away from buildings. If doors are blocked, exit through windows. Do not use the central walkway to the oval unless it is absolutely necessary.

The following staff will undertake the following duties:

- All class teachers or persons in charge of class groups will lead their children to safety. Teachers are to take their class roll with them if it is possible to safely retrieve it.
- The Administrative Assistants will check the Administration Block for children. The Teacher/Librarian and/or Library Aides, if on duty, will check the library and take children from the library.
- Staff on duty will check the toilet blocks.
- Tuckshop helpers are to check the covered play area and escort any 'stray' children by the nearest safe route to the oval to meet their teachers.
- The Principal/Deputy Principal will, or direct office staff to, phone the Fire Brigade, Ambulance etc immediately after the alarm has been given to receive their instructions. In case of the Principal/Deputy Principal being prevented from acting, the teacher-in-charge of the school will assume responsibility to see that the buildings are cleared and the appropriate authorities are notified.

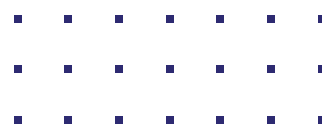
After all children are safely away from the danger - staff and children will assemble on the oval, provided this can be done safely. Teachers will then check (with the help of the class roll, if possible) that the full complement of students are present.

THE ALARM IS GIVEN BY CONTINUOUS SOUNDING OF AN EVACUATION SIGNAL / BELL

Should any circumstances arise that make an observance of the above rules impossible or impracticable - teachers must then use their own discretion and keep in mind that THE SAFETY OF THE STUDENTS IS ALWAYS THE FIRST PRIORITY. It is advisable to ensure all doorways are unlocked and free of obstructions at all times.



# The A to Z of Merrimac State School



## ENROLMENT MANAGEMENT PLAN

Merrimac State School has an official gazetted Enrolment Management Plan (EMP). Our school has an identified enrolment boundary and catchment area. Our official enrolment capacity is currently 830 students and we should not go above this total. In addition, our Prep enrolment for following years should not exceed 125 students.

All students currently enrolled as well as their siblings and staff members' children are all considered in catchment, even if they reside outside our boundary. Our school has to monitor our future enrolments. All future enrolments who live within our boundary are able to attend and cannot be refused enrolment.

All new enrolments will need to show proof of residing within our catchment area. However, those residing outside our catchment area, may go on a waiting list or be refused enrolment if there are no vacancies within the various year levels within our school or if our school has reached its overall enrolment capacity.

Parents or legal guardians who wish to enrol their child at the school will need to demonstrate that the student's principle place of residence is within the catchment. Current proof of residency at the address indicated can be provided by way of one of each of the following:

- One primary source – a current lease agreement, or driver's licence, or unconditional sale agreement, and
- One secondary source – a utility bill (e.g. electricity, gas), or rates notice showing this same address and parent's/legal guardian's name.

If the Principal is not satisfied that the documentation provided by an applicant demonstrates adequately that the address stated is the student's principle place of residence, then the Principal may request further sources of proof of residence, such as an additional utility bill (e.g. water) showing the same address.

Parents can ascertain if the principle place of residence is within the Merrimac Catchment area by visiting the Department of Education, Training and Employment's EdMap website.

## ENROLMENT PROCEDURE - FOR 2025 SCHOOL YEAR

### Prep Year

To be eligible to attend Prep 2025 a child must be born between 1 July 2019 and 30 June 2020. Application packages are available from our school office. Further information on Prep is located in the "Prep Year" section located in this booklet.

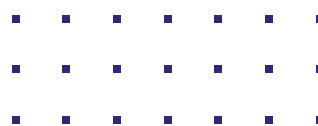
Birth Date	Eligible for Prep Year in:	Eligible for Year 1 in:
Child born 1 July 2019 - 30 June 2020	2025	2026
Child born 1 July 2020 to 30 June 2021	2026	2027

School tours will be held during the year for parents of our incoming Prep students. A Birth Certificate is a requirement of Education Queensland and must be presented at the time of enrolment. Students residing in Merrimac State School catchment zone must provide two documents proving residence, e.g. Drivers licence, rental agreement, Council rates notice, etc. Families from outside the catchment may go on the school's waiting list.





# The A to Z of Merrimac State School



## EXCURSIONS

excursions organised by the various year levels during the school year. Consent forms are sent home with children for each excursion. Invoices are emailed to parents. Costs are to be met by parents. It is school policy that all children taking part in excursions must wear the correct school uniform. Children not attired correctly will not be permitted to attend the excursion and will have excursion money refunded. This policy is supported by the school's P & C Association.

Years 4 and 5 have camps during the year. Parents are notified well in advance of these events and payment plans can be made to assist with meeting these costs.

## SOCIAL MEDIA

Facebook and Instagram are social media platform's that we use to keep our parents up-to-date with important and relevant information. To find our school page/s, please use the following link/s: [www.facebook.com/MerrimacStateSchool](https://www.facebook.com/MerrimacStateSchool)  
[www.instagram.com/merrimacss/](https://www.instagram.com/merrimacss/)

## FINANCE

Methods of payment are B point or direct deposit. Merrimac State School is a cashless school.

All excursion/activity payments MUST be paid by the due dates. The student's name must be the reference name.

## HATS/HAIR

To help promote health and safety, children with hair length on or below shoulders must wear it tied with appropriate blue hairbands or scrunchies.

These are available from the bookshop. Hats are compulsory.

Hats must be worn by all children in all outdoor activities including lunch/recess times.

The royal blue hat with school emblem is available from the Uniform shop.

## HEALTH, PHYSICAL EDUCATION AND SPORT

It is our policy that children be active participants in physical education activities. A wide range of sports activities are offered. Should your child be unfit to join classes (eg asthma, aftermath of operations etc.) please advise us by phone or by note. Each class is allocated half hour PE lesson per week based on school grounds

Sports in which the school is involved include: Rugby League, Cricket, Soccer, Basketball, Netball, Athletics, Tennis, Touch Football, Cross Country and Swimming.

## HOMEWORK POLICY

A teacher may set homework for a class or individual child in different subjects.

The purpose of homework is to reinforce work which has been learnt at school and to assist students develop effective work habits. Homework may include spelling, reading, number facts, operations, research and writing up of projects in other subject areas.

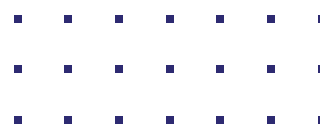
Homework is not to be regarded as a disciplinary action but must be of value to the students and be related to the instruction of the day or week. If a student experiences any difficulties with set homework after having attempted it, he/she should seek assistance from the teacher the following day.

The student should not spend excessive time on any work which he/she has difficulty with. If homework cannot be done, parents/carers should contact the classroom teacher.

Students should take time and care when doing homework. Homework should be presented in a neat and orderly manner.



# The A to Z of Merrimac State School



Parents/carers are encouraged to take an active interest in their child's homework, eg. reading and spelling, supervise project work and sign homework given by teachers.

Homework can be given every night, including Friday. Some teachers prefer homework to be done on a contract basis, whereby the child is given a week's homework to be done at the child's own pace as long as it is completed by the end of the week.

No set homework will be given during the holidays.

The following times can be used as a guide for homework:

Year	Homework Guidelines
Prep	Generally no set homework in Term 1. From Term 2 some learning of sounds, related words and reading
Year 1	5-10 minutes (reading and sight words). Generally not more than 1 hour each week
Year 2 & 3	15-20 minutes (written and/or learning tasks). Generally not more than 1 hour each week
Year 4 & 5	20-25 minutes (written and/or learning tasks). Generally not more than 2-3 hours each week
Year 6	20-40 minutes (children in these grades should be developing study skills and should be competent in written and learning work). Generally not more than 3-4 hours each week

Teachers will correct homework the next day or as soon as possible after it is handed in. Throughout the school, students will be expected to complete home reading in addition to the set homework time. If parents are concerned about homework, they should feel free to discuss these matters with the teacher. Teachers will outline homework expectations early in the school year at the teacher/parent meeting in Term 1.

## HOME/SCHOOL RELATIONSHIPS

We believe strongly in parent involvement and we invite you to develop a close link with the school. In this way parents can be kept informed of school developments and of the progress and wellbeing of their children.

Any parents who feel concerned about any matter relating to their children at school should seek an appointment with the Teacher, Principal or Deputy Principal to discuss the problem. Unfortunately, misunderstandings do occur.

We believe that teachers and parents need to work in partnership for the benefit of all students. Parents seeking an interview with teachers should make an appointment to see them either before or after school.

However, should the parent consider the matter urgent or cannot see the teacher out of teaching time, he/she should call at the office first.

In this way arrangements will be made if possible for the teacher's class to be supervised during the interview.

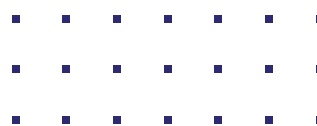
## IMMUNISATION

Children entering school should be immunised against childhood diseases, as they will be coming into contact with lots of other children and any infections can spread easily. Children starting school should have:

- one booster injection against Diphtheria and Tetanus
- one booster dose of polio vaccine by mouth (Sabin)
- an injection of measles vaccine.



# The A to Z of Merrimac State School



## 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 the 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.

## INTERNATIONAL PROGRAMS

Merrimac participates in a number of International activities including, Sister School Exchanges, enrolment of students with Dependent Student visas.

The school provides teacher aide and/or specialised teacher support for students where English is an alternative language or dialect. Merrimac has a broad enrolment of students from many countries. Currently students from Prep to Year 6 study Japanese as part of their curriculum.

## INTERSCHOOL SPORT AND ENRICHMENT PROGRAM

Our school is involved in Rugby League, Touch Football, Cricket, Soccer, T-ball, Oz-Tag, Basketball and Netball. An upfront bulk fee is charged to cover the cost of transportation and sports levies. No child is permitted to play without the written consent of parents. Children not involved in Interschool Sport will take part in school-based Enrichment activities. The enrichment program may be supplemented throughout the year with some organised recreational sports.

Sports Uniforms Must Be Worn When Representing the school in Interschool Sports.

## JAPANESE SISTER SCHOOL

In 2001 Merrimac signed a Sister School Agreement with Katsuragi Elementary School in Japan. Merrimac has enjoyed a number of exchange activities including very successful Study Tours to Japan. Our Sister School Agreement has provided student exchanges. Over the last few years over 400 students and teachers from Merrimac have participated in this exchange and Merrimac State School have welcomed a similar number of students and teachers from the Katsuragi School.

## JEWELLERY

In the interest 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.

## LATE ARRIVALS

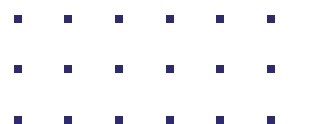
Teaching commences at 8.55am sharp every morning. Being on time and ready for the school day gives students the best chance of success and shows respect to the teacher and other students in the class. Children arriving to school after 8.50am must go first to Administration and be issued with a late slip. Otherwise they will miss being marked as here on the roll.

## LEAVING THE SCHOOL GROUNDS

After a child has arrived at school, they must not leave the school grounds before dismissal time (2.55pm) without permission. Permission will be granted only on the written or verbal request from the parent/guardian of the child.



# The A to Z of Merrimac State School



## **LIBRARY**

The library serves as a lending and reference library for the whole school. Children are welcome to borrow books in class library time or during lunch hours. Book losses or damage are the responsibility of the parent/carer to replace or repair. To protect books, all children must have a library bag, which is available at the Bookshop, in which to carry their books. Children are to be encouraged to borrow books, as reading is a key skill and the student who develops an early love of reading is invariably a capable student.

## **LOCKDOWN**

A lockdown is a procedure for minimising risk to students from events or circumstances such as inclement weather, toxic or chemical spills, dangerous animals or intruders. A LOCKDOWN will be initiated with the playing of recognisable music.

If students are in the classroom they will move to a position out of direct sight from windows. All windows and doors are to be locked and lights turned off. Students will remain in this position until advised that the lockdown has concluded.

If students are moving between classrooms they will move to the nearest classroom and observe the lockdown procedure as if they were in their own classroom.

If students are at morning tea or lunch during a lockdown they will return to their own classroom and observe the normal lockdown procedure.

If in the event a danger exists in one or more buildings staff will be deployed to redirect students.

A LOCKDOWN will be terminated by an Emergency Evacuation or advised through the intercom, phone or paging system.

## **LOST OR UNCLAIMED PROPERTY**

It is amazing the amount of unclaimed clothing and other items that accumulate at school. To reduce this problem, please ensure that items of clothing and footwear bear the owner's name. Please re-mark items where the identification has faded. Items unclaimed at the end of each term will be dispatched to a charity.

Lost Property is located in the undercover area near the tuckshop

Enquiries regarding lost property may be made at the office.

## **LUNCHES/AFTERNOON TEA**

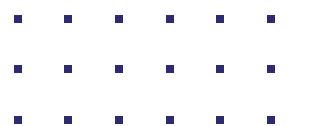
The children eat their Lunch outside their classrooms. They remain with their class groups and are supervised by class teachers during this time.

## **MEDICATION DURING SCHOOL HOURS**

At times, it is necessary for children, under doctors' instructions, to take medication during school hours. We are aware of this need and are willing to assist you in this situation. All medication is administered through the Office and a Medication Form MUST be completed by the parent or carer before office staff are allowed to administer medication. This form is available on our website and from the office. This is necessary for the safety of the child. All medication must have a chemist label with the student's name and dosage. This is an Education Queensland requirement.



# The A to Z of Merrimac State School



## MUSIC & INSTRUMENTAL PROGRAM

Students at Merrimac State School attend a formal music lesson once a week with a Specialist Music Teacher where they explore both music and movement concepts. There is a choir program with both a Junior and Senior Choir. Students can join the choir from Year 2, after they have the grounding of their classroom music program. From Year 4, students can enter the Senior Choir where they learn more advance choral techniques.

Merrimac State School offers a comprehensive Instrumental Program.

Children can nominate to enter the Strings Program from Year 3 where they may choose from violins, violas or cellos. From Year 4, students have the dexterity to learn larger instruments and can choose to enter our Band Program with woodwind, brass and percussion sections. Choirs, Ensembles and Bands perform for school and community events. They enter local competitions, the Gold Coast Eisteddfod each year and the State Schools Fanfare every two years.

## NEWSLETTER

The school newsletter is published fortnightly on a Thursday and distributed via email to each family. It is a vital link in the communication process between home and school.

The current and archived newsletters are also available on our website [www.merrimacss.eq.edu.au](http://www.merrimacss.eq.edu.au)

## OUTSIDE SCHOOL HOURS CARE

The "Y" are the provider of Outside School Hours Care at Merrimac State School. Outside school hours care is available for school children from 6.30am to 8.50am and 3.00pm to 5.45pm. Please contact the Outside School Hours Care Coordinator on 0438 367 390 Monday to Friday for further details. It is essential that parents planning to use this facility book their child/children in advance. Vacation Care is available for all school holidays and pupil free days, excluding a one-week period between Christmas and New Year. Vacation care hours are 7.30 a.m. to 5.45 p.m. Monday to Friday.

For more information please contact the Outside School Hours Care Coordinator on 0438 367 390.

## PARENT BODIES

The Parents and Citizen's Association is an officially constituted body under the provision of the Education Act. The main aim of this Association is to work for the benefit of children at school. Membership is open to anyone interested in the school. The P & C Association has a number of sub-committees. These include the Tuckshop Committee, International Committee and Bookshop Committee.

Parents are invited to involve themselves in the activities of the Association.

We realise that you may not be able to attend all meetings, but we would like to see you sometimes. Our Parents and Citizen's Association meets monthly, alternatively in the evenings and mornings. The Tuckshop, Bookshop and Outside School Hours Care Committees hold meetings as required.

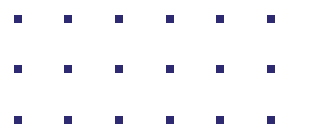
## PREP YEAR

Prep classes follow the Queensland Early Years Curriculum and Australian Curriculum. It focuses on factors that help children be successful in school such as social and emotional competence, health and physical wellbeing, early literacy and numeracy, active learning processes and positive attitudes to learning. Prep is full-time. All students who meet the age requirements will be eligible to enrol. To be eligible in the prep year in 2025 a child must be born between 1 July 2019 and 30 June 2020.





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## RECORDS

When a child is enrolled at school, certain items of information are obtained and recorded. Should there be changes in these, we would appreciate you advising us. Please advise of changes to your home or work telephone contact number, address, email, doctor, family circumstances (e.g. death, divorce, separation) and any other factor which may have an impact on your child's behaviour or attitudes. Should a Court Order in relation to Custody be in place, it is critical that Administration be aware and that a current copy be held on file

## RELIGIOUS EDUCATION

R.E classes are conducted each week for Year 1-6 students. A number of Religious Education personnel of various denominations have cooperated in drawing up a common program. We also offer Bahai religion. Children will be placed in the religious education group nominated by a parent.

## RESPECT OUR STAFF –

### A MESSAGE FROM THE DEPARTMENT OF EDUCATION AND TRAINING

Queenslanders have great respect for the work of the Principals, teachers and school administration and support staff in educating and caring for our students. Being intimidated or harassed at school is not part of their job. To reinforce this message, the Department of Education and Training has launched a campaign. Violent or abusive behaviour is unacceptable and will not be tolerated at any time. Information about the campaign can be found on the Education website at [education.qld.gov.au/respectourstaff](http://education.qld.gov.au/respectourstaff).

## SCHOOL CHAPLAIN

Em Collard is our school chaplain. Chappy Em is here two days a week and is available to all students with social and emotional needs. Parents can contact Chappy Em via the office.

## STUDENT CODE OF CONDUCT

The School Code of Conduct outlines the rights and responsibilities of students, staff and parents. The School Code of Conduct outlines expectations, consequences and awards to support and encourage students to engage with their studies and their peers in a responsible and caring manner.

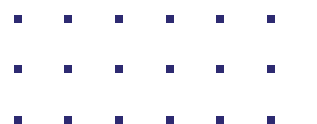
Full details can be obtained in our School Code of Conduct brochure available at the school office and on our school website.

Our school's School Code of Conduct document is in line with the Positive Behaviour for Learning Program in which the school is involved and was endorsed by all staff and our P & C. Our school community has identified the following school rules to teach and promote our high standards of responsible behaviour:

- Be Safe
- Be Respectful
- Be a Learner



# The A to Z of Merrimac State School



## SCHOOL INSTRUCTIONS FOR SCHOOL ACCESS

All persons within the school grounds (other than students, staff 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 identification must be referred to administration for supply of identification. Parents are not required to sign in for assemblies or school events such as sports, Under 8s and concerts.

## SCHOOL TIMES

First Bell:	8.45am
School Commences:	8.55am
Morning Tea:	11.00am - 11.45 am
Lunch:	1:45pm – 2.15pm
School Finishes:	2.55pm

## SCHOOL UNIFORMS

Our school is a uniform school. All children are expected to wear their school uniform at all times. Uniforms are to be kept neat and tidy. Oversize or short uniforms are discouraged. A school hat and black footwear are compulsory. Uniforms must be worn on all excursions and when representing the school in sporting or other interschool activities, including a school hat.

School uniforms are available from the School Uniform shop. Children not in school uniform will be required to change into the uniform provided by the office. For the safety of our students, the school insists that all students be dressed in the correct school colours. Girls may wear tights in winter (blue, white, black and skin tone). No brightly coloured or multi coloured tights are to be worn to school. The uniform allows for easy identification of our students and also the quick identification of intruders who may enter our school grounds. All children must wear the school hat.

## SPECIAL EDUCATION PROGRAM - INCLUSION

The Department of Education is committed to ensuring every student with disability succeeds and is achieving their full potential. At Merrimac State School, we are committed in providing an inclusive education system where students of all abilities can access and participate alongside their similar aged peers, learn in a safe and supportive environment and achieve academically and socially with reasonable adjustments and support tailored to meet their needs.

Disability is defined in the commonwealth Disability Discrimination Act 1992. It includes a range of disabilities, including learning disabilities and health conditions.

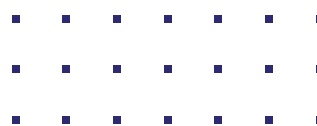
Schools collect information about students with disability in the annually Nationally Consistent Collection of Data on School Students with Disability (NCCD). This collection helps schools to identify, monitor and make reasonable adjustments for students with disability. This data also enables schools to better understand the needs of students with disability and how they can be best supported at school.

Reasonable adjustments are recorded in the NCCD in 4 levels:

- Extensive—students have very high support needs and are provided with extensive targeted measures and sustained levels of intensive support at all times.
- Substantial—students have substantial support needs, receive essential adjustments and require considerable adult assistance at most times, on most days.
- Supplementary—students receive adjustments in addition to the strategies and resources already available for all students.
- Support provided within quality differentiated teaching practice—students are supported through usual school processes, without drawing on additional resources



# The A to Z of Merrimac State School



## SPECIALIST TEACHERS

The school has specialists in Music, Health & Physical Education, LOTE, Library, STEM, Dance & Drama and Special Education (Learning Support Teacher Literacy and Numeracy, Guidance Officer, Speech Therapist, Psychologist, English as an alternative language or dialect). Class teachers are closely involved in these aspects of education.

## STUDENT HEALTH

The school sick bay is located in the Administration Building and caters for children feeling unwell through the day. If, in the opinion of the school staff, the child is uncomfortably sick, the parents/caregivers will be phoned to collect them. Please ensure your details and those of your emergency contacts are up to date.

## STUDENT LEADERSHIP

Student Leaders are selected through a leadership process by the school staff. The Student Leaders represent the students at official functions and events and receive and welcome visitors.

## SPORTS CAPTAINS

For Sports competition children are allocated to houses. The houses are named after the pioneering families of the Merrimac area:



## MUSIC CAPTAINS

Two leaders are selected for each of the Choir and String Ensemble and Concert Band programs. These students undertake leadership roles during weekly rehearsals and during concerts and competitions.

## LANGUAGE CAPTAINS

Two leaders are selected to undertake leadership roles across the school to support the Japanese Program, Language competitions and weekly Parade awards.

## CLASS CAPTAINS

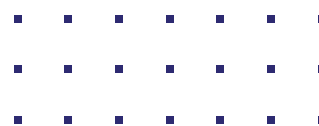
Class captains are selected each term in classes from Years 3 to 6. These children undertake various class responsibilities within their classes.

## STUDENT COUNCIL

Representatives from Years 5 & 6 are elected each term by the students and teachers to be part of our Student Council. The Student Council meets monthly and is involved in a number of school-based projects and activities.



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## STUDENT SUPPORT SERVICES

Our school has an active Student Support Service's team (Head of Inclusive Learning, Guidance Officer, Speech Language Pathologist, Support Teacher Literacy and Numeracy, School Chaplain, Engagement Teacher and Deputy Principals) to oversee the academic, behavioural and social emotional needs of students within our school.

The team meets weekly to discuss new referrals and review students who have been previously referred. Where appropriate the team: completes assessments, works with external agencies to support student learning/social-emotional development and mental health and wellbeing. The team also makes recommendations to teachers and parents on how best to support students.

## SUPERVISION OF CHILDREN BEFORE AND AFTER SCHOOL

As there is no direct supervision of children in the grounds before school (with the exception of children booked into The 'Y' Outside School Hours Care), Education Queensland assumes no responsibility for their care and protection during that time.

It is considered that arrival at school before 8.30am is unnecessary. Certainly children should not be at school before 8.00am. Children arriving before 8.00am are to assemble outside the Administration Block. Children should depart as soon as possible after 3.00pm.

Students are supervised until 3.15pm at the front of the school and until the last bus leaves the bus bay. Any children left at the school after 3.15pm are required to wait at the school office. Children will not be allowed to play on the Boowagga Park fort unless they have been picked up by their parents and then supervised at the park by their parents. You are encouraged to make a casual booking with The 'Y' Outside School Hours Care 0438 367 390 for any emergent situation which may arise where parents are delayed from collecting children of an afternoon.

## SWIMMING

Our school provides Learn to Swim and Surf water safety lessons for all year levels in either Term 1 or Term 4. Students travel by bus to a local aquatic centre or beach location for their lessons. Swimming permission notes and more information will be supplied at the start of each swimming term. Confirmation of swimming arrangements are made early in the school year.

## TRANSFER OF STUDENTS

If a child is going to leave the school, parents must email the school to advise the new school. As an Education Department policy children remain on our books until enrolment is confirmed at another school.

## TUCKSHOP

Our Tuckshop is a vital service for the children and staff of our school. Our aim is to provide a well-balanced range of foods, while managing to raise a minimum of funds to assist in the P & C Association's budgeting framework. Online Ordering is via Munch Monitor:

School ID: merrimacss

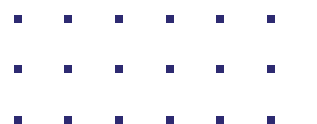
Password: munch4226

You may email any enquires to: PandC@merrimacss.eq.edu.au

Tuckshop Facebook page is called Ralph & Rosie's Kitchen, please follow to keep up to date any changes and exciting new food items and specials.



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## Counter opening times:

Monday to Friday First Break 11.10 am - 11.30 am  
Monday to Friday Second Break 1.45 pm - 2.10 pm

All lunches and afternoon teas have to be pre-ordered online via Munch Monitor. If on school grounds, lunches can be ordered over the counter using EFTPOS only. Merrimac State School is a cashless school. The Tuckshop is open from 8.15 - 9.00 for over the counter EFTPOS purchases. Children may purchase a variety of food items at the tuckshop during Lunch and afternoon tea breaks using their snack money loaded onto their Munch Monitor accounts by parents.

## TUCKSHOP VOLUNTEER HELPERS

Parents or friends working on a roster system assist with Tuckshop operations. Volunteers other than parents need to have a blue card.

Newcomers to the school are invited to submit their names for inclusion on the roster. The Tuckshop is administered by a sub-committee of the P & C Association.

## UNIFORM SHOP

The school bookshop is administered by a sub-committee of the P&C. All student requirements available each Monday, Wednesday and Friday from 8.30am to 10.30am and through the tuckshop at other times. Your patronage is appreciated.

Online Ordering is via [www.munchmonitor.com](http://www.munchmonitor.com)

School ID: merrimacss

Password: munch4226

## USE OF BUILDINGS AND GROUNDS

The school buildings and grounds are only to be used after hours by staff and groups or persons with written authority from the Principal.

In all other cases it will be considered as trespassing 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.

## USE OF MOBILE PHONES AND OTHER ELECTRONIC DEVICE

Mobile phones and phone-enabled watches for students are only permitted at school when left at the school office. Phone calls are not to be made or taken during the school day without the prior consent of the Principal.

Electronic devices such as Games Boys and iPods 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 them from the school office.

## VOLUNTARY WORKERS

It is practice at Merrimac to invite parents and other interested adults to serve as voluntary aides with those teachers who desire this service. This is usually outlined at the Parent Teacher Evening early in the school year. All volunteers are requested to sign in and out at the office. It is also a legal requirement that all volunteers (other than parents) must have a Blue Card. There is no cost involved in obtaining a volunteer blue card. You can visit the Blue Card website for forms and more details. All volunteers are now required to be fully vaccinated (Qld Health Directive) against COVID-19.

