

Primary Parent & Student Handbook



**MATTHEW
FLINDERS**
Anglican College

2017



Primary Reception 5477 3214
Primary Absentee 5477 3241

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COLLEGE BOARD OF DIRECTORS

Mr E Gilbert (Chairman)
Mr Travis Schultz (Deputy Chairman)
Dr Tegan Keogh

Professor Shelley Dole
Mr Graham Hart AM
Mr Mel Tipper

Mr John Knaggs
Mrs Alison Newman
Mr Stuart Meade (Principal)

MAIN COLLEGE ADMINISTRATION

Mr Stuart Meade	Principal
Mrs Carina Biddle	Executive Assistant to the Principal
Mrs Sharon Verrinder	Director of Business and Operations
Mrs Lyn Lambie	Personal Assistant to Director of Business and Operations
Mr Craig Hardman	Financial Controller
Mrs Therese Downes	College Accountant and Payroll Coordinator
Mr Ryan Wellsteed	Assistant Accountant
Mrs Danielle Twomey	Human Resources Manager
Mrs Debbie Southern	Registrar
Mr Sergio Lordao	Marketing and Community Relations Manager
Ms Kayla Warne	Digital Media Coordinator
Mrs Kira Mayall	Community Relations Officer
Mrs Clare Markby	International Coordinator
Mrs Nicole Holmes	Workplace Health and Safety Officer
Mrs Nicole Lewis	Finance Administrator - Accounts Payable
Mrs Kerry Zealand	Finance Administrator - Fees
Ms Mikaela Schaffer	Finance and Administration Officer
Mrs Sandy Head	College Receptionist
Ms Sarah Sullivan	Performance Centre and Facilities Manager
Mrs Annie Helling	Quarterdeck Café Manager
Mrs Jenny Esplin	Flinders Shop Manager
Mrs Jacquie Davidson	Flinders Shop Assistant
Ms Katie Shelley	Flinders Shop Assistant
Mrs Lisa Rolle	Flinders Shop Assistant
Mr Darren Frankling	Executive Chef
Ms Cathy Wylie	P & F Liaison Officer

PRIMARY SCHOOL TEACHING STAFF

Mr Bruce Winther	Deputy Principal - Primary
Ms Chris Curtain	Head of Junior Primary (Years P to 3)
Mrs Ingrid Clarke	Head of Senior Primary (Years 4 to 6)
Mrs Debbie Planck	Head of Learning and Teaching (Prep to Year 6)
Miss Linda Donald	Head of Sport and Head of HPE - Primary
Mrs Jackie Eaton-Sinclair	Health and Physical Education
Mr Greg Cook	Health and Physical Education
Mrs Maree Coote	Head of Music - Primary
Mrs Lenora Phillips	Music
Mrs Sue Coleman-Mann	Music
Mr Alec Hamilton	Counsellor (Primary)
Mr Joshua Christie	Religious and Values Education
Mrs Lee-anne Gordon	French
Ms Sharon Crane	Japanese
Mrs Wenting Ouyang	Chinese
Mrs Fran Butt	Head of Library Services - Primary
Mrs Wendy Watson	Primary Library
Mrs Katrina Butler	Learning Centre Coordinator
Ms Danielle Mayes	Learning Centre
Mrs Patricia Bordignon	Learning Centre
Mr Paul Hamilton	Head of Learning Technologies - Primary
Mr Peter Evans	Visual Arts
Mrs Emma Ferris	Visual Arts

CLASSROOM TEACHERS - PRIMARY

Mrs Christie Johnston
Mrs Jill Kydd
Mr Kyle Embrey
Mrs Linda Fisher
Mr Andrew Garrett
Mr Robbie Wakeling
Ms Ali Wilson
Mrs Sara Balderson

Ms Marianne Doble
Mr Jodie Dodunski
Mr Glen Brading
Mrs Denise McCormack
Mrs Louise Volp
Mrs Melissa O'Sullivan
Mrs Rebecca Simpson
Mrs Wendy Watson

Mr Paul Anderson
Mrs Sarndra Street
Mr Dan Keane
Mrs Monique Tomlin
Mr Marc Horton-Stephens
Mrs Sue Orr
Mrs Katie Dawson
Mrs Aimee Van Meurs

PRIMARY ADMINISTRATION and ANCILLARY STAFF

Mrs Helen Sullivan
Mrs Sharon Dalton
Mrs Heather Greeff
Mrs Rebecca Downing

Personal Assistant to Deputy Principal - Primary
Administration - Receptionist
Administration - Data
Primary School Nurse

Mrs Emma Ferris
Mrs Fiona Turner
Mrs Leanne Craven
Mrs Mary Wickham
Mrs Karen Barr
Mrs Rechelle Southern
Mrs Jo Mitchell
Mrs Janelle Whitaker
Mrs Cathy Wylie
Mrs Colleen Wyer
Mrs Jo Leonard
Mrs Alicia Clegg
Mrs Maxine Kitto
Mrs Kerrie Arnott
Mrs Sheridan Nelson
Mrs Helen Gore
Mrs Lyn Moore
Mrs Jo Thomasson
Mrs Kirsten Bulger
Mrs Tania Brown
Miss Michaela Richter
Miss Alix Aitkens
Mrs Colleen Heath

Teacher Assistant - Art
Teacher Assistant
Teacher Assistant
Teacher Assistant
Teacher Assistant
Teacher Assistant
Teacher Assistant
Teacher Assistant
Teacher Assistant / Administration
Teacher Assistant
Teacher Assistant
Teacher Assistant - Special Needs
Teacher Assistant - Special Needs
Teacher Assistant - Special Needs
Teacher Assistant - Special Needs
Library Technician
Library Technician
Library Technician
Out of School Hours Care Coordinator
Out of School Hours Care Assistant
Out of School Hours Care Assistant
Out of School Hours Care Assistant
Primary Tuckshop

FLINDERS EARLY LEARNING CENTRE

Mrs Vivienne Walsh	Director (Nominated Supervisor and Educational Leader)
Ms Joanne Osborne	Assistant Director
	Early Learning Teacher - Explorers (Monday, Tuesday, Wednesday)
Mrs Gina Mazarakis	Administration
Mrs Maree Ram	Early Childhood Teacher - Investigator (Monday, Tuesday)
Mrs Amanda Sloan	Early Childhood Teacher - Discoverer (Thursday, Friday)
Ms Madeleine McClure	Educator - Investigators (Monday, Tuesday)
	Early Childhood Teacher (Wednesday, Thursday, Friday)
Ms Tracy McGill	Early Childhood Teacher - Discoverers (Monday-Wednesday)
Mrs Cynthia Hicban	Educator - Explorer (Monday, Tuesday, Wednesday)
	Early Childhood Teacher (Thursday, Friday)
Ms Debbie Lucas	Educator - Investigators (Wednesday, Thursday, Friday)
Ms Sarah McMillan	Educator - Explorers (Monday, Tuesday, Wednesday)
Mrs Tracey Sadler	Educator - Discoverers (Thursday, Friday)
Ms Diane Jenkins	Educator - Investigators (Wednesday, Thursday, Friday)
Ms Julya Hegarty	Educator - Discoverers (Monday, Tuesday, Wednesday)
Mrs Gail Egan	Educator - Discoverers (Wednesday, Thursday, Friday)
Ms Rebecca Hook	Educator - Discoverers (Monday, Tuesday, Wednesday, Thursday)
Ms Shelley Tull	Educator - Investigators (Monday, Tuesday)
Ms Suzanne Heading	Educator - Explorers (Thursday, Friday)
	After Session Coordinator (Monday - Friday)
Mrs Sue Travers	Educator - After Session (Monday, Thursday) and Casual Relief
Ms Stefanie Benham	Educator - Casual Relief
Ms Miriam Jones	Educator - Casual Relief
Mrs Suzanne McFadden	Educator - Casual Relief
Ms Teal Vitler	Educator - Casual Relief

INFORMATION TECHNOLOGY

Mr Andy Anderson	IT Manager
Mr Austin Telford	IT Client Services Administrator
Mr James McFarlane	IT Information Services Administrator
Mr Michael Croke	IT Helpdesk Officer Tier 2
Mr Leonardo Esposito	IT Helpdesk Officer Tier 2
Mrs Nicole Clarke	IT Helpdesk Officer
Mrs Amelia Smalberger	IT Helpdesk Officer / Administration Assistant
Mr Walter Van der Vlugt	AV Officer
Mrs Sharon Carbonel	College Information Officer
Mr Kurt Engelbrecht	IT Infrastructure Administrator

GROUNDS and MAINTENANCE

Mr Rocco Perugini	Property Services Manager
Mr Mark Thomasson	Head Gardener
Mr Andrew Sadler	Head Groundsman
Mr Neville Fietz	Maintenance Supervisor
Mr Paul Grant	Maintenance Staff
Mr Gary Jamieson	Maintenance Staff
Mrs Kim White	Caretaker

Welcome to Matthew Flinders Anglican College

Our Primary School, which accommodates approximately 560 students is a friendly open community and welcomes parents as partners.

We aim to foster the enthusiasm for learning that each child has as they begins school. Language based programs, thematic work, group work, debates, discussions, excursions, structured materials, computer use and the use of technology generally, complement our primary function of developing mastery in the basic areas of literacy and numeracy.

Education includes instruction and goes beyond this to include the cultivation of understanding. Its success is assessed by the student's ability to judge, discriminate, explain, apply and extend their knowledge. Instruction concerns the subject matter while education takes the individual student as the focus.

Each student's awareness and tolerance of the needs of others is actively encouraged. Self-reliance, initiative, co-operation, kindness, self-discipline and a sense of moral judgement are fostered.

Teaching staff are encouraged to develop originality of style and when appropriate introduce different programs, teaching strategies and approaches.

We believe that it is important that our students become aware of and practise the conventions of appropriate conduct. Self-discipline is actively encouraged in the classroom, playground and on the sporting field. This should manifest itself in a constant striving to establish and maintain the highest possible maintenance of personal appearance and a natural, consistent observance of the common courtesies.

More specifically, we strive to the best of our abilities and resources to:

- Provide an environment where the curiosity of young children is developed and maintained.
- Promote human understanding and the recognition of individual worth by assisting each child in the growth of a positive self-concept.
- Develop an awareness of family unity within the school.
- Maintain fair but firm standards of discipline, which are clearly understood and consistently applied by all.
- Develop in each child the highest possible academic standard with a particular emphasis on literacy and numeracy.
- Encourage all children to develop towards their full potential. An emphasis is also placed on team participation and cooperation.
- Nurture a love of God and the Christian ethic.

BRUCE WINTHER
Deputy Principal – Primary

STATEMENT OF AIMS

1. The school will be based on Christian principles and values.
2. The Christian concept of concern for others will be encouraged, both within the school community, and beyond.
3. The school will be sympathetic towards the spirit of ecumenism.
4. In educating for life, the school will develop an environment to foster the whole person, including the students' spiritual, moral, intellectual, social, aesthetic, emotional, cultural and physical development.
5. In all student endeavours, the pursuit of excellence and decency will be encouraged so that all students will strive to attain the highest standards of which they are personally capable.
6. An open spirit of inquiry and respect for the truth will be important aspects of students' pursuit of wisdom and knowledge.
7. High priority will be given to the competent attainment by students of literacy, numeracy and verbal skills.
8. Students will be expected to participate as much as possible in the whole programme of the school with the aim of enriching their lives through the development of character, initiative and personality.
9. The school will encourage the development of healthy minds and bodies.
10. Both the acceptance of imposed discipline and the development of self-discipline will be important aspects of the school's approach to education.
11. High standards in personal behaviour, as in courtesy, consideration, manners, punctuality and in the wearing of uniform and personal presentation, will be expected of all students.
12. In acknowledging the important role parents play in the education of their children, opportunities for parental involvement in the school will be provided and encouraged.

ABSENCE

See also TERM DATES, TIMES

Parents should contact the direct Primary School Absentee Line on 54 773 241 if their child is to be absent from school. We ask that any student, who knows in advance that they will be absent from school for a legitimate appointment, bring to their class teacher BEFORE THE EVENT a note from their parent setting out the reason for their absence. Parents are asked wherever possible, to avoid making appointments or arrangements for students during school hours. Any student arriving late (after 8.40 am) should report to the Primary Office. When possible, late arrivals should be accompanied to the office by a parent. Students who arrive at school late (after 8.40 am), should report to Primary Administration to collect a late slip. Students should deliver this slip to their class teacher. Students leaving school before the last bell (3.12 pm) should also report to the Primary Office to sign out.

The Primary School Office will contact families if a student is absent and no reason has been provided.

- *Planning holidays outside the normal vacation times is discouraged. Any plans to do so should be discussed with the Deputy Principal – Primary.*
- *Classroom Teachers are not expected provide school work for students who take holidays with their families during term time.*

ACCIDENT AND ILLNESS

See also INFECTIOUS DISEASES, PARENT and STUDENT DETAILS (updating of)

In the event of a child incurring a serious accident the teacher will see that the child is escorted to the Sick Bay where there is a bed for the child to rest. In the meantime, one of the Primary School Office Staff will contact the parents or guardians so that the child may be taken home. Basic first aid treatment will be given and an ambulance called if necessary. Should a child fall ill in class, the teacher will see that they report to Primary Administration.

Office and parents will be contacted. We have little space in our Sick Bay and, in the interests of the child, they are better off at home.

ACCOUNTS

See BOOK HIRE, TERMINATION OF ENROLMENT, TUITION FEES

ANIMALS AT SCHOOL

With the exception of Guide dogs and the like, families are requested NOT to bring animals / pets to the College.

APPLICATIONS AND ADMISSIONS

See REGISTRATIONS

ASSEMBLY

See also CHAPEL

All children will attend a Year Level Assembly in the Flinders Chapel once a fortnight. The Primary School also holds a P-6 Assembly every second Friday in the Primary Pavilion. Parents may wish to attend this assembly which commences at 8.45 am.

ASSESSMENT

See also REPORTS for further information

Many types of assessment and evaluation are utilised through the year to aid in accurate and comprehensive reporting. As well, children are assessed for strengths and weaknesses to aid in developing programmes for individuals and groups. We undertake Year 3 and Year 5 NAPLAN Testing in May each year.

Assessment and evaluation will take a variety of forms and may differ from subject to subject. Some common forms of assessment include testing, assignments, reports, practical assessment eg. oral work and individual and group presentations. Students will be assessed and evaluated continuously with formal assessments occurring at regular intervals.

BICYCLES

If children are to ride a bicycle to school they must wear a helmet and bring a bike lock to school. Bicycles should be secured in the Primary School Bike Shed while left in the school grounds. Children should be given proper training by their parents before bikes are ridden to school.

BULLYING AND HARASSMENT

See also DISCIPLINE, CODE of BEHAVIOUR, COUNSELLOR

Matthew Flinders Anglican College endeavours to maintain a safe and just environment for all its members. Respect for the rights of others is the core of this policy, and every student, staff member and parent has the responsibility to actively protect the rights of individuals in our community. Bullying, or harassment, is regarded as a serious offence. Anonymous bully reports can be made online at www.stymie.com.au

BUSES

See also TRANSPORT ASSISTANCE

Buses serve all of the areas from which children are drawn. Parents are encouraged to view the comprehensive BusLink website www.buslinkqld.com.au/suncoast for further information about bus routes and timetables, bus passes, etc. Also, Glasshouse Country Coaches provide services from Beerwah, Glasshouse, Landsborough and Maleny areas (contact 54 969 249). Further information can also be obtained from Primary Administration. Parents have a contractual relationship with the bus companies.

Student behaviour on buses should be exemplary, both as a safety precaution and as a reflection of school pride. Parents are asked to support the College's policy by strongly reinforcing the following general rules –

1. Children must obey the instructions of the bus driver at all times
2. Children must remain in their seats, using the supplied seat belt, from when they first embark until they disembark.
3. No part of a child's body is to protrude outside the bus.
4. Objects are not to be thrown inside or from the bus (eg. food, sports equipment, other children's belongings)
5. Student noise is to be kept to a conversational level (no yelling, shouting, screaming, whistling)
6. Food and drink is not to be consumed on buses.
7. Students who behave inappropriately may be excluded from travelling on the bus.

Upon parent request, preferably written, Year P-3 students will be escorted to the buses each afternoon.

CAMPS

See OUTDOOR EDUCATION

CAR PARKING

The beginning and end of days can present dangerous circumstances when children are being dropped off or picked up. Our extended carpark now provides for safer drop off and pick up. Please ensure that this zone closest to the Primary School is used for this purpose only. If parents wish to leave their vehicles, they must use the parking spaces provided.

***It is preferred that siblings wait together so that the pickup process is expedited.
Parents should ensure that cars are NOT left unattended within the "Set-down / Drop-off" Zone***

A further new car park adjacent to the upgraded sportsfield, is situated off Ballinger Road near Flinders Early Learning Centre. Walkways from this carpark to the Primary School are provided. Parking is also available on Stringybark Road and other nearby streets. Please ensure that cars parked on Stringybark Road are not parked on the concrete footpath as a heavy Council fine is applied for this infringement.

CHAPEL

See also ASSEMBLY

The College is open to children of all denominations and none. However, the liturgy of the Anglican Church will be followed in the sacraments and the music and style of worship follows the Anglican tradition. The day will begin with a short prayer and acknowledgement of our faith in God. Each fortnight there will be a Chapel time in the Flinders Chapel. Students participate in worship services, singing and prayer. Parents are welcome to attend the weekly Year Level Assemblies.

CHEWING GUM / LOLLIES

Chewing gum and lollies are not to be brought to school.

CHILD PROTECTION POLICY

Matthew Flinders is committed to the wellbeing and protection of students and strives to offer a safe, supportive and ethical educational environment. All staff, students, parents, contractors and volunteers of the College who become aware of, or reasonably suspect, harm or risk of harm to a student under 18 years are obliged, under State Legislation, to report such harm. The Child Protection Policy provides more information and can be found on www.mfac.edu.au Any report should be given to the Principal or Deputy Principal - Primary. Alternately, contact the Primary School Counsellor.

CLASS ALLOCATION

In the Primary School, students socialise with others from their class or children from other classes. We encourage these relationships, especially within a student's own age group. The classes at our College are of mixed ability and parents can expect their child to not only change year levels but the group within their year level as they progress through the school. It is school policy not to swap students from class to class during the year unless there are extreme circumstances, which will be decided by the Deputy Principal - Primary in collaboration with the Principal. Any queries concerning class placement from year to year should be directed to the Deputy Principal - Primary in writing. The College reserves the right to distribute children across classes as several factors including behaviour, abilities and academic progress, and gender are considered.

CLASS TEACHERS

See also COUNSELLOR

Each child is under the care of a class teacher in Years P - 6. All matters regarding pastoral care can be directed to the class teacher, and this person is the first point of contact when a parent needs to discuss a child's progress or other matters of concern. Other Pastoral Care services offered by the Primary School include the Heads of Junior Primary and Senior Primary respectively, the Primary School Counsellor and the Chaplain.

CO-CURRICULAR ACTIVITIES

Staff further contribute to the students' education through the coordination of cocurricular activities. These activities serve many purposes, the more important being:

- To offer the opportunity of fostering skills other than those normally associated with day to day activities.
- To offer the opportunity for consolidation and extension of the many talents children may possess eg. creative and critical thinking skills through the Tournament of Minds programme, physical prowess through a variety of activities such as tennis, rugby, netball, hockey and cricket. Other activities such as Chess and Debating also bring much to a student's development. These activities vary from year to year. Notes will be sent home inviting children to participate.
- The nurturing of the creative elements children possess through activities such as choir, instrumental tuition and the band or orchestra.

CODE OF BEHAVIOUR

see also BULLYING, DISCIPLINE, PLAYGROUND RULES

Students' Responsibilities

1. You have a responsibility to allow others to work without being bothered. This means that you quietly make good use of your time and do not bother others.
2. You have a responsibility to complete your classroom assignments. This means that you do your best with your class assignments and homework, being sure to hand them in on time.
3. You have a responsibility to be courteous, caring and co-operative. This means using good manners, being tolerant of others' differences and striving to obey requests that ensure the school runs harmoniously.
4. You have a responsibility to take care of property. This means that you take care of school property and respect the property of others.
5. You have a responsibility to come to school. This means that you come to school every day, on time, unless you are sick or have a special reason to be absent. If you are late, please report to the Office.
6. You have a responsibility to obey school rules. This means observing all safety, playground and classroom rules.
7. You have a responsibility to take school messages home. This means that it is important to take all school messages to your parents and have your diary read and signed by your parent/guardian regularly or as requested by your teachers.
8. You have a responsibility to practise good personal cleanliness. This means that you come to school clean and practise good health habits at school.

9. You have a responsibility to wear your school uniform proudly and neatly. This means it is important that you read and understand the Uniform Code.

10. You have an opportunity to contribute to the traditions of our school, making it a caring and exciting place. This makes you a special person.

Students' Needs and Expectations

Just as you have responsibilities, so you can expect certain behaviours and attitudes from your peers, and from your school.

- Students should not laugh at you
- Students should not hurt your feelings
- The school should respect your ideas and feelings
- The school should provide a safe and caring environment for you
- The school should encourage you to make the best of every day, and strive to achieve the goals you have set yourself

Language

Offensive and abusive language is inappropriate and not be tolerated.

COLLEGE BOARD OF DIRECTORS

The College has its own Memorandum of Association and it is a Company Limited by guarantee. The College Board is essentially the Directors of the Company. Board Membership is limited to thirteen persons and a number of people including the Principal are Ex-officio members. The Board of Directors has a number of sub-committees, including Buildings & Grounds and Finance. Involvement in the College Board can be time consuming but it is a rewarding way of involving yourself in the school's affairs. Membership of the College Board of Directors is as indicated at the beginning of this booklet.

COMMUNICATION

See also ABSENCE, INTERVIEWS, MAGAZINE, NEWSLETTER, REPORTS

College Postal Address:

Email:

Web:

Stringybark Road, BUDERIM Q 4556

primary@mfac.edu.au

<http://www.mfac.edu.au>

See also WEBSITE

Direct Dial Telephones:

Registrar (Mrs Debbie Southern)

5477 3260

Students Charges / Fees (Mrs Kerry Zealand)

5477 3264

Primary Counsellor (Mr Alec Hamilton)

5477 3272

PA to Deputy Principal - Primary (Mrs Helen Sullivan)

5477 3215

Primary School Reception (Mrs Sharon Dalton)

5477 3214

Primary School Lost Property/Teacher Assistants

5477 3217

Primary School Library (Mrs Fran Butt)

5477 3216

Flinders Shop (Manager - Mrs Jenny Esplin)

5477 2969

Primary Tuckshop (Mrs Colleen Heath)

5477 3212

Primary School Absentee Line

5477 3241

CONFISCATION

Any inappropriate items brought to school may be confiscated. This includes but is not limited to dangerous toys, iPods, electronic games and the inappropriate use of mobile phones. Generally, these items will be returned to the student at the end of the school day. For further advice, please contact the Deputy Principal - Primary.

COUNSELLOR

See also PASTORAL CARE, CLASS TEACHERS

Schools can have an enormous influence – positive or negative – on the mental health of their students. Matthew Flinders has a strong commitment to providing the optimal education environment to promote students' emotional psychological wellbeing and overall resilience. The role of the Primary School Counsellor is to actively support and facilitate the well-being of students by providing specialist assistance and advocacy through contact with individual students, work with small groups, teachers, parents or families.

Mr Alec Hamilton provides counselling services to members of FELC and the Primary School community. "Mr Alec" is available to talk with students about any aspect of their involvement and participation at school. The major areas where he could assist might include –

- Emotional Wellbeing – counseling for students experiencing sadness, anxiety or anger, or other emotional distress or discomfort
- Social Relationships – counselling for students experiencing difficulties making or keeping friends, bullying issues, self esteem and self confidence
- Family Issues – counselling for students in difficult family circumstances including conflict, separation and divorce
- Behaviour Management – consultation with teachers, behaviour management plans, consultations with parents, counselling for students

Mr Hamilton utilises a range of therapeutic approaches in his work to promote well-being – these include cognitive behavioural, solution focused, narrative and systemic techniques. A general commitment to eliciting individual's strengths and capacities, and facilitating the optimal functioning of the child's support systems informs Alec's work.

Referrals can be made by parent contact, or by teaching staff in consultation with parents. Contact with Mr Hamilton remains confidential but involvement of relevant staff at the school may be negotiated with the student and family, thus ensuring optimum support for the student in the school community and an overall consistency in approach.

Mr Alec Hamilton can be contacted by telephone (54 773 272) or via email – ahamilton@mfac.edu.au

CURRICULUM

Curriculum is a dynamic, powerful tool, which must change in response to the complexities of modern life. The main discipline areas in the Primary School, at the present time, are Mathematics, English, Science, History, Technology, Visual Arts, Health and Physical Education, Languages, Music, and Religious and Values Education. Literacy and Numeracy are emphasised in all aspects of the curriculum.

The Primary School has implemented the Australian Curriculum in English, Mathematics, Science, Geography, History, the Arts and Health and Physical Education, with Technologies and Languages implementation this year. As an independent school we are able to amend and extend these recommended programmes to:

- suit the needs and abilities of our students
- utilise and enhance the talents of our teaching staff and parent body
- use fully the resources offered (eg. ICTs, environment)
- complement the philosophy of the College
- pursue academic, social and cultural excellence
- explore and consolidate the Christ-centred ethos.

The Primary curriculum will be delivered and planned in a variety of ways to cater for different subject areas, teaching and learning styles eg. process and content, integrated approach, whole class activities, small group instruction, ability groups and individualised curriculum programmes to cater for children's special needs.

CURRICULUM SUPPORT

The Primary School endeavours to identify and support the special learning needs among its students. An extensive identification process is in place to identify students in need of learning assistance, either for learning difficulties or for extension. Students with special needs are supported by teachers in regular classrooms with assistance from the Learning Centre team where necessary.

DAMAGE TO SCHOOL PROPERTY

Where College property is damaged or destroyed as a result of irresponsible behaviour by students, an appropriate consequence is administered and the parents are required to pay for the cost of repairs or replacements. Losses of this nature are not covered by the College's insurance policy. Any damage should be reported immediately to the Deputy Principal - Primary.

DIARIES

Diaries are provided for all students in the Primary School. Diaries are used as a means of communication between school and class teacher. Parents are encouraged to use the diary to write notes to the class teacher. Students will write their nightly homework in the diary and parents are asked to sign each week to indicate that homework has been completed.

DISCIPLINE

See also CODE OF BEHAVIOUR, BULLYING, COUNSELLOR

Matthew Flinders Anglican College is a caring institution. Children are encouraged to develop appropriate standards of self-discipline, to show a high level of cooperation and to be courteous at all times, both to their peers and to staff. A high standard of behaviour is expected in the classroom, playground, and outside the school. At no time will rudeness or bad language be tolerated. Persistent behaviour in breach of appropriate standards will be dealt with by the Deputy Principal - Primary. Continued or serious continued breaches of the College's Code of Behaviour may result in suspension.

END OF DAY

See also AFTER SCHOOL CARE. TIMES and PLAYGROUND RULES

1. ***Children will be dismissed from class at 3.12 p.m.***
2. Any Primary School student leaving the College ***before 3.05 pm MUST be signed out by their parent at Primary Administration.***
3. **Early Departures** - Many afterschool activities offered by external providers begin at 3.30 pm. The College realizes that this places parents under pressure to take their children earlier than the 3.12 pm end of day. However, an early departure from school is not preferable. Please contact the Deputy Principal - Primary to discuss this issue.
4. Parents are asked to collect their children promptly at the end of the day. The school takes no further responsibility for the care of children after that time, unless a regular activity or

meeting is held or we have received instruction from parents. We instruct children not to play on the playground equipment whilst waiting for collection after that time.

5. ***Children who are not collected by 3.45 pm will be directed to After School Care where they will be cared for in a safe environment. Parents will be charged for this service.***

ERRAND POLICY

On occasions, students will be asked to deliver items such as messages and lunch boxes to various areas around the Primary School. Junior Primary students (Prep to Year 3) will always travel in pairs, whilst students in Years 4 to 6 may travel individually. Students (Years 4 to 6 only) travelling to the Secondary School on errands, must travel in pairs with a permission slip completed by Primary Administration personnel.

EXCURSIONS

see also WEBSITE - My Flinders

From time to time excursions will be organised by class teachers and subject teachers. Parents are asked to cooperate by logging into Parent Lounge (Tours and Excursions) and acknowledging and accepting the Terms and Conditions forms promptly.

FLINDERS SHOP

The Flinders Shop aims to provide all of the necessary uniform and stationery items for students at the best possible price. We strive to provide extremely competitive pricing with the vast majority of stationery items offered at well below recommended retail prices. The Flinders Shop is situated on the Secondary Campus, downstairs in the Performance Centre and is open every school day 8.00 am - 3.30 pm.

Parents of Primary School students wishing to use this facility may phone their order through to the Flinders Shop (5477 2969) and the items will be delivered to child's classroom. The cost of purchases is debited to term accounts.

FUNDRAISING

Students are not permitted to sell fundraising items on the school campus without permission of the Deputy Principal - Primary.

HATS

see also SUN PROTECTION, UNIFORM POLICY

Students must wear either the wide brimmed College sports hat or their formal hat during all outdoor activities, including play times, H.P.E. and sport.

HOMEWORK

Research generally demonstrates a link between homework and improved student academic achievement. It can also help to develop student initiative and responsibility. The following guidelines have been established for homework in the Primary School.

<i>Prep to Year 2</i>	Home reading and transitional activities for no longer than 10 minutes
<i>Year 3</i>	10 minutes reading and 10 minutes writing
<i>Year 4</i>	15 minutes reading and 15 minutes writing
<i>Year 5</i>	20 minutes reading and 20 minutes writing
<i>Year 6</i>	20 minutes reading and 30 minutes writing

Types of Homework

- Practice - designed to reinforce newly acquired skills and knowledge. This includes home reading and number fact practice.
- Preparation - intended to provide background information. This could include reading a class text, gathering newspaper cuttings or research work.
- Extension - designed to encourage individualised and creative learning by emphasising student initiative and research.
- Completion - intended so that students complete work not finished at school
- Assignments - at least 70% of assignment work must be carried out at school

HOUSE SYSTEM

Each child from Years P to 6 will be attached to one of four sport houses. They are Rafter, Thomas, Freeman and Milton. Children of the same family will normally be in the same house. Houses are used principally for sport competition and other intra-school activities. House Captains are elected in Terms 1 and 3.

INFECTIOUS DISEASES

See also ABSENCE, ACCIDENT and ILLNESS, MEDICATION

Disease	Exclusion Period
<i>Chicken Pox</i>	For 1 week after eruption of skin
<i>Head Lice</i>	Until appropriate treatment has been undertaken
<i>Impetigo</i>	Until appropriate antibiotic treatment has commenced. Sores are healed (or sores on exposed areas are completely covered with an adhesive covering).
<i>Measles</i>	Until at least 4 days since onset of rash (non-immunised siblings or other contacts should be excluded for 14 days from the appearance of rash)
<i>Mumps</i>	For 9 days after swelling appears
<i>Rubella</i>	Until fully recovered or for at least 4 days after onset of rash
<i>Ringworm</i>	Until day after appropriate treatment has commenced or until raised sores are healed (or sores on exposed areas are completely covered with an adhesive covering)
<i>Whooping Cough</i>	Exclude until 5 days after starting appropriate antibiotic treatment, or for 21 days from onset of coughing. Doctors must notify local Public Health Unit as soon as possible.

INSURANCE

See also WEBSITE – My Flinders

(a) Personal Property

The personal property of students is not insured by the College against theft, damage, loss etc. Parents are encouraged to discuss with their insurance company the inclusion of their Householders' Policy to cover their children's property when at school and on school activities. Musical Instruments hired by students should also be noted on your Householders' Policy.

(b) Student Accident

The College has a Student Accident Protection Plan Gold Policy, which provides a range of capital benefits for accidents to full-time students 24 hours per day/7 days per week while engaged in school or organised sporting activities. There is no charge for this insurance. However, the contract is between yourself and the insurance company. Please note that it is the parents' responsibility to notify the College in the event of an accident off campus, and to download or collect a claim form from Main Administration. Written notice of a claim must be given to the company within 30 days after an accident or as soon thereafter as is reasonably possible. The Student Accident Protection Plan Claim Form must be co-signed by the Principal or his delegate prior to submission.

INTERVIEWS See also WEBSITE - My Flinders

Parent/Teacher interviews will take place in the last week of Terms 1 and 3. Parents will receive information about how to log in and book their time slot/s for the interviews on Parent Lounge (when link is active). Parents may also contact the class teacher at any other time to request an interview to discuss any issues. Parents should also feel free to contact the Primary Heads or the Deputy Principal – Primary at any time during the school year. To make an appointment with the Deputy Principal - Primary, please contact Helen Sullivan in Primary Administration or call on 54 773 215.

LIBRARY

The Library is located in F Block. We have an extensive collection of children’s literature and reference books. Children are encouraged to borrow from the library on a regular basis. All students in Prep to Year 2 should possess a library bag.

LOST PROPERTY

Parents should label and mark ALL items of clothing. Please refer to the list on the door of Lost Property (B1), which gives details of any NAMED items held in the Lost Property Room. This list is updated every Monday, Wednesday and Friday. Personal items of value, required at school, such as calculators, should be engraved with the student’s name.

There is a Lost Property container located at the end of B Block and this can be accessed at any time. Items left in the container will then be moved to the Lost Property room (B1) until collected.

**Lost Property room is open to parents and students on the following days ONLY
Monday / Wednesday / Friday from 8.30 am to 8.45 am**

LUNCH TIME

The children in the Primary School eat lunch from 12.50 pm - 1.00 pm under the supervision of their classroom teacher within the confines of the classroom area. At the 1.00 pm bell, they are dismissed to attend co-curricular activities or to play. Children are only permitted to purchase items from the tuckshop after being dismissed.

MAGAZINE

A school magazine, “The Investigator”, is produced yearly. A charge will be made to your parent account for this publication.

MEDICATION

See also ACCIDENT and ILLNESS, PARENT and STUDENT DETAILS (Updating)

No medication will be given to students without written permission from parent/guardian. This includes antibiotics and cough medications. Panadol and/or Nurofen can be administered by Sick Bay Staff if indicated on the online Student Health Form. If a student has a temporary condition which needs medication any time during school hours, the parent/guardian must send medication in the original container, clearly marked with the student’s name, dosage and time to be taken to Primary Administration. An “Authority to Administer Medication Form”, (available from Primary Administration), must be completed at the time of leaving the medication. The student must go to Primary Sick Bay for the medication to be administered. Under no circumstance will teachers administer medication. No medication is to remain in the student’s school bag or desk during the day. Medication (eg. Ventolin) for a student with an ongoing illness such as asthma or diabetes and needing treatment during school hours, will also be kept in the Sick Bay. As with temporary medication, this treatment must also be described in writing by the parent using the “Authority to Administer Medication Form” and updated regularly. Please note - any medication past its expiry date will be sent home to be renewed. A record will be kept of the times all medication (whether temporary or ongoing) is administered to a student.

MOBILE PHONES

See also ACCIDENT and ILLNESS, WEBSITE – My Flinders

The College accepts that parents give their children mobile phones to protect them from everyday risks involving personal security and safety and to enable contact. However, the increasing ownership of mobile phones requires us to take steps to ensure that mobile phones are used responsibly. The College strongly recommends that students do not bring mobile phones to school unless absolutely necessary. The College accepts no responsibility for replacing lost, stolen or damaged mobile phones and no responsibility for students who lose or have their mobile phones stolen while travelling to and from school. The College has established a Primary School Agreement providing instructions for the appropriate use of mobile phones during school hours. This policy is designed to ensure that potential issues (such as mobile phone etiquette, disruption in classrooms) can be clearly identified and addressed, ensuring that the benefits mobile phones provide (such as increased safety) can continue to be enjoyed by our students. Before Primary School students bring a mobile phone to school, they must read and understand the policy with their parents/carers and return a signed copy of the document. The Primary School Mobile Phone Agreement is available online or from Primary Administration.

- **Please note - If a student is ill they must report to Sick Bay and not use their mobile phone to call their parents for collection.**

MUSIC

For all information regarding the curriculum and cocurricular music programmes, please refer to the Music at Flinders booklet, which is available from the Music Department. Any further queries should be directed to the Head of Music - Primary. Individual Lessons: A large number of students learn an instrument on a user pays basis. Children may learn only ONE instrument during school hours. Lessons are rotated so that minimal disruption occurs to learning in other areas of the curriculum. A number of instrumental teachers attend MFAC on a part-time basis and tutor students during the school day. The school will assist with the hire of instruments. Queries concerning instrumental music lessons should be directed to the Head of Primary Music. A Music Tuition Form is available from the College website.

NEWSLETTER

See also WEBSITE – My Flinders

The College Newsletter is produced each fortnight and is available online via an email link sent to families. The Newsletter contains information on College activities and P & F News as well as Diary Dates and is a useful means of keeping parents up to date on College activities. The newsletter may also be accessed through the College website - <http://www.mfac.edu.au>

OUTDOOR EDUCATION

Outdoor Education aims to adjust and heighten the consciousness of students to the physical and cultural environment. Annual Camps including a sleepover for Year 2, are part of the total Outdoor Education programme. As Outdoor Education is an integral part of the total school programme the school aims to provide camps and excursions that will:

- be organised and run by competent and skilled staff
- broaden the student's environment
- contain activities that directly relate to the needs and interests of the students
- allow for socialisation
- teach the student to cope with new social, physical and emotional situations outside the school and home
- include pre and post camp activities
- introduce new leisure time and adventure activities or reinforce those already learnt
- offer the students a wide range of localities at which camps will take place.

These camps/activities are considered a compulsory part of the school's curriculum. Camp costs are included in tuition fees.

OUT OF SCHOOL HOURS CARE

The College operates an Out of School Hours Care (OSHC) facility for the convenience of parents. Parents may claim the Child Care Benefit by ringing the Family Assistance Office on 136 150 and quoting the Customer Reference Number – 407 212 016J (for After School Care) and 407 212 019V (for Vacation Care). Information regarding fees, hours of care, facilities and Vacation Care provision can be directed to the Coordinator of the facility, at the College. Phone: (07) 54 773 257.

PARENTAL INVOLVEMENT

The Matthew Flinders Anglican College, Parents and Friends Association are a group of committed parents, volunteers and friends who work hard to develop a great sense of community at Flinders. They also assist the College through their fundraising efforts to provide a safe, healthy and up to date education facility for our children. All parents are automatically members of the Parents and Friends Association.

The P & F Association at Matthew Flinders Anglican College is a most active and supportive group of parents. There is a well established Committee and your involvement in it would be much appreciated. Activity Supporter Groups also exist, as well as sub-committees, ie. the Flinders Fair Committee. The College Council exists as the governing body of the College and it is normal that the majority of the Council is made up of parents. There is not a P & F representative on the College Council.

There are many areas in which you, as parents, can be involved as part of the Flinders' Community. Your involvement in our community, regardless of how small, would be greatly appreciated. The dedication and support of our parent body, enables us to provide many additional resources for our students. If you would like to know more on how you can assist, please contact our P & F Liaison Officer, Cathy Wylie on 54 772 964.

Listed below are some of areas of support you may like to consider.

- Parents and Friends' Association Management Committee
- Primary School Class Representative Scheme
- Primary and Secondary Tuckshops
- Flinders Shop
- Fund-raising and Friend-raising Activities for 2017 -
 - Trivia Night (Saturday, 11 March)
 - Primary Disco (Saturday, 5 May)
 - Rugby Sports Night (Saturday, 13 May)
 - Cocktail Evening (Friday, 26 May)
 - Bastille Day Dinner (Saturday, 22 July)
 - Flinders Fair (Saturday, 19 August)
 - Flinders Movie Night (date TBA)
- Supporters' Groups

Flinders Basketball Club	Flinders Cricket Club	Friends of Environment
Flinders Foodbank	Flinders Football (soccer)	Flinders Hockey Club
Friends of Music	Flinders Netball Club	Friends of Production Club
Flinders Rugby Club	Flinders Sailing Club	Flinders Tennis Club

PARENT AND STUDENT DETAILS - UPDATING

See also ACCIDENT and ILLNESS, MEDICATION, WEBSITE (My Flinders)

Should you need to update family contact details and/or student medical details, please log into Parent Lounge, (via My Flinders link) select School Links and click on “*Change of Details (Primary)*”. Please enter your new information and be aware of the following points -

- We require, for safety reasons, three different local emergency contact telephone numbers (not including your own home/business telephone numbers) to be entered onto the online Health Form.
- Please be aware that any changes you make will not take immediate effect in the database. Administration staff will verify the update in the database within 24 hours.

PASTORAL CARE

See also CLASS TEACHERS, COUNSELLOR

PLAYGROUND RULES

See also BULLYING, DISCIPLINE, CODE of BEHAVIOUR, TIMES

Playground duty commences at 7.45 am. Children arriving between 7.45 am and 8.15 am must report to the staff member on duty in the Primary Quad. Several teachers are rostered on duty throughout the day. With the exception of co-curricular activities, general supervision ceases at 3.12 pm when children depart the school grounds. We instruct children not to play on the playground equipment after that time. Students are informed of playground boundaries, supervision routine and are expected to follow the rules below:

1. Walk on the concrete pathways around all buildings
2. Play within the set boundaries and use equipment in appropriate places. This means that the following behaviours are unacceptable -
 - kicking rugby balls in the Pavilion
 - using cricket bats, baseball bats, hockey sticks and hard balls in the Pavilion. Cricket equipment is only to be used in the cricket nets and hockey sticks and baseballs are not to be used unless with the express permission and supervision of a teacher who is not on general playground duty
 - running through classrooms and gardens
 - use of all playground equipment before 8.15 am and after school.
3. Play safely and fairly. This means considering others and protecting yourself. Being considerate means that the following are unacceptable -
 - o hitting, kicking, pushing, punching
 - o threatening others
 - o aggressive or rough play
 - o hurting others
 - o playing games or using sports equipment in an inappropriate or potentially harmful manner,
 - o eg. tackle rugby, brandy, throwing sand or other objects.
4. Wear hats and shoes outside. Shoes need not be worn on pathways to and from the pool. Students can change into their sports shoes to play games at lunchtime, but must change into school shoes before class.
5. Care for our property and the school grounds. This means that the following behaviours are inappropriate -
 - o littering
 - o harming wildlife
 - o damaging plants and gardens
 - o playing with water and taps, sprinklers
 - o removing sand or pinebark
 - o damaging others' belongings
 - o stealing

- damaging school property
 - graffiti
6. Toilets are to be kept clean and used properly.

REGISTRATIONS

To place your child in the waiting pool, parents should complete an Application for Registration and forward to the Registrar's Office with the non-refundable Registration Fee of \$200.00 (including GST), and a copy of the child's latest school report and NAPLAN results, if applicable.

Current entry points into the Primary School are in the Preparatory Year, Years 3 and 5. Students are admitted into other year levels in the Primary School as places become available. According to the College's preference factors, students are invited to attend an interview with the Deputy Principal - Primary or Head of Junior Primary, and then offers of enrolment are made. Parents are urged to register siblings as early as possible.

Information and Orientation events are held for parents seeking entry for their child into the Preparatory Year.

Please contact the Registrar's Office for further information.

REPORTS

See also ASSESSMENT, INTERVIEWS, WEBSITE - My Flinders

Parents will receive comprehensive written reports on their children's progress twice a year, at the end of Semesters 1 and 2. Parent/Teacher interviews are carried out in Terms 1 and 3.

SCHOOL LEADERS

School Leaders are appointed by the Deputy Principal - Primary for the whole school year according to predetermined criteria. Student and staff opinion is sought but the final selection is in the hands of the Deputy Principal - Primary. House Captains are appointed for both Semester 1 and Semester 2.

SPORT

Students from Years 4 to 6 are involved in the Sunshine Coast Independent School Sports Association (SCISSA), which caters for a wide variety of sports over Winter and Summer seasons.

STUDENT STAFF COUNCIL

The Student Staff Council at Matthew Flinders has two branches - one for the Primary School and one for the Secondary School. Representatives for both councils are elected by students who have to make a commitment to attend weekly meetings, represent the views of their classmates and to report back to them with details of progress made on issues. It is a commitment, which demands conscientiousness and enthusiasm. In the Primary School, each class (Years 3 to 6) nominates two representatives. Student Staff Council discusses issues of concern to students. These may range from facilities, to fundraising to social events. One popular activity is to arrange a Non-Uniform Day, to raise funds for worthy causes. Each year, for the past eleven years, the Primary School has sponsored two children through World Vision. After discussions at the Student Staff Council meeting, the recommendations for action are put to the Deputy Principal - Primary for approval.

SUN PROTECTION

See also HATS, UNIFORM POLICY

All children are to wear a College sports hat. We have a "no hat - no play" policy. Parents are to provide sunscreen and children are encouraged to apply it regularly especially before Physical Education lessons and swimming. Wet shirts are compulsory for Years P-6 and are available from the Uniform Shop.

TERM DATES See also ABSENCE

Semester 1	Term 1	School Commences	Monday, January 23, 2017
		School Finishes	Friday, March 31, 2017 (10 weeks)
	Term 2	School Commences	Tuesday, April 18, 2017
		School Finishes	Thursday, June 15, 2017 (9 weeks)
Semester 2	Term 3	School Commences	Tuesday, July 11, 2017
		School Finishes	Friday, September 15, 2017 (10 weeks)
	Term 4	School Commences	Tuesday, October 3, 2017
		School Finishes	Thursday, November 30, 2017 (9 weeks)
		<i>Pupil Free Days 2017</i>	<i>Monday, July 10 (Term 3)</i>
			<i>Monday, October 16 (Term 4)</i>
			<i>Friday, December 1 (Term 4)</i>

- Planning holidays outside the normal vacation times is discouraged. Any plans to do so must be put in writing and discussed with the Deputy Principal - Primary.
- Classroom teachers are not expected to provide school work for students who take holidays with their families during term time.

THEFT

This is defined as being in possession of someone else's property without their permission. Culprits will be sent to the Deputy Principal - Primary. Students who find other people's belongings are asked to hand them to the nearest teacher. Valuable items should not be brought to school.

TIMES - Beginning and End of Day

See also END OF DAY, PLAYGROUND RULES

- School commences at 8.35 am.
 - Teachers are allocated to supervise the playground from 8.15 am to 8.40 am.
 - Children should not be at school prior to 7.45 am without parental supervision.
- Children should be at school by 8.30 am.
 - **If a student arrives after 8.40 am they MUST sign in at Primary Administration.** They will be given a blue slip that must be given to their teacher upon arrival in the classroom. This procedure is a legal requirement and ensures that our online class rolls are accurately completed.
- Morning recess is from 11.05 am until 11.25 am.
- Lunch is from 12.50 pm to 1.40 pm.
- School ends at 3.12 pm.

TOYS

With the exception of "Show and Tell" times, (which will be initiated by the classroom teacher), we ask that children do not bring toys or valuables, eg. iPods, MP3s, Playstations and the like, to school as they can be damaged or lost. Toys and games related to violence and war may not be brought to school.

TRANSPORT ASSISTANCE OPTIONS

See also BUSES

- Non Government Schools Transport Assistance Scheme

Payable to parents or guardians whose children use an approved bus service to school. The weekly bus fares must be in excess of the weekly threshold. The weekly threshold is a per family threshold, not a per student threshold. The weekly threshold is determined on a semester by semester basis and depends on the government funds available for distribution to eligible applicants. This service is administered through the Queensland Catholic Education Commission.

Parents/applicants of eligible students MUST submit their online application twice a year in:
May for Semester 1 and October for Semester 2

- Receipt of applications will be confirmed via email from QCEC.
- LATE APPLICATIONS CANNOT BE ACCEPTED.
- Further information is also available from Catholic Education Commission

(telephone 3336 9286) or visit their website - <http://www.qcec.qld.catholic.edu.au>

TUCKSHOP

See also WEBSITE - My Flinders

Tuckshop facilities are available each day of the week. Parents are encouraged to take advantage of the flexibility afforded by using our online Tuckshop ordering system on Parent Lounge. The Tuckshop cannot function without the assistance of parents, so we encourage parent volunteers. Please contact our Primary School Tuckshop Convenor, Mrs Colleen Heath on 54 773 212.

TUITION FEES

Please refer to information on the College's website - <http://www.mfac.edu.au/enrolments/fees>

UNIFORM POLICY

Developed: January 1990

*Last Review Date: September 2016 (V1.02) Next review Date: July 2017 **

** This policy may be updated or revised from time to time. The College will not notify you each time the Policy is changed. If you are unsure whether you are reading the most current version, you should contact the Principal's Personal Assistant.*

Purpose

The purpose of the Matthew Flinders Anglican College Uniform Policy is to:

- Ensure that Matthew Flinders Anglican College students are well presented without focus on personal vanity. Parents and teachers play an important role in guiding students' attitudes towards appropriate uniform and personal presentation.
- Develop a sense of community amongst students who take pride in themselves and in their school.
- Provide practical and uniform standards of dress and appearance to ensure students' health and safety and to allow the immediate identification of students.
- Maintain a standard of dress and appearance that is consistent with the very high expectations of the Matthew Flinders Anglican College community.

1. Policy Scope

Wearing the Matthew Flinders Anglican College uniform is compulsory. This includes adhering to the specified standards of appearance and grooming. This policy covers all students enrolled at Matthew Flinders Anglican College. Families are expected to support the College in every aspect of this policy. Students who are unable to wear the complete uniform (including HPE uniform) for any reason are required to present a note from their parent/guardian to the Deputy Principal, Primary or Head of House, who will issue a short term exemption slip.

Non-Uniform Days occur at times during the year, usually to raise funds for charitable causes. On these occasions, dress must be neat and conventional and include sensible and closed-in footwear.

Policy Development

This policy represents the expectations and requirements of the majority of the members of our community. This policy has been developed through a consultative process, with the views of parents, students and staff being sought through various channels. The Uniform Policy is approved by the College's Board of Directors on the recommendations of the Principal and the Uniform Committee. The Uniform Committee is the forum for review of the uniform.

2. Policy Statement / Content

General

- Several optional items of uniform are available to provide students with a choice of clothing which best suit their needs.
- The uniform must be worn as a whole. It should not be supplemented by non-uniform items, nor should items be omitted.
- All clothing items must be named and be clean, well pressed and in excellent repair.
- All items of uniform are to be fitted and purchased from the Flinders Shop with the exception of shoes.

Hats

- College formal hats with hat band are to be worn travelling to and from the College, on excursions, in the street and at bus stops. For sun safety reasons, a hat must be worn before first bell, during recess and at lunchtime.
- Students must wear a Flinders sport hat during physical education lessons.
- Hats may not be worn in classrooms.
- All hats must be kept clean and in good condition. We recommend that they are kept in lockers during class and that boys' hats be scotch-guarded.
- Black or navy sunglasses may be worn out of doors, but are not to be worn in classrooms.

Shoes are to be well maintained, cleaned and polished

- Prep – Year 2 students – White sports shoes with no extreme flashes of colour.
- Years 3 – 6 students:
 - Conventional black leather lace-up shoes with flat heels and plain black laces. Shoes are to be polished regularly and laces tied correctly. Jogger brands and styles with higher heels and coloured stitching are not to be worn.
 - Sport shoes must be appropriate for the activity being undertaken and must have nonmarking soles.

Winter uniform is worn from a date advised by the Principal (no later than the third Monday in May). Blazers/jackets are worn to and from College from that time until the end of Term 3 or until advised otherwise.

Formal College uniform items such as jumpers and jackets are not to be worn with a sport uniform.

Jewellery – Female students may wear one pair of matching earrings in the ear lobes only. These must be unobtrusive plain gold/silver sleepers and plain gold/silver studs and must not present a risk to health and safety. No other jewellery is to be worn with College uniforms except a wristwatch or bracelet/pendant bearing a medical alert. Prohibited jewellery will be confiscated until the end of term.

Hair - The Flinders community has determined that the following guidelines for the length and style of male and female students' hair are appropriate.

- (a) All students' hair must be kept neat and in an appropriate conventional style as determined by the Principal, Deputy Principal, Primary or Primary Deans. Hair must be a natural colour and must be kept off the face and above or off the collar at all times.
- (b) For male students, hair must be kept short and neat at all times. The minimum allowed clipper length is No. 3.
- (c) For female students, hair worn in a longer style must be tied or kept up and back. Elastics must be in a neutral colour similar to the colour of the student's own hair. It is preferred that ribbons or scrunchies, in the College colours, be worn to cover elastics. Matching hair accessories including clips or headbands may be worn. All hair accessories must be in the College colours of white, navy, jade or tartan (in winter) and can be purchased from the Flinders Shop.

Make-up and coloured nail polish are prohibited. On medical advice, a discreet concealer or medicated application may be used to cover blemishes or skin complaints.

Students must use regulation Flinders school backpacks or trolley bag. If an additional bag is required for sporting gear, the Flinders sports bag is preferred.

The Flinders scarf (available from the Flinders Shop) and navy gloves are optional winter items.

Please use a navy or black umbrella and a navy raincoat in wet weather. Umbrellas are available at the Flinders Shop.

Infringements will be given for breaches of the Uniform Policy. As with all behaviour management issues, we request the cooperation of parents in ensuring College rules are upheld and that all students are appropriately dressed in line with College expectations.

In the event of any ambiguity regarding this policy, the Deputy Principal, Primary or Principal will make the final determination.

Any queries or feedback regarding the Uniform Policy can be directed to the Uniform Committee. If parents envisage any difficulties meeting the requirements of this policy, please contact the Deputy Principal, Primary.

3. Specific Uniform Pieces

3.1 Preparatory, Year 1 and Year 2 Students

- Students in the Preparatory year, Year 1 and Year 2 must wear the College sport uniform as set out below. Prep students will also require Flinders swimmers, House swim cap and a wetshirt prior to the commencement of Term 4. During the winter terms Prep, Year 1 and Year 2 students may wear the College tracksuit or polar fleece top.

3.2 Girls' Uniform (Years 3 to 6)

1. The girls' summer uniform consists of striped dress, tie (navy side out), white Flinders logo ankle socks, black shoes and hat. Dresses should not be shortened at hem or dropped waist level. The dress should be mid calf length.
2. Jumpers may be worn to and from the College with the girls' summer uniform. The summer dress collar must be worn outside the jumper.
3. The girls' winter uniform consists of tartan skirt (length should be mid calf), white blouse, winter tie and jacket. White Flinders logo ankle socks or navy opaque hose (not knee highs) are optional for girls in all year levels. Jumpers may be worn to and from the College for extra warmth with the winter uniform, but must be under a jacket.
4. The formal hat must be worn to and from school, and a formal hat or sport hat during recess and lunchtime.
5. The girls' sport uniform consists of a sport hat, sport skirt or shorts, polo top, White Flinders logo ankle socks and lace up sport shoes with non marking soles.

3.3 Boys' Uniform (Years 3 to 6)

1. The boys' summer uniform consists of:
 - Years 3 and 4 - navy shorts, striped Jac style shirt (no tie), long socks, black shoes and hat.
 - Years 5 and 6 - navy shorts, striped tuck-in style shirt, tie, long socks, black shoes and hat. Ties must be worn to and from school and at College Assemblies, Year Level Chapel Assemblies and other formal occasions. Ties are optional during class time. Shirts must be securely tucked in at all times.
 - Shorts are to be belted on the waist and worn above the knee. Garters should be used with socks if required.
2. Jumpers may be worn to and from the College with the boys' summer uniform.
3. The boys' winter uniform consists of:
 - Years 3 and 4 - Striped Jac style shirt (no tie), long grey trousers and jacket. Grey shorts are an optional item.
 - Years 5 and 6 - Striped tuck in style shirt, tie, long grey trousers and jacket. Grey shorts are an optional item.
 - Jumpers may be worn for extra warmth to or from the College, but must be under the jacket.
4. The formal hat must be worn to and from school, and a formal hat or sport hat during recess and lunchtime.
5. The boys' sport uniform consists of a sport hat, navy sport shorts, polo top, White Flinders logo ankle socks and lace up sport shoes with non marking soles. Shorts are to be worn on the waist.

3.4 Sport/Physical Education

1. Sport hats are to be worn during Physical Education lessons and sport as directed by teachers or coaches.
2. Prep, Year 1 and Year 2 students wear their Sports Uniform (all year) full time.
3. Year 3 students are permitted to wear sports uniform on Physical Education lesson days.

4. Years 4 to 6 students are permitted wear their sports uniform to school on those days when their HPE lessons fall in Lessons 1, 2 or 3. They must then change into formal uniform at morning tea. Similarly, students are permitted to wear their sports uniform home from school if their HPE lesson falls in Lessons 6 or 7. In this case, students must wear formal uniform to school and change into sports uniform at lunchtime. In these cases, sports uniform must be worn appropriately to and from school.
5. Students who ride bicycles to and/ or from school are permitted to wear sports uniform for their ride but must change into formal uniform during school hours.
6. SCISSA Sport (Years 4 to 6) - During the SCISSA Sport seasons (Winter and Summer) students can come to school (each Thursday during the season only) in their sports uniform. Specific jerseys/shirts will be provided by the College for AFL, Basketball, Rugby, Soccer and will need to be returned at the end of the competition season. Students playing AFL, Rugby and Soccer will also require the knee high blue sports socks, which can be purchased from the Flinders Shop.
7. Students seeking special permission to wear sports uniform to and from school at other times must seek specific approval from the Head of Primary.
8. The College tracksuit or the College polar fleece top are optional. The tracksuit or polar fleece top is the only tracksuit or top that students may wear at school or when representing the College. Tracksuits or the polar fleece top are not to be worn with the formal uniform. In cooler weather the tracksuit or polar fleece top may be worn at any time before or after competition.
9. Swimming - Matthew Flinders Anglican College swimsuits are to be worn. College swimsuits must be worn for Interschool competition. Swimming caps are to be worn whenever in the pool. College wetshirts are compulsory for Years Prep to 6.
10. Children in Years P to 6 may wear the House Polo-shirt to and from school (as permitted in points 3 to 7 above) as an option to the HPE polo-shirt.

VACATION CARE

See OUT OF SCHOOL HOURS CARE

VISITORS

Should you wish to bring visitors to the Primary School, please arrange a suitable time through the Primary School Administration Office.

All visitors to the Primary School MUST report to the Primary Administration Office when they arrive at the College, where they will be signed in and given a "Visitor" identification badge. Please return this badge to the office and sign out at the conclusion of the visit.

WEBSITE - MyFlinders

See also COMMUNICATION, EXCURSIONS, INSURANCE, NEWSLETTER, PARENT and STUDENT DETAILS (Updating)

From our main website - www.mfac.edu.au it is possible for the College community to log onto the "MyFlinders" link which is located on the side of the home page. You will need to enter your username and password (case sensitive letter/number combination) to gain access to the Parent Portal. Alternatively you can save the address to MyFlinders in your bookmarks or favourites, so you can go there directly in future.

The address is www.mfac.edu.au/myflinders/parents-2

The above “portals” provide useful information to the parent and student community such as access to Parent Lounge where you can book Parent/Teacher interviews (when active), update contact and medical details, read newsletters and an electronic version of the Parent/Student Handbook, visit parent and student services (Tuckshop ordering and Flinders Shop), complete Tours and Excursions approvals and view various College policies and online forms.