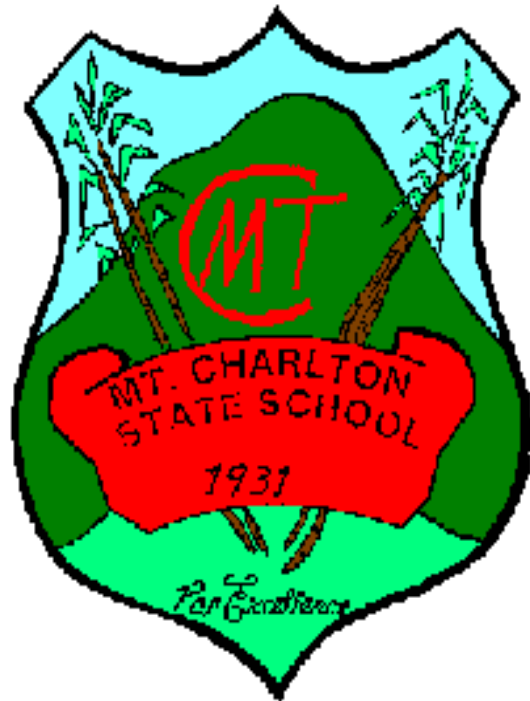


MT CHARLTON STATE SCHOOL



Prospectus 2009

MT. CHARLTON STATE SCHOOL MISSION STATEMENT

Our Mission is to achieve

Educational excellence by

Developing the gifts and

Talents of each individual

For the benefit of all.

MT CHARLTON SCHOOL SONG

This is our school

This is our school

We like it very much

On a road side

Midst the Cane-fields

The mountains you can touch

And when we're in school

We learn all that's new

We use computers and Japanese too

Yes it's Charlton

State School Mt Charlton

The best school in our State.

(Repeat if needed)

To the tune of . . . "When you're smiling".

Words by Barry Casey – Music Teacher.

MT. CHARLTON STATE SCHOOL

Dear Parents,

This booklet reflects, in essence, Mt. Charlton State School at this point in time. It is, by no means a definitive statement because as the school continues to develop so will the information contained herein be altered.

A Prospectus aims to inform the future, current and past parents of the functions, both educational and administrative, of their child's school. We have attempted to include as much information as possible in order to provide you with a good reference resource.

The book itself is in three sections:-

SECTION A - Information Handbook

SECTION B - School Procedures

SECTION C - School Policy

A more detailed breakdown of each section may be found in the table of contents.

I hope you will find the information useful.

Yours Sincerely,

ESTHER LANDO
PRINCIPAL

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SECTION A: INFORMATION HANDBOOK

OUR SCHOOL AT A GLANCE

 <p>Mt Charlton State School</p>	PO address	Mt Charlton via Mt Ossa, Mackay QLD 4741
	Phone	07 4958 8074
	Fax	07 4958 8585
	Email	the.principal@mtcharltss.eq.edu.au
	Website or Contact Person	www.mtcharltss.eq.edu.au

PRINCIPAL'S FOREWORD

Introduction

Mt Charlton State School in its picturesque farming and mountainous surroundings is a one-teacher multigrade school in the Mackay/Whitsunday Region. It is situated 60km NW of Mackay in the Mackay Regional Council. Our mission is to achieve educational excellence by developing the gifts and talents of each individual for the benefit of all.

Our purpose is to provide high quality education that assists all Queenslanders to love learning, develop judgement and a sense of responsibility, understand the past and prepare to embrace the future. We equip young people for the future to enable them to contribute to a socially, economically and culturally vibrant society.

We are committed to:

- Excellence
- Inclusiveness
- Participation
- Safety and Accountability

Future outlook

Continue to increase the enrolment.

MOE to develop.

Prep Stage 2 to implement.

Catering for students with a disadvantage.

Teacher Aide assistance with the individual learning programme.

Consolidate the physical improvements.

Commence development of QCAR & Essential Learnings.

School Profile

Mt Charlton State School in its picturesque farming and mountainous surroundings is a one-teacher school in the Mackay/Whitsunday Region. It is situated 60km NW of Mackay in the Mackay City Council division No. 1. Mt Charlton provides a multigrade, co-educational education for years Prep-7 students.

Curriculum offerings

•The children in this school participate in learning experiences from Education Queensland's curriculum. A variety of teaching and learning groupings are utilised according to the degree of difficulty of the subjects' core material and children's individual abilities.

Emphasis has always been on endeavouring to maintain a high standard of Literacy and Numeracy by:

- effective teaching and learning
- constant individual attention and coaching and
- homework, which is corrected every morning, commencing at 8.00am.

The various key learning areas are delivered as integrated units of study with some being delivered with specialized teachers e.g. LOTE, Arts & P.E. The distinctive features within this design are:

- Individualised learning plans constructed to maximize the talents and future opportunities for our students
- Knowing and understanding each student so that optimal techniques to challenge and extend every student are utilized in a calm and caring classroom
- Individual progress is mapped, recorded and reported against outcome statements relating to what a student should know and be able to do.

As a result of the success of consistent effort by the students, school personnel, parents and community, an Enrichment and Social Justice Program was developed to help students make a successful transition to an increasingly complex world that changes rapidly. This extended program includes P & C and school funded Speech and Drama, and Tennis Coaching.

- Parents, in the Opinion Survey, reported a level of satisfaction with the variety of school activities at 100%
- Students reported their level of satisfaction at 100%

How computers are used to assist learning

One particular aim of this school is to provide students with enhanced and equal access to the latest in computer technology and to improve computer competency in the areas of (a) Keyboarding (b) Word Processing (c) Literacy and Numeracy (d) Problem Solving (e) Computer Graphics (f) Internet and Email.

Social climate

The following statements reflect the values, belief and underlying philosophy governing the operational functions of our school.

- The individual child is recognised as the 'focal point of our concern.' Success in learning bears a high level of correlation to the extent to which genuine care and concern for the individual is demonstrated.
- The development phases of children's learning are recognised and catered for within the design and content of the curriculum and the enlightened methodology by which it is implemented and evaluated.
- The school is concerned with the development of the "whole child-intellectually, socially, spiritually and physically."
- Learning is perceived as a 'life-long' process and the cultivation and nurturing of positive attitudes and a 'love' or 'zest' for learning are recognised as being of paramount importance.
- The school recognises education as being a partnership-a partnership involving the active participation of all 'stakeholders' in the life and on-going development of the school.

Our school at a glance

- Attractive, stimulating, energising, enriching, classroom environments appeal to children and are highly conducive to both teaching and learning.
- All internally and externally accessible resources, be they of a financial, material or personal dimension must be co-ordinated and harnessed to support the school's teaching and learning practices.

Mt Charlton is a RURAL community. However, in recent years the trend is for people to commute to Mackay or to the nearby coal mines for various occupations.

100% of students reported satisfaction with the behaviour of students at this school.

57.1% of parents reported satisfaction with the behaviour of students at this school.

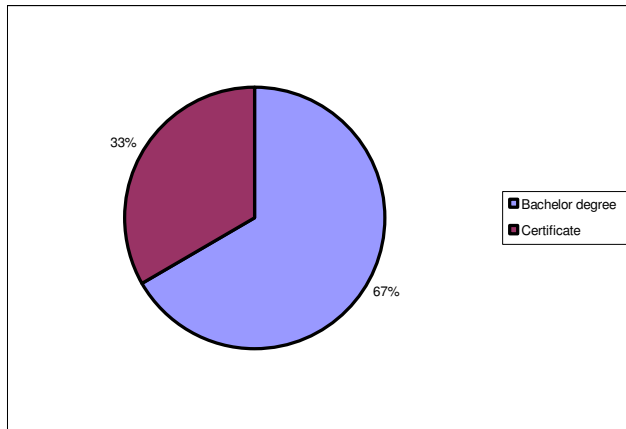
Involving parents in their child's education.

Our community actively participates in the school through attendance at monthly P & C meetings, frequently volunteering support. Timely newsletters, parent-teacher interviews and regular contact enable partnerships in the endeavours of our students to be fruitful.

OUR STAFF PROFILE

Qualifications of all teachers

Highest level of Attainment	Percentage of classroom teachers and school leaders at the school
Bachelor degree	66.7
Certificate	33.3



Staff consists of 1 Teaching Principal, 1 regular Admin Relief Classroom Teacher, 1 Administrative Assistant and 3 Teacher Aides, all of whom have many years experience. PE, LOTE & CCT (Science & Technology) teachers are provided by Education Qld. The school and the P & C also provide funding for Tennis Coaching and Speech & Drama Teachers. (All of whom have specialist qualifications). Professional development and training meet Education Qld requirements.

Expenditure on and teacher participation in professional development.

- The total funds expended on teacher professional development in 2007 was \$3253.00.
- The major professional development initiatives were as follows:
 - Regular attendance at Business Days.
 - ICT
 - Literacy (GRS: 1-3 & 4-7)
 - QCAR ... Essential Learnings.
- The involvement of the teaching staff in professional development activities during 2007 was 100 % as per school records.

Average staff attendance

- For permanent and temporary staff and school leaders the staff attendance rate was 99% in 2007.

Proportion of staff retained from the previous school year.

- From the end of the 2007 school year, 100 % of staff were retained by the school for the entire 2008 school year.

KEY OUTCOMES IN THE EARLY AND MIDDLE PHASES OF LEARNING

Results in the Year 2 Diagnostic Net	
	Percentage of students not requiring additional support
Reading	COHORT WAS TOO SMALL TO REPORT
Writing	
Number	

Our reading, writing and numeracy results for the Queensland Years 3, 5 and 7 Literacy and Numeracy Tests						
		Yr 3	Yr 5	Yr 7		
Reading	Average score for the school		COHORT WAS TOO SMALL TO REPORT			
	Average score for Queensland					
	Percentage of students at the school above the national benchmark	2007				
2006						
Writing	Average score for the school					
	Average score for Queensland					
	Percentage of students at the school above the national benchmark	2007				
2006						
Numeracy	Average score for the school				100 %	100 %
	Average score for Queensland				100 %	100 %
	Percentage of students at the school above the national benchmark	2007	100 %	100 %		
2006		100 %	100 %			

OTHER KEY OUTCOMES

Value added
<p>Students at Mt Charlton School have the advantage of the focused attention possible in a small school environment, and consequently generally perform well in state-wide testing. Literacy and Numeracy have always been important and the focus on students gaining a thorough understanding of the Basics in all Key Learning Areas is one of the school's strong points. A Behaviour Management policy is in place. Due to our cohort being too small we are unable to report on the YR: 2, 3, 5 & 7 results.</p>

Student attendance
<p>The average attendance rate as a percentage in 2007 was 91 %.</p>

Parent, student and teacher satisfaction with the school
<ul style="list-style-type: none"> • 100% of parents expressed satisfaction that their child is getting a good education at school. • Students reported their level of satisfaction at 100% • Parent responses to the Opinion Survey question about this being a good school indicated a level of satisfaction at 85.7% • 100% of staff members reported that they were satisfied with the morale in the school.

SCHOOL HISTORY

MT. CHARLTON STATE SCHOOL: Situated 20km from Calen and 60 km from Mackay, our local authority is the Mackay City Council.

In June, 1928, Mr A. H. Brownsey, on behalf of the residents of this district, wrote to the Department of Public Instruction requesting the necessary forms for Application for a Provisional School. At this time there were 14 children of School Age in the area but because the number of school age children had fallen the residents did not make application for a Provisional School in that year.

On the 16th February, 1930 a Public Meeting was held and a Building Committee elected. They decided to enlist the help of the Hon. E. B. Swayne, M.L.A. and to forward application to the Department of Public Instruction for a Provisional School. In April 1930, District Inspector Mr A. E. Palfrey visited the district and met parents and interested persons, inspected land donated by Silent Grove Farming Co., and recommended that a Provisional School to be known as the Mt. Charlton Provisional School be established.

Due to a Works Department delay in sending furniture, the school did not open until 4th March 1931. By the end of August 1931, 21 pupils had been enrolled by the first Head Teacher, Mr John Jordan. By 1935 the School Committee felt it was time to have a bigger State School established, because the Provisional School was too small to cope with the increased attendance. On the 19th October 1938 the Head Teacher, Mr Mervyn Crowley wrote to the Department supporting many requests for the erection of a State School building. It was erected the following year and first occupied on 14th June 1939 with an attendance of 32 children.

PARENTS AND CITIZENS ASSOCIATION

The P & C meets on the second Tuesday of each month, unless otherwise notified. Meetings are held at the school commencing at 8:00pm. The Annual General Meeting is usually held in February. The P & C is a vital body in the life of the School and does a good job in supporting their children's education.

OFFICE BEARERS 2008

PRESIDENT:	Mr Barry Jenkins
VICE PRESIDENT:	Mr Eric Jackson
SECRETARY:	Mrs Valmai Jackson
TREASURER:	Mrs Belinda Jensen
AUDITOR:	Ms Elizabeth Jackson

STAFF/CLASS ORGANISATION

TEACHING STAFF: Ms Esther Lando, Principal

ADMIN. ASSISTANT: Mrs Robyn Rawson

TEACHER AIDES: Mrs Mary Wallace
Mrs Janine Spreadborough

CLEANER: Mrs Valmai Jackson
Mrs Debbie Lamb (Relief)

GROUNDSPERSON: Mr Philip Pinkney

VISITING TEACHERS: Miss Amanda Walz (Music)
Mrs Kay Brodie (Key Teacher)
Mr Tim Campbell (Physical Education)
Pastor Hong (Religion)

LEARNING SUPPORT: Ms Angela Henricks

CCT: Mrs Donna Rankin

ENRICHMENT PROGRAM TEACHERS

SPEECH & DRAMA: Mrs Nancy Hogan

TENNIS: Mr Matt Blackley

ENROLMENT: The enrolment is stable and we expect it to remain so.

SCHOOL ACTIVITIES

1. SPORT – All children are involved in Inter-School sport with other small schools in the Calen District. All children are involved in the Calen District Sports in third term. Swimming for year 1 – 7 is conducted weekly in fourth term at Calen Pool.
2. LABELLING of books, clothing, etc. We ask parents to label all books, belongs, ports, rulers, pencil cases, hats, clothing, cups, etc. It should be important to all children and parents that care is taken with possessions.
3. TRANSPORT – The parents have to provide transport for most outings such as excursions, inter-school sport with other schools and Art Council performances. Permission forms re transport are sent to parents before each outing.
4. (a) UNIFORMS – It is desirable that children wear the School & Sports' uniforms for uniformity, sun-awareness and neatness.
 1. Checked shirt & bottle green shorts.
 2. Green sports shirt & black shorts
 3. Bottle green hat (provided by P & C).
 4. Winter uniform - bottle green tracksuit.
- (b) HATS – It is a policy of the school that children wear hats and if they do not have hats, they do not play out in the playground. P & C provides hats for students.
5. ARTS COUNCIL – It is recommended that all children attend the Arts Council Performances where possible.
6. SCHOOLS EXCURSIONS/CAMPS- The school tries to undertake various excursions each year and these have proved to be a valuable backup to classroom learning.
7. REPORTING AND INTERVIEWS – All children receive a written report at the end of each semester. Formal Parent/Teacher interviews are held in June and December each year however, parents are encouraged to contact the school at any time if they have any worries about their child's progress.
8. BOOK LISTS - During fourth term all children will be supplied with a list of requirements for the following year. This includes exercises books, glue, pencils, etc... It would be appreciated if parents could supply all items listed.

SECTION B – SCHOOL PROCEDURES

These procedures have been established to ensure open line of communication and better understanding between parents, community, children and staff of this school.

The procedures covered in this section are:-

- A. Statement of Desirable Pupil Qualities.
- B. School Rules (Incorporating bus and Social Rules).
- C. Daily routine.
- D. Accidents.
- E. Fire Drill.
- F. Sickness/Absenteeism (a) Children (b) Staff.
- G. Extra-Curriculum Activities.
- H. Parent/Teacher Meetings.

A. STATEMENT OF DESIRABLE PUPIL QUALITIES THIS SCHOOL TRIES TO DEVELOP.

It is hoped that this school shall teach the child to:-

1. Be independent – to think independently; to judge and to act for him/herself. To have faith in one's own ideas and to be prepared to stand up for what one thinks is right...Not to wait to be told.
2. Work hard – to give the best of oneself at all times. To aim high, to set goals, to not compromise one's effort, to be proud of one's achievements and not to be afraid of failure. To see failure as a lesson to learn from and to grow from with greater determination.
3. Be loyal to oneself, to one's friends, one's family, one's school, community and country.
4. Take a lead and to accept this responsibility with humility, respect and dignity.
5. Co-operate, to help others if their needs warrant it. To consider other's feelings but not to be a 'sticky beak'.
6. Laugh and be happy... To laugh at oneself and with others.
7. Be courteous and well mannered ... That good manners are a habit.
8. Look around at the world of nature and to care for it.
9. Show appreciation and to return it graciously.
10. Avoid envy.
11. Love books and to read.
12. Seek answers to questions not known.
13. To listen with an open mind and to accept that people are different.
14. Look for the good and not the bad.
15. Not give up, but to keep on trying.

B. SCHOOL RULES – INCLUDING BUS BEHAVIOUR AND SCHOOL FUNCTION BEHAVIOUR

The reason for rules is to protect each other and ourselves, to keep us safe. They are necessary to keep our school community in harmony. While some behaviour may be acceptable at home it may be offensive to a wider community.

1. Everyone must sit down.
2. Conversation (quiet) and reading are good ways to fill in time on the bus.
3. Running and sliding on the floor is not allowed.
4. Running on stairs, cemented areas or around metal playing equipment and swings is not allowed.
5. All unmowed areas, cane paddock and roads are out of bounds.
6. Running is allowed in front playground.
7. Swinging on chairs is not permitted.
8. Climbing trees or fences is not permitted.
9. Leaving the school grounds, unless Principal has given permission, is strictly forbidden.
10. Pick up belongs from yard, under school etc...
11. Return chairs back under school after using them.
12. Return library books, art equipment, maths games, calculators, or any other item borrowed BACK to where it belongs. It is good manners to ASK to use something.
13. TOILET HABITS – cleanliness and sensible behaviour at all times.
14. Rubbish bin to be used for all rubbish. Replace lid.
15. MANNERS: Please, thank-you, excuse me when passing between people, when interrupting, when burping etc...
16. Keeping oneself clean and tidy and one's work tidy and neat.
17. Courteous and kind behaviour to one another. Think am I annoying anyone??? If answer is yes – cease whatever you're doing.
18. Riding bikes in school grounds is not allowed.
19. Children to sit down at lunch time until they have finished their lunch.
20. All property to be marked with pupil's name.
21. Other children's property must be left alone.
22. Parents are encouraged to return to school any property that does not belong to their children.
23. Hats to be worn at all times when outside.

C. DAILY ROUTINE

MORNING RECESS

This is a time for lunch, toilet and washing hands. Children must sit down and eat their lunch. There is to be no running around before lunch is eaten.

LUNCH

Children are required to sit until bell is rung, usually after ten minutes have elapsed.

PLAYGROUND SUPERVISION

Supervision is practised to ensure rules and safe practices are being applied.

D. ACCIDENTS

Accidents of a serious nature or those which could lead to further complications will be recorded in the Accident Register. Emergency action procedures.

(Ambulances/Emergency Contact, Addresses, Telephone Numbers) are kept on record in the office. Parents should be aware that if the ambulance is required, there will be a charge for families with no ambulance subscription.

E. FIRE DRILL

Drills are held regularly to ensure familiarity with procedure should an outbreak occur. A log is kept of each practice. The Fire Drill is ... on alarm being given (Three blasts of a whistle/verbal warning) the children immediately cease work, stand and file out of room, downstairs, out front gate and assemble at far end of Fence near Leichhardt Tree.

E. SICKNESS

When a child becomes ill at school, he/she is assessed as to the seriousness of the complaint. If necessary, the child's parents are contacted. Due to Departmental regulations, headache powders (e.g. Panadol) may not be given to children.

If a child requires medication at school, a letter should be sent outlining the doses needed and handed to the Principal along with the medicine/tablets. They will then be administered by the teacher or member of the staff. A log is kept in the Medication Record Book.

If a child has contracted a contagious illness the school should be notified immediately.

ABSENTEEISM

CHILDREN

If a child is absent from school or going to be absent it is necessary to inform the teacher by telephoning, writing a letter or personal contact informing of the cause for the absenteeism either prior to the event or immediately after. Children who are absent for a period of time, except serious illness or injury, may receive a work program to keep them in touch with their studies. Please inform the teacher if this action is required.

STAFF

- Principal can be replaced by either a District Relieving Teacher or a supply teacher.
- Teacher-Aide can be replaced by a relief aide after the third day absent.
- Cleaner – A temporary cleaner may be employed by the Principal.

F. PARENT/TEACHER INTERACTION

Interaction on both a professional and social level is encouraged. Parents are welcome to come to the school at any time. See School Activities.

MT CHARLTON STATE SCHOOL BOOKLIST FOR 2009

1. 3 GR [] Botany Books
2. 6 GR [] Exercise Books
3. 6 WIDE RULED Exercise Books
4. 1 GRAPH PAD – GRS: 3 – 7 (mm squares)
5. 2 large PENCIL CASES
6. KENT SET – GRS: 3-7
7. Coloured Pencils, Felt Pens, Coloured Crayons “Wind Up”
NO CONNECTING PENS
8. 2 GLU STIKS (not a bottle)
9. Ruler
10. 2 x HB Pencils & Erasers (Biros for Gr: 7)
11. 1 large Box Tissues
12. Scissors
13. Calculator
14. Pads of A4 ruled Paper Grs: 3-7
15. School Dictionary Grs: 3-7
16. 5 Display Books A4 refillable (Marbig)
17. 1 ream Photocopy Paper
18. Recorder