

Welcome to 2022

This Information Sheet will assist you make a smooth start to the year. Please don't hesitate to see the office if you have any further questions – parent information is also available on our [website](#).

Assembly

Whole School Assembly is Friday starting at 8.55 a.m. All classes take a turn to present a performance. Parents are welcome to attend and participate, by invitation (We are guided by current government COVID-19 information for attendance numbers.) Our School Leaders assist in running Assemblies.

Contact with your child's teachers

Teachers are always pleased to meet with parents as a close relationship helps them better cater for your child in the classroom. If you have any concerns or questions, make an appointment with your child's teacher through the office or directly with them. Our teachers are avid users of email and will provide you with their email address. Some prefer to use 'Keep in touch' books – whatever the system, please, stay in touch with your child's teacher.

Try not to approach or ring your child's teacher at the start of the school day, e.g., after 8.40 a.m. It is difficult for teachers to give you their full attention when they have their students waiting for them to start the day. COVID-19 safe procedures apply.

Cool Lunches and Heat Management

Include a frozen block or frozen drink in your child's lunch box. This helps to keep food cool and fresh. A water bottle for their desk is also essential. All classrooms have fridges for perishables. [Tuckshop](#)

Photos of students in the media

Sometimes we have media requests for photos, film or footage of students. We also use student work on our website and in other public arenas. It is important that we do not jeopardise the safety of your child by authorising publication of student photos and student work. If you prefer not to have your child's picture appear in any media publications, including on TV, please let us know in writing as soon as possible. Permissions for this were distributed and completed at enrolment and parents are responsible for notifying us of any changes.

P&C

We have an active [P&C](#) who raise much needed funds as well as run the Tuckshop. Please come along to meetings held twice a term at 5.00 p.m. They are friendly and informative meetings.

Uniforms

The parent community who assisted in setting up our school in 2009 put a great deal of effort into our school uniform. We are a uniform school and we ask that parents support us by sending children in their correct uniform **every** day. This policy is strongly supported by parents and staff and it adds greatly to the pride the community have in our school. Our students look sensational in their uniforms – please ensure your child wears the uniform correctly, **including black shoes**, navy shorts or skorts and a school shirt – leggings and other items under shorts and skorts are not necessary. All children need a broad brimmed hat to participate in outdoor activities – personalise this with a cloth patch, ribbons or embroidery. For safety reasons, all jewellery except for a watch and sleeper/stud earrings must be left at home. All items must be named. [Uniform Shop](#)

Playground Equipment

The Adventure Playgrounds are not supervised before and after school. Children and toddlers are not permitted to use the playground at these times – even with parent supervision. We ask parents to keep children safe by keeping them away from this area before and after school. When children arrive at school, they are expected to go straight to the Covered Games Area (before 8.30 a.m.) or classroom and wait for their teacher.

Volunteers (Post COVID-19)

We love our volunteers. If you have some time to spare, please see your child's teacher to make an offer. Alternatively, you may like to help out in the Tuckshop, Resource Centre or Uniform Shop. You can also cover books at home. The list is endless. Please sign in and out at the school office when you come to volunteer. This helps us to keep track of everyone on the premises in the unlikely event of an emergency. All volunteers must be double vaccinated and use the Check In app. [Volunteer form 2022](#)

Newsletter

Our newsletter is published a few times a term online through Schoolzine on Thursdays. Parents are notified by email. Don't forget to let us know if your email address changes.

Money Collections

Please assist our school with money collections by making note of the due date for payment of money for scheduled activities and ensuring that your child's payment is made before or on the due date for payment. We are unable to take money for activities after the due date as receipting processes take a

...Learning for today and for tomorrow!

couple of days and lists of students attending activities need to be provided to teachers the day before.

We prefer payments to be made by using the BPoint link at the bottom of emailed invoices, or via Qkr! Payment information can be found [here](#)

QParents

QParents is a secure, online portal that has been created by the Department of Education to provide parents of Queensland state school students with 24-hour access to their child's information. The portal allows you to securely access information about your child and communicate directly with the school.

- Advise the school of absences
- Access all of your child's reports
- Make payments and view invoices
- Change contact details

Check [here](#) to register

Messages for Students

Parents are requested to make appropriate arrangements with students relating to getting home from school **before students leave home in the morning**. Messages received in the afternoon are difficult to give to students – especially when classes are not in their rooms. Whilst student safety is of paramount concern, unless the message is of an emergent situation that cannot be avoided, we are unable to ensure messages will be passed on. Please assist in this regard by only phoning in messages for students in an emergency.

School Office Hours

The school office is open from 8.00 a.m. to 3.30 p.m. The answering machine will be on at all other times and left messages will be returned as soon as possible.

Punctuality and After School Arrangements

It is important that children are at school on time each morning – every missed lesson is a missed opportunity to learn! Classes start promptly at 8.50 a.m. Children who miss the beginning of the day are often unsettled due to missing morning key instructions. The morning is prime learning time for most children and teachers are keen to make the most of it. We like children to arrive at 8.30am so they have time to socialise and get ready for the start of school.

Please ensure your child knows how they are getting home **before they leave for school in the morning**. They need to know if you are picking them up, if they are to go with someone else, get the bus or get themselves home.

Range of family situations

We know that some families experience challenges from time to time. To ensure we are following parent's wishes regarding custody, etc. please see the Principal or a Deputy Principal. We also need to keep copies of the most recent custody papers that families have. This is necessary for monitoring children's

safety and wellbeing. Please check with the school office to ensure your paperwork is up to date.

Medication

We can only administer medications to students that have been prescribed by a doctor. This includes all over-the-counter medications such as paracetamol and cough medicine. If your child needs medication during the school day, bring it to the office in the original packaging showing the doctor's instructions. Children must not keep medication in their bags.



Absent from School?

We are required to monitor student absences. If your child is away from school for any reason, please notify the school office via the Absence Line (5351 2266) complete [this form](#) or email the office or your child's teacher. You log your child's absence through QParents. Please discuss any lengthy absences of 5 days or more with the office staff and your child's teacher. Remember – every school day makes a difference to your child's learning.

Buses

Please talk with your children about safe appropriate behaviour on the buses. All children are expected to stay on the bus until it stops at their destination. All children must follow the Code of Behaviour governing behaviour on buses. Families need to be aware that bus companies reserve the right to refuse children travel.

Car Park and Drop and Ride Zone

Please observe the signs in this area and refrain from using the Drop and Ride zone for parking.

The lane outside the office is for buses only. Do not park here at any time.

I hope you find this Information Sheet useful. If you are in any doubt about school policies, please ask.

My team and I are also available to speak with parents, and indeed, we welcome the chance to get to know you all better. All the best for 2022.

Gwen Sands
Principal