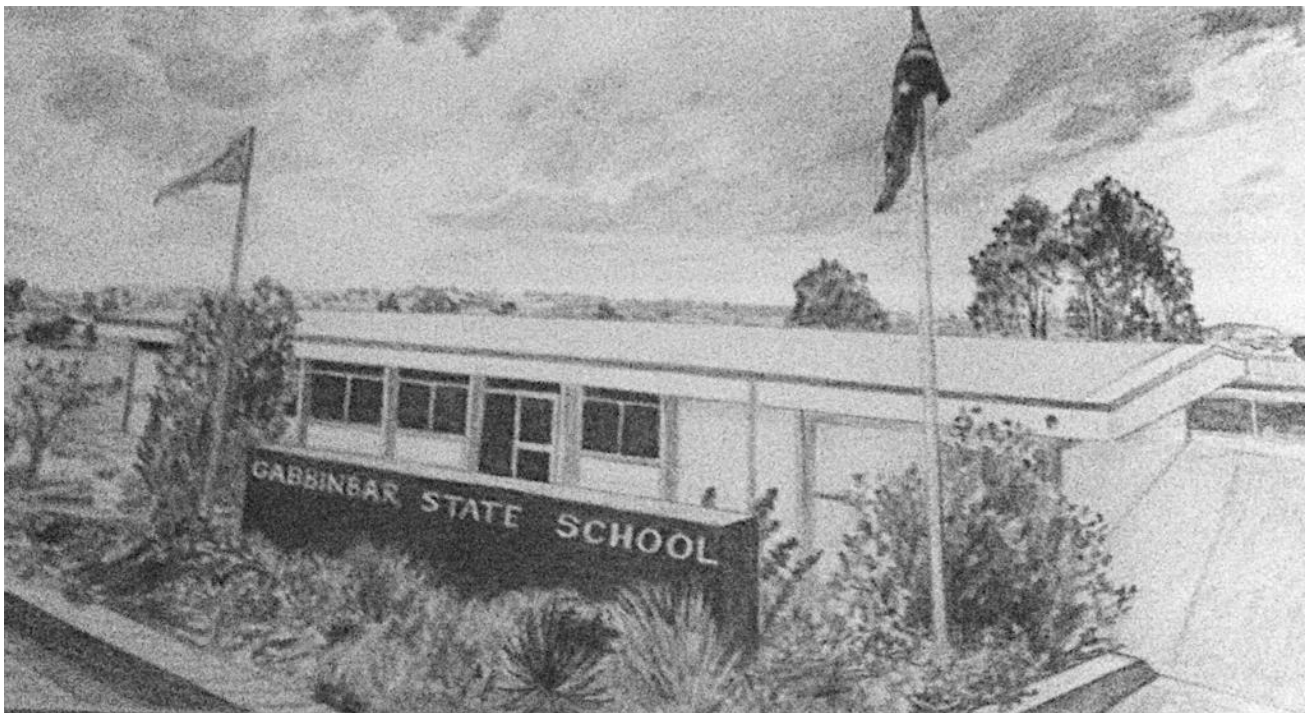


GABBINBAR

STATE SCHOOL



189 STENNER STREET
TOOWOOMBA QLD 4350

Email: admin@gabbinbarss.eq.edu.au

Website: gabbinbarss.eq.edu.au

Phone 07 4631 5222

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Principal's Welcome

Welcome to the Gabbinbar School Community. We know your time here will be rewarding for you and your children.

Gabbinbar State School believes in developing the potential of each individual child. We aim to promote and develop that capacity within an environment of care and support and through a range of opportunities within the broad education program.

My staff and I are committed to the vision of the Department of Education and Training –“A great future for every Queenslanders.” We are proud to be part of a strong public education system, which believes the purpose of education is to meet the needs of different students for high levels of educational attainment.

At Gabbinbar State School we take pride in the tradition and reputation of the school for pursuing the highest standards of behaviour of the students in the academic, sporting and the music programs.

Our school motto *Creating a beautiful place to belong, inspire and grow* underpins all of our programs and focuses on fostering the wellbeing and personal development of each student.

We support all of our students to belong, inspire and grow their potential in a supportive school environment. We value Achieving Your Best; Being Respectful and Responsible; and Caring and Confidence.

Our current key strategic objectives at Gabbinbar are to provide:

- a challenging and relevant curriculum
- a supportive school environment
- the professional development and learning for staff
- integration of information communication and technology for learning
- Dimensions of Learning as our approach to teaching and learning
- effective partnerships

My staff and I look forward to working alongside you, our parents, to prepare our youth for the challenges of the future.

Ms Jouwana Habash

Principal

School Profile

Gabbinbar State School has been proudly serving the community since 1972 and continues to work towards achieving its vision of Creating a Beautiful Place to Belong, Inspire and Grow. Here our students work diligently towards realising our school values of Achieving our Best, Being Respectful and Responsible and Caring and Confident.

Our Prep to Year 6 curriculum is based on the subjects of the Australian Curriculum and are enhanced by specialised Early Intervention and Gifted Education Programs. Our school has a diverse population and we are committed to an inclusive education for all. **English, Mathematics and Science** form the foundation of our balanced and innovative teaching programs, along with a strong focus on **Reading, Writing and Spelling** from Prep to Year 6. Our students are exposed to a wide variety of cultural, academic and sporting activities including Eisteddfod performances for instrumental music and choir, chess tutoring, STEM (Science, Technology, English & Mathematics), Drama, Gardening, Reading (Bookworms) groups and local sporting events. The value of the parental role in education is well recognised at Gabbinbar with parents encouraged to become active members of our Parents and Citizens Association, providing the advice and additional resources critical to our success.

Physical Environment

Gabbinbar State School enjoys a very caring, inclusive and socially responsible climate that continues to provide support for a range of students and parents alike. Our school values underpin what we stand for in our daily interactions, what we do and how we present ourselves in the community.

The school's *Code of Student Behaviour Plan* focuses on the principles of *Restorative Justice* and our school 'Values'. We embed our school values through worked examples at assemblies, discussions in class, newsletter articles and Circle Time activities.

School Community

Parents are actively engaged in all levels of school activities. We have a strong and active committee structure which has parent representatives on all committees. The P&C Association also manages the Tuckshop which is run by a paid convener but staffed by parent volunteers. Fundraising is managed by the P&C Association with the Fundraising Committee providing the day-to-day operation.

These funds are used to support school projects and facilities, complementing other State and Federal funding sources. Parents are actively encouraged to be involved in their children's classes and with other learning programs in the school.

These include:

- In-class support
- Literacy intervention program tutors
- Sporting team assistance
- Helping in the Library
- Book Club

School Programs

All school programs are managed by the school personnel and supported by teachers, parents and administration. Programs are:

- English
- Mathematics
- Science
- HASS
- The Arts
- Health and Physical Education
- Chinese (Yrs 4-6)
- Library
- ICTs
- Student Support
- Supportive School Environment
- Office Operations Management
- Facilities & Resources
- School Operations & Management
- Health, Safety & Wellbeing
- Local Consultative Committee

Music

Music is an important part of the school curriculum under the guidance of our talented music teacher assisted by a visiting instrumental teacher. A strong feature of the school is the Instrumental Music Program provided by a visiting instrumental music teacher. A beginner concert band, a string ensemble and two choirs share in a love and appreciation of music.

Instrumental Music

Gabbinbar State School participates in the Department of Education's Instrumental Music Program. Students are accepted into the program from Year 3, in the string program or Year 4 for Brass, Woodwind and Percussion. All lessons are taught by a visiting music specialist once a week during normal school hours. Your child is encouraged to continue this tuition through to Year 12. Once the Instrumental Music Teacher believes that the child is ready, the child must participate in one of the school ensembles, Concert Band or String Ensemble.

Students joining the Instrumental Music Program this year are not permitted to receive tuition on two instruments through the school. However, students who undertake regular private tuition on a second instrument are encouraged to be members of the school's ensembles or band.

Lessons for students are timetabled during school time on a rotating basis. These thirty to thirty five minute lessons are conducted in small groups assigned by musical standard. The children progress according to their ability, their dedication and their support from home. *Children are expected to catch up on class work missed during instrumental lessons.*

Period of Loan

Students are initially allocated an instrument for one school calendar year. Unless it is a very large or very expensive instrument, students are expected to acquire their own instruments at the end of the loan period. It is of great benefit to your child, future students and the school's ensembles if you provide your child with his/her own instrument.

The loan time periods are negotiable for extension, only when a family has a genuine need due to financial circumstances and if a loan instrument is available. An extended loan will incur an extra contribution.

Music Levies

A music levy is charged to contribute towards musical costs, which include music purchasing, competition fees or instrument repairs and upkeep. Students using their own instrument are required to pay a \$40 levy for the school year, while students who use a school loan instrument will pay an additional levy for the school year.

If an instrument is borrowed beyond the "period of loan" (as described above) an additional loan extension levy must also be paid prior to lesson commencement and instrument issue.

All levies are payable to the School Office by the designated due date and must be paid on time to confirm your child's enrolment in the program.

Percussion students access the use of school instruments in rehearsals and during lessons. On occasion, the school Percussion equipment will be loaned as designated by the Instrumental Music Teacher. Loan Agreement Forms are required to be completed for these students who pay a \$40 levy to access this very expensive equipment.

Chinese

A Specialist teacher teaches Chinese to students in our Middle to Upper Years. Chinese covers cultural awareness and language awareness. At times the Chinese program has volunteer assistant teachers who introduce students to the Chinese language and culture.

The Library

The Gabbinbar State School Library delivers a wide range of services to all school community members – students, staff and parents. Our aim is to provide our students and staff with an information rich environment where our students are encouraged to become discerning users of information. We are strongly committed to educational equity for all students.

We have a large collection of picture books and novels, chosen to meet the reading needs and interest of all our students. We have an extensive non-fiction collection and a reference section with a number of encyclopaedias, atlases, dictionaries and other items that students can use. We know the importance of online information and are well equipped with a lab of networked computers. Our Library is a public place used by the whole school community.

The Library provides all children with the opportunity to develop literacy skills and a love of literature. All classes have weekly timetabled borrowing times. Children can also borrow library books independently as often as they wish and all loans are for a maximum of two weeks. Independent borrowing times are before school from 8.30-8.45am, first break at 11:20-11:35am and at second break at 1.30-1.45pm. Prep to Year 3 children must use a waterproof library bag as per the book list.

The Library is modern, spacious, fully air-conditioned and equipped with the latest in information and communication technology. The centre can accommodate two class groups at any time.

A Multimedia Classroom is an integral part of the Library. The purpose-built Multimedia Classroom operates on a flexible booking system and features an integrated interactive whiteboard, data projector and speakers. This room has laptop, video and DVD capabilities.

The Library design, layout and furniture have also been carefully selected to cater for the various age groupings from Prep to Year 6. The use of bright, lively colours and clever furniture design make the Library appealing to all ages.

Information & Communication Technologies (ICTs)

ICTs are embedded across all Learning Areas at Gabbinbar State School. Teachers incorporate use of a range of ICTs into class activities on a daily basis. Classroom programs include:

- teaching of specific ICT skills and processes under the Australian Curriculum – Capability Learning Continuum
- use of a wide range of hardware i.e. interactive whiteboards, computers, laptops, digital cameras, video cameras, Wii consoles and iPads
- use of a wide range of functional and creative software e.g. Book Creator, Microsoft Office, and online software on-line learning and communication through the Department of Education and Training's secure environment QLearn
- internet safety (cyber safety) and online research skills.

Parents sign a [Network Usage Agreement Form](#) outlining conditions of use and security controls for the Department of Education and Training's computer network and a *Consent form* relating to the publishing of student work and images.

Each classroom has continual access to ICTs through pods of classroom laptops, iPads and digital tools and devices.

School Procedures

Enrolments

Preparatory Year: Prep is a full-time program and children attend from Monday to Friday during normal school hours, from 8:50am – 3.00pm. Children must be 5 years old by 30th June in the year they start Prep.

Year 1: Children must be 6 years old on or before 30 June of the year of enrolment into Year 1 at a state school.

Family Information

Upon enrolment information is recorded for use in emergencies, e.g. address and telephone numbers for immediate contact. **To avoid serious distress for your child it is essential that the information be kept up to date.**

New Students

Each class allocates host children to welcome new children and show them around the campus and help them make friends and settle in quickly to the school routine.

Attendance

Punctuality and regularity in attendance are essential. Those children who do not attend regularly are placed at a disadvantage throughout their school life. When a child is absent through illness or other causes, parents can send an email to our absences@gabbinbarss.eq.edu.au, call our absence line - **4631 5260** or through QParents. Where absence from school is likely to be prolonged, it is required that the school be advised as soon as possible. When a child arrives late to school they must be signed in by a parent or guardian, as a Late Arrival at the school Administration office. **Please phone or email the above contacts as the office manages all absences. The teacher's job is to teach so please don't email, phone or write to the teacher regarding absences as they do not manage these.**

For further information please refer to our Student Absences Policy available from our school website.

Arrival and Departure

Student Arrival and Pick-Ups

Parents are advised that children should not arrive at school before **8.15am** as playground equipment is out of bounds. Students who arrive at school before 8.30am, must report to the Senior Undercover Area.

Children should be ready to begin work in class by **8.50am**.

Lunch breaks are 11:00 – 11:40am and 1:10 – 1:45pm. The first ten minutes of each break is a supervised eating time.

School finishes at 3:00pm and our Administration closes at 3.45pm.

After school, children waiting for their parents should move to their respective pick up area. Children going to After School Care are to walk to the OSHC building as soon as school finishes. Students in Prep–Yr2 will be collected from their classrooms by staff from OSHC. **Parents who have work or other commitments and require supervision for their children outside of school hours can contact the YMCA Out of School Hours Care on phone 0459 878 973.**

Children are not to play in the playground at this time as there is no supervision. Those being collected by car go to either the Stenner St or Mackenzie St gates and wait for their parent or guardian to arrive.

Students leaving via the Mackenzie St gate are to walk along the foot path and cross the carpark at the designated crossing. Please note the carpark in the school grounds is not a drop off or pick up zone for students, either before or after school.

Children using buses are to go as quickly as possible to their bus area where the staff on bus duty will supervise them until their bus arrives. Excellent behaviour is expected on buses.

These rules are made for the safety and wellbeing of children. Children catching a bus, wait at the respective bus stops. Children are expected to behave well on the way to and from school, particularly on public transport. A bike rack is situated near the Stenner St gate, for children riding to and from school. Bikes need to be chained for security.

Later Arrival and Early Departure

We take our duty of care for each student seriously. Class teachers mark the electronic rolls after the first bell at 8.45am and again at 2.00pm each day. Students who are not present at this time are marked as absent with members of the administration team following up on absences on a regular basis.

Student who arrive at school after 8:50am must report to the front office with a parent or guardian to receive a late slip and to be recorded as attending from that time.

There will be a time when students are required to leave school before 3.00pm. Parents or guardians are asked to contact the school in advance where possible to make this arrangement. Parents or guardians MUST report to the School Office to sign their student out of school and transfer the duty of care. Office staff will contact the class teacher to organise for the student to be at the office to be collected.

Procedure for Late arrival:

Parent to sign the child in at the office.

Procedure for Early Departure:

Parent to sign child out at the office and wait at office. Admin. staff will send the message down to classroom for student to pack up and walk to office to be picked up by parent.

Bell Times

School starts: 8:50am

First break is: 11:00 – 11:40am

Second break: 1:10 – 1:50pm

(The first ten minute of each break is a supervised eating time.)

School finishes: 3:00pm

Assemblies

These are generally held on Fridays in the Hall commencing at 9:00am. Parents are welcome to attend.

Book Lists

A list of requirements for each year level is provided prior to the close of the school year to ensure that children are fully prepared for the commencement of the new year. These are also available on the school website.

Homework

Reading is the most important subject in the school curriculum and one of the easiest to supervise and encourage at home. Prep students will be able to read a little at night. Years 1 to 6 should do some reading every night and Years 1 to 6 will have spelling and/or sight words to learn most nights. Teachers may set specific homework reflecting work done in the classroom. Some children may be required to complete unfinished class work at home.

The homework guidelines for different age groups are as follows:

- Homework in Prep, Years 1, 2, 3 could be up to - but generally not more than - 1 hour each week
- Homework in Years 4 and 5 could be up to - but generally not more than - 2-3 hours each week
- Homework in Years 6 could be up to - but generally not more than - 3-4 hours each week

For further information please refer to our Homework Policy available from our school website.

Code of Student Behaviour Plan

A major objective of our school code is to develop self-discipline in each individual and an awareness of the effect of each person's behaviour on others. Rules are developed with a conscious concern for safety, tolerance, respect for

and consideration of others. The school has a Code of Student Behaviour and a Plan for students that outline available support to help children manage their own behaviour.

A copy of this document is available on our school website.






Parent and Community Code of Conduct

Supporting learning, wellbeing and safety in every Queensland state school

We welcome parents¹ and other members of our diverse community into schools across Queensland.

Working together with their school community², school staff support the learning and wellbeing of every student, and are entitled to a safe work environment.

Parents and other visitors to schools support safety by ensuring their communications and conduct at the school and school activities is respectful.

Elements of engagement	It is expected that parents and visitors to our school communities will:	Parents and visitors to our school communities demonstrate this by:
<p>Communication</p> 	<ul style="list-style-type: none"> • be polite to others • act as positive role models • recognise and respect personal differences • use the school's communication process to address concerns 	<ul style="list-style-type: none"> • using polite spoken and written language • speaking and behaving respectfully at all times • being compassionate when interacting with others • informing staff if the behaviour of others is negatively impacting them or their family • respecting staff time by accepting they will respond to appropriate communication when they are able • requesting a meeting to discuss any concerns about their child's education — allowing staff time to prepare and appreciating their time may be limited
<p>Collaboration</p> 	<ul style="list-style-type: none"> • (parents) ensure their child attends school ready to learn • support the Student Code of Conduct 	<ul style="list-style-type: none"> • taking responsibility for their child arriving and departing school safely on time every day • reading and encouraging their child to understand and follow the Student Code of Conduct
<p>School Culture</p> 	<ul style="list-style-type: none"> • recognise every student is important to us • contribute to a positive school culture • work together with staff to resolve issues or concerns • respect people's privacy. 	<ul style="list-style-type: none"> • valuing each child's education • acknowledging staff are responsible for supporting the whole school community • speaking positively about the school and its staff • not making negative comments or gossiping about other school community members, including students — in person, in writing or on social media • understanding, at times, compromises may be necessary • considering the privacy of all school community members at all times, and understanding that the school cannot share confidential information.

¹The term 'parent' refers to parents, carers, guardians and people who exercise parental responsibility for a child.

²The term 'school community' refers to staff, students, parents, local business and community organisations and visitors to the school.

Religious Instruction

Religious Instruction classes are held for half an hour session at the school each Thursday between 11.40am and 1:10pm for students in Year 1-6. Ministers and lay volunteers from a number of religious groups (approved by Education Queensland) conduct these lessons. The classes are non-denominational and children stay in their own class group and use a workbook applicable to their year level. Students are allocated to these classes based on the information provided by parents on their Enrolment Application. Alternative arrangements will be made for students who do not participate in Religious Instruction during these lessons. Books for RI are included on the booklist each year.

Birthdays & Celebrations

Children's birthdays are special. Parents/guardians are no longer able to bring birthday or celebration cakes to school to share with other students as it doesn't fit under the Department of Education Smart Choices Strategy.

To fit in with the Smart Choices Strategy and to support our students with various health needs, parents/guardians are asked to hand out individual cupcakes or the like to students after 3:00pm.

This will ensure that all parents/guardians of other students can make a decision about its consumption. Goodie bags *not containing food items* can be distributed to all children if parents/guardians are not in attendance at 3:00pm.

If because of religious beliefs, birthdays are not celebrated in your family, this will be respected.

Student Well Being

Sick Room

As a general rule, if a student is not well enough to do lessons, he/she should not be at school. This is not to say that students should stay away for trivial reasons. If a student becomes ill at school, he/she will be cared for and every effort made to contact parents with a view to having the student taken home. Students will be admitted to the sickroom for minor injuries by their class teacher, supervising teacher or the teacher on playground duty.

It is the parent's/guardian's responsibility to arrange for the child to be collected from school. Parents should inform the school of any serious allergies, physical limitations or disabilities, both permanent and temporary, affecting their child.

Accident Procedure

If a minor accident occurs, the student is given basic first aid. If an accident requires more serious attention, parents will be contacted. Please ensure at all times that we have *current* phone numbers for emergency contacts. If the accident is serious enough to need ambulance attention one will be called first. The staff of the school *cannot* drive students home or to doctor's etc.

Administration of Medication to Students

School staff will only administer medication following the Departments policies and procedures. The main points from the guidelines are:

- Medication must be prescribed by a health practitioner (**doctor, dentist**),
- Medication must be in its **original container**,
- Medication has an attached pharmacy label **with doctor's name listed**,
- **Consent to Administer Medication Form** must be filled in before any medications can be given by staff,
- Over the counter medication (e.g. paracetamol, eye drops, cough syrup) will not be administered unless it has been prescribed by **your child's qualified health practitioner/doctor**,
- **Ensure medication hasn't reached its expiry date**,
- **One Medication** per Consent to Administer Medication Form

Administration of medications in Queensland state schools: Information for parents/carers and health practitioners

This information sheet provides advice for parents/carers and their child's health practitioner/s regarding the documentation required for Queensland state schools to safely administer medication to students while they are at school or school-related activities.

All medications you provide for the school to administer to your child must be prescribed by a qualified health professional who is authorised to prescribe medications under the Health (Drugs and Poisons) Regulation 1996 (Qld) e.g.

doctor, dentist, optometrist. State schools refer to these professionals as 'prescribing health practitioners' (practitioners).

A blank *Medication order to administer 'as-needed' medication at school* is provided on the last page.

For further information, refer to the [Administration of medications in schools procedure](#) and the [Managing student's health support needs at school procedure](#).

Information for parents/carers

1. For all medications

For medication to be administered during school hours and/or during school-related events, provide the school with:

- a completed [Consent to administer medication form](#).
- the medication with an attached pharmacy label, in its original container, with intact packaging.

2. Where no additional information is required from your practitioner

If your child requires medication at a routine time (e.g. 11am every day), the pharmacy label attached to the medication provides the school with the instructions from the doctor/dentist needed to safely administer the medication. Examples of routine medication include Ritalin, antibiotics, eye/ear drops, enzyme tablets and ointments.

No other written information from the prescribing health practitioner is required.

3. Where you will need additional written information from your practitioner

As well as using the pharmacy label instructions, the school will need additional written information from the prescribing health practitioner if your child:

- requires medication as an emergency response.** Depending on your child's health condition, your doctor will need to complete:
 - an Asthma Action Plan and/or
 - an Anaphylaxis Action Plan and/or
 - written instructions if your child has more complex health needs.
- requires insulin.** Your doctor will need to complete a medication order for insulin.
- requires medication 'as-needed' (but not as an emergency response).** Your health practitioner will need to complete a *Medication order to administer 'as-needed' medication at school* (see page 3).
- has their dosage changed from that on the pharmacy label.** Your health practitioner will need to write a letter for the school explaining the changes. To assist the school in safely administering the medication to your child, you are encouraged to have your pharmacist update the pharmacy label attached to the medication with the new dosage as soon as possible.

Information for prescribing health practitioners

Queensland state schools administer medications authorised by a qualified health practitioner (registered with the Australian Health Practitioner Regulation Agency) to support students' health needs if it is deemed that the administration of this medication is essential during school hours or school-related activities.

No further information or medical authorisation is required by the school where prescription medications are to be administered at a routine time during the day, have been dispensed by a pharmacist, and there is sufficient information on the pharmacy label to enable safe administration.

However, if you are prescribing medication as described below, please complete the relevant documentation and provide it to the parent/carer (or to the student if they are 18 years of age or older).

1. Emergency medication

Where medication is to be taken as an emergency response for asthma or anaphylaxis, please complete:

- an Asthma Action Plan and/or
- an ASCIA Anaphylaxis Action Plan.

2. Insulin

Due to the complexity of diabetes management, the school will require:

- a medication order for insulin (which provides medical authorisation) and
- a diabetes management plan developed by yourself and/or the diabetes treating team.

3. As-needed medication

Where medication is to be taken as needed in response to a student's symptoms (e.g. toothache, migraine), the school requires clear instructions to enable non-medically trained school staff to safely administer the medication.

The school will require:

- specific written instructions e.g. where school staff are required to administer medication as part of a health procedure (e.g. administration of medication through a gastrostomy tube) or
- a completed *Medication order to administer as-needed medication at school* ([see page 3](#)).

If you make subsequent changes to the student's medication dosage, or if instructions change from that described in a *Medication order to administer 'as-needed' medication at school* you have completed, please:

- update this medication order, initial and date the changes (if they are minor) or
- complete a new medication order.

4. Over-riding pharmacy label instructions

Where a student has been prescribed medication, but the medication dosage requirements change from that printed on the pharmacy label (e.g. from 1 tablet of Ritalin to ½ tablet of Ritalin), the school needs additional written information that includes all of the following:

- the name of the student
- the name of the medication
- the dosage change and the date the change is to be implemented from
- the prescribing health practitioner's signature and date, and
- attached evidence of the medical practice i.e. on a letterhead or stamp/sticker.

Please encourage the parent/carer to have their pharmacist update the pharmacy label attached to the medication with the new dosage as soon as possible.

Privacy Statement

The Department of Education (DoE) is collecting this personal information for the purpose of enabling school staff to administer medication to the student listed below while at school or during school-related activities. This information will only be accessed by authorised departmental employees. In accordance with section 426 of the *Education (General Provisions) Act 2006* (regarding student's personal information) and the *Information Privacy Act 2009* (parent/carer's personal information) this information will not be disclosed to any other person or body unless you have given DoE permission or DoE is required or authorised by law to disclose the information.

Medication order to administer 'as-needed' medication at school

The following information will be used by Queensland state school staff to support the administration of 'as-needed' medication to the student named below at school or during school-related activities (e.g. camps, excursions).

Prescribing health practitioner to complete <u>all</u> sections below:			
Student name		Date of birth	
Medication		Dosage and route	
This medication is to be administered as: <i>(please select one or both)</i>			
<input type="checkbox"/> an emergency response		<input type="checkbox"/> a non-emergency response	
Administer the medication when these signs and symptoms occur:			
The maximum number of dosages allowed over a 24-hour period are:			
The minimum length of time allowed between dosages is:			
The expected response the student would have after having this medication administered is:			
If there is no response in approximately ____ minutes, take the following action [e.g. call ambulance]:			
Please note: The school will notify the parent/carer if the student displays any suspected side effects following administration.			
Please indicate if additional information is attached (if required): YES <input type="checkbox"/> NO <input type="checkbox"/>			
Name of prescribing health practitioner:		Medical practice stamp/sticker:	
Signature of prescribing health practitioner:			
Date:			
Review date of this medication order:			

Health Conditions

Medication required for medical emergencies, such as for anaphylaxis, diabetes, epilepsy or asthma attacks are to be accessible at all times by school staff. These conditions may also require an Individual Health Plan, Emergency Health Plan or Action Plan. Please consult with the school to develop an Emergency Health Plan if emergency medication is required for the student. **This is carried out with the school nurse.**

Oral Medication

This will be administered according to general guidelines. Non-prescribed oral medications such as analgesics and other over the counter medications cannot be administered by any member of the school staff and for safety reasons should not be brought to school.

Dental Clinic

The Department of Health Dental van visits the school on a rotational basis. Prior notification of the visit will be given so as to allow you to give permission for your child's teeth to be checked and any work to be carried out.

Treatment is not only available while the van is at school but all year round (including school holidays).

Please call 1300 082 662 or 4616 6436 for emergencies or general enquires.

Sun Safe

Our sun safe policy is: no hat, play in shade!

Infectious Diseases

Children suffering from infectious disease (chicken pox, measles, school sores, etc.) may be excluded from school for varying lengths of time. See below for an extract from the exclusion table provided by the National Health and Medical Research Council.

Time Out

Keeping your child and other kids healthy!



- Information for a number of infectious conditions that may require¹ exclusion of children from school, education and care services.
- Additional public health *recommendations* that apply to children and adults.
- To assist medical practitioners, schools, preschools and childcare facilities to meet the public health *requirements¹ and recommendations.*

*Refers to contagious conditions as per the Public Health Regulation 2018.

1. Observing the exclusion period meets the intent of the Public Health Act 2005 for a person to be non-infectious. See schedule 4 of the Public Health Regulation 2018 for a complete list of contagious conditions and their exclusion criteria.

2. Doctors should notify the local Public Health Unit as soon as possible if children or staff are diagnosed with these conditions. Refer to page 2 for Public Health Unit contact details.

Condition	Person with the infection	Those in contact with the infected person (The definition of 'contact' will vary between diseases)
*Chickenpox (varicella)	EXCLUDE until all blisters have dried, and at least 5 days after the onset of symptoms. ¹	EXCLUSION MAY APPLY EXCLUDE non-immune pregnant women and any child with immune deficiency or receiving chemotherapy. Advise to seek urgent medical assessment. <i>Contact your Public Health Unit for specialist advice.</i> Also see Shingles information below.
Cold sores (herpes simplex)	NOT EXCLUDED if the person can maintain hygiene practices to minimise the risk of transmission. Young children unable to comply with good hygiene practices should be excluded while sores are weeping. Sores should be covered with a dressing where possible.	NOT EXCLUDED
Conjunctivitis	EXCLUDE until discharge from eyes has ceased unless a doctor has diagnosed non-infectious conjunctivitis.	NOT EXCLUDED
*COVID-19	EXCLUDE until symptoms have resolved, normally 5–7 days.	NOT EXCLUDED
Cytomegalovirus (CMV)	NOT EXCLUDED pregnant women should consult with their doctor.	NOT EXCLUDED pregnant women should consult with their doctor.
Diarrhoea and/or Vomiting Including: <ul style="list-style-type: none"> • amoebiasis • campylobacter • cryptosporidium • giardia • rotavirus • salmonella • *gastroenteritis but excluding: <ul style="list-style-type: none"> • *norovirus • shigellosis • toxin-producing forms of E.coli (STEC) 	Exclusion periods may vary depending on the cause. EXCLUDE a single case until the person, has no symptoms ¹ (includes vomiting if applicable), is feeling well and they have not had any loose bowel motions for at least 24 hours or if the person has confirmed norovirus exclude for at least 48 hours. ¹ EXCLUDE all persons who prepare or serve food until they have not had any diarrhoea or vomiting for 48 hours. NOTE: If there are 2 or more cases with diarrhoea and/or vomiting in the same location, which may indicate a potential outbreak OR a single case in a food handler, notify your Public Health Unit. Diarrhoea: 3 or more loose stools or bowel movements in a 24 hour period that are different from normal and/or escapes a child's nappy. <i>See information below if norovirus is confirmed or considered likely as the cause of diarrhoea and vomiting.</i>	NOT EXCLUDED
See advice for these specific conditions below		
*Enterovirus 71 (EV71 neurological disease)	EXCLUDE until written medical clearance is received confirming the virus is no longer present in the person's bowel motions. ¹	NOT EXCLUDED
Fungal infections of the skin and nails (ringworm/tinea)	EXCLUDE until the day after antifungal treatment has commenced. (No exclusion for thrush).	NOT EXCLUDED
Glandular fever (mononucleosis, Epstein-Barr virus)	NOT EXCLUDED	NOT EXCLUDED
*German measles (rubella) ²	EXCLUDE for 4 days after the onset of rash ¹ or until fully recovered, whichever is longer. Pregnant women should consult with their doctor.	NOT EXCLUDED pregnant women should consult with their doctor.
*Haemophilus influenzae type b (Hib)	EXCLUDE until the doctor confirms the person is not infectious and has completed 4 days of appropriate antibiotic treatment. ¹ <i>Contact your Public Health Unit for specialist advice.</i>	EXCLUSION MAY APPLY <i>Contact your Public Health Unit for specialist advice.</i>
Hand, foot and mouth disease	EXCLUDE until all blisters have dried.	NOT EXCLUDED
Head lice	Exclusion is not necessary if effective treatment is commenced before next attendance day (i.e. the child does not need to be sent home immediately if head lice are detected).	NOT EXCLUDED
*Hepatitis A ²	EXCLUDE until at least 7 days after the onset of jaundice ¹ OR for 2 weeks after onset of first symptoms, including dark urine if there is no jaundice. If a person is asymptomatic <i>contact your Public Health Unit for Specialist advice.</i>	NOT EXCLUDED <i>Contact your Public Health Unit for specialist advice about vaccination or treatment for children and staff in the same room or group, children transferring to another centre and new enrolments.</i>

Condition	Person with the infection	Those in contact with the infected person ²
Hepatitis B and C	NOT EXCLUDED cover open wounds with waterproof dressing.	NOT EXCLUDED
Hepatitis E	EXCLUDE until at least 2 weeks after the onset of jaundice.	NOT EXCLUDED
Human immunodeficiency virus (HIV/AIDS)	NOT EXCLUDED cover open wounds with waterproof dressing.	NOT EXCLUDED
Influenza and influenza-like illness	EXCLUDE until symptoms have resolved, normally 5–7 days.	NOT EXCLUDED
*Measles ²	EXCLUDE until the doctor confirms the person is not infectious but not earlier than 4 days after the onset of the rash. ¹ <i>Contact your Public Health Unit for specialist advice.</i>	EXCLUSION MAY APPLY NOT EXCLUDED vaccinated or immune contacts. EXCLUDE immuno-compromised contacts (including those receiving chemotherapy) until 14 days after the appearance of the rash in the last case. EXCLUDE non- or incompletely vaccinated contacts, without evidence of immunity. <i>Contact your Public Health Unit for specialist advice.</i>
Meningitis (bacterial)	EXCLUDE until well and has received appropriate antibiotics.	NOT EXCLUDED
Meningitis (viral)	EXCLUDE until well.	NOT EXCLUDED
*Meningococcal infection ²	EXCLUDE until the treating doctor confirms the child is not infectious and at least 24 hours of appropriate antibiotics have been completed. ¹ <i>Contact your Public Health Unit for specialist advice.</i>	NOT EXCLUDED <i>Contact your Public Health Unit for specialist advice about antibiotics and/or vaccination for close contacts.</i>
Molluscum contagiosum	NOT EXCLUDED	NOT EXCLUDED
Mumps	EXCLUDE for 5 days after onset of swelling. Pregnant women should consult with their doctor.	NOT EXCLUDED pregnant women should consult with their doctor.
*Norovirus	EXCLUDE until no symptoms and no loose bowel motions for 48 hours. ¹	NOT EXCLUDED
Roseola, sixth disease	NOT EXCLUDED	NOT EXCLUDED
Scabies	EXCLUDE until the day after treatment has commenced.	NOT EXCLUDED
School sores (Impetigo)	EXCLUDE until 24 hours of appropriate antibiotics have been completed. Cover sores on exposed areas with a waterproof dressing until sores are dry, and encourage handwashing.	NOT EXCLUDED
Shiga toxin-producing E.coli (STEC)	EXCLUDE until diarrhoea has stopped and 2 samples have tested negative. <i>Contact your Public Health Unit for specialist advice.</i>	EXCLUSION MAY APPLY <i>Contact your Public Health Unit for specialist advice.</i>
Slapped cheek syndrome, fifth disease (parvovirus B19, erythema infectiosum)	NOT EXCLUDED pregnant women should consult with their doctor. Note: Children are contagious until 24 hours after the fever resolves. Rashes generally occur after the infectious period has passed.	NOT EXCLUDED pregnant women should consult with their doctor.
Shigellosis	EXCLUDE until there has been no diarrhoea or vomiting for 48 hours. <i>Contact your Public Health Unit for specialist advice.</i>	EXCLUSION MAY APPLY <i>Contact your Public Health Unit for specialist advice.</i>
Shingles (herpes zoster)	EXCLUDE all children until blisters have dried and crusted. EXCLUDE adults if blisters are unable to be covered. NOT EXCLUDED in adults if blisters can be covered with a waterproof dressing until they have dried.	EXCLUSION MAY APPLY <i>Contact your Public Health Unit for specialist advice, including advice for pregnant women and any person who is immuno-compromised (including receiving chemotherapy).</i>
Streptococcal sore throat (including scarlet fever)	EXCLUDE until 24 hours of appropriate antibiotics have been completed.	NOT EXCLUDED
*Tuberculosis (TB) ²	EXCLUDE until written medical clearance is received from the relevant Tuberculosis Control Unit.	NOT EXCLUDED
*Typhoid ² and paratyphoid fever ²	EXCLUDE until appropriate antibiotics have been completed. ¹ Stool sample clearance will be required, <i>contact your Public Health Unit for specialist advice.</i>	EXCLUSION MAY APPLY <i>Contact your Public Health Unit for specialist advice.</i>
*Whooping cough (pertussis) ²	EXCLUDE until 5 days after starting appropriate antibiotics or for 21 days from onset of cough AND confirmed that they are not infectious. ¹ <i>Contact your Public Health Unit for specialist advice.</i>	EXCLUSION MAY APPLY for contacts of an infected person. <i>Contact your Public Health Unit for specialist advice regarding exclusion of non- or incompletely vaccinated contacts.</i>
Worms	EXCLUDE until diarrhoea has stopped for 24 hours and treatment has occurred.	NOT EXCLUDED

This is an assistive tool, it is not intended to replace clinical assessment, management or judgment.

If you have any medical concerns, contact your healthcare provider or 13 HEALTH (13432584)

For further advice on the information within this poster, contact your nearest Public Health Unit via 13Health or at www.health.qld.gov.au/system-governance/contact-us/contact-public-health-units

Further information on recommendations:

- Communicable Diseases Network Australia (CDNA) guidelines <https://www1.health.gov.au/internet/main/publishing.nsf/Content/cdnasongs.htm>
- National Health and Medical Research Council publication: infectious diseases in early childhood and education and care services, 5th edition www.nhmrc.gov.au/guidelines-publications/ch55
- Queensland Department of health Communicable Disease Control Guidance <http://disease-control.health.qld.gov.au>



Use this QR Code to access a digital copy of this poster or visit www.health.qld.gov.au/public-health/schools/prevention



Road Safety

A School Crossing Supervisor Scheme is in operation. The crossings in Stenner and Mackenzie Streets are supervised before and after school, 8:15-9:00am and 3:00-3:25pm in Stenner and in Mackenzie Street 8:00-9:00am and 2:55-3:25pm. Parents are asked to ensure that children use these supervised crossings.

The Crossing Supervisors are there for the protection of our children. **WAIT** until the whistle has blown before crossing the road and **ALWAYS** cross at the crossing. The crossing supervisors are employed and trained by the State Department of Transport.

Road safety issues have a high profile at our school

- Please obey parking regulations. Do not park over yellow lines
- Make sure that your children always use the car safety door - on the curb side
- Never double park
- Never call your child across the road to you

The Car park inside the school gate is NOT a pick up or drop off zone unless an approved disability card is visible on the dash. These cars must use designated disabled park spaces.

There is increasing awareness of the importance of walking, cycling, public transport and carpooling for the economic, social and physical wellbeing of our communities. For the health and safety of our children the school encourages parents to adopt travel plans that reduce the traffic in and around the school precinct and increase physical activity:

- walk to school
- catch the bus to school
- carpool to school
- cycle to school

Emergency Procedures

Emergency procedures are carried out at least once per term to familiarise staff and students with procedures to be followed for evacuation or lock down of the school premises. The school has a Critical Incident Plan as required by the Department of Education.

Emergency Contacts

Parents are asked to ensure that they notify the office if there are any changes in contact details.

Money

Information regarding excursions and extra curricula activities will be sent home at various times throughout the year. Payments for such activities need to be made by the due date to ensure students are able to participate in these activities. Credit card and Eftpos facilities are available for payments as well as cash and cheque through the office. Parents also have the option of using the BPoint facilities or QParents. Please refer to your invoices for details around BPoint.

Sports Houses

Upon admission to the school, children are allocated to one of the three "houses". Families are allocated to the same house.

- Nelson - blue
- Rudd - red
- Evans - yellow

Each year inter-house athletics and swimming competitions precede the district, regional and state carnivals. These are well supported by the school community.

Interschool Sport

The school is involved in a wide variety of sports. Track and field, swimming, softball, T-ball, netball, hockey, AFL and touch football are some of the sports which may be offered. These sports are offered depending on student numbers, coaching expertise and the availability of teachers and district decisions. Gabbinbar School participates in interschool sport within the Toowoomba area on a seasonal basis. Children have the opportunity to trial for selection in school, district, regional and state teams.

Most teams travel by bus to their venues. A sport fee is payable for various sport activities. This fee covers transport, equipment and consumables, e.g. first aid for sport and will be included in permission forms. All students need a permission note to play and travel to sporting activities.

Criteria for Selection in Interschool Sporting Teams

General Selection Criteria

- Attitude to the game
- Extra effort
- A willingness to attend training sessions to develop skills
- An ability to cooperate with coaches and team mates
- A willingness to play wherever required for the good of the team and to share games whenever necessary without complaint
- A positive behavior record

School Swimming Lessons

- Classes are timetabled for swimming lessons in Term 3 or Term 4
- Each student must provide togs, towel and plastic carrying bag. Girls are to wear 1 piece togs
- Bathing caps are to be worn by swimmers, both boys and girls
- Towels, togs and all articles of clothing are to bear the child's name
- Children are not permitted to enter the water wearing hair clips, rings, bangles or other ornaments, which may come loose in the water
- Children suffering from any kind of infection, sores, skin complaints or wearing band aids will be excluded
- If a child cannot attend a swimming lesson for any reason please notify the administration team on 4631 5222
- Parent volunteers may be needed for each class to assist with adult supervision requirements

Excursions and camps

Opportunity is taken to involve the community in school activities and to extend our children in educational experiences in the wider community. Field trips and excursions cover a wide range of cultural, social and academic objectives.

Included in these activities are visits to orchestral concerts, plays, environmental centres, places of historical interest and the like.

At the school during the year there may be performances by visiting artists and groups which have been approved by the Department of Education.

Buses are used to transport students on excursions. Buses with seat belts are used for travel outside of Toowoomba. However, as an optional safety feature and depending on availability and costs, buses with seat belts may be used for travel around town.

Lost Property

Every effort is made to locate lost property, but parents need to cooperate by having their child's name plainly marked on every article of clothing and on school books and materials. Lost property is cleared at the end of each term. Many valuable articles remain unclaimed because owners cannot be identified.

- The amount of lost property handled each term is staggering
- Please name every item your child owns
- A waterproof marker pen is ideal to mark anything plastic
- White out can be used to mark dark items such as the inside of hats
- Lost Property is stored in a designated area – inside the Administration Building.
- **Unclaimed lost property will only be held for 1 term.** It is either donated to the 2nd Hand Uniform Committee or Lifeline after this time.

State School Consent & Privacy Information

Privacy Notice & State School Consent Forms

We will write to you about how we will use your child's personal information and student materials. It outlines:

- what information we record
- how we will use student materials created during your child's enrolment.

Examples of personal information which may be used and disclosed (subject to consent) include part of a person's name, image/photograph, voice/video recording or year level.

Your child's student materials:

- are created by your child whether as an individual or part of a team
- may identify each person who contributed to the creation
- may represent Indigenous knowledge or culture.

Media Consent

It is the school's usual practice to take photographs or record images of students and occasionally publish limited personal information and student materials for the purpose of celebrating student achievement and promoting the school and more broadly celebrating Queensland education.

To achieve this, the school may use newsletters, its website, traditional media, social media or other new media as listed in the 'Media Sources' section below.

The State School Consent Form may, at your discretion, provide consent for personal information and a licence for the student materials to be published online or in other public forums. It also allows your child's personal information and student materials to be presented in part or alongside other students' achievements.

The school needs to receive consent in writing before it uses or discloses your child's personal information or student materials in a public forum. The attached form is a record of the consent provided.

It should be noted that in some instances the school may be required by the *Education (General Provisions) Act 2006* (Qld) or by law to record, use or disclose the student's personal information or materials without consent (e.g. assessment of student materials does not require further consent).

Online Services Consent Form for Gabbinbar State School

Our school uses tools and resources to support student learning, including third party (non-departmental) online services hosted and managed outside of the Department of Education network.

About the online services

Third party online service providers are external to the school, and the services may be hosted onshore in Australia or offshore outside of Australia. Data that is entered into offshore services may not be subject to Australian privacy laws. When considering whether to provide your consent, we encourage you to read the information provided about each online service, including the *terms of use* and *privacy policy*, which outline how information and works will be used and under what circumstances they may be shared.

It is not compulsory to provide consent. If your consent is not given, this will not adversely affect any learning opportunities provided by the school to your child.

The Online Services Consent Form is a record of the consent provided.

Consent may be limited or withdrawn

You can withdraw your consent at any time by notifying the school in writing (by email or letter). The school will confirm the receipt of your request via email if you provide an email address.

You may also limit your consent by providing consent for some, but not all, online services listed on the form.

Duration of consent

The consent applies for the period of time specified on the form. You may review and update your consent at any time by notifying the school in writing (by email or letter).

There may be circumstances where the school issues a new consent form to seek additional consent e.g. in the event that new online services are identified for use.

Volunteers

There are many opportunities for parents to become actively involved in school life – through both P&C sponsored activities and classroom activities. The school will be a much richer place for your involvement and your children will reap the benefits.

Many teachers encourage family and community members to become part of the educational program by assisting with the planned program of instruction. If you would be interested in helping in this way, please speak to your child's teacher. From time to time we will run parent in-service sessions to help parents understand how best to help students. Please feel free to attend these whether or not you are available to help in the classroom.

All volunteers are required to sign in and out at the office so that we have a record of people in the school in case of an emergency.

Gifts, Donations and Fundraising

All fundraising occurs through the P&C and its sub-committees. All donations are given to the P&C or school's Business Manager. Gifts over the accumulated value of \$150 to school personnel must be registered via the Principal as per Code of Conduct Policy.

Communication

Stenner Street Notice Sign advises the community of forthcoming school events.

Newsletter

A weekly publication is available online via the school website (gabbinbarss.eq.edu.au) or using the QSchools App. Newsletters are also emailed parents/caregivers. This informs you of school issues and contains information from the Principal, date claimers for each term, tuckshop roster, Students of the Week, Gotchas, P&C News, articles from sub-committees and groups, sporting results, etc.

Students who do not have media consent will not have their name/photo included in any publications.

Families who are unable to access the online newsletter can request a paper copy from the front office.

Home and School Communication

Communication between parents and the school is encouraged. With a desire to promote open and harmonious relationships within the school and the wider community every effort is made to encourage worthwhile communication levels. It is hoped that parents will become acquainted with their teachers and the school administrators.

From time to time, it may be necessary for parents or teachers to request a discussion on matters of concern and parents are encouraged to establish contact with teachers and administrators for this purpose. If you have a concern we ask that you discuss your concerns with the classroom/specialist teacher concerned first. Should you wish to meet/speak with a teacher please make an appointment through the front office. **We do not permit staff to take appointments that have not been prescheduled as it has the potential to cause them to be late to class or other appointments.**

If your concern relates to progress in class, relationships with others in the class or homework issues, you can make an appointment by phoning the office as soon as possible. Share the information you have with the teacher and give the teacher the opportunity to tell you all he or she knows about the problem. Together, both parent/carers and teacher should then be able to take steps to resolve the problem at this level.

The teacher will make a record of the concern and report your meeting in OneSchool.

Complaints

Gabbinbar State School appreciates and acknowledges that parents, carers, students and community members have a right to make a complaint. You can find a copy of our Complaints Management Process at <https://gabbinbarss.eq.edu.au/supportandresources/formsanddocuments/documents/complaints-management.pdf>

QSchool

The school utilises the QSchool app to alert parents of important information. Parents are able to use the QParent app to gain access to information pertaining to their child. This information includes: Attendance, payments, reports, personal and medical details.

QParent

The QParents web and mobile application provides an easier way for you to interact with our school. Parents will have secure, online access to their child's student information, anytime, anywhere, through a smartphone, tablet or computer.

QParents allows parents to connect instantly with our school to access and manage their child's student information, including:

- Attendance and absence details, as well as the ability to notify the school of an absence
- Academic report cards
- Viewing unpaid invoice details, payment history, and making payments online
- Viewing and updating personal student details, including medical conditions and address
- Enrolment details
- Upcoming events list showing school events, exam and assessment dates, and excursions (more information over page)

QParents

Registration Process for parents

Please note: Your registration progress cannot be saved. Before you begin your registration, you will need to have on hand:

1. Your QParents invitation email
2. Documents for identity verification (see item 1)
3. Your child/children's EQID (Education Queensland identification number) (see item 3)

1 Click on the link in the QParents invitation email.

Register as a QParents Account Owner

Dear John

You have been nominated as the QParents Account Owner for Janie Citizen by Purple State School.

To register for QParents you will need:

1. Your unique invitation code
2. 100 points of identification to verify your identity online
3. Your child's (or children's) EQID(s)

[click here to begin the registration process](#)



2 You will be taken to the QParents portal with your unique invitation code already entered. Click 'Next'.

Invitation code

Please enter your unique QParents invitation code.

Invitation code

What is this?

Next >

3 Read the Privacy Statement and the QPAO terms and conditions. If you agree to these, tick the 'Read and understood' check-boxes for both and click 'Accept'.

4 Select 'Yes' if you are the person linked to the code you entered, and 'No' if this is your first time registering a QParents account. Then click 'Verify identity'.

Invitation code

This invitation code is registered to John Citizen
If this is not you, you must NOT proceed with the registration process.

Is this you?

Yes No

Do you have a QParents login?

Yes No

Verify identity

5 You will now need to enter details from your identity documents.

1. Select the first document you will use.
2. Enter the requested details—they can be found on your identity document. When you have done this, click 'Submit details'. (see item 2)
3. Repeat steps 1 and 2 until you have reached 100 points. Then click 'Finish'.
4. If you can't reach 100 points, you may click 'Not enough ID?' to continue your registration. You will need to attend the school to present your ID.

Verify your identity

To verify your legal identity, you will need to provide 100 points of ID using a combination of identity document types from the list below.

10% VERIFIED

- 1 Select which sources of identification you wish to use from the list below. **TELL ME MORE**
- 2 Start entering the details below. Click 'Submit Details' after each source is entered. **TELL ME MORE**

<p>Driver's Licence (50 points)</p> <p>Need your State</p> <p>Qld <input type="radio"/> Qld <input type="radio"/> Vic <input type="radio"/> WA <input type="radio"/> ACT <input type="radio"/></p> <p>Medicare Card (20 points)</p> <p>Australian Passport (20 points)</p> <p>Australian Citizenship Certificate (40 points)</p> <p>Australian Birth Certificate (20 points)</p> <p>Australian Marriage Certificate (40 points)</p> <p>Not enough ID?</p>	<p>Queensland Driver's Licence (50 points)</p> <p>Please provide your QLD driver's licence details so we can confirm them with the QLD Government. Your licence details will be submitted to the Australian Government Document Verification Service.</p> <p>TELL ME MORE</p> <p>License number * <input type="text"/> * MANDATORY FIELD</p> <p>First name * <input type="text"/> Middle name * <input type="text"/> First name * <input type="text"/></p> <p>Date of birth (DDMM/YYYY) * <input type="text"/></p> <p><input checked="" type="checkbox"/> I agree that my above information is checked with the issuer or Official Record Holder</p> <p>SUBMIT DETAILS</p>
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Item 1: ID

The following documents can be used to verify your identity online. Each identity document is worth a certain number of points. To complete online registration you will need to verify 100 points of documents.

Australian Passport	50 Pts
Australian Driver Licence	50 Pts
Medicare Card	20 Pts
Australian Birth Certificate	50 Pts
Australian Marriage Certificate	40 Pts
Australian Citizenship Certificate	40 Pts
Change of Name Certificate	40 Pts
Australian Visa (foreign passports)	20 Pts


If you are unable to verify 100 points of ID online, you may still create an account. However, to complete your registration, you will need to attend your school to present the relevant amount of ID in person. Full instructions will be emailed to you upon creation of your account.

If you have any questions or require assistance with registration, please contact 13 QGOV (13 7468), or visit: <https://qparents.qld.edu.au/#/help>



Item 2: ID HELP

If you are having trouble verifying a birth certificate or marriage certificate, the following tips might help:

1. You must be referring to a full birth certificate, not an extract.
2. Make sure you enter your name as it appears on the birth or marriage certificate, even if your name has changed.
3. Click on the question mark  next to the field you are having trouble with to see an example document.
4. Please see our help guide if you are still having trouble:
<http://qparents.qld.edu.au/#/help>

6 You should now create your account. Make sure you use the 'Create an Account' form on the left of the screen.

1. Enter the email address you want to use with QParents. It should be one you check regularly.
2. Enter a password of your own choice. It must be at least eight characters long and contain at least one number and one special character.
3. Enter your password again.
4. Enter your mobile phone number.

Create an account

Email address	<input type="text"/>
Password	<input type="password"/>
Confirm your password	<input type="password"/>
Mobile phone number	<input type="text"/>

[Cancel >](#)

[Submit >](#)

7 An email is sent to the email address you entered in Step 6. Click on the link in this email to verify your email address and activate your account. The email must be verified within 30 days of registration, or you will need to register again.

You are taken to the QParents login page. Log in using your email address and the password you chose in step 6.

Login

Email address	<input type="text"/>
Password	<input type="password"/>

[Login >](#)

8 You now need to add your students. Enter the EQID (see item 3), school year, and school name, then click 'submit'. If you have been nominated as the QPAO for another child, click 'Add another student' and repeat this process. Once you have added all your students, your registration and account set-up is complete.

Details of student to be added

EQID	<input type="text"/>
Year level	<input type="text"/> <small>What is this?</small> <input type="text"/> <small>Which year level should I select?</small>
School	<input type="text"/> <small>Which school should I select?</small>

[< Back](#)

[Submit >](#)

Item 3: EQID

Every school student has an EQID. It consists of 10 numbers and one letter. You can find it on your child's student ID card (the numbers under the barcode), report cards, or school invoices, among other documents. Please contact the school directly if you cannot find your student's EQID.

9 A final check is conducted at your child's school before approval. You will be notified by email when this check is complete and will then have access to all of the features in QParents.

Enjoy!

If you have any questions or require assistance with registration, please contact 13 QGOV (13 7468), or visit: <https://qparents.qld.edu.au/#/help>



Talking with the Guidance Officer, Head of Special Education, Deputy Principal or Principal

Where the teacher has been approached as above, but the issue remains unresolved, make an appointment with:

- The Guidance Officer: - particularly for significant social and/or emotional problems relating to your child
- The Head of Special Education Services: - particularly for parents of students with disabilities
- The Deputy Principal: - particularly for issues regarding student behaviour
- The Principal: - particularly for issues regarding students' academic progress and wellbeing

Talk with the Principal

You may wish to speak directly with the Principal if any issue remains unresolved to discuss the matter further. Alternatively you may ask the Principal (or delegate) to act as a go-between in informal conflict resolution with a staff member or attempt to resolve the problem. **If you need to speak to the Principal or member of the administration team please make an appointment.**

If your complaint is related to the school more generally, including such issues as school policy or its compliance/non-compliance, you should raise the matter directly with the Principal or their delegate. For example, the Principal may refer you to the Deputy Principal or Head of Special Education Services if the matter directly relates to areas under their respective program management. The staff member will make a record of your complaint and work with you to resolve the problem. It is always a good idea to ring ahead if you wish to see the Principal in person, by contacting the school office on 4631 5222 between 8:00am and 4:00pm.

For further details of our Complaints Management please read our policy available on our website.

Reporting and Assessment

The school attempts to cater for individual differences in children and to assess each student in two ways:

- progress as it relates to his/her abilities and learning rate, and
- performance as it compares with the peer group

Early in first term, Parent/Teacher Information sessions are arranged. All parents are invited to meet their child's teacher and learn how the class activities will proceed for the year.

A written report card is provided at the end of each Semester. Parent/Teacher meetings are offered at the end of Terms 1 and 3 to enable meaningful discussion that will assist in the development of the child socially, emotionally and academically. Parents will be notified via the newsletter and email about the dates and how to book a formal interview time with your child's teacher. To ensure consistency of messages and strategies for support for students, one timeslot will be allocated for each child. Parents are asked to work together to determine a suitable time for this to occur. Parents or teachers may request an interview at a mutually agreeable time throughout the year.

Nationwide Testing

Years 3 and 5 students sit for a national test in March. Parents receive a report of their child's performance in aspects of reading, writing and number later in the year.

School Uniform

The school uniform is accepted as normal attire for students attending Gabbinbar School. Parents enrol their children at this school on the understanding that the full uniform will be worn at all times.

Wearing the School Uniform

- Builds school spirit and promotes a positive image of the school in the community
- Promotes belonging, fairness and equity where students are not discriminated against because of the quality of their clothes
- Promotes the safety by meeting sun-safety and Workplace Health and Safety requirements
- Supports student participation in all activities

Our Uniform

School uniform colours are royal blue and orange. The school uniform comprises a range of garments - all designed to give wearers and their parents the opportunity to mix and match as desired. A range of items is listed below with samples of the school uniform found in the school office. We encourage parents to make purchases through the school office in the mornings between 9:00am and 11:00am.

- Girls Dresses (Check fabric)
- Girls Shorts (Royal Blue)
- Girls Blouses (Check fabric)
- Boys Shirts (Check fabric)
- Boys Shorts (Royal Blue)
- Polo Shirts (Boys/Girls)
- Polar Fleece Top (Boys/Girls)
- Broad-Brimmed Hat (Royal Blue with logo) and Bucket Hat (reversible with house colours)

*It is acceptable for students to wear items such as tracksuit pants, pullover jumpers, basketball/long shorts or broad brimmed hats that match appropriate school colours (i.e. Royal Blue).

Hats

A sun-safe hat is essential, with royal blue being the accepted colour. A sun-safe hat is either a broad-brimmed hat or legionnaire's cap, which is essential for students to fully participate in school curriculum programs (i.e. Physical Education). Students without a sun-safe hat will be directed to play in the undercover areas during break periods.

Shoes and Socks

Sports or dress shoes need to fully enclose the foot. They are to be worn with appropriate plain white or royal blue socks.

Jewellery

For safety reasons, the following list constitutes the only permissible jewellery to be worn by students at Gabbinbar State School

- One set of earrings (small sleepers/studs)
- Signet ring
- Watch
- Medical identification

The Principal is to be advised in writing of jewellery of religious or cultural significance

Hair

Neat, traditional and contemporary haircuts are acceptable. Extreme styles are not appropriate for school, for example, dread locks or mohawks etc. Hair ties should reflect school colours where possible.

Other Uniform Information

- Nail polish, hair colours and make-up are not acceptable at school.
- The dress code on non-uniform days must comply with sun-safety and Workplace Health and Safety requirements, namely, no singlets, no bare midriffs or muscle shirts. Appropriate shoes and a hat must be worn. Please ensure the writing/logos on clothes are appropriate also.

Individual or Exceptional Circumstances

Where there are individual cases of conflict with the student dress code, or persistent failure of a student to uphold the code, or a student is inappropriately dressed, the school will:

- Offer appropriate item/s from a bank of clothing/uniforms held at school
- Take action that prevents risk to student or others, or action that maintains normal school operations
- Inform student's parents or carers of incidents and discuss further with parents or carers, representatives of school and student to prevent a recurrence
- Implement a process of conflict resolution or mediation if student persistently wears inappropriate dress after discussions have been held with parents or carers

Where a student is reasonably dressed, but does not conform to student dress code, the Principal or delegate will:

- Offer appropriate item/s from bank of clothing/uniforms held at school
- Inform parents or carers of incidents and, if necessary, discuss further
- Use, together with representatives of school community, appropriate conflict-resolution or mediation if a student persistently fails to observe the student dress code.

For Further information please refer to our Uniform Policy available from our School Website.

Uniform Price List

All prices include GST

- Girls Dresses (Size 4 - 16)..... \$50.00
- Girls Blouses \$45.00
- Boys Shirts \$25.00
- Polo Shirt \$30.00
- Polar Fleece Top \$35.00
- Hats..... \$15.00
- Library Bags.....\$15.00

Second Hand Uniforms

The P&C Association has a second hand uniform shop. Enquiries can be made to the Gabbinbar P&C Facebook page.

Privacy Statement

Enrolment

The Department of Education is collecting the information on this form for the purpose of school enrolment and student management. Personal information collected by the Department is protected by the Queensland Government's information Standard 42 – Information Privacy.

However, in accordance with information Sharing Protocols and Memoranda of Understanding, some of this information may be passed on to government agencies. Some of these state government agencies include Queensland Health, Queensland Transport, Queensland Police Service and Department of Families. The Commonwealth Government, through Centrelink, may require information for matching purposes in relation to the payment of benefits to some students.

Personal information on the enrolment form can be disclosed to other third parties without the individual's consent where authorised or required by law.

Attendance/Achievement/Behaviour

While students are enrolled in and attend state schools, school staff will collect personal information about their academic performance, attendance and behaviour for the purpose of monitoring their educational progress and providing educational programs to suit the needs of the student.

Year 3 and 5 student names are passed on to the Queensland Studies Authority for the purpose of issuing individual reports in relation to the assessment of numeracy and literacy skills of students.

This personal information can be disclosed to other third parties without the individual's consent where authorised or required by law.

Wellbeing, Protection and Safety

During a student's attendance, the Department of Education may also collect personal information that relates to the wellbeing, protection and safety of the student. This personal information may be passed on to agencies such as Queensland Health, Queensland Police Service and Department of Families in accordance with Education Queensland's Student Protection Policy and other policies relating to student behaviour.

This personal information can be disclosed to other third parties without the individual's consent where authorised or required by law.

Children and Young People in the Care of the State – Data Matching

The Department of Education and Department of Families conduct a data-matching program to improve school achievement outcomes for children and young people in care.

The data-matching program involves a comparison, through a unique identifier, of certain personal information of children and young people in care and those children of similar age in the general school student population, including those who have specific needs.

This personal information may include:

- achievement levels;
- retention rates;
- age;
- school year levels;
- school disciplinary absences; and
- student movement between schools.

If you have any questions about privacy or access to information, you may contact Education Queensland's Privacy Contact Officer on 3237 0546.

Parents and Citizens' Association

On behalf of the Parents and Citizens' Association welcome to the Gabbinbar State School community.

The P&C plays an important role in promoting and encouraging parental involvement in everyday school life, special projects and fundraising. Through working closely with the school Principal and staff, we support the school's vision of "Creating a beautiful place to belong, inspire and grow" for all our children.

In valuing our sense of community, the P&C plans and supports various school social events throughout the year, providing opportunities for families to get to know each other and work together towards common goals and the school vision.

The P&C provides a number of services to the school community that help raise funds to meet the P & C's goals. These include **Tuckshop and Second-hand Uniform Shop**.

The P&C is committed to supporting the school through other sub-committees for **Music Support, Grounds Sustainable Futures and Fundraising**.

Monthly meetings are held on the **first Wednesday of each Month at 6pm in the Staffroom, Administration Building**. All Parents, Teachers and Community members are welcome and encouraged to attend. To place an item on the agenda or put forward a motion, please forward in writing to the school office or email pandc@gabbinbarss.eq.edu.au.

Thank you for considering Gabbinbar State School for your child. I look forward to helping you enrich your child's educational experiences through P&C involvement.

Penny McColley

P&C President

Tuckshop

The Gabbinbar School Tuckshop operates on Wednesdays and Fridays only. Tuckshop can be ordered either online or in person at school.

Online Ordering

Online ordering is more convenient, providing a 24/7 payment and ordering system that can be accessed from home, work or mobile device. There are a variety of payment options supported, including Visa, Mastercard (credit and debit) and Bank Transfer. The system operates via a pre-paid account.

Order and pay for a range of school services online with Flexischools online ordering...

- Parents set up a Flexischools account online and pre-load the account with funds.
- Parent can use the funds in their account to order and pay for tuckshop orders.
- Parents can view their orders online and can set a daily spending limit.

Get Started with Flexischools...

Set up an account for online ordering... You can set up an account online – it only takes a minute.

1. **Register for Flexischools** by visiting www.flexischools.com.au. Add your student, their school and form class to get started.
2. **Top-Up your account** via Visa, Mastercard, PayPal or direct deposit.
3. **Make an order** by selecting from the range of options made available by your school and proceed to make payment for the order listed in your order pad.
4. **Review Orders** by logging back in to your Flexischools account. You can set recurring orders, view transaction history or cancel orders via your Flexischools login.

What does it cost?

Online Ordering Fees - \$0.29 per order

Account Top-Up Fees - Direct Deposit FREE

Credit card (visa/mastercard) 15c + 1%

PayPal 15c + 1%

DOWNLOAD THE APP



In Person Ordering

All orders **MUST BE WRITTEN ON A PAPER BAG**. One bag for First Break and one bag for Second Break. If both orders are written on the one bag, a charge of 10 cents will be applied for the extra bag. *Please write on the bag with the opening at the top. Please use blue or black pen only.*

Each bag must have the child's name and class number on it e.g. 1R, 2G, 6M, etc. If you are unsure of the class number then please **WRITE THE TEACHER'S NAME INSTEAD**.

Also write the order under the name with the price of each item and then write the total. If change is required please write the amount of money tendered. Please place this money inside the bag and secure it so that the money doesn't fall out. Change will be taped to the outside of the bag and it is the child's responsibility to remove it. Children from Prep – Year 3 place their orders in the Tuckshop order tray in the **classroom** by 9am. Children from the Year 4 - 6, place their orders in the appropriate order tray at the Tuckshop before school commences.

Prep to Year 3 Ordering

A separate paper bag must be used for each break – one for First Break and one for Second Break. Everything should be ordered on the bag i.e. food, drinks, snacks and ice-creams etc. If you order an ice-cream, milo or similar the bag **must** be brought to the Tuckshop in order to collect the item. Both First Break and Second Break items will be delivered to the appropriate classroom and will be distributed by the teachers. Frozen product can be collected from the Tuckshop when the second bell sounds (11.10am). Prep orders for frozen/hot products will be delivered to their classrooms.

(REMEMBER – WRITE YOUR CHILD'S NAME, CLASS NUMBER AND TEACHER'S NAME ON THE BAG) this will make delivery much quicker.

Year 4 to Year 6 Ordering

Food items only are ordered for both First and Second Breaks. All drinks, snacks and ice-creams (both sessions) are to be purchased **IN PERSON** at the appropriate times. First Break orders are placed in eskies and are ready for collection by 11:00am. Second Break orders are to be collected from the Tuckshop individually by each child.

Meal times

First Break: 11:00am - 11:40am (Counter sales commence at 11:10am).

This ensures that children eat their ordered food before purchasing any snacks).

Second Break: 1:10pm - 1:50pm

The Tuckshop is open from 8:30am for enquiries and service. (Counter sales commence at 1:20pm).

This ensures that children eat their ordered food before purchasing any snacks).