



Creating a beautiful place to belong, inspire and grow

# Information for Parents and Carers 2026

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## Table of Contents

<b>Principal’s Welcome</b> .....	<b>4</b>
<b>Parents and Citizens’ Association Welcome</b> .....	<b>5</b>
<b>Enrolment</b> .....	<b>6</b>
<b>Starting Prep at Gabbinbar</b> .....	<b>6</b>
<i>What Your Child Will Need</i> .....	6
<i>Lunches and Breaks</i> .....	7
<i>Helping Your Child Settle into Their Day</i> .....	7
<b>School Routines and Procedures</b> .....	<b>7</b>
<i>Assembly</i> .....	7
<b>Attendance and Absences</b> .....	<b>7</b>
<b>Arrival, Departure and School Times</b> .....	<b>7</b>
<i>Student Arrival Procedures</i> .....	8
<i>School Times</i> .....	8
<i>After-School Procedures</i> .....	8
<i>Alterations to pick up procedures</i> .....	8
<i>Outside School Hours Care (OSHC)</i> .....	8
<i>Late Arrival</i> .....	8
<i>Early Departure</i> .....	9
<i>Birthdays &amp; Celebrations</i> .....	9
<b>Lost Property</b> .....	<b>9</b>
<b>Safety</b> .....	<b>9</b>
<b>Excursions and camps</b> .....	<b>10</b>
<b>Payments</b> .....	<b>10</b>
<b>QParents app</b> .....	<b>11</b>
<b>Supporting Families – Request Process</b> .....	<b>11</b>
<b>Uniform</b> .....	<b>12</b>
<b>Media and Online Services Consent</b> .....	<b>14</b>
<b>Student Code of Conduct</b> .....	<b>14</b>
<b>Teaching and Learning</b> .....	<b>15</b>
<b>Book Lists</b> .....	<b>15</b>
<b>Curriculum</b> .....	<b>15</b>
<b>Digital Technologies</b> .....	<b>15</b>
<b>Homework</b> .....	<b>15</b>
<b>Languages – Auslan</b> .....	<b>16</b>
<b>Library</b> .....	<b>16</b>
<b>Music</b> .....	<b>16</b>
<b>Reporting and Assessment</b> .....	<b>17</b>
<b>Religious Instruction</b> .....	<b>17</b>
<b>Sports</b> .....	<b>18</b>
<b>Health and Medications</b> .....	<b>19</b>

<b>Emergency Contacts .....</b>	<b>19</b>
<b>Emergency Health Plans .....</b>	<b>19</b>
<b>Medications – including paracetamol, asthma puffers etc .....</b>	<b>19</b>
<b>Home and School Communication .....</b>	<b>21</b>
<b>Tuckshop .....</b>	<b>22</b>
<i>Online Ordering .....</i>	<i>22</i>
<i>In-Person Ordering.....</i>	<i>22</i>
<i>Delivery/Collection .....</i>	<i>23</i>
<b>Appendix 1: QParents Registration .....</b>	<b>24</b>
<b>Appendix 2: Time Out Infectious Diseases Exclusions.....</b>	<b>26</b>
.....	<b>26</b>
<b>Appendix 3: Communicating with your child’s school .....</b>	<b>28</b>
<b>Appendix 4: Gabbinbar State School Communication.....</b>	<b>29</b>
<b>Appendix 5: Reading Through the Australian Curriculum.....</b>	<b>31</b>
<b>Appendix 6: Parent and Community Code of Conduct.....</b>	<b>33</b>
<b>Appendix 7: Privacy Statement .....</b>	<b>34</b>

All documents referenced in this guide on our website are available at  
<https://gabbinbarss.eq.edu.au/support-and-resources>

# Principal's Welcome

**Welcome to Gabbinbar State School.** We are delighted to have your family join our community and look forward to making your time with us positive, supportive and rewarding.

At Gabbinbar, we believe every child has unique potential. We aim to nurture this in a caring environment where students feel safe, valued and ready to learn. Through an engaging Prep–Year 6 program, we support children to grow academically, socially and emotionally.

Established in 1972, our school is guided by the vision **Creating a Beautiful Place to Belong, Inspire and Grow**. Our students learn and live our values every day: **Achieving Our Best · Being Respectful and Responsible · Caring and Confidence**.

Our teaching focuses strongly on English, Mathematics and Science, with consistent instruction in reading, writing and spelling. Students also take part in cultural, academic and sporting programs such as Instrumental Music, Choir, Eisteddfod, STEM, Drama and school sports days.

We value the important role parents play in learning and encourage families to be involved in our Parents and Citizens (P&C) Association, which provides support and resources for our school.

Gabbinbar proudly upholds the Department of Education's vision of *A great future for every Queenslanders* by offering high-quality learning opportunities for all students.

Our school is well known for high expectations in learning, behaviour, sport and the arts. Our motto and values guide our focus on wellbeing, inclusion and personal growth.

We are committed to a caring and socially responsible environment. Our **Code of Student Behaviour**, based on our school values and Restorative Justice, is taught through assemblies, classroom activities, newsletters and Circle Time to help students develop positive relationships and take responsibility for their actions.

My staff and I look forward to working with you to support your child's learning journey and prepare them for the opportunities ahead.

**Ms Jouwana Habash**

Principal

## Parents and Citizens' Association Welcome

Welcome to the Gabbinbar State School community from the Parents and Citizens' Association (P&C). The P&C plays a key role in encouraging parent involvement in school life, supporting special projects and contributing to fundraising efforts. Working closely with the Principal and staff, we help uphold the school's vision: **Creating a Beautiful Place to Belong, Inspire and Grow.**

To strengthen our school community, the P&C plans and supports a range of social events throughout the year, giving families opportunities to connect, collaborate and work toward shared goals.

The P&C also operates several important services, including the **Tuckshop** and **Second-hand Uniform Shop**, which raise funds to support school initiatives. In addition, the P&C oversees a variety of **Fundraising activities and community services events such as the Mothers' Day and Fathers' Day stalls.**

### ***P&C Meetings***

Meetings are held on the **second Wednesday of each month at 6:00pm** in the Staffroom (Administration Building). All parents, carers, teachers and community members are warmly invited to attend. To add an item to the agenda or propose a motion, please submit your request in writing to the school office or email [pandc@gabbinbarss.eq.edu.au](mailto:pandc@gabbinbarss.eq.edu.au).

Thank you for considering Gabbinbar State School for your child. I look forward to partnering with you to enrich your child's education through P&C involvement.

**Penny McColley**

P&C President 2026

# Enrolment

## Enrolment Ages

**Prep:** Children must be **5 years old by 30 June** in the year they start Prep. Prep is a full-time program, Monday to Friday, 8:50am–3:00pm.

**Year 1:** Children must be **6 years old on or before 30 June** in the year they enrol in Year 1.

## Enrolment Process

To enrol your child, please complete the [Enrolment Form](#) available on our website and return it to our office. We need to sight your child's birth certificate (not a photocopy).

If a birth certificate isn't available—for example, if your child was born in a country without a birth registration system—other documents such as a passport or visa will be accepted.

When enrolling, parents or carers are also asked to provide:

- Any relevant Family Court or other legal orders, if applicable
- Any visa documentation, if applicable.
- Details of care arrangements if the child is in the care of the State
- A Transfer Note from the previous school (if you have received one)
- Information about any medical conditions, symptoms, management plans, medications, or disabilities your child may have  
(Conditions may include, but are not limited to: seizures/epilepsy, fainting, diabetes, asthma, heart conditions, anaphylaxis, or allergies such as food or insect stings.)

Once we've reviewed all documentation, we'll be in touch to arrange an enrolment interview.

Families of future Prep students will receive information about upcoming information and orientation sessions and our transition program closer to the date.

## Starting Prep at Gabbinbar

Prep is a wonderful new adventure. It's full of exciting things to do, new friends to meet, and lots of discovering, exploring, and growing. Your child will learn in a warm, supportive environment where routines are gently built, independence is encouraged, and early literacy and numeracy skills are woven into playful, hands-on experiences. We can't wait to share a happy and rewarding learning journey with your child.

To help make the transition into "big school" smooth and joyful, here's what will support your little learner:

### What Your Child Will Need

- **Comfortable shoes:** Flat, enclosed shoes with **Velcro, buckles or zips** help children get moving quickly and independently.
- **Spare clothes:** Please pop a full change of clothes in a small bag inside their backpack each day.
- **Morning snack:** Fruit, a healthy snack, or a small sandwich.

## Lunches and Breaks

- Pack a **substantial lunch** for first or second break (e.g. sandwich and fruit).  
*We discourage chips, lollies, and chocolate.*
- At the start of the year, please pack **two clearly labelled lunches** ("1" and "2") so your child knows which to eat at each break.
- Use **small, easy-to-open containers** to build independence.
- Add a **spoon** if your child needs one.
- Send a **named water bottle** every day—they'll be encouraged to sip often.
- As lunches can't be kept in a fridge, **freezer blocks** are helpful.
- Early in the year, we'll eat together to chat about healthy food choices, caring for our environment, and practising good table manners.

## Helping Your Child Settle into Their Day

- Arrive for drop-off and pick-up at the right times to keep routines calm and predictable.
- Provide a **roomy backpack** for all their essentials—water bottle, lunch boxes, hat, jumper, spare clothes, take-home folder, library bag, and treasures from the day.
- Let us know if anything has changed at home so we can give your child extra support.
- Encourage your child to **pack their own bag and get ready**—these small routines build big confidence.
- Parents/carers should return any notes or money to the office so nothing is lost along the way.
- Say a warm, cheerful goodbye at drop-off so your child knows they're ready to begin their day.
- And finally, **please label everything**—items in Prep have a magical habit of wandering!

## School Routines and Procedures

### Assembly

Weekly assemblies are held on Fridays at **9:00am** in the Hall. Please see our newsletter if there are any changes to the times. **Parents are very welcome to attend.**

### Attendance and Absences

Regular and punctual attendance is essential for learning. If your child is absent, please notify the school through one of the following:

- Email: [absences@gabbinbarss.eq.edu.au](mailto:absences@gabbinbarss.eq.edu.au)
- Absence line: **4631 5260**
- [QParents app](#)

If an absence is likely to be prolonged, please advise the school as soon as possible. **Absences for more than 10 days** require the approval of the principal.

**Please note:** Teachers do not manage attendance reporting. All absence notifications must go to the office.

### Arrival, Departure and School Times

## Student Arrival Procedures

- Students should not arrive before **8:15am**.
- Playground equipment is **out of bounds before school**.
- Students arriving between **8:15–8:30am** must go directly to the **Senior Undercover Area**.
- **Classrooms open between 8:30–8:50am**. During this time, staff are greeting students, settling classes, and speaking with many parents. Teachers do their best to connect with everyone, but if you need to discuss something urgent, please let us know straight away.

## School Times

- **8:15 am** – Office opens
- **8:45am** – **First bell**; students move to classrooms.
- **8:50am** – **Second bell**; rolls are marked.
- **11:00am** – **Bell** to begin First Break eating time
- **11:10am** – **Bell** to begin First Break play time
- **11:35am** – **Bell** to line up
- **11:40am** – **Bell** to begin Middle session
- **1:10pm** – **Bell** to Second Break eating time
- **1:20pm** – **Bell** to begin Second Break play time
- **1:45pm** – **Bell** to line up
- **1:50pm** – **Bell** to begin afternoon session; rolls are marked
- **3:00pm** – **Final bell**; end of school day
- **3:45pm** – Office closes

## After-School Procedures

- Students wait at their designated pick-up area as arranged with their parents.
- Bike riders must use the **Stenner St bike rack** and are responsible for securing their bikes.
- Bus students go directly to the **supervised bus area** and must demonstrate excellent behaviour.
- OSHC students go directly to the **OSHC building**; Prep students are collected from their classrooms.
- Playground equipment is **not to be used after school** as no supervision is provided.

## Alterations to pick up procedures

In an emergent situation where your child's going-home arrangements need to change, please notify the office **before 2:00pm**. This allows staff sufficient time to pass the message on to your child and ensure there is no confusion at pick-up.

## Outside School Hours Care (OSHC)

YMCA provides **Before School Care, After School Care, and Vacation Care** onsite. Please refer to their [website](#) for enrolment details, fees, and other information.

## Late Arrival

- Students arriving after **8:50am** must be **signed in at the office by a parent/guardian** and receive a late slip.

## Early Departure

- Please notify the school in advance where possible.
- Parents/guardians must sign students out at the office.
- Office staff will contact the classroom; students will meet their parent/guardian at the office.
- Please note that unexpected departures at break times may take longer as students are in playgrounds or on the ovals.

## Birthdays & Celebrations

To support the **Department of Education's Smart Choices Strategy** and accommodate students with health needs, birthday cakes and shared food cannot be brought to school.

Parents may hand out **individual cupcakes or similar items after 3:00pm**, allowing families to make their own decisions about consumption.

Goodie bags **without food** may be distributed if parents are not able to be present at 3:00pm.

## Lost Property

To help reduce lost items, please ensure **every item** your child brings to school is clearly labelled with their name—including clothing, hats, lunchboxes, drink bottles and school materials.

Lost property procedures:

- Lost items are stored in the **Lost Property area inside the Administration Building**.
- Lost property is cleared at the end of each term.
- Unclaimed items are kept for **one term only**, then donated to the Second-Hand Uniform Committee or Lifeline.

Helpful labelling tips:

- Use a waterproof marker for plastic items.
- Use white-out or a light marker for darker items such as inside hats.

Labelling everything greatly increases the chance of items being returned.

## Safety

### **Emergency Procedures – Fire Drills and Lock Down Practise**

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 Emergency Response Plan as required by the Department of Education.

### **Travel Safe**

Gabbinbar State School operates under the **School Crossing Supervisor Scheme** to support safe travel to and from school. Supervised crossings are located on **Stenner** and **Mackenzie Streets** at the following times:

- **Stenner Street:** 8:15–9:00am and 3:00–3:30pm
- **Mackenzie Street:** 8:00–9:00am and 2:55–3:25pm

Parents are asked to encourage children to **always use the supervised crossings**. Crossing Supervisors are trained and employed by the Department of Transport.

Students must wait for the whistle before crossing and use the marked crossing every time.

### **Road Safety Expectations**

For the safety of all students, please:

- Obey all parking regulations
- Ensure children exit the car on the **kerb side** (the safety door)
- Never double-park
- Never call your child across the road

### **Sun Safe**

A **sun-safe hat** is essential. Students without a hat must play in undercover areas.

Accepted hats include:

- Broad-brimmed hats
- Legionnaire caps

See information about hats in [Uniforms](#).

## **Excursions and camps**

Gabbinbar State School provides a range of activities including visits to orchestral performances, theatre productions, environmental centres, museums and places of historical significance. Throughout the year, approved visiting performers and educational groups also present sessions at the school.

### **Consent**

- Consent for excursions and events **must occur by the due date** and can be done in the QParents app.
- **Invoices** will be sent home **after the consent due date**.

### **Transport**

- For travel outside Toowoomba, buses with **seat belts** are always used.
- When available and affordable, seat-belted buses may also be used for local excursions.

## **Payments**

Payments for excursions, events, levies and other items must be made **by the payment due date** for students to participate.

Payments can be made at the office by:

- Debit and credit cards, including contactless
- Cash

When an **invoice is issued** you can also pay by:

- BPoint
- [QParents](#) app

Please check your invoice for specific payment instructions.

## QParents app

[QParents](#) provides secure online access to your child's school information anytime, from any device. We strongly encourage parents/carers to set up a QParents account.

Through [QParents](#), families can:

- Provide consent for excursions and events
- View attendance and notify absences
- Access report cards
- View and pay invoices online
- Update personal and medical details
- View enrolment information
- See upcoming school events, assessments and excursions

See [Appendix I: QParents Registration for more information](#).

## Supporting Families – Request Process

At Gabbinbar SS, we value strong partnerships with families and health professionals. To ensure we provide timely, accurate, and high-quality information, families may request **letters of support, checklists, or questionnaires for GPs or specialists**. To help us manage these requests efficiently, please note the following:

- **Please allow a minimum of two weeks' notice** for all requests.
- **All requests are reviewed at our weekly Student Support Services meeting.**
- A **signed Consent to Share form** is required before the school can provide information to external providers.
- **All requests must be submitted through the Office**, not directly to classroom teachers, so they can be tracked and managed appropriately.
- **All school correspondence must be signed by the Principal**, who is the only person legally authorised to share information on behalf of the school.

The two-week timeframe ensures we can consult with staff, accommodate teacher absences, and allow time for the Principal's review and signature.

Consent to Share forms are available at the office at any time.

# Uniform

Gabbinbar State School has a full school uniform, and families enrol with the understanding that students will always wear the uniform at school.

## **Why We Wear a Uniform**

Our uniform supports:

- A strong sense of school pride and identity
- Fairness and equity for all students
- Sun safety and Workplace Health & Safety requirements
- Full participation in all school activities

## **Our Uniform**

School colours are **royal blue and orange**. A range of mix-and-match items is available. Samples are located in the school office, and purchases can be made during office hours. Please note that there may be delays when the office is busy, especially from 8:15 to 9:00am.

## **Uniform Items**

- Girls' dress (check fabric)
- Girls' shorts (royal blue)
- Girls' blouse (check fabric)
- Boys' shirt (check fabric)
- Boys' shorts (royal blue)
- Polo shirt (unisex)
- Polar fleece top (unisex)
- Broad-brimmed hat (royal blue with logo)
- Bucket hat (royal blue with logo; reversible with house name and colour)

*Students may also wear royal blue tracksuit pants, jumpers, longer sports shorts or broad-brimmed hats that match school colours.*

## **Shoes and Socks**

Students must wear **fully enclosed sports or dress shoes** with **plain white or royal blue socks**.

## **Jewellery**

For safety, only the following items may be worn:

- One set of small sleepers or studs
- Watch
- Signet ring
- Medical identification

Jewellery of cultural or religious significance must be approved in writing by the Principal; forms are available from the office.

## **Hair**

Hairstyles must be neat and appropriate for school.

Extreme styles (e.g. mohawks, dreadlocks) are not permitted.

Hair ties and accessories should match school colours where possible.

## **Other Uniform Requirements**

- Nail polish, coloured hair and makeup are **not** permitted.
- Free-dress days must still meet sun safety and WHS guidelines:
  - No singlets, bare midriffs or muscle shirts
  - Enclosed shoes and a hat must be worn
  - Clothing logos must be appropriate

For more details, refer to our [Student Dress Code](#) and the [Uniform Order Form](#) on our website.

## **Second-Hand Uniforms**

The P&C operates a second-hand uniform shop. Enquiries can be made via the [Gabbibar P&C Facebook page](#).

# Media and Online Services Consent

## Media Consent

The school regularly celebrates student learning and achievements through newsletters, the school website, social media, traditional media and other approved platforms.

During enrolment you will receive information explaining how the school uses your child's personal information and student work. This includes:

- What information is collected
- How student work may be used
- What personal details may be shared (e.g. name, image, video, voice, year level)

To do this, the school requires **written consent – the State Schools Consent Form** – before using your child's personal information or student materials.

In some circumstances 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

To support learning, the school uses a range of online tools, including some third-party services hosted outside the Department of Education network.

During enrolment and at other times we send home consent requests. Before providing consent, families are encouraged to read each service's privacy policy and terms of use.

## Important notes

- Providing consent is **optional** and when your child does not have access to an online service, we will arrange alternative activities for your child.
- Consent may be **limited** (some services only) or **withdrawn at any time** by notifying the school in writing.
- Consent applies for the period stated on the form and may be updated if new services are introduced.

# Student Code of Conduct

A key aim of our school's behaviour approach is to help every child develop strong self-discipline and understand how their actions can impact others. Our rules are created with care, focusing on safety, kindness, respect and consideration for everyone.

We use our Student Code of Conduct to guide and support children as they learn to make positive choices and manage their own behaviour with confidence.

See the [Student Code of Conduct](#) on our website.

# Teaching and Learning

## Book Lists

Year-level book lists are provided before the end of each school year and are [available on the school website](#).

## Curriculum

The Australian Curriculum sets out the essential knowledge, understanding and skills students need to learn, and the quality of learning that is expected of the students as they progress through the first 11 years of schooling. The goal for the Australian Curriculum is to develop successful learners, confident and creative individuals, and active and informed young people who are ready to take their place in society. To achieve this goal, the Australian Curriculum includes 3 parts:

- 8 learning areas which are sometimes referred to as subjects,
- 7 general capabilities which are sometimes known as the 21st century skills
- 3 cross-curriculum priorities

Here is a [short video/animation](#) to show how these three parts of the Australian Curriculum work together.

The Australian Curriculum is used flexibly by schools and teachers who plan the learning for all their students while taking into account each student's needs.

For more information, visit the [Australian Curriculum website](#) and [Appendix 7: Reading Through the Australian Curriculum](#)

## Digital Technologies

Digital Technologies are integrated across all learning areas at Gabbinbar State School. Teachers use a range of digital tools daily to support learning, creativity and problem-solving.

During enrolment parents sign a **Parent/Student Agreement Form – Student Usage of Internet** outlining conditions of use within the Department of Education's secure network.

## Homework

Reading is the most important component of home learning.

- Prep students read briefly each night.
- Years 1–6 read nightly.
- Teachers may set additional homework linked to classroom learning.
- Some unfinished class work may be completed at home.
- Homework is set on Wednesday and is returned on Monday.

### Recommended weekly homework time:

- **Prep–Year 3:** Up to 1 hour

- **Years 4–5:** Up to 2–3 hours
- **Year 6:** Up to 3–4 hours

Refer to our [Homework Policy](#) on the school website for more information.

## Languages – Auslan

Students in the Middle and Upper Years learn Auslan, the native sign language of the Australian Deaf community. The program builds cultural understanding and language awareness and is supported by a deaf Auslan Language Model and Educational Interpreters.

## Library

Our library offers a wide range of picture books, novels and non-fiction titles, along with reference materials and computers. The library is open both breaks for students to read, do quiet activities, use computers and play chess and other games.

All classes visit the library each week for borrowing, and students are also encouraged to borrow independently:

- before school (8:30–8:45am)
- first break (11:20–11:35am)
- second break (1:30–1:45pm)
- after school (3:00–3:15)

Prep to Year 3 students will need a waterproof library bag. Please see [booklists](#) on our website.

## Music

### ***Classroom Music***

All students from Prep to Year 6 participate in a 30-minute music lesson each week. The Classroom Music Program is designed to foster a love of music and support musical learning through singing, playing, moving, and creating. Using a sequential, cumulative, developmental, and aural-based Kodály approach, children explore key musical elements as they progress through the program. Both tuned and untuned percussion instruments are regularly used across all year levels.

### ***Choir***

Students in Years 3–4 are invited to join the Junior Choir, while students in Years 5–6 may participate in the Senior Choir. Rehearsals are held before school or during break times.

Choir members have opportunities throughout the year to perform at concerts and take part in competitions.

A **Student Resources Scheme (SRS) levy** applies to help cover program expenses, including the hire of competition uniforms and entry fees for events.

## **Instrumental Music**

Gabbinbar State School participates in the Department of Education's Instrumental Music Program. Students can join:

- **String Program** – from **Year 3**
- **Brass, Woodwind and Percussion Program** – from **Year 4**

Students are encouraged to continue their musical learning through to Year 12. When ready, as determined by the Instrumental Music Teacher, students are expected to join one of our school ensembles—the **Concert Band** or **String Ensemble**.

Students may learn **one instrument** through the school program. Those learning a second instrument privately are welcome to participate in school ensembles.

Lessons follow a **rotating timetable** during school hours. Each 30–35 minute lesson is taught in small groups based on skill level. Students must catch up on any classwork missed and will progress according to their ability, commitment and home practice.

Students are provided with a school instrument for **one year**. After this time, families are expected to purchase an instrument unless it is a large or high-cost item. Extensions to instrument loans may be approved in cases of genuine financial need, provided an instrument is available. Extended loans may require an additional contribution.

A **Student Resources Scheme (SRS) levy** helps cover program costs, including sheet music, hire of competition uniforms, competition fees, repairs and maintenance.

## **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

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 about the dates and how to book an 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.

## **Religious Instruction**

Religious Instruction (RI) is offered for students in Years 1–6 each Thursday. Lessons are delivered by trained volunteers and are **non-denominational**, with students remaining in their usual class groups and using age-appropriate workbooks.

Students are placed into RI based on parent selections on the Enrolment Application. Alternative supervised activities are provided for students who do not participate in RI.

## Sports

When students enrol at Gabbinbar State School, they are placed into one of three sports houses. Siblings are allocated to the same house.

- Nelson – Blue
- Rudd – Red
- Evans – Yellow

Each year, the school holds **inter-house athletics** and **cross-country carnivals**. **Swimming trials** are held for those wishing to be named in the school team. These three events can lead into district, regional and state competitions.

### ***School Swimming Lessons***

Swimming lessons are scheduled for **Term 3 or Term 4**, with class timetables provided closer to the date.

### ***What Students Need***

- Togs, towel and a plastic bag for wet items
- **One-piece swimsuits** for girls
- **Swimming caps** for all students
- All clothing and items clearly labelled with the child's name

### ***Safety and Participation***

- Students may not enter the pool wearing hair clips, jewellery or other items that may come loose in the water.
- Children with infections, sores, skin conditions or wearing band-aids will not be able to participate.
- If your child cannot attend a lesson, please notify the office.

# Health and Medications

## Emergency Contacts

Please ensure the school always has **current emergency contact details**.

### ***Sick Room***

If a child is too unwell to participate in learning, they should not attend school. Students who become ill during the day will be cared for in the sick room while parents are contacted to collect them.

Parents must ensure the school is aware of any significant allergies, medical conditions, disabilities or temporary health concerns.

### ***Accident Procedure***

Minor injuries are managed with basic first aid and recorded in our First Aid Register. For more serious incidents, parents will be contacted immediately. If an ambulance is required, staff will call one.

## Emergency Health Plans

Students with medical conditions such as for **anaphylaxis, diabetes, epilepsy or asthma** may require an **Individual Health Plan, Emergency Health Plan** or **Action Plan**. Families should work with the school and the school nurse to develop the appropriate plan for their child if emergency medication is required.

## Medications – including paracetamol, asthma puffers etc

School staff administer medication only in accordance with Department of Education procedures.

To ensure safety:

- Medication must be **prescribed** by a qualified health practitioner (e.g. doctor, dentist, optometrist, nurse practitioner or community pharmacist).
- It must be supplied in the **original container** with a **pharmacy label** showing the practitioner's instructions.
- A **[Consent to Administer Medication Form](#)** from our website must be completed for each medication.
- Over-the-counter medications (e.g. paracetamol, eye drops, cough syrup) **will not be administered** unless prescribed.
- Medication must be within its expiry date.
- Each form covers one medication only.

### ***Information we need to administer any medication***

#### **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](#) from our website.
- the medication with an attached pharmacy label, in its original container, with intact packaging.

### **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.

### **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** (*see below for link*).
- 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.

See [Administration of medications in Queensland state schools: Information for parents and health practitioners – includes Medication order for 'as needed' medication](#) on our website.

### **Dental Clinic**

The Queensland Health Dental Van visits the school on a rotating basis. Prior notice will be provided so families can give permission for dental checks or treatment.

Dental services are available **year-round**, including school holidays.

For emergencies or enquiries, please contact:

- **1300 082 662**
- **4616 6436**

## **Infectious Diseases**

Children with infectious illnesses (e.g. chicken pox, measles, school sores) may need to stay home for the recommended exclusion period.

These guidelines follow the **National Health and Medical Research Council** exclusion table. See [Appendix 2: Time Out Infectious Diseases Exclusions](#)

## **Home and School Communication**

### **Newsletter**

Our weekly newsletter, the **Gabbinbar Gazette**, is a great way to stay connected with everything happening at school. It's available on our website ([gabbinbarss.eq.edu.au](http://gabbinbarss.eq.edu.au)) and is also emailed straight to families each week; please **check your spam/junk** boxes. Inside, you'll find updates from the Principal, important dates, student awards, P&C news, committee updates and sporting highlights.

To protect student privacy, we only publish names and photos for students who have media consent. If accessing the online version is tricky for your family, you're welcome to request a printed copy from the office.

If you're not currently receiving the newsletter and would like to be added to the list, please email [newsletters@gabbinbarss.eq.edu.au](mailto:newsletters@gabbinbarss.eq.edu.au)— we'd love to keep you in the loop!

### **Home and School Communication**

The school encourages open, respectful communication between families and staff. Parents are encouraged to build positive relationships with teachers and administrators.

If you have a concern, share your concerns and collaborate with the classroom or specialist teacher to resolve the issue. Make an appointment through the **office**; unscheduled meetings during the school day are not permitted as they may interrupt teaching or duties.

See [Appendix 5: Communicating with your child's school](#) for additional information.

### **Complaints**

Gabbinbar State School values constructive feedback. Our [Complaints Management Process](#) is available on our website.

## Tuckshop

The Gabbinbar School Tuckshop operates on Wednesdays and Fridays only. Tuckshop can be ordered either online or in-person at school. The tuckshop is open from **8:15 am** for enquiries and service.

See the current [tuckshop menu](#) on our website.

### Online Ordering

Online ordering with Flexischools is convenient, providing a 24/7 payment and ordering system. Payment options include Visa, Mastercard (credit and debit) and Bank Transfer. The system operates via a pre-paid account.

- 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.

Online orders must be placed by **8:30 am**.

#### **Setting up your Flexischools account**

1. Visit **flexischools.com.au** and register.
2. Add your child, their school and class.
3. Top up your account using Visa, Mastercard, PayPal or direct deposit.
4. Place an order from the available school options and complete payment.

*Log in anytime to review orders, cancel orders, set recurring orders or view your transaction history.*

#### **Download the Flexischools App**

The Flexischools app is available for convenient ordering on your mobile device from the [Flexischools website](#).



### In-Person Ordering

All in-person orders must be written on a **paper bag** – one bag for **First Break** and one for **Second Break**.

If both orders are written on one bag, a **10c fee** will be added for the extra bag.

Please write with the **opening at the top** and use **blue or black pen only**.

### **What to include on each bag**

- **Child's full name**
- **Class** (e.g. 1R, 2G, 6M). If unsure, write the **teacher's name**
- **List of items ordered**, with the price of each item
- **Total cost**
- If change is required, write the **amount of money enclosed**, place it **inside the bag**, and secure the bag so money cannot fall out.

Change will be taped to the outside of the bag. Students are responsible for collecting their change.

In person orders must be placed **by 9 am at the tuckshop**.

### **Cancelled Tuckshop Orders**

If a tuckshop order has been placed and your child becomes unwell or needs to leave school early, please contact the office. They will notify the tuckshop, and the order will be carried over to the next scheduled tuckshop day.

## **Delivery/Collection**

- **First Break:**
  - Orders are placed in class tubs and are collected from 10:55 am by a student and distributed at the classroom.
- **Second Break:**
  - Orders are placed in class tubs and are collected from 1:05 pm by a student and distributed at the classroom.

### **Cold items**

- Year 1-6 students must bring their paper bag to the tuckshop to collect cold items.
- Prep students' cold items will be delivered to the classroom, except for term 4, when they collect cold items from the tuckshop.

### **Counter Sales**

To ensure children eat their ordered lunch before buying snacks, counter sales start 10 minutes after breaks begin:

- First Break counter sales begin at **11:10am**
- Second Break counter sales begin at **1:20pm**

# 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.

50% 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>Search your state</p> <p>QLD NSW VIC WA ACT NT</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>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 (DDMMYYYY) * <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><b>SUBMIT DETAILS</b></p>
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Medicare Card (20 points)  
 Australian Passport (50 points)  
 Australian Citizenship Certificate (40 points)  
 Australian Birth Certificate (50 points)  
 Australian Marriage Certificate (40 points)

[Having trouble completing your verification?](#)  
**NOT ENOUGH ID?**

## 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"/>	<small>What is this?</small>
Year level	<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>



## Appendix 2: Time Out Infectious Diseases Exclusions

Queensland Health



This poster provides advice to early childhood education and care services, schools and health professionals on common contagious conditions that may require exclusion.

Information based on National Health and Medical Research Council (NHMRC) recommendations, public health guidelines and the *Public Health Regulation 2018* (Qld).

Condition	Person with the condition	Those in contact with the contagious person
Chickenpox (varicella)	<b>EXCLUDE</b> until all blisters have dried and crusted. Pregnant women should consult with their doctor.	<b>NOT EXCLUDED</b> Non-immune pregnant women and people with immune deficiencies or receiving chemotherapy should seek urgent medical assessment. <i>Contact your Public Health Unit for specialist advice.</i>
Cold sores	<b>EXCLUDE</b> young children unable to comply with good hygiene practices until the sores are dry. <b>NOT EXCLUDED</b> older children and adults if able to maintain hygiene practices. Sores should be covered with a dressing where possible.	<b>NOT EXCLUDED</b>
Conjunctivitis	<b>EXCLUDE</b> until discharge from eyes has stopped, unless a doctor has diagnosed non-infectious conjunctivitis.	<b>NOT EXCLUDED</b>
Cytomegalovirus (CMV)	<b>NOT EXCLUDED</b> Pregnant women should consult with their doctor.	<b>NOT EXCLUDED</b> Pregnant women should consult with their doctor.
Diarrhoea and/or vomiting including: • campylobacter • cryptosporidium • giardia • rotavirus • salmonella • gastroenteritis  See specific advice for these conditions below: • norovirus • shigella • toxin producing forms of E.coli (STEC)	<b>EXCLUDE</b> until the person has not had any diarrhoea or vomiting for at least 24 hours. <b>EXCLUDE</b> anyone who prepares or serves food until they have not had any diarrhoea or vomiting for 48 hours. <b>NOTE:</b> If there are 2 or more people 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.	<b>NOT EXCLUDED</b>
Fungal infections of the skin and nails (ringworm/tinea)	<b>EXCLUDE</b> until the day after antifungal treatment has commenced. (No exclusion for thrush).	<b>NOT EXCLUDED</b>
Glandular fever (mononucleosis, Epstein-Barr virus)	<b>NOT EXCLUDED</b>	<b>NOT EXCLUDED</b>
Haemophilus influenzae type b (Hib)	<b>EXCLUDE</b> until completion of antibiotics and the treating doctor confirms the person is not infectious. <i>Contact your Public Health Unit for specialist advice.</i>	<b>NOT EXCLUDED</b> <i>Contact your Public Health Unit for specialist advice.</i>
Hand, foot and mouth disease	<b>EXCLUDE</b> until all blisters have dried.	<b>NOT EXCLUDED</b>
Head lice	<b>NOT EXCLUDED</b> 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).	<b>NOT EXCLUDED</b>
Hepatitis A	<b>EXCLUDE</b> <i>Contact your Public Health Unit for specialist advice.</i>	<b>EXCLUSION MAY APPLY</b> <i>Contact your Public Health Unit for specialist advice.</i>
Hepatitis B and C	<b>NOT EXCLUDED</b> cover open wounds with waterproof dressing.	<b>NOT EXCLUDED</b>
Human immunodeficiency virus (HIV/AIDS)	<b>NOT EXCLUDED</b> cover open wounds with waterproof dressing.	<b>NOT EXCLUDED</b>
Influenza and influenza-like illness eg. RSV, influenza, COVID-19, rhinovirus, parainfluenza, human metapneumovirus	<b>EXCLUDE</b> until symptoms have resolved, normally 5-7 days.	<b>NOT EXCLUDED</b>

January 2026

Queensland Government

Condition	Person with the condition	Those in contact with the contagious person
Measles	<b>EXCLUDE</b> until the treating doctor confirms the person is not infectious but not earlier than 4 days after the onset of rash. <i>Contact your Public Health Unit for specialist advice.</i>	<b>EXCLUSION MAY APPLY</b> <i>Contact your Public Health Unit for specialist advice.</i> <b>NOT EXCLUDED</b> vaccinated or immune contacts. <b>EXCLUDE</b> contacts without evidence of immunity or vaccination, and immunocompromised children and staff regardless of vaccination status.
Meningitis (viral)	<b>EXCLUDE</b> until well.	<b>NOT EXCLUDED</b>
Meningococcal	<b>EXCLUDE</b> until completion of at least 24 hours of an appropriate antibiotic.	<b>NOT EXCLUDED</b> <i>Contact your Public Health Unit for specialist advice.</i>
Molluscum contagiosum	<b>NOT EXCLUDED</b>	<b>NOT EXCLUDED</b>
Mumps	<b>EXCLUDE</b> for 5 days after onset of swelling. Pregnant women should consult with their doctor.	<b>NOT EXCLUDED</b> Pregnant women should consult with their doctor.
Norovirus	<b>EXCLUDE</b> until there has not been any diarrhoea or vomiting for at least 48 hours.	<b>NOT EXCLUDED</b>
Pneumococcal	<b>EXCLUDE</b> until the person has received antibiotic treatment for at least 24 hours and feels well.	<b>NOT EXCLUDED</b>
Roseola (sixth disease)	<b>NOT EXCLUDED</b>	<b>NOT EXCLUDED</b>
Rubella (German measles)	<b>EXCLUDE</b> for 7 days after the onset of rash or until fully recovered, whichever is longer. Pregnant women should consult their doctor. <i>Contact your Public Health Unit for specialist advice.</i>	<b>NOT EXCLUDED</b> Pregnant women should consult with their doctor.
Scabies	<b>EXCLUDE</b> until the day after treatment has commenced.	<b>NOT EXCLUDED</b>
School sores (impetigo, staphylococcus)	<b>EXCLUDE</b> until the day after starting treatment. Cover any sores on exposed skin with a waterproof dressing until the sores are dry.	<b>NOT EXCLUDED</b>
Shiga toxin-producing <i>E.coli</i> (STEC)	<b>EXCLUDE</b> until there has been no diarrhoea for 48 hours. Negative samples may be required. <i>Contact your Public Health Unit for specialist advice.</i>	<b>EXCLUSION MAY APPLY</b> <i>Contact your Public Health Unit for specialist advice.</i>
Shigellosis ( <i>shigella</i> infection)	<b>EXCLUDE</b> until there has been no diarrhoea or vomiting for 48 hours. Negative samples may be required. <i>Contact your Public Health Unit for specialist advice.</i>	<b>EXCLUSION MAY APPLY</b> <i>Contact your Public Health Unit for specialist advice.</i>
Shingles (herpes zoster)	<b>EXCLUDE</b> all children until blisters have dried and crusted. <b>EXCLUDE</b> adults if blisters are unable to be covered. <b>NOT EXCLUDED</b> in adults if <b>all</b> blisters can be covered until they have dried.	<b>NOT EXCLUDED</b> Non-immune pregnant women and people with immune deficiencies or receiving chemotherapy should seek urgent medical assessment. <i>Contact your Public Health Unit for specialist advice.</i>
Slapped cheek syndrome (fifth disease, parvovirus B19, erythema infectiosum)	<b>NOT EXCLUDED</b> Pregnant women should consult with their doctor.	<b>NOT EXCLUDED</b> Pregnant women should consult with their doctor.
Streptococcal sore throat (including scarlet fever)	<b>EXCLUDE</b> until the person has received antibiotic treatment for at least 24 hours and feels well.	<b>NOT EXCLUDED</b>
Tuberculosis	<b>EXCLUDE</b> until written medical clearance is received from the relevant Tuberculosis Control Unit.	<b>NOT EXCLUDED</b>
Typhoid and paratyphoid	<b>EXCLUDE</b> until there have been no symptoms for 48 hours. Stool sample clearance may be required. <i>Contact your Public Health Unit for specialist advice.</i>	<b>EXCLUSION MAY APPLY</b> <i>Contact your Public Health Unit for specialist advice.</i>
Whooping cough (pertussis)	<b>EXCLUDE</b> until 5 days after starting appropriate antibiotics or for at least 21 days from the onset of cough if the person does not receive antibiotics.	<b>EXCLUSION MAY APPLY</b> <i>Contact your Public Health Unit for specialist advice.</i>
Worms (intestinal)	<b>NOT EXCLUDED</b>	<b>NOT EXCLUDED</b>

This is an assistive tool ONLY. It is not intended to replace clinical assessment, management or judgement.

People with the conditions listed should be well prior to returning to the service, in addition to the recommendations outlined above

Further information on recommendations:

- National Health and Medical Research Council  
Staying Healthy: Preventing infectious diseases in early childhood education and care services - 6th Edition  
<https://www.nhmrc.gov.au/about-us/publications/staying-healthy-guidelines>
- Communicable Diseases Network Australia (CDNA) guidelines  
<https://www.health.gov.au/resources/collections/cdna-series-of-national-guidelines-songs>
- Queensland Department of Health Communicable Disease Control Guidance  
<https://www.health.qld.gov.au/disease-control>
- Public Health Regulation 2018 (Qld)  
<https://www.legislation.qld.gov.au/view/pdf/inforce/current/sl-2018-0117>

If you have any medical concerns, contact your healthcare provider or call 13HEALTH (13 43 25 84)

For further advice on the information within this poster, contact your nearest Public Health Unit  
<https://www.health.qld.gov.au/system-governance/contact-us/contact/public-health-units>



Use this QR Code to access a digital copy of this poster or visit

<https://www.health.qld.gov.au/public-health/schools/prevention>



Queensland  
Government

## Communicating with your child's school

We value open and respectful communication with parents and carers, to support student learning.



### You can expect schools to:

- recognise and celebrate your child's achievements
- report on your child's academic progress
- communicate about your child's learning, wellbeing and development
- inform you of any serious issues concerning your child
- alert you on the same day if your child is absent without a reason
- forward requests needing your consent or payment
- provide regular school updates and notify you of school events
- offer opportunities and ways to give feedback
- offer parent/carer-teacher interviews twice per year.



### You should not expect:

- an immediate response to non-urgent inquiries - it may take a minimum of 2 or more business days
- staff to return calls or reply to emails outside standard business hours (including evenings and weekends)
- a response from staff to social media messages from their personal account
- access to teachers' personal phone numbers or emails
- teachers to discuss school matters when not at work (e.g. if you see a teacher outside of school hours in the community)
- meetings with staff during the school day without an appointment
- to be allowed on school grounds if you have been aggressive or harassed staff or students.



### Contact your child's school if:

- your child will be absent, providing the reason
- you are concerned about your child's learning, social progress or wellbeing

- there are changes to your child's medical information
- there are changes in family circumstances
- you notice safety issues or behaviour changes at home
- issues arise that may affect student and/or staff safety at school
- you need to make or change an appointment.



### When contacting your child's school:

- contact the school administration for general inquiries
- follow the school's processes for requesting meetings or contact with teachers
- for more complex or sensitive issues, request a face-to-face meeting to give the matter the attention it needs
- allow staff time to respond to your inquiry, remembering that teachers' priorities during the day are in the classroom.



### How you can help your child's school:

- keep your contact details up-to-date
- read school communications
- use polite language in all spoken and written messages
- be open to ideas and willing to compromise if needed to reach an agreement.



### If you are unhappy about something that has happened at school, you can make a complaint:

- first raise your concern with the school by making an appointment or sending an email
- if you're not happy with the outcome, you can speak with the principal or take your [complaint](#) to the school's [Regional Office](#). All complaints about staff or school operations are handled fairly.



## Appendix 4: Gabbinbar State School Communication



# Gabbinbar State School Communication

### How to contact your child's school

#### 1 Email Teacher

Email  
[admin@gabbinbarss.eq.edu.au](mailto:admin@gabbinbarss.eq.edu.au)  
or the class teacher directly  
with a clear subject line.  
We aim to respond within  
24-36 working hours.

#### 2 Arrange for a phone or face to face meeting with teacher

Email  
[admin@gabbinbarss.eq.edu.au](mailto:admin@gabbinbarss.eq.edu.au)  
to request a parent-teacher  
meeting noting the purpose for  
the meeting

#### 3 Other Enquires

Phone our office staff  
46315222

Email our office staff  
[admin@gabbinbarss.eq.edu.au](mailto:admin@gabbinbarss.eq.edu.au)

### How we communicate with you

#### Website

- Enrolment
- Our School
- Calendar and News
- Student absences and more

#### Email

#### Digital sign

#### Newsletter

The "Gabbinbar Gazette" is emailed to parents and published on our website  
Includes:

- Promotion of school events and information
- Information (prior/during /after)
- P&C News
- Tuckshop menu / reminders
- Community events

#### Text Messages

An SMS message is sent when your child has an unexplained absence

#### P&C Facebook

- P&C news and events
- Tuckshop reminders
- Fundraising

### How to update important information

#### Absences

Contact us by 9 am stating

- Student name
- Class
- Reason
- Your contact number
  
- Phone 46315260
- Voicemail 46315222 Option 1
- Email  
[absences@gabbinbarss.eq.edu.au](mailto:absences@gabbinbarss.eq.edu.au)
- Q Parents – download App or  
<https://qparents.qld.edu.au>

#### Late Arrivals/Early Departure

All late arrivals and early departures must be signed in/out at the office by a parent/guardian. Early departing students are collected at the school office.

#### Keep us up to date

Do you need to change

- phone numbers
- address
- email address
- emergency contact information?

Email our admin staff  
[admin@gabbinbarss.eq.edu.au](mailto:admin@gabbinbarss.eq.edu.au)

Or log into QParents



# Gabbinbar State School Communication

## Communicating with Us

### Curriculum

- Email class teacher/s with a clear purpose – to discuss a concern, or to make a time for a phone conversation or in person meeting.
- Email from the teacher
- Notes / information letters sent home



### Report Cards

- QParents – download Apps or <https://qparents.qld.edu.au/> (access early, prior to being sent by email)
- Email – on the date advertised

### Behaviour

Email class teacher/s with a clear purpose – to discuss a concern, or to make a time for a phone conversation or in person meeting.

### Payments

#### Payment options for school invoices are:

- Q Parents – download the app or <https://qparents.qld.edu.au/>
- Bpoint-details on the bottom of the statement / invoice
- In person via the office



#### Payment options for purchasing tuckshop

- In person in a brown paper bag or
- Flexi schools download the app from <https://www.flexischools.com.au/>



[qparents.qld.edu.au](https://qparents.qld.edu.au)  
App from App Store or Google Play



[flexischools.com.au](https://www.flexischools.com.au)  
App from App Store or Google Play

# Appendix 5: Reading Through the Australian Curriculum

Department of Education

**Reading**  
through the  
Australian Curriculum

Position statement  
Literature review  
Reading foundations  
Modules  
Advice  
Phonics  
Monitoring  
Vignettes  
Writing connections  
Difficulties & Disorders

Queensland's Reading Commitment  
Parent and Community Brochure

## Reading

Learning to read is life-changing, with almost everything we do in society involving reading and writing.

In Queensland state schools, we teach students the vital components of reading (word reading and language comprehension) in a sequential order. This occurs across all learning areas and year levels, through the Australian Curriculum.

## Our Reading Commitment

In October 2023, Queensland announced a new Reading Commitment to teach reading consistently using an evidence-informed approach. This approach to reading has been shown as the most effective and efficient way to teach all students to read. Updates to the Australian Curriculum closely align with this reading research and present a unique opportunity for Queensland to refine how we teach reading.

## The Simple View of Reading



Gough and Tunmer, 1986; Tunmer and Gough, 1990; Hoover and Tunmer, 2020

The **Simple View of Reading** identifies components necessary for reading success. It shows that reading is the product of word reading and language comprehension. The Simple View of Reading is a settled framework to understand the components of skilled reading.

## What we know about reading

Learning to read is a complex process. As reading is not a naturally developing skill, such as walking or talking, all students need to be taught to read words and understand the language of written texts.

It takes years of learning and practice to become a skilled reader. Texts we read also become more complex as we get older. This is why we teach reading from Prep to Year 10.

## Our plan to teach reading

In Queensland state schools we teach reading every day, in every classroom. This occurs in English and other learning areas as students read and engage with a variety of texts.

Our evidence-informed approach to reading includes systematic synthetic phonics and word study to strengthen students' word reading skills.

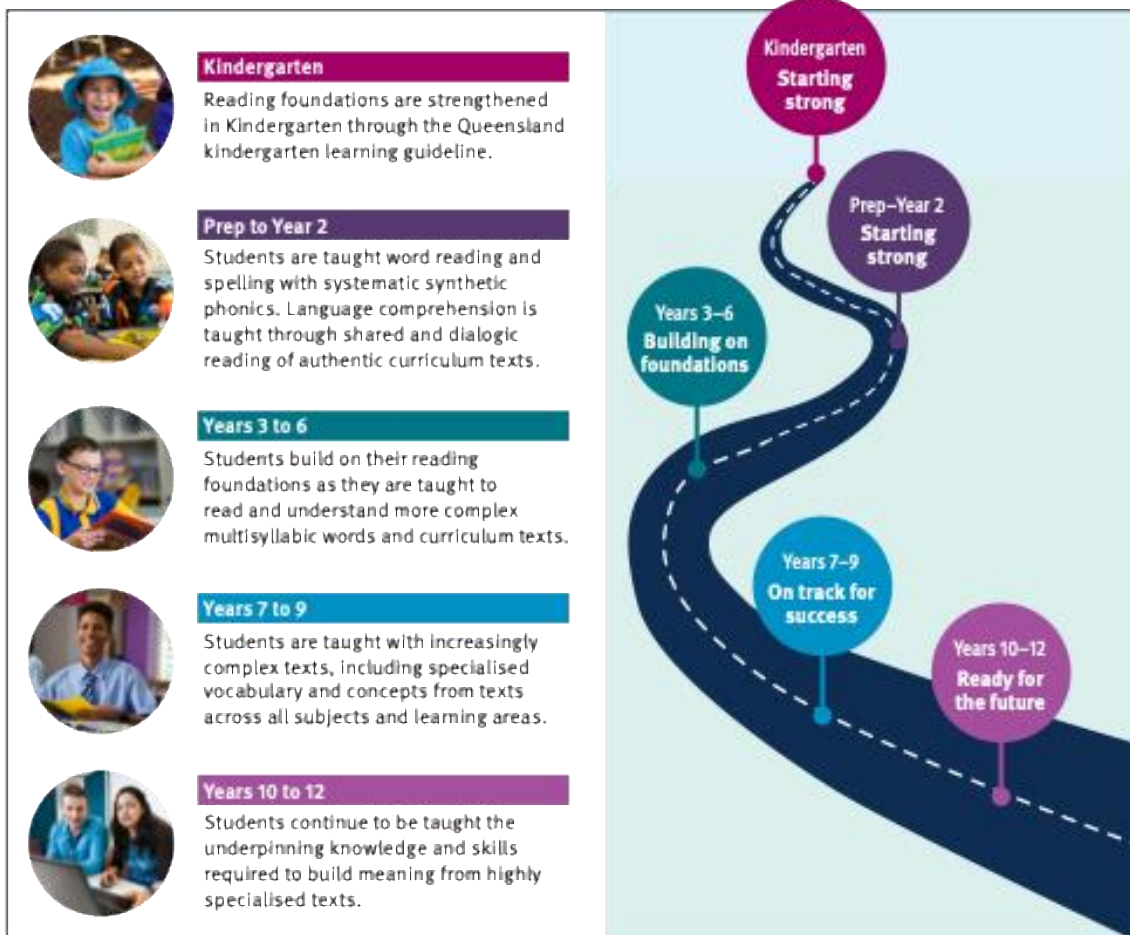
We build students' language comprehension by reading and discussing texts, as well as teaching background knowledge, vocabulary and other important skills.

## Our partnerships for reading

Before children come to school, families build oral language which is the foundation for reading.

At each stage of schooling, families and carers play an important role in supporting children to read and learn about the world around them.

As a department, we acknowledge that teaching reading is everyone's work.



Contact your school for more information about how reading is taught.

# Appendix 6: Parent and Community Code of Conduct

Department of Education






## Parent and Community Code of Conduct

Supporting learning, wellbeing and safety in every Queensland state school

We welcome parents<sup>1</sup> and other members of our diverse community into schools across Queensland.

Working together with their school community<sup>2</sup>, 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:
<b>Communication</b> 	<ul style="list-style-type: none"> <li>• be polite to others</li> <li>• act as positive role models</li> <li>• recognise and respect personal differences</li> <li>• use the school's communication process to address concerns</li> </ul>	<ul style="list-style-type: none"> <li>• using polite spoken and written language</li> <li>• speaking and behaving respectfully at all times</li> <li>• being compassionate when interacting with others</li> <li>• informing staff if the behaviour of others is negatively impacting them or their family</li> <li>• respecting staff time by accepting they will respond to appropriate communication when they are able</li> <li>• requesting a meeting to discuss any concerns about their child's education — allowing staff time to prepare and appreciating their time may be limited</li> </ul>
<b>Collaboration</b> 	<ul style="list-style-type: none"> <li>• (parents) ensure their child attends school ready to learn</li> <li>• support the Student Code of Conduct</li> </ul>	<ul style="list-style-type: none"> <li>• taking responsibility for their child arriving and departing school safely on time every day</li> <li>• reading and encouraging their child to understand and follow the Student Code of Conduct</li> </ul>
<b>School Culture</b> 	<ul style="list-style-type: none"> <li>• recognise every student is important to us</li> <li>• contribute to a positive school culture</li> <li>• work together with staff to resolve issues or concerns</li> <li>• respect people's privacy.</li> </ul>	<ul style="list-style-type: none"> <li>• valuing each child's education</li> <li>• acknowledging staff are responsible for supporting the whole school community</li> <li>• speaking positively about the school and its staff</li> <li>• not making negative comments or gossiping about other school community members, including students — in person, in writing or on social media</li> <li>• understanding, at times, compromises may be necessary</li> <li>• considering the privacy of all school community members at all times, and understanding that the school cannot share confidential information.</li> </ul>

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

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

# Appendix 7: 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.