



Prospectus



Enrolment Information 2026



Gayndah State School

33 Meson Street, Gayndah Queensland 4625
PO Box 106, Gayndah Queensland 4625
Telephone 07 4160 3333

Website <http://www.gayndahss.eq.edu.au>

Principals Welcome

Dear Parents and Caregivers,

On behalf of the staff, students and school community of Gayndah State School I would like to sincerely welcome you to our school community. Throughout this prospectus and enrolment information package you will discover more about our vibrant school, the procedures that we use to facilitate a high quality learning environment for your children and the learning opportunities and support that our school offers to students. Our school is a caring and friendly community and we value the input of all of our parents and students.

Our school prides itself on building positive relationships with all of our families to support our students. Our dedicated staff work to ensure every student is a successful learner. Our staff strive to create a positive learning environment staying focused on our school's vision, which is state below.

Our Schools Vision

We work to *develop students* who demonstrate resilience, respect, integrity and independence

Our students are

- ◆ educationally prepared for the future;
- ◆ engaged and responsible lifelong learners;
- ◆ literate and numerate;
- ◆ able to problem solve and think critically and creatively.
- ◆ skilled in managing relationships;
- ◆ respectful to self, others and the environment;
- ◆ kind, caring and compassionate;
- ◆ resilient and adaptable;
- ◆ confident, happy and active local and global citizens

We look forward to working with you and your child throughout their time as a student and your time as a partner/s in learning at Gayndah State School. If you have chosen to send your child here, we welcome your input into our activities and experiences. The interest shown by you in the school and your child's progress will assist us in providing the ideal educational and social climate to meet the needs of your child/ren. I'm sure that you will want to share in the confidence, growth and achievement alongside them.

We are very proud of our school and the wide range of experiences we can offer your child. If you would like further information or have any questions, please contact the school office during working hours.

If you have any concerns or would like to know more information please do not hesitate to contact the school. My door is always open.

Warm Regards

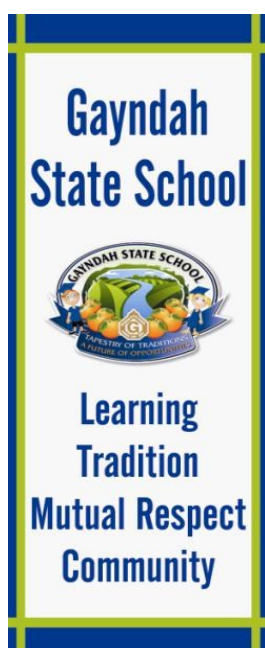
Chris Herman
Principal

Table of Contents

- 2 Principals Welcome
- 3 Table of Contents
- 4 Essential Information - School Phone Numbers, Term Dates and Holidays
- 5 Our Staff
- 6 Support Services—Learning Support and Guidance Officer
- 7 Student Absences Policy
- 8 Student Mobile Phone Policy
- 9 Allocation of State Education
- 10 Homework Policy
- 11 Student Dress Code
- 12 Student Dress Code (con't)
- 13 Administration of Routine and Emergency Medication and Management of Health Conditions
- 14 Administration of Routine and Emergency Medication and Management of Health Conditions (con't)
- 15 Complaints Process
- 16 Complaints Process (con't)
- 17 Curriculum, School Camps and Excursions, Arts Council, School Sport
- 18 Injuries at School, Arrival Procedures, Leaving the School Grounds
- 19 Infection Disease Control, No Smoking, School Committees
- 20 Communication - Newsletters, Teachers, Parents, Webpage and Student Reporting
- 21 Child Protection, School Banking, School Bus Services, Tuckshop
- 22 Levy Information, Religious Education
- 23 Sporting Activities
- 24 Social Skilling - Growing Generation Gayndah



ESSENTIAL INFORMATION



SCHOOL HOURS

Monday to Friday	8:50 am - 3.00 pm
First Break	11.00 am - 11.40 am
Second Break	1.10 pm - 1.50 pm

TELEPHONE: 4160 3333
EMAIL: admin@gayndahss.eq.edu.au

STUDENT ABSENCE LINE: 4160 3360

ADDRESS: PO Box 106
 33 Meson Street
 GAYNDAH 4625

ENROLMENT ELIGIBILITY:

Eligible to start Prep in :	Birthdate:
2025	Born 1 July 2019 - 30 June 2020
2026	Born 1 July 2020 - 30 June 2021
2027	Born 1 July 2021 - 30 June 2022

A kindergarten program is available to all children the year before they start prep through the local Kindergarten.
 Contact the office to find out more, or check in with our local C&K Gayndah Kindergarten.

Queensland term dates - 2026

Term	Dates	Length
Term 1	Tuesday 27 January – Thursday 2 April	10 weeks
Term 2	Monday 20 April - Friday 26 June	10 weeks
Term 3	Monday 13 July – Friday 18 September	10 weeks
Term 4	Tuesday 6 October – Friday 11 December	10 weeks

Staff professional development days for 2026 (Student Free Days)

- Thursday 22 January - Friday 23 January
- Thursday 16 April—Thursday 17 April
- Friday 4 September

Our Staff

Principal: *Mrs Leah Trott*

Classroom Teachers

Mrs Di Rackemann
Mrs Jasmine Slack
Mrs Leesa Beasley
Mrs Bec Eisel
Mr Cameron Willis
Mrs Danielle Rose

Inclusion Teacher: Miss Jonina Deen
Head of Special Education: Mrs Nicole Gibbs
School Chaplain: Ms Lexie Callahan
Guidance Officer: Mrs Terena Staib

Instrumental Music : Miss Tina Greenfield

LOTE Teacher : Ms Shao Chen

Teacher Aides :

Mrs Nita Roberts
Ms Louise Appleton
Miss Jessica George
Mrs Helen Morgan
Mrs Samantha Griggs

Administration Officers:

Ms Sharon Jocumsen
Mrs Belinda Fischer

ICT Support Technician: Mr Nathan Bryant

Schools Officer : Mr Geoff Morgan

Cleaners : Mr Gavin Cocking
Mrs Margaret Kreis
Ms Nikki Kreis

Support Services

SUPPORT STAFF

Education Queensland provides State Schools with a wide range of support staff to assist children and teachers. These people are available if your child has specialised needs. Their activities are coordinated through the Principal. Most are based in Gladstone and travel out here when needed.

There are Educational Advisers in many of the areas who are available to assist our teachers as well as Advisory Visiting Teachers who work with children with specific needs in the following areas:

- Early Childhood
- Intellectual Impairment
- Hearing Impairment
- Visual Impairment
- Physical Impairment
- Autistic Spectrum Disorder
- English as a Second Language
- Speech Language Impairment

We also have weekly access to a Speech Language Pathologist and dedicated speech programs.

LEARNING SUPPORT

Our staff work collaboratively to identify any additional learning needs of students and to plan individualised and highly differentiated learning experiences. Please feel free to contact your child's class teacher if you any have specific concerns.

GUIDANCE OFFICER

Our Guidance Officer is available to do detailed assessments, counselling and follow up with students at State Schools in this area. Children are referred by the class teacher and Principal. If you feel you or your child would benefit from a meeting with the Guidance Officer, please speak to your child's class teacher to begin the process.

Supporting School Frameworks

STUDENT CODE OF CONDUCT

The Student Code of Conduct clearly sets out expectations about staff responsibilities to support students to understand and meet discipline expectations of the school, and guidance on the application, where required, of disciplinary consequences.

Our Student Code of Conduct can be found in the Enrolment Pack and on the school website.

PARENT CODE OF CONDUCT

We welcome parents and other members of our diverse community into schools across Queensland. Working together with their school community, 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.

Our Parent and Community Code of Conduct can be found in the Enrolment Pack and on the school website.

PARENT AND COMMUNITY ENGAGEMENT

Effective **parent engagement is beneficial to successful student learning and wellbeing** outcomes. Genuine parent engagement exists when there is a meaningful relationship between parents and teachers with the shared goal of maximising learning and wellbeing outcomes for students.

WHOLE SCHOOL APPROACH TO TEACHING AND LEARNING

Teachers use shared understandings about the theoretical frameworks underpinning pedagogy, and available data sets, to determine those **pedagogical practices** and **teaching strategies** most appropriate for differentiating teaching and learning and responding to the diverse needs of the school, cohort, class, groups or individuals.

Teachers employ a repertoire of teaching practices and strategies identified as most effective based on the evidence of their impact in the context of meeting the diverse learning needs of all students at appropriate times in the teaching sequence.

Allocation of State Education

All students attending Queensland state schools have an allocation of state education. This is the number of semesters of state education to which the student is entitled.

The basic allocation is 24 semesters, and usually covers both the period of compulsory schooling and the compulsory participation phase.

Principals consider a wide range of factors before making a decision about a student's remaining allocation, including:

- the age, ability and development of the student
- previous enrolment at a state or non-state school and/or with a school of distance education
- prior education interstate, overseas or through home education
- the need to promote continuity of the student's learning experiences, and
- the suitability and availability of other education or training options, or supported employment programs.

Students are informed about their remaining allocation on enrolment (if the remaining allocation is not the same as the basic allocation) and after a decision has been made that impacts on the student's remaining allocation, such as when it is approved for a student to repeat a Year level at school.

When a student who has used all of their allocation of 24 semesters wants to continue their enrolment, that student can remain at school until the end of the semester in which they turn 16 without applying for extra semesters.

After that, if students have used all of their allocation of 24 semesters and want to receive more state education they can apply for more semesters of state education, using an approved form available from the school.

Students applying for more semesters of state education must make sure that their application is lodged at least 12 weeks before the start of the additional semester. In some circumstances, the person who makes the decision will accept an application within 12 weeks of the start of the semester, if a valid reason for the delayed application is provided.

Applications for more semesters of state education need to outline educational reasons why an allocation of extra semesters of state education should be made.

Student Absences Policy

A parent of a child of compulsory school age has a legal obligation to ensure that their child attends school on every school day for the educational program in which he/she is enrolled. A parent of a young person in the compulsory participation phase is obliged to ensure that the young person is participating full-time in an eligible option.

Absentee reporting.

On Tuesday 12 of July 2016, the report 'When a child is missing: a report into Queensland's children missing from out-of-home care' was released and the Queensland Government has accepted a recommendation from the Queensland Family and Child Commission that the Department will implement same day notifications advising parents/carers when a child has an unexplained absence from school.

Parents will be receiving SMS text if their child is away from school without a reason.

I need to emphasize to you the importance of informing the school of your child's absence.

It is important to know that if the child is late, arrives after the role is marked, you will receive an SMS message telling you that your child is away. If this happens, please contact the office.

In Summary.

You will receive an SMS if your child is marked absent without a reason.

Please ensure contact details up to date.

Please inform the school if your child is absent.

Parents/Carers Responsibility:

- ensure their child of compulsory school age attends school on every school day for the educational program in which the child is enrolled, unless the parent has a reasonable excuse
- ensure their child in the compulsory participation phase fulfills the requirements of their eligible option
- initiate or attend meetings to discuss their child's attendance or participation in their educational program
- negotiate with the school, where appropriate, alterations to their child's educational program or flexible arrangements to best meet the needs of the child
- apply for an exemption for their child for non-attendance at school for a stated or indefinite period where the child's attendance at school is impossible or should not be reasonably required.

Reasons for Absence

Satisfactory reasons for an absence may include such factors as:

- medical or dental treatments or procedures
- specialised training
- sporting events other than those associated with the school or the education system
- funerals
- cultural reasons, or
- family reasons (e.g. special family events, holidays)

Procedures for Absence Notification

- If a student is going to be away ill that they phone the **school absence number 4160 3360 or school office 4160 3333** and leave a message that your child will be away.
- A written note, phone call, parental message must accompany the student when they next come to school explaining their absence
- When a student is absent, or plans to be absent, for more than **10 consecutive school days** for any reason, the parent must either: seek an exemption; by negotiating with the Principal to make an alteration to a student's educational program; or by seeking to arrange a flexible arrangement for the student.

Everyday counts

Did you know? Research shows that in Queensland, higher student attendance at school is associated, on average, with higher student achievement.

Why is regular attendance at school important?

Regular school attendance will mean that your child gets a better chance at life. Your child will achieve better when they go to school all day, every school day:

- they learn better
- they make friends
- they are happier
- they have a brighter future.

Why must I send my child to school?

Under Queensland law, you must make sure your child of school age is enrolled and attends school all day, every school day unless they have a reasonable excuse. Illness, doing work experience, competing in a school sporting event or going on a school excursion are reasonable excuses for being absent from school.

Principals decide if the excuse given for your child's absence is reasonable.

Avoid keeping your child away from school for: birthdays, shopping, visiting family and friends, if they sleep in, looking after other children, minor check ups or care such as hair cuts.

Routine medical or other health appointments should be made either before or after school or during the school holidays.

While it is a last resort, it is important to understand that you may be prosecuted if your child is not attending school regularly.

What should I do if our family is going on a holiday in school time?

You are encouraged not to schedule holidays during school time. If your family holiday is during school time, let the school know in advance and talk about what arrangements can be made for your child. Depending on the circumstances the school may be able to provide tasks for your child to complete while they are absent or assist you to organise an exemption from schooling.

Do I need to let the school know if my child has been away from school?

Yes, you must let the school know the reason why your child is absent from school, if not beforehand, then within two school days of their return to school.

Having problems getting your child to school for some of these reasons?

- won't get out of bed in the morning
- won't go to bed at night
- can't find their uniform, books, school bag ...
- slow to eat breakfast
- haven't done their
- have a test or presentation to do, have an assignment to hand in
- It's their birthday.

A set routine can help

- have a set time to go to bed
- have a set time to get out of bed
- have uniform and school bag ready the night before
- have a set time for starting and finishing breakfast
- set a time for daily homework activities
- speak about school positively
- be firm, send your child to school every school day including their birthday and the last day of term!

What should I do if my child won't go to school?

You should contact the school as soon as possible for advice and support.

Leaving the School Grounds

No Children will be allowed to leave the school grounds for the purposes of purchasing lunch during the school day. If a child is attending an appointment during the school day it is the responsibility of the parent / caregiver to

- Come to the office to collect the child (no child will be allowed to wait outside the school grounds)
- Sign the register at the office to indicate they have taken their child and left the school grounds

Student Mobile Phone Policy

- From 2024 the Queensland Government has legislated that students are not allowed to have mobile phones or smart watches capable of being monitored by/ or communicating with other devices, on any Queensland Department of Education site
- If it is necessary for a student to bring a mobile phone to school it is to be handed into the school office when they arrive at school with the students **name clearly marked** on the phone.
- The phone will then be stored in the school safe.
- The phone can then be collected at 3pm from the office by the child.
- The school will not be responsible for damage or theft of mobile phones at school
- If a child is found to have a mobile phone during the school day they will be in breach of this policy. In response to this breach the phone will be confiscated and the parent notified that they must collect the student phone from the principal.

If students are found to be using a mobile phone inappropriately (eg as a medium to harass, bully or threaten other students) there will be more serious consequences.

Reference: SCM-PR-003: Appropriate Use of Mobile Telephones and other Electronic Equipment by Students

Homework Policy

The following is to operate as a guide in determining the amount of set homework that students might be expected to undertake at Gayndah State School.

It is of course open to parents to consult with a student's teacher about additional materials or practice exercises with which parents can assist their children at home.

In the **Early Phase of Learning (Prep to Year 3)** many activities at home or in play can assist children to develop literacy, numeracy and problem-solving skills.

Homework tasks may include:-

daily reading to, with, and by parents/caregivers or other family members
 linking concepts with familiar activities such as shopping, preparation of food, local environment and family outings
 conversations about what is happening at school- preparation for oral presentations
 opportunities to write for meaningful purposes

- In the Prep Year, generally students will not be set homework.
- In Years 1, 2 and 3, set homework could be up to but generally not more than 1 hour per week.

In the **Middle Phase (Year 4 to Year 9)** some homework can be completed daily or over a weekly or fortnightly period and may:- include daily independent reading- be coordinated across different subject areas- include extension of class work, projects and research.

- Homework in Year 4 and Year 5 could be up to but generally not more than 2-3 hours per week.
- Homework in Year 6 could be up to but generally not more than 3-4 hours per week.

If you have any concerns about your child's homework, please do not hesitate to contact your child's classroom teacher for further clarification.

Student Dress Code

At Gayndah State School our dress code provides clothing that aims to contribute to a safe and supportive teaching and learning environment through:

- ready identification of students and non-students at school;
- fostering a sense of belonging; and
- developing mutual respect among students by minimising visible evidence of economic or social differences.

Our student dress code reflects school community standards and is consistent with occupational health and safety and anti-discrimination legislation.

SCHOOL UNIFORM

Articles such as hats, ports, socks, shoes, handkerchiefs, etc. should be clearly named. Each year hundreds of valuable items are unclaimed and cannot be returned because of lack of identification marks.

BOYS

Royal blue polo shirt with the school logo and Gayndah State School printed on the collar
black shorts

GIRLS

Royal blue polo shirt with the school logo and Gayndah State School printed on the collar, black skirt/skort or shorts. The blue checked dress may still be worn.

If bike pants/leggings are worn, a skirt or shorts/skort must also be worn over the top

Bike pants/ leggings should be black

Please note: Board shorts are NOT part of the uniform.

BOYS AND GIRLS

Closed, comfortable sport shoe with non-marking sole (lace up or velco)

Black tracksuit pants/royal blue sweatshirt, jumper or jacket with or without the school logo.

Make-up and fingernail polish not permitted.

SPORTS UNIFORM

Sports shirts will be of same style and material as the school shirt with the school logo and the house name embroidered on the collar.

House colours are as follows:-

<i>ARCHER</i>	-	Red
<i>BURNETT</i>	-	Green
<i>CONNOLLY</i>	-	Sky Blue

PRINTED SHIRTS & BROAD BRIMMED HATS

Uniform shirts screen printed with the Gayndah State School logo and printed collar and blue check dresses are available from the P & C Uniform Shop at school.

Black shorts and skirts can be purchased from local stores.

Broad brimmed school hats (min 7 cm brim) screen-printed with the Gayndah State School logo are also available from P & C Uniform Shop located in the Digital Resource Centre.

These hats are designed for school wear and are very durable.

Student Dress Code con't

Jewellery Conditions

Our School Policy supported by the Parents and Citizens Association on the wearing of jewellery is that the following are acceptable

- a signet style ring
- ear stud or sleeper (no dangling earrings)
- Watch- Smart watches are not allowed on Queensland Department of Education sites.

Other jewellery can become a problem during Physical Education lessons and potentially cause safety hazards in school activities. Wrist bands are not permitted unless granted special permission.

Hair

Hair should be neat and tidy and kept back off the face. Only plain appropriate hair accessories permitted.

Inappropriate Dress

Inappropriate dress refers to clothing or apparel worn by students that is deemed to be:

- Offensive;
- Likely to disrupt, or negatively influence normal school operations;
- Unsafe for student or others; and
- Likely to result in a risk to health and safety of student or others.

A student's non-compliance with school's student dress code requirements is not grounds for suspension, exclusion, or cancellation of enrolment from school.

Dress Code Sanctions

For students who do not comply with our schools dress code there are sanctions on a once only basis per episode of non-compliance. Sanctions are reflective of the severity and recentness of the non-compliance.

- **Imposing a detention** for a student during lunch or after school (if after school, inform parents before detention occurs);
- **Preventing student from attending, or participating in**, any activity for which student is representing school; or
- Preventing student from attending or participating in any school activity that is not an essential school educational program.
- Letter sent home/phone call informing parent of breach

Dress Code Exemptions

All exemptions of the Gayndah State School dress code are considered in consultation with the principal. The following are examples of exemptions;

- Mobile families requiring sufficient time to purchase items of dress;
- Economic hardship requiring special arrangements, or an extended period of time, to purchase new items of dress;
- Students with physical impairments requiring greater flexibility in interpretation of dress codes.
- Conscientious objections, for example objections raised on any reasonable religious or cultural grounds.

Administration of Routine and Emergency Medication and Management of Health Conditions

Introduction

Management of student health conditions, including the administration of medication, is a courtesy provided by **Gayndah State School** consistent with our duty of care to:

- maximise the participation in school activities of students who require medication or special procedures for managing a health condition; and
- optimise the health, safety and wellbeing of staff and students at a school site.

School staff can assist a student with medication under the carer provisions of the Health (Drugs and Poisons) Regulation (1996) provided that a written request is received from the student's parent or legal guardian. Staff must follow the directions on the original pharmacy label attached to the medication container.

Administering medication at school

If your child requires staff to administer medication to your child at school, please contact the school office in the first instance to discuss your child's requirements.

Please note, school staff will only administer medication that:

- has been prescribed by a qualified health practitioner (e.g. doctor, dentist)
- is in its original container
- has an attached pharmacy label.

Office staff will ask you to complete and sign Section 1 of the Administration of medication at school record sheet.

N.B. If your child requires more than one medication, you will need to complete a form for each medication

Providing medication to the school

Before you provide the school with your child's medication, check the expiry date to ensure it is in-date and there is enough for the agreed time period. It is also a good idea to take a note of the expiry date so that you can replace the medication before it expires.

Please note, school staff will not administer medication that you can buy over-the-counter at chemists and supermarkets (e.g. paracetamol, eye drops, cough syrup) unless it has been prescribed by your child's qualified health practitioner. For example, the school would administer paracetamol to a student only if it has been prescribed by their dentist to be taken for a short time after dental treatment.

School staff are bound by these regulations and we hope that all parents will acknowledge and cooperate with these rules.

It is safer for all students if you can provide medication to the school in person (rather than send medication with the student). If you can't provide the medication in person, contact the school to determine the easiest and safest approach for the school to receive the medication.

If you believe your child is capable of self-administering their own medication at school, please contact me to discuss, as this requires my approval.

When your child's medication is no longer required to be kept at school, please collect all unused medication. Thank you for your assisting the school in keeping our students safe and healthy.

Administration of Routine and Emergency Medication and Management of Health Conditions

Self-administration of Medication

Contemporary management of chronic health conditions encourages students to administer their own medication, to recognise the signs and symptoms of their condition and to participate in the full range of activities offered by the school.

In schools, self-administration may apply to students who are assessed by their medical practitioner and parents/caregivers and approved by the principal as capable of administering their own medication while participating in school activities.

- Self-administration of medication may include:
 - monitoring blood sugar levels and the injection of insulin for diabetes;
 - inhaling medication such as "Ventolin" for asthma;
 - orally administering anti-convulsant medication for epilepsy; and
 - orally administering enzyme replacements for cystic fibrosis.
- Students approved to carry their own medication should demonstrate practices of secure storage of medication that may be potentially harmful to other students and safe disposal of injecting equipment.

Recommended procedure for approval

- The parent/caregiver provides a written request, with guidelines and procedures from the medical practitioner, for the student to be responsible for administering their own medication.
- The principal determines if the student is capable of assuming this responsibility.
- The student and the school agree on where medication is stored and where and how it is administered.
- Teachers can assist students to manage their health condition by incorporating their medication needs in the routine management of the class and school.

Emergency First Aid for Asthma, Diabetes, Anaphylaxis and Epilepsy

Provision of first aid in emergency situations to ensure the health and safety of staff, students and others affected by Education Queensland workplaces and workplace activities is an obligation under the Workplace Health and Safety Act 1995.

In emergency situations, trained school personnel may be required to administer medication to preserve the life, safety and health of a student. These emergencies may occur for students with diabetes, epilepsy, anaphylaxis and asthma. The possible medication requirements include administering inhaled medication such as "Ventolin" for asthma, rectal administration of "Valium" for epilepsy, an injection of glucagon for diabetes and an injection of adrenalin for anaphylaxis. Injections for diabetes and anaphylaxis are usually administered by a pen device and are not intravenous.

The designated first aid personnel in the school are trained in the recognition and management of an emergency for students and staff with health conditions. The information and training provided to school personnel who administer medication in an emergency should include instructions on the administration method, possible complications and upper dosage limit of medication.

Complaints Process

During the course of your children's school years, you may have cause to make a complaint about an issue with your child's education.

Education Queensland is committed to ensuring that all complaints are dealt with in a fair and equitable manner. There are processes and support structures in place to enable parents/carers and students to work through any issues they may have with Education Queensland provisions.

When making a complaint, it is in the best interest of complaint resolution to ensure that you:

- provide complete and factual information in a timely manner
- deliver your complaint in a non-threatening and non-abusive manner and
- not make frivolous or vexatious complaints or include deliberately false or misleading information.

You should be aware that if you are making a complaint about a staff member, that in most instances the staff member will be told of the complaint and offered the right of reply. You also have the right to have a support person participate throughout the process.

If your complaint relates to suspected official misconduct or criminal activity then you should make your complaint directly to the Crime and Misconduct Commission (www.cmc.qld.gov.au/) or the Queensland Police Service (www.police.qld.gov.au/).

The following 5-step procedure may assist parents/carers, and school staff to reach an outcome that is in the best interests of the student.

1. Discuss your complaint with the class teacher

If your complaint is with your child's teacher or relates to an issue concerning your child's experience at school, make an appointment with that teacher as soon as possible through the school administration. Share the information you have about the problem with the teacher. Give the teacher an opportunity to tell you all he/she knows about the incident or problem. Together, both parent/carer and teacher, should then take steps to resolve the problem at this level.

The teacher will make a record of the complaint and report your meeting and any outcomes to the school principal.

2. Discuss your complaint with the principal or ask the principal to assist by participating in informal conflict resolution

Where the teacher has been approached as above but the issue remains unresolved, make an appointment with the school principal to discuss the issue further. Alternatively, you and the teacher may agree to ask the principal to act as a go-between in informal conflict resolution in an attempt to resolve the problem.

If your complaint is related to the school more generally including issues of school policy or its compliance or non-compliance you should raise your complaint directly with the principal or his/her delegate. For example, the principal may refer your complaint to a deputy principal or registrar. The staff member will make a record of your complaint and work with you to resolve the issue.

Complaints to the principal may be lodged in person, by telephone, writing or via electronic format through the "Schools directory" at www.education.qld.gov.au/schools/directory - select relevant school, then click on the email link.

Complaints Process con't

3. Contact Regional office (Bundaberg or Maryborough)

If you have discussed the issue with the principal and still feel that your complaint has not been addressed, you have the right to contact the Assistant Regional Director who is the supervisor of the principal and oversees activities of schools in that particular education district of Queensland.

Complaints may be lodged by telephone or in writing. Complaints should be specific in detail, and outline the steps taken to date to resolve the issue. Remember to date the letter, give your full name and address and sign it. The district office will make a record of your complaint.

Anonymous complaints will only be acted upon if enough information is provided to allow for follow up with the principal.

Addresses and telephone numbers of district offices are listed under the heading Education Queensland in the White Pages of your local telephone directory and are also available through the "Schools directory" at www.education.qld.gov.au/schools/directory

When you contact the Regional office you will be advised that your name and the nature of your issue will be reported back to the principal of your school. Staff at the Regional office will assist in seeking resolution to the issue.

4. Complaint still not resolved

If, as a parent/carer you feel that your issue has not been resolved through the Regional office process, you have a further right to make a complaint to the central office of Education Queensland.

Parents/carers may choose to progress their complaint in writing to the Deputy Director-General Education Queensland. The Office of Education Queensland will seek to assist with the resolution of your complaint through referral:

- to the Executive Director (Schools) for further action or
- to another departmental unit for appropriate action.

The Office of Education Queensland can be contacted at: Education Queensland, PO Box 15033, CITY EAST, Qld 4002 Tel (07) 3237 0618 or fax (07) 3221 4953.

5. Independent review

If, as a complainant you feel that your issue has not been resolved through these formal processes the Queensland Ombudsman provides an avenue for an independent review of the Department's decision. The Ombudsman may be contacted at: Office of the Ombudsman, GPO Box 3314, Brisbane, Qld 4001 Email: ombudsman@ombudsman.qld.gov.au Tel (07) 3005 7000 or Toll Free 1800 068 908 or fax (07) 3005 7067

A role for Parents and Citizens' Associations (P&Cs)

It is understandable that parents/carers may sometimes feel overwhelmed when approaching a school or the department with a complaint. While the Queensland Council of Parents and Citizens' Associations Inc (QCPCA) does not advocate on behalf of individual parents or carers, individuals can request their own P&C to provide support in these circumstances. The P&C can in turn seek assistance from QCPCA to provide guidance in resolving the complaint.

CURRICULUM

- The Australian Curriculum is implemented across all learning areas within the school.
- A Languages (Chinese) program is taught to children in Years 4,5 & 6.
- Use of computers and technology is encouraged with all children being given the opportunity to work with Information Communication Technology

SCHOOL CAMPS/EXCURSIONS

Students may be invited to participate in the camping program throughout the year. All students in Years P – 6 have a variety of incursion and excursion experiences that link in with their school work.

Camps and excursions are not just fun add ons. They are an essential part of the curriculum and it is vital that children attend.

ARTS COUNCIL

School performances visit our school a number of times through out the school year. The cost varies according to performances, the school will notify parents if there is a cost incurred by families.

SCHOOL SPORT

School sport is an essential part of the curriculum as it contributes to physical growth, character development, social development and teamwork. All children are encouraged to participate in sport and if their skill level is advanced enough, represent their school at district, zone or state level. If your child is legitimately unable to participate in P.E. or sport, please send along a note.

Our structured school sports program aims to meet the needs of all children whether their skill levels need developing or whether they are at an advanced level.

INJURIES OR SEVERE ILLNESS AT SCHOOL

In cases of severe accident or sudden illness the Ambulance is summoned to render first aid, and, if necessary, transport the patient to the Doctor or Hospital. If a parent is unable to be contacted, in this instance a staff member will accompany a student to the hospital, but be aware that hospital staff require parental consent before they can deliver medical care to a student.

As it is the policy of this School to communicate by phone with one parent of the child involved, it is essential that the phone number for emergency use, where available be supplied for our records. *The School should be notified of any changes of address or phone number.*

If a student is ill, the class teacher will send a note, indicating required action, to the office with the child (they will be assisted to the office by another student or staff member if necessary). Students are monitored at all times if they need to spend time in sickbay and **must** stay in the office until collected by a parent/guardian if they need to go home.

ARRIVAL AT SCHOOL

It is recommended students do not arrive at school prior to 8:20am, any Children arriving at school prior to 8:20am are required to sit under A Block (Administration Building) until released by school staff. Students will be supervised between 8:20am and 8:50am when learning begins.

Teachers will be in the classroom before school preparing lessons, marking homework, etc. From 8.30am, some teachers will allow students to come into the classroom to prepare for the day, read, play board games, etc. This is not compulsory and teachers will make this decision at their discretion.

LEAVING SCHOOL GROUNDS

Education Queensland's policy on students leaving the school grounds during the school day (8.50am—3:00pm) is outlined below:

- No Children will be allowed to leave the school grounds for the purposes of purchasing lunch during the school day.
- If a child is attending an appointment during the school day it is the responsibility of the parent / caregiver to
 - ◆ Come to the office to collect the child (no child will be allowed to wait outside the school grounds)
 - ◆ Sign in on Kiosk iPad at the office to indicate they have taken their child and left the school grounds

These policies are in place to protect the safety of all of our students.



HYGIENE - INFECTIOUS DISEASES

Diseases spread easily in schools. We can do much to limit the spread of infection by regarding hygiene as of prime importance at all times. Parents should stress the need for good hygiene practices.

Children suffering from infectious diseases may be excluded from attendance at school for varying lengths of time. Generally the child should be excluded until they have received treatment from a GP and infection has cleared. Parents should be guided by the advice of the Doctor.

NO SMOKING

Our school is a non-smoking area. Please ensure that this is adhered to, thus making our school a clean and healthy environment.

SCHOOL COMMITTEES

PARENTS & CITIZENS' ASSOCIATION

The Parents and Citizens' Association meets, at present, on the second Tuesday of the month at 3.15pm in the GSS Conference Room. If for some reason a meeting night is changed parents will be notified of the change in advance. A cordial invitation to attend is extended to all. The ANNUAL GENERAL MEETING will usually be held in February on the second Tuesday.

STUDENT COUNCIL

We have a Student Council in operation at the school. This gives the students of all year levels a chance to have a say on what happens at school and ways we may improve things.

This is a necessary part of any school's decision making process. The students are the reason we are here and they should have input in what happens.

COMMUNICATION

NEWSLETTERS

Weekly Newsletters are emailed to keep parents informed of school activities and forthcoming events. Pupils are entrusted with the delivery of these and other school notices. Newsletters are sent home every Wednesday with the oldest in the family.

Online Newsletters are available if you prefer an emailed version of the School Newsletter. Please advise Administration of your email address if you would like to access this option.

WITH CLASS TEACHER

You are invited to make direct contact with your child's teacher before or after school to discuss anything regarding your child's progress. You can also make an appointment through the office. Don't let concerns you may have linger on.

Your child's teacher appreciates hearing about these at an early stage.

WITH THE PRINCIPAL

If you, as a parent, have any questions or concerns you would like to discuss, please do so as soon as possible. If the matter relates to a class issue, we ask that parents approach their child's teacher first. Should you wish to discuss any question/concern further then progress further to a conversation with the principal.

PARADE

Parade is held on Friday at 8.50 am and parents are encouraged to attend. This gives you the opportunity to be part of the parade as you drop your child at school. You will see awards presented, notices given and on occasions, class displays and presentations.

WEBPAGE

Information about our school can also be found at our schools webpage

<http://www.gayndahss.eq.edu.au>

[Facebook page](#)

REPORTING STUDENT PROGRESS

- ◆ At the beginning of each year, parents will be invited to the school to talk with their child's teacher about what will be happening in the classroom during the year. Parents also have the opportunity to ask questions and look at teaching/learning resources in the classroom.
- ◆ Report cards are issued at the end of each Semester, in June and December.
- ◆ Interviews with parents are available on request at any time and are explicitly offered twice a year.

If you have any concerns about your child's progress at any time, please contact his/her class teacher for an interview.

CHILD PROTECTION POLICY

All members of the staff have been trained in the Child Protection Policy Guidelines. The Policy was written to establish Guidelines that serve to protect students from all forms of harm, abuse or neglect. This training is compulsory for all Department of Education staff and volunteers.

Please contact the principal if you require more information

VOLUNTEERS REGISTER

Volunteers are always encouraged to become active within the life of the school. When reporting to duty it is important that they sign the Volunteers Register. These Registers are located in the front Office.

Staff may request that copies of ID and/or Blue Cards are provided, in the interest of protecting student and staff wellbeing.

SCHOOL BUS SERVICES

children living in the following areas are conveyed to and from school by bus. Buses depart from the school at 3.15pm.

Bus Runs: Dirnbir, Granite Hill, Woodmillar, Byrnestown/Ban Ban Springs and Binjour/Mundubbera.

Contact the Department of Transport on 4121 3555 for eligibility details.

Bus Service Providers : Stormridge 4161 1800 and Polleys Buses 5480 4500

Parent/guardians are required to send a note to the office or telephone the school office if there is an alternation to their normal bus travel arrangements.

TUCKSHOP

Our tuckshop operates under the Smart Choices Healthy Tuckshop Guidelines and provides a range of healthy meals and treats for students to purchase.

The school P& C currently convey our Tuckshop and it is available every second week during each term. A pre order form is sent home prior to Tuckshop days.

Tuckshop Special Days – from time to time special morning teas are offered for fundraising purposes. A note will be sent home prior to these occasions with order forms as required.

Gayndah State School Voluntary Financial Contribution Information

The costs of providing instruction, administration and facilities for the education of students at the school are met by the State Government for students enrolled at the school who are Australian citizens or permanent residents, or the children of Australian citizens or permanent residents.

The school is resourced by the State Government through school appropriation funding to provide a core educational service.

Section 56 of the Education (General Provisions) Act 2006 provides that the Principal may ask the parents of a student of the school to make a voluntary financial contribution to supplement government funding for instruction, administration and facilities for the education of the student at the school. If the student is an adult, the principal may ask the student to make a voluntary financial contribution.

Voluntary financial contributions are used by the school to provide an enhanced educational service and to enhance resources available for student learning, recreation and comfort.

For any payment by cash, cheque or credit/debit card, a receipt will be issued.

Refer to: Department of Education and Training Policy and Procedure Register

Religious Instruction in School Hours

Legislation provides that within a specific time period each week approved instructors, who are religious leaders or accredited representatives of a faith group, are able to gain right-of-entry into a State school to provide religious instruction to students to develop and support particular beliefs, values and attitudes. These provisions do not extend to students in preparatory year.

Religious instruction from approved instructors of a faith group is facilitated when there:

- ◆ are members of faith group in attendance at the school; and
- ◆ is capacity of faith group to deliver an authorised program.

Local arrangements for delivery of religious instruction by faith group to relevant students are made as:

a cooperative program.

Religious Instruction

Religious instruction currently offered to students who record RI Consent in their enrolment. At Gayndah State School religious instruction takes place on a Thursday afternoon with an approved instructor.

Sporting Activities

Interhouse Sport

Our school has three houses, Burnett (Green), Archer (Red) and Connolly (Sky Blue). The houses compete in Interhouse competitions such as Athletics, Swimming, Cross Country and Ball Games.

District Sport

We also compete against St Josephs School in District Sporting events. These events include Athletics, Swimming, Cross Country and Ball Games. Other district Sports that students can trial in include:

(SWIMMING, TOUCH FOOTBALL, SOFTBALL, NETBALL, RUGBY LEAGUE (BOYS & GIRLS), SOCCER, TENNIS, CROSS COUNTRY, ATHLETICS, CRICKET (BOYS & GIRLS), AFL, BASKETBALL, BALLGAMES and SOFTBALL)

North Burnett Zone Sport

Students who are successful in competing at the district sports can qualify to make the North Burnett Zone Sports teams to compete at regional championships.

Wide Bay School Sport

Students who are successful in competing at the regional sports can qualify to make the Wide Bay Sports teams to compete at state championships.

Other Sporting Events

- School Sports Exchange with other schools in the district.
- Foundation Cup Rugby League
- Soccer / Netball Carnival
- Sports Tour
- Visiting Sports Guests
 - ARL/NRL
 - Auskick
 - Qld Cricket
 - Touch Football

Chaplaincy Program

The Chaplaincy Service aims to provide pastoral care for children, families and staff working co-operatively with the Learning Support Team and other staff. The Chaplain may work with individual children, small groups or whole classes.

Listening to children is a significant aspect of the Chaplain's role. Our Chaplain, Mrs Lexie Callahan also conducts programs that assist children to develop friendship building, social skills, anger management, and to build self-esteem. **The Chaplain is based at our school on Monday, Thursdays and Fridays.** On these days Chappy Corner is open for students at lunch time to enjoy craft activities and games in a friendly and inclusive environment.

Practical support is available for families in crisis or stressful situations. The Chaplain endeavours to be involved in the life of the school by attending school concerts, year level camps, excursions and sports days.

Breaky Box: Breaky Box is a breakfast program initiated by the Chaplaincy Program and runs most mornings from the school tuckshop from 8.00 to 8.45am. Breaky Box offers a continental style breakfast to students who need to top up on breakfast before school. This program relies on volunteers to assist with preparation and service of breakfast to the students, please consider helping out when possible.

Growing Generation Gayndah

Our school believes in the development of all children in both academic and social domains of their development. Our responsibility as educators and parents is to ensure that we give our children the skills to make choices, take responsibility for their actions and develop the resiliency needed in today's world.

Growing Generation Gayndah (3G) is our positive and proactive social skilling program. It is incorporated into our every-day teaching and learning. 3G is a language based program with prompt languages to assist students in the choices they make.

The philosophy behind 3G

Growing - from a tiny seed a solid tree grows - as we grow we change depending on the conditions. As our children grow they will learn the skills they need to be responsible, active citizens in the Gayndah and wider community.

Generation - our children live in an interactive world, where information is readily accessible and rapidly changing. This generation will face global issues that have not yet been discovered and need the skills to find solutions to support them.

Gayndah - Our town, our community, our place, our home. We aim to continue to develop a generation of children who enable our town and community to thrive and prosper into the future.

Growing Generation Gayndah is a whole community responsibility and commitment to nurturing the young people in our town.

Why do we do Social Skilling?

Social Skilling at Gayndah State School is based on the work of Mary McInnes and Maureen Gilbert, and the research of Dr William Glasser.

Social Skilling is about developing a pathway for students to explore their strengths, learnings, emotions, challenges, successes, disappointments, frustrations and generally the lessons that life presents. By equipping our students with skills to make choices, responsible, safe choices, we endeavour to build resilient, active citizens for the future.

Social Skilling is not a page by page manual, but a creative, language based approach that is catered to meet the needs of our community and our children. It is not one size fits all kids or all communities.

Through the use of a consistent language by staff, students and parents it has the potential to be incredibly powerful. All members of the school community are encouraged to know it, understand it and make a commitment to using it. The activities, games, stimulus materials, and other mediums are used to give students time to internalize the message or lesson. Their products of art work are visual reminders or prompts to our memory or lessons learnt previously.



Quality in all that we do is our common goal!

