



GIN GIN STATE

SCHOOL

Parent Information Booklet



PRINCIPAL: Mr Adam Fritz

ADDRESS: 13 May Street, GIN GIN Q 4671

POSTAL ADDRESS: PO Box 209, GIN GIN Q 4671

PHONE NUMBER: 07 4133 2333

ABSENTEE NUMBER: 07 4133 2366

EMAIL: admin@ginginss.eq.edu.au

WEB ADDRESS: www.ginginss.eq.edu.au

FACEBOOK: www.facebook.com/GinGinStateSchool

We are a community working together to be the best that we can be!

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Welcome To Gin Gin State School

It is with great pleasure that I welcome you to Gin Gin State School.

Our school creed is '**WE ARE A COMMUNITY WORKING TOGETHER TO BE THE BEST THAT WE CAN BE**' and I believe it sums up our school beautifully.

One of the major strengths of our school lies in the words **COMMUNITY WORKING TOGETHER**. Our school community, which includes students, parents, staff and the wider Gin Gin community, all have the best interests of our children at heart. Our staff continually strive to support our students in securing a high standard of education.

Our school is continually evolving as an innovative, responsive and positive learning environment with school led developments such as the 'Garden of Learning', Engine Room and extra Sporting, Music and Arts activities are evidence of this.

The art of teaching seems to be continually evolving with new technologies playing a vital role in our everyday lives.

Through the support and efforts of all involved with Gin Gin State School we have worked hard to maintain a very positive learning environment for our students. The supportive nature of the school, as well as the careful planning of facilities such as our School Hall, Library and Engine Room ensures that we are working together **TO BE THE BEST THAT WE CAN BE**.

Gin Gin State School has a plan to further modernise and develop our facilities by upgrading administration, classroom and outdoor learning areas.

I am sure that your child's education will be a successful one at Gin Gin State School and we look forward to the strength your family will bring to our school community.



Adam Fritz
Principal



Statement of Purpose

At Gin Gin State School we are a community working together to be the best that we can be.

We aim to:

- instil a desire to achieve academically
- reinforce strong community and 'Values for Australian Schooling'
- develop students' social skills and abilities
- develop independent learners
- instil a passion for lifelong learning.

We strive to create a culture which:

- encourages a passion for learning
- promotes and operates with sound values
- supports and develops positive relationships
- embraces change
- recognises the differences of each individual.

We will achieve our purpose through the following strategies:

- enhancing and utilising our skilled and professional staff
- delivering a dynamic and quality curriculum
- sustaining strong and open channels of communication
- supporting the school community with quality resources, including Information Communication Technologies
- maintaining our supportive and inclusive environment.



2026 SCHOOL CALENDAR

2026 School calendar Queensland state schools

DECEMBER 2025	JANUARY	FEBRUARY	MARCH	APRIL
S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S
1 2 3 4 5 6	1 2 3	1 2 3 4 5 6 7	1 2 3 4 5 6 7	1 2 3 4
7 8 9 10 11 12 13	4 5 6 7 8 9 10	8 9 10 11 12 13 14	8 9 10 11 12 13 14	5 6 7 8 9 10 11
14 15 16 17 18 19 20	11 12 13 14 15 16 17	15 16 17 18 19 20 21	15 16 17 18 19 20 21	12 13 14 15 16 17 18
21 22 23 24 25 26 27	18 19 20 21 22 23 24	22 23 24 25 26 27 28	22 23 24 25 26 27 28	19 20 21 22 23 24 25
28 29 30 31	25 26 27 28 29 30 31		29 30 31	26 27 28 29 30
MAY	JUNE	JULY	AUGUST	SEPTEMBER
S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S
31	1 2	1 2 3 4 5 6	30 31	1 2 3 4 5
3 4 5 6 7 8 9	7 8 9 10 11 12 13	5 6 7 8 9 10 11	2 3 4 5 6 7 8	6 7 8 9 10 11 12
10 11 12 13 14 15 16	14 15 16 17 18 19 20	12 13 14 15 16 17 18	9 10 11 12 13 14 15	13 14 15 16 17 18 19
17 18 19 20 21 22 23	21 22 23 24 25 26 27	19 20 21 22 23 24 25	16 17 18 19 20 21 22	20 21 22 23 24 25 26
24 25 26 27 28 29 30	28 29 30	26 27 28 29 30 31	23 24 25 26 27 28 29	27 28 29 30
OCTOBER	NOVEMBER	DECEMBER	JANUARY 2027	FEBRUARY 2027
S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S
1 2 3	1 2 3 4 5 6 7	1 2 3 4 5	31	1 2 3 4 5 6
4 5 6 7 8 9 10	8 9 10 11 12 13 14	6 7 8 9 10 11 12	3 4 5 6 7 8 9	7 8 9 10 11 12 13
11 12 13 14 15 16 17	15 16 17 18 19 20 21	13 14 15 16 17 18 19	10 11 12 13 14 15 16	14 15 16 17 18 19 20
18 19 20 21 22 23 24	22 23 24 25 26 27 28	20 21 22 23 24 25 26	17 18 19 20 21 22 23	21 22 23 24 25 26 27
25 26 27 28 29 30 31	29 30	27 28 29 30 31	24 25 26 27 28 29 30	28

 School holidays

 Public holidays

 Staff professional development/student free days

 Part public holiday after 6 pm

There are 195 school days in 2026.

Semester 1, 2026 commences for teachers on 22 January and for students on 27 January.

Staff professional development days

Staff professional development days for teachers are 22 and 23 January, 16 and 17 April and 4 September 2026. Schools are able to decide when they undertake the required hours for professional development for the flexible days, as long as they are on the flexible days, in the school holidays or out of school hours.

Public holidays

Queensland public holidays are set by the Minister for Industrial Relations.

Public holidays for local show days are not shown due to diversity of dates across the state.

Final dates for student attendance

20 November is the final date for Year 12 attendance for receipt of a Senior Statement. 27 November is the final date for student attendance in Years 10 and 11.

Some schools in regional, rural and remote areas will close for the summer holidays on 4 December.

The information in this calendar was correct at the time of publication but may be subject to change.

For more information and the latest version of this calendar, visit
www.education.qld.gov.au

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"We are a community working together to be the best that we can be"

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School Timetable

SCHOOL WEEK – MONDAY to FRIDAY	
CLASSROOM INSTRUCTION COMMENCES	8:45 am
MORNING TEA BREAK	10:45 am – 11:30 am
LUNCH BREAK	1:00 pm – 1:30 pm
SCHOOL DAY CONCLUDES	2:50 pm

Absent From School

Each parent of a child who is of compulsory school age has the legal obligation to ensure their child is enrolled and attends a school, on every school day for the educational program in which the child is enrolled, unless the parent has a reasonable excuse. Parents should provide a reason for a child's absence either before or on the day of the absence, or as soon as practicable.

If your child is absent from roll class in the morning and we have not been provided with a reason for the absence, a text message will be sent out. The number that the text comes from, may be different from time to time as this service is provided by a web-based service.

Please phone the schools *Absentee Line* on **4133 2366** and leave details of your child's absence eg. Child's name, class, and reason for absence. Alternatively, you can submit absence details through the QParents App, school web page or by email to admin@ginginss.eq.edu.au

If your child is going to be absent for more than 10 consecutive school days, parents must contact the school prior to the absence as approval from the principal is required.

Accidents at School

In the event of your child being injured in an accident at school, immediate First Aid will be administered.

Should the injury require further treatment the parent or guardian will be notified. If this is not possible, an ambulance will be called or family doctor notified.

Please make sure any information regarding doctors and home phone numbers are kept up to date.



Assessment and Reporting

At Gin Gin State School progressive assessment will be used throughout the year and throughout each unit of work.

3 Way Reporting - Gin Gin State School focuses on a team approach to learning. This is also demonstrated in the way progress is reported to parents, whereby in term 1 and 3 each family is invited to a meeting where the student, teacher and parents sit to discuss student progress. A formal report card is then issued at the beginning of Term 3 and end of Term 4. Parents are encouraged to visit the class teachers should there be any concerns throughout the year.

Furthermore, children in Years 3 and 5 undergo state wide testing in literacy and numeracy each year (NAPLAN).

These tests allow us to track students' progress through the school and enable us to compare the effectiveness of our literacy and numeracy programs compared with other schools in the state and nationally.

Booklist

Booklists are available from the office. All children receive booklists for the following year towards the end of the school year. Books and other stationery requirements may be purchased at the local newsagency throughout the year.

Breakfast Club

Gin Gin State School provides a Breakfast Club each morning to especially support students who leave home early to catch a bus to school. Children have a choice of cereal and milk or toast. This is accessed at the hall after 8:30am. Toast is delivered to Prep classes each morning.

Bringing Money to School

Occasionally it will be necessary for children to bring money to school for purposes other than tuckshop. Could you please try to send the correct amount of the money, sealed in an envelope, with your child's name, class and purpose for the money written on the front of the envelope. Please ask your child to take care of the money and take it to the office on their arrival at school.

Invoice payments can also be made by:

- Internet Payment via BPoint Web Link: <https://www.bpoint.com.au/payments/dete>
- EFTPOS facilities at the school office
- Qkr App (see details further in the handbook)



Chaplaincy

Our School Chaplain, Miss Leanne Lawrence, works here 3 days a week - Monday, Thursday and Friday.

The role of a Chaplain in Queensland Schools is to:

- Build positive relationships with students
- Work closely with other support staff and services to nurture and care for students
- Support at-risk students through behaviour management programs
- Support staff and families from the wider school community
- Provide spiritual support and direction to the school community when requested.

Class Helpers – Voluntary Workers

Parent and Volunteer Participation

Many teachers encourage parents and carers to assist with the planned program of instruction. If you are interested in helping, please speak directly with your child's teacher. The decision to involve parent volunteers' rests with the individual teacher. Having extra adults in the school enriches students' learning experiences, and we greatly appreciate your support.

Confidentiality and Conduct

All volunteers must respect that information about children and incidents at school is strictly confidential and must never be discussed outside the school. The **Code of Conduct applies to ALL volunteers**.

Blue Card Requirements

- **Parents or carers of a child currently enrolled** who volunteer in activities their child participates in **do not require a Blue Card**, unless exceptions apply (e.g., overnight camps or high-risk activities).
- **All other volunteers and helpers** must hold a current **Working with Children Check (Blue Card)**, which must be sighted by the office before volunteering.
- Volunteers must also comply with self-disclosure obligations and report any relevant changes to Blue Card Services.

Sign-In Procedure

All volunteer workers/helpers are required to:

- Report to the office upon arrival.
- Sign in and out.
- Collect and wear an identification slip while on school grounds.

Parents/Caregivers in the Playground

Parents and caregivers are welcome at our school and invited to join in activities. However:

- **Do not approach children other than your own** in the playground.
- If you observe a dangerous or unacceptable situation, promptly inform the nearest staff member or the office.

Your cooperation helps maintain a safe and pleasant environment for all.



Contact Information

It is imperative that **all contact information**, i.e. parent phone numbers, address, email address and student emergency contact phone numbers, **be kept up-to-date at all times**. Please advise the office as soon as possible to these changes.

Contribution Scheme

Gin Gin State School requests of parents/caregivers a contribution of \$15 per child for the first 3 children and \$10 for each additional child per year (i.e. Family of three children will be \$45, and family of four children will be \$55).

This contribution by families helps towards the cost of providing instruction, administration and facilities for the education of students

Custody

A parent with legal custody of children following a marriage separation is responsible for advising the school of that status. A photocopy of court papers is required, if there is likely to be custody disputes.

While we provide appropriate care during school hours, we need to know to whom we are legally entitled to surrender the children to at 2:50pm, or earlier if requested.

Dental Health

The State Government School-based Program provides free oral health care to school children from prep up to, and including Year 10.

Treatment is provided at a mobile dental van that visits our school. Emergency treatment is available to all eligible children by telephoning 4303 8059 to make an appointment.

Early Departure

If you need to collect your child prior to normal finish time, please visit the office to complete the necessary paperwork. This will only take a short amount of time and could be lifesaving in the event of an emergency evacuation.

Enrolments

Each parent is reminded that **evidence of date of birth is required when enrolling his/her child**. This evidence must be presented with the enrolment form.

Parents who would like to enrol their child/ren mid-term are welcome to call into the school office any time during school hours to complete an enrolment form.



- **Preparatory year enrolment eligibility**

Children turning 5 years between 1st July 2020 and 30th June 2021 are eligible to be enrolled in the preparatory year in 2026.

BIRTH DATE	2026	2027	2028
Child born 1 July 20 to 30 June 21	PREP	YR 1	YR 2
Child born 1 July 21 to 30 June 22		PREP	YR 1
Child born 1 July 22 to 30 June 23			PREP

Evacuation / Lock Down Procedures

Each classroom has a set of instructions and a map for fire evacuation and lock down. Please ensure you are familiar with these procedures if you are doing any volunteer work in the school. Each term there is a planned evacuation/lockdown practice to ensure a whole school approach to safety.

Facebook

We have our own Facebook page where we regularly post information and photos on what is happening within our school. Visit our page at www.facebook.com/ginginstateprimary and "Like" and "Follow" it to receive up-to-date notifications.

Guidance Officer

The Guidance Officer visits Gin Gin State School on a part time basis to work with children referred by the Student Support Team. Among the services offered by the Guidance Officer are:

- Assessment (psycho-education, psycho-social),
- Consultation with and referral to other agencies eg. Medical, educational and behavioural if necessary.

Throughout the process close liaison occurs with parents, classroom teachers and school administration.

Head Lice

As per Education Queensland guidelines, students suspected of having live head lice or eggs present in their hair are not removed from class or school. Such students are provided with information to take home to their families and a letter requesting immediate treatment be commenced.

Although head lice carry no disease, sores can develop from scratching and they can cause acute discomfort. If head lice are found, live lice must be destroyed, and as many eggs as possible should be removed. Treatment must continue until all signs of lice have disappeared. There is no overnight cure but treatment presently available, if properly applied, will kill both lice and eggs.



Treatment:

Treatment should only be applied when live lice are found on the head. To break the cycle, all infested people should be treated at the same time. There are two methods of treatment:

1. **Non-insecticidal treatment using the conditioner and combing technique:** This is the same as detection using conditioner and combing (see above) except continue combing with the head lice comb until all the conditioner is gone. The conditioner blocks the louse's breathing pores and stuns the louse. This, together with the slippery effect of the conditioner, makes it easy to mechanically remove the lice. Repeat the conditioner and combing method every second day to remove the young nymphs as they hatch. Continue until no live lice are found for ten consecutive days. This treatment method is equally as effective as insecticidal or other chemical treatments but generally requires longer treatment times. However, it may be preferred as a cheaper alternative to insecticidal or other chemical treatments.
2. **Treatment with synthetic or natural insecticides or other chemicals:** There are four groups of treatment agents available in different forms (ie. shampoo, mousse, and lotion) which can be obtained from chemists without prescription. All preparations must be applied strictly according to the manufacturer's instructions. None of them should be used on children under two years of age, except on medical advice. No chemical treatment kills all the eggs. A second treatment should be applied 7-10 days after the initial treatment to kill the nymphs that have hatched from the eggs remaining from the first treatment. Do not apply the treatment more than once per week as more frequent applications could lead to scalp problems and have little or no effect. If lice are still found after three weeks of chemical applications, switch to the non-insecticidal method until no lice are found. Eggs are the most difficult stage to kill. The most effective way to remove eggs is to actually pull them off the hair using your fingernails.

It is parent's responsibility to check their child's hair each week and treat if necessary. Information regarding treating head lice, refer to the Department of Health's Head Lice fact sheet available at http://access.health.qld.gov.au/hid/InfectionsandParasites/Parasites/headLice_fs.asp or from the school office.

Health and Physical Education Lessons

The physical education teacher provides one lesson per week to each class. Through the physical education program, children develop health and fitness, and acquire skills and knowledge of various games, track and field, and swimming. Swimming lessons are conducted in Term 4 at the local pool with all children from Prep to Year 6 expected to participate, as this is part of the curriculum.



Homework - Gin Gin State School Homework Policy

Rationale

The purpose of homework at Gin Gin State School is to:

- support the school program
- respond to each child's specific needs
- partner with parents to involve them in their children's learning and build the home-school partnership.

At Gin Gin State School we believe that homework provides students with opportunities to consolidate their classroom learning, pattern behaviour for lifelong learning beyond the classroom and involve family members in their learning.

Guidelines

Homework at Gin Gin State School:

- reflects a time allocation suitable to students' age and year level – Prep to Year 2 up to 20 minutes per night, Years 3-6 up to 30 minutes per night
- recognises and accepts students' own initiatives and individual differences
- provides opportunities for students to apply skills and knowledge developed through the curriculum
- provides opportunities for parental involvement/feedback with their children and for students to share their knowledge
- will be positively encouraged and reinforced

Although homework is a student's responsibility, we encourage parent/child interaction and any support that can be provided to the student.

Where personal or educational circumstances affect a student's ability to complete homework, we encourage families to make their child's class teacher aware of difficulties in completing homework within the timeframe.

HOSES

Our school is fortunate to have a Head of Special Education Services (HOSES). Our HOSES is instrumental in ensuring students that have verified intellectual, physical or social emotional disabilities are provided with the necessary support to engage and access the curriculum. These students are supported predominantly in the classroom.

Illness

When your child is ill please do not send him/her to school. This usually spreads the illness and gives your child a miserable and unproductive day. We do not have comfortable facilities to manage a large number of sick children. You will be notified if your child becomes ill or injures themselves.

In some instances, your child may need to be excluded from school and school related activities. Please refer to the "Time Out" information included in the enrolment package.

If your child is suffering from viral gastroenteritis, it is recommended that they be excluded from school for a period of 48 hours after symptoms have ceased.



Information & Communication Technology (ICT)

Student Access to the Department's ICT Facilities and Devices

The Smart Classrooms strategy underpins the growth and improvement in innovative programs and resources in schools for teachers and students. Essential tools for providing these innovative educational programs are the intranet, internet, email and network services (such as printers, display units and interactive whiteboards) that are available through the department's/school's ICT network. These technologies are vital for the contemporary educational program provided in schools.

At all times students will be required to act in line with the requirements of the Student Code of Conduct and any specific rules of their school. In addition, students and their parents should:

- understand the responsibility and behaviour requirements (as outlined by the school) that come with accessing the school's ICT network facilities
- ensure they have the skills to report and discontinue access to harmful information if presented via the internet or email
- be aware that:
 - access to ICT facilities and devices provides valuable learning experiences for students and supports the school's teaching and learning programs
 - ICT facilities and devices should be used appropriately as outlined in the Student Code of Conduct
 - students who use a school's ICT facilities and devices in a manner that is not appropriate may be subject to disciplinary action by the school, which could include restricting network access
 - despite internal departmental controls to manage content on the internet, illegal, dangerous or offensive information may be accessed or accidentally displayed
 - teachers will always exercise their duty of care, but avoiding or reducing access to harmful information also requires responsible use by the student.

Inter-House Sports

There are 3 sport houses at the school: Elliott, Fraser and Musgrave. Annual inter-house competitions in track & field and swimming are conducted to provide all students with the opportunity to participate in a healthy, competitive activity and to share a common experience. The track & field competition is conducted late Term 2 or early Term 3. The inter-house swimming carnival is conducted late in Term 4 for students in Year 4 – 6.

Languages Other Than English (LOTE)

LOTE is a Key Learning Area in Years 5 and 6. At Gin Gin we study Japanese, as part of the language (other than English) and cultural program.

Our program prepares students for meaningful, productive lives in a culturally and linguistically diverse society, and helps them relate positively to the richness of human diversity. Time allocations for LOTE are one and a half hours per week.



Learning Support Services

The schools Student Support Team oversees the provision of specialist support to children identified as requiring extra assistance, whether as learning support or extension programs. The Support Teacher (Literacy and Numeracy) liaises closely with classroom teachers, administration and parents.

Leaving the School Grounds

For safety purposes, children are not permitted to leave the school grounds without the Principal's permission. If a parent requires the child to leave the school grounds during school hours, please forward a note directed to the Principal stating the reason for your request.

Library

The school provides an excellent library facility with computerised access to its collection. Substantial funding is provided each year to ensure that the library collection is contemporary.

Children are able to borrow books from the school library. Once a child has finished a book or item, it should be returned to the school by the due date as other children or teachers may wish to use it. Lost or damaged library books will incur a \$10 fee. For books to remain in good condition, students should have a library book bag.

Lost Property

All lost property is kept in a wooden trolley near the cleaners' room. All students should first look in the 'lost property bin' when looking for any article of property which they may have misplaced. At the end of each school term the lost property bin will be emptied and all articles of unclaimed clothing will be donated to charity.

Parents should ensure that all clothing and equipment is clearly marked with the student's name so that all property can be returned to its rightful owner.

Medication

Gin Gin State School requires that all medication to be administered to children is accompanied by a written request from the student's parent/caregiver and that the medication includes:

- an original pharmacy label detailing the name of the person authorised to take the medication
- dosage and time to be taken; and
- medical practitioner's name.

Schools require **medical authorisation from a prescribing health practitioner** to administer **any** medication to students (including over-the-counter medications such as paracetamol, cough mixtures or alternative medicines). Staff must follow the directions on the original label attached to the medication container.



For long-term medication where doses may vary, clear instructions must be provided in the student's Individual Health Plan or letter provided by the prescribing medical practitioner, outlining the conditions in which the dose is to be varied and the correct dose when those conditions are present (e.g. varied doses for some stimulant medication based on behaviours).

Appropriate forms will need to be completed at the school office.

Any medication must be taken to the office for safe keeping immediately on arrival at school.

Mobile Phones and Electronic Equipment

Mobile phones and electronic equipment are not allowed during school hours. If a child brings a phone or other electronic equipment to school at their own risk, it must be handed in to the office on arrival at school, and collected after 2:50pm.

Music – Classroom

All children have one lesson per week with our music teacher to develop their musical skills in singing, musicianship and musical appreciation. Children are encouraged to participate in the choral program and selected students are offered a position in the instrumental music program as an extension of their music education.

Music - Instrumental Program

Our instrumental music program is an important part of our school culture. Instruction in a wide range of orchestral and band instruments appropriate to primary school age children are available at school. The school has the services of visiting instrumental teachers for strings, brass and woodwind.

Tuition in strings begins from Year 3 and for brass & woodwind from Year 4.

Students may be able to use school instruments on loan for 12 months, depending upon availability.

Tuition is free; however, the following fee structure applies to each student and must be paid before lessons commence:

- \$20.00 - Levy - District Instrumental Music Library (subject to change)
- \$40.00 - Loan Fee - Maintenance and upkeep of instrument

Newsletter

Our Newsletter, distributed by email to those parents who have provided an email address, is our regular communication media. It is designed to keep you in touch with what is happening in and around the school. If you do not have an email account and wish to receive a paper copy of the newsletter, please advise the office. The Newsletter is also uploaded to the school's website fortnightly, www.ginginss.eq.edu.au



Parade

School Parade is held each Friday morning commencing at 8:50 am in the school hall. Parents are invited to attend.

Parents and Citizens Association

The Gin Gin State School Parents and Citizens Association objectives are to promote the interests and facilitate the development and further improvement of the school.

The Association aims to foster general community interest in educational matter, to endeavour to bring about closer cooperation between the parents of students attending the school, other members of the community and the staff and students of the school.

Parents of students attending the School and any other persons aged 18 years of over, who are interested in the welfare of the School, are eligible to be members of the Association, and are not required to pay a membership fee.

The General Meeting of the association is generally held the third Monday of each month at 3:15pm in the Library. Exact dates and times will be published in our fortnightly newsletter. The Association is always looking for new faces. The meetings are not simply structures to raise and spend money but are an opportunity to become involved in 'what is happening around the school'. Voting rights are granted at the second meeting you attend in each year. The Annual General Meeting will be held at the beginning of each school year.

The P&C have started selling sports shirts for use on sports days only. These can be purchased through the QKR app. Please check with the office on your sports house prior to purchasing.

Qkr! - A new way to pay!



Qkr! (pronounced 'quicker') is available at our school. This enables families to order and pay for goods and services directly from their smart devices.

Qkr! accepts all major credit and debit cards (Visa and MasterCard) and you can register more than one card with the app. The free Qkr! App is available from the Apple App store and Google Play.

Parents are able to order and pay for uniforms, hats, tuckshop, and pay for camps, book fair and other school events via the Qkr! App.

No more hunting around at the bottom of purses and car ashtrays for change to give the kids for tuckshop or free dress days; no more special trips to the bank to get cash out just for tuckshop.

Please contact the school office for a Qkr! Parents How To guide.



Religious Instruction

Queensland state schools embrace a multitude of cultural, religious and non-religious beliefs. Under the Education (General Provisions) Act 2006, schools are to provide Religious Instruction (RI) if approached by a faith group seeking to provide RI and students of that faith attend the school.

RI informs students about the beliefs and values of a particular religion. It is delivered by volunteers of a faith group using instructional materials approved by that faith group. RI is required to be consistent with legislation and Department of Education policies and procedures.

All RI instructors must hold a blue card and participate in compulsory Student Protection and Code of Conduct training. RI instructors are only entitled to deliver the RI program outlined below. A school staff member will be present during the delivery of RI.

Participation in RI is not compulsory. Any student (except Prep students) may participate in RI if a parent has provided written instructions to the school.

Students are allocated to RI based on information provided by parents on the completed Application for student enrolment unless other written instructions have been provided to the school.

Note: This consent remains in effect unless the parent informs the school otherwise in writing.

A description of the RI available is provided below.

A cooperative structure for religious instruction is used in this school. Church approved representatives will give lessons on Christianity based on the Christian Education Program Connect. These lessons are given as 1 half hour lesson per week to students in Years 1-6.

Gin Gin Community Church Cooperative Arrangement Religious Instruction

Participating faith groups:

- Gin Gin Community Church
- Gin Gin Baptist Church
- Gin Gin Anglican Church
- Gin Gin Seventh Day Adventist Church.

Aims and goals:

- Student related appropriate for age
- Educational approach
- Present Christian values and morals
- Develop respect and responsibilities

Program structure includes:

- Connect work book activities
- Story telling
- Games
- Quizzes
- Video Clips

Students who are not participating in RI will be provided with other instruction in a separate supervised location. These activities will relate to part of a subject area already covered in class and may include, but is not restricted to:

- wider reading
- personal research
- revision / homework tasks



School Bus Transport

For school children to be eligible to use the bus free of charge, they must live more than 3.2 km away from the school. Parents may be eligible for transport cost assistance if they convey their child/children more than 3.2km to / from the nearest school or bus. If you believe you are eligible please contact the Department of Transport on (07) 4121 8315 or you can apply online <https://www.qld.gov.au/transport/public/school/school-transport-assistance/apply-for-school-transport-assistance>

All school students travelling on buses are expected to adhere to the Code of Conduct for School Students Travelling on Buses. This includes not only travel to and from school but any travel on buses, for example, excursions and sports. If students breach the code they may be refused travel for a period of time, or excluded from the bus service on a permanent basis. When this occurs, parents are responsible for the student's travel to and from school. The Code of Conduct for School Students Travelling on Buses is available at www.translink.com.au/buscode.

Any offences on the bus will result in consequences as they could endanger the safety of all the children on board. If you have concerns over behavioural issues on your child's bus, please contact the bus company first, as they hold the responsibility once your child boards the bus. Children are supervised on to the buses each afternoon, departing by 3.05pm.

If you wish your child to board a different bus in the afternoon, the school needs to be notified in writing that morning so arrangements can be made. If, however, your circumstances change throughout the day, please phone the school as soon as possible.

Annual Bus Committee Meetings are held in February. This Committee deals with extension and road conditions and problems such as timetables. Parents of children using these services are invited to participate.

Bus Services:

Service	Route	Contractor	Phone
868	Monduran / Gaeta / Gin Gin	Brett Powell	📞 0401 069 862
470	Tirroan / Tablelands / Horsecamp	Brett Powell	📞 0401 069 862
1737	Currojung / Ferry Hills / Booths Rd / Settlement Rd / Dalysford	Brett Powell	📞 0401 069 862
1819	Tirroan / St Kilda Road / Wallaville	Brett Powell	📞 0401 069 862
S17	Wallaville	Brett Powell	📞 0401 069 862
P499	Walla Road / Mingo Road	Brett Powell	📞 0401 069 862
S842	Mt Perry - Gin Gin	Gin Gin Buses	📞 4157 2985
1836	Duckpond Rd	Gin Gin Buses	📞 4157 2985
1708	Reedy Ck - Gin Gin	Gin Gin Buses	📞 4157 2985
S100	Bullyard - Gin Gin	Gin Gin Buses	📞 4157 2985
P905	Bucca	Gin Gin Buses	📞 4157 2985



School Uniforms

The school uniform consists of a green and gold shirt, and black shorts/or skorts for girls.

Running shoes/joggers – preference black, and white socks are to be worn by both girls and boys.

- **Out of Uniform** - It is understood that in 'one off' situations students may be unable to wear the uniform as stated on a given day. In these instances, it is expected that a student brings a note of approval from their parent/guardian and presents this to their classroom teacher at the start of the school day.

In circumstances where a student does not wear a uniform on a regular basis, discussions with the school administration will be required in order to put in place suitable arrangements. The school has several options which will assist students in this regard and we may be able to provide a loan of uniform items.

- **Parents Please Be Aware**

- The school does not accept the wearing of singlets or sleeveless tops as day wear.
- Shoes must be worn at school, and to and from school.
- No Hat - No Play! Caps are not permitted.
- We request that parents comply with these rulings. Also please assist our staff by ensuring that all items of clothing are labelled, and that your children return home from school with all their property and clothing.

- **School Hat** - Bottle Green broadbrim hat with gold trim and embroidered school logo is available for sale from the school office for \$17.50 each.

- **Jewellery and Make Up** - Gin Gin State School permits one signet ring, watch and ear studs/small sleepers only. No valuable pieces should be worn. NO make-up or nail polish is permitted.

- **Hair**

- Natural tones
- Conservative styles
- Worn up to help prevent the spread of lice.

- **Winter Uniform**

- A Green and Gold Tracksuit for winter.
- These are available for purchase through the school office.
- Children may also wear plain bottle green jumpers and track suit pants.



Student Code of Conduct

Gin Gin State School has three expectations that link to our Positive Behaviour for Learning framework. These expectations are:-

- ***Be Safe***
- ***Be Respectful***
- ***Be Responsible.***

These expectations have been used in the development of this Student Code of Conduct, with the aim of helping shape and build the skills of our students to be confident, self-disciplined and kind young people. Our school staff believe that communication and positive connections with other people are the most valuable skills our communities need now and in the future.

Gin Gin State School staff take an educative approach to discipline; that behaviour can be taught and that mistakes are opportunities for everyone to learn. Our Student Code of Conduct provides an overview of the school's local policies on the use of mobile phones and other technology, removal of student property and the approach to preventing and addressing incidents of bullying. It also details the steps school staff take to educate students about these policies and how students are explicitly taught the expected behaviours. Finally, it details the consequences that may apply when students breach the expected standards of behaviour, including the use of suspension or exclusion.

A copy of our Student Code of Conduct can be located on our school's website.

SunSmart Policy

Queensland has the highest rate of skin cancer in the world. Of all new cancers diagnosed in Australia each year, 80% are skin cancers. Research suggests that at least two-thirds of all melanomas occurring in Australia could be prevented if children were protected from the sun during their first 15 years.

With this in mind, Gin Gin State School realises the need to protect children's skin and educate them about SunSmart behaviour, thus reducing the risk of skin damage from the exposure to the sun.

Our Commitment

Gin Gin State School will:

- Encourage all teachers and staff to act as positive role models for children in all aspects of SunSmart behaviour
- Ensure that all students and staff wear sun smart clothing such as swimming sun shirts and hats that protect the face, neck and ears
- Provide SPF 30+ broad spectrum, water-resistant sunscreen, for students when involved in outdoor activities
- Encourage students without adequate sun protection to use shaded or covered areas at recess and lunch times.



Our Expectations

Parents/ Carers will:

- Provide a SunSmart hat for their child and ensure that they wear it to and from school.
- The Queensland Cancer Fund recommends the following hats:
 - 8-10cm broad brimmed
 - Legionnaire-style
 - Bucket hats

Students will:

- Be aware of the school's SunSmart policy
- Take responsibility for their own health and safety by being SunSmart
- Comply with SunSmart rules and guidelines by wearing suitable hats, clothing and sunscreen
- Use shaded or covered areas when outdoors
- Acts as positive role models for other students in all aspects of SunSmart behaviour

Gin Gin State School takes the threat of skin cancer seriously! Children without a broad brim hat that protects face and ears will spend their lunch time indoors or undercover.

Tuckshop

The tuckshop operates every Friday.

The menu is available on the Qkr! app, please use this app to purchase your child's lunch. There are instructions for this process on the tuckshop menu. Ordering through Qkr closes 7:30am Friday mornings.

If you are unable to use the Qkr! app, please write your child's name, class, order, and either 1st or 2nd lunch on a paper bag and enclose money. Place the bag in the tuckshop basket in your child's classroom.

Some menu items are able to be purchased over the counter at second lunch. A menu is provided in the enrolment package. It is appreciated if orders are placed on Thursday to assist with planning. However, orders on Friday morning will be accepted.

The tuckshop operates on voluntary labour under the management of a convenor. If the tuckshop does not have a minimum of 3 helpers, we are unable to run. Help is always greatly needed from 8am to 1pm, or alternatively you can volunteer to work a morning shift from 8:30 to 11:30am.

If you would like to become involved in the tuckshop, please call the school office on 4133 2333 and leave a message.

