School Handbook

2027

SCHOOL ADDRESS:
35-55 Hill End Road, Glenella, Mackay, 4740 Queensland

SCHOOL CONTACT NUMBERS:
Phone: (07) 49692333

SCHOOL E-MAIL ADDRESSES:
Principal@glenellass.eq.edu.au and admin@glenellass.eq.edu.au

SCHOOL WEBSITE ADDRESS:
www.glenellass.eq.edu.au

WELCOME FROM THE PRINCIPAL



Dear Parents/Caregivers,

On behalf of the entire school community, I welcome you to Glenella State School! I hope that your partnership with this school will be a satisfying, enjoyable and rewarding one. This school caters for students from the Prep Year through to Year 6.

Glenella State School has a proud reputation in the community of meeting the education needs of **ALL** its students. We pride ourselves on being a highly inclusive and welcoming school where strong, respectful relationships exist between staff, students, parents and the wider community.

We know our kids and families well and our staff exhibit a shared ownership of all students' learning and wellbeing. Our school vision of ***'Every Child, Every Day – Learning and Growing Together'*** underpins everything we do. We have an unwavering commitment to supporting all students and successfully achieve this through all stakeholders working together through an intentional and highly considered approach to curriculum, teaching, learning, and monitoring of student improvement and achievement. Multiple academic, cultural and sporting opportunities are on offer for our students, facilitated by our highly dedicated staff.

We believe strongly in a team approach at Glenella SS – this includes strong links between and amongst the three key groups - Students, Staff and Parents/Community. Our school is well renowned for the positive and productive way these three groups interact and support one another and we look forward to you and your family becoming part of this team.

I look forward to working with you to help your child(ren) to reach their full potential whilst enrolled at our wonderful school.

Kind Regards

Mr Brett De Boni

PRINCIPAL

Meet the GSS LEADERSHIP TEAM



Judy Dal'Bo
Head of Department



Brett De Boni
PRINCIPAL



Melanie Benjamin
Head of Department



Rebecca Brown
Guidance Officer



Megan Schmid
Business Manager



Jenny Porter
Head of Special Education

EVERY CHILD. EVERY DAY - LEARNING AND GROWING TOGETHER

SCHOOL STAFF

PRINCIPAL:	Mr Brett De Boni	
Leadership	Head of Curriculum – Mrs Judy Dal'Bo Head of Curriculum – Mrs Melanie Benjamin Business Manager – Megan Schmid Head of Special Education – Mrs Jenny Porter Guidance Officer – Ms Rebecca Brown	
ADMINISTRATION Officers:	Mrs Kylie Garton	Mrs Rebecca Hicks
CLASSROOM TEACHERS:	Mrs Joanne Brown	Mrs Davina Nelson
	Mrs Cath Ferguson	Mrs Ann Davis
	Miss Holly Allen	Mr Paul Bratt
	Ms Paula Zelekna	Ms Brit Lydon
	Ms Kristy Scott	Ms Fiona Trenaman
SPECIALIST STAFF:	Physical Education – Mrs Katrina Hazeldine Music – Mrs Sandra Bradford Learning Support – Mrs Lerryn Tickle Learning Support - Mrs Krista Barette LOTE – Nicole Hoy	
TEACHERS' AIDES:	Mrs Ann Kemp	Mrs Kym Mitchell
	Mrs Kylie Garton	Mrs Christine Maes
	Mrs Maria Archer	Ms Alison Graffunder
	Ms Cassandra Eddy	Mrs Sherry Goli
	Mrs Hayley Burge	Mrs Barbara Giles
CLEANERS:	Mrs Carol Bovey Mrs Linda Saward	
GROUNDSMAN:	Mr Steve Hicks	

THE SCHOOL YEAR
2027 CALENDAR

SEMESTER 1		
TERM 1	Tuesday 27th January – Thurs 25th March	10 weeks
TERM 2	Monday 12th April – Friday 25th June	10 weeks

SEMESTER 2		
TERM 3	Monday 12th July - Friday 17th September	10 weeks
TERM 4	Tuesday 5th October - Friday 10th December	10 weeks

GAZETTED STUDENT FREE DAYS AND PUBLIC HOLIDAYS

AUSTRALIA DAY PUBLIC HOLIDAY	Monday 26th January
EASTER SCHOOL HOLIDAY	Friday 26th March – Sunday 11th April
ANZAC DAY	Monday 26th April
LABOUR DAY PUBLIC HOLIDAY	Monday 3rd May
MACKAY SHOW PUBLIC HOLIDAY	Thursday 17th June
TERM 3 STUDENT FREE DAY	Friday 3rd September
KINGS BIRTHDAY PUBLIC HOLIDAY	Monday 4th October

SCHOOL DAILY ROUTINE

MORNING SESSION	8:45am to 11:00am
FIRST BREAK	11:00am to 11:45am
MIDDLE SESSION	11:45am to 1:15pm
SECOND BREAK	1:15pm to 1:45pm
AFTERNOON SESSION	1:45pm to 3:00pm

- **Children should NOT arrive at school before <u>8:30am.</u>**
- **On arrival students are to sit quietly in the Undercover Area until the 8.45am bell.**
- **There is no play before school!**
- **8:45am bell – all students move directly to classrooms to commence learning.**

OUR SCHOOL VISION

Every Child, Every Day – Learning and Growing Together

Breaking our vision down…

- ***Every Child*** – every student is unique and it is our job to unlock EVERY child's potential. We advocate for ALL students and believe that ALL students can succeed.
- ***Every Day*** – Improvement is continual, not standalone.
- ***Learning*** - our core business is LEARNING, and this goes for all stakeholders – students, staff and parents. Success can take many forms (academic, social/emotional, behavioural etc). This doesn't just mean getting an 'A.' Success is about IMPROVEMENT.
- ***Together*** – we work together as a team to get the best out of each child, whether it is teacher-student, teacher-teacher, teacher-parent, etc.

OUR SCHOOL EXPECTATIONS

Our overarching Behaviour Expectations are:

Be Respectful ***Be Safe***

Be Responsible ***Be a LEARNER***





Glenella State School Behaviour Matrix

Setting	Be Safe	Be Responsible	Be Respectful	Be a Learner
All Areas	I listen to and follow staff instructions I show care and concern for myself and others I stay in permitted areas only I keep hands, feet and objects to myself	I attend school every day – **EVERY DAY COUNTS** – and I'm on time I am honest and take accountability for my actions I take care of my own and others' school property I am prepared and punctual I pick up rubbish even if isn't mine	I greet everyone politely and sincerely I am **KIND to EVERYONE** I use good manners I wear my school uniform correctly (including correct jumper) and with pride I respect and celebrate others' differences I say thanks to all the adults who support me	I always **TRY MY BEST** I ask for help when needed I set goals for continual improvement I understand my main job at school is to **LEARN**
Classroom	I enter the classroom only when a staff member is present I walk and move sensibly and safely around the classroom I use furniture and equipment correctly	I ensure I am **READY TO LEARN** I am an active participant in class discussions and group work I keep my desk and learning tools organised and tidy	I line up and enter the room quietly at the start of each session I move calmly and quietly when transitioning between classes I speak at appropriate times I value everyone's contributions	I respect everyone's right to learn I seek help from adults or peers when required I complete all set learning tasks
Eating Areas	I sit down to eat in my designated area where supervising staff can see me I eat with clean hands I will move to the Eating Area near the Senior Playground when the play bell rings if I'm still eating.	I eat only my lunch and do not share food with others I ensure I collect my lunchbox at the end of lunch I will hold my personal belongings (balls, etc) still when eating	I place my rubbish in the bin and make sure my lunchbox is zipped up I look after people who are sitting alone	I learn about and try to make healthy choices I understand the importance of keeping my body hydrated and fuelled
Playground	I always wear my school hat and shoes I play only in approved areas where staff are supervising (NB Preps stay between cricket pitch and road) I ask for permission before leaving school grounds (i.e. collect ball) I only go up to treeline on hill I play games safely (e.g. no tackle)	I pick up and return sports equipment I borrow I walk away from situations when I feel myself becoming angry I report dangerous or harmful play I stay hydrated	I am a **STRONG GLENELLA MATE** and **STAND UP FOR WHAT IS RIGHT** I use friendly and respectful language with everyone I am a good sport and play by the rules I support people who are sitting by themselves or who are upset	I learn new games at playtime I aim to learn something new about another person
Toilets	I wash my hands properly with soap and water ('2 Happy Birthdays') I ensure there is only one person per toilet cubicle	I do not flush inappropriate items down the toilet I use hand soap responsibly (1 squirt) I inform staff of any issues in the toilet	I leave toilets clean for others I respect others' privacy	I know and remind others of toilet hygiene procedures 1. *Do your Business* 2. *Wash Hands* 3. *Get Out* I use break time to go to the toilet rather than learning time
To & From School	I know how I am getting home I walk my bike/scooter down the hill I always wear a helmet when on my bike or scooter I wait for an adult before crossing road at Stop, Drop, Go	I go straight from school to home if I am walking I go straight to the Stop, Drop, Go area when the home bell rings I sit outside Big Block if I arrive before 8:30am I move to Junior Eating Area at 8:30am bell with supervising staff	I look for my car when waiting in the Stop, Drop, Go area I stay in my seat and speak at a reasonable volume when travelling on the bus I wear full school uniform with pride outside of school I wait for my car to come down to the Stop, Drop, Go area rather than walk up	I understand the road safety rules and set a positive example for my younger siblings/peers
Online & Devices	I report anything that makes me feel unsafe to a staff member I keep passwords safe and to myself I keep personal details to myself	I sign in mobile phone/devices at front office upon arrival at school I use technology for educational purposes I access online content suitable for my age	I communicate positively and respectfully when online I think twice before posting or sending messages online or via phone	I use technology to enhance my learning
Community Events/ Extra Curr.	I am sun safe I stay with my group/supervisor when outside school	I ensure I have all my required equipment I ensure I pick up all rubbish before I leave	I am a respectful audience member I thank activity organisers/officials who provide me with special events I congratulate and thank all participants	I have a go at new activities and seek feedback from adults who run these activities

SCHOOL DRESS CODE – SCHOOL UNIFORM CODE

Glenella State School has a school uniform. We have the support of our Parents and Citizens' Association to promote the uniform. Our student dress code consists of an agreed standard and items of clothing, which includes a school uniform that Glenella State School students wear when:

- attending or representing their school;
- travelling to and from school; and
- engaging in school activities out of school hours.

Glenella State School Parents and Citizens' Association supports a student dress code policy because it believes that a student 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;
- promotes an effective teaching and learning environment by eliminating the distraction of competition in dress and fashion at the school
- fostering a sense of belonging; and
- developing mutual respect among students by minimising visible evidence of economic or social differences.

The Glenella State School Uniform Code reflects school community standards and is consistent with occupational health and safety and anti-discrimination legislation. We will actively encourage our students to take pride in themselves and their school. One way in which this may be achieved is through adherence to the school's dress standards. As the parent/carer and provider of your child, we seek your support in this matter. 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.

In circumstances where inappropriate or unreasonable dress is worn, appropriate action will be taken.

Students are required to wear the Glenella SS uniform daily. Students not wearing the uniform may be requested to conform to school expectations around the wearing of the school uniform.

The uniform has the following features:

- It has been endorsed by the P & C Association.
- It conforms to Sun Safe regulations.

GIRLS:

- Glenella SS Polo Shirt or checked blouse.
- Royal blue skirt, skort or Glenella SS shorts.

BOYS:

- Glenella SS Polo Shirt or checked shirt.
- Royal blue Glenella SS shorts.

FOOTWEAR

- Plain closed-in footwear (shoes, sneakers) with tied laces and white socks are to be worn at all times. Shoes and socks are to be worn to and from school. As the wearing of shoes is a Workplace, Health and Safety issue Parents must be aware that Students are required to wear shoes in all parts of the school at all times.

HATS

- Royal blue hats (with sports colour on the underside) are available for $25.00 each.

UNIFORM COSTS

All uniforms can be purchased at Lowes

Hats are available to purchase at administration

- Glenella SS Polo Shirt (Sizes 4 – 16,M,L)
- Royal Blue Skorts (Sizes 4 - 16)
- Royal Blue Shorts (Sizes 4 - 16)
- Royal Blue Zip Jackets (Sizes 4 - 16)

PLEASE NOTE:

- Jewellery and makeup are not to be worn.
- Students with pierced ears are permitted to wear plain studs or sleeper earrings only.
- **PLEASE LABEL ALL ITEMS OF CLOTHING.**

EASY > SECURE > CONVENIENT

Accept payments 24 hours a day, 7 days a week

For busy parents and carers, finding time to order and pay for school events can be difficult.

That's why Qkr! by Mastercard was created.

Introducing Qkr! (pronounced 'quicker') by Mastercard, the secure and easy way to order and pay for items from your phone at a time and place that suits you.

With Qkr you can now pay for:

- *Pizza Day*
- *Free dress day*
- *Art Show*
- *Reading Eggs*
- *Camps*
- *Instrumental music*
- *Representative sports*
- *Swimming lessons*
- *Senior shirts*



Step 1. Download Qkr!
On your Android phone or iPhone.
iPad users must download iPhone app.

Download on the App Store

Step 2. Register
Select your Country of Residence as 'Australia' and follow the steps to register.

GET IT ON Google play

Step 3. Find our school
Our school will appear in 'Nearby Locations' if you're within 10km's of our school, or search for our school by name.

Step 4. Register your child
When first accessing our school you will be prompted to add a student profile for your child/children. This allows you to make orders and payments for them.

Qkr! with MasterPass

QParents



Stay connected with your child's school.

This free and secure app allows you to:

- provide digital consent
- notify of absences including future absences
- manage your child's information
- view report cards, upcoming events and timetables
- pay invoices and view payment history
- receive school announcements

Learn more about QParents on our website

Download the free app

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GLENELLA STATE SCHOOL PARENTS & CITIZENS ASSOCIATION

The P & C's role is to assist the school with funding support and also to give parents input into school decision-making.
Common goals of P&C meetings are to:

- Exchange information
- Solve problems
- Make decisions
- Share concerns
- Explain issues

Meetings bring together people with different ideas and experiences.

The P & C Association meets on a monthly basis in the school Library and all parents and members of the community are invited to attend. Please consider becoming an active member of the Glenella State School Parent and Citizens Association. It can be very rewarding and interesting and you may even learn something you never thought you would. The more of us who play a part in this important group the more OUR children benefit.

A strong and committed P&C makes for a successful and happy school environment.

Application for Membership

Membership of the Association is annual and subject to the completion of the Association's registration form.

Membership of the Association lapses at the Annual General Meeting of the Association and is renewable each year by completion of the Association's registration form.

Persons applying for membership at the Annual General Meeting need not be present to have their application received.

Persons applying for membership at a General Meeting must be present at the meeting of the Association at which their application is received.

Members of the Association are not required to pay a membership fee.

Throughout the school's long history, an active parent involvement in the school has been evident. Parents regularly come together for working bees, special projects and for a variety of celebrations throughout the year.

We look forward to you joining us in whatever capacity you can to work with the school for the mutual benefit of our children and to enjoy the great social experiences that our community is well renowned for.

Glenella State School Parents and Citizens Association

GENERAL INFORMATION

- Children should attend school each day, suitably attired and groomed.
- Toys and other personal equipment should not be brought to school as no responsibility can be accepted for loss or damage to such items.
- Bicycles, scooters etc should be wheeled, not ridden, in the school grounds and must be parked in the racks provided. The wearing of a helmet is law.
- Children should not leave the school grounds during the day without specific permission from a Parent/Caregiver and the authority of the Principal. Parents must sign students out at the School Office before they depart and if they return before the end of the school day.
- Late Arrival Slips are used by parents to explain all student late arrivals, i.e. students who arrive at school after class has begun.
- The wearing of wide brimmed hats, not caps, is compulsory during outdoor activities. We have a "no hat, no play" policy at the school.

The following section of the Parent Handbook is an alphabetical list of procedures and policies that relates to the day to day running of the school. If you are unable to find the answer to any question you have, please feel free to contact the school and we will gladly assist you.

ABSENTEEISM:

By Act of Parliament, school attendance is compulsory and so students are required to be at school each day of the school year. If sickness, medical appointments or other circumstances prevent attendance at school, Parents should either contact the school by QParents, texting 0426 305 129, phoning 49692333 or emailing admin@glenellass.eq.edu.au by **9am each day** that the student is absent.

ACCIDENTS AND ILLNESS:

As a general rule, if a child is not well enough to take part in lessons, he/she should not be at school. Parents will be contacted in these instances and asked to collect their child from school.

Minor accidents are treated at school. In the case of accidents that might require medical attention, an ambulance is called and every effort is made to contact parents or those listed as emergency contacts for the student. The school will not accept responsibility for any costs incurred for medical attention or ambulance transportation.

Given the above information, it is therefore essential that all student contact information is up to date and accurate. Should any details (address, telephone numbers, emergency contacts, medical history and/or medication needs etc) change, please inform the school immediately.

AFTER SCHOOL CARE:
Before and after school care is available. This program is run by Camp Australia. If you wish to register for this service, please contact Camp Australia directly on 1300 105 343.

ARTS COUNCIL AND EXTRA CURRICULA ACTIVITIES:
Educational entertainment is provided for students throughout the year. A charge is made for each performance. Please note, if monies for these performances are not paid by the due date, we will assume the students will not be attending that performance. Supervision will be provided for all non-attendees.

PARADE:
Parade is held every Monday morning commencing at 8.45am. Parade includes an address from the Principal, communication of messages to the school community, acknowledgement of student achievements including Students of the Week and singing of the National Anthem. Parents and family members are always welcome to attend.

BEHAVIOUR:
Glenella State School is committed to providing a safe, respectful and disciplined learning environment for students and staff, where students have opportunities to engage in quality learning experiences and acquire values supportive of their lifelong wellbeing.
Our Responsible Behaviour Plan for Students is designed to facilitate high standards of behaviour so that the learning and teaching in our school can be effective and students can participate positively within our school community.
We strive to provide a learning environment where all students have a right to reach their potential, developing a sense of self-worth and self-discipline. It is recognised that all members of our school community are responsible for their own behaviour and this contributes to a safe, supportive environment in which effective teaching and worthwhile student learning can occur.
Our Responsible Behaviour plan for Students aims to ensure that students can come to school to learn, teachers to teach, and parents to be part of a co-operative effort to ensure learning outcomes (educational, emotional, social and physical) occur for every child to achieve at the best of their abilities.

Copies of the Glenella SS Responsible Behaviour Plan can be obtained from the school Office.

BEE KEEPING:
Honey bees are kept at the school. The older classes are involved in collecting honey and preparing it for bottling. Our delicious 'Hill Honey' is available from the school Office.

CHAPLAINCY SERVICE:
The school offers a Chaplaincy Service to students two days per week. Our School Chaplain is available for students to access should they feel the need for assistance and guidance in any way. Parents must contact the Principal to assist students to access this service. Although our Chaplain does not provide direct Guidance Services as such, they play a pivotal role is establishing support

for students as required. Our Chaplain also works with teachers to assist in classrooms wherever possible.

COMMUNICATIONS WITH SCHOOL:

From time to time the need may arise to discuss a problem or issue that you may have with something that has happened or is planned to happen at school. Your child's Teacher and/or the Principal are always willing to discuss any matters with you. Please contact the school and organise an appointment so that we can assist you should this need arise.

COMPUTER USE:

The school has a large number of computers and all children in the school use these. The aim of this usage is to make the children aware of these devices, their functional uses and to support their learning. Also students from Yr 3 to Yr 7 have e-mail accounts and access the Internet as part of their educational experiences. Internet usage forms are completed by students and parents as part of the enrolment process.

CONVEYANCE ALLOWANCE:

Parents conveying their children more than 4.8km to school by private vehicle may be eligible for an allowance towards transport costs. Enquiries can be made with the Department of Transport.

EMERGENCY PROCEDURES:

Emergency evacuation procedures exist at the school. Evacuation plans are displayed throughout the school. Regular 'fire drills' and 'lockdowns' are held throughout the year to practice appropriate and orderly application of these should such circumstances actually arise.

ENROLMENT:

Glenella SS caters for students from the Prep Year through to Yr 6.

EQ guidelines for student starting ages are as follows:

- Prep Year – Children must be aged five years by the 30th June in the year they enrol. For a child entering Prep, schools require proof of the child's date of birth via a copy of their birth certificate or passport.

Child born 1st July 2020 to 30th June 2021	Prep in 2027
Child born 1st July 2021 to 30th June 2022	Prep in 2028

- Year 1 – Children must be aged six years by the 30th June in the year they enrol.

Enrolment Forms can be obtained from the school Office and an enrolment interview with the Principal (or delegate) will be held prior to the student commencing at the school.

EXAMINATIONS / ASSESSMENT / REPORTING TO PARENTS:
Students will be involved in a variety of assessment tasks and examinations on an on-going basis throughout the year. Classroom assessment tasks and examinations are related to the key learning areas (subjects) that are studied at school. School internal monitoring activities are also undertaken by classroom teachers to help track individual student progress throughout the time students are enrolled at the school. Systemic assessments such as NAPLAN (National Assessment Program – Literacy and Numeracy) are also administered as required throughout the year. All of this information is used by teachers to produce a Report Card each semester which is sent home to families. We also strongly encourage all families participate in semester meetings with class teachers where each semester's goals and outcomes can be discussed. We also encourage informal, open student progress discussions throughout the year.

EXCURSIONS & CAMPS:
School excursions and camps enhance student's development of concepts and are related directly to the curriculum. The classroom program will include both pre-excursion/camp and post-excursion/camp activities to ensure maximum benefit from the trip. Advice will be given when these are planned and information will be provided to ensure families are fully informed of what the expectations of the trip are and any associated information such as costs etc.

GLENELLA FUELS STORE AND SERVICE STATION - TUCKSHOP:
Glenella Fuels currently offers students a tuckshop system. Please note parents (not students) are to order and pay for lunches directly with the store by 9:30am on the day required. The telephone number is 49421200. Staff from the store deliver tuckshop orders to the school gate where students from our senior class collect them. We encourage students and parents to make healthy food choices in regards to food eaten at school.

HOMEWORK:
Classroom teachers negotiate homework expectations within each class across the school. Homework activities assist students to develop a variety of skills across all key learning areas (subjects). It is an expectation that each student undertakes home reading every night Monday through Thursday as a minimum – books are accessed through the Library before school each day for this purpose. Additional tasks may be given to students to help consolidate previous classroom learning. Homework should be tailored to meet the specific needs of each child. Please feel free to discuss homework expectations with your child's teacher so you can best support us as 'the teaching team at home'. Homework helps to involve parents in their child's education and to develop home study habits.
Having a suitable location and regular time for your children to complete homework is important.

HOUSE SPORTING TEAMS:
There are four House Sporting teams (Ash – blue, Cedar – red, Oak – green & Pine – yellow) that students are placed in at the school. The main inter-house competitions include our annual athletics and swimming carnivals.

INFECTIOUS DISEASES:
Some medical conditions require exclusion from school to prevent the spread of infectious diseases among staff and children. Queensland Health provides information on the recommended minimum exclusion periods for infectious conditions and will assist schools to meet the requirements of the Public Health Act 2005. The "Timeout" poster that outlines this information can be found on the Queensland Health website (http://www.health.qld.gov.au/immunisation/publications_fs/pamphlets.asp).

LIBRARY / RESOURCE CENTRE:
The Library / Resource Centre has an important role in implementing the school's educational programs by providing support services for both students and staff. Students can access the Library before school to change Home Readers and during the day in class groups or as individuals at lunch time.
Borrowing - All children may borrow from the school library. Children are permitted two (2) books at any one time. Extra books are available for projects etc. Please ensure that the books are well cared for while at home and are returned promptly. Please note replacement of any lost or damaged books will be billed to the parents. We recommend the use of the blue Glenella SS Velcro bag for this purpose (available from the school office at $8.00 each).

LOST PROPERTY:
All students are responsible for their own belongings. To help prevent loss of articles we make the following suggestions:

- Label/name everything and check for missing items regularly.
- If something is missing, insist your child search for it the next day.
- Check the school Lost Property box situated in the school Office.

Articles not claimed after a reasonable period of time will be removed from the school.

MEDICATION & ILLNESS AT SCHOOL:
Education Queensland regulations require that schools can only assist with the administration of prescribed medication when:

- The parent has completed a "Request to Administer Medication at School" form - this form is available from the school Office or can be downloaded from the school website. **This form must be signed by the parent.**
- **The medication must be pharmacy labelled clearly stating the name of the child and the dosage.**

Whilst staff members are prepared to assist in this matter, the ultimate responsibility rests with parents/caregivers. Please note verbal instructions for the administration of medication cannot be accepted and that under no circumstances will medication be administered to a student without the "Request to Administer Medication at School" form being completed by the parent/caregiver.

All medication brought to school must be handed in at the Office along with the appropriate required documentation outlined above. These regulations also apply when students are off-campus during

such activities as excursions and school camps. No other medication, herbal supplement etc than that prescribed by the doctor should be sent to school at any time for safety reasons.

If your child is an asthmatic, please see the office as soon as possible to enable more detailed documentation to be completed.

A 'sick bay' area is provided for students who become ill or require first aid assistance during the day at school. This area is supervised by staff. Should it be deemed necessary, parents will be contacted to collect students who require further medical assistance.

Particulars concerning disabilities, medical conditions and allergies should be stated on the student enrolment form and updated by parents as necessary.

MOBILE PHONES AND/OR ELECTRONIC EQUIPMENT:
Students MUST hand in mobile phones and/or music or electronic equipment to the school Office for safe keeping and collect them after school. A sign in/sign out register is completed each day. The school accepts no liability for the loss of equipment brought to school.

MONEY COLLECTIONS:
The preferred method of money collection that is to be made payable to the school is through Direct Deposit to Glenella State Primary School General Account, BSB: 064-707 (Commonwealth Bank), Account No: 00090677, Reference: your child's name & name of activity. Any cash payments must be placed in an envelope with the child's name, amount of money enclosed and the activity it relates to. These envelopes can be handed in at the school Office.

NEWSLETTER – "FRIDAY FOOTNOTES"
"Friday Footnotes" is the name given to our Newsletter which is produced every second Friday to keep the school community informed of the wonderful things that happen at our school. The Newsletter also allows the school to keep you informed of future activities that are planned and to provide you with policies and procedures that relate to the day to day running of the school. Newsletters will emailed fortnightly.

P. & C. FUNDRAISERS:

- **HOY -** The P&C holds a Hoy morning at Magpies Sporting Club each Thursday with the proceeds being used for the benefit of our students. Helpers are required to assist with the running of the morning. Any assistance would be appreciated. If you can help, please contact the school.
- **LEVY** - A successful, well supported levy system has been in operation for many years. The funds raised by the P&C through the levy are put back into the school within that year. Levies can be paid on a Term by Term basis or annually, as follows:
  - 1 child only in family - $20.00 per term or $80.00 per year.
  - 2 or more children in family - $25.00 per term or $100.00 per year.

PARENT HELPERS / VOLUNTEERS:
Parents are welcome and encouraged to assist at Glenella SS in a variety of ways – classroom assistance, library volunteers, accompanying excursions, assisting with talents / areas of interest etc. We appreciate all assistance we receive and your children enjoy seeing you being involved in their schooling – it helps to show you value their education at Glenella. Please contact your child's teacher or the Principal if you would like to offer some of your time at our school.

PARENT INFORMATION SESSIONS:
These are run in the first few weeks of each year. It is a great opportunity to meet teachers and fellow parents and discover how the classroom works. Families will be advised of sessions via the Newsletter.

PARKING:
In the interest of student safety, parking within the school grounds is for **STAFF AND OFFICIAL PURPOSES ONLY**, i.e. school deliveries etc.

For parents using the Mooney Court entrance to the school, please note the following points for drop off area:

- It is a one-way entrance from Kinnon Street.
- Cars should be parked on the right-hand side of the road.
- Parents who are dropping off/collecting children PLEASE do so on the left side of the road in our drop-off zone.
- The centre lane is for through traffic only.

Please note the Sweeney Court Carpark (opposite Magpies) is for PREP YEAR FAMILY USE ONLY. We request other parents use the previously mentioned parking arrangements.

RELIGIOUS INSTRUCTION:
Religious Instruction classes are held in classrooms at times negotiated between the school and R.E volunteers. These classes are Ecumenical in nature and are supported by resources especially developed for the program. Parents who do not wish for their child to attend Religious Instruction classes must provide a written letter at the beginning of each school year.

SCHOOL CONTACT INFORMATION:
Where possible, calls to the school should be made between 8:30am and 3:30pm. Interruptions to classrooms will not be made unless the matter is urgent – messages for teachers and students will be taken by Office staff and passed on at breaks. An answering machine is provided for times when Office staff is not able to directly take your call – please leave a clear message which will be attended to as soon as possible.

SCHOOL PHOTOGRAPHS:

Each year the school organises a professional photographer to visit the school to take individual, family, class group and staff photos. Parents are given the opportunity to purchase different photo packs from the company.

SCHOOL WEBSITE:
Our school website can be found at www.glenellass.eq.edu.au. Lots of information can be downloaded including enrolment procedures, policies, Newsletters, School Annual Reports etc. We will continue to upload information throughout the year.

STUDENT LEADER OPPORTUNITIES:
Each year we elect two School Captains from our Yr 6 cohort to act as school leaders as required throughout the year. We also elect two House Sporting Team Leaders for each House Sporting Team to help with organisation of inter-house competitions.

SWIMMING:

A swimming program is run in Semester 2 each year for all students at the school to participate in. A pool with qualified swimming coaches is used to administer this program. Students are transported to and from the pool by bus. Specific information about cost, venue etc will be advised via the Newsletter and/or notes home.

TENNIS COACHING:
Children from the school can benefit from coaching lessons by professional Allan Harris and staff. Lessons are held directly after school each week. For further information please contact the school Office.

TRESPASSING LAWS:
Anyone found on the school grounds, during school holidays and/or out of school hours, without the prior approval of the Principal can be charged with trespass and so we remind families that our school grounds are not a place for anyone to be during these periods.

If you were unable to find the answer to any question you have, please feel free to contact the Principal for further information.



SCHOOL UNIFORM PURCHASING AT LOWES

Shorts	34.95
Skorts	34.95
Shirts	36.95
Bags	12.95

Lowes, Caneland Central:
2085 Mangrove Road, 4740

