



**THORNLANDS
STATE SCHOOL**

Growing the Whole Child



Parent Handbook

Yura

We would like to acknowledge the Nughi, Noonuccal and Goorumpul people who, for many generations, have walked on the rich red soil on which we stand today.

At Thornlands State School, we are proud to be surrounded by the islands and water of Quandamooka Country, and share our space with the flora and fauna that inhabit the land, sky and waterways.

We respect the Traditional Custodians' long history, ancestral and continuing connection, to Country.

We recognise and respect their cultural heritage, beliefs and relationship to the land and sea.

We acknowledge the Elders, past, present and emerging, and thank them for allowing us to come together in this special place to share knowledge, learn and celebrate.



THORNLANDS STATE SCHOOL

Growing The Whole Child

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Junior School Deputy Principal - Years P - 3	Ben Truscott
Senior School A/ Deputy Principal - Years 4 - 6	Loreyse Agnew-Green
Head of Special Education	Tara Christie
Head of Department - Curriculum	Luke Van Leuveren
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First Bell	8:45am
Second Bell	8:50am
First Break	11:00am - 11:40am
Second Break	1:40pm - 2:20pm
School Concludes	3:00pm

Principal's welcome



As the Principal of Thornlands State School it is my honour to welcome you to our school community. Our school promotes students' success through a balanced pursuit of excellence in academic, cultural and sporting endeavours. We live by our vision of Making Our Results Excellent ensuring that every student is reaching their full potential. We are guided by our motto, 'Growing the Whole Child'.

At Thornlands State School we are passionate about your children, our students. We provide a warm and supportive environment in which all children can grow with confidence. Our staff are passionate professionals who are committed to helping students achieve their potential, no matter what it takes. Our high academic achievement is a direct result of our dedicated teachers who take great pride in creating rich and engaging educational programs that provide appropriate intellectual challenges and encourage all students to continually flourish. We are very proud of the great work of our dedicated and committed staff in enacting our vision - with a broad range of extension and support programs operating to enhance learning for all.

At Thornlands State School we learn from the past and we plan for the future. We have a whole school approach to the implementation of the Australian Curriculum with eight key learning areas and the general capabilities and cross-curriculum priorities delivered in an age-appropriate manner. We focus on personalisation to ensure that all students can reach their potential. Our focus on best practice in the teaching of reading and writing has been refined and embedded over the last 10 years with all students having individual reading and writing goals, that are communicated to parents who are seen as vital partners in achieving the best learning outcomes for each individual student.

At Thornlands State School we offer a broad range of extra curricula opportunities - including bands, sports, STEM, arts programs including musicals, drama, dance and visual arts. Our sports program offers a diverse sports development program including skills development, on-site swimming and opportunities for all students to engage in cross country and track and field days.

The Positive Behaviour for Learning (PBL) philosophy underpins our school's approach to student behaviour and engagement, and as such we expect students and parents to support our school values and strive at all times as learners to 'Be Safe, Respectful and Responsible'. Students at Thornlands State School are encouraged to participate and strive for MORE in every aspect of their school experience.

Students and families of Thornlands State School bring a rich and diverse range of learning experiences to our school through shared understandings. At Thornlands State School we believe that 'Our Diversity is our Strength' and we proudly celebrate the unique qualities the individuals within our school community bring.

One of our greatest strengths will remain to be the partnerships we foster between students, staff, parents and the wider community. These partnerships will enable us to live out our values and our commitment to providing a quality education for every student.

Thornlands State School continues to be a school of choice in the Redlands area and has enjoyed continued enrolment growth over the past few years with new families citing our exceptional reputation in the local community. Our academic results include NAPLAN data and the high expectations and commitment to 'Growing the Whole Child' as their main reasons for choosing Thornlands State School.

A strength of our school is the sense of community as our extraordinary staff, wonderful parents and sensational students work together every day to achieve the best possible outcomes for all! We are very proud of our achievements and are delighted to be able to share our school with you.

Kristy Sullivan

PRINCIPAL

OUR STORY

Thornlands State School's vision is **MORE** (Making Our Results Excellent)

This means ensuring that every one of our students is reaching their full potential. We are proud of the great work that our dedicated, committed staff does each and every day to enact our vision – with a broad range of learning enrichment programs operating to enhance learning for all.

It is the belief of this school community that all children can learn, improve and grow in an engaging, challenging and supportive environment, realising their potential through an enacted curriculum, rich learning experiences and structured opportunities – every day, every lesson.

School Motto - Growing the Whole Child

Thornlands State School also has a focus on 'Growing the Whole Child', offering a broad range of extra curricula opportunities – dance team, choirs, bands and sport – with key events each year including the Prep Fairy Tale Ball, Twilight Evening, the school Musical and Art Show, ANZAC Day Service, camps and sporting events such as cluster sports, swimming, cross country and track and field days.

OUR VALUES

Excellence, Trust, Respect, Inclusion, Community, Teamwork

The strong focus on academic achievement, including a broad range of extension and support programs has benefited all students. A whole school approach to best practice in the teaching of reading and writing has been refined and embedded over many years, with all students having individual reading and writing goals. These are communicated to parents, who are seen as vital partners in achieving the best learning outcomes for each individual student.

A strength of our school is the sense of community, as our extraordinary staff, wonderful parents and sensational students work together every day to achieve the best possible outcomes for all!

OUR EXPECTATIONS

Be Safe, Be Responsible, Be Respectful

At Thornlands State School we value a safe and supportive teaching and learning environment and as such we expect students and parents to support our school values and strive at all times, as learners, to 'Be Safe, Respectful and Responsible'. Students at Thornlands State School are encouraged to participate and strive for MORE in every aspect of their school experience.

Equity and Excellence

Equity and excellence in education at our school is underpinned by our motto: 'Growing the Whole Child'. Our values are reflected in every classroom and link to our behaviour expectations and Student Code of Conduct. All students are explicitly taught what it means to be a respectful and responsible learner and take responsibility for their learning through regular feedback and reflection loops.

Requirements of Enrolment

For a student to enrol at Thornlands State School, the school requires proof of age and residency. Proof of age may take the form of either:

- original birth certificate on initial enrolment in a Queensland State School
- current passport

Parents or legal guardians who wish to enrol their child at the school will need to demonstrate that the student's primary place of residence is within the catchment area. Current proof of residency at the address indicated can be provided by one of the following:

- one primary source – a current lease agreement or unconditional sale agreement
- one secondary source – a current utility bill (e.g. electricity, gas), or current rates notice showing the same address in parent's/legal guardian's name

School Management Catchment Area

A school's local catchment area is the geographical area from which the school is to have its core intake of students. A catchment map defines the catchment area for Thornlands State School. A hard copy of this map is available at the school's administration office and can be viewed online at www.qgso.qld.gov.au/maps/edmap/



Enrolment Policy

Students Within Catchment

Any student whose primary place of residence is within the school's catchment boundaries is (subject to the Education Act General Provisions), eligible for enrolment at the school. The school Principal will hold places for students who relocate within the catchment area throughout the school year.

If the Principal is not satisfied that the documentation provided by an applicant accurately demonstrates that the address stated is the student's primary place of residence, then the Principal may request further sources of proof of residence. The Principal may also request a Statutory Declaration from the enrolling parent or legal guardian attesting that the student's principal place of residence is the place nominated in the enrolment application.

Students Outside Catchment

Any parent/legal guardian whose primary place of residence is outside the school's catchment area can apply for their child/ren to be considered for enrolment. Please forward a written application addressed to the Principal at admin@thornlandsss.eq.edu.au upon where the Principal will determine if the grounds for enrolment can be considered.

Please note, an enrolment interview will not be granted until all enrolment paperwork has been completed and submitted and documentation of the student's main place of residence satisfied.



At Thornlands State School we run a Pre-Prep program called 'Leap into Prep' for future Prep students and their families. 'Leap into Prep' runs during Term 3 for 5 weeks from 9.15am to 10.30am. Find out more [here](#).





Information, Policies and Requirements

Arrival at School

Students are requested to be at the school no later than 8:45am to prepare themselves for classes which begin at 8:50am sharp. Supervision for students is provided at 8:30am in the designated area 'the green zone'. Children do not need to arrive before 8:30am. At 8:45am students move to their classrooms to prepare for the day. No playground areas are open before or after school and are out of bounds during these times.

Badge Identification

Full time and part time staff at the school wear badges both as a means of introduction and for student safety.

Visitors to Our School

Each visitor to the school must report to the administration office upon arrival to sign in and to collect their visitor's identification badge/sticker. Visitors report back to the administration office to sign out upon departure. Visitors are to read the student protection information and evacuation procedures as part of their sign in to Thornlands State School.

Parking and Student Entry to School Grounds

Car parking bays, student set down and collection area have been provided on both Panorama Drive and South Street. It is essential that all children crossing the road do so at the correct crossing points and observe directions given by members of the Crossing Supervisor Team and staff. Parents are asked to uphold this standard and be appropriate role models and utilise the correct crossing points in order to keep everyone safe.

The designated staff parking areas are for staff use only. Please do not enter the school grounds in your vehicle via the staff carpark unless a prior arrangement has been made with the Principal. No pedestrians are to use the vehicle access, only designated entry points and pathways.

Entries to the school are located along:

- Panorama Drive
- South Street

Active Travel to School

At Thornlands State School we encourage our students and parents to incorporate active travel options as part of their way of getting to school. Children riding bikes and scooters are to enter via the access gate on Panorama Drive (near South Street intersection), walking once inside the grounds. Bikes and scooters should be parked in the racks provided behind the administration office (which is just inside the entry gate). A lock is encouraged. The school does not take responsibility for any damage to personal property. At no time should children ride bikes or scooters inside the school grounds. Please ensure your child/ren comply with our state laws and wear bicycle helmets at all times when riding bikes or scooters.

Use of School Grounds & Facilities Outside of School Hours

Unauthorised use of the school grounds is not permitted. It is necessary to obtain the Principal's written approval to make use of grounds and/or facilities outside of school hours. In addition:

- roller blades, skateboards, bikes, scooters are not allowed in the school grounds outside of school hours
- dogs are not permitted in the school grounds
- above all, consideration must be given to school property and to the privacy and property of our neighbours

Smoking Legislation

All forms of smoking are prohibited on any school grounds (including the oval) and prohibited within 5 metres outside the boundary of the land.

Animals on School Property

There are strict guidelines relating to the presence of animals in schools. Dogs and other animals (other than local wildlife) are not permitted on school grounds without permission of the Principal. Service dogs (seeing - eye, hearing assistance, etc) are allowed on site with their owner and must abide by the set conditions and accommodated appropriately with suitable shelter and nourishment while on site.

School Attendance – Every Day Counts!

As stated in the Education (General Provisions) Act 2006, S176, compulsory schooling:

Each parent/guardian of a child of compulsory school age must:

- ensure the child is enrolled within a year of schooling at a state school or non-state school
- ensure the child attends the state school or non-state school on every school day for the educational program in which the child/ren is enrolled, unless the parent/guardian has a reasonable excuse

When Does Your Child Have to Attend School?

As of 2017, children of eligible age have to attend a full-time compulsory Preparatory Year of education before starting Year One.

Children eligible for Prep must be 5 by 30 June in the year they enrol. To determine when your child can commence their Prep year, use the [online calculator](#).



Advice Regarding Student Absences

From time to time, a student might be absent from school. Parents and caregivers must comply with their compulsory schooling or compulsory participation obligation by providing a satisfactory reason for these absences. You can notify the school of your child's absence using the QParents App (further QParents information can be found on page 14), or email admin@thornlandsss.eq.edu.au stating the student's name, class, date of absence/s, reason for absence and the name of the person sending the email or by phoning the school office on 07 3821 8111.

Alternatively, parents/caregivers can respond to the daily text message sent out for students who are absent from school. It is vital that attendance be as regular as possible. Thornlands State School expects that students are punctual.

Late Arrival to School

All students arriving after 8:50am to school are to report to the administration office to collect a late slip that is to be handed to their class teacher with the reason as to why they are late. This is recorded on the class roll. Students who are late should have a note from their parent or caregiver explaining their lateness.

Early Departure from School

All students who are required to leave the school grounds early must be accompanied by an authorised parent / caregiver. Please report to the administration office to advise of early departure from school and your child/ren will be called down to the office. No parent/caregiver is to go to classrooms directly and no visitors to the school are to enter the school grounds without reporting to the administration office first.

Longer Absences from School

Please notify the school every time your child/ren are away by following the steps outlined in the advice regarding absence in this document. If we have not been notified by one of these methods, parents/caregiver can expect to be contacted by the school if a student is away for three days, where there is a pattern of absence and/or lateness, or if a student has had extended periods of absenteeism.

Absences are recorded and monitored daily. As mentioned above, parents/caregivers will receive a text message to alert them of student absence. Parents can expect official letters from the Principal to outline instances where there are regular absences and to request an interview to discuss needs and required support to meet the obligation of education. In accordance with legislation, regular absence with no improvement after the process of a number of letters may result in a litigation process for failure of a parent/caregiver to ensure compulsory education requirements of their child.

Where there are genuine circumstances, the school will work with the parent/caregiver to ensure that the student is given every opportunity to receive the education that is their right. Where there is no satisfactory explanation for consistent non-attendance, and no support from the parent/caregiver to work with the school to ensure the student receives their education, the matter will be referred to the appropriate external agencies. A student who is absent for 10 consecutive days or longer due to illness or family reasons, can qualify for a temporary exemption from school. Please contact the administration office for further information.

Satisfactory Reasons for Student Absences

A reason will be considered satisfactory if it identifies the absence as an approved absence. Approved absences are absences from school for up to 10 days due to illness. It is important that a parent/caregiver state the reason for the child/absence - to state that the child was away is insufficient. Reasons for allowed absences may include factors such as:

- medical or dental treatments or procedures
- specialised training
- sporting events either within the education system or other
- funerals
- cultural reasons
- family reasons pertaining to the illness of another family member

Professional judgement is exercised when deciding whether other types of reasons offered to explain an absence are satisfactory and the following information is taken into consideration:

- a student's past attendance record
- the student's particular circumstances
- consultation with the Principal regarding a child's attendance

The Difference Between an Explained Absence and an Unexplained Absence

Absences, for which a satisfactory reason has been provided are considered explained absences, and the student's enrolment in compulsory schooling or compulsory participation is viewed as continuous. An absence for which a satisfactory reason has not been provided is considered an unauthorised absence.

Emergency Contacts and School Records

It is important that school staff are able to contact a parent/caregiver or an emergency contact if an accident or sudden illness occurs to a child. Lack of current information can cause delays in an emergency. Please inform the school immediately of any changes to:

- address
- phone numbers (home or work)
- custody orders
- current medical requirements
- email address
- emergency contacts

Custody and Access Arrangements

The school is required to uphold any court orders with regard to custody and access arrangements. If this applies, please ensure relevant information and a copy of the latest court orders are provided upon enrolment or as soon as possible after the court order is actioned. Should custody or access arrangements change after enrolment, please ensure the school office is advised and documentation is provided. Where necessary, any additional information should be provided in writing. Copies of student progress reports will be forwarded to non-custodial parents upon request.

Student Expectations

Student Code of Conduct

It is our aim at Thornlands State School to provide a safe, caring and supportive environment for ALL members of our school community. We recognise and appreciate that everyone has rights, but we all also have responsibilities.

At our school, we believe that it is most effective for school personnel and parents to work together to provide a consistent approach to behaviour management. A copy of the detailed Student Code of Conduct can be found in the Behaviour Management section of our website. We all have the right to belong, learn and be safe.



Student Dress Code

A copy of the Thornlands State School Dress Code can be found on our website and a paper copy is included in our enrolment packs. Thornlands State School uniforms can be ordered and purchased via our uniform shop and on FlexiSchools.



Behaviour Management

Managing student behaviour will be carried out in a supportive environment which:

- maximises social and academic learning
- encourages students to recognise and respect the rights of others
- supports students in the development of self-discipline and responsible decision making
- implements strategies for behaviour management which are both proactive and reactive
- provides effective learning and teaching practices for all students
- develop effective partnerships between members of the school community as a basis for encouraging responsible behaviour
- provides resources which support the behaviour management program

To ensure consistency of expectation across the whole school our school rules are:

AS A LEARNER, I WILL:



**BE SAFE
BE RESPONSIBLE
BE RESPECTFUL**

Homework Policy

At Thornlands State School we endorse the setting of regular homework in Prep through to Year 6. All homework set at our school will be implemented with the intention to assist our students, consolidate and enhance their learning and will be consistent with the best practice guidelines detailed below. Thornlands State School recognises that our students have other demands on their time. We understand that some individual students may need periods of time where they will refrain from participating in set homework. When these instances occur, our school will undertake consultation and agreement with parents/caregivers. Under regular homework participation, any student in Years 3 through to Year 6 who regularly fail to complete set tasks, may have the following consequences:

- parent/caregiver is contacted to discuss possible issues that are impacting the students ability to complete homework
- student is assigned catch up times to complete set homework (15- 20 minutes at lunchtime)

Why Our Students Participate in Homework

In offering a reasonable amount of set homework in the primary school setting, we provide our students with opportunities to consolidate their classroom learning and develop positive habits of behaviour that will support them in becoming lifelong learners. Our students will also be supported to develop the skills to take responsibility for their personal learning achievements and outcomes. When homework is set at Thornlands State School, we acknowledge and take into account the need for students to have a balanced lifestyle. This includes sufficient time for family, recreation and sport and cultural activities. Homework tasks at Thornlands State School are designed to enhance student learning and:

- are relevant and clearly linked to our students learning needs and class work
- are intentionally connected to the phase of learning that the student is currently undertaking and is appropriate to their capability
- develop positive lifelong habits of responsibility, commitment, resilience and perseverance
- leverage digital tools to challenge and engage our students
- establish the essential foundational skills required for higher education and study

Homework Statement of Intent

Homework is highly valued within our school community but is structured to enable students' time for family, recreational and cultural pursuits. Homework is assigned for the purpose of reinforcement, enrichment or review. Homework assignments will not be excessive and in most cases, the maximum time needed to be spent by students on homework should be no more than 30 minutes average per night over 4 nights, including reading. Teachers are responsible for the organisation of homework in their classrooms and will notify parents/caregiver of their procedures early in each school year.

In the case where the completion of homework becomes an excessively challenging task for the student, is placing demands on family circumstances regularly, or is causing the student excessive ongoing stress, parents/caregivers are encouraged to sign the homework and end the effort. The teacher will understand an attempt has been made. Contact the class teacher if concerns regarding homework exist.

Homework provides students with:

- opportunities to consolidate classroom learning
- work that is purposeful and appropriate to student needs and phases of learning
- skills to pattern behaviour for lifelong learning - including a sense of responsibility
- skills for independent learning (including time management particularly in the middle to upper school)
- opportunities for challenge and developing imagination

Homework tasks will include:

Reading - Parents/caregivers are encouraged to engage with your child's reading throughout all year levels. Listen to, read with, discuss texts and enjoy reading together.

Year level	Expectation – Each Year level requests parents/caregivers to initial each encounter
Prep	Parents/caregivers read with/to child nightly. Child takes over where possible.
1,2,3	Minimum 10 minutes nightly. Parent/caregiver involvement is highly encouraged.
4,5,6	4 x 15 minutes per week recorded in Reading Log. Parent/caregivers involvement is highly encouraged.

- Tricky words (Prep - Year 2)
- Number Facts (until mastery of automatic recall)

Homework tasks may include:

- revision or consolidation of learning
- extension work, projects and research

Responsibilities

Teachers:

- set homework on a regular basis
- clearly explain purpose, expectations and benefits of homework
- ensure homework is related to class work and appropriate to student needs
- ensure there is a balance between the amount and complexity of homework set, the ability of students to complete the activities, students' level of independence and the time required to complete tasks
- communicate to students and parents/caregivers details regarding homework tasks which are **OPTIONAL**
- ensure all homework is marked and monitored and give feedback to students re homework

Students:

- accept responsibility for the completion of homework and in reasonable time frames
- follow up teacher comments
- organise time for own pursuits, family obligations and homework
- seek help if needed

Parents:

- read, talk with and involve students at home in tasks related to school learning
- encourage organisational skills and time management skills
- oversee the completion of homework
- contact the class teacher with any concerns regarding homework

Book Lists

Available on our school website or from the school office.



Technology

The school has electronic whiteboards in every classroom and three computer labs housing a bank of computers for class use, as well as class sets of iPads for each year level.

Library

Our library provides a friendly supportive environment for our students. It is air-conditioned and includes two large computer labs.

Each Prep to Year 3 class is scheduled for a regular weekly library session for borrowing, library skills lessons and literacy enrichment.

All students in Years 4 to 6 are encouraged to regularly borrow either before school, during lunchtimes or during our weekly Friday afternoon senior borrowing session.

The library is also open to students at lunchtimes for reading, borrowing, board games, art and craft activities and computer use.

All students from Prep to Year 3 will require a library bag or satchel in which to carry their books. Library bags are available from the school Uniform Shop.

Timetabling

Each teacher works to a weekly timetable, in which a large portion of time is spent on reading, writing, spelling, mathematics and which also includes all National Curriculum subjects: HASS, Science, Health and Physical Education, Technology and The Arts.

Health and Physical Education

Organised sport specific lessons will be devoted to health, physical education and sport each week throughout the year. To assist in their social and physical development, all students are expected to participate and to perform in inter-house competitions e.g. cross country, athletics and swimming. Periodically inter-school sport cluster days are organised for Year 5. A doctor's certificate is required for continuous non-participation in physical education.

Swimming

Swimming instruction will be provided under Education Queensland's Learn to Swim Program. As we have our own school swimming pool, our students have regular instruction during Term 1 (Term 4 Prep) as part of their regular HPE lesson. All items must be marked with the child's name. Children must supply their own:

- ✓Bathers
- ✓Sun Shirts
- ✓Swimming Cap
- ✓Towel

Messages to Students

Parents/caregivers are asked to make firm arrangements with their child/ren prior to leaving for school in the morning. Please avoid phone calls (unless in an emergency) in regard to the following:

- how a child is going home
- with whom
- enquiries about general welfare of a child during the day and/or
- requests to speak on the phone directly to students in the classroom

Please note, it is not always possible to ensure messages received through the administration office after 1.30pm are relayed to children if alternative arrangements for pickup are required.

Telephone Messages and Meetings

Teachers are not able to communicate with parents/caregivers during school time. If you need a message to be passed on to your child/ren please call or email the administration office who will forward this to the teacher on class. If you would like to have a meeting with a Deputy Principal or Principal, please contact the administration office who will coordinate an available meeting time with the school leader's schedules.

Parent to Teacher Contact

If you have any concerns about your child, your first point of contact should always be your child's teacher. Please remember, that before school is a valuable preparation time and it would be appreciated if any contact at this time be kept to a minimum. Please book a mutually convenient time with your child's teacher to discuss any concerns you have that may take more than a few minutes. If you are not satisfied with an explanation or outcome, please see a member of the administration team. To ensure your concern receives the attention it deserves, please always make an appointment.

All decisions are made in the best interests of all children, and by making early contact you can relieve a lot of anxiety. It is best to deal with a matter as it affects you and not rely on second hand information, which may be misconstrued or inaccurate.

Parent - Teacher Interviews

Thornlands State School holds a Parent-Teacher Interview evening in Term One and in Term Three for teachers to meet with parents/guardians. Other opportunities to meet with your child's teacher can be negotiated with your child's teacher throughout the school year and can be arranged at a time that is convenient for both parent/guardian and teacher.

Assemblies

Full school assemblies are held in the school hall every second Monday at 2:30pm. If your child/ren is receiving an award on assembly, all parents/carers will be notified prior via SMS.

Complaints Management

Parents/caregivers are encouraged to contact the school should they have any concerns. The first point of contact should always be the class teacher, however if you have further concerns, the relevant Deputy Principal or Principal are always ready to listen.

We prefer to take a proactive approach in solving problems early to avoid them escalating into bigger problems.



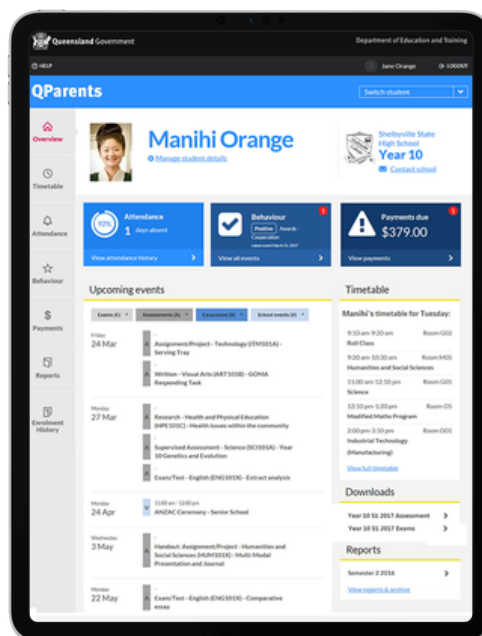
QParents

QParents is a secure, online portal that has been created by the Department of Education to provide parents/guardians of Queensland State School students with 24-hour access to their child's information.

The portal allows you to securely access information about your child and communicate directly with your child's school.

Features of QParents: QParents provides secure, online access to student information such as:

- attendance details
- report cards
- upcoming events
- timetables
- invoices
- payment history
- permission forms



You are also able to update your child's details including address and medical conditions, submit reasons for unexplained absences, notify the school of future absences and make online payments against school invoices.

QParents is not intended to replace the traditional ways you and your child's school communicate — it simply provides another option.

How will I get access? The QParents portal is located online. Once registered, parents/guardians can login to the portal using their secure account details.

You will only be able to register for a QParents account if your child's school signs up to QParents. Once the school has launched the QParents program, parents or guardians will then be nominated by the school as QParents Account Owners (QPAOs) for access to student information.

The nominated Account Owners will then need to register with QParents to access this information.

Your school will also supply you with the registration requirements for QParents. You will need to undertake online identity verification and provide personal information such as your name and mobile phone number.

In some circumstances you may not have 100 points of valid identification. Please continue and submit the application. QParents will direct you to contact the administration office to verify and approve these documents.

It is recommended to use an iPad or Laptop to complete the registration. If you have any issues with the registration process please contact QParents support on 13 QGOV (13 74 68).

During the registration process, you may view the Privacy Statement and Terms and Conditions in QParents for further details about information collection and use. For more detailed information or assistance with the QParents registration process, please refer to the QParents online help guide.

For more information [here](#).



Procedures for Emergency Medical Attention

If medical attention is required, every effort is made to contact the parent or caregiver. If the accident is serious enough to require urgent attention and a parent or caregiver cannot be contacted, the Principal will call an ambulance to transport the child to a hospital emergency department for medical assistance treatment. In these instances a staff member will accompany the student in the ambulance.

Medicines at School

The Department of Education has ruled that medication may only be given to children at school in strict accordance with instructions by the student's medical practitioner and with the written consent of the parents/guardians. Management of student health conditions, including the administering of medication, is a courtesy provided by the school consistent with their duty of care to:

- maximise the participation in school activities of students who require medication or special procedures for managing a health condition
- 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 a doctor, and the student's parent or legal guardian. Staff must strictly follow the directions on the original pharmacy label attached to the medication container. It is a condition of enrolment that if your child/ren suffer/s from a medical condition/reaction that you:

- inform the school of your child's condition/s
- provide a current medical plan signed by a medical practitioner
- provide the appropriate and current medication ensuring that you meet Education Queensland conditions for medication

A Request to Give Medication to Children

A request to 'consent to administer medication form' is available at the administration office and should be completed when leaving medication with the school office. Records are kept of all medication administered at school. One 'consent to administer medication form' needs to be filled out for each and every prescription medication that the student requires. These forms also apply to asthma puffers.

Please note that it is a parental responsibility to ensure that all medication (for example Epi Pens or Ventolin) are in date, are current and replaced promptly as the expiry dates become due.

Self-Administration of Medication

Some students may be approved to self-administer their medication. Students approved to carry or store their own medication should demonstrate practises of secure storage of medication.

Recommended procedure for self-administration is as follows:

- the parent/guardian 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 the medication is stored and where and how it is administered

All other medications require secure storage and are administered only under the supervision of a staff member. School staff are not permitted to administer over-the-counter medication (such as Panadol, Zyrtec, PainStop, cold sore gel, medicated gels) or prescribed medication unless they have:

- a completed school medication form authorised by the school
- a written request from a parent/guardian accompanied by written advice from a medical practitioner
- the medication is in the original labelled container

The exception is a reliever puffer, such as Ventolin, that is included for the emergency treatment of asthma.

Individual Health Management Plan

Most procedures for the administration of medication and management of health conditions can be adequately addressed by universal guidelines. However, students with more complex requirements may require individual management plans.

The following information, provided by the medical practitioner where applicable, must be included in the plan:

- requirements - medication, dosage - this advice should outline dosage adjustments e.g. level of insulin required for a particular blood sugar reading
- when and how medication is to be administered
- triggers, reactions, warning signs and symptoms of a possible emergency
- instructions from a medical practitioner regarding emergency first aid treatment, limitations or guidelines for specific activities such as swimming, sport, outdoor education, camps and physical education

The parent/guardian must also provide:

- current telephone numbers for parents/guardians
- current medical plan signed by a medical practitioner with medical practitioner details attached

These plans should be reviewed annually, signed by a parent or guardian and revised when medication and/or health status change. Teachers, parents/guardians, medical practitioners, nurses in schools and where appropriate, students may be consulted in the development of the plan. Some students have several health conditions and the integration of treatment for these conditions will require an individual management plan. Where individual adjustment of medication is required, written advice from a medical practitioner and a parent/guardian must be provided.

Please note:

At the end of the school year ALL medication and medical plans **MUST** be collected, by parent/guardian. At the commencement of the new school year written consents for medication are to be renewed, completed and handed in at the office. At the commencement of the new school year ALL medical plans **MUST** be reviewed, renewed and replaced.

Infectious Disease Exclusion Table

Some medical conditions require exclusion from school to prevent the spread of infectious diseases among staff and children. Information regarding exclusion due to illness can be accessed [here](#).



Why is water important?

Not drinking enough fluid can quickly cause dehydration which can lead to headaches and irritability, particularly in children. Thirst is not a good indicator. By the time children feel thirsty, they are already dehydrated. Children rarely drink enough water and often forget to drink unless reminded. Allowing and reminding students to drink water in class helps them to drink more.

Why are fruit and vegetables important?

As a group, fruit and vegetables are rich in vitamins, minerals and other nutrients important for growth and development. They provide dietary fibre needed to avoid constipation.

Student Resource Scheme (SRS)

Thornlands State School operates a student resource scheme. The scheme is voluntary and you are under no obligation to join. However, please be aware that books, materials and consumables required under the scheme are not funded by school grants. Therefore, if you do not wish to join the scheme you are solely responsible for providing your child with the items that would otherwise have been provided by the scheme to enable your child to engage with the curriculum. Parents/caregivers choosing not to participate in this scheme are required to contact the administration office at the commencement of the school year to discuss further with the Business Manager. The scheme is aligned with the department policy regarding schools providing resources to students. The following is an excerpt from the policy:

“a parent is directly responsible for providing the student with textbooks and other resources for a student’s use while attending school. As a service to assist parents with the cost of these educational resources, the school may choose to operate a student resource scheme (the scheme). The purpose of the scheme is to provide the parent with a cost effective alternative to purchasing textbooks, resources, consumables and/or materials from elsewhere through reduced prices gained from the school’s bulk purchasing processes. The scheme provides the entire package for the specified participation fee and is not available in parts.”

State schools can charge fees for some services to enhance students’ educational experiences. A school fee for each service is calculated on a cost recovery only basis. Please refer to SRS parent information letter found in the enrolment pack for further information.

Please refer to the [Student Resource Scheme](#) procedure for information on the SRS refunds.

Department of Education policy references:

[Education \(General Provisions\) Act 2006](#)

[Departmental User Charging procedure](#)

[Departmental Student Resource Scheme procedure](#)



Excursions and Camps

School fees for extra-curricular activities such as excursions and camps are calculated according to the number of students who have indicated their attendance.

Participation of students in an extra-curricular activity is indicated through:

- payment of a fee
- provision of a permission form completed by the parent/carer

A parent/guardian may request a refund for any payments made for extra-curricular activities where a student will not subsequently participate by:

- completing the ‘Request for Refund’ form available from the administration office
- providing a copy of the receipt of payment for the extra-curricular activity if possible

The decision as to whether the school will or not refund the payment in part or in full depends on whether the school has incurred any costs associated with the activity. Where possible, we prefer to credit the refundable amount against the student’s account at the school and use it to offset any future charges.

How to make a payment



QParents

+



BPoint invoices are emailed to parents/guardians for any up and coming camps, incursions, SRS, music levy/instrument hire and excursions. These invoices are also uploaded to the **QParents** app and can be paid instantly via the app. Payments can also be paid by clicking on the link in the invoice.

If you wish to pay more than one invoice at a time, each invoice should be entered/paid separately to ensure that auto-matching will occur against the correct invoices.



Bank Transfer

Account Name: Thornlands SS General Account

BSB Number: 064-138

Account Number: 00090107



Our office is open from 8.00am - 3.30pm

Payments can be made via **EFTPOS** during this time



Cash payments can be made on Tuesday and Thursday at the administration office

Understanding an invoice

Thornlands State School - (1240)
Panorama Drive
Thornlands
QLD 4164
ABN 21 202 488 994
Phone 07 3821 8111
Fax 07 3821 8100



TAX INVOICE

John Smith Senior
Panorama Drive
THORNLANDS QLD 4164

INVOICE NUMBER: 000001
INVOICE DATE: 08-Feb-2024
INVOICE REF: 2024SRS
DUE DATE: 22-Mar-2024
DEBTOR ID:
ORDER NUMBER: 4016948
EMAIL:

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Due Date

Student Name and EQ Number

John Smith - 11 11 11 11 11 1

Item Description

Item Description	Quantity	Item Price	Inv. Amount
2024 Student Resource Scheme Fees	1.00	90.00	90.00
* Indicates Invoice Amount on Item row includes GST			
GST TOTAL:			0.00
INVOICE TOTAL:			90.00

2024 Student Resource Scheme
Payment due by 22 March 2024

Payments can be made by clicking on the below link

Online Card Payment

CRN: 00 00 00 00

Invoice No: 000001

This invoice can be paid by card via BPOINT
<https://www.bpoint.com.au/payments/dete>

PAYMENT METHODS

- The web address to the left provides a direct hyperlink to BPOINT. Your CRN, Invoice and Student Name will pre-populate into the BPOINT payment screen.
- Phone payment using credit/debit card via BPOINT 1300 631 073. Please quote CRN and invoice number from the BPOINT box on the left.
- Centrepay Deduction - Payment by Centrepay deduction can be arranged through the school office.
- In person at "Thornlands State School - (1240)" via EFTPOS.
- Cheque or Money Order payable to "Thornlands State School - (1240)"
- Other payment options are available. Please contact the school office.

Support Services

Inclusion – Special Education Program

Students with disability (SWD) are supported through a range of provisions in schools. This may include adjustments made in classrooms by teaching staff, guidance support, speech-language support, behaviour support and learning support. SWD who have significant educational support needs may also meet the criteria for support through RAR (Reasonable Adjustments Resourcing) allocation.

SWD are identified through the Nationally Consistent Collection of Data (NCCD) and Thornlands State School Student Needs Action Committee (SNAC). School staff work together to ensure students access support that is designed to meet their individual needs within an inclusive school setting.

Inclusion is about maximising the educational outcomes of all students through identification and reduction of barriers to learning. It is about setting high expectations, valuing and celebrating diversity, and employing high quality, evidence based teaching practices focused on success for every student.

SNAC

The school's Student Needs' Action Committee (SNAC), meets fortnightly to organise support for students who have special learning (including Gifted and Talented), behavioural, speech or social/emotional needs. A variety of additional support services can be accessed by referral to and by the school's Guidance Officer and the SNAC.

School Lunch

All children eat their lunch at the same time. If a child cannot eat all of his/her lunch, we encourage them to take the remainder home so you can gauge the amount of food to feed your child.

- healthy food is encouraged!
- bubble-gum/chewing gum is not permitted at school
- 'junk food' does not sustain a child's concentration and work effort

An insulated lunch bag, which includes a frozen water bottle, will help keep the lunch cool. All students are encouraged to bring a water bottle to school, especially in the warmer months.

Brain Break

What is it? Brain Break is a set break (5 minutes) to eat fruit or salad vegetables and drink water in the classroom. Students 're-fuel' with fruit or vegetables during the morning, assisting physical and mental performance and concentration.

Why have Brain Break? Every child deserves the best start in life. Good eating habits formed during childhood help children grow well and protect them against disease in later life.

Brain Break encourages fruit and vegetable snacking and drinking water. Classrooms model healthy eating in the classroom, reinforcing the nutrition focus of our curriculum. The Brain Break gives children the opportunity to eat the piece of fruit that might otherwise be left in their lunchbox or not be eaten at all.

What do I need to do? To help your child participate you need to provide your child with:

- a clean drink bottle that can be filled with water to be consumed in the classroom
- an extra piece of fruit or vegetable each day to eat during the Brain Break

What Foods Are Allowed During the Brain Break?

All fresh fruits and vegetables, canned fruit in natural juice, dried fruit e.g. whole fruits, chopped melon, fruit salad, celery, carrot sticks or cherry tomatoes.

Note: Dried fruit contains high concentration of natural sugar and tend to cling to teeth, therefore increasing risk of tooth decay. Although dried fruit is permitted, fresh fruit or vegetable should be the first choice.

Foods That Should Not Be Consumed During the Brain Break

Sandwiches (are best left to eat at lunch time) roll-ups, jams, jellies, fruit pies/cakes, olives, fruit juices, muesli bars, potato chips, vegetable pies, pasties, pastries, vegetable cakes or fritters, vegetable quiches, popcorn and vegetables juices.

Remember that only plain water is allowed to be consumed in the classroom. Juices, cordials, soft drinks or milk drinks are not permitted in classrooms.

Christian Religious Instruction

Christian Religious Education classes are available at the school from Years 1 to 6. These classes are conducted once a fortnight on a Wednesday for 30 minutes. Students are allocated to these classes in accordance with the information provided on the 'Student Enrolment Application Form'.

This information remains operational unless the parent/guardian informs the school otherwise in writing. Students who do not participate in Christian Religious Education will undertake individual revision and consolidation work.

Parents and Citizens' Association

The P&C meet on the 3rd Tuesday of every 2nd month at 5:00pm in the staffroom.

The P&C Association would like to welcome you to Thornlands State School.

The objectives of the P&C Association are focused on the school for which it is formed. P&C's exist to promote the school's interests, facilitate the school's development and contribute to the school's improvement. A Parents and Citizens' Association (P&C) is a group of people who take a formal role in supporting a school by enabling and providing:

- close cooperation between parents, community, staff and students
- feedback on school policies and activities
- resources to enhance student learning and improve the school environment (often by raising funds)
- opportunities for parents/caregivers to be involved in their child's education and the broader school community

The P&C is responsible for the Uniform Shop and Tuckshop, as well as coordinating fundraising to help support the development of the school.

All families associated with the school are encouraged to become involved in a variety of ways to greatly enhance the Thornlands State School community.

School Bus Services

The bus shelter is located on Panorama Drive. Transdev provide bus services for the children attending our school. Please contact the bus company via their website or phone 3248 6100 if you have any queries about bus services, routes or bus passes.

Safety

School Crossing Supervisor

We are fortunate to have the services of three school crossing supervisors. Their worth to the safety of students is immeasurable. We seek the cooperation of parents/caregivers in using the supervised crossing at all times at school.

Playground Supervision

Before School

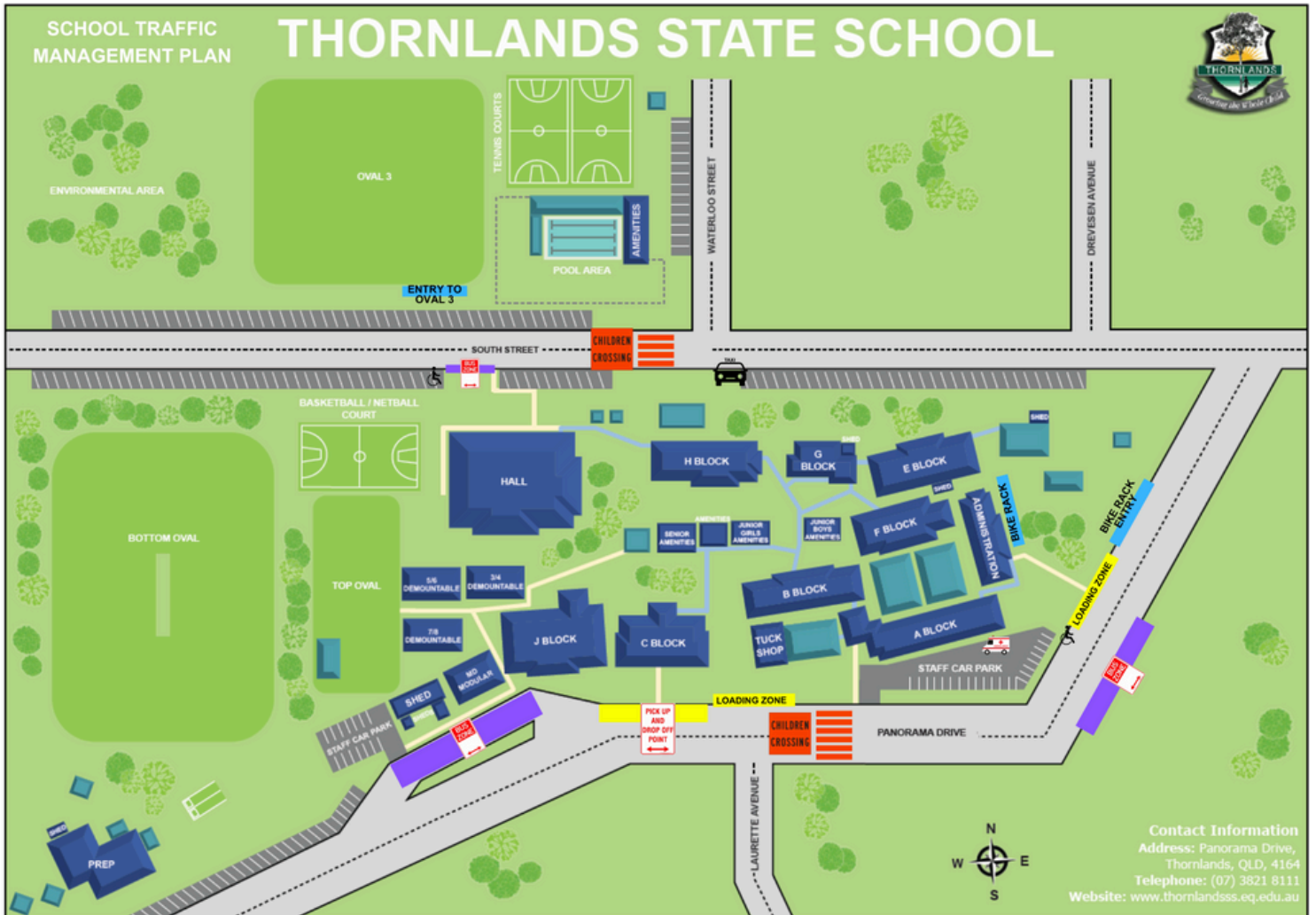
No teachers are rostered on playground supervision before school. It is suggested that students should arrive no earlier than 8:30am. Teachers' time in the morning before school is very valuable to them in preparation for the day's activities.

Morning Tea & Lunch Breaks

This whole period is supervised by school staff.

After School

Staff provides student supervision at the 2 minute zone (under C Block) until 3:20pm.



WEBSITE thornlandsss.eq.edu.au

EMAIL admin@thornlandsss.eq.edu.au

PHONE 07 3821 8111

**Follow our official
Facebook page**



***We look forward to welcoming you to
Thornlands State School***

Every student reaching their full potential

