

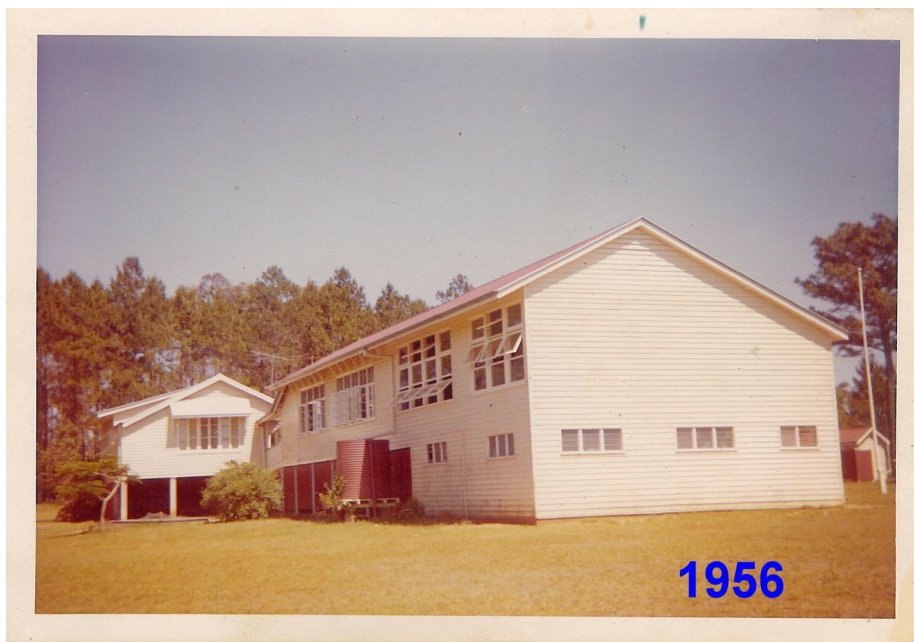


Embracing the Future Together - Caring, Learning and Succeeding

Parent Handbook

2025

A sincere welcome to our school is extended to you and your child. We hope that you and your child will join in the warm, caring climate of our school. Glass House Mountains State School is situated in the foothills of the beautiful Glass House Mountains on the Sunshine Coast. The school community was proud to be able to celebrate the school's Centenary in 2006. The school was established to service the increasing population of farming families. Pineapple, avocado, macadamia and custard apple farms still grace the landscape today, although not in large pockets as in earlier years. With year levels from Prep to Year 6, the school has a population of approximately 400 students. The school is privileged to share a successful and rewarding relationship between students, staff, parents and the wider community.



The information contained in this booklet is to assist you and your family to become familiar with Glass House Mountains State School. If you have any questions about the school, don't hesitate to contact the Principal or another member of staff. They will be pleased to assist you and your child.



Please note: All information is correct at the time of printing.

SCHOOL VISION

Embrace the Future Together – Caring, Learning, Succeeding

GENERAL INFORMATION

Principal:	Mr Ian Persini	
Deputy Principal:	Mr Adam Vlieg	
Street Address:	58 Coonowrin Road Glass House Mountains, Qld, 4518	
Postal Address:	PO Box 13, Glass House Mountains, Qld, 4518	
Phone Numbers:	Office:	0754393222
	Absentee Line:	0754393260
	Tuckshop:	0754393223
	Fax:	0754393200
	School Watch	13 17 88
School Website:	https://glasshousemountainsss.eq.edu.au/	
Email Address:	admin@glasshousemountainsss.eq.edu.au	
School Hours:	8.30am – 2.30pm	
Office Hours:	8.00am – 3.30pm (Mon, Wed, Thurs & Fri) 8.00am – 2.45pm (Tues) (Answering machine outside of these hours)	
Lunch Breaks:	First Break	10.30am – 10.50am - Play
	First Break	10.50am – 11.10am - Eating
	Second Break	1.10pm – 1.30pm – Play
	Second Break	1.30pm – 1.40pm – Eating

Contents

IMPORTANT DATES	6
SCHOOL PROCESSES.....	6
BEFORE SCHOOL PROCEDURE:.....	6
ATTENDANCE:	6
LATE ARRIVALS AND EARLY DEPARTURES:.....	7
ABSENT CHILDREN:	7
ENROLING:.....	7
VISITORS AND PARENT HELPERS:.....	8
CHANGE OF DETAILS:	8
MEDICAL	8
MEDICATION:.....	8
ACCIDENTS & FIRST AID:	8
EXCLUSION PERIODS FOR INFECTIOUS CONDITIONS:.....	8
DENTAL CLINIC:.....	8
TRAVELLING TO AND FROM SCHOOL	9
CAR PARKING:	9
STOP, DROP AND GO ZONE.....	9
BUS TRANSPORT:.....	9
BICYCLES:.....	9
FINANCE	9
PAYMENTS:.....	9
EXCURSIONS:	9
QPARENTS APP:	10
QKR APP:.....	10
REFUND GUIDELINES FOR EXCURSIONS AND CAMPS:.....	10
PERSONAL BELONGINGS.....	10
MOBILE PHONES:.....	11
LOST PROPERTY:	11

COMMUNICATION	11
PARENT AND COMMUNITY CODE OF CONDUCT	11
COMMUNICATION AND COMPLAINTS	11
NEWSLETTER:.....	11
PARADES:.....	11
FACEBOOK:.....	11
PARENT TEACHER INTERVIEWS:	11
APPOINTMENTS:.....	12
QSCHOOLS APP:	12
EMERGENCIES	12
LOCKDOWN PROCEDURE:	12
FIRE / BOMB SCARE EVACUATION DRILL:.....	12
STORM PROCEDURE:.....	12
SCHOOL UNIFORMS	13
SPORTS HOUSES:.....	13
CURRICULUM.....	13
L.O.T.E – LANGUAGES OTHER THAN ENGLISH:.....	13
INSTRUMENTAL MUSIC:	13
WATER SAFETY EDUCATION:	14
SCHOOL SPORT:.....	14
RELIGIOUS INSTRUCTION:	14
NAPLAN (NATIONAL ASSESSMENT PROGRAM – LITERACY AND NUMERACY):.....	14
CLASSROOM PROCESSES	14
FRUIT/VEGETABLE BREAK:.....	14
LIBRARY:	14
BOOK CLUB:.....	15
STUDENT SUPPORT	15
STUDENTS WITH DISABILITIES:	16
GUIDANCE OFFICER:	16
BEHAVIOUR AND ENGAGEMENT	16

STUDENT BEHAVIOUR:.....	16
STUDENT CODE OF CONDUCT:	16
BOOST:.....	17
P & C ASSOCIATION	17
TUCKSHOP	17
OUTSIDE SCHOOL HOURS CARE (OSHC).....	17
SCHOOL GROUNDS	18
PLAYGROUND:	18
TRESPASSING:	18
SMOKING ON SCHOOL GROUNDS:	18
ANIMALS ON SCHOOL GROUNDS:.....	18
SCHOOL FACILITIES:	18
OUR FIRST YEAR OF SCHOOLING- PREP	19
ENROLING:.....	19
TRANSITIONING TO PREP	19
LEARNING:	19
ARRIVAL ROUTINE:	20
DEPARTURE ROUTINE:	20
YOUR CHILD WILL NEED TO BRING:.....	20

IMPORTANT DATES

2026 TERM DATES	
Term 1	27 th January, 2026 to 2 nd April, 2026
Term 2	20 th April, 2026 to 26 th June, 2026
Term 3	13 th July, 2026 to 18 th September, 2026
Term 4	6 th October, 2026 to 11 th December, 2026
2026 PUPIL FREE DAY	
Term 3	4 th September, 2026
2026 PUBLIC HOLIDAYS	
Term 1	26 th January – Australia Day Public Holiday
Term 2	3 rd April to 17 th April – Easter
Term 2	4 th May – Labour Day Public Holiday
Term 2	29 th May – Maleny Show Public Holiday (tentative only)
Term 4	06 th October – King’s Birthday Public Holiday

SCHOOL PROCESSES

BEFORE SCHOOL PROCEDURE:

On arrival after 8am each morning, students in Years 1 to 6 are to go to their undercover areas where they wait until their class teacher collects them at 8.20am.

ATTENDANCE:

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.

A child should be enrolled in and attend school in the year that they turn compulsory school age (six years and six months).

Each parent of a young person in the compulsory participation phase has the legal obligation to ensure that the young person is participating full-time in an eligible option, unless the parent has a reasonable excuse.

Parents may be prosecuted if they do not fulfil their legal obligations in regard to enrolment and attendance of their child at school, or participation in an eligible option. An authorised officer from either a school or region can seek consent from their Regional Director to refer a case to the Queensland Police Service to consider prosecution.

Section 239(1) of the Act provides that each parent of a young person in the compulsory participation phase has the obligation to ensure that the young person is participating full-time in an eligible option, unless the obligation does not apply for other reasons.

LATE ARRIVALS AND EARLY DEPARTURES:

Children are expected to be at school by 8.20am, class starts promptly at 8.30am. Students arriving **after 8.45am** are to report to the office for a late slip before proceeding to class.

No child is allowed to leave the school grounds at lunch or any other time without written permission from a parent and notification to the Principal. Should your child need to depart prior to the completion of the school day (2.30pm); it is a requirement that they come/go via the school office to be signed out.

ABSENT CHILDREN:

The safety and wellbeing of students are the highest priorities for Education Queensland. State schools are required to notify parents on the same day a student is absent from school without explanation. If your child is absent from school, please notify the school via the QParents app, by phoning the absentee line (07 54393260) or by filling out the absentee form on the school website by 9am as text messages will be sent to parents shortly after:

All absences will be marked as unexplained until such time as the school receives notification of absence from a parent. Unexplained Absence letters will be sent home to parents regularly. Parents are asked to complete the letter and return to the office as soon as possible.

If you and your children are going to be absent for a period of more than 10 consecutive school days, you will need to complete an "**Application for exemption for a child/young person enrolled in a state school or a child/young person not enrolled at any Queensland school**".

ENROLING:

An Enrolment Management Plan is now in place for our school (effective Monday 9th August, 2021). To check if your home address is within our catchment area, please visit:

<https://www.qgso.qld.gov.au/maps/edmap/>

The following documents are required before your child's enrolment is processed.

1. **Current Proof of Residency** at the address indicated on the Application for Enrolment form **MUST** be provided by way of one of each of the following:
 1. One Primary Source: a current rental/lease agreement, or rates notice, or unconditional contract of sale
 2. One Secondary Source: a utility bill (eg. electricity, gas) showing this same address and parent's/legal guardian's name.
2. **[Application for Enrolment](#)**- this can be printed from our school website, completed and sent to the office with the Proof of Residency documents.
3. **[State School Consent Form](#)** - this will need to be printed, completed and sent to the office with the Proof of Residency documents.
4. **[Enrolment Agreement](#)**- this will need to be printed, completed and sent to the office with the Proof of Residency documents.
5. **Birth Certificate (child)** - we will sight this and return to you
6. **Identification (parent)** - Drivers' License or Current Passport. We will sight this and return to you.

It is important to communicate any medical conditions and/or custody details if they apply. These details are confidential.

VISITORS AND PARENT HELPERS:

Parents are actively encouraged to help at the school in classrooms, tuckshop etc. If you would like to help in any way, please contact the office to gain information on the mandatory requirements.

All volunteers are required to have a Blue Card as of 20 September 2025. Visitors to the school including volunteers are asked to report to the office upon arrival to sign in via the Passtab iPad at the front counter. Once signed in you will receive a Visitor badge to wear for the duration of the visit.

CHANGE OF DETAILS:

It is the responsibility of caregivers to advise the school should there be any change in details eg. change of address, change of home or mobile number, medical details or emergency contacts. This information is of the utmost importance in the case of accident or sickness. Please advise the school by phone or writing should any change occur.

MEDICAL

MEDICATION:

All medication must be kept at the office, not in your child's school bag. If your child requires medication for short or long term conditions, please contact the front office.

<https://ppr.qed.qld.gov.au/pp/administration-of-medications-in-schools-procedure>

ACCIDENTS & FIRST AID:

First Aid will be given to children sustaining injuries at school or on camps / excursions. An ambulance will be called **if considered necessary** (any expense will be the responsibility of the parents). It is important that we can contact you in the case of an emergency or if first aid is required. Please notify us promptly when you change any contact details.

<https://ppr.qed.qld.gov.au/pp/managing-first-aid-in-the-workplace-procedure>

EXCLUSION PERIODS FOR INFECTIOUS CONDITIONS:

The following document has been developed to assist medical practitioners, schools, preschools and childcare facilities to meet the public health requirements and recommendations.

https://www.health.qld.gov.au/_data/assets/pdf_file/0022/426820/timeout_poster.pdf

DENTAL CLINIC:

The Sunshine Coast Health Service has a number of dental clinics and mobile dental vans providing free dental care to school children aged from 4 years up to and including Year 10.

When medical-dental consent forms are issued, parents/caregivers are asked to complete the form if they wish their child to have a dental examination.

If treatment other than that of a diagnostic or preventative nature is required, another form will be issued advising of treatment needed. If you would like to proceed with treatment, you will need to sign and return this form.

Parents/Caregivers may choose to attend with their child. If problems or concerns arise after the dental van has left the school, parents can access the service by ringing the dental van on 0409 721 935 or the dental clinic on (07) 54911311.

TRAVELLING TO AND FROM SCHOOL

CAR PARKING:

Authorised vehicles only are permitted to enter the school grounds. Parking is permitted in front of the school. Please stay clear of the bus stop area and adhere to the parking time restrictions.

Pedestrians **are not** to use the double gate leading to the staff car park. **PARENTS ARE NOT PERMITTED TO ENTER THE STAFF CAR PARKING AREAS TO PICK UP OR DROP OFF THEIR CHILDREN.**

Provision has been made for a disabled car park space at the front of the school. The disabled carpark is only 1 park and is parallel to the curb.

Please also be mindful of our neighbours when looking for a parking spot – their driveways are not suitable places to park. There is a car park opposite the school that can be used for longer term parking and pedestrian access via the path to the lights.

STOP, DROP AND GO ZONE

1. Students are to wait in the appropriate area on their school grounds outlined by the school for their parent to arrive at the front of the Stop, Drop and Go Zone.
2. Students should be listening for their name to be called and looking when their parent arrives at the Stop, Drop and Go Zone.
3. Parents must adhere to the two minute stopping time limits. Parents are to only disembark the vehicle if they need to help students with getting in and out of the vehicle or to put school bags in the boot.

BUS TRANSPORT:

Currently, the bus company operating bus transport to our school is Glass House Country Coaches (07) 54969249.

BICYCLES:

Parents are asked to ensure their child has a helmet and chain to secure bikes when left at school. **Children must walk their bikes along the pathway directly in front of the school.**

FINANCE

PAYMENTS:

BPoint, QParents are the preferred methods of payment for all excursions, camps etc. Eftpos is available at the office for payment of school activities. Receipts will be issued and returned to your child via the class teacher. **Please note: Cash is not being accepted in the office.**

EXCURSIONS:

From time to time excursions will be conducted as a part of your child's learning experiences. Permission from parents will be sought prior to any excursion. We understand that families face financial issues from time to time; however, if you notify the office **in advance**, we are able to put payment arrangements in place.

Please note: due dates for excursion & camp payments must be adhered to as, often, accurate numbers are required by the destinations well in advance.

QPARENTS APP:

The QParents web and mobile application provides a more convenient, easy way for parents and legal guardians of Queensland state school students to interact with their child's school. Parents will have secure, online access to their child's student information, anytime, anywhere, through a smartphone, tablet or computer.

QParents allows parents to connect instantly with their child's school to access and manage their child's student information, including:

- Attendance and absence details, as well as the ability to notify the school of an absence
- Behaviour information
- Academic report cards
- Viewing unpaid invoice details, payment history, and making payments online
- Viewing and updating personal student details, including medical conditions and address
- Enrolment details

QKR APP:

Qkr!™ is the mobile phone payment app designed for Australian schools, that is used to order tuckshop or contribute to fundraising events.

- Secure mobile app with website payment alternative for parents and carers without a smartphone or tablet
- Order and pay for lunch orders at the Tuckshop.
- Pay direct from a credit or debit card without pre-loading funds to a third party account
- Track transactions easily with online receipts

REFUND GUIDELINES FOR EXCURSIONS AND CAMPS:

School excursions and camps enhance a student's learning by providing opportunities for the student to participate in activities, both curriculum-related and recreational, outside the normal school routine. All planned school excursions are approved by the Principal and endorsed by the Parents and Citizens Association.

School fees for excursions and camps are calculated on a cost recovery only basis, according to the number of students who have indicated their attendance.

Participation of students in an excursion or camp is indicated through an Online Consent Management form completed by the parent/carer and payment of the excursion or camp fee.

Refunds will be considered for students who are unable to attend an excursion, incursion or camp once the event has been financially reconciled.

PERSONAL BELONGINGS

Children must not bring expensive or easily damaged equipment to school. This will avoid the possibility of accidents, damage or theft.

MOBILE PHONES:

Whilst we prefer students did not bring mobile phones to school, we do acknowledge that in some cases it is necessary. Should your child need to bring a mobile phone to school, students must bring it to the office in the morning to be stored during school hours.

LOST PROPERTY:

The lost property box is located at the end of the tuckshop undercover area. It is absolutely essential that items such as coats, hats, school bags etc be clearly marked with your child's name. The school cannot be responsible for any loss of property by a pupil. All property should be named in a prominent place. Lost property not claimed at the end of each term will be donated to charity.

COMMUNICATION

PARENT AND COMMUNITY CODE OF CONDUCT

The Department of Education [Parent and Community Code of Conduct](#) describes the ways in which parents, carers and visitors should conduct themselves while on Queensland state school grounds, at school activities, and when interacting with others in the school community.



COMMUNICATION AND COMPLAINTS

Our [Communication and Complaints Procedure and Guidelines](#) can be found on our school website.

NEWSLETTER:

Fortnightly newsletters are available on the school website, via the QSchools App and a link is posted on the school Facebook page.

PARADES:

A full school parade is held every week (subject to public holidays and pupil free days). At the time of printing, parade is held on Monday morning at 8.30am. Parents and community members are welcome to attend.

FACEBOOK:

The school, in conjunction with Education Queensland, has an official Facebook page where information about school events/celebrations and notices will be posted. All postings must adhere to the Department of Education, Training and Employment Acceptable Use Guidelines. These guidelines are to ensure individuals can contribute their opinions and views without being exposed to inappropriate content, offensive language or discriminatory views.

PARENT TEACHER INTERVIEWS:

Parent Teacher interviews are held in the hall mid-year (usually just after report cards are handed out). Booking for these interviews is done online and information on how to do this is sent home to parents in Term 2.

APPOINTMENTS:

The staff of our school are dedicated in their commitment to provide the best possible education for your child / children. Parents who have a genuine concern regarding any school related matter, are more than welcome to discuss the concern with their child's teacher, the Principal or Deputy Principal. We ask that you contact your child's teacher in the first instance. Messages can be left at the office and staff members will return phone calls as soon as possible. If the problem can't be solved, contact should be made with the Principal or Deputy Principal who will arrange an interview at a suitable time.

QSCHOOLS APP:

The QSchools app is a convenient way to receive up-to-the-minute information from and about schools. Emergency announcements, such as information about natural disasters and school closures, can be published via the app.

Features of the app to benefit parents/caregivers:

- access the latest school news and calendar events
- receive emergency announcements and information around school closures
- search for the nearest school by current location, postcode, school name or suburb and view school contact details

EMERGENCIES

LOCKDOWN PROCEDURE:

Drills are conducted each term to familiarise children with procedures that enable them to return to buildings in the event of an emergency in the school grounds or directly outside the school campus.

FIRE / BOMB SCARE EVACUATION DRILL:

Drills are conducted each term to familiarise children with procedures that enable them to move from the buildings to a safe area. If you are on the school site at any time during a drill, please follow the directions of staff members.

STORM PROCEDURE:

In the event that a dangerous storm is due to occur around the **end of school time**, a Storm Procedure will be put into place if necessary. Once the decision has been made to enact the Storm Procedure the following will occur:

- Parents will receive a text message to advise of the procedure being in place.
- The office will go into lock down to manage the parent phone calls and distribute messages to students waiting in classrooms. **Please note: no student is to be collected from the office.**
- Students will stay in the classrooms until parents arrive or it is safe for them to go on the bus as normal.
- Students are to be signed out with the class teacher before leaving.
- Buses may be held back in the event that it is unsafe to take students out at the usual times.
- All students awaiting collection after the buses have left, will be held in the junior covered area until parents arrive.

SCHOOL UNIFORMS

Glass House Mountains State School Uniforms are sold through The School Locker and are **not** available on site at the school. Uniforms can be purchased in store or online at www.theschoollocker.com.au

The School Locker Maroochydore have a full selection from which to order from and the North Lakes store has samples of the uniforms to try on for sizing.

There is an expectation that all students attending Glass House Mountains State School will be wearing their school uniform to promote "School Identity", "School Pride" and "Student Safety". Our P & C Association endorses the wearing of a school uniform.

Students not in school uniform will be challenged by staff and encouraged to wear their uniform. Repeated incidents will be directed to the school administration. Parent support in this matter is greatly appreciated. Please note the following:

- Medical alert chains and bracelets are allowed.
- Enclosed shoes (preferably black) are required.
- Sun safe hats (recommended brim of 8cm –school hat available) is required for play times and PE lessons. NO CAPS.
- No makeup (this includes coloured nail polish or dyed hair)

SPORTS HOUSES:

All students from Prep to Year 6 are divided into three houses for inter-house sport.

These are:	Coochin	-	Green
	Coonowrin	-	Yellow
	Tibrogargan	-	Red

The sports polo shirts are part of the school uniform and it is expected that children will wear them on carnival days. This fosters a great team spirit and aids officials with house identification of students. They may also wear them on their PE day.

CURRICULUM

L.O.T.E – LANGUAGES OTHER THAN ENGLISH:

At Glass House Mountains State School the study of a language is an important part of the Australian Curriculum. Japanese is the core language at Glass House Mountains and is taught in Years 5 and 6. Lessons are for one hour each week.

INSTRUMENTAL MUSIC:

The departmental Instrumental Music scheme is available to students in Years 4, 5 & 6. Brass, Woodwind and Percussion instruments are taught, and students are invited to join the school's Concert Band. A small number of school instruments are available for loan. Students are expected to own their own instruments after 12 months, depending on the instrument chosen.

WATER SAFETY EDUCATION:

During Term 4 all classes from Prep to Year 3 attend swimming classes at the Beerwah Community Pool. Year 4, 5 and 6 students participate in Surf Skills at the beach. As swimming is a part of the Physical Education Program, all children are expected to participate. A note advising the reason for non-participation should be handed to the teacher.

SCHOOL SPORT:

Inter-school sport is restricted to children in Years 5 & 6. Students participate in a variety of sports including – Softball, Soccer, Netball, Touch Football, Athletics and A.F.L.

RELIGIOUS INSTRUCTION:

Christian Religious Instruction is currently offered in Years 5 and 6 (subject to availability of trained Religious Instruction teachers) on a weekly basis.

Your child will:

- Explore Bible stories and the geography, history and culture of the times
- Talk about Christian beliefs which have helped to shape our nation
- Discover what the Bible says about God and the life and teachings of Jesus
- Learn to value and respect their own and other's beliefs
- Be encouraged to develop positive values and choices eg: thankfulness, forgiveness and hope

NAPLAN (NATIONAL ASSESSMENT PROGRAM – LITERACY AND NUMERACY):

Each year students in Years 3 & 5 will sit NAPLAN tests. The tests will provide school and system level information to guide decisions about professional development, resource management and learning and teaching.

CLASSROOM PROCESSES

FRUIT/VEGETABLE BREAK:

All classes are encouraged to have a fruit/vegetable break during the morning session. Parents are asked to supply a small piece of fruit/vegetable for their child to have during this break.

LIBRARY:

All students from Prep to Year 6 are actively encouraged to use the library facilities with increasing independence and confidence. All children must use a library bag for borrowing (preferably waterproof to protect books from moisture).

School library bags are available for purchase at the uniform supplier – The School Locker.

The borrowing period is for 1 week; however children are encouraged to renew loans if necessary. The Library is also open for independent borrowing at break times and from 2:30-2:45pm.

Parents may apply to become borrowers and have a two week borrowing period with a maximum of two items.



BAG LIBRARY OS

BOOK CLUB:

Up to twice a term, during the school year, a Scholastic Book Club catalogue will be sent home with a different selection of books offered for all ages. Each order helps earn free books and teaching materials for our school, however there is never any obligation to order.

You can place your child's order at <https://mybookclubs.scholastic.com.au/Parent/Login.aspx> or using the LOOP app, which can be downloaded from the App Store or Google Play. Your child's order will be delivered to class once it arrives at school.

STUDENT SUPPORT

At Glass House Mountains State School, we have a dedicated team committed to supporting every child, including those who may encounter barriers or challenges along their learning journey.

At the centre of this process is the Student Needs Action Committee (SNAC). This team includes the Guidance Officer, Head of Special Education Services, Inclusion Teachers, visiting Speech Language Pathologist, Chaplain, and relevant class teachers and teacher aides. When a child is experiencing ongoing challenges or barriers to learning, they may be referred to SNAC. The committee then discusses the referral and identifies the most appropriate next steps to support the child.

Children are supported not only by the SNAC team, classroom teachers, and teacher aides, but also, where relevant to their needs, through advice and assistance from Department of Education specialists. These specialists are accessed through a referral process and triaged based on the level of need within the region. Support specialists may include:

- Student Wellbeing Professional
- Visiting Speech Language Pathologist
- Visiting Occupational Therapist and Physiotherapist
- Visiting Hearing and Vision Screeners
- Advisory Visiting Teachers
- Regional Principal Advisors
- Regional Behaviour Support Team

Support and assistance may be provided through:

- Consultation with staff (e.g. developing support plans or attending stakeholder meetings)
- Information sessions for staff and/or parents/carers
- Access or recommendations to resources and equipment where available
- Assistance with assessments and analysis
- Targeted intervention support

At Glass House Mountains State School, we are committed to helping every child achieve their best learning outcomes. If you have any concerns about your child, please speak with their class teacher, the Principal, Deputy Principal, or relevant Inclusion Teacher.

STUDENTS WITH DISABILITIES:

Glass House Mountains State School follows the Inclusive Education Policy by providing reasonable adjustments to students with disability.

Each year, all schools participate in the Nationally Consistent Collection of Data (NCCD) on school students with disability. The NCCD records the types of reasonable adjustments provided to support access and participation in learning. These adjustments are reported under four levels – support provided within Quality Differentiated Teaching Practice, Supplementary, Substantial, or Extensive. For some students, the Department of Education provides an Extensive Plus level of adjustment. Schools can apply for this additional level when it is needed. Students are also identified under one of four nationally consistent categories of disability: Cognitive, Sensory, Social/Emotional, or Physical. This process helps schools, education authorities, and governments to better understand the support provided to students and plan for ongoing improvement. More information is available on the [NCCD website](#).

Students with disability will have a Personalised Learning Plan (PLP), which outlines their identified barriers to learning and the reasonable adjustments in place to address these. These plans are accessible to relevant staff, ensuring continuity of support across year levels and future class teachers.

The level of adjustment required by the student will guide the amount of information included in the PLP and the number of staff involved in its development and review. Students with disability can be supported through referrals to Department of Education specialists, including Physiotherapists, Occupational Therapists, Speech Language Pathologists, and other professionals as required. In addition to PLPs, other support documents may be developed when appropriate, such as Individual Behaviour Support Plans (IBSPs), Individual Curriculum Plans (ICPs), or other targeted plans to provide a clear framework for supporting the student's needs.

GUIDANCE OFFICER:

Our school is regularly supported by a Guidance Officer, who works with students, staff, and families. The Guidance Officer provides counselling for children and families, supporting wellbeing, behaviour, social and emotional development. They may also assist with the assessment of students who present with additional learning needs, disabilities, or other barriers to their education.

Referrals to the Guidance Officer can be made by the Principal or through the SNAC referral process.

BEHAVIOUR AND ENGAGEMENT

STUDENT BEHAVIOUR:

Students are expected to exhibit a high standard of behaviour at school, on excursions / camps and travelling to and from school.

They are expected to:

- Be safe
- Be respectful
- Be active learners

STUDENT CODE OF CONDUCT:

Glass House Mountains State School is committed to providing a safe, respectful and disciplined learning environment where both academic and social-emotional wellbeing of all school students, staff, parents and visitors is valued, encouraged, modelled and actively promoted. Our students are provided with

opportunities to engage in quality learning experiences and acquire values supportive of their lifelong wellbeing.

This Student Code of Conduct is designed to facilitate high standards of behaviour from all in the school community, ensuring learning and teaching in our school is prioritised, all students are able to experience success and staff can enjoy a safe and supportive workplace. It sets out the responsibilities and processes we use in our school to promote a productive, effective whole school approach to discipline.

A copy of the [Student Code of Conduct](#) can be found on the school website.

BOOST:

Boost the Bearded Dragon is our school mascot. He encourages students to always display good behaviour and follow the school rules: I am Safe – I am Respectful – I am an Active Learner

P & C ASSOCIATION

The P&C Association of Glass House Mountains State School meets on a monthly basis – dates and times are advertised in the newsletter and on Facebook. All interested parents are welcome to attend the meetings.

The P&C's function is not only fundraising, but it is hoped that through these meetings, there can be a better understanding of how the school is run and the realisation of how important it is for parents to be actively involved with their children's school and staff members.

Reports by all sub-committees and the Principal are presented at each meeting. We look forward to your support and attendance at these meetings.

TUCKSHOP

Tuckshop is open on Monday, Wednesday, Thursday and Friday each week for lunches only. Our tuckshop is staffed by voluntary helpers. This is a valuable service extended to the children.

To ensure a continuation of this service, we ask that parents volunteer some of their time to help with the preparation of the orders. When the menu changes or prices change a new menu will be sent home with the newsletter, posted on Facebook and added to the website.

All Tuckshop orders are now done using the Qkr App. This app enables parents to place orders for their child right up until 8am on Tuckshop day. Parents are able to order for future days and for recurring days.

Information on how to download and order from the Qkr App can be found on our website:

https://glasshousemountainsss.eq.edu.au/ourfacilities/Tuckshop/Documents/marketing_howto_canteen.pdf

OUTSIDE SCHOOL HOURS CARE (OSHC)

Camp Australia is the licenced provider for Outside School Hours Care run at our site. Students accessing this program are under the direct supervision of the staff of Camp Australia during these times. Students are not permitted on school grounds after 3.00pm unless accompanied by an adult or in the care of OSHC. School equipment is not to be accessed by students after 2.30pm unless they are in the care of OSHC.

Parents and caregivers enrol directly with Camp Australia. More information about cost and bookings can be found on the [Camp Australia website](#).

SCHOOL GROUNDS

PLAYGROUND:

Disturbances and injuries in the playground should be reported immediately to the nearest teacher or staff member. First Aid will then be administered if necessary.

Prep use the Prep Playground.

Year 1 to Year 3 students are to use the front oval and Junior Adventure Playground.

Years 4 to 6 students are to use the back oval and Senior Adventure Playground.

TRESPASSING:

Being on school property out of school hours without permission constitutes trespassing. Police keep schools under surveillance out of hours and are keen to apprehend trespassers in an attempt to reduce vandalism and wilful damage of school property. Parents are asked to emphasise the above with children so that they do not enter school grounds after school and at weekends. Our school is a part of the School Watch program. If you see anything suspicious occurring in the school after hours, please phone School Watch on 13 17 88.

SMOKING ON SCHOOL GROUNDS:

Smoking any tobacco products or using an electronic cigarette [within five metres of any state or private school grounds](#) has been banned. This applies before, during and after school hours as well as over weekends and school holidays. On the spot fines can be issued by environmental health officers, police or other officers authorised by the local government to anyone found in breach of this legislation. The ban does not extend to businesses or residences that share a property boundary with a school.

Smokers are asked to put out your cigarette and dispose of the litter thoughtfully well before you reach the school boundary.

ANIMALS ON SCHOOL GROUNDS:

In Queensland schools, approved animals like classroom pets or assistance animals are permitted on school grounds, but any animal brought to school by a family or the school itself must be approved in advance by the principal after a risk assessment is completed. Certain animals, such as menacing or dangerous dogs, are prohibited.

SCHOOL FACILITIES:

The school facilities are available for the use of individuals and groups, subject to the approval of the Principal and completion of the appropriate forms and the sighting of a current public liability insurance policy. However, the premises cannot be used for personal gain from such use. The school accepts no liability for injury or accident to users of the facilities.

OUR FIRST YEAR OF SCHOOLING- PREP

ENROLLING:

Queensland children are required to undertake Prep prior to Year 1. Prep is a full-time program that children attend from Monday to Friday during normal school hours.

To be eligible for Prep, children must be aged 5 years by 30 June in the year they start Prep. To find out when your child is eligible to enrol in the Prep Year, see the table below.

	2026	2027	2028
Child born 1 st July 2020 to 30 th June 2021	PREP	YEAR 1	YEAR 2
Child born 1 st July 2021 to 30 th June 2022		PREP	YEAR 1
Child born 1 st July 2022 to 30 th July 2023			PREP

TRANSITIONING TO PREP

When children start school they move from a play-based environment to a more formal learning environment. There are many more people and relationships for children to navigate and the physical surroundings are often quite different. Families play an important role in supporting a child's transition to school.

What can families do to prepare their child for school?

There are many things that families can do to help make a child's transition to school successful including:

- getting to know as much about the school as they can
- talking positively with their child about school
- taking their child to the school to meet the teachers and to find out where things are
- making sure their child knows the transport arrangements for getting to and from school
- getting to know other families with children who will be in the same class as their child
- talking with their child about eating, toileting and hygiene at school
- if appropriate, ensuring their child knows how before and after school hours care will work
- answering their child's questions about school
- reading some children's books about starting school with their child
- always being positive and realistic about starting school.

LEARNING:

Prep provides the foundation for your child's success at school by developing:

- the knowledge, understanding and skills detailed in the Australian Curriculum
- a positive approach to learning
- independence and confidence
- creativity and problem-solving skills
- physical abilities, including gross and fine motor skills.

In Prep, your child will have opportunities to learn in many different ways. This includes active learning such as play-based and enquiry-based approaches. They make decisions, solve problems, develop thinking skills, collaborate, communicate and develop a positive sense of self.

ARRIVAL ROUTINE:

- The classroom door will be open after 8.20am. Parents are welcome to come into the classroom and support their child to complete a morning activity.
- School officially begins at 8:30am.

DEPARTURE ROUTINE:

- To help children stay focused on their learning, the door will be closed when you arrive. Please wait outside until the doors opens at 2.30pm.
- All children, including bus travellers must be collected from within the Prep classroom.
- Please try to be on time as children worry if they are the last one left. If circumstances change or you will be late, please phone the office so that we can communicate this to your child and plan for alternate arrangements.
- If you are later than 2.35pm, your child will be sent over to the foyer in the school office where they can be collected.
- If your child is catching a bus or attending OSHC, please discuss this with your child's teacher.

YOUR CHILD WILL NEED TO BRING:

- A school bag with name and address marked inside the opening flap. Please choose a bag that your child can manage to open and close and pack themselves. This is part of becoming independent and responsible for their own learning. **Small bags with small openings are too hard to pack.**
- A wide-brimmed school hat will be needed every day. Remember, all hats look identical – please be sure to name your child's hat BEFORE they wear it for the first time. If your child has no hat, they will not be allowed to go out to play.
- Shoes – sneakers, named. These are sometimes removed for outdoor play so we recommend Velcro shoes until students can independently remove and put on shoes.
- Lunch box and drink bottle. Please note that lunch boxes are stored in students' bags until eating times.
- Library bag – 40cm x 45cm clearly named on the outside. These can be purchased from School Locker.
- Spare clothes in a named **plastic** bag. These can be left here at school so that they are always available and don't take up too much room in their bag.