



Parent Information



Lawnton State School

Contact Details	
Address	44-60 Todds Rd Lawnton QLD 4501
General Enquiries	(07) 3481 4888

Email Addresses	
General Enquiries	admin@lawntonss.eq.edu.au
Enrolments	admin@lawntonss.eq.edu.au
Accounts / Payments	admin@lawntonss.eq.edu.au

Web Site: <https://lawntonss.eq.edu.au/>

Leadership Team		
Principal	Michelle Alcorn	malco14@eq.edu.au
Deputy Principal – Prep - 2	Morgan Sheehan	mshee72@eq.edu.au
Deputy Principal – Year 3 - 6	Leanne Leming	llemi5@eq.edu.au
Head of Department	Jared Willis	jwill1646@eq.edu.au
Head of Special Education Services	Mel Caldwell	mcald24@eq.edu.au
Business Manager	Kristina Holmlund	kholm68@eq.edu.au
Guidance Officer	Kate Ogilvie	keogi0@eq.edu.au



Principal's Welcome

Dear Parents and Carers,

Welcome to the Lawnton State School family. At Lawnton we take great pride in ensuring our families feel a sense of belonging and connectedness to our school. We value the positive partnership we have with our families and the greater community as we work together in providing our students a quality, inclusive education that supports every learner to realise their potential.

Our school will play a significant role in the lives of our students as they grow and develop. In partnership with parents and other members of the community, our school will provide students with a world class education that equips them with the knowledge, skills and attributes needed to be successful in the future.



Our school caters for children from Prep to Year 6. Currently there are over 600 students enrolled at Lawnton State School. You are invited to join with us to help develop the best possible education during what we trust will be a long and positive partnership.

Central to the daily life of our school are our values of **Learning**, **Safety** and **Respect**. It is through living these values, to the best of our ability, that we all contribute to making our school the wonderful place for all.

At Lawnton State School we focus on;

- Fostering academic, performing arts & sporting excellence
- Building a respectful, supportive learning environment including all diverse learners
- High standards for literacy and numeracy
- Creating strong partnerships with families and the community
- Innovative teaching by engaging technology for the 21st century

As Principal, I am deeply committed to the development and achievement of high standards in academic and social learning. Your help in keeping us to this commitment will be a vital part of our association over the years. Please take up our genuine invitation to be involved in the classrooms and in all other aspects of your school. I look forward to our partnership and hope that your association with the school is a long and happy one.

M. Alcorn
Michelle Alcorn
Principal

Enrolments at Lawnton State School

About Lawnton State School:

Lawnton State School is an exciting place of learning for all students. We inspire and nurture everyone in our care. We proudly work with our community as one team, to assist every child achieve their full potential – embracing our school values of **safety, respect** and **learning**.

Enrolments

All families who live within the school's catchment area are invited to enrol. We have many students with diverse needs in the area, and all our welcome at our school. Please make contact with the office for an enrolment pack. Our Deputy Principals are available to meet with any parents of students with disabilities concerned about their child's transition to school

Initial Enrolment

All Queensland children of eligible age may attend a full-time Preparatory Year of education before starting Year 1. Children need to be five by 30 June in the year they enrol in Prep. Proof of your child's age **MUST** be produced at your enrolment interview. Acceptable forms of identification are Birth Certificate or Passport. Parents/carers may submit their child's application for enrolment from 1 March in the year preceding their start.

Eligible Enrolment Age	Prep	Year 1
Child born 1 July 2019 – 30 June 2020	2025	2026
Child born 1 July 2020 – 30 June 2021	2026	2027

What You Need to Do to Enrol:

Our school has an Enrolment Management Plan. If you live in our catchment area, please complete the enrolment paperwork and return to the school as soon as possible so that your enrolment application can be processed.

In order for your enrolment to be processed and finalised you need to ensure you have:

1. Returned all completed paperwork
2. Completed an enrolment interview

Step 1: Documents Required

The following paperwork is required before your enrolment can be finalised:

- All paperwork included in this package needs to be completed and handed in
- Proof of address in catchment** (see overleaf for what form of proof is required)
- Visa and passport (if born overseas)
- Parenting / custody court orders (if applicable)
- Payment for Student Resource Scheme

Step 2: Arrange an Interview

Please contact our enrolments officer at admin@lawntonss.eq.edu.au or by calling 3481 8444 to arrange an interview with a deputy principal. Your child needs to be present at this interview. At the interview, we will share important information about Lawnton State School, as well as get to know your family and your child.

Our school will play a significant role in the lives of your children as they grow and develop. In partnership with you and other members of the community, our school will provide students with a world class education that equips them with the knowledge, skills and attributes needed to be successful in the future.

I look forward to working in partnership with you and your family and hope that your association with the school is a long and happy one.

****Proof of residency requirements:**

Parents or legal guardians who wish to enrol their child at the school are required 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 as follows:

- One primary source – a current lease agreement, rates notice, or unconditional contract of sale, **and**
- One secondary source – a utility bill (e.g. electricity, gas) showing this same address and parent's/legal guardian's name

If the Principal is not satisfied that the documentation provided by an applicant adequately demonstrates that the address stated is the student's principal place of residence, then the Principal may request further sources of proof of residency. Examples may include (but are not limited to):

Additional utility bills (e.g. water bill) or a series of bills at for the same address over a sequential period to demonstrate continued/ongoing residency

- Electoral Roll verification letter
- Mobile phone statement (with current address details)
- Statutory Declaration
- Driver's Licence (with current address details)
- Bank statement (showing current address details; financial details are not required)
- Tax Assessment Notice (financial details are not required)
- Documents demonstrating recent change of address / re-location to within the school's catchment area (e.g. proof of sale or termination of lease for the previous principal place of residence in a different catchment).

In addition to the documents listed above, students living with a relative/other person within catchment must provide the following:

- Properly sworn Statutory Declaration from the student's parent/legal guardian; and
- Properly sworn Statutory Declaration from the person/s the student will be residing with in-catchment.

The Principal may also request additional pieces of proof of residency and interview/s with all parties to discuss the living arrangement.

Custody/Parental Orders

It is extremely important that both the Principal and class teacher/s are informed when concerns surround custody issues so that the school, if required, can record appropriate information. It is also important that this information remains current and is supported by current documentation. If a change occurs regarding the custodial information of your child/ren, please report this to the office in person or in writing. If necessary, the Principal will meet or contact you to clarify these changes. Without court orders, both parents have equal rights to deal with the school and access students. The school is not the place to resolve family law disputes.

Absences

All student absences must be explained in accordance with the Department of Education guidelines. Students who are marked as unexplained for the day will receive a system generated text message which you can then reply to.

Explanation for student absence can be made through the following avenues:

- Student absence messages can be left by following the prompts on our school number (07) 3481 4888
- Email directly to admin@lawntonss.eq.edu.au
- Via QParents app.



QParents

All parents are strongly encouraged to sign up to QParents.

QParents is a user-friendly portal accessible via app or web browser, providing parents with secure online access to information about their child's schooling.

You can access information about attendance, report cards, invoices and electronic permission notes.

Further information about QParents is available in **Appendix 1**.

Change of Details

Please notify the school immediately of any changes in contact details. Accurate information is essential in times of an emergency.

If you have registered for QParents you are able to update details this way also.



Reception

Our front counter and office will be attended between 8:00am and 3:00pm. Our staff will be happy to assist you with any requests or inquiries or make appointments for you to see the Principal or Deputy Principal. Phone calls can be made between 8:00am and 3:00pm. Messages outside these hours can be left on our answering machine and we will return your call as soon as possible.

Accidents & Sickness

Minor injuries to children (e.g. small cuts, grazes) are treated by staff members.

If children report sick to the office or have suffered a head injury, parents are contacted promptly. We strive to take the best care of your children. (In more serious cases, an ambulance will be called and parents contacted).

The National Health and Medical Research Council (NHMRC) provide recommended periods of exclusion from school for cases of and contact with infectious diseases. (Refer Appendix 2)

Allergies

If your child has any allergies, it is important you notify the school. Together a plan will be made to manage preventing the situation and deal with any possible allergic reactions.

Attendance – Every Day Counts

Regular attendance is necessary for satisfactory progress to be made, therefore parents must ensure that their child/ren regularly attend school. To ensure that a student's opportunity to learn is not impaired, the school carefully monitors absenteeism. If your child does not arrive at class and you have not informed us of their absence, a text message will be sent to you. Please respond promptly so we know your child is accounted for. If your child is late to school, please go to the window outside the office to obtain a late slip.

If you have any personal and family issues impacting on your child's attendance, please make contact with the teacher or Deputy Principal to discuss. We want to support you and your family to ensure strong attendance.

Bell Times

8:30 am	First Bell – classrooms open
8:35 – 10:45	Morning Session (including fruit snack)
<i>10:45 – 11:15</i>	<i>First Break play time</i>
<i>11:15 – 11:30</i>	<i>First Break eating and post break assembly</i>
11:30 – 1:00	Middle Session
<i>1:00 – 1:15</i>	<i>Second Break play time</i>
<i>1:15 – 1:30</i>	<i>Second Break eating and post break assembly</i>
1:30 – 2:35	Afternoon Session
<i>2:35 pm</i>	<i>Home time</i>

Please assist your child by reminding them of the importance of being in the **right place** at the **right time** before and after school. If students are late to school, they need to collect a late slip from the office.

Drop Off and Collection:

Day One: If you know which class your child will be in, you can head straight to the classroom at 8.15 and help settle your child in. If you are unsure of the classroom allocation, you may head to the tree deck area near the prep playground and there will be a list available to let you know which class your child is in and also staff to help you.

Tea and Tissues will be in the hall in the foyer from 8.30am for those who want to have a chat.

Day Two onwards: If you arrive before the 8.30am bell, please wait with your child at the prep tree deck and then at the 8.30am bell you can walk with your child to the classroom and help them to unpack. We will continue this routine throughout term one.

During School: You will need to report to the office if you wish to collect your child during school time. Children that arrive late need to be taken to the office for a late slip please.

After School: Please collect your child from their classroom at the 2.35pm bell. If you arrive before this time, please wait at the tree deck area until the bell.

Late Arrivals/Early Pickups

Children who arrive later than 8:35am are to be signed in by a parent/guardian at office window before proceeding to the classroom. Likewise, children who are to leave school before 2:35pm are to be signed out by a parent/guardian at the office before they leave the school grounds.

Behaviour Management and Bullying

Lawnton State School has developed a Student Code of Conduct outlining the school rules, expectations and consequences for student behaviours. A copy of the Student Code of Conduct is on the website

<https://lawntonss.eq.edu.au/>

We take a learning approach to behaviour and wellbeing and ensure our work is focused on partnerships with parents to find solutions. Any parents concerned about behaviour issues or bullying are encouraged to speak directly with the class teacher or a staff member.

Lawnton Learners Ready to Learn

Each week all students participate in a “Lawnton Learners Ready to Learn” lesson of the week. These classes focus on explicitly teaching school rules, expectations and social, emotional and wellbeing strategies and skills. Students work with together to strengthen a positive school culture.



Books and Stationery

Book lists will be provided in Term 4 of the year prior to enrolment. Additionally, parents are encouraged to use the Student Resource Scheme for art supplies, science resources & e-Learning subscriptions. In 2025 the Student Resource Scheme is \$80. Each year this will be reviewed.

Brain Break

Each day, students are encouraged to eat a small healthy snack during the morning session to assist with their thinking. Fruit or vegetables are the best choice for this time.

Canteen

The school canteen is open every day. All lunch orders are electronically ordered through the Qkr! app.

The cut-off for orders is 8am – all orders for that day must be placed before 8am.

The Qkr! app is available for Apple and Android, and can be downloaded via the app store. Further information about Qkr! is located in **Appendix 2**.

Volunteers are appreciated and should contact our school convenor on cafe4501@outlook.com .

Communications

The school will produce a fortnightly newsletter which will be emailed to all families each Wednesday. The newsletter will also be available on our school website.

Parents are welcome to make appointments to see individual classroom teachers or specialist teachers to seek any additional information about their children or school event. Teachers email addresses are on the school website.

The school website provides information on school activities, important dates and school documents. It will also share key items that will be presented at P&C meetings to seek parent and community feedback. Visit <https://lawntonss.eq.edu.au/> for the latest newsletters and current school information.



We also utilise a text messaging service to inform parents of critical incidents. The school also has a Facebook site which posts regular celebrations of learning and events.

Complaints and Concerns

Effective partnerships between parents, students and our school are important to educational success. One part of that partnership

is trust and openness. We need to be able to talk to each other when we have concerns, so that these issues can be worked out. From time to time you may have concerns or complaints relating to our school. It is important that you share these with us. We are committed to dealing positively with your concern. Please arrange an interview with the class teacher to discuss any concerns. If the situation is unable to be resolved, please contact the office to make an appointment with the Deputy Principal. If you need further assistance, please contact the Principal.

A copy of the guidelines for complaints management is attached (**Refer Appendix 3**).



Dress Code (Appendix 4)

Lawnton State School has a Dress Code outlining expectations. Lawnton State School students are expected to wear a school uniform which is endorsed by the P&C in conjunction with guidelines of Education Queensland. We believe, children need to recognise and understand that community has standards of conduct and dress, which are appropriate for various situations and occasions. For these reasons we know that we can anticipate your co-operation.

Emergency Procedures

Each semester the school will practice an Emergency Evacuation drill and a Lockdown drill to familiarise staff and students of the procedures required in the event of an emergency.

An evacuation occurs when there is a need to exit the school in a timely manner e.g. fire, bomb threat, earthquake or chemical spill.

A lockdown occurs when it is clearly unsafe for anyone to be walking on the school grounds e.g. a suspicious-looking or dangerous person, a dangerous animal or bad weather, etc.

When partaking in these drills, school staff will prepare students through Social Stories. We endeavor to notify families following a drill to allow further conversations at home if required.

Excursions and Camps

School excursions will be offered as part of our educational program and are designed to support curriculum programs within the context of units of study. Camps will also be offered to students in Year 4-6. Information regarding excursions (or camps) will be discussed at the P&C meetings prior to information going home to parents.

Every effort is made to keep expenses to a minimum. A payment plan scheme is available to assist families to pay for these activities. Please see the office staff for assistance.

A permission form, covering students leaving the school grounds, is required from all parents/carers.

From Term 1, 2025 all permission forms will be collected electronically through QParents.

Insurance

The Department of Education does not have personal accident insurance cover for students. If a student is injured as a result of an accident or incident while participating in a school activity, all costs associated with the injury, including medical costs are the responsibility of the parent/carer. Some incidental medical costs may be covered by Medicare. If the parent/carer has private health insurance, some costs may also be covered by your provider. Any other costs must be covered by the parent/carer. It is up to the parent/carer to decide the type/s and level of private insurance they wish to arrange to cover their child. Please take this into consideration in deciding whether or not to allow the child/student to participate in excursions and activities at school.

Food at school

We encourage students and parents to pack a healthy lunch each day for school. The best choices for school lunches include sandwiches, fruit, vegetables, yogurt and cheese.

Curriculum

Lawnton State School's curriculum programs are aligned to the Australian Curriculum in English, Math's, Science & Technology, Humanities and Social Science (HASS) the Arts, Language (AUSLAN), Health and Physical Education.

All units of work will have a strong literacy and numeracy focus, as these areas are the foundation building blocks that enable children to engage in meaningful and purposeful learning experiences in all learning areas.

Programs are further enhanced by the purposeful structuring of classroom support through carefully timetabled inclusion teachers and teacher aides, in order to enhance student learning and support the specific needs of diverse learners.

Reporting to Parents

Evaluation of student performance is an important part of teaching. It is a continuous process and teachers use a variety of techniques to gather valuable information about your child's progress.

Report Cards will be issued at the end of each semester (i.e., end of Term 2 and Term 4). Parents are most welcome to contact their child's teacher to arrange an interview at any time, though interviews are organised for all parents at the end of Term 1 and Term 3. If parents have any concerns they should act promptly, and not wait until the end of the term to see the teachers.

NAPLAN Tests (Year 3 & 5)

The National Assessment Program: Literacy and Numeracy occurs for Year 3 and 5. These are a special series of tests designed to assess student progress in areas of Literacy and Numeracy. The tests are written and marked by an external agency, not the school. All students will receive a report, advising parents how their child has performed, in relation to national results. All results are to be treated as confidential.

It is important to remember that NAPLAN is only one of a range of assessment devices used to determine student needs and achievement levels.

Homework

Homework plays three major roles in a child's education. Firstly, it is used to reinforce work that has been covered recently at school. Secondly, it encourages children to develop positive study habits, which are vital to success in further education. Thirdly, homework provides an avenue where school and home can be linked. Parents can share in work that is most important to their child.

At Lawnton we know that families have busy lives. Parents work and students have many after school commitments. We feel that students need to be rewarded for the informal and formal learning they pursue outside school hours. This is our way of acknowledging the things they do as essential to their healthy overall development as unique individuals.

You can help your child at home by:

- reading to them, talking with them and involving them in tasks at home including shopping, playing games and physical activity
- helping them to complete tasks by discussing key questions or directing them to resources
- encouraging them to organise their time and take responsibility for their learning
- encouraging them to read and to take an interest in and discuss current local, national and international events
- helping them to balance the amount of time spent completing homework, watching television, playing computer games, playing sport and engaging in other recreational activities
- contacting the relevant teacher to discuss any concerns about the nature of homework and their children's approach to the homework

If you are experiencing difficulties in having your child complete homework, please speak to your child's teacher.

Instrumental Music

Students may begin learning a string musical instrument from Year 3. In Year 4 they can learn a woodwind, percussion or brass instrument (include trumpet, clarinet, flute, percussion, saxophone, trombone and euphonium.) Instruments may be borrowed from the school for the first year. The cost of instrumental music is outlined for parents which includes a weekly lesson, music and if needed, the hire of instrument.

Library

Children are encouraged to regularly borrow books from the library, to care for them and to return them promptly. The library will be open at lunchtimes, and most days before and after school under the supervision of a staff member. To borrow, all children must have a library bag. Students will borrow as a class group each week on an allocated borrowing day.

Lost Property

Please ensure that ALL of your child's clothes, lunchbox, etc. are clearly named. The lost property box is located at the end of the walkway near the toilet block. Please note that lost property is completely cleared once per term and unclaimed, un-named items are recycled through the school or donated to local charities.

Medication

On occasions it may be necessary for parents to request medication be administered at school. Parents **MUST** complete a medication administering authority form available from the school office. ALL medicines (including over the counter medications such as Panadol) must show on the container the child's name, the doctor or pharmacist's name and quantities to be administered. Medication is to be administered by office staff. A medical register is kept in the office.

Mobile Phones and Other Electronic Devices

Mobile phones may be brought to school but must be switched off and signed into the office on arrival at school. Mobile phones are not to be used during school hours. No responsibility will be taken for any mobile phone not handed in to the office. No other electronic devices (including iPods, MP3s, Nintendo's) are to be brought to school.

Parade

Face to face parades are held each Friday morning and parents are welcome to attend. Parades will include important notices, student showcases and awards for students.

Parents as Partners

Parents can partner our school through their participation in the P&C Committee, as well as involvement within your child's classroom. Research has shown that children are more successful at school when their parents are involved.

Parents who wish to assist the teachers in the classroom are most welcome. Please see your child's teacher if interested. All volunteers who are not parents of children at the school must have a "Working with Children" suitability card. Application forms are available at the school office. All volunteers are to sign on at the school office when helping at the school. An induction session and Code of Conduct will need to be done with a member of staff. Thank you for your involvement and assistance!

Our Parent Code of Conduct is included in **Appendix 5**.

Parking

Parking is provided in the carpark across the road next to the Lawnton Kindergarten. There is also a stop, drop and go facility at the entrance of the school. We ask parents to keep the line moving promptly in the stop, drop and go area. If your child is not there waiting, please move forward and loop around. If parking in nearby streets, please be considerate of our neighbours.

P&C Association

The P&C will meet on the second Monday of each month at 6:00-7:00pm. The Annual General Meeting will be held each February to elect positions. Everyone is welcome to attend and we would be delighted if new parents could join us at these meetings either in person or via Teams.

Lawnton State School values the P&C meetings as an opportunity to share key messages about the school along with seeking parent feedback. Please check the newsletter and Facebook page for meeting dates.

Personal Property

All personal items and clothing should be clearly marked with your child's name to ensure that if lost, the owner can be readily identified. Such marking may need to be done several times a year to be effective.

Expensive items, including jewellery, games and toys, are not allowed to be brought to school. No responsibility can be taken if such items, brought to school by a child, are lost, damaged or stolen. Children should take responsible care for any monies brought to school.

Play Options

Each day students have a number of options for play time. Prep students have their own designated play area with playground, sandpit and a range of balls and toys. Year 1-6 students have various play areas and lunch time club. These clubs include craft, sport, dance, choir, etc. The library is open at first break each day for students. All play areas are fully supervised by staff during the breaks.

School Photos

School photos will be organised annually. Parents have a range of costs packages from which to choose. The packages may include class groups, individual photos and (if offered by the photographer) photos with siblings. All students need to wear their formal school uniform on Photo Day.

Security

Permission is required to be on the school's premises after hours. Unauthorised use of the school grounds is trespassing. Any suspicious behaviour or noises at the school after hours should be reported. We appreciate your help to keep our facilities safe.

Remember to LOOK, LISTEN and REPORT any such activity. School Watch phone number is 13 17 88.

Sick Children (Appendix 6)

Even though the child may want to come, school is not the place when your child is sick. Runny noses, temperatures, cold sores, vomiting, open sores or discharge from ears or eyes are all indicators of possible infectious conditions. As well as risking the health of others, your own child is placed at risk of further infection at a time when immunity is low. Please keep your child at home during such times. Phone the absence line if your child is unable to attend. If your child gets sick during the day, staff from the office will contact you to collect your child.

Sporting Houses

To foster team spirit and to promote healthy competition, the school population is divided into four houses. The house competitions are mainly for sporting events, especially athletics. Family groups are usually kept together – **Guyra** (green), **Bindar** (blue), **Yarri** (yellow) and **Rungie** (red).



Sun Smart Policy

Our school is a Sun Smart School and has implemented a sun protection strategy in consultation with the school community to provide effective educational programs on sun sense and preventive measures which:

- maximises the use of available shade for outdoor activities
- includes shade tree planting and caring programs
- considers sun protection when determining or reviewing school uniform designs
- requires the wearing of protective clothing including appropriate hats when in the sun during the school day
- encourages the use of an SPF 30+ broad spectrum sunscreen on uncovered areas of the skin, such as the face and the back of the hands
- considers sun protection in relation to Parents' and Citizens' Association projects and activities
- promotes the importance of parents, teachers, ancillary staff and voluntary helpers as role models for students in relation to sun protection strategies.

Students are asked to wear a hat EVERY day to and from school and at lunch breaks. Students who forget their hat must go to a shaded area during the play break.

Student Resource Scheme

Our Student resource Scheme costs \$80 in 2025 and eLearning subscriptions (including Mathletics and Reading eggs), Art and Science consumables. This price will be reviewed each year.

Supporting Students

We have a range of diverse learners in our school, including students with disabilities and learning difficulties. We utilise Inclusive Learning Teachers and Teacher Aides to provide additional support to the class teacher to make appropriate adjustments so all students can succeed. We also have a Guidance Officer and Speech Language Pathologist who support teachers to make adjustments and work with parents and families.

For students diagnosed with a disability by a pediatric medical specialist or senior guidance officer, additional education adjustments are provided by classroom teaching staff and teachers in the Inclusive Learning Team. All students are included and welcomed in classroom programs.

Support for Social and Emotional Wellbeing

At Lawnton State School we are committed to supporting student's mental health and wellbeing. We include a range of evidence-based universal practices in all classrooms each week including Meeting Circle, explicit teaching of whole school expectations, Ready to Learn Plans, Circle Time and a focus on Positive Behaviour for Learning (PBL) practices.

We have a number of staff who support student's wellbeing including a Guidance Officer, Student Engagement Officer, Chaplain and School based Psychologist.

These services complement each other and may offer students, staff and parents with social and emotional support and enhancing engagement with the broader community.

Services are inclusive of, and show respect for all religious and non-religious beliefs and other stances represented in the school community. All activities and events provided are optional, non-discriminatory and equally available to students of all beliefs.

Student Leadership

At Lawnton, We Grow Leaders. Students who are in their final year of schooling have the opportunity to apply to become a student leader. A student leader at Lawnton State School is identified by their leadership badge, and has undergone an application and selection process to prove that they have continually worked to uphold our Lawnton values of *safety, respect and learning*.

Student leaders have a number of opportunities to represent our school within the wider community and also lead by example each and every day as role models for our younger students. Student leadership positions include – school captains, school vice-captains, student councilors and house captains. Student leaders are inducted into their positions at the beginning of each school year at a special parade which the entire school community is invited to attend.

Student leadership at Lawnton State School is held in high esteem and all senior students are encouraged to strive to attain a leadership position.

Swimming Program

Swimming lessons are part of the Lawnton State School Health program for students in Prep - Year 6 and all students are required to participate. Swimming will take place in Term 4 at a local swim school with qualified instructors. Students will be transported by bus to the pool.

Smoking

Education Queensland has a total ban on all smoking in all educational facilities. The ban aims to provide employees and school families with a healthier school environment.

Transport Considerations

Students riding bikes to school are requested to walk their bikes past the drop-off zone and to the bike racks behind the administration building.

Parents should ensure that children who are supposed to walk or ride home should do so promptly and not linger after school. Staff are rostered in the afternoons at the stop, drop and go area. Students are expected to follow acceptable codes of behaviour while waiting for parents.

QParents



Fact sheet for parents

What is QParents?

QParents is a user-friendly portal accessible via app or web browser, providing parents with secure online access to information about their child's schooling.

How will QParents assist me?

QParents enables you to access and manage information about your child online.

What information is available in QParents?

You can access information about:

- attendance details
- timetables and upcoming events
- report cards and assessments
- invoices and payment history.

What are the benefits of using QParents?

You will benefit from:

- greater transparency with online access to your child's information
- ease of viewing and updating your child's details including address and medical conditions
- anytime, anywhere access on a smart phone, tablet or computer
- access to the latest information in one centralised place
- improved administration efficiencies and reduced printing and mail outs.

Which schools use QParents?

QParents is an optional resource available to any Queensland state school. Depending on the needs of their community, schools may choose to use QParents.

Contact your child's school to find out if they are registered to use QParents.

How do I register for QParents?

Your child's school will send you a letter or email inviting you to register for QParents. You will then be able to register via the secure QParents website: qparents.qld.edu.au using the unique invitation code contained in the letter or email.

You will require each child's unique EQ ID and you must verify your identity by providing 100 points of ID. If you cannot verify your identity online, you should contact your child's school for assistance.

The school will review your registration and approve your account. You will then be able to access the QParents app and delegate read-only access to another parent, carer or family member, known as a 'Delegated Viewer'.

For more information on registering and verifying your identity, see the QParents registration fact sheet.

What personal information is stored about me in QParents?

The following details are securely stored on your QParents account:

- your full name
- your email address
- your mobile phone number (if provided)
- basic details of any delegated viewers you have invited
- the types of documents you provided during registration (but not the actual documents)
- details of any payments you have made (but not credit card details).

Where is my personal information stored?

The Department of Education has contracted Microsoft to host the QParents app. Your personal information is stored in Microsoft's secure data centre in Australia. All personal information is protected using the latest encryption techniques, rendering this information unreadable to unauthorised people. For more information, see the Microsoft Azure Trust Centre.



**Queensland
Government**

QParents



Registration fact sheet

What do I need to register for QParents?

To register, you will need:

- your unique invitation code sent to you by your child's school
- an active email account
- each child's EQ ID number
- 100 points of ID to verify your identity.

How do I verify my identity?

To verify your identity online, you must provide at least 100 points from the online documents list:

Document	Points	Document	Points
Australian passport	50 pts	Australian marriage certificate	40 pts
Australian driver licence	50 pts	Australian change of name certificate	40 pts
Australian birth certificate	50 pts	Australian visa (foreign passport)	20 pts
Australian citizenship certificate	40 pts	Medicare card	20 pts

What if I can't verify my identity online?

If you are unable to provide 100 points of ID online, you can still register for QParents.

During the registration process, select the 'not enough ID' option and then visit the school to have your identity verified.

The school can verify your identity using a combination of 100 points of the following documents and the additional identity documents.

Document	Points	Document	Points
Passport	60 pts	Marriage certificate	40 pts
Driver licence	60 pts	Citizenship certificate	40 pts
Birth certificate	50 pts	Change of name certificate	40 pts

Additional identity documents

You will also need to show at least one additional document from List 1 or two documents from List 2.

List 1	List 2
Leamer driver's licence	Bank statement showing your name and address (less than 6 months old)
Working with Children Check (blue card)	Utilities statement showing your name and address (less than 6 months old)
Adult proof of age card	Pensioner Concession Card
Queensland Weapons Licence	Department of Veterans' Affairs entitlement card
Industry Authority cards (issued by the Department of Transport and Main Roads)	Health Care Card or Seniors Health Card or other Department of Human Services entitlement cards
	Student identity card issued by an Australian education institution
	Queensland or Australian Government staff Identity card

Still unable to verify your identity?

In exceptional circumstances, school principals may approve QParent accounts under the 'Known Person/Community Standing' option.

When will my account be activated?

Once your identity has been verified, the school will activate your account.

Need help?

Additional assistance is available from:

- QParents help page at qparents.qld.edu.au/#/help
- call 13 QGOV (13 74 68)
- contact your child's school.




masterpass

For quicker, hassle-free school payments, try Qkr! today

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

With Qkr you can:

- Pay for a variety of school items;
- See your receipts on the app and get them sent by email if required.



Getting started is easy - try it yourself today

Step 1 Download Qkr!

on your Android phone or iPhone. iPad users can download iPhone app



Step 2 Register

Select your Country of Residence as 'Australia' and follow the steps to register

Step 3 Find our school

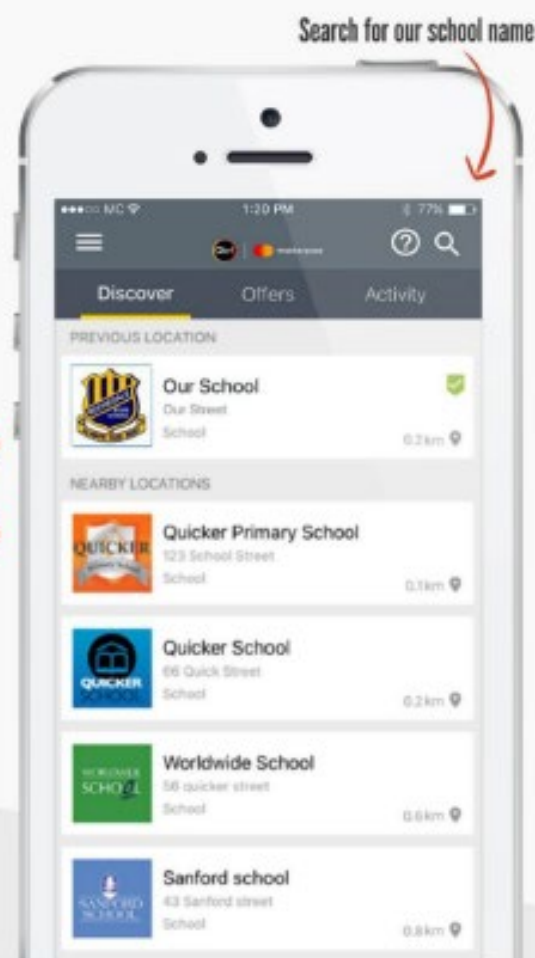
Our school will appear in 'Nearby Locations' if you're within 10kms of the school, or search for our school by name.

Step 4 Register your children

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

If you have made a purchase you can select our school from 'Previous Location'

If you're within 10 kms of the school, you can select our school from 'Nearby Locations'





masterpass

Add your children's details in Student Profiles

Select
'Add student profile'



Add each
child's details



Manage each
child's details in
Student Profiles



Purchase school items

Select a menu
from our school



Select child
you are
ordering for



Select your items

Tap 'Checkout'
then confirm and pay



Making payments

Add up to 5 cards to your wallet



At checkout select which card to
pay with.

Pay with any cards accepted
by the school.

Once your payment is approved you
can continue to the home page, or
view your receipt.

Appendix 3 - Guidelines for Complaints Management

Making a complaint - Information for parents and carers

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

The department of Education and Training is committed to ensuring that all complaints are dealt with in a fair and equitable manner. There are processes and support networks in place to enable you and your child to work through any issues or concerns you may have.

To achieve an effective resolution for all parties, when making your complaint, you should ensure you:

- Provide complete and factual information in a timely manner
- Deliver your complaint in a calm and reasoned manner
- Avoid making frivolous or vexatious complaints or using deliberately false or misleading information.

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

The following four-step procedure is in place to assist parents/carers and school staff to reach an outcome that is in the best interest of the student.

1. Discuss your complaint with the class teacher

If your complaint is with your child's teacher or relates to an issue concerning your child's experience at school, make an appointment with that teacher as soon as possible through the school administration. Discuss your complaint with the teacher and give the teacher an opportunity to suggest a solution. The teacher will make a record of your complaint and report your meeting and any outcomes to the school principal. Together, both you and your child's teacher should be able to resolve the problem at this level.

2. Discuss your complaint with the Deputy Principal

If after approaching your child's teacher your complaint remains unresolved, make an appointment to see the Deputy Principal to discuss the issue further.

If your complaint relates to more general school matters, including issues of school policy and issues of compliance or non-compliance, you should raise your complaint directly with the Deputy Principal or Principal. The principal may refer your complaint to a delegate such as the Deputy Principal of Business Services Manager. The staff member will make a record of your complaint and work with you to come to a resolution.

3. Discuss complaint with the Principal

Complaints to the Principal may be lodged in person, by telephone, writing or via email to Principal@lawntonss.eq.edu.au

4. Contact your local education office

If you have discussed your complaint with the principal and still feel that you have not reached a resolution, you have the right to contact your local Department of Education and Training office.

Complaints may be lodged by telephone or in writing. Your complaint should be specific in detail and outline the steps you have taken to resolve the issue. Ensure your complaint includes your full name and address and that you have signed and dated it. It is also a good idea to keep a copy for your own records.

Anonymous complaints will only be acted on if enough information has been provided to allow for follow-up with the relevant school principal.

When you contact your local education office a record will be made of your complaint. You will also be advised that your name and the nature of your complaint will be reported back to the principal of your school to seek a resolution.

Addresses and telephone numbers for the Department of Education and Training offices are listed in the White Pages of your local telephone directory and are also available through the Schools Directory at www.education.qld.gov.au/directory.

5. Independent review

If you have not been able to resolve your complaint through these formal processes, you can lodge your complaint with the Queensland Ombudsman. The Ombudsman may be contacted at:

Office of the Ombudsman

GPO Box 3314, Brisbane, Qld 4001

Email: ombudsman@ombudsman.qld.gov.au

Telephone (07) 3005 7000 or

Toll Free 1800 068 908

Fax (07) 3005 7067

The role of Parents and Citizens' Associations (P&C's)

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

Complaints about services that are run or managed by the P&C at school, for example the tuckshop, should be directed to the P&C in the first instance.

DRESS CODE POLICY

Grade Prep - 6

TOP



Lawnton State School Bucket Hat
Navy LSS polo shirt
Navy blue jumper or Jacket

BOTTOM

Navy Blue rugby knit shorts or skort
Navy blue tracksuit pants or tights
Black Jogger style Shoes
All socks must be either white or black







**LAWNTON
STATE SCHOOL**

PLEASE NOTE

These items are not considered appropriate and are not to be worn at school. These restrictions are in place as they are in adherence with the Workplace Health and Safety Act.

1

Offensive slogan on shirts or hats

2

Makeup/Nail polish

3

Hooded sweaters

4

Thongs/ sandals/ open footwear



Children are expected to wear uniforms to school every day. A policy of No Hat No Play exists in alignment with our School Sun Smart Policy and practices.

Non-compliance with Student Dress Code

A number of approaches may be employed by the school staff in the event students are non-compliant with the school's mandatory Student Dress Code. These approaches will be compliant with the Education (General Provisions) Act 2006.

• Seeking parental support - This may include requesting correct uniform be bought to school for the student

• Assisting students with genuine economic hardship to acquire uniform

• Imposing a penalty e.g. Reflection Time. Continued breaches will incur a higher consequence.

• Preventing the student from taking part in a school event or activity outside of the school.

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APPENDIX 5 – Parent and Community Code of Conduct

Supporting learning, wellbeing and safety in every Queensland state school

We welcome parents and other members of our diverse community into schools across Queensland.

Working together with their school community, school staff support the learning and wellbeing of every student, and are entitled to a safe work environment. Parents and other visitors to school's support safety by ensuring their communications and conduct at the school and school activities is respectful

Elements of engagement	It is expected that parents and visitors to our school communities will:	Parents and visitors to our school communities demonstrate this by:
Communication 	• be polite to others • act as positive role models • recognise and respect personal differences • use the school's communication process to address concerns	• using polite spoken and written language • speaking and behaving respectfully at all times • being compassionate when interacting with others • informing staff if the behaviour of others is negatively impacting them or their family • respecting staff time by accepting they will respond to appropriate communication when they are able • requesting a meeting to discuss any concerns about their child's education — allowing staff time to prepare and appreciating their time may be limited
Collaboration 	• (parents) ensure their child attends school ready to learn • support the Student Code of Conduct	• taking responsibility for their child arriving and departing school safely on time every day • reading and encouraging their child to understand and follow the Student Code of Conduct
School Culture 	• recognise every student is important to us • contribute to a positive school culture • work together with staff to resolve issues or concerns • respect people's privacy.	• valuing each child's education • acknowledging staff are responsible for supporting the whole school community • speaking positively about the school and its staff • not making negative comments or gossiping about other school community members, including students — in person, in writing or on social media • understanding, at times, compromises may be necessary • considering the privacy of all school community members at all times, and understanding that the school cannot share confidential information.

¹ The term 'parent' refers to parents, carers, guardians and people who exercise parental responsibility for a child.

² The term 'school community' refers to staff, students, parents, local business and community organisations and visitors to the school.

Time Out

Keeping your child and other kids healthy!



- Information for a number of infectious conditions that may require¹ exclusion of children from school, education and care services.
- Additional public health recommendations that apply to children and adults.
- To assist medical practitioners, schools, preschools and childcare facilities to meet the public health requirements¹ and recommendations.

*Refers to contagious conditions as per the Public Health Regulation 2018.

1. Observing the exclusion period meets the intent of the Public Health Act 2005 for a person to be non-infectious. See schedule 4 of the Public Health Regulation 2018 for a complete list of contagious conditions and their exclusion criteria.

2. Doctors should notify the local Public Health Unit as soon as possible if children or staff are diagnosed with these conditions. Refer to page 2 for Public Health Unit contact details.

Condition	Person with the infection	Those in contact with the infected person (The definition of 'contact' will vary between diseases)
*Chickenpox (varicella)	EXCLUDE until all blisters have dried, and at least 5 days after the onset of symptoms. ¹	EXCLUSION MAY APPLY EXCLUDE non-immune pregnant women and any child with immune deficiency or receiving chemotherapy. Advise to seek urgent medical assessment. <i>Contact your Public Health Unit for specialist advice.</i> Also see Shingles information below.
Cold sores (herpes simplex)	NOT EXCLUDED if the person can maintain hygiene practices to minimise the risk of transmission. Young children unable to comply with good hygiene practices should be excluded while sores are weeping. Sores should be covered with a dressing where possible.	NOT EXCLUDED
Conjunctivitis	EXCLUDE until discharge from eyes has ceased unless a doctor has diagnosed non-infectious conjunctivitis.	NOT EXCLUDED
*COVID-19	EXCLUDE until symptoms have resolved, normally 5–7 days.	NOT EXCLUDED
Cytomegalovirus (CMV)	NOT EXCLUDED pregnant women should consult with their doctor.	NOT EXCLUDED pregnant women should consult with their doctor.
Diarrhoea and/or Vomiting <i>Including:</i> • amoebiasis • campylobacter • cryptosporidium • giardia • rotavirus • salmonella • *gastroenteritis <i>but excluding:</i> • *norovirus • shigellosis • toxin-producing forms of E coli (STEC)	Exclusion periods may vary depending on the cause. EXCLUDE a single case until the person, has no symptoms ¹ (includes vomiting if applicable), is feeling well and they have not had any loose bowel motions for at least 24 hours or if the person has confirmed norovirus exclude for at least 48 hours. ¹ EXCLUDE all persons who prepare or serve food until they have not had any diarrhoea or vomiting for 48 hours. NOTE: If there are 2 or more cases with diarrhoea and/or vomiting in the same location, which may indicate a potential outbreak OR a single case in a food handler, notify your Public Health Unit. Diarrhoea: 3 or more loose stools or bowel movements in a 24 hour period that are different from normal and/or escapes a child's nappy. <i>See information below if norovirus is confirmed or considered likely as the cause of diarrhoea and vomiting.</i>	NOT EXCLUDED
<i>See advice for these specific conditions below</i>		
*Enterovirus 71 (EV71 neurological disease)	EXCLUDE until written medical clearance is received confirming the virus is no longer present in the person's bowel motions. ¹	NOT EXCLUDED
Fungal infections of the skin and nails (ringworm/tinea)	EXCLUDE until the day after antifungal treatment has commenced. (No exclusion for thrush).	NOT EXCLUDED
Glandular fever (mononucleosis, Epstein-Barr virus)	NOT EXCLUDED	NOT EXCLUDED
*German measles (rubella) ²	EXCLUDE for 4 days after the onset of rash ¹ or until fully recovered, whichever is longer. Pregnant women should consult with their doctor.	NOT EXCLUDED pregnant women should consult with their doctor.
*Haemophilus influenzae type b (Hib)	EXCLUDE until the doctor confirms the person is not infectious and has completed 4 days of appropriate antibiotic treatment. ¹ <i>Contact your Public Health Unit for specialist advice.</i>	EXCLUSION MAY APPLY <i>Contact your Public Health Unit for specialist advice.</i>
Hand, foot and mouth disease	EXCLUDE until all blisters have dried.	NOT EXCLUDED
Head lice	Exclusion is not necessary if effective treatment is commenced before next attendance day (i.e. the child does not need to be sent home immediately if head lice are detected).	NOT EXCLUDED
*Hepatitis A ²	EXCLUDE until at least 7 days after the onset of jaundice; ¹ OR for 2 weeks after onset of first symptoms, including dark urine if there is no jaundice. If a person is asymptomatic <i>contact your Public Health Unit for specialist advice.</i>	NOT EXCLUDED <i>Contact your Public Health Unit for specialist advice about vaccination or treatment for children and staff in the same room or group, children transferring to another centre and new enrolments.</i>

Condition	Person with the infection	Those in contact with the infected person ¹
Hepatitis B and C	NOT EXCLUDED cover open wounds with waterproof dressing.	NOT EXCLUDED
Hepatitis E	EXCLUDE until at least 2 weeks after the onset of jaundice.	NOT EXCLUDED
Human Immunodeficiency virus (HIV/AIDS)	NOT EXCLUDED cover open wounds with waterproof dressing.	NOT EXCLUDED
Influenza and Influenza-like illness	EXCLUDE until symptoms have resolved, normally 5–7 days.	NOT EXCLUDED
*Measles ²	EXCLUDE until the doctor confirms the person is not infectious but not earlier than 4 days after the onset of the rash. ¹ <i>Contact your Public Health Unit for specialist advice.</i>	EXCLUSION MAY APPLY NOT EXCLUDED vaccinated or immune contacts. EXCLUDE immuno-compromised contacts (including those receiving chemotherapy) until 14 days after the appearance of the rash in the last case. EXCLUDE non-or incompletely vaccinated contacts, without evidence of immunity. <i>Contact your Public Health Unit for specialist advice.</i>
Meningitis (bacterial)	EXCLUDE until well and has received appropriate antibiotics.	NOT EXCLUDED
Meningitis (viral)	EXCLUDE until well.	NOT EXCLUDED
*Meningococcal infection ²	EXCLUDE until the treating doctor confirms the child is not infectious and at least 24 hours of appropriate antibiotics have been completed. ¹ <i>Contact your Public Health Unit for specialist advice.</i>	NOT EXCLUDED <i>Contact your Public Health Unit for specialist advice about antibiotics and/or vaccination for close contacts.</i>
Molluscum contagiosum	NOT EXCLUDED	NOT EXCLUDED
Mumps	EXCLUDE for 5 days after onset of swelling. Pregnant women should consult with their doctor.	NOT EXCLUDED pregnant women should consult with their doctor.
*Norovirus	EXCLUDE until no symptoms and no loose bowel motions for 48 hours. ¹	NOT EXCLUDED
Roseola, sixth disease	NOT EXCLUDED	NOT EXCLUDED
Scabies	EXCLUDE until the day after treatment has commenced.	NOT EXCLUDED
School sores (Impetigo)	EXCLUDE until 24 hours of appropriate antibiotics have been completed. Cover sores on exposed areas with a waterproof dressing until sores are dry, and encourage handwashing.	NOT EXCLUDED
Shiga toxin-producing E.coli (STEC)	EXCLUDE until diarrhoea has stopped and 2 samples have tested negative. <i>Contact your Public Health Unit for specialist advice.</i>	EXCLUSION MAY APPLY <i>Contact your Public Health Unit for specialist advice.</i>
Slapped cheek syndrome, fifth disease (parvovirus B19, erythema infectiosum)	NOT EXCLUDED pregnant women should consult with their doctor. Note: Children are contagious until 24 hours after the fever resolves. Rashes generally occur after the infectious period has passed.	NOT EXCLUDED pregnant women should consult with their doctor.
Shigellosis	EXCLUDE until there has been no diarrhoea or vomiting for 48 hours. <i>Contact your Public Health Unit for specialist advice.</i>	EXCLUSION MAY APPLY <i>Contact your Public Health Unit for specialist advice.</i>
Shingles (herpes zoster)	EXCLUDE all children until blisters have dried and crusted. EXCLUDE adults if blisters are unable to be covered. NOT EXCLUDED In adults if blisters can be covered with a waterproof dressing until they have dried.	EXCLUSION MAY APPLY <i>Contact your Public Health Unit for specialist advice, including advice for pregnant women and any person who is immuno-compromised (including receiving chemotherapy).</i>
Streptococcal sore throat (including scarlet fever)	EXCLUDE until 24 hours of appropriate antibiotics have been completed.	NOT EXCLUDED
*Tuberculosis (TB) ²	EXCLUDE until written medical clearance is received from the relevant Tuberculosis Control Unit.	NOT EXCLUDED
*Typhoid ² and paratyphoid fever ²	EXCLUDE until appropriate antibiotics have been completed. ¹ Stool sample clearance will be required, contact your Public Health Unit for specialist advice.	EXCLUSION MAY APPLY <i>Contact your Public Health Unit for specialist advice.</i>
*Whooping cough (pertussis) ²	EXCLUDE until 5 days after starting appropriate antibiotics or for 21 days from onset of cough AND confirmed that they are not infectious. ¹ <i>Contact your Public Health Unit for specialist advice.</i>	EXCLUSION MAY APPLY for contacts of an infected person. <i>Contact your Public Health Unit for specialist advice regarding exclusion of non-or incompletely vaccinated contacts.</i>
Worms	EXCLUDE until diarrhoea has stopped for 24 hours and treatment has occurred.	NOT EXCLUDED

This is an assistive tool. It is not intended to replace clinical assessment, management or judgment.

If you have any medical concerns, contact your healthcare provider or 13 HEALTH (13432584)

For further advice on the information within this poster, contact your nearest Public Health Unit via 13Health or at www.health.qld.gov.au/system-governance/contact-us/contact-public-health-units

Further information on recommendations:

- Communicable Diseases Network Australia (CDNA) guidelines <https://www1.health.gov.au/internet/main/publishing.nsf/Content/cdnasongs.htm>
- National Health and Medical Research Council publication: Infectious diseases in early childhood and education and care services, 5th edition www.nhmrc.gov.au/guidelines-publications/ch55
- Queensland Department of Health Communicable Disease Control Guidance <http://disease-control.health.qld.gov.au>



Use this QR Code to access a digital copy of this poster or visit www.health.qld.gov.au/public-health/schools/prevention



Queensland
Government

Appendix 7 - Third-Party Consent

Service name:	Mathletics	Data hosting:	Offshore	☐ I give consent	☐ I do not give consent
Url:	https://www.au.mathletics.com				
Purpose of use:	Mathletics provides access to activities and games to support the teaching and learning of mathematics concepts and skills from the Australian Curriculum.				
Terms of use:	http://www.3plearning.com/terms				
Privacy policy:	http://www.3plearning.com/privacy/				

Service name:	Reading Eggs	Data hosting:	Offshore	☐ I give consent	☐ I do not give consent
Url:	https://readingeggs.com.au/ ; https://readingeggspress.com.au/				
Purpose of use:	Reading Eggs / Reading Eggs press provides access to activities and games to support the teaching and learning of literacy concepts and skills related to reading.				
Terms of use:	https://readingeggs.com.au/terms/				
Privacy policy:	https://readingeggs.com.au/privacy/				

Service name:	OLIVER/Softlink	Data hosting:	Offshore	☐ I give consent	☐ I do not give consent
Url:	https://lawntonss.softlinkhosting.com.au/oliver/home/browse/list				
Purpose of use:	OLIVER is a school library management system. This service allows students to borrow from the library and access/view their library account.				
Terms of use:	https://ic.softlinkint.com/wp-content/uploads/2023/01/TermsAndConditionsLC.pdf				
Privacy policy:	https://www.softlinkint.com/data-protection-privacy-policy/				

Service name:	Typing Tournament	Data hosting:	Onshore	☐ I give consent	☐ I do not give consent
Url:	https://www.typingtournament.com/				
Purpose of use:	Typing Tournament provides access to a complete 10-finger typing course.				
Terms of use:	https://www.typingtournament.com/terms-of-use				
Privacy policy:	https://www.typingtournament.com/privacy-policy				

Service name:	ePublisher	Data hosting:	Offshore	☐ I give consent	☐ I do not give consent
Url:	https://epublisher.net.au/public/user/login				
Purpose of use:	School communications platform enabling schools to connect with parents through eNewsletter, eSign Digital Forms, Surveys, Calendars and eFlashmessage functionality, with an online platform interoperable to any device. School staff will create and publish the Newsletter three times each term. The Newsletter will be used as an internal form of communication and will only be sent by email to current families and staff of our school. The newsletter will not be published or links made available online or on social media platforms. By giving consent you will allow photos of your child, and /or their first name, to appear in the Newsletter. This could be for a celebration of learning, sporting achievement or school award.				
Terms of use:	http://www.epublisher.net.au/app/content/terms/				
Privacy policy:	https://epublisher.net.au/module/OrderForm/view/order-form/order-form/privacy.phtml				

Service name:	Scratch	Data hosting:	Offshore	☐ I give consent	☐ I do not give consent
Url:	https://scratch.mit.edu/				
Purpose of use:	Scratch is a block programming language where students can code their own interactive stories, animations and games.				
Terms of use:	https://scratch.mit.edu/terms_of_use				
Privacy policy:	https://scratch.mit.edu/privacy_policy				

Service name:	Showbie	Data hosting:	Offshore	☐ I give consent	☐ I do not give consent
Url:	https://www.showbie.com				
Purpose of use:	Showbie is a learning management system and classroom workflow application. This service provides file sharing and collaboration features with assessment, communication and sharing tools for use within a classroom community.				
Terms of use:	https://support.showbie.com/en/articles/1737460-terms-of-use				
Privacy policy:	https://support.showbie.com/en/articles/1687677-privacy-policy				