

Geebung State School Handbook





A Message from our Principal

Dear Parents and Carers,

Welcome to Geebung State School. We are proud of our school and delighted to welcome you and your family to our community.

Geebung State School provides education for students from Prep to Year 6. Our programs are designed to build a love of learning and support each child's academic, social, emotional and physical development.

We encourage students to become confident, responsible and active members of our school community. They are supported to take pride in their efforts, reflect on their learning and behaviour, and set goals for the future.

Families consistently tell us they value the dedication of our staff, the quality of teaching and learning, the safe and supportive environment, and the strong communication between home and school. They also appreciate that our staff are approachable, know their students well and provide families with opportunities to be involved in school life.

Our learning programs make purposeful use of digital technologies, with students accessing technology in classrooms, the computer lab and the library.

Students also benefit from a wide range of opportunities beyond the classroom, including camps, music, sport, swimming, academic competitions, transition programs and community activities. Our Student Code of Conduct reflects our belief that social development is an important part of every child's education. We encourage all members of our school community to show respect, kindness and tolerance towards one another.

We value the involvement of parents and carers and are fortunate to have a supportive P&C Association and wider community. Their contribution to our school is greatly appreciated.

Thank you for choosing Geebung State School. We look forward to working in partnership with you to support your child and achieve the best possible learning outcomes.

Please contact me at any time if you have questions or require further information.

Tracey Douglas
Principal





Important Information & Contact Numbers

Geebung State School

Administration Office	3623 8777
Student Absence Line	3623 8760
School Email Address	admin@geebungss.eq.edu.au
School Hours	8:50am – 3:00pm
Apps	QParents
School Website	www.geebungss.eq.edu.au
Facebook	www.facebook.com/GeebungSS/
Instagram	www.instagram.com/geebungstateschool

GSS P&C Association

P&C Office	3623 8750 or 0417 497 775	Monday: 9am – 12pm Wednesday: 11:30am – 2:30pm Friday 9:00am – 12:00pm
Uniform Shop	0417 497 775	Wednesday: 8:15am to 9:15am or by appointment
Tuckshop	3623 8755 or 0409 391 822	Monday – Tuesday (meal deals) Wednesday – Friday: 8:15am – 2:00pm
OSHC	3623 8755 or 0451 143 308	Before School Care: 7:00am – 8:45am After School Care: 3:00pm – 6:00pm Vacation Care: 7:00am – 6:00pm





GETTING STARTED AT GEEBUNG

Enrolments

Children enrolling in Prep must turn five by 30 June in the year they begin school. Families must complete an enrolment form and provide a birth certificate. International enrolments also require a copy of the student's visa and passport. Please contact the school office to arrange an enrolment interview or visit the school website for further information.

School Hours

School begins at **8:50 am** and finishes at **3:00 pm**.

Arrival at School

Students should arrive from **8:30 am**. There is no playground supervision before this time. Students wait quietly in their class area until the first bell. Staff are available at the front gate to welcome students.

Late arrivals must report to the school office for a late slip.

Attendance and Absences

Regular attendance is important for your child's learning. Absences can be reported through:

- School office: 3623 8777
- QParents
- Please only use this Student Absence line if QParents is not working: 3623 8760
- admin@geebungss.eq.edu.au

Please provide a reason for the absence and notify the school in advance if your child will be away for an extended period.

Early Departures

Parents and carers collecting a child early must report to the school office and have their child signed out.

Identification may be requested if the collecting adult is not known to staff.

End of Day

Students are dismissed at **3:00 pm**.

There is no official playground supervision after school. Students not collected by **3:15 pm** must report to the school office.

Please phone 3623 8777 if you are delayed.



LEARNING & STUDENT DEVELOPMENT

Assessment and Reporting

Families receive:

- Written progress reports twice a year
- Parent-teacher interviews twice a year
- Parent and community information sessions

Parents and carers may also arrange an appointment with their child's teacher at any time.

Homework

Teachers will explain homework expectations early in Term 1.

Families are encouraged to discuss their child's learning, recognise their effort and support positive study habits.

Inclusive Education

Teachers closely monitor each student's learning and development.

Students may receive additional support for learning, behaviour, social or emotional needs where required. Geebung State School is an inclusive school that welcomes students from diverse cultural, religious and family backgrounds, with varied abilities and learning needs.

Please speak with your child's teacher if you have any concerns.

Specialist Teachers

Students participate in specialist lessons in:

- Health & Physical Education
- The Arts – Music, Dance, Drama and Visual Arts
- Japanese - experienced from Year 3 and assessed in Years 5 and 6.

Music, Instrumental Music and Choir

Students may apply to join the Instrumental Music program.

Instruction is available in:

- Strings from Year 3
- Brass, Woodwind and Percussion from Years 4 or 5

Choir is available to students from Year 1 to Year 6, with rehearsals held weekly during one of the breaks.

Library

The air-conditioned library includes class learning areas, a reading corner, and a STEAM Lab. It is open daily for borrowing. Students should bring a clearly labelled library bag.

Year 5 & 6 students may volunteer as Library Monitors.

Internet Access

School technology and internet access are for educational purposes.

Students and families must sign an Internet Access Agreement and use technology safely and appropriately.

Students must:

- Report inappropriate content to a teacher
- Treat others respectfully online
- Protect personal information

Excursions and Extra-Curricular Activities

Students may participate in excursions and extra-curricular activities throughout the year. Families will receive written information before each activity. Appropriate behaviour is expected for participation.

Student Leadership

Year 5 students may participate in a leadership program in preparation for Year 6 leadership roles. Selection considers:

- Responsibility and initiative
- Communication skills
- Participation and attendance
- Personal presentation
- School and community involvement

Leadership positions may include School, Vice, Sport and Cultural Captains.

Awards and Recognition

Students are recognised for positive choices, effort and achievement.

Recognition may include:

- Strong Decision awards
- Student Achievement Awards
- Weekly assembly presentations
- Annual Academic and Personal Achievement Awards





HEALTH, SAFETY AND WELLBEING

Accidents and First Aid

Staff provide first aid for minor injuries.

For serious injuries, families or emergency contacts will be notified and an ambulance may be called. Please keep your contact details up to date.

Activity Risk and Insurance

Some school activities carry a risk of injury.

The Department of Education does not provide Student Accident Insurance. Medical and associated costs are the responsibility of families, although some costs may be covered by Medicare or private health insurance.

Administering Medication

Medication can only be administered when the school receives written permission.

Medication must be provided in its original packaging with a pharmacy label showing:

- The student's name
- Dosage
- Time to be administered
- Medical practitioner's name

All medication must be stored at the school office.

Medical Exclusions

Students may need to remain at home when they have an infectious or contagious illness.

Families should follow current Queensland Health exclusion guidelines.

Common exclusions include:

- Chickenpox
- Conjunctivitis
- Diarrhoea
- Measles
- Mumps
- School sores
- Scabies
- Whooping cough

Please contact the school if you are unsure when your child can return.

Guidance Officer

The Guidance Officer attends on Thursdays and Fridays and supports students experiencing educational difficulties.

To request support, speak with your child's teacher, the Principal or the school office.

The Guidance Officer does not provide ongoing counselling. Families requiring this support should contact their GP.

Chaplain

The School Chaplain supports students, staff and families three days each week.

The position is partly funded by the P&C and Australian Government.

Families can also join the Geebung State School Chaplaincy Facebook group.

Food and Water

Families are encouraged to provide healthy food that children can open independently. Suitable options may include fruit, cheese, crackers, yoghurt, sandwiches and muesli bars. Students must bring a labelled water bottle containing water only. Please check with the classroom teacher before bringing birthday food because some students have serious allergies.

Sun Safety

Students must wear a broad-brimmed, bucket or legionnaire-style hat outdoors. Caps are not permitted. The school follows the **No Hat, No Play** rule. Families should apply sunscreen before school and provide sunscreen where required.

Safety Procedures

All staff, visitors and volunteers must sign in at the school office and wear identification. Students will only be released during the day when the school has received permission from a parent or carer. Identification may be requested.

Mobile Phones and Electronic Devices

Mobile phones, tablets, smart watches and other devices are discouraged. Where a device is required, families must complete an application form. Devices must be switched off and stored at the school office. Students are responsible for collecting devices at the end of the day.





DAILY SCHOOL LIFE

Student Code of Conduct

The Student Code of Conduct outlines behaviour expectations for students, staff and families. The **Student Code of Conduct** can be found on our school website under **Our School → Rules and Policies**. Expected behaviour is explicitly taught and supported across the school.

Assembly

Assemblies are held every second Tuesday at **2:15 pm**.

- Prep to Year 2: even weeks
- Years 3 to 6: odd weeks

Families and community members are welcome to attend.

Assemblies are led by Student Leaders and may include awards and class presentations.

Breaks

Students have two eating breaks/two play breaks each day.

On tuckshop days, students may purchase additional items after eating time.

Tuckshop

Orders can be placed through the Schools24 app.

Payment can be made online, by cash or EFTPOS. EFTPOS transactions have a \$10 minimum.

To volunteer, contact the Tuckshop Convenor on 0409 391 822.

Birthdays

Small individual cupcakes or Icy Poles are preferred for birthday celebrations.

Please check with the classroom teacher before bringing food due to allergies and dietary requirements.

The tuckshop may also provide suitable birthday options.

Uniforms

Students are expected to wear the school uniform each day. The **Uniform Policy and Dress Standard** can be found on our school website under **Our School → Rules and Policies**.

The Uniform Shop is located under A Block beside the P&C Office and is open:
Wednesdays, 8:15 am to 9:15 am

Uniforms may also be ordered through QuickCliq.

Footwear

Black enclosed shoes or joggers are encouraged.

Thongs are not permitted, and the school follows a **No Shoes, No Play** rule.

Jewellery

Watches, medical alert jewellery and stud earrings are permitted.

Rings, necklaces, bangles and sleeper earrings should not be worn.



Hair and Make-Up

Shoulder-length hair must be tied back. Make-up and coloured hair dye are not permitted.

Personal Belongings

Toys, trading cards, electronic items and personal sporting equipment should remain at home. This helps prevent items from being lost, damaged or stolen.

Lost Property

All clothing, hats and equipment should be clearly labelled with the student's full name. Lost property is located under C Block near the P&C Office.

Free Dress Days

Free Dress Days will be advertised in advance. Students may wear appropriate, sun-safe clothing and bring a gold coin donation. Fully enclosed shoes must be worn. Funds may support local, national or international causes selected by the Student Council.

Photographs and Media Permission

Families are asked to provide permission for their child to be photographed, filmed or recorded. Images may be used in:

- Newsletters
- School photographs
- Promotional materials
- Local media
- The school website
- Social media channels – Instagram & Facebook

Families may request that their child is not photographed.

Parents and carers should also avoid photographing other students without permission.

Sports Houses

Students are placed into one of three sports houses:

- **Mulgumpin – Yellow**
- **Minjerribah – Red**
- **Yarun – Blue**

Swimming

Swimming lessons are held in Terms 1 and 4. Prep students swim in Term 4 only.

Swimming is part of the curriculum and students are expected to participate.

Students must bring:

- Swimming togs
- Sun-safe swimming shirt
- Towel
- Swimming cap
- Waterproof bag

All items must be clearly labelled. Sunscreen should be applied before school.

TRAVEL AND TRANSPORT

Active School Travel

Families are encouraged to reduce traffic and support healthy travel by:

- Walking
- Carpooling
- Riding a bicycle or scooter
- Parking nearby and walking to school

Bicycle Safety

Students must wear an approved helmet when riding or walking a bicycle. Bicycles must be walked within the school grounds and nearby footpaths. Bicycles should be securely locked in the racks under E Block.

Bus Travel

Students travelling on Council or private buses are not supervised by school staff. Students must follow the provider's safety and behaviour expectations.

Train Travel

Students should follow Queensland Rail safety advice:

- Stay away from train tracks
- Do not play on platforms
- Stand behind the yellow line
- Follow all safety instructions

Stop, Drop and Go Zone

The turning circle in front of the school hall is a Stop, Drop and Go zone. Drivers must remain in their vehicles and must not park or leave cars unattended. Students should be ready to exit safely with their belongings. If your child is not ready for collection, please continue through the circuit and return. There is no right-hand turn when leaving this entrance.





FAMILIES AND SCHOOL COMMUNITY

Parents and Carers in the School

Families play an important role in their child's education and are welcome to become involved.

Ways to participate include:

- Volunteering in learning programs
- Supporting excursions and activities
- Attending assemblies and information sessions
- Joining the P&C
- Volunteering in the tuckshop
- Becoming a classroom helper
- Sharing skills or expertise
- Supporting learning at home

Parent and Carer Responsibilities

Parents and carers are asked to:

- Read school information and policies
- Support health and hygiene requirements
- Complete volunteer induction before assisting at school
- Raise concerns with the teacher, then the Principal or Deputy Principal
- Keep contact and emergency details up to date
- Support the Student Code of Conduct

P&C Association

The P&C supports school programs, facilities and community activities.

Meetings are held on the Tuesday of Week 3 & 7 each term at **7:00 pm in OSHC building**.

Families are encouraged to attend and become involved.

Playgroup

We are currently looking for a Playgroup Coordinator.

The group is registered with Playgroup Queensland and welcomes all families and friends.

Newsletter

The school newsletter is emailed fortnightly and is also available through:

- The school website
- QSchools app

QSchools also provides access to school updates, events, letters and documents.



SERVICES, FACILITIES AND KEY CONTACTS

Geebung State School

Administration Office

3623 8777

Student Absence Line

3623 8760

Email

admin@geebungss.eq.edu.au

School Hours

8:50 am–3:00 pm

Parent App

QParents

Website

www.geebungss.eq.edu.au

Facebook

www.facebook.com/GeebungSS/

Instagram

www.instagram.com/geebungstateschool

Geebung State School P&C Association

P&C Office**Phone**

3623 8750 or 0417 497 775

Opening Hours

Monday: 9:00 am–12:00 pm

Wednesday: 11:30 am–2:30 pm

Friday: 9:00 am–12:00 pm

Uniform Shop**Phone**

0417 497 775

Opening Hours

Wednesday: 8:15 am–9:15 am

Other times by appointment

Tuckshop**Phone**

3623 8755 or 0409 391 822

Opening Hours

Monday–Tuesday: Meal deals available

Wednesday–Friday: 8:15 am–2:00 pm

Outside School Hours Care**Phone**

3623 8755 or 0451 143 308

Before School Care

7:00 am–8:45 am

After School Care

3:00 pm–6:00 pm

Vacation Care

7:00 am–6:00 pm