



Parent Information Handbook 2023

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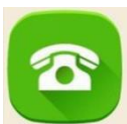
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Address: 10 Yass Road QUEANBEYAN NSW 2620



Telephone: (02) 6297 2619



Email: queanbeyae-p.school@det.nsw.edu.au



Website: <http://www.queanbeyae-p.schools.nsw.gov.au>



Facebook Like us and follow us on FB
<https://www.facebook.com/Queanbeyan-East-Public-School-1274484759266928/>



**Sentral
Parent Portal**

The parent portal will allow you to:

- Notify absences
- View our newsletters
- View calendar events
- View your child's Attendance Overview
- Receive notifications, notes and documents
- Access student reports

Further information and download instructions are located here:

[https://queanbeyae-p.schools.nsw.gov.au/content/dam/doe/sws/schools/q/queanbeyae-p/2020-notes-home/Sentral Parent Portal setup 23 07 20.pdf](https://queanbeyae-p.schools.nsw.gov.au/content/dam/doe/sws/schools/q/queanbeyae-p/2020-notes-home/Sentral%20Parent%20Portal%20setup%2023%2007%2020.pdf)



Contacting Us

All families, whether you are a prospective family or current family, are always welcome to make a time to discuss your child's particular needs or simply to meet and take a tour of the school.

A suitable meeting time or tour of the school can be requested by contacting the school office on 02 6297 2619 or email at **queanbeyae-p.school@det.nsw.edu.au**

School Hours

Before School Supervision	8:30am - 8:55am
Morning Session	8.55am - 11.00am
Recess	11:00am - 11:35am
Middle Session	11:35am - 1:15pm
Lunch	1:15pm - 2:00pm
Afternoon Session	2.00pm - 3.00pm
End of School Day	3.00pm

No child should arrive at school before 8.30am or remain at school after 3.00pm.

Canteen

We currently have a canteen operating on Wednesdays, Thursdays and Fridays for lunch orders and recess. Please see our website for a copy of the current menu. Cash orders must be in a labelled bag/envelope to be handed into the canteen by 8:55am. Online orders must be placed by 8:30am on the day.

Please ensure you pack all food and a drink bottle for the other days.

Before and After School Care

Camp Australia offers Before School Care between 7.00am and 9.00am and After School Care between 3.00pm and 6.00pm in the School Hall. Please contact Camp Australia on 1300 105 343 for details.

www.campaustralia.com.au

School Routines

Entry and Exiting the School

Students are asked to enter the school each morning via the gates on Mulloon St or Thurrallilly St. Parents are welcome to ensure that their child arrives safely at school and is settled in, however, in the interests of student safety it is not appropriate for parents to wait extended periods of time in the playground in the mornings. All visitors will need to have left the school before the 8:55am bell.

In the afternoon, students will be able to exit the school via the gates on Mulloon St, Thurrallilly St or Yass Rd. Parents are asked to collect their children from the gates. Students will be escorted to the gates by staff, please ensure your child knows which gate they will be picked up from.

The School Day

The school day commences at 8.55am and concludes at 3:00pm. Playground supervision prior to formal instruction commencing is provided from 8:30am.

Leaving School Early

If for any reason you require your child to leave school early, all students are to be signed out in the early leavers register in the school office.

Late Arrivals

Students who arrive late are required to collect a late slip from the school office. Late attendance to school counts towards your child's overall attendance rate.

Absences

If your child is absent from school for a short period, the school is required to be notified verbally, in writing or via the Sentral Parent Portal

Visitors to the School

Parents, contractors and external visitors have to enter our school through the front office, sign in and follow Department of Education regulations in accordance with WHS and Child Protection guidelines.





Staff 2023

Principal Mr Danny Scott

Assistant Principal Quality Teaching Mrs Krystal Webb

Assistant Principal & 1 Blue Miss Bronte Copland

Assistant Principal & Kinder Red Miss Laura Vilensky

Assistant Principal & 5/6 Red Mrs Kate Kosmer

Teachers

Kinder Blue Miss Rachel Schupfer

1 Red Miss Victoria Wood

2 Blue Miss Chloe Oates

2 Red Mr Tom Robertson

1/2 White Mrs Jennifer Jackson

3/4 Red Miss Sarah Morris

3/4 Blue Ms Ngareta Konia

4/5 White Miss Lanit Wuvuai

5/6 Blue Mr Keaton Sadgrove

K/6 Red Mrs Anna Glover

Release from face to face (RFF)

Mrs Lauren Stepic

MS Carole Mierendorff

AdminTeam

Business Manager Liz Nicholls

Administration Officer Lindy Hall

Administration Officer Anita Ginoski

General Assistant Dave Rawlings

School Learning Support Officers

Alyssa Parsons Emily Woodward

Paige Heany Sarah Misner

Karen Robinson Tracy Vagg

Anita Ginoski Laura Warner

Nicole Smith

Uniform

The school uniform has been selected as being comfortable, easy to wash and sun safe. It is expected that all students will be in full uniform at all times. With the exception of medical alert bracelets/ necklaces, jewellery is not to be worn. Students with pierced ears are requested to wear studs or sleepers.

It is essential that names are written on all items of clothing.

Footwear: The department is committed to providing a safe working and learning environment for all students in accordance with statutory and regulatory obligations. Students are encouraged to wear enclosed leather footwear. Sandals and open footwear are not permitted.

Our school uniform can be worn all year round and is only available from our school uniform shop.



Hats

It is expected that every student will wear a school hat. School hats are available from the front office of the school and through the school uniform shop.

Uniform options

If you require assistance with sizing, please contact the office to arrange a suitable time.

Online via quickcliq.com.au

Online uniform orders can be placed anytime. Orders will be filled on Wednesdays, Thursdays and Fridays and will be delivered to your child's classroom to bring home.

Cash

Complete a hardcopy uniform order form and return to the office with your payment. Orders will be filled on Wednesdays, Thursdays and Fridays and will be delivered to your child's classroom to bring home.

Curriculum

The NSW Curriculum is structured in Primary and Secondary. Students move through the following stages of learning:

Primary Stages

Early Stage 1: Kindergarten
Stage 1: Year 1 and Year 2
Stage 2: Year 3 and Year 4
Stage 3: Year 5 and Year 6

Secondary Stages

Stage 4: Year 7 and Year 8
Stage 5: Year 9 and Year 10
Stage 6: Year 11 and Year 12

Key Learning Areas

Key Learning Areas (KLAs) describe broad areas of learning. In NSW syllabuses are developed within the following KLAs:

English
Mathematics
Science and Technology
Human Society and its Environment (HSIE)
History
Geography
Personal Development, Health and Physical Education (PDHPE)
Creative Arts

Library

Students attend weekly library lessons with their class teachers. Research and information skills are taught in line with relevant class themes.

Special Religious Education (SRE)

Special Religious Education provided to students is conducted by representatives of various religious denominations approved by the Department of Education. Classes will be held depending on the availability of SRE teachers. Parents are asked to nominate the SRE group they want their child to attend. Any change to this nomination must be advised in writing.

Student Assessment and Reporting

We provide written reporting of student achievement twice a year supported by a parent conference mid- year. Outside of these reporting mechanisms parents are welcome to make arrangements throughout the year to meet with the teacher as required.

Extra Curricula

Parallel to a strong academic focus, music, the arts and sport programs are integral to a diverse and enriching education at Queanbeyan East Public School.



Student Attendance

Regular attendance at school is essential to assist students to maximise their potential. By promoting regular and punctual attendance, students will:

- Develop continuity in their education that is necessary for them to succeed
- Develop social networks with their peers
- Learn vital concepts and building blocks essential to their education in future years
- Enhance effective classroom organisation of activities, excursions, assessment tasks and reporting procedures
- Develop a sense of responsibility/self-discipline

Acceptable reasons for being absent from school include: an unavoidable medical or dental appointment (preferably these should be made after school or during holidays), attendance at special religious ceremony, attendance at a serious/urgent family situation, too sick to go to school or has an infectious illness.

If your child is late to school or has to leave early you must sign them in/out from the front office. If your child is absent from school for a short period, the school is required to be notified verbally, in writing, or via the sentral parent portal.





Student Health

Medical Conditions

The school should be notified of all student medical conditions. For the following medical conditions a medical school plan will need to be developed in consultation with the school, parents and medical practitioners.

- Severe allergies (anaphylaxis)
- Asthma
- Epilepsy

Injuries at School

Students who injure themselves at school will have first aid applied in the office area by a trained member of staff. In the case of a serious injury, an ambulance will be called and parents notified immediately. The ambulance cost will be covered by the school and the P&C takes out student injury insurance to cover many out of pocket expenses. Contact the school for further details.

Staff training

All staff are provided with annual CPR, emergency management and EPI-Pen training administered by certified trainers.

Nut Products

We ask that all families assist us to support students with allergies through not packing nut based foods and spreads in children's lunches.

Administration of Medication

Parents/carers of students needing prescribed medication during the day at school must make arrangements in writing for this to be administered. The principal, student's class teacher and the office staff must be informed. A permission form must be completed by the parent and signed by the principal / assistant principal prior to any medication being administered at school.

All medications must be provided to the school by the parent, students are **not** to bring medication to school. The medication must be in the original packaging, with a pharmaceutical label detailing students name and dosage required.

Students who routinely administer medications themselves for conditions such as asthma, diabetes, epilepsy, etc will be supervised by a class teacher at the school as negotiated between the teacher, parent and Principal. The parent will provide the school with an action plan.

Sickness and Accidents

Health issues in schools are extremely important. Parents are therefore asked to cooperate in complying with any requests from the school concerning health issues. When children become ill during school time, parents will be contacted.

Student Services and Welfare

Learning Support Team

Students with identified learning needs are referred to the Learning Support team. The role of the team is to develop personalised learning plans in consultation with parents to support referred children achieve success. These plans are delivered by dedicated Learning Support teachers and are reviewed on a regular basis.

School Counsellor

The NSW Department of Education provides each school with a school counsellor. The counsellor advises on students with diagnosed disabilities where the aim is to ensure that adjustments are made to facilitate equitable and successful access to the mainstream academic program. Access to the counsellor is by referral after consultation with the Learning Support team.



Sport Programs

We provide comprehensive sport opportunities for all students K-6. In addition, we are a competitive school within the Public Schools Sporting Association (PSSA) program.

School Houses

JINGERA

Yellow

Local Aboriginal word meaning - mountains east of Queanbeyan
Used by bushrangers

TINDERRY

Green

Peak 1600m in height to the South of Queanbeyan.
Originally a forest area

COWAN

Red

Local property name

GOOGONG

Blue

Local Aboriginal word for waterway

Parent Services

Parents and Citizens Association

QEPS P&C is a school based organisation with membership open to parents, teachers and interested citizens.

Our P&C meets twice a term. Dates are advertised on our P&C Facebook page and via the School newsletter. All parents are welcome to attend.

Travel

Please enquire at the school office for details concerning bus travel. If you live in a rural area you may also be entitled to Private Vehicle Conveyance payments. Contact the office for information.

It is important that your child knows what travel arrangements you have made. If those arrangements have to be changed unexpectedly please notify the school. Please inform the school if someone else is collecting your child. If the school does not receive formal notification children will follow normal routine. Any student not collected by the time the last bus has departed will be taken to the office and the parent contacted.

Car Park

For safety reasons parents are requested **not** to park or walk through the school car park.

Yass Road Crossing

Parents are responsible for escorting their children across roads in the mornings.

A teacher will escort children across the Yass Road crossing in the afternoon, after assembling at 3:00pm.

Mulloon Street and Thurralilly Street Crossings

Parents are responsible for escorting their children across these roads in the mornings and afternoons and to use the marked school crossing areas. **Please abide by all road rules and street signs in our school zone and keep your child and others safe.**

Pick-up and Drop-off Zone

There is a pick up and drop off zone 'Kiss & Ride' located on Thurralilly and Mulloon Streets. They feature blue signage and a painted blue kerb. The rules for these zones are: Maximum stop time is 2 minutes, drivers must remain within 2m of their vehicle, vehicles must not be left unattended.

School perimeter gates will open school days from 8:30am. Gates will then close from 9:30am and reopen by 2:45pm.

All access gates will be closed by 3:30pm when our front office closes.





Communication

Website and Facebook page

Our School website and Facebook page is for the school and wider community to gain an understanding of policies, facilities, programs and projects at Queanbeyan East Public School. It is a place to showcase the work by students, teachers and parents as well as promote our school.

Website: <https://queanbeyae-p.schools.nsw.gov.au/>

Facebook: <https://www.facebook.com/Queanbeyan-East-Public-School-1274484759266928>

Parent Portal (Sentral)

This app is a means for communication between parents and the administration of the school. Parents are able to respond to messages directly including explaining any student absences. Through this app the school sends out newsletters and permission notes as well as other relevant push notifications. A calendar of events is also included on this app. Further information and download instructions are located here:

[https://queanbeyae-p.schools.nsw.gov.au/content/dam/doe/sws/schools/q/queanbeyae-p/2020-notes-home/Sentral Parent Portal setup 23 07 20.pdf](https://queanbeyae-p.schools.nsw.gov.au/content/dam/doe/sws/schools/q/queanbeyae-p/2020-notes-home/Sentral%20Parent%20Portal%20setup%2023%2007%2020.pdf)

Newsletter

Our fortnightly newsletter is the primary method of informing the school community of what is happening in the school. Newsletters will be emailed to all families and are also published on our school website and Parent Portal. Additional hard copies will be available at the school office.

Permission Notes

For activities and events that require signed parent permission a note will be sent home directly with students. Specific information about the event including cost, transport, supervision, date and time will be included on the note. Notes will also be emailed to parents and placed on the Parent Portal. Where practical notes will be sent home no later than 2 weeks before the event. Cash payments can be handed in directly to the office or students can give it to their class teacher. Payments can also be made online using the 'make a payment' tab on our school website.

School Assemblies

Every second Friday we host a whole school assembly starting at 12:30pm. These assemblies bring our student and parent community together to celebrate student successes as well as providing an opportunity for a selected class to perform a short item or showcase impressive class work. All parents and friends are welcome to attend.

Digital Procedures

Our school acknowledges the educational value of digital devices and online services in supporting and enhancing educational outcomes and student wellbeing. We also recognise they may cause harm if used inappropriately and that we need to support our students to use them in safe, responsible and respectful ways. Our draft policy is available on our website. [Student Use of Digital Devices draft 04.05.21.pdf \(nsw.gov.au\)](#)

Email and Phone:

Parents are able to contact the school and staff via:

Phone number: 02 6297 2619

Email: queanbeyae-p.school@det.nsw.edu.au

Our staff will find a time to talk to you when they can give you their full attention. Please remember that while our staff are in class or dealing with other matters, they may not be available to answer your questions immediately

Class Dojo

Each classroom teacher uses the Dojo app as part of the school positive behaviour system and as a means of direct communication with the families of students in each class. The Dojo app is used to inform parents of events happening in the class and promote learning and wellbeing. Parents are also able to use this app to communicate directly with the teacher. However, please note that communication of a sensitive nature or about specifics of learning will need to be done either via telephone or in person.

Reporting

The school will provide parents with written reports on their child's learning twice a year, at the end of term 2 and 4. The components of the written report will meet the DoE policy standards. Additionally, parent teacher interviews will be conducted once a year.

Notes, Money Collection and Online Payments

Please return signed permission notes and money envelopes for excursions/visiting shows to the school **promptly**. Your child could be excluded if permission is not received by the due date.

When sending money to school, please place it in an envelope/zip lock bag for each child stating name, class, amount and event. Money is to be placed in the mailbox in the front office **before** 8.55am.

Alternatively, you can pay online via our parent payment portal linked to our school website. This is a secure payment page hosted by Westpac.

Log onto the school website and click on '**Parent Online Payments**' for more information.



Important Contacts

School

Front Office	6297 2619
School Security Unit	1300 880 021
(to report suspicious behaviour outside school hours)	

Before and After School Care

Camp Australia	1300 105 343
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SACC

Schools as Community Centres	6297 2167
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Travel

CDC Canberra (formerly Qcity)	6299 3722
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Community

Queanbeyan Community Health	6298 9233
Community Dental	1800 450 046





Queanbeyan East School Song

To do our best we work side by side
We never protest for we're filled with pride

East! East! That's how we'll stay
Friends together, working together,
Happy together, 'til the very last day

We're all good sports, although we're small
When we play our games, we are fair to all

East! East! That's how we'll stay
Friends together, working together,
Happy together, 'til the very last day

