



# Trinity Beach

S T A T E S C H O O L

## School Handbook 2025



Every student matters



The Department of Education trading as: Education Queensland International (EQI) CRICOS Provider Number: 00608A

Smithfield  
State High School



## Contents

<b>Welcome!</b> .....	<b>3</b>
Welcome to the Tropical North Learning Academy .....	3
TNLA's Mission .....	3
TNLA's Signature Programs .....	3
<b>Principal's Message</b> .....	<b>4</b>
<b>Important Information</b> .....	<b>5</b>
<b>Our Leadership Team</b> .....	<b>5</b>
<b>Important Dates for 2025</b> .....	<b>5</b>
<b>Daily Routine (Bell Times)</b> .....	<b>5</b>
Homework .....	7
Technology and Resources .....	7
Assessment .....	7
Support Services .....	7
<b>Specialist Lessons</b> .....	<b>8</b>
The Arts .....	8
Health and Physical Education .....	8
Languages Other Than English (LOTE) .....	8
Technologies .....	8
<b>Montessori Learning Program Prep- Year 2</b> .....	<b>9</b>
<b>Extracurricular</b> .....	<b>12</b>
<b>Excursions</b> .....	<b>12</b>
<b>Library Programs</b> .....	<b>12</b>
<b>Student Leadership</b> .....	<b>13</b>
<b>International Student Program</b> .....	<b>13</b>
<b>Religious Instruction</b> .....	<b>13</b>
<b>Bike Bus</b> .....	<b>13</b>
<b>Family and Community Involvement</b> .....	<b>13</b>
<b>Reporting to Parents</b> .....	<b>14</b>
<b>P&amp;C Association</b> .....	<b>15</b>
<b>Volunteering</b> .....	<b>15</b>
<b>Outside School Hours Care (OSHC)</b> .....	<b>16</b>
<b>Policies &amp; Procedures</b> .....	<b>16</b>
<b>Communication &amp; Complaints Processes</b> .....	<b>16</b>
<b>General Information</b> .....	<b>17</b>
Student Code of Conduct .....	17
What is Social and Emotional Learning and the Pause Program? .....	17
<b>Absence</b> .....	<b>18</b>
<b>Student Records</b> .....	<b>18</b>
<b>Custody/Parenting Arrangements</b> .....	<b>18</b>
<b>Bring Your Own Device (BYOx)</b> .....	<b>18</b>
<b>Internet Access</b> .....	<b>18</b>
<b>Tuckshop</b> .....	<b>19</b>
<b>Mobile Phones Access</b> .....	<b>19</b>
<b>Student Travel</b> .....	<b>19</b>
<b>School Uniforms</b> .....	<b>20</b>
<b>Sunscreen</b> .....	<b>20</b>
<b>Water Bottles</b> .....	<b>20</b>
<b>Stationery Lists</b> .....	<b>20</b>
<b>Student Health</b> .....	<b>21</b>
<b>Common Routines</b> .....	<b>22</b>
<b>Support Learning at Home</b> .....	<b>23</b>



## Welcome!

### Welcome to the Tropical North Learning Academy

The Tropical North Learning Academy (TNLA) is a strategic partnership between Trinity Beach State School, Smithfield State High School and James Cook University. Trinity Beach and Smithfield form the Tropical North Learning Academy for the Department of Education, Training and Employment, with James Cook University being the tertiary partner.



### TNLA's Mission

*Engaging young minds to meet the challenges of the future, by offering unique, world-class education programs from the early years to university and beyond.*

Through this unique alliance a seamless educational pathway is delivered from the early phase of learning to university and adult life. TNLA partners work together to provide a range of “learning enhancements”, called academies, for students at all stages of learning. Partners also work to ensure smooth transitions occur at the key junctures of schooling.

### TNLA's Signature Programs

- **Academic Excellence:** Specialist JCU Learning Academies for high achieving, tertiary aspirants from Year 5 to 12
- **Young Scholars:**
  - Philosophy in Action
  - Entrepreneurs of tomorrow
  - Sustainability
  - Makerspace
  - Adventures in Science
- **Jazz and Contemporary Music Academy**
- **Football and Netball Academies:** Skills development programs for talented sportsmen and sportswomen



## Principal's Message

**Our commitment is to create a learning environment in which each child can thrive and become an independent, creative and connected learner. It is through these solid foundations that unlimited potentials will emerge.**

The Tropical North Learning Academy: Trinity Beach State School provides an education that prepares our students for life. We are a community of learners, committed to innovation and led by a united vision for professional excellence.

At Trinity Beach we offer a distinctive learning environment. We believe in engaging children in learning experiences that foster their independence, creativity and the connectedness needed in today's world and our global future.

We recognise the individuality and varied abilities of our students and provide every opportunity for them to find their passion, take risks, strive to improve, succeed and learn from any set-backs.

Set on a 7-hectare property in the heart of Trinity Beach, our school offers students access to a range of specialist academic programs and extension extra curricular activities – including Sport, Instrumental Music and Language Studies.

Trinity Beach State School is embedded in our Northern Beaches community.

We work to continually foster positive relationships with our families, local businesses, surrounding schools, clubs and professional associations. It is through these productive partnerships that we are able to deliver dynamic educational experiences for our students.

We look forward to working in partnership with you during these formative years of your child's life-long education.





## Important Information

School Administration Office hours are Monday to Friday 8:30am - 3:45pm.

Phone Numbers	
School Administration Office:	07 4057 1444
Outside School Hours Care:	07 4057 5678
Tuckshop:	07 4057 1427
Other Contact Details	
Physical Address:	Wewak Street, Trinity Beach
Postal Address:	PO Box 142 Trinity Beach 4879
Email:	admin@trinitybeachss.eq.edu.au
Absences:	<a href="mailto:attendance@trinitybeachss.eq.edu.au">attendance@trinitybeachss.eq.edu.au</a>
Website:	<a href="http://www.trinitybeachss.eq.edu.au">www.trinitybeachss.eq.edu.au</a>
Facebook:	<a href="http://www.facebook.com/trinitybeachss">www.facebook.com/trinitybeachss</a>

## Our Leadership Team

Principal	Dan Hollis
Deputy Principals	Martina Jackman, Shannyn McMillan, Narinder Singh
Head of Department Curriculum	Chris Paterson
Head of Special Education Services	Samantha Ilic
Business Manager	Helen Wilson
Executive Services Officer to the Principal	Jo McNicol
Administration Officers	Jessica Connell, Lisa Harris, Rachel Pol
Outside School Hours Care	Sarah Denman

## Important Dates for 2025

Term 1	Tuesday 28 January – Friday 4 April
Term 2	Tuesday 22 April – Friday 27 June
Term 3	Monday 14 July – Friday 19 September
Term 4	Tuesday 7 October – Friday 12 December
Student free days	Thursday 23 January, Friday 24 January, Friday 5 September

## Daily Routine (Bell Times)

Our school expectation is that teachers have classrooms open from 8.55am – 3.00pm daily.

8.55am – 11.00am	Morning Session
11.00am – 11.15am	Lunch
11.15am – 11.40am	Activity Recess
11.40am – 1.30pm	Middle Session
1.30pm – 2.00pm	Activity Recess
2.00pm – 3.00pm	Afternoon Session



## Teaching and Learning Focus

**The Tropical North Learning Academy: Trinity Beach State School provides a dynamic educational experience for students that enables them to become independent, creative and connected lifelong learners.**

Our academic programs are focused on building students' foundational skills, attitudes and values to ensure they achieve their individual potential.

Literacy and numeracy skills are taught explicitly as well as embedded in Trinity Beach State School's extended curriculum. Curriculum is provided in all 8 learning areas of the Australian Curriculum

- English
- Health & Physical Education
- Mathematics
- Languages
- Science
- The Arts (Drama, Music, Visual Arts)
- HAAS
- Technologies

### Phases of Learning

Our academic programs are divided into two key phases of learning. Each stage is approached as a unique, yet interdependent step in the broader education pathway.

**Lower Primary (Prep – Year 3):** Often referred to as the “Early Years of Learning”, Lower Primary at Trinity Beach State School focuses on developing our students' passion for learning, creativity and self-confidence. Our program aims to not only provide our youngest students with a balanced and relevant set of core literacy and numeracy skills, but also with a strong attitude to learning that will underpin their later academic and personal achievement.

**Upper Primary (Years 4 – 6):** Trinity Beach State School's approach to the Middle Years of Schooling (Years 4–6) reflects our understanding of the unique educational needs of young adolescents. Our Upper Primary program supports the intellectual, social, emotional, moral, spiritual and physical development of our students. Learning experiences encourage active learning, strong relationships, co-operation, and the development of independent learning skills.

### Academic Excellence

Trinity Beach State School is focused on building a culture of academic excellence and achievement across the Tropical North Academy. We recognise and engage students into aspirational pathways. These programs include:

- Young Scholars Program
  - Philosophy in Action
  - Entrepreneurs of Tomorrow
  - Sustainability
  - Makerspace
  - Adventures in Science
- Specialist Instrumental Music Program with pathways into Smithfield State High School
- Jazz Academy, Netball Academy and Football Academy – skills development program for talented sportsmen and sportswomen.
- TNLA Enrichment Programs

## Homework

A balanced approach to homework plays an important role in a child's education.

At Trinity Beach State School, we promote homework as not only an opportunity for students to develop self-discipline and independence, but also for parents to see and share their children's education.

Lower Primary		
Duration	Focus	Common Tasks
60 minutes per week	Reinforcing literacy	<ul style="list-style-type: none"> <li>• Daily reading to, with, and by parents/caregivers</li> <li>• Discussions about books</li> <li>• Linking concepts with familiar activities (e.g. shopping, cooking)</li> <li>• Conversations about what is happening at school</li> </ul>
Upper Primary		
Duration	Focus	Common Tasks
90 minutes per week	Reinforcing new concepts and independence	<ul style="list-style-type: none"> <li>• Daily independent reading</li> <li>• Class work from each subject area (as required)</li> <li>• Extension of class work, projects and research (as required)</li> </ul>

## Technology and Resources

Trinity Beach State School provides a well-resourced learning environment for students. In addition to our classrooms being filled with age-specific resources, students have access to specialist teaching environments and the latest ICTs.

### Specialist Teaching Environments

Our students have access to a number of specialist teaching environments, including Makerspace, Coding and Robotics, Instrumental Music Classroom, Special Education Centre, state-of-the-art Library, sports gymnasium and multiple sporting fields.

### Information Communication Technology

All Trinity Beach State School classrooms are fitted with the latest in interactive, information communication technology, including:

- Teacher Laptops
- Networked PCs
- Mounted data projector
- High-speed internet connections

Trinity Beach State School provides STEAM (Science, Technology, Engineering and Maths) curriculum to all upper level students and offers a range of programs in the technology area such as Maker Space.

## Assessment

Assessment helps teachers make decisions about what your child knows and can do. Assessment in primary school is based on the P-12 Curriculum, Assessment and Reporting Framework aligned with the National Curriculum's expectations.

Throughout the year, all class teachers will complete standard, school-wide diagnostic testing of their students – focusing on literacy and numeracy. The results of these tests are used to identify individual students that would benefit from additional support or extension activities.

### National Testing

All Year 3 and 5 students in Australia sit the National Assessment Program – Literacy and Numeracy (NAPLAN) tests. There are 4 tests, completed over 3 days: Language Conventions, Writing, Reading and Numeracy. The results of these tests provide the school with information about what each student knows and can do. Parents also receive a report showing how your child performed against agreed national benchmarks. Testing is delivered with online and written components.

## Support Services

Key support services available at Trinity Beach State School include:

- Guidance Officer
- Head of Department Curriculum
- Head of Special Education Services
- Support Teacher English as Additional Language Dialect
- Speech Language Pathologist
- Social Worker
- Youth Support Workers

## Specialist Lessons

### The Arts

At Trinity Beach State School, we offer Visual Art, Music and Drama in the Arts learning area.

Through the Arts, students learn to express their ideas, thoughts, questions, understandings and opinions. They develop aesthetic knowledge and learn that the creative and critical processes of each Arts subject are essential to learning in, about and through the Arts.

The Arts are core to the development of creative, confident, compassionate and resilient individuals who can think and reflect critically, celebrate and challenge ideas, people and events, and work towards making a difference in sustaining and reimagining their own and their communities' futures.



### Health and Physical Education

Health and Physical Education enables students to develop skills, understanding and willingness to positively influence the health and wellbeing of themselves and their communities. In an increasingly complex, sedentary and rapidly changing world, it is critical for every young Australian to flourish as a healthy, safe, active and informed citizen. It is essential that young people develop their ability to respond to new health issues and evolving physical activity options.

Integral to Health and Physical Education is the acquisition and application of movement skills, concepts and strategies across a range of physical activity contexts. This enables students to participate confidently and competently when moving. Movement is a powerful medium for learning through which students can acquire and practise personal, social and cognitive skills. When learning in movement contexts, students gain skills, understanding and dispositions that support lifelong physical activity participation and enhanced movement performance.



In Health and Physical Education, students develop personal and social skills through interacting with others in classroom and movement contexts. They use health and physical activity resources to enhance their own and others' wellbeing. Health and Physical Education addresses factors that influence the health, safety, relationships, wellbeing and physical activity patterns of individuals, groups and communities. Students develop the understanding to challenge discrimination, assumptions and stereotypes. They gain skills to take positive action regarding diversity, inclusion, consent and respect in different social contexts.

### Languages Other Than English (LOTE)

The extended Trinity Beach State School curriculum provides students from Year 4 with the opportunity to engage with experience in different languages and cultures. Our highly qualified Mandarin staff lead the school through functional aspects of the language – immersing them in the culture, food and traditions. Our LOTE extension program affords students opportunities across the year to expand their abilities by competing regionally, also.

Chinese Mandarin is continued at our partner site – Smithfield State High School.

### Technologies

The Technologies curriculum is comprised of 2 subjects - Design and Technologies and Digital Technologies.

Design and Technologies, in which students use design thinking and technologies to generate and produce designed solutions for authentic needs and opportunities.

Digital Technologies, in which students use computational thinking and information systems to define, design and implement digital solutions for authentic problems.

Technologies ensures that all students benefit from learning about and working with the traditional, contemporary and emerging technologies that shape our world. Students have opportunities to consider the impact of technological solutions on equity including unconscious bias, ethics, and personal and social values.



## Montessori Learning Program Prep- Year 2

The Tropical North Learning Academy: Trinity Beach State School's Montessori Program is based on the core belief that every child is an intelligent and capable learner - born with the desire to become independent and contribute positively to the community.

When provided with a well-designed environment that offers meaningful opportunities for exploration, we believe that every child can learn the foundational academic, social, artistic, physical and life skills required for future success. We aim to offer children a unique early learning program that is specifically designed to:

- Inspire children's natural love of learning
- Maximise children's early development
- Reinforce the importance of family and culture
- Promote early literacy and numeracy skills
- Encourage independence and self-discipline
- Build positive social skills and connections
- Build positive regard for nature
- Develop motor skills which will support learning.



### The Montessori Learning Environment

The learning environment is divided into five content areas:

1. Practical Life
2. Sensorial
3. Language
4. Mathematics
5. Cultural studies.

#### Practical Life

This is an important area when children first enter the classroom. Practical Life activities are the link for the child between home and school. These activities encourage the development of hand-eye coordination, gross and fine motor skills and social skills. This area is also significant as it allows children to develop independence and to gain skills in completing tasks with a sequence of steps (a complete cycle of work) and confidence. These skills will stand them in good stead for working in other curriculum areas in the Montessori environment. In this area children work with preliminary activities preparing them for later tasks, care of self, care of environment, grace and courtesy, and analysis and control of movement presentations.

#### Sensorial

The Sensorial area offers materials that are specifically designed to refine children's sensory perceptions. These materials help children to classify and order impressions by touching, seeing, smelling, tasting, listening and exploring the physical properties of their environment.

Another key feature of this area is that children explore these materials sensorially and then as they develop, return to these materials for oral and written language experiences. Many of these materials have a built in control of error so that the adult does not need to be correcting the child continually and the child can experience the joy of discovery and mastery for themselves with ownership.

#### Mathematics

The Mathematics area includes activities that introduce children to mathematics concepts through the manipulation of concrete materials. However, Mathematics for children in the Montessori environment begins in the Practical Life and Sensorial areas. Through these activities children practice sequencing, estimating, making judgements and gain exposure to concepts in a concrete way relating to size and weight.

When children do start more formal mathematical work, they begin with very concrete materials and gradually move to working with more abstract materials linking the child to more paper-based mathematics.

#### Language

The learning environment is rich in oral language opportunities, taking advantage of the child's natural interest in the conquest of speaking and understanding at this age. Once again, Practical Life and Sensorial activities lay the foundation for work in this area. A rich oral language program, along with activities which foster the development of gross and fine motor skills, hand-eye coordination and visual discrimination, supports children to develop into joyful readers and writers.

## Cultural Studies

In the cultural studies area, children can explore exercises associated with geography, biology, zoology, art and music. Although there are many specific activities, this area can expand depending upon both the interests of the group of children and the adults in the environment. Children are taught the technical and correct name for all sorts of things such as the parts of different plants and animals, instruments and countries. Again, many of the materials in this area cater to the child being a sensory learner at this age and as such use concrete materials or movement.

## Montessori Teachers

Our program is led by registered teachers with formal qualifications in the Montessori approach to education and early childhood development. In the Montessori environment, teachers are considered guides. This is because the Montessori Teachers are trained at connecting the children with activities available in the learning environment. In general terms, their role includes:

- Preparing the learning environment
- Linking the children to appropriate and challenging activities
- Protecting children's concentration so that they may engage in an activity until their interest is satisfied – assisting or stepping in only when necessary
- Coordinating the dynamic balance between freedom and discipline
- Recording children's progress and achievements
- Responding to children's interest and curiosity

Montessori Teachers are trained to observe children's interests and activity carefully. On the basis of these observations, Montessori Teachers introduce developmentally appropriate challenges by showing children how to work with Montessori materials matched to their current developmental needs and interests. Montessori Teachers know the scope, sequence and use of the Montessori materials. This allows them to identify the learning activities required by individual children at each stage of their development.

## Montessori Materials

Montessori materials are sets of objects that are designed to specifically capture interest, encourage precise use, extend concentration and challenge the intellect of young children.

Children are afforded the freedom to choose from the materials on the shelves once they have been presented and may continue to work with them for as long as they are interested. This freedom is dependent upon them having been presented with how to use the materials, them being available on the shelf and them being used respectfully. When children are shown how to use the materials, they are also shown how to handle the material carefully and how to return them to their place once they have finished.



Please be aware that we have many small and interesting objects. Please check with staff if you find any unusual objects in your child's bag or pocket as some small pieces are very difficult for us to replace.

## Class Grouping

Our Montessori classes are aligned to the planes of development in the Montessori Curriculum.

- Plane 1 – Prep 0-6
- Plane 2 – Year 1/2 6-12

These groupings operate like a family environment providing important learning and development with both the Australian Curriculum and the Montessori Curriculum.

## The Montessori Work Cycle

An important part of any Montessori environment is an uninterrupted work cycle. This allows children to continue working with one material for an extended period of time. In the 3-6-year-old environment, the aim is for a 3-hour morning work cycle. During this time, we try and keep distractions and interruptions to a minimum allowing children to build concentration and focus.

In Plane 2, the Years 1 and 2 classes follow the normal lunch breaks.

## What your child will need

### Prep/Year 1 children

- A healthy nutritious lunch
- A spare set of clothes
- A broad brimmed hat
- A small sheet or sarong for a rest if needed
- A water bottle

All children when they first begin, will need a bread and butter sized plate and a small glass or mug. These should be child sized and where possible ceramic.

## Student Resource Scheme

As a part of being accepted into the Montessori program, families must participate in a student resource scheme. This scheme is a yearly fee that covers the purchase of all stationery and consumables used within the Montessori classrooms. There is no requirement to purchase the school book pack for Montessori classes.

## Food in the Montessori Environment

Children are given the freedom to choose when they eat their morning snack. There is a table with room for several children at a time to eat and children are encouraged to be responsible for cleaning their own plate and cup when finished. Children have lunch all together and assist in preparing the room so that this can happen.

It is important to note that children will be given lessons in preparing basic snacks as part of the Practical Life Curriculum. These may change throughout the year and will involve the use of real items such as peelers, graters and knives. Children are shown carefully and precisely how to use these items. We may also have activities such as making tea, cooking or preparing a meal. Please inform staff of any allergies or intolerances so alternatives can be sought.





## Extracurricular

**Instrumental Music:** Strings are offered to students from Year 3. Percussion, brass and woodwind is available from Year 4. Mid-year auditions are available for newly enrolled Years 3 - 6 students.

**Jazz Academy:** Selected students from the instrumental music program have multiple opportunities across the year to play with senior students and experts at Smithfield State High School. There are events during the year also where the secondary band plays at our school.

**Band:** Trinity Beach State School boasts a successful Concert Band and a Strings Orchestra that are additional to the Instrumental Music program.

**Encore:** The Trinity Beach State School Encore evening offers an annual showcase of the school's Performing Arts programs and groups.

**Musical:** Every two years the school puts on a school musical. These are huge productions, involving a large number of students from all year levels. Past musicals include *Moana Junior* and *High School Musical Junior*.



## Excursions

Our students' learning is enhanced through participation in school excursions and incursions. When planning excursions, our teachers ensure:

- The activity complements students' academic programs.
- Safe ratios of adults to students (at least 1:5).
- Students not participating in the excursion are supervised and provided with an alternative program at school.
- Specific processes are in place if students are being transported in private vehicles.
- Careful selection and preparation of all parents/volunteers participating in the excursion. All school excursions are approved by our principal and P&C Association.

Our school regularly reviews and updates our excursion procedures using Education Queensland's Curriculum Activity Risk Assessment.

## Library Programs

The Trinity Beach State School library is open 9:00am to 3:00pm. Please note: Students are encouraged to look after any borrowed items as there is a fixed charge for any lost or damaged library and home reading books.

## Student Leadership

Our Year 3 to 6 students are encouraged to develop their leadership skills by aspiring to positions of responsibility to support our school and wider community.

Opportunities for leadership within our school include: Student Leaders, Student Council, Music Captains and Sports House Captains. These positions are filled through formal selection processes, providing students with a rich experience of nomination procedures which include interviews and public speaking.

Some essential qualities that a student leader must possess are:

- Sound organisational skills
- A positive attitude
- Sound academic achievements
- Sound abilities at public speaking
- A demonstrated ability to consistently display the attributes of Be Safe, Be Respectful and Be a Learner

## International Student Program

Trinity Beach State School is proud to be recognised as a school of choice for international students. Our school works in partnership with Education Queensland International to support international student places in Prep to Year 6.

## Religious Instruction

The Trinity Beach State School academic program offers all students access to religious instruction by accredited and approved representatives of religious societies and denominations. Our program features Catholic, Anglican, Uniting, God space and Baha’i Faith lessons for half an hour each Monday. Parents are invited to nominate a denomination for religion instruction at enrolment.

If you indicated at enrolment that your child is to be withdrawn from all religious instruction, we offer students an alternative learning activity during this time – focusing on social skills.

You can nominate at any time to enrol or withdraw your child from religion instruction. Please contact the School Administration Office for more information.

## Bike Bus

Trinity Beach State School runs the award-winning “Bike Bus” a formalised ride-to-school program. Staff and volunteers ride alongside students to and from school, modelling important road safety skills.

Prep students require an adult to ride with them on the Bike Bus.

## Family and Community Involvement

Parents and families are an important part of our school community. Trinity Beach State School encourages families to become involved in their child’s broad education experience with us – by keeping in regular communication with teachers, volunteering in class, and/or joining our P&C Association.

### Communication

Open communication between home and school underpins a great school experience for children.

#### From the School

To ensure that you always know what is happening in our school, we provide important information through the following:

- Email - all school notifications and invoices are emailed
- SMS to parents - used for unexplained absence notification
- Class newsletters & Year Level Overviews
- School newsletter (Weeks 2, 5 & 9)
- School noticeboard - at corner of Madang & Wewak Streets
- School Website – [www.trinitybeachss.eq.edu.au](http://www.trinitybeachss.eq.edu.au)
- Parent information session & special events
- Social media - Facebook page <https://www.facebook.com/trinitybeachss>
- P & C meetings - held twice per term
- Parades - Mondays at 9am for Prep – Year 3 and Fridays at 9am for Year 4-6
- PBL community meetings each term.

### **From your Family**

We encourage you to share any news, concerns or questions with our school. General events in your family life - such as illness, new babies and visitors - can be a source of excitement or concern for young children, and so may affect their behaviour. Please let your classroom teacher know of any such events.

Please feel free to discuss any problems or queries with your classroom teacher – especially in regards to your child’s progress, the school or the class program. Teachers will be happy to make appointments for longer discussions.

### **Contacting Staff**

Teachers can be contacted via their professional email account for communication with families. We encourage you to speak directly with your child’s teacher to negotiate the best way of staying in regular contact.

## **Reporting to Parents**

While our classroom teachers are available to discuss your child’s progress throughout the school year, there are key times of year when we formally report to parents:

### **Information Afternoon (Term 1)**

At the beginning of each year our teachers open their classrooms to talk about the year ahead with students and their families. This provides parents with a wonderful opportunity to visit their child’s classroom and speak directly with the teacher.

### **Parent Teacher Interviews (Term 1 & 3)**

Parent Teacher Interviews are held in Term 1 and 3. This is an opportunity for teachers to communicate goals, review social & emotional wellbeing and discuss academic progress.

### **Student Report (Term 2 & 4)**

Formal reporting is completed for all students in late June and early December each year. Report cards are sent home via email in the last week of the school term and accessible in QParents.

#### **Prep Reporting Scale**

**5-Point Scale:** Prep, student achievement is recorded using a 5-point scale (A-E).

- A** Applying
- B** Making connections C Working with
- D** Exploring
- E** Becoming aware

#### **Years 1-6 Reporting Scale**

The following 5-point scale is used to report student achievement in Years 1-6:

- A** Very high level of knowledge and understanding
- B** High level of knowledge and understanding
- C** Sound level of knowledge and understanding
- D** Limited level of knowledge and understanding
- E** Very limited level of knowledge and understanding

### **QParents**

QParents is an online portal that is free for Queensland state schools to use and allows parents to connect instantly with their child’s school to access and manage their child’s student information, including:

- Providing participation consent online for activities such as swimming, excursions and camps
- Making payment online for school activities and viewing unpaid invoices and payment history
- Academic report cards

QParents won’t replace the traditional ways you communicate with our school, but it will provide another way to communicate with us to save time and reduce paper waste by printing less forms.

For more information about QParents can be found at <https://qparents.qld.edu.au/#/about>





## Annual School Report

Each year, Trinity Beach State School publishes an annual school report. This report outlines our achievement across a number of key performance areas, including student learning outcomes, resource management and community engagement. Electronic copies of the report are available on our website.

## School Newsletter via Schoolzine

The Trinity Beach State School Newsletter is emailed to families Fridays via SchoolZine three times per term. Copies are also available to download from our website. Our newsletter is one of our main communication links between school and home, designed to keep you informed on what is happening in our school community.

## School Parade

Parades are held regularly throughout the term in the school hall and parents are always welcome to attend. Parades are held Mondays at 9am for Prep – Year 3 and Fridays at 9am for Year 4-6.

## Parent Information Sessions

At times throughout the year, Trinity Beach State School will host both formal and informal parent evenings. The focus of these events may vary – from introducing curriculum changes, sharing helpful tips about helping your child's learning at home to open discussions about an important, emergent topic. All events are advertised in our newsletter and school noticeboard.

## P&C Association

The Trinity Beach State School P & C Association is an integral part of our school and works in partnership with the school's leadership team to:

- Promote the interests of the school by bringing parents, citizens, pupils and teaching staff into close co-operation
- Ensure students have access to quality learning materials and equipment
- Ensure effective school policy and management of school activities.

Being involved in the P & C is a great way to get to know other parents and families, and gives you a chance to see how our big and busy school works.

P & C success lies with support from parents and carers, and the willingness to contribute ideas, expertise, time and enthusiasm towards making our brilliant school even better.

Research shows that children benefit when their parents are actively involved in the education and school life.

P & C meetings are held twice per term. All parents are welcome to attend and are encouraged to take up formal membership. As a member, participants are entitled to vote at meetings and are also covered by insurance when involved in P & C activities.

## Volunteering

Our school welcomes the active support of our parents and community members. Whether it is volunteering in our tuckshop, supporting a reading program in class, supervising a school camp or offering a hand at a working bee – all help is greatly appreciated.

If you are volunteering in our school, please remember to contact the School Administration Office for a volunteer blue card application form (no cost for this application).

Please note: a volunteer blue card form is not required if you are volunteering in your child/ren's classroom.

All volunteers must sign in at the office.



## Outside School Hours Care (OSHC)

Outside School Hours Care and Vacation Care is available through our P & C Association. Services are offered through a well equipped, purpose specific facility located in the school's Early Years Precinct.

Students enjoy a variety of outdoor games, craft activities and have the opportunity to carry out their homework during indoor times.

**Phone:** (07) 4057 5678

**Email:** [oshc@tbsspanc.com.au](mailto:oshc@tbsspanc.com.au)

### Opening Hours

- Before School Care: 7am - 9am
- After School Care: 3pm - 6pm
- Vacation Care: 7am 6pm



## Policies & Procedures

All policies and procedures that relate to the management and operation of our school are available through our School Administration Office.

## Communication & Complaints Processes

The Department of Education has a clear procedure for schools to deal with any complaint received by parents/carers, community members, staff or students.

Our objective is to ensure that all complaints are dealt with in a fair and equitable manner to achieve an effective resolution for all parties.

Complaints should be documented. When making a complaint about a staff member, it is important to note that the staff member will be informed of the complaint, the person making the complaint and will be offered the right of reply.

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 providing deliberately false or misleading information.

### Communication and Complaints process:

1. Make an appointment to discuss your complaint with the class teacher in the first instance
  - Discuss the complaint and give them the opportunity to suggest a solution
  - The teacher will make a record of your complaint and actions taken
2. If, after approaching the teacher, your complaint remains unresolved, put your complaint in writing and make an appointment with your Deputy Principal
3. If unsatisfied make an appointment with the Principal
4. Contact your local education office
  - If, after speaking to the Principal, your complaint remains unresolved, you have the right to contact your local Department of Education office
  - Complaints may be lodged by telephone or in writing
    - o It should be specific and outline the steps you have already taken with the school to resolve the issue
  - The school will be notified of your complaint.

Please refer to our Complaints policy on our website:

[https://trinitybeachss.eq.edu.au/supportandresources/formsanddocuments/documents/school%20forms/complaints%20policy\\_tbss.pdf](https://trinitybeachss.eq.edu.au/supportandresources/formsanddocuments/documents/school%20forms/complaints%20policy_tbss.pdf)

## General Information

### Student Code of Conduct

Productive learning & positive behaviour are inextricably linked. We believe that effective learning takes place when all members of the school community – students, staff, parents and visitors - acknowledge and abide by a set of fundamental expectations.

The Trinity Beach State School Student Code of Conduct is based on three core expectations: **Be Safe, Be Respectful** and **Be a Learner**.

Trinity Beach State School endorses a whole school approach intended to promote and support appropriate behaviours in all students. To facilitate this approach, the school has implemented the School Wide Positive Behaviour For Learning (PBL) framework as a means to revise and develop strategies and procedures to promote a safe, supportive and disciplined school environment.



Our School Wide Positive Behaviour For Learning program is coordinated by a School Leadership Team – including representatives from administration, teaching, guidance, behaviour support, parent groups and community organisations.

Important principles that guide our work under our PBL framework, include:

- Appropriate behaviour and social and emotional learning skills to be explicitly taught.
- For some students, extra support will be required in both teaching and reinforcing such behaviour.

Trinity Beach State School offers interventions to support the teaching and reinforcing of appropriate behaviour at different levels. These include:

- Universal – for all students,
- Targeted – for students requiring extra support,
- Focused – for a small number of students displaying challenging and/or persistent inappropriate behaviour
- Intensive – personalised plans that include individualised behaviour support plans and intensive social and emotional support with our Youth Supports workers,

Details about our School Wide Positive Behaviour For Learning (PBL) framework and interventions are documented in our Student Code of Conduct.

### What is Social and Emotional Learning and the Pause Program?

Social and emotional learning (SEL) is the process through which children and adults understand and manage emotions, set and achieve positive goals, feel and show empathy for others, establish and maintain positive relationships, and make responsible decisions.

Social and emotional learning is taught explicitly through our Pause Program.

Pause teaches the students the importance of recognising the signals in their body that their brain sends them and teaches them the three key parts of the brain that are responsible for thinking, emotions and long-term memory. Pause empowers students to self-regulate their own behaviour by taking notice and acting on the signals they receive from their brain in a positive way. Wellbeing underpins the way children feel about themselves and how they relate to others. The Pause program improves children's wellbeing by teaching them about Neuroscience and Mindfulness.



## Absence

If your child is absent from school for any reason, we ask that you advise us of the date, duration and reason for absence as soon as possible by:

- Preferred method is **SMS: 0428 621 921** at any time or reply back to absence SMS notification with student name and reason
- Emailing [attendance@trinitybeachss.eq.edu.au](mailto:attendance@trinitybeachss.eq.edu.au)
- Phone 40571 444 and follow prompts

Provide medical certificate for 3 days or more consecutive illness. More than 11 consecutive school days absent - must apply for Exemption from compulsory schooling. See office for application form.

We operate a same day text message notification system to inform parents of student absences. To avoid receiving this text, please advise us before 9.00am if your child is absent for that day.

**Early Arrival:** Please do not deliver students before 8.30am as no supervision is available. Outside School Hours Care offer a Before School Care Program 7am – 9am.

**Late Arrival:** Late arrivals are disruptive to the classroom and impact the student's individual routine and their learning program. We understand that at times this is unavoidable and advise that students arriving late are required to report to the student services window to obtain a late slip for their teacher.

Regular late attendance will be investigated by the classroom teacher and school's administration team.

**After School:** It is expected that all children will depart the school grounds by 3.15pm.

## Student Records

Individual student records are kept on file at our school. Copies of student's report cards, absence details, record of behaviour issues and contact information are available to parents/guardians upon written request, addressed to the Principal.

### Keeping us up to date

It is important that you inform the school as soon as possible if there are any changes to:

- contact details
- medical information
- family circumstances



## Custody/Parenting Arrangements

Information regarding your family circumstances is essential to help us to understand and support your child while at school. A copy of a court order or custody order is necessary so that school staff can help ensure the legally designated parent or guardian collects children.

## Bring Your Own Device (BYOx)

Bring Your Own Device (BYOx) is a pathway supporting the delivery of 21st century learning. BYOx is a term used to describe a laptop ownership model where students use their personally-owned laptop computer to access the department's information and communication (ICT) network.

The Trinity Beach State School BYOx program helps equip our students with vital digital skills. The use of pedagogies with students using laptops supports engagement, differentiation, collaboration and encourages lifelong learning. BYOx classes begin in Year 5 on an opt-in basis, and all of our Year 6 classes are BYOx.

## Internet Access

The Internet provides our students with valuable learning experiences – offering access to information from around the world. All websites accessed through school computers are filtered through Education Queensland's Managed Internet Services. Together with the supervision of our teachers, we aim to minimise the risk of students being exposed to harmful information.

Student access to the internet is monitored through individual logins and passwords.

## Tuckshop

Our P & C Association operates our “Healthy Choices” Tuckshop. It opens each day from 8.30am - selling food and stationery. Our Tuckshop’s convenors coordinate a roster of voluntary helpers who assist with the operation of the tuckshop. All parents are encouraged to offer their services.

**Breakfasts:** Our Tuckshop is also open for breakfast from 8.30 – 8.55am. It sells great café-style coffee for parents and teachers.

**Lunch Orders:** Lunch orders are for first break only. Lunch orders can be written on a paper bag with your child’s name and class clearly marked and the money inside. Our preferred way of ordering Tuckshop is through Flexischools. Lunches are collected by a class monitor and returned to the classrooms prior to the lunch break.



## Mobile Phones Access

From the beginning of Term 1 2024, all Queensland state school students must keep their mobile phones switched off and ‘away for the day’ during school hours. Notifications on wearable devices, such as smartwatches, must be switched off so that phone calls, messages and other notifications cannot be sent or received during school hours. The following procedures for all students bringing a phone to school are:

1. All phones are to be handed into the front office immediately upon students’ arrival at school where they will be stored for safe keeping.
2. Any students with a mobile phone after arrival at school will have their mobile phone temporarily removed and will need to collect from the Deputy Principal at the end of the school day. Parents will be notified. Refer to the Student Code of Conduct.
3. Students collect phones from the front office at the end of the school day.
4. Mobiles are to be secure in bags whilst waiting for the bus.
5. When mobile phones are subsequently temporarily removed from students a parent/guardian to personally collect the phone from the Deputy Principal. Refer to the Student Code of Conduct.

We remind students and parents that unauthorised and inappropriate use of technology are serious violations of TBSS Responsible Behaviour Plan for Students and will be dealt with according to the school procedures. We thank parents and guardians in advance for their support of this procedure.

## Student Travel

### Bus Travel

Contact Kinetic Bus Service. Visit <https://www.wearekinetic.com/queensland-school-bus-timetables> Contact <http://www.qld.gov.au/schooltransportassistance>

### Bicycle Travel

Riding to school is a popular choice for students at Trinity Beach State School. To ensure the safety of our students, we maintain the following expectations:

- **Before starting to ride to school, children should know road safety rules and be competent riders.**
- **Wearing safety helmets is compulsory.**
- **Students are not permitted to ride their bikes/scooters inside the school grounds.**

We recommend that students use a locking device to secure bikes to the racks.



## Car Parking

The car park located within our school grounds is for staff use. It is out-of-bounds to all students. In the interest of safety, families are not to use this as a drop off or pick up point for your children. Exceptions to this policy can only be granted by the Principal, upon receipt of a written request.

Families transporting students with a disability may use the specially provided set down area on Huon Street to enter the school grounds. We encourage all parents to make use of the two designated Stop Drop and Go areas at the front of the school on Wewak Street and Madang Street to ensure traffic congestion is minimised and safety enhanced at the beginning and end of each day. The purpose is for parents/carers to pick up and drop off students in the morning and afternoon and move on straight away.

## School Uniforms

All students of Trinity Beach State School must uphold our Dress Code Policy. This policy not only encourages equity among students but also promotes the school's Sun Smart Policy. Full dress uniform must be worn by all students participating on excursions.

### Uniform Shop

Our school uniform can be purchased at our uniform shop. Opening hours Monday, Wednesday and Friday 8.30am – 9.00am and Monday 2.45pm – 3.30pm.

### Footwear

For personal safety and general health, students must wear closed-in shoes at all times. Students are expected to wear shoes when travelling on the bus to and from school or to excursions.

### Jewellery & other accessories

The following items are acceptable to be worn to school: watch, necklace (locket or chain), earrings (small and plain studs/sleepers). For safety reasons students may be asked to remove some jewellery when working with equipment or when playing sport. Make up and nail polish is not encouraged and, if worn, should be discrete. Hair accessories should be kept to a minimum.

### Inappropriate Clothing

Items of clothing with inappropriate wording/pictures, hooded jumpers, thongs, scuffs, flip flops, slide-ons and caps/beanies are not permitted to be worn.

### Hats

Students must wear their TBSS hats when working and playing outside the classroom. This includes broad brimmed, legionnaires or bucket hats in navy. Caps are not accepted.

Our Policy is **“No hats, no shoes = no play outdoors”**.

## Sunscreen

All students are encouraged to apply sunscreen for outdoor activities.

## Water Bottles

All students are encouraged to bring a water bottle to school. Water bottles filled with water are able to be used in all classrooms.

## Stationery Lists

Towards the end of the school year, parents are emailed the link to the following years booklists. Families can order these through our preferred supplier or choose to purchase from an alternative supplier.



<b>School Shirt</b>	Trinity Beach SS Polo Shirt
<b>Shorts/Skort</b>	Navy Shorts or Skort
<b>Hat</b>	TBSS Bucket hat in corresponding house colour Prep - bucket hats in orange or navy
<b>Sports Uniform</b>	Sports Shirt in house colour (red, yellow, green or blue), and Navy Shorts or Navy Netball Skirt
<b>Jacket</b>	Trinity Beach SS Jacket



## Student Health

### First Aid

Members of our school staff are permitted only to render basic First Aid. This is immediate, temporary treatment given by the staff in case of an accident.

Should medical treatment beyond First Aid be required, parents are notified immediately whenever possible and/or the necessary treatment arranged.

In case of a serious accident, an ambulance will be called to transport the injured child to a doctor or hospital.

It is understood that it is not always possible to notify parents immediately of action taken. However, every endeavour is made to contact parents as soon as possible.



### Administration of Medications

All medication to be taken by children at school must be brought to the school administration office to be administered under the supervision of the administration team.

**Parents must bring medication to the office and complete the 'Permission to Administer Medication' form.**

Parents of children who suffer from any health conditions are to advise the School Administration Office of details. Details of any children who self-administer approved medication is required (e.g. medications for Asthma, diabetes and Epilepsy).

### Over-the-counter Medications

The Department recognises that all medications, including over-the-counter (OTC) medications, e.g. paracetamol or alternative medicines, may be drugs or poisons and may cause side effects. As such, schools are required to receive medical authorisation from a prescribing health practitioner (e.g. doctor, dentist, optometrist, but **not** a pharmacist) to administer **any** medication to students, including those bought over-the-counter.

Whilst parents may administer OTC medications to their child without medical authorisation, they are aware of the child's complete medical history, and are able to provide ongoing, direct supervision for the course of the child's illness. Due to these circumstances, a parent is also more likely to recognise if their child is having adverse effects and requires immediate medical attention.

The student's prescribing health practitioner also has the knowledge of the child's medical history to determine the appropriate OTC medication to administer and is therefore able to determine dosage and provide advice regarding potential side effects or interactions with other medications.

For these reasons, OTC medications will only be administered to students at school if medical authorisation has been received.

### Headlice

Like most schools we face a battle to keep these annoying 'pests' under control. Should an incidence of headlice be reported in your child's class, an alert letter will be sent home advising of the outbreak and requesting parents check their child's hair.

### Accident insurance cover for students

Some school activities and physical education, particularly contact sports, carry inherent risks of injury.

Parents are advised that the department does not have Student Accident Insurance cover for students.

If your child is injured at school as a result of an accident or incident, all costs associated with the injury, including medical costs, are the responsibility of the child, parent or caregiver.

Some incidental medical costs may be covered by Medicare. If parents have private health insurance, some costs may also be covered through the private health insurance. Any other costs would be borne by the parents.

Private Student Accident Insurance is an insurance policy that pays certain benefits in certain circumstances should your child have an accident.

It is a personal decision for parents as to the types and levels of private insurance they arrange to cover their child for any accidental injury that may occur.

Parents should contact their insurer or an approved Australian insurance broker for more information about student personal accident insurance cover for their child.

For more information, visit: <https://education.qld.gov.au/parents-and-carers/school-information/life-at-school/accident-insurance>

## Infectious Diseases

Trinity Beach State School follows the exclusion guidelines provided by the National Health and Medical Research Council.

- **Chickenpox:** Exclude until fully recovered or for at least five (5) days after the first eruption.
- **Conjunctivitis:** Exclude until discharge from eyes has ceased.
- **Hand, Foot and Mouth Disease:** Exclude until all blisters have dried.
- **Hepatitis A:** Exclude until medical certificate of recovery is received.
- **School Sores:** Exclude until child has received antibiotics for at least 24 hours.
- **Measles:** Exclude for at least four (4) days from the onset of rash.
- **Mumps:** Exclude for nine days after onset of swelling.
- **Ringworm/Scabies/Tinea:** Exclude until the day after appropriate treatment has commenced.
- **Rubella/German Measles:** Exclude until fully recovered or for at least four days after the onset of rash.
- **Streptococcal sore throat (including Scarlet Fever):** Exclude until well and has received antibiotics treatment for at least 24 hours.
- **Whooping Cough:** Exclude the child for five days after starting antibiotic treatment.
- **COVID-19:** Exclude until symptoms have resolved normally 5-7 days.

[https://www.health.qld.gov.au/\\_data/assets/pdf\\_file/0022/426820/timeout\\_poster.pdf](https://www.health.qld.gov.au/_data/assets/pdf_file/0022/426820/timeout_poster.pdf)

## Common Routines

### Getting Prepared

**School stationery:** A stationery list will be available in late November. Parents are able to order the entire list through our preferred supplier or can shop for individual items themselves. We recommend that all equipment be individually labelled with your child's name.

**Uniforms:** The school Tuckshop will be open the week before school starts for families to purchase school uniforms.

**Class Allocation:** These are emailed to families in week zero Term 1 prior to the commencement of the school year. These lists are guides only and may change.

### Birthdays

We are very happy to help your child celebrate their birthday with their class friends. If you would like to celebrate at school we encourage and promote healthy eating and suggest other treats to help celebrate, please check with your classroom teacher first:

- Bring a favourite book for the teacher to read
- Special party hats or napkins for normal 'snack time' in the classroom
- Birthday child can share some special memories/toy with the class
- Fruit platters
- Fruit kebabs

### Breakfast

Please ensure your child is having a healthy breakfast every day. The benefits of having a healthy breakfast means children can concentrate more on their school tasks and learning.

### Lunchbox Tips

When preparing your child's lunch, please consider:

- Size of the lunchbox - we have only limited room in our fridge
- Bulky insulated lunchboxes cannot be kept in the refrigerator - please provide an ice pack
- Children are not allowed to share lunches
- Food packaging - young children can have difficulty opening some pre-packaged foods
- Tins and cans are not allowed as they can present safety risks.

Please advise us if your child has special dietary needs (particularly let the office know if your child has any food allergies etc).

**Lunchbox ideas:**

- water bottle
- fresh fruit or vegies cut in small pieces if possible
- sandwich, roll or wrap with vegemite, eggs, salad or meat
- baked beans/spaghetti in a plastic container
- healthy food bars – easy to open
- dried fruit
- crackers and dip/cheese
- yoghurt



## Support Learning at Home

Trinity Beach State School promotes that parents and staff work together in partnership to support each child's learning. We encourage families to regularly visit their child's classroom for a brief chat, to take part in daily activities or special event. We also encourage parents to help their child to become increasingly independent - including taking responsibility for their own belongings.

### Writing

- Provide "junk" materials for drawing, making patterns, and building things.
- Write notes to family members and encourage your child to write by having pencils and crayons available.
- Arrange fine motor activities such as Lego, puzzles, playdough, cutting, planting, and baking.
- Encourage your child to explore different ways to organise areas, e.g. their bedroom, play area

### Reading

- Nothing beats reading with your child every night. Your modelling of reading will help to establish a positive attitude to reading and words in their environment.
- Home reading will be sent home in Term 1 as well as some sight words and phonics exercises. This will encourage good work routines for your child's schooling life.
- Praise all efforts to read and write.
- Talk about everyday items such as signs, letters, catalogues, magazines and food packaging, number plate spotting.
- Label rooms and things around the house with words and/or pictures.
- Read and talk frequently about storybooks, factual books and rhymes.

### Mathematics

- Count everything - pointing with one-to-one correspondence is important.
- Encourage your child to experiment with various materials and equipment and identify shapes and colours.
- Show money to your child and talk about it.
- Talk about long/short, wide/narrow, thick/thin, front/behind, next, same/different, full/empty.
- Provide a variety of materials and containers for measuring things - water, grain and sand.
- Discuss quantities and actions while cooking.

*Thank you for choosing our school.*

