



TrinityBeach

S T A T E S C H O O L

International Student Handbook 2026



Every student matters

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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



**JAMES COOK
UNIVERSITY**
AUSTRALIA



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:	attendance@trinitybeachss.eq.edu.au
Website:	www.trinitybeachss.eq.edu.au
Facebook:	www.facebook.com/trinitybeachss

Our Leadership Team

Principal	Narinder Singh
Deputy Principals	Martina Jackman, Shannyn McMillan, Kelly Muffett
Head of Department Curriculum	Chris Paterson
Head of Special Education Services	Tanya McMahon
Business Manager	Lisa Harris
Executive Services Officer to the Principal	Jo McNicol
Administration Officers	Jessica Connell, Astrid Murray, Stacey Garrick, Zoe Nicolau
Outside School Hours Care	Sarah Denman

Important Dates for 2026

Term 1	Tuesday 27 January to Thursday 2 April—10 weeks
Term 2	Monday 20 April to Friday 26 June—10 weeks
Term 3	Monday 13 July to Friday 18 September—10 weeks
Term 4	Tuesday 6 October to Friday 11 December—10 weeks
Student free days	Thursday 22 January, Friday 23 January and Friday 4 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

School Beliefs

Trinity Beach State School was opened in 1979 and was built to serve the communities of the Northern Beaches of Cairns. The school has grown in numbers and currently has an enrolment of over 900 children from Prep to Year 6 - including an increasing number of international students.

Our Belief

At Trinity Beach State School we believe that every student matters.

4 Pillars of school-wide pedagogy

- Pillar 1 – Teacher accountable learning
- Pillar 2 – School Wide Positive Behaviour Support
- Pillar 3 – Explicit Instruction
- Pillar 4 – Effective relationships between teachers, parents and students

6 Givens (Non Negotiables) for every learning environment

1. Strong Relationships
2. High Expectations and Excellent Classroom Practice
3. Excellent Bookwork and Daily Correction
4. Excellent Display
5. Excellent Classroom tone
6. Quality Feedback to Students

An explanation of these givens is on display in every classroom.



3 Imperatives of Student Engagement

All staff of Trinity Beach State School are responsible for ensuring ensure that -

- Students are safe, have trust, respect and feel valued
- Students have work at their level
- Students have friends at school

We expect our students to...

- ✓ Attend at least 95% of the school year
- ✓ Meet reading benchmarks

International Student Program

Trinity Beach State School is proud to be recognised as a school of choice for international students.

In addition to our quality academic programs, our individualised approach to pastoral care ensures that children feel safe and cared for at all times. In this environment, all students are able to work to their potential and achieve outstanding outcomes – both academic and personal.

International students are an important and celebrated group in the Trinity Beach State School community. Our International Student Program aims to not only maximize the learning outcomes for all international students, but also to promote their involvement in our wider school. We believe this provides a valuable opportunity for all of our community to learn a deep respect for diversity and to develop a global view of the world.

International Student Coordinator

Trinity Beach State School has a dedicated International Student Coordinator on staff. This role is responsible for overseeing the delivery of our high quality International Student Program and supporting individual students during their enrolment. Our International Student Coordinator is also the key contact person for the families of International Students – acting as a liaison between school staff and families.

Trinity Beach State School's International Student Coordinator

Families can contact during work hours by **Phone: 07 4057 1444** or **Email: admin@trinitybeachss.eq.edu.au**
 Our Coordinator will provide families after hour contact details during orientation.

Application and Enrolment

EQI Application

All International Student applications for Trinity Beach State School are managed through Education Queensland International (EQI).

- EQI recommends the services of its trained and registered education agents to assist with your application. Please contact EQI for agent contacts in your country or visit the EQI website: www.eqi.com.au
- Application forms can be downloaded from the EQI website
- Complete the application form and attach the required documents as listed in the checklist.
- Forward the documents to EQI for processing: EQInternational@qed.qld.gov.au
- Successful applicants will receive a Confirmation of Enrolment (CoE)

School Enrolment Process

International Students can be enrolled into Trinity Beach State School once EQI have issued a Confirmation of Enrolment.

1. On arrival in Queensland, make an appointment with our International Student Coordinator and a nominated school leader.
2. During the Enrolment Interview, provide the following paperwork:
 - Student's CoE
 - Dependant Student School Notification Form
 - Parent's passport
 - Student's passport
 - Visas (in passport or eVisa grant documentation from DIBP)
 - Proof of address
3. Once all documentation is provided, the student will be enrolled.

Visa Requirements

All international students must meet the Australian Department of Immigration and Border Protection's mandatory requirements for student visas, including:

- satisfactory course attendance
- satisfactory academic progress
- compliance with the school's behaviour policy.

Student's academic progress, attendance rates and behaviour records will be regularly monitored by our International Student Coordinator to ensure compliance with DIBP's requirements. Any issues will be raised in advanced with parents.

Agents

Trinity Beach State School staff do not work with education agents. All contact with agents should be directed to Education Queensland International.

Payment of Fees

All international students pay their fees to Education Queensland International (EQI). The tuition fee that is charged for dependant children varies according to the level of schooling for which they will be enrolled.

These fees cover:

- Access to a Queensland Government school
- All teaching costs
- EAL/D – English as an Additional Language or Dialect support (if required)

These fees **do not** cover:

- Passport and visa application fees
- Travel expenses or personal items
- School lunches
- Musical instruments or costs associated with extra curricula activities
- School uniforms, textbooks and stationery items
- School excursions, camps, special events

These fees must be paid prior to the beginning of the school year. A copy of your receipt should be brought to the International Student Coordinator.

International Student Orientation Program

Trinity Beach State School offers a specialised orientation program for all international students and their families. This program includes:

Enrolment Interview:

(Parent, student, International Student Coordinator)

- Formal introduction of International Student Coordinator and a school leader.
- Completion of enrolment paperwork
- Determination of appropriate enrolment
 - grade level and class.
- Discussion of individual student needs
 - including academic and pastoral care services
- Overview of International Student Handbook

School Induction:

(Parent, student and International Student Coordinator)

- Tour of school – including library, meeting areas and classrooms
- Overview of International Student Coordinator
- Introduction to local community, including available services
- Provision of after hours contact details
- Detailed discussion of International Student Handbook & general school routines and expectations

Classroom Induction:

(Parent, student, classroom teacher and International Student Coordinator)

- Formal introduction of Classroom teacher
- Tour of classroom
- Detailed discussion of classroom routines, expectations and learning programs

Classroom Buddy:

(Student and nominated peer)

- Tour of school
- Introduction to Library
- Detailed discussion of general school routines and expectations

See Appendices for International Student Orientation Checklist:

EQI POLICIES & PROCEDURES

<https://eqi.com.au/for-students/policies-procedures>

TRINITY BEACH STATE SCHOOL DOCUMENTS

- International Student Program Strategic Plan
- International Student Orientation Checklist
- International Student Support Model for Intervention
- International Family Feedback Survey
- International Student Feedback Survey

International Family Information Activities

Throughout the school year, our International Student Coordinator hosts special events for the families of our international students - including information sessions, informal morning and afternoon teas.

These provide an opportunity for international families to not only connect with each other but also find important information about school programs and services.



Student Progress Monitoring

The Trinity Beach State School International Student Coordinator, together with classroom teachers and school leaders, regularly monitors the academic progress, attendance rates and behaviour records of all international students. This ensures that early intervention strategies can be implemented to support children's learning and maintain visa eligibility.

At the end of each term, families of international students will receive a written report, detailing the progress of their child.

Term 1 & Term 3: Interim Report (International students only)

Term 2 & Term 4: School Report (all students)

These reports provide an overview of your child's academic progress, attendance and general behaviour across all aspects of school life.

Parents are invited to contact the classroom teacher or our International Student Coordinator if there are any concerns.

Suspension or Cancellation of Enrolment

International students can be withdrawn from studies through Deferral (delaying the commencement of the enrolment), Suspension (temporarily delaying enrolment during a school term) or Cancellation (stopping the enrolment).

Family initiated deferral, suspension or cancellation

Families wishing to defer, suspend or cancel their child's enrolment must meet one of the following conditions:

- Unavailability of enrolment at school;
- Visa delay;
- Compassionate and compelling circumstances – these are generally beyond the control of the student or family, and have an impact on the student's progress or wellbeing. (e.g. Serious illness or injury, death of a close family or major political upheaval or natural disaster in the home country).

Supporting documents must be provided upon application e.g. Medical certificates; police reports etc. and kept on the student's file. Please contact our International Student Coordinator or EQI for more information.

School initiated deferral, suspension or cancellation

In very rare circumstances, Trinity Beach State School must consider suspending or cancelling the enrolment of an international student.

Should this occur, families will receive a letter of notification from our Principal. The family will be given 20 working days to submit an appeal.

No changes to the student's enrolment will be made until the internal appeals process is complete.





Teaching and Learning Programs

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

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.

Under DIBP's visa requirements, international students must maintain satisfactory results in all subjects in order to continue in the program. Trinity Beach State School is required to monitor the student's performance and inform EQI if any student's results are not satisfactory.

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.

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.

Multi-Cultural Programs

Trinity Beach State School is proud to enrol students from a wide range of cultural backgrounds. We celebrate the diversity of our community at special events throughout the school year, including multi-cultural festivals and Harmony Day.

Indigenous and international perspectives are also embedded into our learning program under the National Curriculum and LOTE studies.

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 during term 2 and 3. 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
- 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
- PCL 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 – Year 2 Reporting Scale

5-Point Scale: Prep- Year 2 student achievement is recorded using a 5-point scale.

Applying
Connecting
Working with
Exploring
Beginning

Years 3-6 Reporting Scale

The following 5-point scale is used to report student achievement in Years 3-6:

- 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

Prep Reporting Information

In Prep, children enjoy a rich and well-balanced curriculum designed to support a smooth transition into school life. We closely monitor each child's progress and celebrate the growth they make throughout the year.

How reporting works in Prep

- *Mathematics, English and Health & Physical Education (HPE)*
These learning areas are formally assessed and reported using a 5-point scale/
- *Science, HASS, Music, Technology, Visual Arts and Drama*
These subjects are reported as 'Experiencing', which means students participate in learning and their progress is monitored rather than being given a formal grade.

What does 'Experiencing' mean?

'Experiencing' ensures that learning remains age-appropriate in the early years. Children engage with the curriculum, build foundational skills, and are given many opportunities to explore and learn in ways that support their wellbeing and development. Their learning is observed and monitored, but not given a summative grade at this stage.

What guides our teaching and monitoring?

Prep achievement standards exist for every learning area and they help teachers plan lessons, track learning and support each child's development. Schools determine which of the 'Experiencing' learning areas are included on student academic reports.

This approach provides:

- *A strong foundation for success in Year 1*
- *Continuity of learning across all curriculum areas*
- *Reporting that reflects how young children learn best*

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. Parade 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 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@tbsspandc.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

General Information

Positive Culture for Learning

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. Our Code of Behaviour is comprised of three core expectations: **Be Safe, Be Respectful and Be a Learner**.

At Trinity Beach State School, we utilise Multi-Tiered Systems of Support to provide appropriate intervention to students at the right time.

All students have access to **Tier 1 or 'Universal' supports**. This includes:

- Building and maintaining positive teacher-student relationships.
- Classroom set up and organisation.
- Establishing and teaching classroom and playground expectations.
- Establishing and teaching classroom and playground procedures.
- Active supervision.
- Social Emotional Learning.



Tier 2 interventions are provided to students who are not responding to our Tier 1 prevention strategies. This includes:

- Check in Check out (CICO)
- Check in (problem solving)
- Social Skills groups
- Step It Up
- Supervised Play Plan
- Mentoring

Tier 3 supports are layered onto Tier 1 and Tier 2 supports and interventions to provide more frequent and intensive support to students with complex and challenging behaviours. This includes:

- Regular Care/Case Team Meetings
- Behaviour Response Plans
- Individual Behaviour Support Plans
- Risk Evaluations
- Referral to Education Queensland supports e.g., Intensive Education Case Management, Advisory Teachers, Behaviour Specialists.

At Trinity Beach State School we have a **support team** which includes:

- Social Worker
- Guidance Officer
- Student Engagement Teacher
- Youth Support Workers
- Head of Special Education
- Special Education Teachers
- Teacher Aides

Social Emotional Learning

Research shows that **explicit**, embedded **Social and Emotional Learning** improves:

- Student behaviour
- Academic outcomes
- Engagement and wellbeing

(Durlak et al., 2011; CASEL, 2023)

“PBL and SEL are most effective when implemented together — building a climate that is safe, predictable, and emotionally supportive.” **Sprague & Walker, 2005**

Our Social Emotional Learning Framework combines essential elements of SEL and Positive Behaviour for Learning:

Clear Expectations

- Expectations explicitly taught, just like academic skills.
- Expectations modelled and reinforced consistently across all school settings.

Consistent Teaching of Behaviour

- Behaviour is taught, not assumed - students learn what the expected behaviours look like in different contexts.
- Use of demonstrations, role play, and feedback to help students understand appropriate behaviours.

Positive Reinforcement and Recognition

- Reinforcement of positive behaviour more frequently than correcting negative behaviour.
- Use praise, rewards, and recognition systems to encourage and motivate students – **Trinity Dollars**.

Consistent Responses to behaviour

- Clear responses for inappropriate behaviours (e.g., reminders → rest and reset → in class detention → phone call home → rethink).
- Consistency among staff so students experience predictability and fairness.
- Focus on reteaching rather than punishment.

Data-Driven Decision Making

- Collect and analyse behaviour data regularly.
- Use data to guide support, monitor progress, and adjust strategies.

Whole school approach

- Ensure all staff use a shared language and follow the same expectations.

Program structure

- 10 Core Principles
- Linked to School Rules
- 10 sequenced modules across the year
- Tiered for Prep–2, Years 3–4, and Years 5–6
- Fully mapped to ACARA's Personal and Social Capability elements



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
- 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.

Visa Requirements for Attendance

Like all students of Trinity Beach State School, international students should strive to attend school on every school day of each term. Students who are sick and absent from school will be required to obtain a valid medical certificate.

International students who are absent from school for a period of five (5) consecutive days may be asked to demonstrate why they should not be reported for failure to meet course requirements in accordance with the National Code 2007 and the EQI International Student Application Form Terms and Conditions of Enrolment.

If the student's attendance falls below 80% for a term, Trinity Beach State School is required to report the student to the EQI. If the student's attendance falls below 70%, EQI must report the student to DIBP for non-compliance of the student visa conditions.

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 and all 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

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.



Phones away for the day

Phones away for the day. Switch off notifications on all wearable devices.



qld.gov.au/PhonesAway



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 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 (loket 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”**.



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

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.

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

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.

