

# PREP 2025



## PARENT HANDBOOK

More Information

3372 0555

[www.grandavenues.eq.edu.au](http://www.grandavenues.eq.edu.au)





## Contact Details

Address:	105 Grand Avenue, Forest Lake QLD 4078 (Cnr Grand Avenue and Centennial Way)
Postal Address:	PO Box 4126 Forest, Lake QLD 4078
Phone:	(07) 3372 0555
Student Absence Line:	(07) 3372 0560
Website:	<a href="http://www.grandavenuess.eq.edu.au">www.grandavenuess.eq.edu.au</a>
Email:	<a href="mailto:enquiries@grandavenuess.eq.edu.au">enquiries@grandavenuess.eq.edu.au</a>
Principal:	<a href="mailto:principal@grandavenuess.eq.edu.au">principal@grandavenuess.eq.edu.au</a>
Enrolments:	<a href="mailto:enrolments@grandavenuess.eq.edu.au">enrolments@grandavenuess.eq.edu.au</a>
QParents:	<a href="mailto:qparents@grandavenuess.eq.edu.au">qparents@grandavenuess.eq.edu.au</a>
P & C:	<a href="mailto:pandc@grandavenuess.eq.edu.au">pandc@grandavenuess.eq.edu.au</a>
Canteen:	<a href="mailto:canteen@grandavenuess.eq.edu.au">canteen@grandavenuess.eq.edu.au</a>
Chaplain:	<a href="mailto:chaplain@grandavenuess.eq.edu.au">chaplain@grandavenuess.eq.edu.au</a>
Uniform Shop:	<a href="mailto:uniforms@grandavenuess.eq.edu.au">uniforms@grandavenuess.eq.edu.au</a>
OSHC:	<a href="mailto:oshc@grandavenuess.eq.edu.au">oshc@grandavenuess.eq.edu.au</a>

## OFFICE HOURS

8:00am – 4:00pm School Days

## SCHOOL HOURS



<b>8:40am</b>	Warning bell sounds – 5 minutes until class instruction commences
<b>8:45am</b>	Class commences
<b>11:00am – 11:45am</b>	First Break
<b>1:15pm – 1:45pm</b>	Second Break
<b>2:45pm</b>	Class concludes



# 2025 School calendar Queensland state schools

<b>DECEMBER 2024</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>JANUARY</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>FEBRUARY</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	<b>MARCH</b> S M T W T F S 30 31 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29	<b>APRIL</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
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<b>OCTOBER</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>NOVEMBER</b> S M T W T F S 30 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29	<b>DECEMBER</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>JANUARY 2026</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>FEBRUARY 2026</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28

- School holidays
- Public holidays
- Staff professional development/student free days
- Part public holiday after 6 pm

There are 194 school days in 2025.

Semester 1, 2025 commences for teachers on 23 January and for students on 28 January 2025.

#### STAFF PROFESSIONAL DEVELOPMENT DAYS

Staff professional development days for teachers are 23 and 24 January, 16 and 17 April and 5 September 2025. Schools are able to decide when they undertake the required hours for professional development for the flexible days, as long as they are on the flexible days, in the school holidays or out of school hours.

#### PUBLIC HOLIDAYS

Queensland public holidays are set by the Industrial Relations Minister.

Public holidays for local show days are not shown due to diversity of dates across the state.

#### FINAL DATES FOR STUDENT ATTENDANCE

21 November is the final date for Year 12 attendance for receipt of a Senior Statement. 28 November is the final date for student attendance in Years 10 and 11.

Some schools in regional, rural and remote areas will close for the summer holidays on 5 December.

*The information in this calendar was correct at the time of publication but may be subject to change.*

For more information and the latest version of this calendar, visit

[www.education.qld.gov.au](http://www.education.qld.gov.au)





# Prep 2025

When does school start in 2025?

The first day of Prep is *Tuesday, 28<sup>th</sup> January 2025.*

Term 1	Tuesday 28 January – Friday 4 April	10 weeks
Term 2	Tuesday 22 April – Friday 27 June	10 weeks
Term 3	Monday 14 July – Friday 19 September	10 weeks
Term 4	Tuesday 7 October – Friday 12 December	10 weeks

## On the first day of Prep: What happens? Where do I go?

On the first day of school, you can go with your child directly to their classroom. If you are not sure where to go, there will be staff at the rear of the school office who can help you. Parents/Carers are encouraged to settle their child in the classroom and be prepared to leave shortly afterwards (about 5-10 minutes). Children who see that their parents are confident and positive about separating from their child are more likely to have a seamless separation.

## School hours:

- Parents/Carers are expected to take prep students to the classroom and collect at the end of the day. If a sibling is collecting or dropping off this must be discussed with the Prep teacher prior so they are aware.
- Prep children must **not** be on playground equipment before or after school
- Prep children must be supervised by an adult before and after school
- The Prep Day operates at the same times as other year levels.
- There is no playground supervision before school, so students should arrive at school as close to 8:40am as possible. The first bell goes at 8:40am and class begins at 8:45am.
- Prep students are required to attend five days per week and for the full length of the school day to gain maximum benefit from their learning.



## Before School

Before school parents/carers are expected to drop Prep students to the classroom. Each block has an allocated space for parents to wait with their child. Most families arrive approximately 8:30am. When the bell goes, parents say goodbye to their child and hand over to the classroom teacher and teacher aide.



The first bell is at 8:40am, students enter the classroom at 8:40am and learning begins at 8:45 am. This gives staff adequate time to prepare their room and attend any meetings that are scheduled before this time.

When children come into the classroom, they are expected to be responsible for their own belongings. Children should be encouraged to follow the routine outlined by the teacher.

This routine may include:

- putting their bags on the bag rack
- placing their water bottles in the appropriate area
- going to the toilet before the first bell rings at 8:35am
- following the teacher's instructions/routines to commence the day



## After School

When the bell goes at 2:45pm, Prep students are once again collected at the meeting point outside their classroom. Any student who has not been collected will be taken to the office at 2:55pm and a phone call will be made to a parent/carer.

**Prompt collection is necessary.** If you have an unexpected difficulty that causes you to be late, please contact the **school office on 3372 0555** and notify staff of your delay. If you have commitments that will make it difficult to collect your child on time, you should make arrangements to book them into a formal after school care program.

## Prep Attendance at School

### Why must I send my child to school?

Under Queensland law, you must make sure your child of school age is enrolled and attends school all day, every school day unless they have an acceptable reason.





## Prioritise your child's learning!

Reasons such as birthdays, shopping, visiting family and friends, sleeping in, looking after other children, minor check-ups or activities such as a haircut are not acceptable reasons to keep your child home from school.

Routine medical or other health appointments should be made either before or after school or during the school holidays if at all possible.

## Every day counts in Prep because going to Prep every day:

- will make sure your child gets the most out of their important first year of school
- will make your child's transition into Year 1 easier
- improves your child's reading, writing and maths
- builds a positive approach to learning
- builds connections with peers
- strengthens your child's independence and confidence



## Learning in Prep develops:

- A positive approach to learning
- Independence and confidence
- Language skills
- Early literacy and numeracy
- Physical abilities, including gross and fine motor skills

## Prep Curriculum

The Prep Curriculum is designed around the ***Australian Curriculum*** which comprises of ***eight learning areas, seven general capabilities & three cross-curriculum priorities.***

The Australian Curriculum is designed to develop:

- successful learners
- confident and creative individuals
- active & informed young people who are ready to take their place in society

In their first year of school, students learn from their teachers and through their interactions with others. They experiment, practise and play in the classroom and school community. Priority is given to literacy and numeracy development. Learning in a classroom and belonging to a school community are key to the first year at school. Prep classes access the following programs and school events:

- Music, Science and Health and Physical Education are taught by specialist teachers (not their classroom teacher)
- There will be special days throughout the year such as: Sports Day, Cross Country, Under 8s Day and Book Week
- Resource Centre (Library)



## Age Appropriate Pedagogies

Age-appropriate pedagogies support early years teachers to apply a range and balance of teaching approaches and characteristics of quality teaching in their classroom practice. Teachers are supported to align curriculum, age-appropriate pedagogies and assessment to maximise children's engagement in learning and to enhance outcomes.

Children learn best when they are actively engaged in purposeful learning experiences. The Australian Curriculum clearly defines what is to be taught, and teachers use their knowledge of children's interests, strengths and capabilities to identify the most effective way to teach curriculum content.

### Eating times:

Prep students eat together in a common area supervised by staff.

**Fruit Break:** Approximately 10:00am

**First Break:** 11:00-11:15am and then play time 11:15-11:45am

**Second Break:** 1:15-1:25pm and then play time 1:25-1:45pm



First Break is the children's main eating time. We encourage children to bring and eat only healthy food at school. Suggestions could include: sandwiches, fruit, pasta, raw vegetables, and salad. We try to encourage families to limit the amount of disposable packaging or pre-prepared products that students bring to school. There is no refrigeration available, so dairy products need to be eaten during the First Break. We also suggest that parents include a cold pack in their child's lunch container to protect the nutritional value of food sent to school.

**Children need to manage their own packaging** (including being able to open their own containers, unwrap their own sandwiches etc). Some practise in this before Prep starts would be beneficial, or a small snip in the plastic packets could be made at home. Tins should not be sent to school, as the sharp edges are dangerous. Toothpicks also should be avoided. Please include any cutlery required for lunches (e.g., spoons for yoghurt, forks for salads).





## Sharing information

Events in family life, such as illness, new babies and visitors can be a prime source of excitement or concern for young children, and so may impact on their behaviour at home and/or at school. It is important for home and school to share relevant information and we would appreciate it if parents would inform us of any unusual happenings of this nature.

## Just in case!

It is a good idea to pack a spare set of clothes (shorts, shirt, undies, socks) in case of little accidents. These can be discretely kept in the front pocket of the school bag. If a student is distressed or unable to tend to their toileting needs parents may be contacted to assist their child before they return to class.

## Valuable items from home

Toys and other valuable items from home very often become lost or broken at school, so it saves a lot of time and heartache if these are left at home. Any such items that find their way to school will be cared for or kept by the teacher until the end of the day. Staff cannot assume responsibility for any loss or breakage.

## Names and labels

As young children often do not recognise their own belongings, ***we cannot emphasise enough the need to label absolutely everything*** – bags, shoes, lunch boxes (lids and bases), water bottles, hats, library bags, clothing... everything!

## Building Independence

Building independence in your child is an important key to unlocking the door to success for your child. Providing opportunities for your child to build independence in the following will assist with them being independent in school:

- ✓ packing and carrying their own school bag
- ✓ putting on their shoes (velcro is preferable)
- ✓ managing their clothes by themselves
- ✓ eating and drinking without help
- ✓ confidently using the toilet by themselves
- ✓ using tissues to blow their nose
- ✓ recognising their belongings





## Around the Grounds



### Parents & Citizens' Association

The Grand Avenue State School (GASS) Parents and Citizens' Association (P&C) would like to welcome you to our school. The P&C is a vital link between the parents, caregivers and the school at GASS and are responsible for representing you and your children's interests in any key decisions. These decisions include how we raise funds and how we spend those funds, as well as many other decisions. All profits are used to improve the school and its environment for our children.

The school newsletter and emails are our way of keeping you informed about what is going on at GASS and the P&C. It also allows us to share links to valuable resources with you. There is also a P&C Facebook page on which reminders and information are posted. Search for "Grand Avenue State School P&C" on Facebook.

The P&C provide the following services:-

#### Canteen

The Canteen provides the option of purchasing food for your children and complies with "Smart Choices". This is an initiative of the Department of Education & Training and Queensland Health, ensuring that the products offered are low in salt, fat and when available, are preservative and colour free. We have 'Red Days' throughout the year where we are able to sell foods that do not comply with these regulations. Flyers will be sent home so you are aware of these days.

Orders can be placed through the Flexi-Schools on-line ordering system – [www.flexischools.com.au](http://www.flexischools.com.au), a brochure was included in your welcome pack with more details. There is a special Prep Menu which you can select from, for full details of the menus please check the Flexi-Schools site. Our school is online ordering only. A device is available in the library, before school, to access the internet for those who do not have access at home. This is to enable everyone to be able to order from the canteen. Please note that a Flexischools account is still required.

#### Uniform Shop

During school terms, the Uniform Shop is open every day from 8:15am to 9:30am. Cash and EFTPOS are available. Uniforms can also be ordered online via the Flexischools website - [www.flexischools.com.au](http://www.flexischools.com.au). Uniforms ordered this way are given to the child's teacher and sent home with the child.

At the end and beginning of the school year, extra opening hours will be available. Details are provided on the school website and posted on the Facebook page. Please visit our school website for the uniform shop price list – [www.grandavenuess.eq.edu.au](http://www.grandavenuess.eq.edu.au).



## Outside School Hours Care (OSHC)

OSHC offers before and after school care and vacation care for your children, which the P&C Executive oversee. Please contact the centre coordinator via email [oshc@grandavenuess.eq.edu.au](mailto:oshc@grandavenuess.eq.edu.au) or phone 3278 9830, for more detailed information. An expression of interest form can be found on the school website at <https://grandavenuess.eq.edu.au/facilities/out-of-school-hours-care>. If you require this service we advise you to contact OSHC as soon as you enrol as the limited places fill very quickly.

In addition to the Canteen, Uniform Shop and Outside School Hours Care (OSHC), the P&C provides many activities and other services for parents/caregivers and children at GASS, including:

### Discos

Discos are held throughout the year and provide an opportunity for the children to get together and have some fun. These will be advertised in the relevant school newsletter and a flyer will be sent home to confirm the date and times.

There is a minimal entrance fee and food is available from the canteen (so come for dinner). *Children must be dropped into the venue and then collected from the door by an adult for their safety.* Please do NOT direct your children to meet you at the road. If possible, stay with your child at the disco and help with supervision whilst watching your child having a great time.

### Fundraising

We regularly run fundraising events, such as a Fete or EKKA Fun Day, 5 Cent Challenge, Mother's/Father's Day Stalls and many others including, Ice Cream Day, Christmas Night Market and more! Flyers and brochures will be sent home to let you know when these activities are occurring. Any support you are able to provide will help to improve the school facilities.

### Our Meetings

The P&C meet every third Tuesday of the school term. We discuss future fundraising activities, spending, and to exchange information relevant to parents/caregivers. This is an opportunity for you to hear directly from the Principal about what is happening in the school. It is a great way to stay informed and be involved in the decisions that impact your child's school.



## How YOU can help

We are always looking at new ideas and projects so come and have your say about what these should be and how we can do them. Everyone is welcome.

We also need volunteers in the Canteen and Uniform Shop to help provide these valuable services to families. We encourage anyone who wants to be more involved to attend our P&C meetings (where all the decisions are made).

Please join us to make a difference for our children. If you have any questions or feedback please contact the P&C Executive by email [pandc@grandavenuess.eq.edu.au](mailto:pandc@grandavenuess.eq.edu.au) or on our Facebook page - Grand Avenue State School P&C.



## Important Information

### School Processes

#### Student Absence Procedures

Please notify the school of a student absence and the reason for it by 9:00am. Preferred method is via **QParents**. You can also email - [studentabsence@grandavenuess.eq.edu.au](mailto:studentabsence@grandavenuess.eq.edu.au) or phone the absence telephone line – 3372 0560.

Keeping in contact with the school regarding your child's absences is very important. Text messages are sent daily to students who are marked absent without explanation.

If your child is going to be away on a holiday or extended leave during term time, the school **must be notified in writing** via an Application for Exemption, available from the Administration office.

For more information regarding our Attendance Policy, please click [here](#) .

#### Late Arrivals

Please note that school starts at 8:45am. The bell goes at 8:40am, allowing children to get themselves ready to begin lessons at 8:45am. Teachers mark the roll before 9:00am, so please ensure children are on time.



If you are late for any reason, you and your child must come to the office and collect a late slip. Parents/caregivers must then walk their student to class. This procedure is to ensure student safety.

### Early Departures

Parents/Caregivers wishing to collect their child/ren from school early must firstly go to the school office to sign the 'Early Departures' folder and obtain an 'Early Departure' slip. Proof of identification may be requested by the administration staff before this slip will be issued. Once issued, parents/caregivers will then be required to wait in the office for their child to be brought to administration. Please allow extra time to avoid unexpected delays.

### Keep your details up to date

It is VITAL that the school has current details on file. These include –

- current address
- telephone numbers/email
- emergency contacts
- medical conditions



Please update details via QParents. Alternatively, you can email the administration office at [enquiries@grandavenuess.eq.edu.au](mailto:enquiries@grandavenuess.eq.edu.au) or phone 3372 0555.

# STAY CONNECTED



## Q PARENTS

Access your child's student information online and stay connected to your school.

Visit [qparents.qld.edu.au](http://qparents.qld.edu.au)



## WEBSITE

[www.grandavenuess.eq.edu.au](http://www.grandavenuess.eq.edu.au)

## FACEBOOK

You can find school events and updates on our Facebook page.

Search for Grand Ave State School



## NEWSLETTERS

Subscribe and receive fortnightly school newsletters. Go to [www.grandavenuess.eq.edu.au](http://www.grandavenuess.eq.edu.au) and download the latest newsletter. Then select 'subscribe to newsletter,' add your email address and always be up to date!





# All families are encouraged to register with QParents.

From 2025, the school will be extensively utilising QParents and it is vital that families are registered.

Department of Education and Training

# QParents

## Registration Process for parents

*Please note: Your registration progress cannot be saved. Before you begin your registration, you will need to have on hand:*

1. Your QParents invitation email
2. Documents for identity verification (see item 1)
3. Your child/children's EQID (Education Queensland Identification number) (see item 3)

### 1

Click on the link in the QParents invitation email.

**Register as a QParents Account Owner**

Dear John

You have been nominated as the QParents Account Owner for Janie Citizen by Purple State School. To register for QParents you will need:

1. Your unique invitation code
2. 100 points of Identification to verify your identity online
3. Your child's (or children's) EQID(s)

[click here to begin the registration process](#)

### 5

You will now need to enter details from your identity documents.

1. Select the first document you will use.
2. Enter the requested details—they can be found on your identity document. When you have done this, click 'Submit details'.
3. Repeat steps 1 and 2 until you have reached 100 points. Then click 'Finish'.
4. If you can't reach 100 points, you may click 'Not enough ID?' to continue your registration. You will need to attend the school to present your ID.

### 2

You will be taken to the QParents portal with your unique invitation code already entered. Click 'Next'.

**Invitation code**

Please enter your unique QParents Invitation code.

Invitation code

What is this?

[Next](#) >

### 3

Read the Privacy Statement and the QPAO terms and conditions. If you agree to these, tick the 'Read and understood' check-boxes for both and click 'Accept'.

### 4

Select 'Yes' if you are the person linked to the code you entered, and 'No' if this is your first time registering a QParents account. Then click 'Verify identity'.

**Invitation code**

This invitation code is registered to John Citizen. If this is not you, you must NOT proceed with the registration process.

Is this you?

Yes  No

Do you have a QParents login?

Yes  No

[Verify Identity](#)

**Verify your identity**

To verify your legal identity, you will need to provide 100 points of ID using a combination of identity document types from the list below.

100/100 OK/WRONG

**1** Select at least 3 sources of identification you wish to use from the list below.

[View all items](#)

Driver's License (50 points)	<input type="checkbox"/>	<input type="checkbox"/>
Medicare Card (20 points)	<input type="checkbox"/>	<input type="checkbox"/>
Student Transport (40 points)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Australian Citizenship Certificate (40 points)	<input type="checkbox"/>	<input type="checkbox"/>
Australian Birth Certificate (40 points)	<input type="checkbox"/>	<input type="checkbox"/>
Australian Marriage Certificate (40 points)	<input type="checkbox"/>	<input type="checkbox"/>

I'm linking to an existing account (not verified)

[Next](#) [Cancel](#)

**2** Enter the details for the selected source.

[View all items](#)

**Queensland Driver's License (50 points)**

These include your QLD driver's license details as well as your licence class with the QLD Government. Your license details will be submitted to the Australian Government Customer Identification Service.

\*MANDATORY FIELD

License number?

First name?  Middle name?  Last name?

Date of birth (DDMMYYYY)?

I agree that my personal information is shared with the Service of Queensland Government.

[Submit Details](#)

### Item 1: ID

The following documents can be used to verify your identity **online**. Each identity document is worth a certain number of points. To complete online registration you will need to verify 100 points of documents.

Australian Passport	50 Pts
Australian Driver Licence	50 Pts
Medicare Card	20 Pts
Australian Birth Certificate	50 Pts
Australian Marriage Certificate	40 Pts
Australian Citizenship Certificate	40 Pts
Change of Name Certificate	40 Pts
Australian Visa (foreign passports)	20 Pts

If you are unable to verify 100 points of ID online, you may still create an account. However, to complete your registration, you will need to attend your school to present the relevant amount of ID in person. Full instructions will be emailed to you upon creation of your account.

If you have any questions or require assistance with registration, please contact 13 QGOV (13 7466), or visit: <https://qparents.qld.edu.au/#/help>

Queensland Government



### Item 2: ID HELP

If you are having trouble verifying a birth certificate or marriage certificate, the following tips might help:

1. You must be referring to a full birth certificate, not an extract.
2. Make sure you enter your name as it appears on the birth or marriage certificate, even if your name has changed.
3. Click on the question mark next to the field you are having trouble with to see an example document.
4. Please see our help guide if you are still having trouble:  
<http://qparents.qld.edu.au/#/help>

**6** You should now create your account. Make sure you use the 'Create an Account' form on the left of the screen.

1. Enter the email address you want to use with QParents. It should be one you check regularly.
2. Enter a password of your own choice. It must be at least eight characters long and contain at least one number and one special character.
3. Enter your password again.
4. Enter your mobile phone number.

**Create an account**

Email address

Password

Confirm your password

Mobile phone number

[Cancel >](#) [Submit >](#)

**7** An email is sent to the email address you entered in Step 6. Click on the link in this email to verify your email address and activate your account. The email must be verified within 30 days of registration, or you will need to register again.

You are taken to the QParents login page. Log in using your email address and the password you chose in step 6.

**Login**

Email address

Password

[Login >](#)

**8** You now need to add your students. Enter the EQID (see item 3), school year, and school name, then click 'submit'. If you have been nominated as the QPAO for another child, click 'Add another student' and repeat this process. Once you have added all your students, your registration and account set-up is complete.

**Details of student to be added**

EQID   
What is this?

Year level   
Which year level should I select?

School   
Which school should I select?

[< Back](#) [Submit >](#)

### Item 3: EQID

Every school student has an EQID. It consists of 10 numbers and one letter. You can find it on your child's student ID card (the numbers under the barcode), report cards, or school invoices, among other documents. Please contact the school directly if you cannot find your student's EQID.

**9** A final check is conducted at your child's school before approval. You will be notified by email when this check is complete and will then have access to all of the features in QParents.

## Enjoy!

If you have any questions or require assistance with registration, please contact 13 QGOV (13 7468), or visit: <https://qparents.qld.edu.au/#/help>



Please email [qparents@grandavenues.qld.edu.au](mailto:qparents@grandavenues.qld.edu.au) if you require assistance.