1. SCHOOL NEWSLETTER
Our newsletter is published on the second and fourth Thursday of each month. It contains important information on current school initiatives, activities and issues and is the primary communication link between school and home. Newsletters are distributed to parents via email. You can subscribe/unsubscribe on the school website.

2. PARKING IN SCHOOL GROUNDS
Parent parking within the school grounds or in the staff car park is **not permitted**. The dropping off and picking up of children within the school precinct creates a host of obvious safety issues. Also with the large number of wheelchair students attending Grand Avenue, disabled parking is a premium. Please respect our physically impaired students’ right to access disabled parking at all times.

3. EARLY ARRIVALS
Student’s who arrive at school before 8.00am must use the before and after school care program. Students who arrive between 8.00am and 8.15am are required to sit under the covered area adjacent to the junior court. The recommended time for students to arrive at school is from 8.30am onwards.

4. BANNED ITEMS
Apart from the obvious dangerous substances and items eg. (alcohol, cigarettes, drugs, knives etc) that are banned from all schools, mobile phones, skateboards, CD players, scooters and Pokemon cards are not permitted at Grand Avenue. Consequences of dangerous substances (eg cigarettes) being brought into the school is automatic suspension. Skateboards, scooters and Pokemon cards will be confiscated.

5. STARTING TIME
The first bell is rung at 8.40am so classes can commence at 8.45am **SHARP**. Student punctuality is essential to ensure a smooth start to the school day for all classes.

6. SUN PROTECTION
The NO HAT, NO PLAY policy is strongly enforced – broad brimmed/bucket hats **ONLY**.

7. SCHOOL BANKING
School banking is held every Wednesday. Kits to assist parents open new accounts for their children are available on request from the office.

8. INTERSCHOOL SPORT
All students in Year 6 and 7 are encouraged to try out for interschool sport teams. Winter and summer fixtures are held throughout the year.

9. SCHOOL TUCKSHOP
The tuckshop is open daily. All lunch orders must be placed and paid for online through Flexischools. To register please go to [www.flexischools.com.au](http://www.flexischools.com.au) or call 1300 361 769.

10. UNIFORM SHOP
School uniforms can be purchased through the Uniform shop on Monday to Friday mornings between 8.15am – 9.30am.

11. STUDENTS EARLY DEPARTURES
Parents wishing to take their children from school early, must firstly come to the office to sign the “Early Departures Book” and obtain a departure slip to show to their child’s class teacher. Parents are to retain the slip until they leave the school grounds.

12. VISITORS
All visitors to the school (including parents), must first report to the school office to sign the “Visitors Book” and obtain a visitors badge.
13. STUDENTS MAKING PHONE CALLS
The school discourages students making phone calls except in extenuating circumstances. Permission for calls is given at the discretion of the school’s administration and their teachers. A charge of 40 cents is incurred when a child needs to call home for a non-urgent matter or a matter they forgot to take care of before leaving for school that morning. This money needs to be sent to school the next day with the child and paid at the office.

14. MEDICATION
The school is able to administer medication to children if parents have signed the “Medical Authority Form” and only if the medication is correctly labelled (Chemist sticker) or is accompanied by a doctor’s letter. School staff are not permitted to administer non-prescription drugs eg. aspirin, panadol etc. without the above form/label.

15. LABELLING STUDENTS BELONGINGS
In a school of in excess of one thousand students, an inordinate amount of children’s belongings goes missing. To reduce the incidence of property loss, all children’s belongings must be named (uniforms, hats, lunch boxes, classroom equipment etc). Lost property is located in the MPA near the staff toilets.

16. CHANGE OF FAMILY DETAILS
It is essential that the school has current home address, phone numbers, custody and health details for all children. If changes have occurred since you enrolled please inform the school immediately.

17. STUDENTS IN SICK ROOM
Parents of children who report to the sickroom complaining that they are unwell will be contacted to take their child home. The school relies on the honesty of children to assess whether parents should be contacted. In most cases where a child is legitimately “off colour” in the morning, it is best to keep them at home for the day to recover, rather than attending school where their condition may worsen.

18. ABSENCES
The school requires explanatory notes/phone call advising of reasons for children’s absence. It is school policy that after three days of an unexplained absence that parent/caregivers will be rung by the school for details.

Student Absence Line: 3372 0560 studentabsence@grandavenueess.eq.edu.au

19. CLASS TEACHER/FIRST CONTACT
If parents have concerns about their child’s learning or school welfare, the class teacher is the best first contact to resolve an issue. For teachers and parents, if there is a need for further support or intervention, the school administration is available to assist.

20. PAYMENT COLLECTION
The school accepts payment for excursions, incursions etc each day. The payment window is open from 8.15am – 11.15am. Parents and students may make payment either via the payment window or by students handing payment envelopes to their teacher each morning. A receipt will be issued. Your assistance by ensuring all payments for extra curricular activities are made prior to the advertised due date.

I realise that I may have overwhelmed you by highlighting so many protocols that surround our school. However effective communication is the key to the success of any organisation and I believe that when parents and the school have a shared understanding then our students benefit immeasurably.

Many thanks for your cooperation and interest.

Desley Brassington
Principal