



Gleneagle State School – Communication Placemat

We are safe

We are Responsible

We are respectful

Phone – 07 5548 9333

Address - 126-146 Mt Lindesay Highway, Gleneagle QLD 4285



Please refer to the table below to determine the appropriate method and avenue of communication for any information you require.

Class Teacher <i>Please email to arrange a meeting or to express your concerns (Please allow a minimal of 24 hours response time)</i>	Administration Email - Administration@gleneagless.eq.edu.au Phone – 07 5548 9333	Newsletter, P & C, Community, Face Book Page, Email Website - https://gleneagless.eq.edu.au/
<ul style="list-style-type: none"> ➤ <u>Student issues</u> – learning and academic progress, reporting and assessment. Behaviour, social & emotional learning concerns (e.g., playground/ friendship issues) ➤ <u>Intervention and additional support needs</u> ➤ <u>Interviews</u> – Parent Teacher interviews are conducted formally twice per year – Terms 1 & 3 ➤ <u>Report Cards</u> – Issued each semester – Terms 2 & 4 ➤ <u>Classroom routines</u> – home learning, volunteering/class help, organisation, class newsletters each term ➤ <u>Classroom newsletters</u> 	<ul style="list-style-type: none"> ➤ <u>Payments</u> – BPoint is an online payment system available to all parents for payment of invoices; please see administration for any issues arising ➤ <u>Student Absences</u> – Phone the absence line 07 5548 9360 or text 0426 305 671 ➤ <u>Excursions, incursions & permissions slips</u> ➤ <u>Student Medical Action plans</u> ➤ <u>Update family & contact details</u> ➤ <u>Communication assistance to key stakeholders</u> <div style="background-color: #e6f2ff; padding: 5px;"> <u>Outside School Hours Care – PCYC</u> <ul style="list-style-type: none"> ➤ <u>Enquiries enrolments and attendance</u> Phone - 0428 497 351 Email - gleneaglesac@pcyc.com </div>	<ul style="list-style-type: none"> ➤ <u>Codes of Conduct</u> – e.g., Parent and Community, Students, Bus, School uniform etc ➤ <u>Tuckshop</u> – orders, schedule, volunteers ➤ <u>Uniforms</u> – School Locker https://theschoollocker.com.au/schools/gleneagle-state-school-gleneagle/uniforms ➤ <u>Events</u> – sports, cultural, graduation, special assemblies, school concert, PBL, Prep transition program, etc ➤ <u>Celebrations/Commemorations</u> – ANZAC Day, Harmony Day, Under 8's Day, Book Week, NAIDOC Week, Remembrance Day, School Concert/Awards ceremony ➤ <u>Instrumental Music Program</u> – expressions of interest, general information ➤ <u>P&C Meetings</u> – scheduled meetings, volunteers, ideas, fundraising and social events, car parking Email the P & C - gleneaglesspandc@gmail.com

Principal Email – principal@gleneagless.eq.edu.au

Student Issues – For serious matters which require a higher referral, matters of a highly confidential nature, or, matters unable to be resolved at a classroom or administration level, please email or phone Administration to arrange a meeting.

Parents and community members play an important role in their children's education and a strong partnership between parents and schools enriches the learning experience for every student.

Jingeri. Gleneagle State School would like to respectfully acknowledge the Mununjali peoples, the Traditional Custodians of this Country on which our school is built and our learning takes place. We pay our respects to the Mununjali Elders past, present and emerging for they hold the memories, traditions and knowledge which they share with our jarjum. We recognise their strength and resilience as we grow and learn together in the spirit of kindness, friendship, honesty and respect.