



December 2024

Dear Parents and Carers

## RE: START OF 2025 INFORMATION

As this year comes to a close, we would like to thank everyone for the great year that was 2024. Moving forward into next year, I encourage to take the time to read this document and keep it close by for reference to ensure a smooth start to 2025 for your child.

### Return To School: 2025 Term 1, Week 1

Below is an outline of each day of the week. Students are required be in full school formal uniform. They also need to bring their school equipment each day including their laptop, pencil case and exercise books. Year 7 students and new students are not required to have a laptop as activities will be planned accordingly.

#### Monday 27 January 2025

Public Holiday

#### Tuesday 28 January 2025

8:40 am to 1:20pm	<b>Year 7 students.</b> Meet at JA Robertson Hall Students are able to go home at 1:20pm, for those unable to leave there will be supervision until 3:00pm. Students will only need to bring a water bottle, hat, lunch as well as a notebook and their pencil case.
8:40 am to 11:00am	<b>NEWLY enrolled Year 8, 9, 10, 11, 12 students in 2025</b> Meet at the Q Block Atrium.

#### Wednesday 29 January 2025

8:40am - 2:30pm	<b>All year levels</b> meet at Sports Hall. Leave Bags at Period 1 Classroom
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#### Thursday 30 January 2024

8:40am – 2:30pm	<b>All year levels</b> meet at Sports Hall. Leave Bags at Period 1 Classroom
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#### Friday 31 January 2024

8:40am - 2:30pm	<b>Photo Day</b> – Students are required to be in full school formal uniform. <b>Year 7 to 11</b> - meet at Sports Hall. Leave Bags at Period 1 Classroom <b>Year 12</b> – meet at Q Block Atrium for roll marking and photos.
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### School Office Hours

The office will reopen for the week prior to school returning. Monday, 20 January 2025 to Friday, 24 January 2025 from 9.00am to 2.00pm. Please note, the exception to this is that the office will be closed on Thursday, 23 January 2025 due to staff being involved in professional development.



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### Class Times/Bell Times

Bell times for 2025 are available on the school website – please note that classes commence at 8:40 am each day and on Mondays only, curriculum classes end at 1:20 and Time4 Students occurs between 1:50-3:00 pm. School ceases at 2:30pm from Tuesday to Friday.

<https://thegapshs.eq.edu.au/our-school/school-hours/bell-times-and-lesson-times>

### School Photos

School photos will be taken in the **first** week of school, on **Friday 31 January 2025**. Catch-up photos will be taken later in the term. All students must have their photo taken for school identification cards. Correct formal uniform is required, and students with hair that touches their collar must have it tied back. Senior students will need to bring and wear their school tie for the photos.

### Uniform

The school's uniform policy can be found on the school's website.

<https://thegapshs.eq.edu.au/supportandresources/formsanddocuments/documents/enrolments/enrolment%20application/uniform%20policy%202025.pdf>

For new families, please visit the school's P&C website for information about purchasing uniforms and booking appointments. <https://tgshspandc.org.au/>

### Booklists

Year 7 to 10 stationery lists and packs are also available to purchase through the P&C.

<https://tgshspandc.org.au/stationery/>

### School Laptop Program (CYOD or BYOD)

Information has been separately emailed, put in the newsletter and is always most up to date on the school website. For new students participating in the CYOD program, handouts will begin in Week 2 or 3 of Term 1. If you have a BYOD laptop, please see the IT Technicians in the library at the beginning of the school year for onboarding. If you require further assistance, please email IT on email ([itsupport@thegapshs.eq.edu.au](mailto:itsupport@thegapshs.eq.edu.au))

<https://thegapshs.eq.edu.au/extra-curricular/computer-and-internet>

### Personal Details Form and Medical Detail Form

Included is a Personal Details and Medical Details form. If there have been any changes (e.g., new email address, phone number, residential address) please complete the relevant sections ensuring you have the student's name and year level completed, sign each page and return for us to update our records. It is very important that all contact and medical details are current.

**Absences - When your child is absent from school or if they will arrive late to school or be leaving school early for an appointment, please advise the school by one of the following:**

- **SMS** 0427 925 653
- **Phone** the office on 3511 3888 Option 1
- **Daymap** send a message through your Daymap Parent Account
- **Send a note** (for late start or early departure) with your student to the office counter on arrival.

Please note all absences are displayed on end of term reports, both explained and unexplained



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## Away for the Day Policy - Use of Personal Technology Devices including Mobile Phones, and Personal Electronic Devices (e.g., smartwatches and headphones) -

The Student Code of Conduct states that mobile phones are not to be used or visible between school hours. The intent of this policy is to minimise interruption to learning and prevent incidental harm to students' and teachers' wellbeing. Mobile phones and personal technology devices are not required for learning and provide a distraction for students and teachers and are proven to prevent learning in many situations. The Gap SHS is a laptop school; laptops are the identified technology device for use.

The use of mobile phones and other student-owned personal technology devices i.e., smartwatches, headphones, iPods, iPads and the like, are not permitted during the school day, or attending off-campus school events e.g., camps, excursions, except for under explicit teacher instruction/direction in the following subjects of Arts, Technologies or HPE. There is also a clearly marked Tap-n-Go Zone in the school canteen area. Students are allowed to access phones ONLY in the marked zone to pay for the canteen purchases. NO other use of phones is allowed in the zoned area.

Students are encouraged to switch off phone/device to reduce distractions.

Throughout the school day, including during breaks, phones are to be switched off and out of sight, including listening to music with headphones or earbuds. We want to encourage social interactions, physical activity, and an opportunity to switch off from technology when students are outside the classroom. Specific exemptions may be granted for students with self-regulation or support requirements, and these are handled individually. Diabetic students will monitor blood glucose levels via their mobile phone, and these students are allowed to carry devices at all times. We value *thinking big, stepping up, paying it forward, and being kind*, so students are expected to comply with all instructions.

### Student Code of Conduct

The Student Code of Conduct is designed to facilitate high standards of student behaviour and set out clear expectations and the types of disciplinary consequences which may be used to respond when behaviour does not meet expectations. It also outlines the lens with which we develop character and self-discipline and the support we intend to provide.

The Student Code of Conduct covers the school policies regarding the use of personal technology devices including mobile phone and personal electronic devices, removal of student property, bullying and use of social media, so it would be wise to draw their attention to these components specifically, so they are familiar with these prior to their return next year.

Additionally, the Student Code of Conduct provides information about:

- explicit teaching of expected behaviours and opportunities for students to practice appropriate responses
- differentiated teaching to respond to the particular learning needs of all students as a practice feature of the teaching approach across the school
- how to take into account a student's individual circumstances, such as the student's behaviour history, disability, mental health and wellbeing, religious and cultural considerations, home environment and care arrangements when responding to inappropriate behaviour



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- confidentiality obligations limiting discussion or sharing information about individual circumstances of students, including applied disciplinary consequences, with persons other than the student's parent/s or caregivers.

The Student Code of Conduct will be reviewed annually and comprehensively updated every four years. The most up to date version of the Student Code of Conduct is available on the school website.

### Library Hours

The library will be open for study and curriculum activities before and after school. In 2025, the Resource Centre hours are:

Monday	8:00 am to 4:00 pm
Tuesday to Friday	8:00 am to 3:30 pm

### Student Support Services

We are still finalising staffing in student support services which means that at this time we are unable to inform you who students mentor teachers will be in 2025. Parents will receive this information earlier in the year via email as well as an introductory email from their child's mentor teacher.

### Student Resource Scheme (SRS)

The Student Resource Scheme (SRS) is a non-profit scheme that provides participants with textbooks, resource materials, practical equipment and materials for student use while attending school. The SRS is fully endorsed by The Gap State High School Parents and Citizens Association. Details of the SRS per year level are emailed to all families for their information and are available on the school website.

<https://thegapshs.eq.edu.au/enrolments/resource-scheme>

### For parents in dispute over the payment of their child's school activity fees

In accordance with Qld Government Policy. It is a matter for the parents to determine who pays the invoiced fees. If there is a payment arrangement between the parents that has not been adhered to, that is a matter for the parents to resolve. If the fees are not paid in full (e.g., the school receives only part payment from one parent) then the child may not be allowed to participate in the activity.

### Online Services Consent

Online consent services for 3<sup>rd</sup> Party Services (outside the Department of Education network (is requested at enrolment and the start of the Junior (7-9) and Senior (10-12) Phases of Learning. This legislated requirement enables informed consent to be given by parents/guardians where the school has chosen to use these services to enable teaching and learning. Examples include Digital Textbooks, Learning Management Systems and Student Wellbeing Survey platforms.

Parents/guardians of affected students will receive an email link and request via **QParents** early in the year outlining the various services, their use in school and seeking consent. If you are not currently using **QParents** we encourage you to sign up to this service which has multiple benefits for families.



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### QParents and Daymap Parent Accounts

We encourage all parents to have their own QParents account as well as a Daymap account. Once you have an active QParents account, you will be able to request access to Daymap with the school as well.

To find out more about Daymap, please visit the school website.

<https://thegapshs.eq.edu.au/our-school/parent-teacher-communication>

### Bikes, Skateboards and Scooters

Thanks to the P&C we have suitable storage for skateboards and scooters at the school. As part of a healthy lifestyle, we encourage our young people to travel to school via bikes, skateboards, and scooters, being sure to wear the associated safety equipment such as helmets. The P&C skateboard and scooter racks are available in front of the administration building. For safe storage it is suggested that students secure their preferred mode of transport with a padlock.

### Parking in the School Grounds

There is no visitor/parent parking/drop off zone in the school's car parks. To assist students with musical instruments, the boom gate will be open from 7:00 am to 7:20 am weekdays, and each afternoon the boom gate will be open by 3:45 pm. For the safety of the students, we recommend that you use the drop off/pick up zone at the front of the school. For functions throughout the year, parents will be notified where parking will be available. If you have an appointment during the school day, we have allocated visitor parking in front of D block, accessible via gate 1. There is also disability parking via gate 1 and near the Tuckshop.

### Uniting Church Car Park

Our close neighbours at the Uniting Church request that parents do not use the church driveway and car park for dropping and collecting students before and after school. There is no parking at the church for school staff, students and parents.

### Communication

E-Newsletters are one of the main forms of communication at The Gap State High School. Newsletters are emailed home every second Friday. If you haven't already done so, please self-register through the following link as we have changed our service for 2024. <https://newsletters.naavi.com/p/3JeprzN/subscribe>

Regular updates are posted on our Facebook page at [www.facebook.com/tgshs/](http://www.facebook.com/tgshs/)

Our Instagram page is available at [www.instagram.com/thegapshs/](http://www.instagram.com/thegapshs/)

Recent surveys and response groups from parents about communication identified that the preferred mode of communication is direct emails. Events and information specific to year levels will receive year group emails from school leaders. It is highly recommended that "junk" email is checked regularly to ensure you do not miss out on important information relevant to your student's year level.



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### P & C Association

Each year, groups of parents' form committees which aim to foster areas of excellence and wellbeing in our school. POPARTS, SSPG, Friends of EVP are some of the sub committees. Check out these committees on the school website, and come along and join like-minded, enthusiastic parents <https://thegapshs.eq.edu.au/our-community/pandc>

### DGR – Deductible Gift Recipient Funds

Contributions to The Gap State High School Building Fund would be appreciated. Donations are tax deductible and all funds are used to improve existing buildings or used towards the cost of additional school facilities in our school. With these contributions we are able to provide additional resources to benefit all students – every dollar counts!

Contributions can be deposited directly into The Gap State High School DGR Build Account.

BSB: 064 102

Account Number: 10592587

Please include details of your contribution in an email addressed to [admin@thegapshs.eq.edu.au](mailto:admin@thegapshs.eq.edu.au) and a receipt will be emailed back to you.

### Return-IT

Our school is a registered collection point for the container/bottle refund scheme Return-IT. The recycling unit is in the school grounds on the eastern boundary behind the Science block. Accessible times are prior to 7:30 am and after 3:30 pm on weekdays during the school term, and weekends at any time. Families and the wider community are invited to utilise this facility. We encourage the recycling of applicable bottles and containers (with the 10c notation) with the option to receive the refund to your registered bank account. Alternatively, a donation can be made to The Gap State High School P&C Association. The P&C have instigated this initiative as an environmental service for our community, and as a fundraising venture.

2025 signposts the last year of the current four-year strategic plan. This year we will be finalising the significant work for the last four years and setting our school's improvement agenda for 2026-2029. I look forward to engaging with parents and carers in 2025 to set our goals for our next strategic plan 2026-2029.

Yours faithfully

Anne McLauchlan  
Executive Principal



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