

KINGAROY STATE HIGH SCHOOL

HELP US TO HELP YOU



We are here for **YOU** and **YOUR STUDENT/S**

Even though we are a big school, we still give personalised service to our families. We want to make it as easy as possible for communication to flow between us. Below are some ways to help that flow:

REPORTING STUDENT ABSENCES

You can report student absences either *on the day* or *ahead of time* via:

- Voice Message on Absence Line (**4160 0660**) – 24 Hour Service
- Text message to **0428 977 748** any time
- Email to 2044_Absent@eq.edu.au any time
- Note handed in to Student Services (on the day or in advance)
- Advising Student Services staff in person

IMPORTANT NOTICE ABOUT ABSENCES – When absences are verified by documentary evidence (a Medical Certificate, Doctor's Letter, Appointment Letter, Receipt from Specialist etc), that absence **DOES NOT** affect your child's attendance percentage. We suggest that right from Year 7, you get in the habit of asking for some covering documentation ANY TIME that you see a Doctor / Dentist / Orthodontist / Paediatrician / Optometrist / Physiotherapist etc.

STUDENT PASS OUTS

You can request a pass out for appointments / family reasons by:

- Sending a note with your child to Student Services (to be processed **BEFORE** school)
- Text message to **0428 977 748**
- Sending an email to 2044_Absent@eq.edu.au
- Calling Student Services on **4160 0669**
- Speaking with Student Services staff in person

IMPORTANT NOTICE – This can be done in advance and we will give them the Pass Out on the day

PLEASE NOTE

Students **ARE NOT** permitted to leave school to purchase their lunch at any of the fast food outlets such as McDonalds, Subway, KFC etc. It is the Principal's expectation that students purchase lunch from the Canteen which provides healthy, reasonably priced food and raises funds for the school. They are only able to go to these shops if accompanied by a parent.

CHANGE OF CONTACT DETAILS

When you change your details, address, contact number, email address, emergency contacts etc, it is important that you update these with these with the school by contacting Student Services as we are constantly communicating with our families via text messages and emails. You can do this by phone / email / in person.

MESSAGES TO STUDENTS

Please note that we do not have a phone to every class room here at Kingaroy SHS so getting messages through to students is not as simple as making a quick call.

We will do our best to pass on messages to your students but would appreciate it if you could keep it to **urgent messages only**. We would appreciate it if you could **let us know by 1:30pm** so that we have a chance to catch your student/s during their final break or get a message to their Period 4 teacher before their final class starts.

If you are making a Doctor's appointment for your student or think you will have a change of plans for your student to go home, please ask them to call at Student Services or the Office during their break to check for a message that has been left for them about these pre-arranged plans. We do understand that sometimes plans change (like being called in to work) after school has started.

Qkr! APP

Qkr! is an app that you can download to your device and make payments for just about anything to do with school including your School Fees. Instructions on the download and use has been included in your blue enrolment folder. Once you download this app, you receive notifications of events / activities / excursions etc that are ready for payment.



Alternatively you can still come to the Payments Window on the Markwell Street side of the Admin Building to pay fees in person.

LOST PROPERTY

Please make sure that **EVERYTHING** is labelled from Stationery (including Calculator) to Jumpers / Shirts / Shoes / Water Bottles. Please remember that if it is labelled, we can get it back to the student. We will even send you a text message to give them a gentle reminder to collect their lost property if necessary.

We receive lots of jewellery and many pairs of glasses throughout the year at both the Office and Student Services. If your child has lost something small like this, please ask them to check both places. If you notice that they are missing their glasses etc, please give us a call and we can let you know if we have that item.



SPARE CLOTHES

We have a supply of spare polo shirts; shorts; track suit bottoms; skirts; spray jackets & school jumpers that we lend to students in need. If you see that your student has brought home a "borrowed item" would you please give it a wash and send it back to Student Services. Sadly, we rarely receive these items back and our supply diminishes. If you have school uniform shorts / long pants / spray jackets that are in reasonable condition that you no longer need, please consider donating them to Student Services.

PARKING

Please note that there is to be NO PARKING in the turning circle in front of the main Office. You are permitted to pull up in the turning circle if you are collecting a sick student or a one with a pass out. If you need to get out of your car, please park elsewhere and walk to the Office. Please help us to keep the congestion down by adhering to these guidelines.

We are looking forward to being a part of your child's High School journey while they are with us at Kingaroy High School.