Trinity College
GLADSTONE
Living - Learning - Community



PARENT HANDBOOK

CONNECT WITH US

General Enquiries
admin@trinitygladstone.qld.edu.au
07 4839 0500

Finance & School Fees
finances@trinitygladstone.qld.edu.au

IT Help Desk
it@trinitygladstone.qld.edu.au

Sports
sportsadmin@trinitygladstone.qld.edu.au

canvas

Observe your child's class activities, assessment tasks and grades.

**Secondary only. Sign up instructions available in Parent Lounge.*

Join our Facebook groups for sports updates and opportunities.

Follow our Facebook page for photo updates

ClassDojo

Follow your child's class on Class Dojo for class news, dates and photos.

**Primary only. Invitations sent by email to parents at start of school year.*

Parent lounge
https://tass.trinitygladstone.qld.edu.au/parentlounge/index.cfm#22
Login to access the school calendar and our school policies

Office Hours

Archer Street Campus	Derby Street Campus
8:00am – 3:30pm	8:00am – 3:30pm

*open in school terms, student free days and two weeks prior to school commencement at beginning of school year

Trinity College (Archer Street Campus)

4 Archer Street, Gladstone, QLD 4680

Phone: (07) 4839 0500

Website: https://trinitygladstone.qld.edu.au/

College Management

Acting Principal	Corrie Jacobs
Acting Deputy Principal	Theresa Currie
Head of Secondary	Marius Schoeman
Acting Head of Primary	Hazel Wood
Director of Teaching and Learning	Sarah Coombs

Year Level Coordinators

Prep – Year 3	Hayley Mason
Year 4 – Year 6	Hazel Wood
Year 7 & Year 8	Samantha Tilling
Year 9 & Year 10	Estee Odendaal
Year 11 & Year 12	Yolande van Eeden

Faculty Leaders

English	Samantha Tilling
Mathematics	Jonathan Voltz
Science	Nina Bernard
Humanities & Social Sciences	Estee Odendaal
Health and Physical Education	Wynand van Zyl
The Arts	Laura-Jane Kemp
Technologies	Cale Peake



Foundation

Mission

Our Mission is to provide students with an excellent education in a Christian environment, guiding them to develop their God-given potential to become future leaders who positively impact their communities for Christ and the greater good.

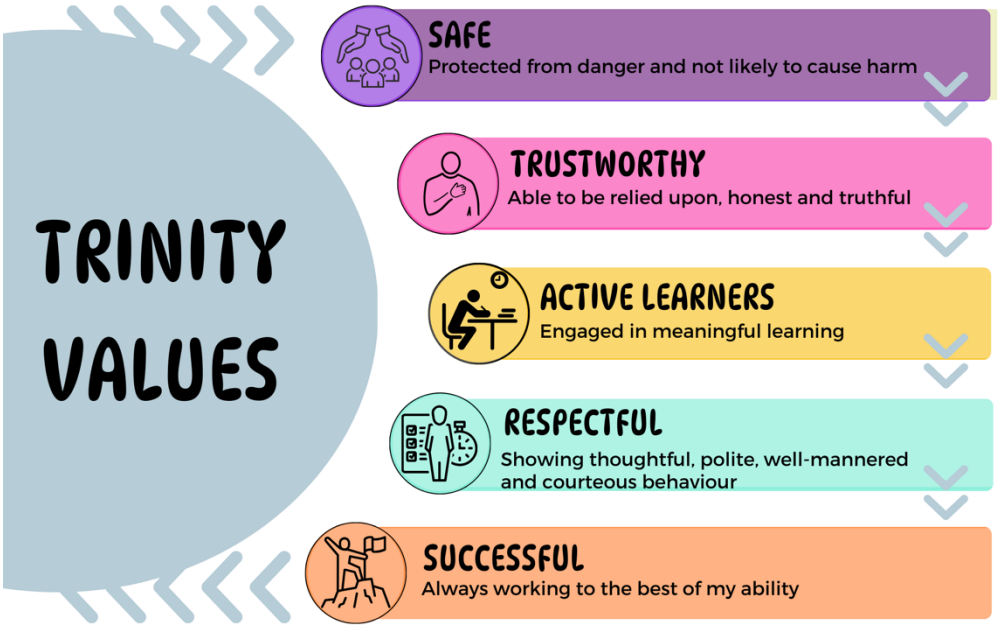
School values

The purpose of Trinity STARS is to provide a framework for students to uphold and demonstrate the Trinity College motto of Living, Learning and Community. This is to support teachers in positive behaviour management and motivate students to lead a life that reflects the life of Jesus.

Then you will shine among them like ***STARS*** *in the sky as you hold firmly to the word of life. Philippians 2:15-16*

Trinity STARS

- **Safe:** Protected or sheltered from or not exposed to danger; not likely to cause harm or injury. *Psalm 32:7*
- **Trustworthy:** able to be relied upon, honest and truthful. *Proverbs 3:5*
- **Active Learners:** meaningful learning that engages students to think about what they are doing. *Colossians 3:17*
- **Respectful:** showing thoughtful, polite, well-mannered and courteous behaviour. *Matthew 7:12*
- **Successful:** always working to the best of my ability. *Colossians 3:23*



For more information on our school values, please view our Positive Culture Framework on the school website.

Teaching and Learning

Trinity College Gladstone is a Kindergarten to Year 12 school committed to providing a high-quality Christian education. Our purpose is to develop students to be lifelong learners who achieve their personal best at school, set on a foundation of knowledge and personal relationship with Jesus Christ. We seek to achieve this through our school motto: Living, Learning, Community.

Primary School Curriculum

All Primary School students spend the majority of their learning time in their class homeroom with their core teacher. Students attend some subjects with specialist teachers, as well as participating in mixed groups comprised of students from their year level.

Prep – Year 2

- Facilitates the transition from Early Years Learning through hands on and integrated learning;
- Features a focus on early literacy and numeracy skills: the foundation of all future learning. Structured Synthetic Phonics program embedded in weekly teaching programs;
- Explicit instruction used as the signature teaching strategy with responsibility for independent learning gradually released;
- Daily, age-appropriate devotions;
- Strong parent partnerships to support and facilitate student learning;
- A learning environment which enhances students emotional and physical wellbeing.

The Prep-Year 2 core curriculum is based on the Australian Curriculum including English, Mathematics, HASS, Science and HPE.

Additionally, students study Music, The Arts, Technology, and Christian Living.

Years 3-6

- Facilitates the transition from early primary to secondary school through increased challenges across the curriculum;
- Features a continued focus on building and consolidating literacy and numeracy skills: equipping them to deepen knowledge across learning areas ;
- Explicit instruction used as the signature teaching strategy with responsibility for independent learning gradually released;
- Individual iPads (Year 3-5) and MacBooks (Year 6) for students to use in class, with digital technologies embedded in rich learning activities;
- Daily, age-appropriate devotions.

The Year 3 -Year 6 core curriculum is based on the Australian Curriculum including English, Mathematics, HASS, Science and HPE.

Additionally, students study Music, The Arts, Technology, Japanese and Christian Living.

Secondary School Curriculum

Years 7 & 8

This phase of schooling is designed to engage and challenge students. Teaching and learning strategies in this phase encourage a curious and persistent approach to learning for the group and individual. Students broaden their knowledge in specialist experience subjects including rotations.

Student learning is enhanced through access to learning materials through Canvas LMS via their school leased MacBook.

All students are allocated a pastoral care class and teacher, organised by year levels. Students remain with their pastoral care class for core subjects. Additionally, students study rotation and specialist subjects in different class groups.

Core subjects

Studied in each term of each year

English	Maths	Science
Humanities & Social Science	Health & Physical Education	Christian Living

Rotation subjects

Two subjects per term

Digital Technology	Industrial Technology & Design	Food Technology
Textile Technology	Drama	Film & Media
Visual Art	Music	

Specialist subjects

Studied in one semester of each year

Business	Japanese

Years 9 & 10

This phase of schooling is designed to promote further challenges in learning to prepare students for senior schooling phase. Students in Years 9 & 10 are provided opportunities to select subject areas to specialise in, whilst also completing compulsory learning in core subjects.

All students are allocated a pastoral care class and teacher. Students remain with their pastoral care class for core classes. Additionally, students select three elective courses to study. For a full list of subject offerings please consult the Year 9 & 10 Curriculum Guide.

Core subjects

Studied in each term of each year

English	Maths	Science
Humanities & Social Science	Health & Physical Education	Christian Living

Elective subjects

Three subjects studied each year

Subject selections are subject to change

Marine Studies	Outdoor Education	Food Technology
Digital Technology	Textiles	Industrial Technology
Music	Drama	Film & Media
Visual Art	Business	Legal Studies

Years 11 & 12

In the final two years of schooling, the focus is on students preparing for the workforce, entry to university, or completing further study at TAFE. Students tailor their learning pathway by selecting six subjects to study, as well as Christian Living. Within these six subjects, students must choose an English subject. The criteria for completing a Queensland Certificate of Education (QCE) is outlined in our Senior Subject Handbook, available via Parent Lounge. Trinity College offers a selection of subjects onsite, and a range of others via Alternate Delivery.

Subject changes

To request a subject change in Years 9-12:

- **Year 9 & 10:** changes occur in Week 1 of Term 1 or Term 3. Subject change forms are available from the Year Level Coordinator.
- **Year 11& 12:** changes may only occur in the first two weeks of Unit 1 or Unit 2. All changes require a new SET plan meeting with the Head of Secondary or Director of Teaching and Learning.

Assessment and Reporting

The secondary school assessment policies are available via Parent Lounge.

Report cards are issued twice a year for all students from Prep to Year 12: at the end of Semester One and at the end of Semester Two.

Student awards

Academic Awards acknowledge student dedication and outstanding achievement. These awards inspire and motivate students to pursue excellence in their studies. End of term Academic Excellence Awards are presented during primary and secondary chapels. End of year awards are presented at our annual awards evening. For more information, please contact the Director of Teaching and Learning.

Cultural and Contribution to Community awards acknowledge excellence in co-curricular endeavours. These awards are presented at our annual awards evening.

Sports awards honour students for their skill, determination, and sportsmanship, serving as a testament to their dedication and hard work. Nominations for these awards open at the end of Term 3 and are presented at our awards evening in Term 4.

Camps and Excursions

Permission for participation in all excursions is requested at the beginning of enrolment with the College. Excursions are part of the curriculum and will, therefore, coincide with topics being studied in class. Information about excursion details will be sent home prior to the excursion date.

Camps are a compulsory part of the College's education outside the classroom program for students. They aim to provide a variety of experiences considered essential to the holistic development of each student. Camps particularly encourage persistence and resilience and help to develop self-confidence. Any child who displays the potential to be a risk, either to him/herself or fellow students will not be permitted to attend camp. While on camps, students are to maintain an appropriate casual dress code as per our uniform guidelines.

Absences from camps are acceptable in the event of illness, however, presentation of a medical certificate is required.



School Day

Timetable

	Kindy	Prep-Year 6
Head to class	8:15am	8:35am
Morning session	8:30am – 10:30am	8:40am-11:00am
Recess	10:30am–11:00am	11:00am-11:25am
Middle session	11:00am-12:30pm	11:25am-12:45pm
Lunch	12:15pm-12:45pm	12:45pm-1:25pm
Afternoon session	12:45pm-2:45pm (includes rest time)	1:25pm-2:45pm

	Years 7-12
Head to class	8:35am
Morning session	P1: 8:40am P2: 10:20am
Pastoral Care	10:20am-10:40am
Recess	10:40am-11am
Mid-Morning session	P3: 11:00am P4: 11:50am
Lunch	12:40pm-1:20pm
Afternoon session	P5: 1:20pm P6: 2:10pm

Student supervision in Secondary School commences at 8am. For Prep to Year 6, supervision begins at 8am and finishes at 3:10pm. Before and after school care is available outside of these hours for primary students. For more information regarding OSH Club click here.

What to bring to school each day

- School backpack
- Hat
- Healthy lunch
- Water bottle

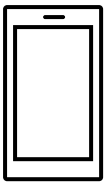


Refrigerators are available in every primary classroom for student lunch boxes.

Student belongings

Lost property

The lost property box is located at the school office. Named items are returned via the classroom teacher.



Mobile Phones

Once a student arrives on school grounds, mobile phones and other portable devices that connect to mobile networks must be handed in to the office. These devices are stored securely during the school day. At the end of the day students collect their phones from the office.

Mobile phones that have not been handed in to the office before the start of school will be confiscated and the relevant disciplinary measures implemented. This may include confiscation of the phone until the end of term.

Smart Watches are not to be connected to phones or data during school hours. Teachers reserve the right for smart watches to be collected for assessments or when misused by students.

School MacBook's and iPads



Trinity College provides MacBooks and iPads to students and teachers to promote excellence in education. Prior to issuing devices, parents and students must read and sign the school MacBook or iPad agreement. School provided devices are for educational use only and students must follow the acceptable use provisions in the agreement. Furthermore, all school research and assignments must be completed on school MacBook's as part of monitoring academic integrity.

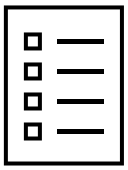
- *Prep to Year 1:* Small set of iPads for use by the class in small group activities
- *Year 2 to Year 5:* Each student is allocated a College leased and managed iPad for classroom use throughout the year.
- *Year 6:* Each student is allocated a College leased and managed MacBook for classroom use throughout the year.
- *Year 7 to Year 12:* Each student is allocated a College leased and managed MacBook for educational use at home and at school.



Student lockers

Secondary school students are each allocated a locker to store their belongings in during the school day. Students must supply their own padlock (combination lock preferred) and ensure their lockers are locked at all times. Failure to do so, resulting in a loss of a students' personal belongings, will not be the responsibility of the College.

Booklist and resources



Booklists are made available via email in Term 4 of each year. They are also available in Parent Lounge.

In secondary school, textbook and other book hire is arranged for students by class teachers and the library. Parents may discuss book hire concerns with the library.

Attendance

Attendance

90% attendance and above is a College requirement, apart from acceptable reasons of absence. Student attendance is monitored regularly by College staff and where student attendance becomes a concern, communication will be sent.

It is not acceptable for students to remain at home to complete assignments. It is asked that appointments (doctors, dentists, etc) be scheduled for outside school hours. Students are expected to be in attendance for all sports carnival days as these are compulsory school days.

Students should not arrive at the College before 8am or be in the College grounds after 3:20pm (except for supervised co-curricular activities), as teacher supervision is not available outside these hours.

Managing School Absences

Our commitment to the safety and wellbeing of our students requires that parents notify the College of a student absence and reason by 9:00am on the morning of the absence. Explanations must be received from the authorised parent or guardian.

Absences can be reported by:

- Phone: 07 4839 0500
- Email: admin@trinitygladstone.qld.edu.au
- Parent Lounge

SMS notifications will be sent if a child is absent and the College has not been contacted by a parent/guardian with a reason. Should you receive communication regarding an Unexplained Absence, please contact the College as soon as possible so we can amend our records.

It is most important that students be in regular attendance to gain maximum benefit from their time as a student at Trinity College. Family holidays must not be conducted during the school term. The following are examples of acceptable reasons to the College of non-attendance:

- Compassionate grounds e.g. funerals
- Selection in state/national sporting teams
- Exceptional circumstances approved by the Principal.

Approval for the above reasons can be requested by contacting admin@trinitygladstone.qld.edu.au. If the absence is approved, written confirmation will be sent by return email. **Students must not be absent without permission first being granted.** All extended absences, three days or more, from school require Principal's permission. Approval for extended absences are granted only once per school year. Specific classwork will not be provided in the event of absence; however, students may access materials through Canvas LMS.

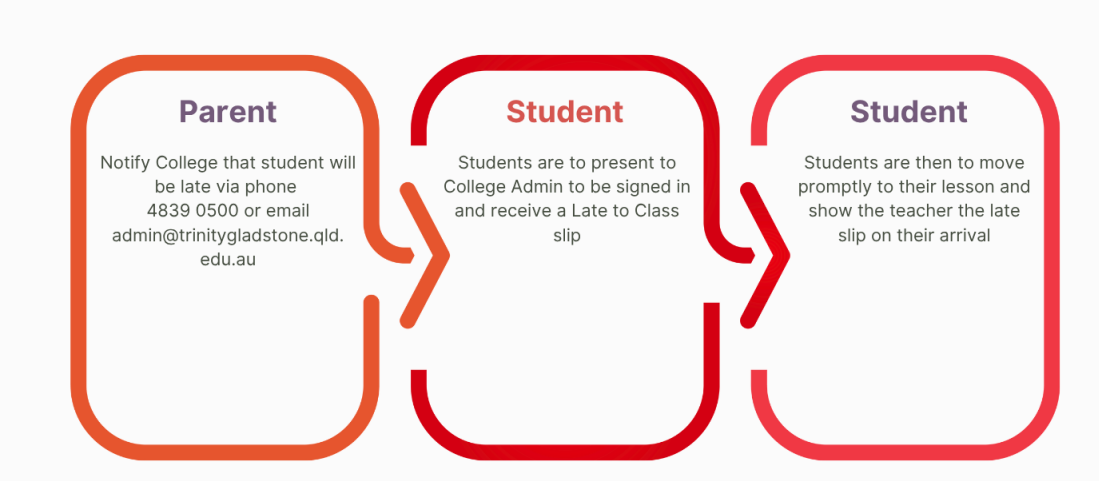
Students must be present for all assessments. Where the student is absent for a school approved reason, assessments must be completed **prior** to being absent. Please see our Assessment Policy (available in Parent Lounge and via Canvas LMS) for details on extensions and absence during assessments.

Medical certificates or medical reports are required for extended absences and absences during assessments. Written medical clearance to return to school may be required for students who have suffered from certain medical conditions.

Late Arrivals

Students are expected to be at the College by 8:30am in order to be prepared with lesson requirements for Period 1 at 8:40am.

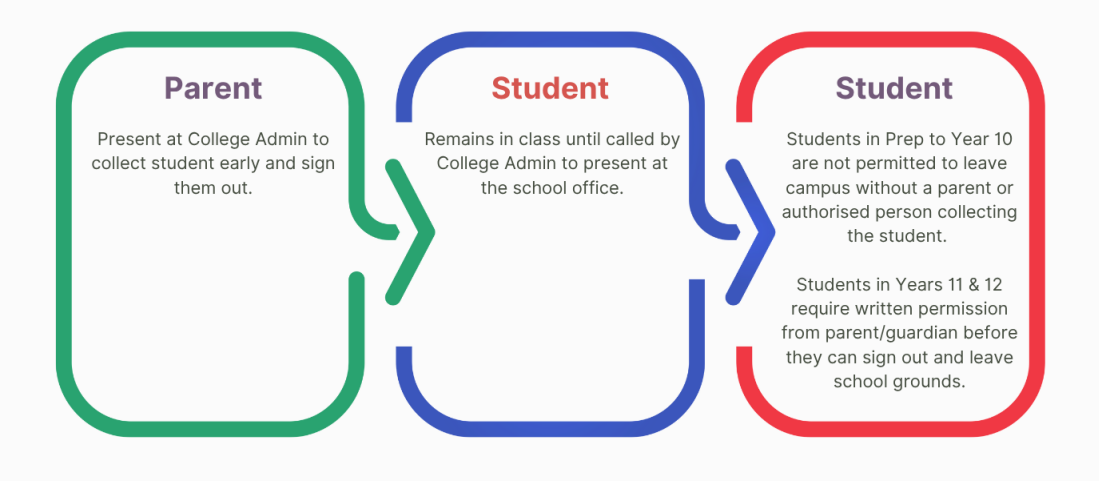
If arriving after 8:40am



Leaving Campus Early

Students should not be collected early from school unless absolutely necessary. Classroom disruptions affect the learning of all students in that class.

If leaving prior to 2:45pm (primary students) or 3pm (secondary students):



Code of Behaviour

Student behaviour expectations are guided by the College Positive Culture Framework, which can be accessed via our website.

All Members of the school community have certain rights and responsibilities to be able to participate fully and positively.

Students have the:

Responsibility	Right
To show respect and courtesy to others	To be treated with courtesy and respect
To keep our environment safe, secure and clean	To work in and enjoy a safe, secure and clean environment.
To ensure that there is no disruption to another person's teaching-learning environment	To learn without disruption
To apply themselves diligently in developing their potential and assisting others to do the same.	To achieve their educational potential
To respect student, staff and school property	To have their property respected
To ensure their actions do not discredit the school	To be proud of their achievements

The Positive Culture Framework outlines school values and expected behaviours, as well as detailing the consequences for unproductive or harmful behaviours. The school procedures for bullying prevention are also addressed.

College Activities

To access our up-to-date school calendar, please login to Parent Lounge.

Chapels

Parents and friends are welcome to attend all chapels. Special awards and class performances often occur during chapel and notice of participation is given via email or Class Dojo.

Whole school chapel services are held periodically and notifications for these events are sent to parents.

Secondary Chapel
Every 2nd Monday
11am – 11:50am

Primary Chapel
Every Wednesday
8:40am – 9:00 am

Carnivals

House carnivals are held each year for Swimming, Cross Country and Athletics. All students are allocated a house (Joshua, David or Daniel) and are encouraged to fully support their house through participation and team encouragement. As per the Student Enrolment Agreement, these events are compulsory for all students and are a valuable part of the education experience.

Parent-Teacher Interviews

Parent teacher interviews are held twice a year. Emails will be sent home to parents with details for the online booking system via Parent Lounge.

Special Events

Throughout the year, various sporting, cultural, information and awards nights are held. Letters and/or emails will be sent home to the relevant families who are encouraged to attend and support their children. These events are a wonderful way to engage with students and the work they are doing.

WAA & FAA

Wednesday Afternoon Activities (WAA) are held fortnightly for primary school students and Friday Afternoon Activities (FAA) are held weekly for secondary school students. These cocurricular programs enable students to participate in sport, recreation and areas of passion. The programs are linked to the Christian Sporting League (CSL) held twice a year.

Co-curricular

Trinity College also runs a variety of cocurricular programs outside school hours aimed at supporting students holistic development, as well as exploring new challenges or areas of passion. These programs include:

- Robotics
- Choir
- School musicals
- High Performance Unit (HPU)
- Crusaders Sports
- Primary lunchtime clubs (lego, chess, dance, art, cars, games and skipping)
- H2GP



Uniform

Primary Formal Uniform





GIRLS	BOYS
Compulsory Uniform Items	
Reversible bucket hat	Reversible bucket hat
Checked blouse	Checked shirt
Skort with bike pant and logo*	Formal shorts with logo*
Trinity ankle socks	Trinity ankle socks
Plain Black Leather Shoes (lace up or Velcro)	Plain Black Leather Shoes (lace up or Velcro)
Cross over red tie	

* skort and shorts length should be as close to knee length as possible, but no shorter than mid-thigh. Waistband cannot be rolled or folded.



GIRLS	BOYS
Winter Uniform Items	
Softshell jacket or Formal winter jumper	Softshell jacket or Formal winter jumper
Footed black tights (wear with skort and without Trinity socks)	Tailored Trousers (Years 5 and 6)
Tailored Trousers (Years 5 and 6)	Trinity tracksuit pants
Trinity tracksuit pants	

Middle School Formal Uniform (Years 7-10)





GIRLS	BOYS
Compulsory Uniform Items	
Black reversible bucket hat	Black reversible bucket hat
Stripe blouse	Stripe shirt
Cross over red tie	Formal shorts with logo*
Skirt with logo*	Trinity ankle socks
Trinity ankle socks	Plain Black Leather Shoes
Plain Black Leather Shoes	

* a suitable length for the skirt and shorts is just above the knee (approximately 4cm above the kneecap) or on the knee. Waistband cannot be rolled or folded.



GIRLS	BOYS
Winter Uniform Items	
Softshell jacket or Formal winter jumper	Softshell jacket or Formal winter jumper
Footed black tights (wear with skirt and without Trinity socks)	Tailored trousers
Tailored trousers	

Senior School Formal Uniform (Years 11-12)



GIRLS	BOYS
Compulsory Uniform Items	
Black reversible bucket hat	Black reversible bucket hat
White blouse	White shirt
Red tie	Red tie
Skirt with logo*	Long black trousers with black belt
Trinity ankle socks	Black dress sock
Formal Plain Black Leather Shoes with low heel	Formal Plain Black Leather Shoes

* a suitable length for the skirt is just above the knee (approximately 4cm above the kneecap) or on the knee. Waistband cannot be rolled or folded.



GIRLS	BOYS
Winter Uniform Items	
Softshell jacket or Formal winter jumper	Softshell jacket or Formal winter jumper
Footed black tights (wear with skirt and without Trinity socks)	Tailored trousers
Tailored trousers	

Primary & Secondary Sports Uniform
*Prep: worn twice a week as directed by class teacher
*Years 1-3: worn once a week as directed by class teacher
*Year 4 to Year 6: worn on days with PE lessons and WAA
*Secondary: worn for PE Practical lessons only and sporting FAA events









Compulsory Uniform Items
Reversible bucket hat
Sports Polo
Sports shorts: shorts hemlines must be no shorter than mid-thigh with the waistband not folded or rolled up.
Trinity ankle socks
Sports shoes (as per guidelines on page 20)







Winter Uniform Items
Track Jacket or Softshell jacket
Trinity sport pants

Shoes

	Acceptable	Unacceptable
Formal	 Plain black, **polishable** leather or vegan leather. Secondary student's shoes must have laces. All shoes must be in good condition	 Due to workplace health and safety requirements, thick-soled/platform/buckled shoes or "skate" shoes are not permitted.
Sport	 Sports shoes must be predominately black with appropriate foot support suitable for sport and physical activity.	 Skate shoes, canvas style lace up, high tops or slip on shoes are not suitable for sports.

Uniform specifications

All students are expected to wear the designated full and correct uniform during the school day and when travelling to and from school.

- Uniform must be clean and in good condition
- Manipulation of the uniform's natural fall is not permitted. No rolling of hem/trouser legs/shirt sleeves/skirt.
- Sports uniform is to be worn only on specified days that are determined according to a student's timetable for PE practical classes only (primary students will be advised by the class teacher).
- Hats must be free of graffiti.
- Hats must be worn during any playing or sports session. The principle of "no hat, no play" applies all year round.

Free Dress Day, Sports Days and Camp Guidelines

From time to time, our school may hold Free Dress Days. On these days, the following guidelines are provided to support our students to ensure an appropriate standard of dress:

- Students must wear enclosed supportive shoes (no thongs, sandals, crocs or uggs)
- Clothing must not include slogans or images that may be deemed offensive or inappropriate in a school setting
- Tops must have sleeves (short or long) and cover the midriff of the wearer
- Clothing must not be ripped, torn, dirty or excessively loose

- Shorts and skirts must meet the prescribed length (no shorter than mid-thigh) as per uniform policy. Leggings and gym pants, regardless of length are not permitted.
- Hats must be worn outside
- Hair, makeup and jewellery guidelines must meet the regular uniform requirements
- Swimwear must be covered with a t-shirt/rashie and shorts when not in the water. Swimsuits should be one-piece.

If an item of uniform is missing or under repair, an item of clothing as similar as possible to the missing article may be worn while the item is being replaced. In these instances, short-term permission for exemption from our uniform may be requested from the administration team.

Uniforms may be purchased from the Uniform Shop at our Derby Street Campus. Please contact reception for opening hours. Online purchases can be made through the Qkr! App.

Uniform requirements

Hair & Grooming
BOYS

- As well as keeping hair at an acceptable length, it is expected that all students keep their hair neat and tidy every day.
- At the back, hair must be cut evenly and clearly above the collar. No ponytails, rats tails or mullets.
- The fringe must be cut to a length above the eyebrows (not kept longer) and simply brushed to the side.
- At the sides, hair must be cut and worn so that the ears are completely exposed. Sweeping longer hair behind the ears is unacceptable.
- Shorter hair must be the same length at the back and sides and blended gradually into the longer hair on top.
- Students should be clean-shaven at all times.
- It is expected that hair be kept as a natural colour and that no bright artificial colouring, bleaching, dying or streaking of hair is done. The way the hair is worn should not draw attention to the student.
- Hairstyles which are deemed unacceptable for students at Trinity College include - but are not limited to - bald, dreadlocks, or modern mullet (see below).



The College retains the right to decide if a haircut is inappropriate.

If a student arrives at the College and it is evident that the area on the side of their head (above their ear) has been 'clippered' and / or there is a clearly discernible difference between the length of hair on the side and the back of the head, this will be deemed unacceptable.

GIRLS

- Hair must be neat and tidy and brushed or tied back off the face. If longer than collar, hair must be tied back completely, i.e. In a ponytail or plait. The fringe must not fall below the eyebrows. Hair must not be of unnatural hair colour or be extreme in hair fashion.
- Hair colour should be as close to natural as possible.
- Hair must be tied back for neatness and health and safety reasons. Hair ties or ribbons are to match College uniform colours.
- A natural, skin-toned foundation or tinted moisturiser is acceptable; however NO other visible make-up or nail polish is allowed. Nails must be kept at a safe and manageable nail length.
- Flowers, ornaments, colourful/patterned scrunchies and head bands are not acceptable.

Jewellery

- No large backs on studs. One small set of plain earrings, such as sleepers or studs may be worn in the lower lobe.
- Studs must not exceed 10mm in diameter and may be gold, silver, or white pearls.
- No other piercings on any part of the body, including helix piercings, are allowed.
- Clear studs are not acceptable. Piercings may not be covered to hide extra earrings.
- Visible body art is unacceptable.

Any incorrect jewellery will be confiscated and kept in a secure location for the remainder of the term.

Other

- False nails and nail polish (including gel and acrylic coatings, nail wraps, press-on and temporary nails) are not permitted.
- Underclothing must be plain and unable to be seen through the uniform.
- Eyelash extensions and eyebrow tracks are not permitted. Parents will be contacted to organise immediate removal of fake eyelashes.
- Chewing gum is not permitted at any time on College grounds or when wearing the College Uniform. Students chewing gum will be issued with an immediate in-school detention.

The College is happy to talk to parents concerning exceptions based on religious, cultural or medical grounds of the above standards. Please contact the Head of School under those circumstances. Students returning to the College with hairstyles that do not meet the above guidelines may be sent home immediately and asked not to return until the hairstyle is appropriate.

Communication

College to Home Communication (Newsletter, Dojo, Canvas, Parent Lounge)
Information about Trinity College is communicated to parents in a number of ways, including:

- College newsletter (sent via email)
- Class Dojo (Primary School)
  App available on Apple and Android
- Canvas LMS (Secondary School)
  Learning activities, assessment tasks, grades
  https://trinitygladstone.instructure.com/login/canvas
- Parent Lounge
  Access to digital report cards, online bookings, school calendar & payments
  https://tass.trinitygladstone.qld.edu.au/parentlounge/index.cfm#22
- Website
  https://trinitygladstone.qld.edu.au/
- Yearbook
  1 copy provided to each student each year

Home to College Communication
Parents are encouraged to contact the school for any information about their children but please know that giving individual messages to students is not possible except in the case of an emergency. The first points of contact for parents is the office during the school day, and the classroom teachers, then Year Level co-ordinators, Heads of Primary and Secondary. Teachers can be contacted via Canvas LMS, Class Dojo or email.



Please advise the College of change of address, email, personal and medical details of the course of the year. This information is important so parents can be contacted in the event of an accident and students receive appropriate medical care. Changes can be made in Parent Lounge.

Complaints and Compliments
Trinity welcomes feedback from the College community. Positive feedback is a great way to ensure we keep doing those things that are working well.

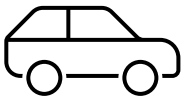
Complaints are best received in writing and should be written in clear, concise and factual way to ensure your concern is clearly understood. For further detail, parents should view the Disputes Resolution Policy on our website. Our school policy is that no interviews or meetings are to be recorded.

Student travel to and from school

Primary school campus: drop offs and pick ups

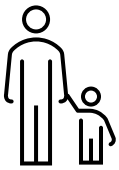
Parents dropping off or picking up students are required to use the designated left-hand lane, and use 'stop, drop and go' under the awning in front of the Church building. The drop off zone is available for students from Years 1 to 6. This area is not for parking. Under no circumstances should cars stop on the road, on or near crossings or in the bus parking section as this creates a safety risk for our students and holds up other vehicles. Queueing for stop, drop and go may spill onto Archer Street. Motorists must ensure they queue on the left, and do not obstruct any driveways.

Parents may also park in the car park and walk into the school to collect their children at 2:45pm. Please note, there are parking spaces reserved for parents of Kindergarten students only. For further traffic flow information, please see the Primary Campus map on the next page.



Kindergarten drop off and pick up

Children in Kindergarten must be escorted to and picked up from the Kindergarten room each day by an authorised adult. The authorised adult must also sign the child in and out from the Kindergarten service. Kindergarten children attending OSH club before or after school, may be signed in and out by an authorised OSH Club leader.



Prep drop off and pick up

Children in Prep must be escorted to the Prep rooms each morning and collected from the verandah outside the Church Function Room each afternoon by an authorised adult. Prep children attending OSH club before or after school, will be dropped off and collected by members of the OSH team.

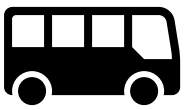


Walking, bikes and scooters

Students may walk or ride to and from school. Parents must seek permission in writing if their child is arriving to or leaving school by one of these means. Bike racks are available outside the Administration Building and bikes and scooters must be securely locked to the bike racks. Students are not to ride their bikes and scooters on school grounds.

Bus travel

Trinity College has a fleet of buses and offers a pick-up/drop-off service for families to designated bus stops within Gladstone, Calliope, Boyne Island, Tannum Sands, Mount Larcom and surrounding areas. There is also an inter campus shuttle. Contact the College for fees and further information.



OSH Club

For parents requiring care for their primary school aged child beyond school hours, Trinity College hosts outside school hours care through OSH Club. OSH Club operate from 6am – 8:30am and 3pm to 6pm Monday to Friday during the school term, as well as 6am – 6pm Monday to Friday during school holidays. Bookings are essential. For bookings and further information please visit their website oshclub.com.au.

Trinity College: Primary Campus Map



Secondary school campus: drop offs and pick ups

Secondary drop-off and pick up is accessed via the P1 Parking Lot near the large Trinity College sign (see map on next page). Under no circumstances should cars queue for drop off or pick up on Derby Street as this creates a safety hazard for all motorists.



Student drivers

P-plate students who wish to drive to school must first complete a Student Driver and Passenger application which can be located at Admin. Both student and parent are required to sign the form. Transport of other students in the vehicle requires permission from the parents of both students.

Car keys must be given to College administration staff and placed in locked boxes in the administration building upon arrival at school and collected after 3pm.

All students park in the P3 Parking Lot, with access via Gate 2.

Walking, bikes and scooters

Students may walk or ride to and from school. Bike racks are available and bikes and scooters must be securely locked to the bike racks. Students are not to ride their bikes and scooters on school grounds. Bike racks are located near the P1 Parking Lot.

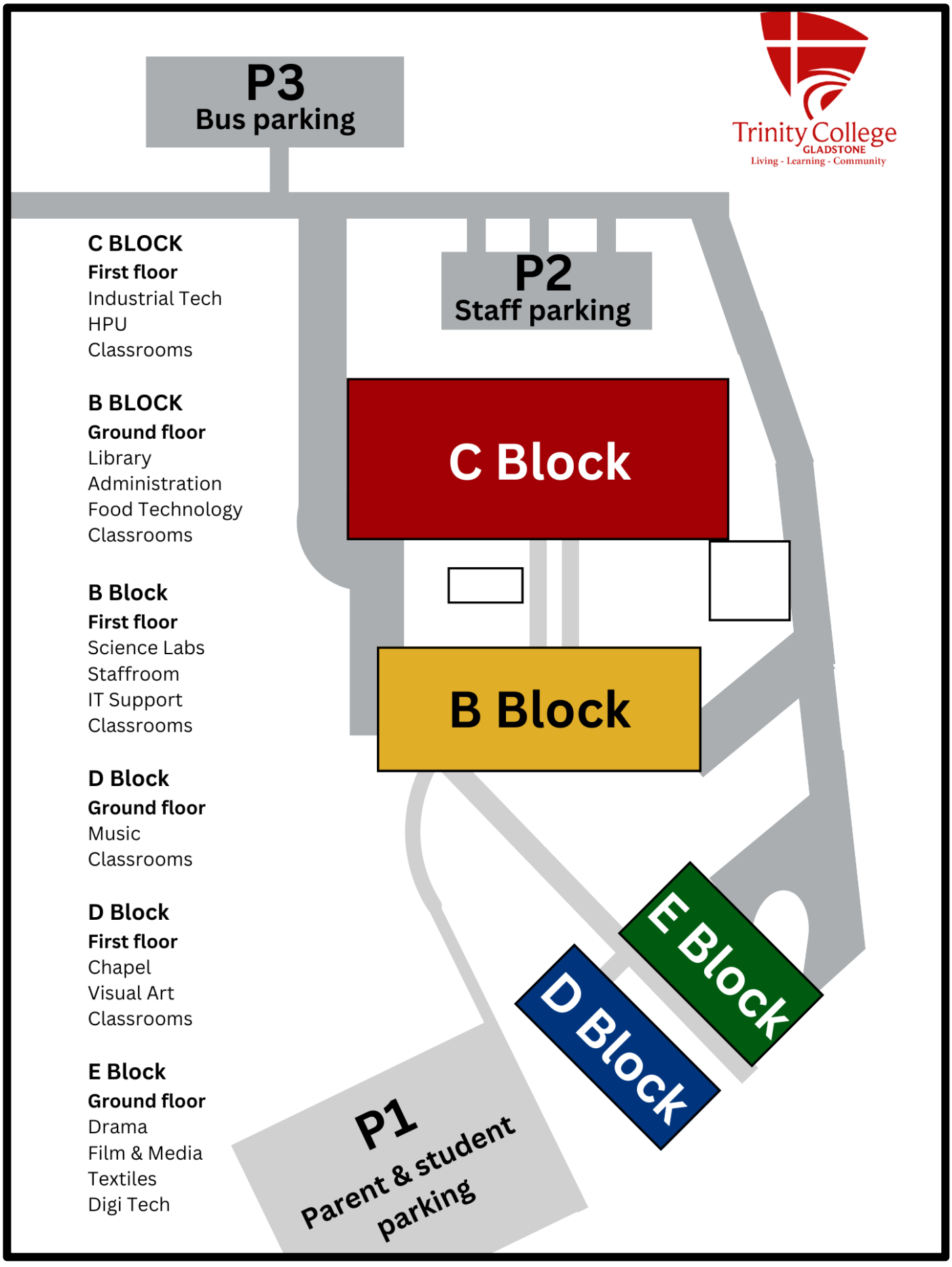


Bus travel

Trinity College has a fleet of buses and offers a pick-up/drop-off service for families to designated bus stops within Gladstone, Calliope, Boyne Island, Tannum Sands, Mount Larcom and surrounding areas. Contact the College for fees and further information.



Trinity College: Secondary Campus Map



Health and Safety

Trinity College recognises that protecting students from harm and the risk of harm is fundamental to maximising their personal and academic potential. For this reason, the welfare and best interests of the children within our College will always be a primary consideration.

Trinity College is strongly committed to the care and wellbeing of students and staff. Detailed policies of the areas outlined in this section can be accessed via Parent Lounge or the College website: www.trinitygladstone.qld.edu.au.

The interests of students are best served when home and school are united in their approach. Parents are therefore required to support the policies and guidelines of the College. Policies may be varied at any time, and will be communicated via newsletter, announcement at assembly, or the College website.

We expect our students to show respect to our staff, volunteers, and their peers, and comply with safe practices. Employees must ensure that their behaviour towards and relationships with students are lawful and reflect proper standards of care for students. The College will respond diligently to a report of suspected or actual harm, or risk of harm to a student.

To maintain a respectful and comfortable environment for all students, affectionate physical contact (such as hugging, holding hands, or kissing) is not permitted at school. We encourage students to show kindness and care through words and respectful actions, while keeping physical boundaries appropriate in a learning setting.

Prohibited items

To ensure the wellbeing of all students and staff, certain items are not permitted at school. This helps us maintain a safe, respectful, and focused learning environment. Prohibited items include:

- Electronic devices, including mobile phones; Skateboards, eScooters, ripsticks, and toys (unless approved for classroom purposes such as Show and Tell); Chewing gum; Permanent marker pens; Correction fluid or liquid paper; Inappropriate clothing on non-uniform days
- Dangerous or prohibited items: weapons, cigarettes, vapes, blades/knives of any kind, illegal drugs, cigarette lighters, alcoholic beverages, matches.

Protection from harm

Queensland legislation defines harm as any detrimental effect of a significant nature on the child's physical, psychological or emotional wellbeing. Harm can be caused by:

- Physical, psychological or emotional abuse or neglect;
- Sexual abuse or exploitation; or
- Domestic or family violence

The Principal ensures that reports of harm are responded to rapidly and diligently. Full copies of the Child Protection Policy and Child Risk Management Policy are available on the College website.

Medical

When students are sick, it is advisable to keep them at home to limit the spread of illness. Parents will be contacted by the school to collect students who exhibit signs of illness during the day.

First aid

Trinity College has a sick bay which is serviced by staff trained in First Aid. Services include:

- First aid services including wound care
- Medication management, including daily medication administration
- Asthma, allergy and anaphylaxis management

If children become ill during the school day, parents or carers may be required to collect their child early. In cases of serious injury or illness, parents will be requested to take their child to a doctor or to hospital by ambulance if necessary. Where there is an emergency, parents will be contacted and the school will arrange for an ambulance to attend the scene, and if necessary the ambulance will take the student to hospital.

Medication

Any medications (including pain relief) sent to school must be handed in to the administration team and be in pharmacy labelled packaging with:

- the name of medication,
- prescribing doctor,
- student name,
- dosage,
- time of day to administer.

Parents are also required to complete a Medication Record Chart. This applies to all prescribed, analgesics and herbal medicines.

Parents may give permission for First Aid Officers to administer Paracetamol, when required, via the Enrolment form.

Teachers and all other staff, parent helpers, students and visitors are not permitted to administer any prescribed medication, over-the-counter medication including Paracetamol, or any other analgesics or herbal medicines to students. This must only be done by the authorised First Aid Officers.

EpiPens must be labelled by a pharmacist or health care provider. In primary school, EpiPens are stored in the classroom, and in secondary school, the medication is kept with the child.

Contagious/Infectious Diseases

The College values a safe and healthy environment for students and asks parents/guardians to withdraw their child from school immediately when it is known that they have a contagious condition.

It is also essential to keep your child away from school as per the Queensland Health Guidelines for keeping your child and other children healthy. This table should be read in conjunction with the 'time out' poster published by Qld Health (scan the QR code for details).

Illness	Exclusion Period
Chicken Pox	At least 5 days after last eruption when all blisters have crusted
Diarrhoea and/or vomiting	At least 24 hours without symptoms
German Measles (Rubella)	At least 4 days from when rash happens or until fully recovered (whichever is longer)
Head Lice	Until infestation has been treated and there are no live lice
Measles	At least 4 days from when rash appears, after doctor confirms the patient is not infectious
Mumps	At least 9 days after onset of swelling
School sores (Impetigo)	At least 24 hours on antibiotics
Whooping Cough (Pertussis)	At least 5 days on antibiotics for 21 days from the onset of coughing

Where necessary, parents of students in the year level are notified to allow early detection and treatment.

Students with a high temperature must also be kept home from school.

Finance

Fees and payments

Fees accounts are emailed at the beginning of the school year and must be paid by the due date. Payment schedules can be arranged. An up-to-date Fee Schedule, including Terms and Conditions, is available on the College website, www.trinitygladstone.qld.edu.au, under the enrolments tab.

For further information, including income assessment rebates, please contact our finance team via phone, 4839 0500, or email, finances@trinitygladstone.qld.edu.au.



Parents in Partnership

Our Parents in Partnership (PiP) are focused on creating and managing opportunities for the community to work with Trinity to enrich the lives of students at the College. To enquire about other ways to volunteer with PiP please contact the school office.

Canteen

Primary: Food Friday run weekly by PiP with pre-orders collected via the Qkr app.
Secondary: Student run canteen operated by senior Hospitality students, operates 2-3 times a week. Orders can be placed via the Qkr app.

Visitors

As part of the College's duty of care and Workplace Health and Safety obligations, all visitors to the College need to sign in at Administration and collect a visitor's lanyard to be worn at all times while on the grounds. Visitors (including Parents) are not allowed onsite during breaktimes unless a current Blue Card is shown. On leaving, all visitors must sign out and return their lanyard. All visitors onsite without a lanyard will be directed to Administration to sign-in and receive one. **Pets** are preferred to not come onsite. If they must, they are allowed to be outside Reception at either campus, but must be under the complete control of the owner and on a lead.

Facilities and Grounds

Our Primary School Campus is located at 4 Archer Street, Gladstone, and our Secondary School Campus is located at 25 Derby Street.









Trinity College
GLADSTONE

Living - Learning - Community

www.trinitygladstone.qld.edu.au
Phone 07 4839 0500

Primary Campus
4 Archer Street
Gladstone, QLD, 4680

Secondary Campus
25 Derby Street
Gladstone, QLD, 4680