Appendix

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School Dress Code Policy

It is an expectation of the Macleay Island State School Community – the Parents’ & Citizens Association (P&C), the Principal & Staff – that all students abide by the School Dress Code Policy. A parent / caregiver application to enrol at Macleay Island State School is taken as acceptance of this policy.

Rationale

Our School Community believes that the Dress Code requirement is important in developing a sense of identity and pride for our students. It aligns with the general expectation in today’s workforce where, in most instances, there is an established Dress Code at the work site. For students, this school is their work site.

Our uniform:
- Caters for all students in the school community in a manner sensitive to gender and local cultural and social issues;
- Meets requirements of occupational health and safety, anti-discrimination and equal opportunity legislation;
- Promotes the health and safety of students by identifying items necessary for particular activities eg. Items for sun protection;
- Provides girls and boys with equal access to the full range of school activities
- Ensures compliance with Sun Safe policy

Purpose

The wearing of school uniforms by students of Macleay Island State School will assist the school community to:
- Define an identity for the school within its community;
- Develop students’ sense of belonging to the school community;
- Provide an opportunity to build school spirit;
- Enhance the health and safety of students when involved in school activities;
- Promote a sense of inclusiveness, non-discrimination and equal opportunity;
- Reinforce the perception of the school as an ordered and safe environment;
- Increase the personal safety of students and staff by allowing easier recognition of visitors and potential intruders in the school;
- Make school clothing more affordable for families by eliminating the risk of peer pressure to wear fashionable and expensive clothes.

The Dress Code applies during school hours, whilst travelling to and from school, and when students are engaged in school activities out of school hours.

Healthy and Safety Legislation

The school must ensure that students are not exposed to risks to their health & safety and must take steps to identify and eliminate or control such risks. Our School Community:
- Requires students to wear appropriate footwear or other protective clothing as to avoid injury;
- Requires students to wear a sun safe hat for outside activities when appropriate;
- Requires that jewellery or other items that could, with reasonable foreseeability, cause an injury to themselves or other students are not worn.
Non-Compliance
The school may impose a sanction in the event of non-compliance which is limited to one of the following:

- Imposing a detention for a student during lunch or after school;
- Preventing a student from attending or participating in any school activity that is not an essential school educational program;
- Preventing a student from attending or participating in any activity for which the student is representing the school.

Parents will be informed of a student's non-compliance through the normal channels of home-school communication.

Dress Code Mix / Stockist
The current range of school dress items can be viewed at the Uniform shop or online at the school's website. The opening hours of the uniform shop are displayed in the school foyer.

Students may participate in music, sports or extra-curricular programs may require a specific performance uniform. Supervisors of these programs will notify parents of uniform requirements and arrangements.

Attention needs to be drawn to the following Dress Code Items:

**Hats / Sunscreen - essential**
- Sun safe wide brimmed or bucket hats must be worn while students are participating in lessons, coaching or recreational activities outside the classroom. (available from uniform shop)

**Jewellery - permitted items**
- Watch;
- Earrings – sleepers or studs;
- Small religious symbols, E.R medical alert bracelets etc which do not pose a safety risk to students are acceptable.

**Not Permitted**
- Thongs or open footwear which does not permit students to actively participate in lessons or sport or protect feet during educational activities.
- For safety reasons, students will be asked to remove any jewellery not described above

Parents' & Citizens Association Endorsement
The P&C of Macleay Island State School resolves that it supports a student dress code for Macleay Island State School because it believes that a student dress code promotes objectives of the Education (General Provisions) Bill 2006. In particular, the P&C of Macleay Island State School supports the intention of a student dress code in providing a safe and supportive teaching and learning environment by:

- Ready identification of students and non-students at the school;
- Eliminating distraction of competition in dress and fashion at school;
- Fostering a sense of belonging; and
- Developing mutual respect among students through minimising visible evidence of economic or social differences.
Macleay Island State School

Homework Policy

It is an expectation of the Macleay Island State School Community – P&C, the Principal & Staff – that all students abide by the Homework Policy. A parent / caregiver application to enrol at Macleay Island State School is taken as acceptance of this policy.

Rationale

Macleay Island State School recognises that learning is an on-going process which takes place in a variety of situations including the home and hence encourages students to complete homework. Homework provides an opportunity for students to share their learning with their families, to consolidate work learned in class, and to prepare for life-long learning beyond the classroom experience. In determining homework, it is important to acknowledge that students may be engaging in many different activities outside of school. Macleay Island State School takes into account the need for students to have a balanced lifestyle. This includes sufficient time for family, recreation, cultural pursuits and employment where appropriate.

Homework that enhances student learning:
- is purposeful and relevant to student needs;
- is appropriate to the phase of learning (early, middle and senior);
- is appropriate to the capability of the student;
- develops the student's independence as a learner;
- is varied, challenging and clearly related to class work;
- allows for student commitment to recreational, employment, family and cultural activities.

Purpose

Homework can engage students in independent learning to complement work undertaken in class through:
- Revision and critical reflection to consolidate learning (practising for mastery);
- Applying knowledge and skills in new contexts (a topic of interest, an authentic local issue);
- Pursuing knowledge individually and imaginatively (investigating, researching, writing, designing, making);
- Preparing for forthcoming classroom learning (collecting relevant materials, items, information).

Responsibilities

Teachers

Teachers can help students establish a routine of regular, independent study by:
- Ensuring the MISS Homework Policy is implemented;
- Setting homework on a regular basis;
- Clearly communicating the purpose, benefits and expectations of all homework;
- Checking homework regularly and providing timely and useful feedback;
- Using homework that is varied, challenging and directly related to class work and appropriate to students' learning needs;
- Explicitly teaching strategies to develop organisational and time-management skills and providing opportunities to practise these strategies through homework;
- Giving consideration to other academic and personal development activities that students could be engaged in when setting homework;
- Discussing with parents and caregivers any developing problems concerning their child's homework and suggesting strategies to assist with their homework.
Students

Students can take responsibility for their own learning by:
- Being aware of the MISS Homework Policy;
- Discussing with their parents or caregivers homework expectations;
- Accepting responsibility for the completion of homework tasks within set time frames;
- Following up on comments made by teachers;
- Seeking assistance when difficulties arise;
- Organising their time to manage home obligations, participation in physical activity and sports, recreational and cultural activities.

Parents and Caregivers

Parents and caregivers can help their children by:
- Reading to them, talking with them and involving them in tasks at home including shopping, playing games and physical activity;
- Helping them to complete tasks by discussing key questions or directing them to resources;
- Encouraging them to organise their time and take responsibility for their learning;
- Encouraging them to read and to take interest in and discuss current local, national and international events;
- Helping them to balance the amount of time spent completing homework, watching television, playing computer games, playing sport and engaging in other recreational activities;
- Contacting the relevant teacher to discuss any concerns about the nature of homework and their children’s approach to homework.

MISS Homework Schedule (Monday – Thursday)

<table>
<thead>
<tr>
<th>Year</th>
<th>Non-Written Tasks (e.g. reading)</th>
<th>Written Tasks</th>
<th>Maximum Total Time / daily</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prep</td>
<td>5 min</td>
<td>5 min</td>
<td>5 min</td>
</tr>
<tr>
<td>Year 1</td>
<td>10 min</td>
<td>5 min</td>
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<td>Year 2</td>
<td>10 min</td>
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</tr>
<tr>
<td>Year 7</td>
<td>15 min</td>
<td>15 min</td>
<td>30 min</td>
</tr>
</tbody>
</table>

Expectations are clearly articulated in writing at the initial parent / teacher evening at the beginning of the year. Teachers will also follow up on any concerns with students and parents.

Parents’ & Citizens Association Endorsement

The P&C of Macleay Island State School resolves that it supports the Homework Policy for Macleay Island State School because it believes regular homework promotes the development of organisational habits and lifelong learning skills. In particular, the P&C of Macleay Island State School supports the involvement of parents in the development of good homework organisation habits while developing knowledge of a student’s curriculum program.
Macleay Island State School

Student Attendance Policy

It is an expectation of the Macleay Island State School Community – the P&C, the Principal & Staff – that all students abide by the Student Attendance Policy. A parent / caregiver application to enrol at Macleay Island State School is taken as acceptance of this policy.

Rationale

A parent of a child of compulsory school age is obliged to ensure that their child attends school on every school day for the educational program in which he / she is enrolled.

The duration and location of a student's educational program is determined by the school and may include sites other than the school site, for example, sporting grounds or museums.

Any time, during which a student is not attending or participating in their educational program is considered an absence and requires explanation. Parents comply with their compulsory schooling obligation by providing a satisfactory reason for a student's absence in a timely manner.

Absences

In the event that a student is absent, parents are required to contact the school or send a written explanation for the classroom teacher. This may occur either on the day of the absence or on the first day after returning from the absence.

Explained Absences

A decision is then made by the school about whether a reason offered to explain an absence is satisfactory. A reason will be considered satisfactory if it identifies the absence as an allowed absence. Allowed absences are absences from school for up to ten days due to illness.

Professional judgement is exercised when deciding whether other types of reasons offered to explain an absence are satisfactory and the following are taken into consideration:

- A student’s past attendance record;
- A student’s particular circumstances.

Absences, for which a satisfactory reason has been provided, are considered explained absences, and the student's enrolment in compulsory schooling or compulsory participation is viewed as continuous.
Macleay Island State School

Unexplained Absences

Where a reason given is not satisfactory, the parents of the student are informed. An absence for which a satisfactory reason has not been provided is considered an unexplained absence. Processes are implemented when an unexplained absence occurs. Our school has an incentive program where students can win prizes for 90% attendance throughout the school term.

While the school implements processes to enforce the compulsory schooling and compulsory participation provisions, the student remains enrolled and marked as an unexplained absence. The student remains on the roll unless:
- the student resumes attendance at another school and their enrolment is transferred, or
- the student resumes participation in a different eligible option and their enrolment is transferred.

When a student is absent, or plans to be absent, for more than ten consecutive school days for any reason, the parent complies with their obligations in respect to compulsory schooling or compulsory participation by either:
- seeking an exemption from their obligation, or
- negotiating with the principal to make a tailored program; or
- seeking to arrange a flexible arrangement for the student.

Partial Attendance within a School Day

Requests for permission for a student to leave the school grounds, or other educational site, for a short period of time can be made. Professional judgment is exercised as to whether or not the reason provided for the planned absence is satisfactory. Students may not leave the school grounds or educational site if the reason provided is not considered satisfactory. Consideration of the reason for leaving school grounds includes:
- any risks that might be associated with the student leaving the school grounds or educational site,
- any potential impact on their learning program; and
- who will assume duty of care for the student during their absence.

If a student leaves the school site without providing a satisfactory reason for their absence, their absence is to be recorded as an unexplained absence and coded accordingly. Where students repeatedly leave the school grounds or educational site without providing a satisfactory reason, procedures may be initiated in terms of Enforcement of Compulsory Schooling or Compulsory Participation.

Responsibilities

Parents / Caregivers

- ensure their child of compulsory school age attends school on every school day for the educational program in which the child is enrolled, unless the parent has a reasonable excuse;
- ensure their child in the compulsory participation phase fulfils the requirements of their eligible option;
- advise school, preferably in writing, of the reason for any absences, if not beforehand then within two days of the student's return to school;
- initiate or attend meetings to discuss their child's attendance or participation in their educational program;
- negotiate with the school, where appropriate, alterations to their child's educational program or flexible arrangements to best meet the needs of the child;
- apply for an exemption for their child for non-attendance at school for a stated or indefinite period where the child's attendance at school is impossible or should not be reasonably required;
Teachers:

- keep attendance records and monitor attendance and absenteeism of enrolled students;
- alert the principal (or delegate) when a student’s absence is unexplained or when concerned that the explanation may be unsatisfactory;
- refer a student to the Guidance Officer if concerned that welfare issues may be impacting on attendance.

Principals

- Implement strategies to promote attendance and engagement during compulsory schooling or compulsory participation;
- Approve alterations to a student’s educational program after consultation with parents and school personnel;
- Ensure processes are implemented to effectively monitor and manage student absences according to current legislation;
- Implement formal proceedings when appropriate, following the guidelines outlined in ‘Enforcement of Compulsory Schooling and Compulsory Participation Provisions.’
Macleay Island State School

School Charges & Resource Contributions Policy

It is an expectation of the Macleay Island State School Community – P&C, the Principal & Staff – that all parents understand the School Charges and Voluntary Contributions Policy. A parent / caregiver application to enrol at Macleay Island State School is taken as acceptance of this policy.

Rationale

State schools provide free instruction, administration and facilities to students enrolled at State schools who are Australian citizens or permanent residents or children of Australian citizens or permanent residents. State schools are able to:

- Charge:
  - Students not enrolled at a State school a fee for the education at the school;
  - Students already enrolled in a non-State school who enrol in a State school for some course; and
  - Students enrolled at State schools who are not Australian citizens or permanent residents or children of Australian citizens or permanent residents identified by visa category.

- Charge their students fees for:
  - Services, materials and consumables not defined as instruction, administration and facilities;
  - Educational services purchased from a provider other than the State school;
  - Provision of specialised programs that fall outside the standard curriculum and alternative programs provided in schools.

- Charge prospective students who do not live in the school's catchment area an enrolment processing fee where:
  - there is a significant number of students living outside the catchment area applying to enrol resulting in inordinate administrative costs; and
  - the school's enrolment management plan permits enrolments outside its catchment based on cultural, sporting or academic merit.

- Charge for commercial activities.

Implications

- Fee charging is not to restrict the educational services of a school.
- Students cannot be educationally disadvantaged by the charging of fees.
- All school fees except for commercial activities are to be cost recovery only. Fees for commercial activities are to be at least cost recovery.
- The methodology for calculating fees is to be open and transparent.
- Fees are only to be directed to the purposes for which they are charged.
- Fees or part thereof can be waived or refunded. Persons can be exempted from payment of fees.
MISS Resource Contributions

- In order to enhance the resources available for student learning, the school operates a Resource Contribution Scheme for Prep Students. This scheme provides items within your child’s classroom such as paper, art and craft supplies, photocopying and IT consumables.
- Your contribution will go directly into resources to be used in your child’s classroom.

MISS School Charges

- Each term, parents will be notified of school charges for specialised programs or for educational excursions which have been scheduled by teachers to support the learning outcomes for each study program. These charges are for commercial activities and as indicated are calculated to cover the costs associated with a student’s participation in the scheduled activity.

Parents' & Citizens Association Endorsement

The Macleay Island State School P&C resolves that it supports the School Charges and Resource Contributions Policy because it believes that by supplementing government funding of instruction, administration and facilities, Macleay Island State School is able to provide an enhanced educational service to improve the learning opportunities for all students.
Macleay Island State School

Appropriate Use of Mobile Telephones & other Electronic Equipment by Students

It is an expectation of the Macleay Island State School Community – P&C, the Principal & Staff – that all students abide by the Appropriate Use of Mobile Telephones & other Electronic Equipment by Students Policy. A parent / caregiver application to enrol at Macleay Island State School is taken as acceptance of this policy.

Rationale

The use of mobile phones, pagers, portable CD and MP3 players, Personal Digital Assistants and similar electronic devices in class is disruptive to the learning environment of all students and must not be used. Students wishing to use these devices in special circumstances should negotiate arrangements with the principal.

Implications

It is acknowledged that there are times when it is beneficial for students to have access to a mobile phone eg. Contact parents for emergencies or confirm pick ups. It is for this reason they are not banned, but it must be understood they are brought into school at the child’s risk.

Mobiles are not to be turned on during school hours without the express permission of the teacher/principal. Mobiles brought in to the school must be left at the office by 8.40am and collected at 2.45pm. The principal or delegate will discuss the issue with the relevant parent if a student does not leave their mobile at the office. A warning will be given if it happens a second time.

The use of phone cameras are not permitted anywhere in the school for privacy reasons. Camera phones must be placed in the strong room at the office during school hours. No responsibility will be taken by the school for loss of these items under any circumstances.

This policy also applies to students during school excursions, camps and extra-curricular activities.

Responsibilities

- Mobile telephones and other electronic equipment are used at their owners’ risk.
- No liability will be accepted by Macleay Island State School in the event of loss, theft or damage to any device unless it can be established that the loss, theft or damage resulted from the school’s negligence.
- Teachers are not to look after them or take responsibility for their safe keeping.
- Students must give mobiles into the office to be placed in the strong room.

Non-Compliance

- Appropriate action will be taken against any student who photographs or films other individuals without their consent or who sends harassing or threatening messages.
- Disciplinary action will be taken against any student who uses a mobile phone to harass or bully another student or staff member. See the Responsible Behaviour Plan.
Student Usage of the internet, intranet & extranet

It is an expectation of the Macleay Island State School Community – P&C, the Principal & Staff – that all students abide by the Student Usage of the Internet, Intranet and Extranet Policy. A parent / caregiver application to enrol at Macleay Island State School is taken as acceptance of this policy.

Rationale
Macleay Island State School acknowledges that new technologies are integral to our students’ learning and are embedded into the curriculum. Our students and teachers are surrounded by and using information and communication technologies (ICTs) daily. New technologies create new learning pathways, broaden learning opportunities and promote lifelong learning that will equip our students to live and work effectively in our global community.

Implications
An essential tool for Macleay Island State School in the provision of innovative educational programs is the use of the internet, intranet and extranet. Students utilise online services for teaching and learning purposes including:

- Communication;
- Research;
- Schoolwork;
- Lifelong learning.

Education Queensland provides safe and secure online information services to enhance teaching and learning at our school.

Responsibilities

- Students and parents are aware of the risks and benefits associated with the usage of Internet services within teaching and learning, and the measures in place to minimise these risks;
- Students accept the conditions identified in the Internet Access Agreement for accessing school internet services including:
  - Use for educational purposes only;
  - Not engaging in offensive, dangerous or illegal activity;
  - Appropriately managing offensive and unanticipated content;
  - Not disclosing personal or peer information;
  - Not using the internet to harass or offend anyone.
- Parents accept the conditions identified in the Internet Access Agreement including:
  - Appropriate student use;
  - Teacher supervision;
  - School service and risk management provision;
  - Student disciplinary action for non-compliance with the Internet Access Agreement.

Non-Compliance

- Appropriate action will be taken against any student does not abide by the conditions identified in the Internet Access Agreement. See the Macleay Island State School Responsible Behaviour Plan.
Macleay Island State School

Internet Access Agreement Form

Student

I understand that the Internet can connect me to useful information stored on computers around the world.

While I have access to the Internet:

1. I will use it only for educational purposes.
2. I will not look for anything that is illegal, dangerous or offensive.
3. If I accidentally come across something that is illegal, dangerous or offensive, I will:
   (a) clear any offensive pictures or information from my screen; and
   (b) Immediately, quietly, inform my teacher.
4. I will not reveal home addresses or phone numbers - mine or that of any other person.
5. I will not use the Internet to annoy or offend anyone else.
6. I understand that if the school decides I have broken these rules, appropriate action will be taken. This may include loss of my Internet access for some time.

____________________________ (Students name) ____________________________ (Students signature)

__________________________ (Date)

Parent or guardian

I understand that the Internet can provide students with valuable learning experiences. I also understand that it gives access to information on computers around the world; that the school cannot control what is on those computers; and that a very small part of that information can be illegal, dangerous or offensive. I accept that, while teachers will always exercise their duty of care, protection against exposure to harmful information should depend finally upon responsible use by students.

I understand that my child’s work may be displayed on the school’s website under the following conditions:

- All care will be taken by the school to protect my child and his / her privacy;
- That no last names or other private information will be published;
- That full credit will be given to original work.

I believe _________________________________ (Name of student) understands this responsibility, and I hereby give my permission for him/her to access the Internet under the school rules. I understand that students breaking these rules will be subject to appropriate action by the school. This may include loss of Internet access for some time.

____________________________ (Parent/guardians name)

____________________________ (Parent/guardians signature) ____________________________ (Date)
Expressing a Concern

During the course of your children’s school years, you may have cause to express a concern about an issue with your child’s education.

Education Queensland is committed to ensuring that all concerns are dealt with in a fair and equitable manner. There are processes and support structures in place to enable parents/carers and students to work through any issues they may have with Education Queensland provisions.

When expressing a concern, it is in the best interest of a meaningful resolution to ensure that you:
- provide complete and factual information in a timely manner
- deliver your concern in a non-threatening and non-abusive manner and
- not make frivolous or vexatious concerns or include deliberately false or misleading information.

You should be aware that if you are expressing a concern about a staff member, that in most instances the staff member will be told of the concern and offered the right of reply. You also have the right to have a support person participate throughout the process.

If your concern relates to suspected official misconduct or criminal activity then you should make your concern directly to the Crime and Misconduct Commission (www.cmc.qld.gov.au/) or the Queensland Police Service (www.police.qld.gov.au/).

The following 5-step procedure may assist parents/carers, and school staff to reach an outcome that is in the best interests of the student.

1. Discuss your concern with the class teacher
   - This school follows a “SEE THE TEACHER FIRST” procedure.
   - If your concern is with your child’s teacher or relates to an issue concerning your child’s experience at school, make an appointment with that teacher as soon as possible. You should also let the principal know of your concerns.
   - Share the information you have about the problem with the teacher. Give the teacher an opportunity to tell you all he/she knows about the incident or problem.
   - Together, both parent/carer and teacher should then take steps to resolve the problem at this level.
   - The teacher will make a record of the concern and report your meeting and any outcomes to the school principal.

2. Discuss your concern with the principal or ask the principal to assist by participating in informal conflict resolution
   - Where the teacher has been approached as above but the issue remains unresolved, make an appointment with the school principal to discuss the issue further.
   - Alternatively, you and the teacher may agree to ask the principal to act as a go-between in informal conflict resolution in an attempt to resolve the problem.
   - If your concern is related to the school more generally including issues of school policy or its compliance or non-compliance you should raise your concern directly with the principal or his/her delegate. For example, the principal may refer your concern to another senior staff member in the first instance and follow up on the issue to ensure a resolution.
   - The staff member will make a record of your concern and work with you to resolve the issue.

   - Concerns to the principal may be lodged in person, by telephone, writing or via electronic format through the “Schools directory” at www.education.qld.gov.au/schools/directory - select relevant school, then click on the email link.
3. Contact district office

- If you have discussed the issue with the principal and still feel that your concern has not been addressed, you have the right to contact the Executive Director (Schools) who is the supervisor of the principal and oversees activities of schools in that particular education district of Queensland.
- Concerns may be lodged by telephone or in writing. Concerns should be specific in detail, and outline the steps taken to date to resolve the issue. Remember to date the letter, give your full name and address and sign it. The district office will make a record of your concern.
- Anonymous concerns will only be acted upon if enough information is provided to allow for follow up with the principal.
- Addresses and telephone numbers of district offices are listed under the heading Education Queensland in the White Pages of your local telephone directory and are also available through the “Schools directory” at www.education.qld.gov.au/schools/directory
- When you contact the district office you will be advised that your name and the nature of your issue will be reported back to the principal of your school. Staff at the district office will assist in seeking resolution to the issue.

4. Concern still not resolved

- If, as a parent/carer you feel that your issue has not been resolved through the district office process, you have a further right to make a concern to the central office of Education Queensland.
- Parents/carers may choose to progress their concern in writing to the Deputy Director-General Education Queensland. The Office of Education Queensland will seek to assist with the resolution of your concern through referral:
  - to the Executive Director (Schools) for further action or
  - to another departmental unit for appropriate action.
- The Office of Education Queensland can be contacted at: Education Queensland, PO Box 15033, CITY EAST, Qld 4002 Tel (07) 3237 0618 or fax (07) 3221 4953.

5. Independent review

- If, as a complainant you feel that your issue has not been resolved through these formal processes the Queensland Ombudsman provides an avenue for an independent review of the Department’s decision.
- The Ombudsman may be contacted at: Office of the Ombudsman, GPO Box 3314, Brisbane, Qld 4001 Email: ombudsman@ombudsman.qld.gov.au Tel (07) 3005 7000 or Toll Free 1800 068 908 or fax (07) 3005 7067

A role for Parents and Citizens' Associations (P&Cs)

It is understandable that parents/carers may sometimes feel overwhelmed when approaching a school or the department with a concern. While the Queensland Council of Parents and Citizens’ Associations Inc (QCPHA) does not advocate on behalf of individual parents or carers, individuals can request their own P&C to provide support in these circumstances. The P&C can in turn seek assistance from QCPA to provide guidance in resolving the concern. Concerns about services that are run or managed by the P&C at your school, for example, after school care or the canteen, should be directed to the P&C in the first instance.

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