Goora Gan Steiner School

Parent Handbook 2026

Term Dates

Term 1	Tuesday 27th January – Thursday 2nd April (10 weeks)
Term 2	Tuesday 21st April – Friday 26th June (10 weeks)
Term 3	Monday 20st July – Friday 18th September (9 weeks)
Term 4	Wednesday 7th October - Friday 4th December (9 weeks)

Goora Gan Steiner School

PO Box 386 Agnes Water QLD 4677

P 07 4974 7734 W www.gooraganteiner.qld.edu.au E info@gooraganteiner.qld.edu.au

Contents

Goora Gan Steiner School 4
Mission 4
Vision 4
Values 4
School Hours 4
Administration 4
School Structure & Organisation 5
Arrival 8
Departure 8
Contact with Teacher 9
Attendance 9
Music Lessons 9
Excursions & Camps 9
Special Events 10
Privacy & Photos/Video/Audio 10
Communication 11
Parent Portal and School Website 11
Positive Behaviour Support 11
Teacher and Student Responsibilities 11
When Behaviour is Inappropriate / Uncooperative 12
Peaceful Sleep 12
Home Toys 13
Screen Time 13
Food 13
Dress Code 13
Spare Clothes 14
Shoes 14
Hats 14
Hair and Accessories 14
Lost Property 14
Sunscreen 14
Insect Repellent 14
Injury or Illness 15

First Aid 15
Administering Medications 15
Notifiable Illnesses: What to do when if your child has an infectious disease? 15
Immunisation 16
Severe Allergy 16
Emergency Contact Details 16
Parent Information Evenings and Parent/Teacher Interviews 17
Student Reports 17
Parent Helpers & Class Volunteers 17
Donations 17
Resolving Difficulties – Complaints Policy 18
Parent Code of Conduct 18
Privacy 18
School Fees 18
Withdrawal of a Student 19
Parking 19
Travel Subsidy 19

Goora Gan Steiner School

Mission

To provide an education that balances academic learning and well-being, nurturing and supporting each child's development while cultivating a strong sense of self and connection to the world. Through a healthful and holistic curriculum, informed by the principles of Anthroposophy set forth by Rudolf Steiner, Goora Gan Steiner School fosters confident, capable, and responsible individuals who embody reverence, curiosity, and a love of learning.

Vision

Goora Gan Steiner School's Vision is to educate and develop the whole child -head, heart and hands. By offering a curriculum responsive to the developmental phases in childhood, a positive foundation for a purposeful and productive adulthood is cultivated.

Values

Goora Gan Steiner School offers a co-educational, non-denominational, and holistic schooling experience. The spiritual nature of each individual is supported, guiding the way education is offered with **nurture, integrity, connection** and **joy** at its heart; respect, moral strength, trust and honesty are held at the centre of all learning.

The uniqueness of each child is nourished so that they may find meaning and purpose in their work and play, their individuality and community, their inner reflection and outer expression. The physical space is revered for its beauty and is carefully held to reflect goodness, peace and cooperation.

Integral to the philosophy of Steiner Education, teachers meet each child at the physical, intellectual, emotional and spiritual levels, guided by Rudolf Steiner's understanding of the developmental stages and needs of childhood.

Goora Gan Steiner School is committed to providing an environment of true equity, free from discrimination based on language, sexual orientation, pregnancy, gender, culture, ethnicity, religion, health or disability, socioeconomic background and geographic location. The uniqueness of everyone within and around the community is honoured, and GGSS seeks to reflect the diversity of society within the school.

Community partnerships and the valuing of local knowledge are central to GGSS, as the school strives to build a connected community that values ethical, sustainable, and joyful living and learning.

School Hours

Primary School:	8.30am - 2.30pm	Monday to Friday
Teacher hours:	8.00am - 3.00pm	Monday to Friday

Administration

Administration processes are predominantly conducted by the Office and Finance Manager and overseen by the Principal. On-site meetings at Goora Gan Steiner School are by appointment only. For all general inquiries relating to absences, fees, enrolment, and school operations, please

contact the Office via Ph: 07 4974 7734 or send an email, and you will be responded to as soon as possible. info@gooragansteiner.qld.edu.au

School Structure & Organisation

Goora Gan Steiner School is a member of both Independent Schools Queensland (ISQ) and Steiner Education Australia (SEA), which ensures the integrity of Steiner Education, and supports ongoing, school-specific, professional development for staff and Board members. Additionally, access to expertise, mentoring and national development opportunities is facilitated through close working relationships with other member Steiner Schools, and through the engagement of SEA Professional Partners in the areas of education, governance, and leadership.

The Goora Gan Steiner School Association Inc. (the Association) is the not- for-profit Incorporated Association which was established in 2015. Membership of the Association is open to all current staff and parents to apply, with consideration given to the skills matrix required for effective Board Director succession, and key stakeholder representation.
The Annual General Meeting (AGM) is held in the first half of each year.

The Board

School governance is undertaken by the elected Management Committee (the Board). The Board is responsible for overseeing the effective running of the Association, including legal, strategic, financial, and management matters, and for ensuring that the school meets all its statutory and regulatory compliance requirements. The Board is comprised of a minimum of three, and a maximum of four Board Directors, elected by members through Goora Gan Board approved process. The Board meet regularly and is currently comprised of:
Board Chair, Secretary, Treasurer, Director, Advisory roles – Steiner Education Australia (SEA) Professional Partners: Steve Klipin, Shelley Davidow, and John Foreman

Principal

The Principal is the leadership role at Goora Gan Steiner and is responsible for the management and operations of the school, and is the Head of Agency in respect of several regulatory agencies. The Principal is responsible for enacting the implementation of the Strategic Plan, School Improvement Plan and working with the teachers to develop a school curriculum that is underpinned by Steiner's indications, and meets state requirements.
The Principal is responsible for educational leadership and curriculum implementation in accordance with the requirement of the Non-State Schools Accreditation Board; for communicating effectively and working closely with; the board, Office & Finance Manager, teachers, staff and parents.

Office & Finance Manager

The Office & Finance Manager (OFM) is responsible for overseeing the school's operational finances in collaboration with the Principal, ensuring sound financial management in line with the school's annual budget. This role involves a range of high-level financial duties, including budget oversight, financial reporting, and the management of contracts and payroll. The Office & Finance Manager is also tasked with ensuring compliance with the Non-State Schools Accreditation Board and the objectives of Goora Gan Steiner School Inc.

In addition to financial responsibilities, the role includes a variety of administrative duties to support the smooth functioning of the school, maintaining the balance between high-level financial management and essential day-to-day administrative operations, ensuring both strategic and operational goals.

Teaching Staff

Teaching Staff are responsible for all matters related to the teaching and learning of their own individual class, ensuring a high standard of professionalism and an effective development, delivery, assessment, and reporting of curriculum programs. They are the first point of contact for parents in relation to their child at school.

Goora Gan Staff Team

GGSS staff work together through regular collaborative meetings regarding educational and whole-school environment matters. Together, they review and reflect upon the educational program and timetable, provide advice/sharing insights on educational matters, and deepen the understanding of the way anthroposophy informs teaching at GGSS.

Parent Engagement at Goora Gan

All parents who hold current Blue Cards, are invited to be involved with the school by: assisting the coordination of seasonal and fundraising events such as Spring Fair; assisting class lessons as applicable; attending information sessions online and face to face, parent/teacher interviews; AGM, and participating in Carnival Day, seasonal festivals and the end of term events. In addition, Fundraising activities which align with school values and needs, may be initiated by contacting the school Office and completing a Proposal Form. Once approved, a 'project team' is created, with a coordinator to lead the initiative. If you have a fundraising idea, or would like information about current events/teams, please contact the Office.

Area	Role	Name	Email
Leadership	Principal	Erin Temming	Principal@gooraganteiner.qld.edu.au
Office & Finance	Office & Finance Manager	Anita Schicker	accounts@gooraganteiner.qld.edu.au info@gooraganteiner.qld.edu.au
Primary School	Class 5/6 Teacher	Kassia Storey	KassiaStorey@gooraganteiner.qld.edu.au
	Class 3/4 Teacher	Lucy Charlton	LucyCharlton@gooraganteiner.qld.edu.au
	Class 1/2 Teacher	Cassandra Fuit	CassandraFuit@gooraganteiner.qld.edu.au
	Prep Teacher	Kylie Fedden	KylieFedden@gooraganteiner.qld.edu.au
	HPE & Sports	Josh Spicer	JoshSpicer@gooraganteiner.qld.edu.au
	Woodwork/Design Tech/Gardening	Luke Gillespie	LukeGillespie@gooraganteiner.qld.edu.au
	Teacher Aide	Josh Tarca	Please email your child's Class Teacher
	Teacher Aide	Amanda Trigger	Please email your child's Class Teacher

Your Child at School

Goora Gan operates within multi-age class settings, and it is imperative for staff and families to embrace and support this more flexible model. Children naturally learn from each other in mixed-age settings, and with learning outcomes and activities differentiated to meet each child's stage of development, there are many benefits to be gained from younger and older children working together in harmony.

Lower Primary – Prep-Class 2

Preps in 2026 have their own dedicated space and timetable, however for certain activities - and where applicable, Preps join in with other students such as for HPE, swimming, gymnastics, tennis, beach safety lessons, gardening, and buddy reading time. Prep-2 students have a separate morning tea break to the Class 3-6 students, and come together as a whole school at lunch times. In addition, for assemblies, in the presence of special guests, whole school excursions, and carnivals, the students join in together.

Prep spaces allow for creative play and imitation, which are the focus for this age group. The development of their imagination and will is also supported through involvement in cooking, gardening, drawing, painting, bushwalking, beeswax modelling, handcrafts, music, and age appropriate movement and sport.

Daily Rhythm

Please allow enough time for your child to settle into school as late arrivals interrupt the flow of the joyful and reverent morning activties for both the child who has missed something, and for their teacher.

Daily Rhythm for Prep students (Please note this may be subject to change)

8:30am	Morning Circle
8:45am	Story, followed by either drawing or watercolour painting,
9:15am	Fruit chopping
9:30am	Creative Play time
10:30am	Morning Tea
11am	Story/reading Time
11:30am	Any of the following activities: bees wax modelling, watercolour painting, bush/beach walking, baking, sport, Gooreng Gooreng cultural sessions, creative play time
12:30pm	Lunch time – Preps go home at 12:30 each Wednesday
1:15pm	Rest Time
1:40pm	Cooking, gardening, hand crafts, buddy reading
2:30pm	Home time

Class 1/2 Daily Rhythm (Please note this may be subject to change)

8:30am	Morning Circle/ Main Lesson
10:30am	Morning Tea
11:00am	Middle session - Literacy or Numeracy practice; or Bees wax modelling, watercolour painting, bush/beach walking, cooking, handcrafts, sport, Gooreng Gooreng cultural sessions
12:30pm	Lunch time
1:15pm	Story time and rest / handcraft
1:30pm	Afternoon session: woodwork, cooking, gardening, hand crafts, sports, buddy reading
2:30pm	Home time

Daily Rhythm for Classes 3/4 and 5/6 (Please note this may be subject to change)

8:30am	Morning circle and Main Lesson
11:00am	Morning Tea
11:30am	Middle session: Extra Main Lesson time - Literacy/Numeracy practice; or watercolour painting, Gooreng Gooreng cultural sessions
12:30pm	Lunch time
1:15pm	Independent reading
1:30pm	Afternoon session: Woodwork, HPE, gardening, cooking, hand crafts, sports, drama, music, budding reading, bush/beach walking
2:30pm	Home time

Arrival

Admin and Teaching staff are on the premises by 8.00am. Children are admitted no earlier than 8.15am through the playground gate and staff supervision will be provided from 8.15am. *Please always ensure you are greeted by a staff member before leaving your child or entering the school grounds.* In the case of wet weather, please arrive through the front door after 8:15am.

School begins promptly at 8.30am and it is essential that your child be at school by 8.30am for the start of their lesson. Late arrivals interrupt the flow of the joyful and reverent morning activities for both the child who has missed something, and for the class and their teacher. Students who arrive at school after 8.30am will need to arrive at the main gate and contact the office for staff assistance. Please note this is not the time for discussions with the staff member.

Departure

It is expected that children will be collected promptly at 2.30pm from the playground, or in the case of wet weather – from the main entrance.
Supervision is provided until 2:45pm and teachers are available to speak with until that time. Please inform the class teacher or administration in writing if you have arranged for someone else to pick up your child, particularly if the class teacher does not know that person.

Contact with Teacher

Please consider that the period prior to commencement of school each day is a time when staff are carefully preparing to start their day with the children. For matters requiring discussion, please contact administration to make an appointment time with the appropriate staff member. You may also contact the relevant Class Teacher directly via email. Staff will always endeavour to respond in a timely manner during term-time.

Attendance

The curriculum aims to bring continuity and rhythm to lessons from day to day and from week to week. Within Steiner Education, subjects are taught in Main Lesson blocks of 2-4 weeks, with each day building upon the previous. Therefore, it is considered a priority that parents are committed to their child's daily attendance, except in times of illness. If a child is absent from school for any reason, it is important for the parent to notify the school of the absence by 8:30am. **Absences must be phoned in or emailed to the school office before the commencement of school.**

The School is required to keep a record of all absences and any late arrivals or early departures. The School has an obligation to report this information to government departments as part of its funding compliance. It is therefore important that parents inform the School otherwise the absence must be recorded as unauthorised. ***In the case of absences in excess of five days, a meeting may be arranged with the parents and teacher to discuss the situation. Please note that to support continuity of learning, and due to limited enrolment places and long wait lists, extended absences may not be approved.***

Music Lessons

The education program at Goora Gan Steiner is rich in music, with daily singing and movement. The music program is developing in consideration of resources and space, with instruments learned throughout the school, including recorder commencing in Class 1 and access to percussion instruments. From Class 3 onwards, students have access to violin, ukulele, guitar, and piano. Music specialists are engaged throughout the year to give the children a broad experience of music within the school.

Excursions & Camps

Activities and experiences away from school enrich and enhance a child's knowledge and understanding of the world and provide opportunities for social and communal growth and learning. Local excursions are short excursions conducted throughout the year that involve walking students beyond the boundaries of the school grounds. In the interest of reducing the level of correspondence on this matter a blanket consent form is sent home at the beginning of the year requesting permission for your child to take part.

From time to time, day excursions are organised for all students across the school to support the curriculum content. All students are required to return a consent form signed by parent/guardian before any school excursion or outing.

The camp and excursion program continues to develop in 2026, with students from Class 1/2 commencing with school sleepovers as applicable, and Students from Class 3-6 attending camps offsite to support their curriculum learning and wellbeing. The Camp and Excursion Levy is compulsory for all students, and contributes to program costs for all students across the school.

Special Events

End of term events, the annual Spring Fair, festivals, information sessions, workshops, Community Conversation sessions and the AGM are held during the year. Dates and further details of other events are provided in the school newsletter and parent email notices, and located in the school calendar on the Parent Portal of the school's website.

Privacy & Photos/Video/Audio

Photographic and Video Images

All photographs and video images of children and staff alike are classified as personal data. This means no image can be used for display or for school publicity unless consent is given by or on behalf of the individual concerned.

All parents /guardians will be asked to sign consent allowing their child to be photographed or videoed while taking part in school activities (camps, excursions, performances etc) and for the image to be used for display or school publicity. All pictures taken will be appropriate, and will show children properly clothed for the activity they are engaged in. The school will show due sensitivity in the choice and composition of images. Staff may decide to record (video &/or audio) a performance for the purpose of professional review and assessment. In this case, the recordings will be made on school owned devices and stored on school-owned, secure cloud storage.

Parent Use

Photographs and videos taken at school events are for personal use only. Any such photos and videos must not be sold and must not be put on the web/internet.

Photographs and videos must never be taken during performances. Staff will allocate one person as 'photographer' if they feel this is required. At the conclusion of such events, time will be made available for parents to photograph their child/ren. For other events, the school will decide if photography and videoing will be permitted and staff will inform parents at the beginning of the event. Children must never be photographed changing for performances or events. These conditions also apply to other persons who may be present at school events (e.g. Grandparents or family friends).

Student Use

At times students will be required to take photos as part of the curriculum. Photographs and videos must be used for educational purposes only and not displayed or published on the internet.

Media

At times local media may visit the school to follow up a news story, generally relating to the achievements of a student or group of students. In this situation, where children's images might be made public, the school will inform parents and carers of the event in advance and allow them to withdraw their child from the event if they wish.

Communication

Regular communication is essential for maintaining positive and effective relationships between the school and parents. The school may use a number of means to communicate with the parent body including email, regular newsletters, parent/teacher meetings, and the AGM of the Association.

The school's teaching staff and administration send weekly emails. Newsletters are also distributed throughout the term. Please advise administration of your best contact email as this is a major way in which important information is disseminated. The school also maintains a website, it is recommended to check these methods of communication for updates.

Parent Portal and School Website

The school's website has a Parent Portal, dedicated to the provision of school related material and communications including: term dates, policies and forms, reminders, calendar of events, and newsletter links. Upon enrolment, parents will be provided with a password to access this site, and parents are encouraged to stay up to date at all times.

Positive Behaviour Support

Understanding of the human being is deepened through the understanding of the child and the study of Anthroposophy as elaborated by Rudolf Steiner. Goora Gan staff work with the individuality of each child, with its soul attributes of thinking, feeling, and willing/doing, so that it will unfold harmoniously. While maintaining respect for the child's inner self, a meaningful structure is needed to deal with inappropriate behaviour. This will include fostering an appreciation of what is being expressed by the child, and what appropriate action needs to take place. As such, Goora Gan has in place a Behaviour Management Framework and implements a Restorative approach across the school.

As students of the same class spend most or all day together, as a result they form strong social relationships. These relationships, when healthy and trusting are one of the great strengths of a school classroom, conversely, when there is an element in the class, which is persistently uncooperative, disruptive and/or abusive, the class becomes a very insecure environment for many of the children. The result can be a serious decline in learning, with a significant effect on the healthy development of the class. Goora Gan staff will always endeavour to do their very best to support and integrate students who are having difficulties. Home routines can greatly assist or hamper a student's functioning in the classroom daily, and additional behaviour support may be sought where necessary through specialist support teachers or external referral services in consultation with parents and staff.

Teacher and Student Responsibilities

Rights

- All students have the right to an educational environment in which a Steiner curriculum can be delivered.
- All students and teachers have a right to a safe and productive learning environment.

Responsibilities

- Teachers and students have the responsibility to be adequately prepared for lessons, and to engage in them to the best of their ability.
- Students have the responsibility to support a productive learning process in lessons and not to undermine the lessons.
- Teachers and students have the responsibility of maintaining an emotionally and physically safe learning environment.
- Teachers and students have the responsibility to uphold the ethos of the school.
- This implies in the classroom:
    - Care of rooms and environment
    - Punctuality
    - Following teachers' instructions promptly
    - Respectful behaviour towards teachers and fellow students and equipment

When Behaviour is Inappropriate / Uncooperative

If a student's behaviour is problematic, a variety of approaches may be taken depending on the behaviour. These approaches may involve Positive Behaviour Support Cards, meetings with teacher(s), contacting parents, and meetings between parents, student and teacher(s) aimed at addressing the behavioural problem in such a way that it changes. A contract may be entered into to help the student identify what and how in their behaviour needs to change. Appropriate behaviour will be clearly identified, and the student will be expected to make changes to any inappropriate behaviour. In cases where behaviour issues continue, then suspension, exclusion or even expulsion from school may result.

Restorative Practice is enacted at Goora Gan in relation to student behaviour issues where a child is hurt by someone else's behaviour including bullying. It a process designed to: repair relationships that have been damaged, bring about a sense of remorse from the offender, and to restore any wrong-doing. A staff member facilitates the process and at the foundational level, students involved are asked in front of one another: *What happened? Who was hurt? How do we fix it? (*Staff engage in more specific questioning process with children in relation to their age and the context of the issue at hand). Active listening is paramount to the process; only one person speaks at a time, with no interjecting or correcting, and each person involved is provided the opportunity to speak and to listen to each story (there are always many different stories and perspectives). All involved must agree on the resolution and the staff member facilitating ensures it is followed through. The ultimate aim is forgiveness, changes to behaviour and strengthened community relations. Restorative processes do not negate consequences.

Peaceful Sleep

It is recommended that parents provide their children with a routine that facilitates adequate sleep. Children who are sleep deprived tire quickly during work tasks, struggle to manage their emotions and can become disruptive. A regular early bedtime on school days supports the work in the classroom. Twelve hours of sleep is desirable for young children; reducing gradually to eight hours by adulthood.

Home Toys

Please ensure that home toys stay at home. This ensures that special toys do not get broken and helps avoid issues around sharing or other children seeking the same products and/or brand name items. Children are encouraged to play with simple toys made from natural materials to allow maximum creative input from the child in their play.

Screen Time

Parents are encouraged to ensure that their children are not exposed to television, movies, computer or other electronic games before school or during the school week. Today's environment is often technologically focused and television, DVD, computer and electronic games can provide parents with a much-needed break, however much literature is available on the damaging impact of these forms of technology upon young children. The negative influences of inappropriate exposure to mass media impacts not only on the exposed child, but seeps through the whole class and affects the tone of the children's play, attitudes and social interactions.

Food

It is essential as children learn and play that they are adequately nourished. There are no current canteen facilities available at the school and students are to bring nutritious, wholesome food for morning tea and lunch each day. Children have a short fruit break following Morning Circle each day. Please provide one serve of fresh fruit or vegetable in a separate container or paper bag for fruit break. *Ensure your child has a water bottle every day.*

Not permitted: hot liquids, juice, cordial, lollies, chewing gum, chocolates.

Some foods, such as nuts and eggs, are high allergy foods. Once a food allergy in a student is identified, a whole school approach will implement a contingency plan to omit that food item from the school ensuring a safe environment.

Dress Code

Clothing may be a distracting or counterproductive influence on a student's experience at school. Goora Gan Steiner School chooses a school uniform of simplicity and functionality. In developing our dress standards, consideration has been given to:

- Queensland Health Sun Safe Policy
- Workplace Health & Safety considerations
- Suitability of clothing for a learning environment

It is the responsibility of all parents/guardians to ensure that their child adheres to the dress code outlined below. Please note that the dress code also applies during excursions. Children are encouraged to wear clothing and footwear appropriate to the season.

- Children's clothes are to be neat and clean.
- Plain material t-shirts and shorts/skirts/dresses (no images, writing, brands)
- Natural fibres (e.g. Cotton) are recommended for the children's comfort.
- Clothing worn to school must be safe, practical and appropriate for the range of activities students take part in during the school day (i.e. No short skirts or singlets).
- School clothing is designed to protect students from sunburn. T-shirts with sleeves that reach the elbows are recommended. Polo shirts with collars are also recommended.
- Torn, transparent or ragged clothing is not acceptable.

- Shoestring straps, halter neck or midriff baring or capped sleeve styles are not acceptable.
- We encourage plain clothes in any colour. No pictures/commercialised images, writing or brand names are permitted, this includes jumpers.
- Shoes must be worn on excursions and for woodwork and cooking.
- A school hat is to be worn each day at lunch time and on excursions

Parents will be contacted if a breach of dress code has occurred.

Spare Clothes

Please provide spare clothes for your child in case they are needed. Spare clothes should be kept in your child's school bag, clearly labelled whit your child's name.

Shoes

Students may have bare feet in the classroom and playground. Shoes must be worn for outdoor excursions and when cooking or using building materials, and in this case must be sturdy and fully enclosed with a low-heel in order to provide safe footwear. Thongs may be provided for beach walks. Time-consuming laces up shoes for younger children are also inappropriate, please provide Velcro shoes for Preps. Inside shoes (or light cotton socks in summer) may be worn in the classroom.

Hats

All students must wear the broad brimmed Goora Gan school uniform hat available for purchase from the office.

Hair and Accessories

Hair dyeing, make-up and nail polish are not acceptable. Parents will be required to correct any hair dye that is not the child's natural colour. Hair should be neat and tidy and all hair shoulder length or longer needs to be tied back each day. For safety reasons, jewellery should not be worn to school except for simple studs and sleepers being permitted.

Drink Bottles, Bags and Lunch boxes

These items are to be character-free to minimise material distractions to the children.

Lost Property

The School's lost property bucket is located in the Office. It will be put outside the office at the end of each term for you to claim any lost items. All lost property not claimed will be donated to charity once a term.

Sunscreen

Please include in your child's bag their own supply of sunscreen for use at school. This should be labelled with your child's name.

Insect Repellent

At parent discretion, apply insect repellent to your child prior to arriving at school and include in your child's bag their own supply for use at school. This should be clearly labelled.

Injury or Illness

First Aid

While every care is taken, accidents sometimes happen. The school is equipped to provide basic first aid for minor ailments/accidents. Unless parents have indicated in writing to the contrary, we will apply the following remedies as required:

- Band Aids
- Cold packs
- Bandages

Parents will be contacted to take their child home if he/she becomes ill while at school or suffers any kind of significant injury/incident. For this to happen it is vital that an up-to-date contact be on school files at all times. An ambulance will be called if the school deems it warranted in the circumstances. While staff will administer first aid as needed, this does not include medicines such as headache tablets, cough medicines etc., unless written parental consent is given.

If your child suffers from any medical conditions, please ensure that the necessary information is recorded on the enrolment form and given to administration. It is the parents' responsibility to advise administration and the Class Teacher of any new allergies or conditions.

Administering Medications

Parents or guardians must make a written request to the school if prescribed medication, over the counter medication or natural remedies are to be administered during school hours. The child's medication, with the pharmacist's/practitioner's written instruction on the container must be provided to administration for security purposes (asthma puffers and Epipens excepted). A staff member designated by the school will carry out administration of the medication in accordance with prescribed instructions.

NO MEDICATION (including PRESCRIPTION, NON-PRESCRIPTION AND NATURAL REMEDIES) WILL BE ADMINISTERED WITHOUT WRITTEN CONSENT AS STATED HERE.

Notifiable Illnesses: What to do when if your child has an infectious disease?

The school must be notified immediately if a child is diagnosed as having any of the following conditions: Head Lice, Chickenpox, Measles, Whooping Cough, Ringworm, German Measles, Measles, Mumps and Conjunctivitis and Impetigo. Students with these conditions must be kept at home until they are no longer contagious. Administration has a list of exclusion periods for each of these conditions.

There is a specific policy and procedure regarding head lice.

Please follow the link for communicable disease control guidelines

http://www.health.qld.gov.au/cdcg/index/.

Parents of children with rashes, skin infections, fever or any other symptoms of infectious diseases should consult their family practitioner for a diagnosis and treatment when necessary to find out if the child should be excluded from School.

Children experiencing fever should be excluded until the fever is no longer present. Administration must be notified immediately of any positive diagnosis of a childhood illness.

Immunisation

Should an outbreak of any disease occur within the locality, parents are informed via the newsletter or via email or text message. Parents will then have the option of keeping their children at home until the outbreak has passed. While the school will endeavour to provide parents with full information as available in the event of an outbreak, parents may wish to contact Queensland Health. The general switchboard number for Queensland Health is: 13 43 25 84.

Severe Allergy

Anaphylaxis is a severe and sudden allergic reaction. It occurs when a person is exposed to an allergen (such as a food or an insect bite). Food (and other) allergies can be life-threatening as they may cause a reaction called anaphylaxis. Common allergens for anaphylaxis are:

- Foods (peanuts, nuts, shellfish, fish, milk, egg, wheat products)
- Insect Bites (bees, wasps, jumper ants)
- Medications (antibiotics, aspirin)
- Latex (rubber gloves, balloons, swimming caps)
- Although death is rare, an anaphylactic reaction always requires an emergency response.

IT IS THE RESPONSIBILITY OF PARENTS TO INFORM THE SCHOOL IF THEIR CHILD SUFFERS FROM A SEVERE ALLERGY. If a parent notifies the school that their child has a severe food allergy, the school will work with the parent to develop an ACTION PLAN to accommodate the child's needs. Parents/careers must also provide and keep up to date:

- Emergency contact information
- Written medical documentation and instructions as directed by their family practitioner
- Information to their child regarding self-management so that their child knows:
    - Safe and unsafe foods
    - How to avoid exposure to unsafe foods
    - Symptoms of an allergic reaction
    - How and when to tell an adult they may be having an allergic reaction
    - How to read food labels, where age-appropriate
    - How to administer medication, where age appropriate
- Medication that is correctly labelled
- Replacement medication when current medications have been used or have passed their use-by date.

If an exposure to an allergen is thought to have occurred and the student feels unwell in any way, the student's ACTION PLAN will be followed, and the parents notified. Parents will be asked to collect their child from school to closely monitor for signs of anaphylaxis. Any allergic students are included in all school activities provided such inclusion does not constitute an unacceptable risk. However, a student who has been prescribed an EpiPen will not be permitted to attend school or take part in any school activity without providing an EpiPen and without an ACTION PLAN being established.

Emergency Contact Details

Please notify administration of any changes in contact details, including emergency contacts.

Collaborative Home-School Relationships

The school recognises that the relationships between staff, parents and students is essential. Throughout the year there are many opportunities for parents to enhance their understanding of Steiner Education and support their children's development. Parents are encouraged to attend parent/teacher meetings, festivals and parent information sessions, and these events are advertised in the newsletter and on the school's website.
The deeper your understanding of the principles of Steiner Education and how the school functions, the more you will understand your child's progress and the stronger will be your ability to support your child in their development.

Parent Information Evenings and Parent/Teacher Interviews

Parents are required to attend bi-annual Parent Information sessions to keep you informed of the education program and other activities, as well as for parent education in child development and other aspects of Steiner Education.
In addition, individual parent-teacher meetings are held bi-annually each year, and are also a compulsory part of your student's schooling.
At any time if you have a question, concern or need an extra meeting to discuss your child's progress, please book an appointment with your child's teacher for an after-school meeting.

Student Reports

Twice-yearly reports are issued to communicate your child's progress. These comprehensive report cards include written comments, achievement and effort indicators, and guidance on how your child is progressing in relation to the Steiner Education Australia Curriculum Framework outcomes for that year.

Parent Helpers & Class Volunteers

Class teachers will seek Parent helpers in class at times as applicable, and parents are asked to follow the school Parent code of conduct, specifically by; supporting school ethos and values; respecting the confidentiality of students and families at all times; refraining from conversations about student behaviour with anyone other than teachers; never approaching a student (s) in the school grounds or during a school activity to intervene in personal disputes; use the processes and procedures in the GGSS complaints policy for complaints and grievance resolution. *All volunteers must have a current Blue Card. Please refer to the Parent Code of Conduct Policy for further information.*

Donations

Donations are encouraged and gratefully accepted. Donations to the School's Building Fund are tax deductible in accordance with S78 (1) (a) (XV) of the Income Tax Assessment Act and go directly toward the construction of buildings and playgrounds. An official receipt will be issued to the donor. Please contact the school for further information on how to donate.

School Policies & Procedures

Common policies for Goora Gan Steiner School can be found under the Parent Portal on the school website at www.gooraganstеiner.qld.edu.au. All other policies can be accessed via Administration. We ask that parents familiarise themselves with all school policies.

Resolving Difficulties – Complaints Policy

If you or your child have any concerns regarding your child's education, you are encouraged to take the following steps:

Step 1	If the matter is related to education, contact your child's teacher and make an appointment to meet together.
Step 2	If the matter is not resolved to your satisfaction, then approach the Principal, who will take further steps to enable resolution to be reached.
Step 3	If the matter is still not resolved, contact the Board Chair.

GGSS Complaints Policy and Procedures are located on the school website.

Parent Code of Conduct

The school has a Parent Code of Conduct to help guide parents through times of difficulty with matters related to the school. The Parent Code of Conduct is available for viewing on our website and compliance is a part of your child's enrolment requirement at our school.

Privacy

The school collects personal information, including sensitive information, about students and parents or guardians before and during the course of a student's enrolment. The primary purpose of collecting this information is to enable the school to provide education for students.

The school from time to time discloses personal information to others for administrative and educational purposes. This might include other schools, government departments, medical practitioners, and people providing services to the school, including specialist visiting teachers and sports coaches. The school will seek consent from the student's parents if the disclosure of personal information is required and the full Privacy Policy is available on the school website.

School Fees

As per the signed Enrolment Acceptance and Contract (Letter of Offer), it is required that all school fees will be paid by the due date. ***Term fees are due up front in full prior to the commencement of each term.*** If you experience difficulties in relation to payment of any fees, please contact Administration prior to the due date.

Payment plan applications are welcome (for tuition fees only) and the school has limited capacity to provide Temporary Fee Assistance and Bursaries. If you experience difficulties in relation to

payment of any fees, please contact the school PRIOR to the due date. Please address any queries regarding fees and fee policies to the Principal (see invoice for contact details).

Withdrawal of a Student

To obtain a refund for annual fees paid in advance, notice from the parent to the school must be received and a full term's notice in advance of your intended withdrawal date. One term's notice in the preceding term of withdrawal in writing to the school is required when advising the withdrawal of a Student from the School. (e.g. to withdraw the Student at the commencement of term three, you will need to advise at least by the last day of the previous term, which is term one).

Below is a table outlining Remaining Fee Refund Notification times, which must be adhered to, to obtain a full refund of your remaining fees.

The Term you Intend to Withdraw 2026	Date of Written Parent Notice to School to Obtain a Full Refund of your remaining fees
Term 1	No refunds of term 1 fees.
Term 2	Advise GGSS on the first day of Term 1
Term 3	Advise GGSS at least by the last day of Term 1
Term 4	Advise GGSS at least by the last day of Term 2

It is routine practice for an Exit Interview to be offered in the event of withdrawing a student, to offer a space for open communication about the situation where applicable.

Parking

The school is located next to a Public Car Park and Beach Access and it is essential that parking guidelines are observed at all times. The car parking signed for Goora Gan Staff, Visitors and Drop Off Areas are to be utilised in the first instance. Close supervision of children in and around the car park areas when arriving and departing for school are the responsibility of parents.

Travel Subsidy

Travel subsidies may apply to families who live and drive a certain distance to school. Application and eligibility can be found at this link:
https://www.qld.gov.au/transport/public/school/school-transport-assistance/apply-for-school-transport-assistance