

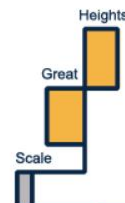
SPRINGFIELD CENTRAL STATE HIGH SCHOOL



BACK TO SCHOOL GUIDE

2025

Believe *Belong* *Become*



Springfield Central
State High

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LINKS TO DOCUMENTS

[Student Resource Scheme Participation Agreement](#)

[Calendar of School Term Dates 2025](#)

[Consent to Administer Medication](#)

[Change of Details Form](#)

MESSAGE FROM THE SCHOOL

Dear Parent/Guardian

We hope you find this booklet helpful in preparing for the 2025 school year. It is very important that each student is ready for learning from the first day back in 2025. If you have any feedback, queries or suggestions regarding this information please don't hesitate to contact the school via email to admin@springfieldcentralshs.eq.edu.au

The 2025 school year commences:



Tuesday 28 January 2025 - Year 7, 11 & 12

Wednesday 29 January 2025 - Year 8, 9 & 10

To ensure a smooth transition please endeavour to have your student at school by 8:30am. School commences at 9.00am and concludes at 3:00pm. Signage will be displayed at the front entrance to the school regarding assembly points.

Our relentless focus will remain on developing young people who strive for the highest standards, personal bests and have strong values that will empower them to contribute in life within and beyond Springfield Central in the years ahead. We look forward to working with you all in achieving this together in 2025.


Year 7 students are to go straight to the hall where they will have parade, collect their diaries & timetables and receive all the information they need to get started for their first day!

Returning Year 8 – 12 students are to go to their CARE class by 9am. You will receive your new timetables via email and accessible via Oneschool & QParents by Friday 24/01/2025. Please ensure you check this so you know where your CARE class will be located. If you are unsure, please report to the tent in the Administration courtyard.

New students starting at Springfield Central SHS, please head to the tent located in the Administration Courtyard when you arrive for further direction.

MESSAGE FROM THE OFFICE

OFFICE CONTACT






 3470 6222

 admin@springfieldcentralshs.eq.edu.au

NORMAL OPERATING HOURS

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

HOLIDAY SCHOOL OFFICE HOURS

	Monday 16 Dec 2024 – Tuesday 21 Jan 2025	CLOSED
	Wednesday 22 Jan 2025	8am – 3pm
	Thursday 23 January 2025	10.30am – 1.30pm
	Friday 24 January 2025	8 am – 10am & 1.30pm – 3pm
	Monday 27 January 2025 – Public Holiday	CLOSED

KEEP CONTACT DETAILS UP TO DATE

Please ensure you keep us up to date with any contact detail changes throughout the year by completing [Change of Details Form](#) .

SCHOOL CALENDAR OF EVENTS

Important school calendar dates are available on our school website.
www.springfieldcentralshs.eq.edu.au.

The school website contains the most up to date policies and information and should be your first point of call to obtain information.

Please also join our school Facebook & Instagram pages to keep up to date with important information and school events.







<https://www.facebook.com/SpringfieldCentralSHS>



<https://www.instagram.com/springfieldcentralshs/>

2025 SCHOOL LOCATION CHANGES

-  Uniform Shop is now located in B block next to Administration. Entry is via the door on the carpark side.
-  Student Hub and Sick Bay are located in the Administration Building
-  Students requiring a loan uniform need to report to Upper A Block
-  Wellness Hub & our Guidance Team are now located in B block

STUDENT ABSENCES / LATE ARRIVAL / LEAVE PASSES

DO YOU NEED TO...

 Notify the school your student is going to be **ABSENT**

 Notify the school your student is going to be **LATE**

 Notify the school if your student needs to **LEAVE EARLY**

THERE ARE **4 WAYS** YOU CAN LET THE SCHOOL KNOW






- 1**  **QParents**
Secure online parent portal
- 2** SMS to **0429 448 724**
- 3** Call Absence Line
07 3470 6266
- 4** Email **absences@springfieldcentralshs.eq.edu.au**



LEAVE PASSES

If your student is required to leave school during the day, there are several ways for parents/guardians to inform the school.

Advice must be received prior to 9.00am by one of the following methods:

-  Complete a Part-Day absence in QParents Prior to 9am
-  Presentation of a written note to the Student Hub before school, signed by parent/guardian. A "Request to Leave" pass will be issued.
-  Email prior to 9am from parent to absences@springfieldcentralshs.eq.edu.au, or
-  SMS to 0429 448 724. SMS must be received from parent/guardian contact number, as recorded in One School
-  Phone Attendance Officer on 3470 6266

Please include the reason, time of departure and time of return (if applicable).

During high volume times, your message will be recorded and actioned as soon as practicable.

Students may only be collected/dismissed for an approved part-day absence at the end of a lesson or during break times (as listed below).

CLASS/BELL TIMES

Warning Bell	8:50 am
Care	9:00 am
P1	9:10 am
P2	10:20 am
1 st break	11:30 am
P3	12:10 pm
2 nd break	1:20 pm
P4	1:50 pm
Home	3:00 pm

PLEASE AVOID WALK IN'S OR LAST-MINUTE REQUESTS (WITH THE EXCEPTION OF EMERGENCIES) TO AVOID INCONVENIENCE TO STUDENT LEARNING IN CLASSROOMS, OR DELAYS WHEN COLLECTING YOUR STUDENT.

WHERE TO COLLECT YOUR STUDENT

Students leaving early must be collected from the Student Hub in person. Only emergency contacts listed on One School will be allowed to collect students. Identification questions will be asked to ensure student safety.

STUDENT MEDICAL INFORMATION

If your student has a Medical Action Plan, please provide a copy to the office by Thursday 23/01/2025. This can be handed in at the office or emailed to admin@springfieldcentralshs.eq.edu.au. If you would like to discuss your student's medical requirements, please contact the office on 3470 6222 to arrange a suitable time.



ADMINISTRATION OF MEDICATION AT SCHOOL

If you require staff to administer medication to your student at school, please contact the school office in the first instance to discuss your student's requirements. Please note, school staff will only administer medication that:

- ✓ has been prescribed by a qualified health practitioner (e.g. doctor, dentist)
- ✓ is in its original container
- ✓ has an attached pharmacy label clear stating the student's name and required dosage

The parent/carer must submit a completed [Consent to Administer Medication form](#)

- ✓ Option A is to authorise the school to administer the medication
- ✓ Option B is if the parent/carer allows for the student to self-administer their own medication whilst at school. If they are going to self-administer their medication the school still requires the relevant documentation for the medical condition. Asthma Action Plan, ASCIA Anaphylaxis Action Plan, Emergency Health Plan for Diabetes/Action Plan for Diabetes or other supporting documentation as these Plans provide instructions for the school to administer your student's medication in an emergency, which is specific to respond to their health condition. N.B. If your student requires more than one medication, you will need to complete a form for each medication.

Please note that if your student requires assistance in an emergency, staff will provide First Aid. If you have any concerns regarding student's health condition, please contact school 3470 6222 or email admin@springfieldcentralshs.eq.edu.au.

REQUIREMENTS FOR STUDENTS WITH DIABETES

It is critical to have up-to-date School Plans in place to ensure school staff are following recommendations from the student's health team to ensure they are supported to stay safe in the

school setting. Registered Nurses (not located in the school) are available to work collaboratively with the student, their family, school staff and the treating health team, to minimise the impacts of the student's health needs on learning. Parents should contact the school if they have an interest in accessing the nursing services.

If your student requires assistance to administer their medication, it is important for you to provide the school with your student's emergency medication and their current Emergency Health Plan, completed by doctor and complete option A of Consent to Administer Medication form or if you are confident that your student can confidently, competently and safely self-administer their emergency medication complete option B and return the form to the school with the student's Health Plan or email admin@springfieldcentralshs.eq.edu.au.

REQUIREMENTS FOR STUDENTS AT RISK OF ANAPHYLAXIS

If your student is at risk of anaphylaxis and requires assistance to administer their medication, it is important for you to provide the school with your student's emergency medication and their current [ASCIA Anaphylaxis Action Plan available on our school website](#), completed by doctor and **complete option A of Consent to Administer Medication form** or if you are confident that your student can confidently, competently and safely self-administer their emergency medication please **complete option B** and return the form to the school with the ASCIA Anaphylaxis Action Plan or email admin@springfieldcentralshs.eq.edu.au.

REQUIREMENTS FOR STUDENTS AT RISK OF ASTHMA

If your student has asthma and requires assistance to administer their medication, it is important for you to provide the school with your student's emergency medication and their current [Asthma Action Plan available on our school website](#), completed by doctor and **complete option A of Consent to Administer Medication form** or if you are confident that your student can confidently, competently and safely self-administer their asthma medication **complete option B** and return the form to the school with the Asthma Action Plan or email admin@springfieldcentralshs.eq.edu.au.

STUDENT RESOURCE SCHEME

As per *Education (General Provisions) Act 2006 (Qld)* a parent is directly responsible for providing textbooks and other resources for a student's use while attending school.

The 2025 Student Resource Scheme (SRS) operates under the policy and guidelines of the Department of Education (DoE).

Information on our school website [2025 Student Resource Scheme \(SRS\)](#) outlines the resources provided as part of the scheme and value of the resource provided. As you will see on the resource list, participation in the scheme is a significant saving compared to individuals purchasing resources as well as time saving for families.

Please complete the [SRS Participation Agreement Form](#) to formalise your participation in the scheme if you have not already done so and complete the payment options form or pay online via QKR. QKR will be live in Week 11, 2024.

This Participation Agreement Form applies for the duration of a student's enrolment at the school, however parents who are participating in the scheme can choose to opt out from the SRS in future years by completing a new Participation Agreement Form. Any new Participation Agreement Form submitted annually and received by the school will supersede the previous form lodged.

Parents who do not wish to participate in the scheme should indicate NO on the Participation Agreement Form. These parents will however be expected to provide all necessary textbooks and resources for their student by contacting your student's teachers by week 2 term 1.

Before a student is invited to participate in extracurricular school activities, a parent is expected to

- pay the Student Resource Scheme participation fee of \$225;
- pay the Student Resource Scheme participation fee up to and including the term in which the school activity takes place; or
- make regular on-going payments towards the Student Resource Scheme annual participation fee, as previously arranged; or
- be exempt by the Principal from paying all or part of the Student Resource Scheme participation fee; or
- return the Participation Agreement form opting out of the SRS and supplied their student with all resources and subject requirements list supplied by the school.

PLEASE NOTE IF YOU DO NOT RETURN THE PARTICIPATION AGREEMENT FORM PROMPTLY, IMPORTANT LEARNING RESOURCES MAY BE WITHHELD FROM YOUR STUDENT.

Invoices for 2025 SRS Fees will be distributed to families in January 2025.

SCHOOL REPRESENTATIVE POLICY

Representing our school is a privilege earned by our students who embody our four core values – Respect, Responsibility, Resilience, and Relationships and the principles of our Positive Behaviour for Learning (PBL) program. Students demonstrate these principles through their commitment to their studies, attendance at school and their adherence to school policies and procedures. We believe that it is important to set high expectations of students in relation to academic effort, personal presentation, attendance and behaviour in order for us to uphold our high expectations and to ensure every student has the best chance of success.

To be eligible to represent our school, students are required to exceed our expectations in the categories of effort and behaviour levels, attendance, uniform adherence. The complete policy can be found in the [2025 Enrolment Policies & Essential Documents](#)

PAYMENT METHODS

BPOINT – PREFERRED METHOD OF PAYMENT

Payments can conveniently be made 7 days per week, 24 hours per day

BPOINT is now the preferred payment method for all student invoices at Queensland State Schools. All invoices that you receive will display a web link (hyperlink on emailed invoices) to the DOE BPOINT payment portal, a **CRN** Customer Reference Number and the invoice number for online payment. This information will allow you to pay via BPOINT using a credit or debit card. BPOINT will provide you with a receipt for the transaction.

Make a BPOINT Payment

Bill Code: 1002534 (Department Of Education T...

CRN:

Invoice Number:

Student Name:

Amount (AUD):

Select your payment option:

TAX INVOICE

INVOICE NUMBER: 00000
INVOICE DATE: 7-Nov-2014
INVOICE REF.: 0000
DEBTOR ID: 000000
ORDER NUMBER: 000000

David Bond
74 SUNSHINE AVENUE
MORNINGTON QLD 4304

Ryan Bond EQ ID: 000000000000

Item Description	Quantity	Item Price	Inv. Amount
Camp	1.00	260.00	260.00
NET TOTAL:			260.00

INVOICE TOTAL: 260.00

Full payment of Student Resource Scheme fees are required to participate in this program

ALL 4 fields MUST be filled in!

Online Card Payment

CRN: 0000000000

Invoice No: 00000

This invoice can be paid by card via BPOINT
<http://www.bpoint.com.au/payments/dete>

PAYMENT METHODS

Online Card Payment

CRN: 0000000000

Invoice No: 00000

This invoice can be paid by card via BPOINT
<http://www.bpoint.com.au/payments/dete>

Telephone & Internet Banking – BPAY®
Contact your bank or financial institution to make this payment from your cheque, savings, debit, credit card or transaction account. More info: www.bpay.com.au

- In Person at
- Cheque payable to
- Direct Debit – A Direct Debit Request form is available from the school office for processing by the school
- Centrepay Deduction – Payment by Centrepay deduction can be arranged through the schools office

Via EFTPOS, Cash or Money Order

CRN: Customer Reference Number

BPOINT BY PHONE - 1300 631 073

Payments can conveniently be made 7 days per week, 24 hours per day

Phone payment using credit/debit card via BPOINT 1300 631 073. Please quote CRN and Invoice number from invoice provided.

QKR APP – PREFERRED METHOD OF PAYMENT

Download the QKR App to Apple or Android device to make a payment for SRS 24/7.

PAYMENT BY INSTALMENTS

Student Resource Scheme - 3 Quarterly instalments – Term 1, 2 & 3 [option 2](#) and monthly instalments [option 3](#).

Please indicate this on the [Payment Instalment Options Form](#) and return with signed Student Resource Scheme Participation Agreement Form. BPOINT link will then be emailed to you.

CENTREPAY DEDUCTIONS

Indicate this preference option on the [Payment Instalment Options Form](#) for a personalised payment plan [option 4](#).

- The Finance Team will contact you to set up deductions with Department of Human Services
- Complete and sign a Centrepay Consent form forwarded by Finance Team
- Include deduction amounts and frequency
- Complete and sign Student Resource Scheme Agreement

INDIVIDUAL PERSONALISED PAYMENT PLANS

Indicate this preference [option 4](#) on the [Payment Instalment Options Form](#). The Finance Team will contact you to set up deductions.

If extreme financial hardship is experienced, please contact the Business Manager BM@springfieldcentralshs.eq.edu.au to make special arrangements prior to 2 February 2025. All discussions held in confidence.

OVER THE COUNTER PAYMENTS CLOSED

Please note over the counter payments are no longer available. If you have an extenuating circumstance where you cannot pay via one of the online services, please contact the financeteam@springfieldcentralshs.eq.edu.au to make a special arrangement.

GUIDE TO BPOINT PROCESS



BPOINT eDDR Process



BPOINT eDDR is a payment solution that enables parents/guardians to set up payment plans on invoices to pay them off through the school year (For example : SRS Fees)


- 1. School sends parent/guardian an email with the BPOINT eDDR Link**
- 2. Parent/Guardian clicks on the BPOINT eDDR Link and the registration page opens up with all relevant information pre-filled**
- 3. Customer registers their payment method (credit/debit card or bank account) and receives a confirmation email detailing the agreement**
- 4. Customer receives a reminder email the day before their payment is due to be charged**



QKR APP

- ✓ Payments can conveniently be made 7 days per week, 24 hours per day
- ✓ Payment for 2025 Student Resource Scheme
- ✓ Payment for One Off sales throughout the year via QKR App
- ✓ Payment for Canteen and Uniform Shop orders
- ✓ From time to time there will be opportunity to make a one-off payment for a service or item.
- ✓ Items such as laptop hire, top up printing credit and replacement ID cards & diary.

QKR Purchases 24/7: click link below to download Qkr app by Mastercard for [Apple](#) or [Android](#) and search for 'Springfield Central State High School'




For quicker, hassle-free school payments, try Qkr! today

Introducing Qkr! (pronounced 'quicker') by Mastercard, the secure and easy way to order and pay for school items from your phone at a time and place that suits you.

With Qkr you can:

- Pay for a variety of school items;
- See your receipts on the app and get them sent by email if required.



Getting started is easy - try it yourself today

BRING YOUR OWN DEVICE



At Springfield Central State High School, we believe that teaching and learning practices that intentionally integrate and embed technology can do more than just enhance learning – they have the power to transform learning.

Our goal is for students to use Windows Laptops, Mac Laptops or iPads as a tool to support key processes in learning and for teachers to use them as an environment to facilitate deeper engagement in learning and higher-ordering thinking.

The School's BYOD program supports Personally-Owned Devices in terms of access to:

- ✓ Support to connect devices to the school network.
- ✓ Printing
- ✓ Filtered Internet

Student Connection information will be sent to all students before the beginning of Term 1. All student accounts will become active on their 2nd day at SCSHS, until then they won't be able to connect to the school's network. Teachers will be required to reset account passwords before any attempt of connection is made.

As part of the School's BYOD Program, it does not support personally-owned Devices in regards to:

- ✓ Technical Hardware support
- ✓ Security, integrity, insurance and maintenance
- ✓ Private network accounts
- ✓ Data Recovery

TECH SUPPORT FOR BYOD DEVICES

The school offers an optional \$35.00 levy to provide some additional Technical Support. This levy is non-refundable.

For more information about this additional Support, please see our website [here](#)

For more information about BYOD including Software Requirements, Hardware Requirements [here](#) Device Enrolment process see our school website [here](#).

DEVICE HIRE

Families unable to provide a BYO device, SCSHS has a Device Hire Program that can be taken up. More information on our school website [here](#)

Contact: Relevant Head of Year (HOY) or IT team IT_dept@springfieldcentralshs.eq.edu.au



QPARENTS APP

The QParents web and mobile application provides a more convenient, easier way for parents and legal guardians of Queensland state school students to interact with their student's school. Parents will have secure, online access to their student's student information, anytime, anywhere, through a smartphone, tablet or computer.

QParents allows parents to connect instantly with their student's school to access and manage their student's student information, including:

- ✓ School permissions (excursions, incursions, 3rd Party etc)
- ✓ Consent Forms
- ✓ Attendance and absence details, as well as the ability to notify the school of an absence
- ✓ Behaviour information
- ✓ Academic report cards
- ✓ Class timetables
- ✓ Downloading exam timetables and assessment planners
- ✓ Viewing unpaid invoice details, payment history, and making payments online
- ✓ Viewing and updating personal student details, including medical conditions and address
- ✓ Enrolment details
- ✓ Upcoming events list showing school events, exam and assessment dates, and excursions.

QParents will assist both staff and parents in sharing and responding to information in an efficient and effective way.

We have emailed invitations to all parents to register for QParents. Please check your junk mailbox if you have not received this.

QParents does not replace the traditional ways you communicate with our school, but it will provide another way to communicate with us and obtain information.

More information about QParents at <https://qparents.qld.edu.au/#/about>

STYMIE

Springfield Central State High participates in STYMIE, an anonymous reporting service. Students can access the website to send a notification to the school. STYMIE is just another way that we encourage students to stand up for their peers by reporting anti-social behaviour.

Anonymous notifications can be made via <https://www.stymie.com.au/>



STATIONERY

The 2025 Book and Stationery Lists are now available on our [school website](#).

Books can be purchased from the school preferred supplier or any supplier of your choice.

We have partnered with The Study Store to help you with your booklist orders.



TO ENSURE FULL SUPPLY, ORDERS MUST BE PLACED BY

8 DECEMBER 2024

Avoid the stress...

Don't wait until January to organise your back to school needs as you may find items are out of stock.

Note: LATE ORDERS placed after 8/12/2024 will incur a 10% surcharge processing fee PER ORDER and supply will not be guaranteed in time for the new school year.

SCHOOL TRANSPORT AND BUS INFORMATION

School bus travel information is available on the following websites

<https://translink.com.au/travel-with-us/school-travel>

<https://www.busqld.com.au/school>

Contact bus operators listed below for more detailed information.

Westside Bus Company – 3288 1333 (Services the Springfield area)

Park Ridge Transit – 3802 1233 (Services the Greenbank area)

ACTIVE SCHOOL TRAVEL

Active travel once a week can make all the difference.

Ipswich City Council's Active School Travel program is all about:

- ✓ helping students be healthier, happier and more alert at school
- ✓ building stronger school communities
- ✓ increasing road safety awareness
- ✓ making streets around schools safer
- ✓ reducing traffic congestion.

These routes are suggested only.

AST map disclaimer available at ipswich.qld.gov.au/ast



UNIFORM SHOP

For information on Opening hours, [OUR NEW LOCATION](#) and contact information [visit our website](#).

New Payment Option: PayPal4 Now Available!

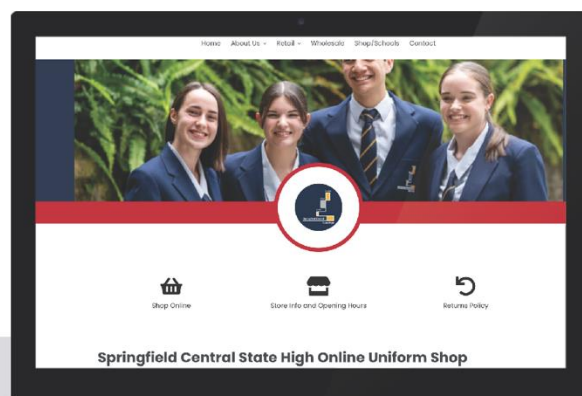
We are excited to announce that our uniform shop now offers PayPal4 as a convenient payment option. With PayPal4, you can purchase your uniforms and spread the cost over four easy instalments. This flexible payment solution makes it easier than ever to get the uniforms you need without the stress of paying the full amount upfront.



- Step 1** Click on Shop and enter your school password "springfield2024."
- Step 2** Scroll to browse all products or select "Shop by Category" on the left hand side.
- Step 3** Click on product picture to make a selection. Choose your size and quantity, then click "Add to Cart."
- Step 4** You can click to "Continue Shopping" or if you're finished your order, please enter your details and "Check Out."



Scan the QR to order online.
If you need any assistance
please let us know.



HOUSE POLO SHIRT

House shirts are **COMPULSORY** for all Year 7, 8 & 9 students and optional for all other year levels. House shirts are to be worn only on Wednesdays and other special school events as advertised to students i.e. house days, carnivals, special events.

***WE BELIEVE WEARING
HOUSE SHIRTS WILL HELP
ENHANCE CONNECTION
WITHIN OUR SCHOOL
COMMUNITY AND
PROMOTE A STRONG
SCHOOL CULTURE.***



Following enrolment interview and confirmation of enrolment you will be notified of your student's house. Students are placed in the same house as enrolled siblings where this has been indicated on the enrolment application.

The Uniform Shop has each student's house name and will be able to assist you with your purchase.

INSTRUMENTAL MUSIC PROGRAM



If your student is interested in Instrumental Music lessons as part of our Instrumental Music Program please complete [this online form](#).

For further information you can direct any enquiries to Brett Elphick – Head of Arts Department.

Email: belph2@eq.edu.au

SCHOOL PHOTOS

ALL STUDENT PHOTOS WILL BE TAKEN ON TUESDAY 13TH FEBRUARY 2025, TERM 1 WEEK 3.

Individual and ID card photographs will be taken. All students must be in compliance with the School Uniform Policy.

MSP Photography will be our supplier for the 2025 photographs. Orders are placed directly online by families with the photographers. *Any parent queries can be directed to MSP Photography on 07 3848 3946 or admin.seq@msp.com.au.*

Further details including order information will be sent home in Term 1 Week 1.