



2024/2025  
Parent Handbook  
Kruger State School



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# INTRODUCTION

## Acknowledgements

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We acknowledge the traditional owners and custodians of this land. We acknowledge the waterways, the land, the sky and all who inhabit this place. We acknowledge our Ancestors; we acknowledge our Elders who have gone before us and those who stand for us today. We acknowledge our past, and stand here for our future country.

## Principal's welcome

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We wish to extend our warm regards to you and your family and thank you for taking the time to discover more about our school.

Kruger State School opened in 1978. Since then, we have fostered and maintained a very proud reputation as a kind, respectful and honest community that values academic excellence, the arts and sport. Our school offers learning programs for approximately 760 students in Prep to Year 6.

Kruger State School is a multicultural community that strives to provide a safe and supportive environment for your child and family. We believe that cultural diversity is our key strength as it enriches our thinking about inclusive education and our understanding of our students and their needs.

Our school plays a significant role in the lives of children as they grow and develop. In partnership with parents, carers and other members of the community, our school provides students with a quality education that equips them with the knowledge, skills and attributes needed to be successful in the future. An education which enables students to participate in and contribute to a culturally, socially and economically vibrant society.

Kruger State School has consciously built strong traditions of:

- Learning excellence;
- Positive relationships;
- Strong partnerships with families and the community;
- Cultural and sporting activities;
- A strong professional learning community; and
- A supportive and safe environment based on co-operation and respect.

While we are proud of our distinguished and unique history, we remain focused on the future as we strive to prepare our children for 2025 and beyond in partnership with our families.

Further details on our school are available on our school website or contact our Enrolment Officer on (07) 3814 9333.

Kind regards

Maja Bogicevic  
Principal

# SCHOOL ADMINISTRATION

## School Contact Details

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Address:	170 Kruger Parade Bellbird Park Qld 4300	Website:	<a href="http://www.krugerss.eq.edu.au">www.krugerss.eq.edu.au</a>
Phone:	07 3814 9333	Facebook:	<a href="https://www.facebook.com/KrugerStateSchoolQld">https://www.facebook.com/KrugerStateSchoolQld</a>
Other useful email addresses:		Email:	<a href="mailto:admin@krugerss.eq.edu.au">admin@krugerss.eq.edu.au</a>
		Enrolment enquiries:	<a href="mailto:enrolments@krugerss.eq.edu.au">enrolments@krugerss.eq.edu.au</a>
		Student absences:	<a href="mailto:absences@krugerss.eq.edu.au">absences@krugerss.eq.edu.au</a>

## Executive Team

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Principal:	Maja Bogicevic	Deputy Principal (Prep to Yr 2):	Amber Canestrini
		Deputy Principal (Yr 3 to Yr 4):	Katie Robinson
		Deputy Principal (Yr 5 to Yr 6):	Peta Jackson

## School Office

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### Office Hours

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

If the Office is unattended a voicemail message service is available, please leave a message for later attention.

### Payment Window

The Payment Window is open daily from 8:00am - 10:30am and 2:00pm - 3:30pm.

Cash and EFTPOS payments are accepted.

The preferred payment method of invoices is via BPOINT. Instructions on how to pay via BPOINT are provided on invoices and statements issued by the school. Copies of invoices and statements are available upon request.

### Payment Plans & Centrepay

Parents experiencing difficulty making payments by due dates are encouraged to contact the office to arrange a suitable payment plan.

Centrepay is a free service available to Centrelink customers. Customers can authorise nominated amounts to be deducted from their Centrelink payments and paid directly to the school. Deductions can be started, changed or ceased at any time. Please see the Office for more information or to collect a form.

### Refund Guidelines Policy

Refunds are available upon written request, in accordance with the school's Refund Guidelines Policy. A copy of the policy is available on our website [www.krugerss.eq.edu.au](http://www.krugerss.eq.edu.au).

## Staff / Visitors / Volunteers Identification

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All school staff wear school identification badges as a safety precaution in order to enable parents to identify staff members. We also require all visitors to the school, including volunteer helpers, to sign in / out at the Office.

## Emergency Evacuations and Lock Downs

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The safety of our students and staff is of paramount importance. We follow a well-documented and detailed policy with regard to emergency evacuation and lockdown of our school buildings. If a siren sounds, adults should leave the school unless directed by a staff member.

"Fire Drills" and "Lockdowns" are practised each term. A register of these procedures is maintained for Workplace Health and Safety audits. Teachers and students have appointed areas and carefully monitored steps to follow when the alarms ring.

## School Watch

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Unauthorised persons entering school grounds out of hours are trespassing.

A School Watch Program operates and suspicious activity can be reported by telephoning **13 17 88**.

# SCHOOL OPERATIONS

## School Hours

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<b>8:20 am</b>	First Bell
<b>8:25 am</b>	Second Bell - First Session Commences
<b>10:30 am</b>	Play Time
<b>11:00 am</b>	Eating time with year level
<b>11:15 am</b>	Second Session Commences
<b>12:45 pm</b>	Play Time
<b>1:15 pm</b>	Eating / Curriculum time in classroom
<b>1:25 pm</b>	Last Session Commences
<b>2:30 pm</b>	End of School Day

## Student Absence Process

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Please provide your name, student's name, class, reason for absence and expected duration of leave by:

- Calling the Student Absence Line on **07 3814 9360**; or
- Sending an email to [absences@krugerss.eq.edu.au](mailto:absences@krugerss.eq.edu.au) ; or
- Writing a note to the class teacher.

If your child is absent and we have not been advised, an SMS will be sent to your mobile. Please reply to the SMS explaining the reason.

## Late Arrivals

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Any students who arrive at school after 8:30am are considered late and will need to report to the Office to receive a late slip before going to their class.

## Before School Routines

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The school day officially commences at 8:25am when the second bell rings.

If your child arrives before 8:00am, they are expected to be seated in the Tuckshop area.

Children who enter the school grounds before first bell are NOT under direct supervision.

From 8:00am, students in Prep to Year 2 are directed to the Hall, Year 3 to the lower-covered area, Year 4 to the middle-covered area and Year 5 and Year 6 to the Tuckshop area.

Children are not permitted to leave the school grounds once they have arrived in the morning or at break times unless special circumstances exist, and then only with the permission of the Principal.

## End of Day Routines

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School finishes at 2:30pm.

All children should leave the grounds by 2:45pm unless they are enrolled at Camp Australia that afternoon.

## Collection of Students During School Time

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If students are required to leave school during the day (i.e. for an appointment) a parent / carer must sign the student out at the Office.

If you know in advance that you need to collect your child early, please notify the Office in advance so your student can be located and waiting for you at the required time.

This is especially important if you plan to collect your student during play time or parade.

## Visiting School During the Day

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Visiting students or classrooms during the day is not permitted.

If you require any messages or items to be given to your child, please contact the Office.

## Lost Property

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Please clearly label your child's belongings. Any lost property that is handed in or found on school grounds will be held at the Office. At the end of each term unclaimed items are given to a charitable organisation.

## School Parade

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School Parade is held each Friday at 1.30pm. It is planned and run by the student leaders. All parents and families are invited to attend the parade to help celebrate student and school success.

## Classroom Composition

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Children are allocated to year levels based on their date of birth, and/or on previous educational experience in Queensland or in other educational systems.

# SCHOOL COMMUNICATION

## Communication - Website & Social Media

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### School Website

Our school website offers a great range of information, including: parent letters, contact details, forms, current news, photos and much more.

### Facebook



Kruger State School uses Facebook to keep in touch with the community by providing weekly events, updates, reminders and information. To follow the Kruger State School Facebook, you are able to search for the school using Facebook's search option, or by clicking the link [here](#).

### Email Accounts



Email is the preferred method of communication between home and school. It is important that current email addresses are kept updated with the school.

Important information from your child's teacher, communication from members of the Admin Team and general school notices and newsletters are emailed home to parents. Additionally, school report cards are emailed home twice a year.

If for any reason your email address changes throughout the year, please advise the school immediately.

## Parent / Teacher Interviews & Contact with Class Teachers

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Parent / teacher interviews are offered twice a year to enable parents / carers to have formal talks about your child's learning and development. Please feel free to make arrangements to speak with teachers outside of these times.

We encourage parents / carers to have regular contact with the class teacher. Please either phone the Office or email the class teacher to arrange an appointment.



# STUDENT ENROLMENTS

## Enrolling for Prep

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You're welcome to collect an enrolment pack for Prep from our office.

### The Journey of the Prep Child

To be a Prep student, your child must be five years old before June 30 in the year of enrolment. The Preparatory Year gives your child the very best start to school by setting them on the path to lifelong learning and helping them make a smooth transition to Year 1. Over the coming school year, your child will grow and develop in many ways. The change that we will see in your child from January to December is tremendous. Children of this age actively build on their knowledge. Typically, their memory and powers of observation increase, as does their capacity to learn. They will explore, investigate, problem solve and predict. They will make many friends and learn to be tolerant and to get along. They will try many new things and we will encourage them to take risks with their learning. They will learn to be confident, resilient, persistent and organised. Together we will set learning goals and celebrate achievements.

### Expectations when Starting Prep

We all want the transition to Prep to be successful. Following are some suggestions for you to assist in this important process.

Is your child:

- well rested, nourished and well prepared?
- able to toilet him / herself?

You can prepare your child for the Preparatory year by:

- talking positively about school and discussing your new routines;
- encouraging your child to be independent;
- teaching reliability and responsibility by allocating them regular household tasks such as setting the table, wiping up, folding clothes, putting their own clothes away;
- assisting them to practise eating their lunch from their lunchbox – opening packets, unwrapping food, putting straws into poppers and knowing what food to eat at each break;
- assisting them to practise getting into your car with their bag and belting into their car seat, independently.

### Attendance at School

Prep attendance is full time five days a week. It is expected that children will attend Prep every day in order to provide continuity in academic and social experiences. Prep teachers are required to teach and assess the Prep curriculum and if children do not attend every day, they miss explicit teaching of skills and assessment tasks that monitor children's progress.

All student absences must be reported before the school day starts to the school office.

Please call the 24/7 student absence line - 3814 9333.

As the school day begins at 8:20am, it is important that Prep students attend promptly at that time to take full advantage of the learning activities provided. From 8:30am, teachers must turn their attention to the students and their learning and will not be available to talk with parents (emergencies prevailing). Should you wish to speak at length with teachers, they will be very happy to arrange a mutually convenient time outside of teaching time.

## Enrolment Management

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Kruger State School is an enrolment managed school. This means that our students must live within our catchment area in order to have automatic enrolment into our school. You can view the catchment area map on our website.

If you reside in our catchment area, your enrolment into Kruger State School is automatic. When submitting enrolment forms, please come prepared with the correct documentation to help us complete the process more efficiently.

## Proof of Residency – In Catchment Enrolment

Our Enrolment Officers will complete detailed checks of the documentation of student's principal place of residence by asking for:

- Proof of residency – rates notice, current signed lease agreement or unconditional sale agreement
- Current utility bill (gas, electricity, phone, bank statement)
- Student Australian Birth certificate or Student Current overseas Passport & Visa
- Relevant Report cards / NAPLAN from previous school

If any of these documents are not provided, then a properly sworn Statutory Declaration from the enrolling parent or legal guardian will be required.

## Out of catchment enrolments

Out of catchment students applying for enrolment at this school are placed on a waiting list and their applications will be carefully assessed when a place becomes available. Please note that enrolment applications only remain on the waiting list for the current year.

# STUDENT UNIFORMS

## School Uniforms

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Kruger State School has a uniform school, endorsed by the Parents and Citizens Association. The school colours are green, gold and purple. It is an expectation that students will wear the school uniform with suitable footwear and a hat. When children leave the school on excursions, they are expected to wear the uniform. When students leave the school for sport, all children are expected to wear the uniform chosen for that sport.

### Girls:

- Shorts/Skorts      Bottle green
- Polo Shirt        School purple and bottle green shirt or bottle green shirt
- School Hat        Bottle green bucket hat or wide brim bottle green hat

### Boys:

- Shorts              Bottle green, stubbie or basketball style
- Polo Shirt        School purple and bottle green shirt or bottle green shirt
- School Hat        Bottle green bucket hat or wide brim bottle green hat

### Where to buy:

Polo shirts, shorts, hats and skirts can be purchased through the Tuckshop. Payment can be made the QKR app, by cash or cheque only. No exchange or refund after 14 days. Order forms are available from the Tuckshop/Office.

Shorts and skirts can be purchased at Lowes (Redbank Plaza), K-Mart, Big W, Target and Best and Less.

### Jewellery

The wearing of jewellery, other than a watch and/or stud or sleeper earrings, is not part of the school uniform, due to problems such as loss, damage or injury during play. Medical alert jewellery, such as a bracelet, can be worn by those students identified as having a serious medical condition. For safety reasons, no jewellery can be worn during sport. Students will be asked to remove any inappropriate jewellery.

With parental notification, jewellery with cultural or religious significance may be worn inside the school polo shirt.

### Makeup & Nail Polish

Makeup and coloured nail polish are not considered to be part of the Kruger State School uniform. Students will be asked to remove it.

## Sporting Team Uniforms

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The school has sets of football and soccer jerseys for the teams involved in inter-school sports.

## Year 6 Shirts

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Each Year 6 student has the opportunity to purchase a polo shirt with a list of students (first name only) and teachers printed on back. An order form will go home early Term 1. Purchase of shirt is not compulsory and you will be notified of costs early in the new school year.

## STUDENT HEALTH & SAFETY

### Student Health Management

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To assist with sickness and accident cases, it is essential that parent contact details are up to date for prompt response to your child's needs. Please advise the Office of any changes to contact information for all emergency contacts.

#### **First Aid**

First aid is given by a trained staff member on first aid duty, as an immediate temporary measure in case of an accident. After the emergency needs have been met, responsibility rests with the parent, doctor or ambulance officer. The school's obligation extends to placing the injured person in the care of those responsible.

#### **Illness**

If a child becomes ill at school, he or she is confined to the sick room for observation. The child will either return to the classroom after a short period of rest, or the parents are contacted so that the child may be collected and taken home.

#### **Medical Conditions**

If your child suffers from any medical condition which requires special treatment e.g. allergies etc. please inform the school of the nature of the condition and emergency treatment. Parents must provide a copy of the child's health management plan completed by your doctor or specialist. For excursions, camps, swimming and school sports current medical information will be requested on the consent form.

#### **Administering Medications at School**

The school must keep a record of any form of prescribed medication that is administered to students at school, or while students are involved in a school approved activity. In respect of this, the following points are made:

- A parent/guardian must complete and sign a medical authority form for all medications that are to be administered by schools. This form is available at the office.
- Medication will be administered where clear instructions are written on the medication container. These instructions must be written by the pharmacist at the medical practitioner's direction.
- Non-prescribed oral medication such as analgesics - aspirin, Panadol, ear drops etc. cannot be administered by school staff unless the parental request to the Principal is accompanied by a written prescription from a medical practitioner and pharmacist label on the medication.

#### **Asthma**

Prescribed asthma medication must be kept in the Office. As per medical guidelines, a spacer is also required to be used with the puffer to administer the medication. Current Asthma Action Plans must be provided to the school. It is a parent's responsibility to ensure that the medication is within its usable date.

#### **Anaphylaxis**

If your child suffers from any allergic reactions, it is vital that you provide a copy of the health management plan to the school office. If the child requires an EpiPen, please ensure that the school is advised and one is provided to the Office. It is a parent's responsibility to ensure that the EpiPen is within its usable date.

#### **Ambulance**

Parents will be notified immediately if an ambulance is called. For this reason, it is essential that the school have correct contact details and emergency contacts in case of parents being unable to be contacted.

## Dental Services

The Health Department operates the school dental van in our grounds at various intervals during the school year. Free service is provided to our students. Parent approval is necessary for treatment and this is requested through the class during the scheduled visits of the van. Staff at the Dental Van can be contacted by calling 1300 763 246.

## Head Lice

Outbreaks occur from time to time in our school as they do in every school. You will be advised if we become aware of a head lice problem in a class or in a number of classes throughout the school. Guidelines for treatment are available from the Office. Control of this problem relies on all parents checking their children's scalps weekly and treating the problem promptly if head lice (live) and/or nits (eggs) are present.

## Infectious Diseases

The National Health and Medical Research Council has determined the periods of exclusion in relation to infectious diseases. It recommends that we observe its instructions and follow its advice on – Chicken Pox, Measles, Rubella, School Sores, Ringworms, Mumps, Scabies, Head Lice, Whooping Cough, Scarlet Fever, Hepatitis and Encephalitis.

Your doctor will also advise you in these matters. You may like to contact 13 HEALTH to seek non-life-threatening medical advice or visit [www.health.qld.gov.au](http://www.health.qld.gov.au) .

## Student Safety

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### Hats & Shoes

Children must wear a hat if they wish to play at breaks or take part in outdoor activities. Children without hats or appropriate shoes will be required to remain a covered area during the breaks.

- No school hat – no play
- No shoes – no play

### Safety Guidelines

We are very strict in regard to safety. We want the children to enjoy school and to be safe.

To help keep children safe, here are some of the school expectations:

- Before school all unaccompanied children must be seated in the top undercover area (Tuckshop).
- Children are to stay seated from 11:00am – 11:15am to eat their lunch.
- All toys are to remain at home.
- Children are not allowed in classrooms without teacher supervision.
- Children use the supervised crossing when coming to or leaving school.
- All students must hop off scooters and bikes once they have entered the school.

### Bicycles and Scooters

Bicycle racks are provided. Children who ride bicycles or scooters to school are expected to place and lock them correctly in these racks.

Under no circumstances are bicycles or scooters to be ridden in the school grounds, unless specifically under the direction of a teacher and for a particular purpose. As a safety precaution, children are encouraged to walk their bicycles or scooters along the footpath on Kruger Parade and across the crossing if they use this as an entry and exit. It is recommended children lock their bicycles or scooters to the bicycle racks. This action will minimise the danger of theft.

Children are to keep out of the bicycle area unless placing or removing their own bicycles / scooters. Bicycles / scooters are to be wheeled into the grounds through the side gate in Lehar Street. It is expected that children will wear helmets in accordance with the law and to this end the School Policy is:

**"Helmets protect heads, if you have a bike or scooter at school, have a helmet."**

### Pedestrian Crossing

A pedestrian crossing is provided outside the main entrance to the school in Kruger Parade. In the interests of safety, it is recommended that all children who need to cross Kruger Parade do so at this supervised point. The crossing is manned by supervisors for approximately 30 minutes before and after school.

# STUDENT BEHAVIOUR MANAGEMENT

## School Behaviour Management Services

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### Positive Behaviour for Learning

Positive Behaviour for Learning (PBL) is a way of working, supporting and teaching students how to behave appropriately in our school setting. The key to PBL is focusing on what is being done well by the student/s, and providing positive feedback to the student/s about these safe, respectful and best effort behaviours. PBL also corrects inappropriate behaviours and explicitly teaches students how they need to behave in order to be successful and achieve highly in the school environment.

### Kruger State School Expectations

We are Learners, We are Respectful, We are Safe and We are Honest.

It is expected that children who are proud of their school, their family and themselves will, at all times, display consideration for others in school, in the playground and on the way to and from school. They will show respectful behaviour towards school staff, parent helpers and visitors. Students are expected to do their best at all times whether in the classroom, playground, sporting activities or on excursion.

### Awards

Kruger State School encourages and supports students' positive behaviours by acknowledging their efforts, including (but not exclusive to):

- Class rewards on parade
- Principal – 'Pride of Kruger' Awards

The ***Principal's Pride of Kruger Award*** is given to a limited number of students in each year level at the Whole School Parade. The recipients are invited to an exclusive morning tea hosted by the Principal each term. Pride of Kruger awards are given to students who demonstrate our school expectations.

Behaviour support is consistent and firm, though fair and just. Children are encouraged to become self-motivated, to develop responsibility for their own behaviour and to be cooperative. They are also introduced to the need for responsible leadership as an integral part of their overall development.

### Student Code of Conduct

A student code of conduct guides our approach to providing a safe learning environment.

The Student Code of Conduct –informs how student behaviour is managed at Kruger State School. Please see a copy of this document on the website or from the Office.

The safety of our students is imperative in the school. We have a management plan for the playground and classroom that provides a supportive environment for our students.

### Playground Behaviour

Students receive a "Purple Card" for any minor or major behaviours. These purple cards include details of the unacceptable behaviours and are referred to classroom teachers and/or Deputy Principal of the relevant sector. Students would receive a purple card for engaging in physical violence, unsafe or bullying behaviours. Appropriate follow up action depends on the seriousness of the actions as judged by the school.

### Classroom Behaviour

Students are supported to uphold the Kruger Expectations and failure to do so may result in time in Peace Place or Buddy Peace Place. For major misbehaviours, students are referred to the Deputy Principal. Parents will be contacted when necessary.

### Inappropriate use of ICTs

All internet traffic (including websites and emails) is monitored through the Department of Education. Parents and students sign an internet usage agreement upon enrolment. Student downloads / internet surfing are to be for curriculum purposes only. Social media sites are not acceptable school use. Students who use the ICT system with inappropriate language or to harass another student will face serious consequences at the school such as suspension.

# TRANSPORT

## Buses

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Bus transport provided by Westside Bus Service (Phone: 3288 1333), is available from Goodna, Collingwood Park and Redbank Plains areas.

Staff are rostered to supervise children waiting to board their respective buses but, once on the bus, the parents are responsible for their children's behaviour.

In the event of unsafe behaviour parents will be contacted by the bus company. There is a current transport "Code of Conduct" that is well advertised to our students. Breaches of this code may result in a student being excluded from bus travel by the company.

Any bus concerns must be addressed to the Bus Company.

## Drop Off and Pick Up

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The Drop Off Zone has two very clear areas for parent use. The drop zone is a no parking area, parents are to stop, drop and drive through the area keeping traffic flowing. There are limited short term park zones in the area also. For the safety of children and parents, please use these areas correctly.

**No section of our school grounds is to be used by parents for parking or for 'picking up' or 'dropping off' children unless prior arrangements are made with the Principal, e.g. in the case of a child with a disability.**

Parents are encouraged to use the "Drop and Drive" area near the hall or the Lehar Street entrance.

Please note that extended parking is not allowed in this area for everyone's safety.

# OTHER SERVICES

## Outside School Hours Care Facility

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This service operates onsite within our School Hall, meaning that students can be collected at the end of the school day and taken care of while parents are still at work.

All enquiries should be directed to 1300 105 343.

Information and bookings can be made online at:

<https://www.campastralia.com.au/Schools/KrugerStateSchool/4300/ECDB>

## School Related Associations / Tuckshop

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The Kruger State School Parents and Citizens' Association (P&C) welcomes you and your student to our school community. We are very proud of our school, the dedication of our teachers and of the achievements of our students.

The P&C has a role in a variety of school activities from policy development to financial planning as well as tuckshops and school functions. We operate the Tuckshop and Uniform Shop at the school.

The Tuckshop provides services to students, staff and the community including:

- Healthy meals and snacks; and
- Opportunities for parents and friends to volunteer their time.

The Uniform Shop supplies a full range of uniforms.

All profits from these business enterprises, combined with various grant monies and other fundraising, are directed to improving the teaching, learning resources and physical environment of our school.

The P&C meets twice per term. We welcome all interested parents and community members to our meetings.

Any help and involvement you are able to give to assist the P&C, to make this great school even better, will be greatly appreciated.

## Tuckshop – Smart Choice Menu

Our Tuckshop is currently a cashless system therefore Tuckshop can only be ordered through the QKR app. You can order and pay via the app. Children cannot bring cash / coins to school.



### **Step 1. Download Qkr!**

On your Android phone or iPhone.  
iPad users must download iPhone app.

### **Step 2. Register**

Select your Country of Residence as 'Australia' and follow the steps to register.

### **Step 3. Find our school**

Our school will appear in 'Nearby Locations' if you're within 10km's of our school, or search for our school by name.

### **Step 4. Register your child**

When first accessing our school you will be prompted to add a student profile for your child/children. This allows you to make orders and payments for them.