

GLADSTONE PRIMARY SCHOOL

Information Pack



“Learning for Life”

**2 West Terrace
GLADSTONE SA 5473
Phone: 86 622235
Mobile: 0407411587**

Principal: Liz Hughes

ASSEMBLIES

Assemblies are held twice a term. All parents and caregivers are welcome to attend. Classes take turns to host assemblies, which include sharing of learning, presentation of awards, birthdays, etc.

ATTENDANCE

Once at school, children are not permitted to leave the school yard at any time without parental and teacher consent. If students leave during the day, the adult collecting them needs to sign them out through the front office.

All absences from school require written or verbal notification, from parents to teachers. A note in the home communication book/diary, on paper is preferable or phone call/text message. A reason should be given for the absence and should be dated. If parents do not send notes regarding absences the teacher may send home a slip to be returned by parents.

If an absence is expected to be longer than 2 days, please notify the school, either by phone or letter. If your child / children are late they are to enter the school through the front office to be signed in.

Parents need to complete an Exemption for days absent longer than a week. Forms available from the front office.

BEHAVIOUR

Children are expected to follow adult instructions and to treat everyone with respect.

BOOK CLUB

The school offers students the opportunity to order reasonably priced books from the Scholastic Book Club; Lucky for 6-8 year olds, Arrow for 8-11 year olds and Star for 11+. The order sheets are sent out approximately twice a term and need to be returned by the due date, with the money.

BUS TRAVEL

DECD provide school buses for each of the following routes: Gladstone to Georgetown and Caltowie, Gulnare and Yacka, and Gladstone to Laura and Appila.

Students who live more than 5km from the school are eligible to travel on a DECD bus free of charge. If there is no bus run available, parents can claim a travel allowance for transporting their child / children to and from school. Forms are available from the front office.

To enrol students on the bus an "Application for school aged children to travel on a DECD school bus" and "Code of Conduct" form must be completed. All bus issues are handled by the Assistant Principal of Gladstone High School (86622171).

BUSHFIRE PROCEDURES

If there is a bushfire in the district, the following will apply:

1. No child will be permitted to leave the school unless collected by a parent or authorised substitute, with clearance by the authorised fire/police officer.
2. No buses will be sent into the bushfire affected areas without clearance from the CFS or police.
3. The stone building at the school will be used as a safe refuge in the event of a bushfire threatening the town.

CAMPS

Teachers organise camps which fit within the curriculum guidelines. Parents choose whether to send their children or not. Sufficient warning is given about camps to allow parents the chance to organise and follow through a payment plan.

CHRISTIAN SEMINARS

Parents indicate at the beginning of the year if they want their child to participate. Seminars occur once a term.

COMMUNICATION

Communication between home and school is very important and we encourage parents to make teachers aware of any changes in family situations or upsets that a child may be experiencing as soon as possible. You will be informed if we notice any changes in your child's behaviour or attitude, as well as his/her progress. Every child has a home communication book/diary which keeps you informed of class happenings. You may also use this to communicate with your child's teacher eg. notification of absences, appointments which require children to be absent for part of the day, etc.

The Newsletter reports on many aspects of school life, and is sent home weekly on Wednesday with the eldest child in your family. Urgent individual, class or whole school matters will be dealt with using a separate note.

Meetings with class teachers, as well as reports, will be arranged at various times throughout the year, however, we know that there are other times when, in the best interests of children, parents and teachers should meet. We encourage parents to initiate meetings when there are concerns about your child's progress or wellbeing, but strongly suggest that arrangements are made beforehand to ensure that classes are not disrupted. The Principal may be involved if/when the parent or teacher believes it to be necessary.

CURRICULUM

The school currently offers all curriculum areas from the Australian Curriculum.

EVACUATION & INVACUATION PROCEDURES

The Evacuation procedures will be practiced throughout the year to ensure that students know what to do in an emergency. A drill will take the following form:

1. A recorded message tells everyone to leave the buildings and then continuous siren indicates evacuation.
2. Children and teachers will leave the building as outlined in the evacuation procedures (in each classroom or area), and move to the centre of the oval
3. Teachers will collect their roll sheets [or front office staff will bring with them], leave the room last and follow the class to the assembly area
4. Teachers will then call the roll and children will indicate their presence
5. Drills will be held regularly throughout the year.

DENTAL CARE

A dental service is available through the Port Pirie West School Dental Clinic, 214 The Terrace, Port Pirie. Clinic is open Monday to Friday 8.30am – 4.30pm. Appointments can be made by ringing 08 86321926.

EXCURSIONS

Excursions will take place from time to time during the school year. A local excursion consent form will be sent out at the beginning of a school year, or on enrolment, this allows teachers to take students on short visits within the town limits during the year.

Excursions involving travel outside of Gladstone will require separate consent forms - no child will participate in an excursion if a signed consent form has not been received by the school.

Attendance of excursions is also dependent upon student's behaviour at school and will be at the discretion of the Principal.

GOVERNING COUNCIL

Council comprises 13 members including: a staff member, the principal and 10 parent reps. The Annual General Meeting is held in February each year.

HEALTH

The School General Information EDSAS form which records your child's allergies, medication allowed, appropriate treatment and emergency contact numbers must be given to the Front Office on enrolment of each child. We ask that you contact the school should any information or condition change so that your child's records are as accurate as possible at all times.

In general, if your child is unwell or has an infection, you or your emergency contact will be contacted to make arrangements for your child.

In case of injury, accident or illnesses at school, the following action will be taken by an authorised member of the staff.

1. Administer any first aid deemed necessary. If follow up is needed, inform the parents in writing or verbally.
2. Contact parent or emergency contact person to collect child or negotiate appropriate action.
3. If no contact can be made, arrange for appropriate medical treatment, after checking child's General Information form.
4. Complete an Accident Report form as soon as possible after the accident.

If your child is required to take medication during school time the medication must be named, dosage clearly indicated, medication authority form completed and be handed to the front office.

Asthmatics should keep their own 'puffer' with them at all times.

A spare should be kept, named and labelled in the office.

HEADLICE

Parents need to inform the school via the school diary of the treatment performed. A useful prevention method is written below when mixed in a spray bottle and sprayed on the hair daily. We encourage girls to wear their hair tied back to lessen the chance of nit transferral.

Mix together in spray bottle: 10ml tea tree oil, 10ml eucalyptus oil, 10ml lavender oil and fill with water.

INCLEMENT WEATHER

1. During extremely WET weather children will be supervised indoors. Children may be given the choice in lighter rain events about where they want to be but are expected to follow adult's directions.
2. Children must wear the hat provided by the school all year round when playing outside.

INFECTIOUS DISEASES / ILLNESSES

Department regulations will be strictly adhered to. The most common illnesses for which there are statutory periods of minimum absence are:

ILLNESS	MINIMUM ABSENCE
Chicken Pox / Measles	Five days from the appearance of spots.
Infectious Hepatitis	Excluded until medical certificate of recovery is produced
Measles	Seven days from the appearance of rash
Mumps	Ten days from the onset of symptoms
Rubella (German Measles)	Five days from the appearance of rash
Impetigo (School Sores)	Excluded until effective medical treatment has been carried out
Ringworms	Excluded until effective medical treatment has been carried out
Head Lice	Excluded until effective treatment has been carried out
Scabies	Excluded until effective treatment has been carried out
Conjunctivitis	Excluded during the acute stage of the infection

INSTRUMENTAL MUSIC PROGRAM

Year 5, 6 & 7 children are provided with the opportunity to learn an instrument during school time. A variety of brass and woodwind instruments are provided by Gladstone Primary School. Lessons are delivered by Instrumental Music teachers who visit on a weekly basis.

LIBRARY

Children may borrow library books from the school library to take home for three weeks. Library books are best taken home in a library bag, plastic or plastic lined bag to lessen the risk of accidental damage. We ask your assistance in ensuring that books are returned.

Children may also borrow from the Flinders Mobile Library once per fortnight, on a Wednesday. The conditions of borrowing are generally the same as for the school library and children need to have a form signed by parents before they receive a borrowing card. These are available from the office.

MATERIALS AND SERVICES FEES

School and Kindy fees are set by the Governing Council each year. This fee covers such things as stationery, resources, travel costs, etc.

Schools have been advised by the Commissioner of Taxation that stationery, text books and materials issued to students remain the property of the school, as they have been purchased sales tax exempt. Invoices will be issued to all families at the beginning of

each year and parents will be offered the opportunity to pay fees in full or in instalments. This can be negotiated with the Principal.

PARENT PARTICIPATION

We enjoy having parents involved in the school and extend an invitation to parents to become involved in whatever way suits you. We value the contribution of parents as educators and believe that children's education is enhanced if teachers and parents work together. We believe that your involvement can ensure your child's success in learning. There are many ways in which you may like to become involved, including: attending assemblies, sporting events, school activities, parent/teacher meetings, concerts, working bees, Governing Council, fundraising or grounds committee.

PAYMENT OF MONEY

Please use an envelope with the child's name, the amount enclosed and the reason for payment. Receipts will then be issued as required. You may pay directly into the school bank account or to the front office staff. Payment for specific events/items may be made in instalments or outside the generally expected date by negotiation with the Principal. If making direct debits into the school account please put your surname so that payments can be tracked.

SCHOOL CARD SCHEME

The Government School Card scheme provides assistance to families who are eligible, towards the cost of their child's school fees. Applications are online and information can be sought from the office

REPORTING STUDENT PROGRESS

The formal reporting program for the year is:

First Impression reports	end Term 1	
Parent / Teacher interviews	Term 2	
Mid Year report	Term 2	Week 10
End of year report	Term 4	Week 9

Parents or teachers can request meetings at any time during the year to discuss issues which affect progress. Parents of year 3, 5 and 7 students are encouraged to discuss the results of their child's NAPLAN test following the receipt of the report in Term 3.

SCHOOL LUNCHES

Lunches can be purchased through the Gladstone High School canteen on Mondays, Wednesdays and Fridays. Lunch order bags and price lists are available from the office. Orders should be placed in class boxes before the first siren of the day or through the Qkr app.

SCHOOL PHOTOGRAPHS

School photographs are usually taken in Term 1 of each year. Envelopes for ordering and payment will be sent out prior to the day.

SCHOOL TIMES

8.30 – 8.50 am	Supervision commences. Children may enter the yard
8.50 – 10.00	Learning time
10.00 - 10.30 am	Fitness and healthy snack time
10.30 - 11.30 am	Learning time
11.30 - 12.10 pm	Supervised eating then unstructured play
12.10 – 1.40pm	Learning time
1.40 – 2.00pm	Unstructured play
2.00 – 3.10pm	Learning time
3.10 pm	Dismissal. School buses leave between 3.10 and 3.20 pm

End of Term dismissal 2.10 pm. Buses leave at approximately 2.15 pm.

Children should not arrive before 8.30 am as supervision is not provided before this time.

SCHOOL ROAD SAFETY

The movement of cars and people at the front of the school, particularly at the end of the school day is an identified danger area.

It would be appreciated if people follow these procedures:

Arriving and Leaving School

1. On Foot: Children who walk to school must come up and go down on the St Joseph's side of West Terrace and walk through Gladpac Park. **Children are not to cross the road in front of the school.**

2. By Bike: Children who ride a bike to school must walk their bikes from St Joseph's fence, through Gladpac Park, to the bike shed. **Bikes are not to ridden in the school yard or in Gladpac Park.**

3. In cars: By far the greatest danger is with the movement of cars and buses before and after school, therefore, adults are asked **not to double park in front of the school**, as this would prevent the school buses from turning in the bus zone.

When leaving your parked area, please **reverse** so that you are able to drive up West Terrace and around in front of the bus shelter as the buses do. **Before reversing, please check for traffic.**

SCHOOL UNIFORM

Gladstone Primary has a colour code uniform and students are strongly encouraged to wear school colours. New enrolments are provided with a polo shirt. Navy shorts or long pants are encouraged. Hats will be provided for each child on enrolment.

The school has polo shirts and windcheaters available for purchase. Please see office staff to organise purchasing. Thongs, slip on shoes and shoes with high heels are not acceptable footwear as they are unsafe for children at play and are easily broken. Suitable footwear must be worn (sneakers, boots, sandals).

SCHOOL HATS

The school has a **NO HAT, NO PLAY** policy which is active all year round. Each child will be supplied with a bucket style navy blue hat on enrolment. These hats will remain at school as they are the property of the school. If a hat is lost or damaged - a replacement will need to be purchased at the parent's expense.

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Caps are not to be worn under broad brimmed hats, so we request that parents discourage their child /children from bringing them to school.

SPORTS

Students from years 5 -7 are able to try out for selection in the North Eastern SAPSASA teams for: Athletics, Cricket, Football, Netball, Hockey, Soccer, Swimming, Cross Country, Golf, Tennis and Softball. School Sports Day may be held each year with children being split into two teams – Clover Hill and Mundy.

Year 6/7 students are invited to participate in the Gladstone High School Athletics and Swimming carnival in Term 1.

Term Time Water Safety lessons are held at the Gladstone Swimming Pool early in Term 1. Swimming instructors provide an extensive water safety program, which incorporates safety in and around water. Children will need bathers, a T-shirt or rash vest, sunscreen and a towel. They will walk to and from the pool for their lessons and there will be no cost.

A child must have a note excusing him/her on health grounds if he/she is unable to participate in any physical activity lessons (fitness or PE).

STUDENT FREE DAYS

Governing Council approves days when the school will be closed for teachers to attend professional development.

TRANSITION - PRIMARY TO SECONDARY SCHOOL

The following is written with the understanding that the Transition program relates to that between Gladstone Primary and Gladstone High School and involves year 7 students.

The year 7 Teacher will:

- be involved in discussions related to curriculum and an appropriate, effective transition program with year 8 teachers from Gladstone High School, as well as year 7 teachers from other feeder schools.
- inform parents of all activities that students undertake, and Information/Participation sessions which the High school provide.

Please contact the year 7 Teacher or the Principal of Gladstone Primary School if you have any questions.

USE OF THE SCHOOL GROUNDS

The use of the school grounds by sporting bodies or other organisations require the permission of the Principal. The school yard equipment and oval may be used by children after hours. However, they will be regarded as trespassers if they are in or near classrooms. The Principal reserves the right to ban any individual from the school property after hours. Supervision is not provided out of school hours and DECS will not accept any liability for any injuries or damage that occurs.