



Gladstone Primary School

FAMILY INFORMATION HANDBOOK 2023



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About our school

The Gladstone Primary School Mission Statement is:

‘At Gladstone Primary School we work together to develop happy, confident, motivated, and independent learners in a supportive environment. The school community promotes active, responsible participation enabling all to reach their personal best.’

Our **school values** are respect - kindness, honesty, and bravery - which are a focus at Gladstone Primary School; they form the basis of the school’s behaviour, interaction, and guidance code.

We are proud of our school and the inclusive education it provides from kindergarten to year 6.

Literacy – we have a whole school approach and consistency is key to developing powerful learners of literacy. A growth mindset is fostered by using appropriate vocabulary, taking risks and persistence. Children challenge themselves, explain their thinking, reflect on their learning, and apply their skills in a variety of contexts.

Numeracy – we have a whole school approach which fosters a positive mathematical disposition where children explore their ideas and confront misconceptions. Children explore the connection between mathematics and other curriculum areas, different contexts and through intentional play.

The school amalgamated with Georgetown Primary and Gladstone Kindergarten in 2017. A new building for the Early Years and play-space for the Kindergarten were completed in 2019.

Please make a time for a tour of our school and see the learning in action.

Kind regards,

Jodie Zwar

Assemblies

Assemblies are held twice per term. All families are welcome to attend. Classes take turns to host assemblies, which celebrate student learning and achievement. These are held on different days of the week at 2.40pm to enable parents to collect their children after school.

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 School Stream/text message. A reason should be given for the absence and needs to be dated. If parents do not send notes regarding absences the class teacher will make contact to follow up a reason. If an absence is expected to be longer than two days, please notify the school.

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

If your child / children are late they must enter the school through the front office to be signed in.

Behaviour

Children are expected to follow the school behaviour code and our school values: respect, honesty, kindness, bravery.

Bicycles

Children who ride bicycles (scooters) are to leave them in the bicycle racks located next to the Kindy room during the day. This area is out of bounds during the day. Bicycles are not to be ridden within the school grounds. Children must wear bike helmets if riding to school.

Book Club

The school offers students the opportunity to order books from the Scholastic Book Club. The order forms are sent out approximately twice a term and need to be returned by the due date, with the money.

Bus travel

Department for Education (DfE) 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 DfE 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 DfE school bus” and “Code of Conduct” form must be completed. All bus issues are managed by the *Deputy 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.

*** On catastrophic weather days our school is closed. No students, staff or contractors are permitted on the school grounds.**

Camps and Excursions

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. The school subsidises the cost of camps and 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. We use the School Stream app to send home consent forms.

Attendance of excursions is also dependent upon students’ behaviour at school and will be at the discretion of the principal.

Canteen/Lunch Orders

Lunches can be purchased through the Gladstone High School canteen every day. 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 before 9am.

Collection of money / payments

If you would like to pay directly to the school please use an envelope with your child's name, the amount enclosed and the reason for payment. Receipts will then be issued as required.

Alternatively, you may pay directly into the school bank account. Please ask for details at the front office. If making direct debits into the school account, please put your surname so that payments can be tracked.

Payment for specific events/items may be made in instalments or outside the expected date by negotiation with the principal.

Curriculum and Learning

In Reception to Year 6, the school currently offers all curriculum areas from the Australian Curriculum. These include English, mathematics, science, health and physical education, technologies, the arts, and HASS (HUMANITIES AND SOCIAL SCIENCES).

In the Kindy, educators use the national Early Years Learning Framework to guide the learning and development of children from birth to five years of age. They use the framework to design play-based programs that encourage children's:

- communication
- discovery
- imagination
- creativity.

This approach to early learning aims to help your child develop:

- a keen sense of identity
- connections with their world
- a strong sense of wellbeing
- confidence and involvement in their learning
- effective communication skills.

The Keeping Safe: Child Protection Curriculum (KS: CPC) is a child safety and respectful relationships curriculum for children and young people from age 3 to year 12. The KS: CPC provides age and developmentally appropriate strategies to help children and young people keep themselves safe.

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.

Evacuation and Shelter in Place procedures

The Evacuation procedure 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.

The Shelter in Place procedure 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 stay in the building
2. Children and teachers will remain in the building as outlined in the Shelter in Place procedures (in each classroom or area)
3. Teachers will then call the roll and children will indicate their presence
4. Teachers will notify the front office
5. Drills will be held regularly throughout the year.

Governing Council

The Governing Council comprises ten members including: a staff member, the principal and eight parent reps. The Annual General Meeting is held in term one each year.

The role of the Governing Council is to assist in reviewing our school policies and the Preschool Quality Improvement Plan / Site Improvement Plan, to monitor the budget and endorse the annual report. The meetings are held twice a term and go for about an hour.

Grievance Procedures

At Gladstone Primary School, we promote open communication and hope that you feel that you can approach us about any area of concern. In the first instance talk to the adult in which you have a grievance or know about the situation. You should not approach other children directly.

There are times, for a variety of reasons, you may feel that you are unable to talk to the person described as the first point of call. If this is the case, contact the principal.

Health / First Aid

The School General Information EDSAS (Education Department School Administration System) 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 conditions 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 transferal.

Mix 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.

Instrumental Music Program

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

Kindergarten

Our Kindy class operates on Tuesday and Wednesday from 8.30 to 3.10pm and three Thursdays a term. The kindy class shares a building with our junior primary class and they work together to provide a seamless transition to school.

Library and Flinders Mobile 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 the books are returned.

Children may also borrow from the Flinders Mobile Library once per fortnight, on a Wednesday. The conditions of borrowing are 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.

Material and Services Fees

The Governing Council approves school and kindy fees each year. This fee covers such things such as stationery, resources, travel costs.

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.

Mobile Phone

The department's position is that primary aged students cannot use their mobile phones and personal devices at school during school hours. The Department for Education and the school recognise that there are legitimate reasons for students to bring a mobile phone or personal device to school.

This may include:

- to ensure their safety while travelling
- so that parents can contact them outside of school hours.

During the school day students are not permitted to access or use their mobile phones or other personal devices. Students must switch off or mute their devices before storing them at the beginning of the school day. They will not be able to access their device until the end of the school day.

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 committees.

Parent – School Communication

Communication between home and school is particularly important and we encourage parents to make teachers aware of any changes in family situations or emotions 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.

The school uses the *School Stream app* as our main form of communication between home and school. It incorporates absentee forms, notices, excursion notes, newsletters and much more. Please download the app to your mobile phone. If you need any assistance please contact the front office.

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 e.g., notification of absences, appointments which require children to be absent for part of the day.

The school newsletter reports on many aspects of school life and is uploaded fortnightly on a Wednesday via the School Stream app (you may request a copy be sent home with your child).

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.

The formal reporting program for the year is:

- Parent / Teacher interviews Term 1
- Mid-Year report Term 2 Week 10
- End of year report Term 4 Week 9

Pastoral Care Worker

Our Pastoral Care Worker offers support:

- to students by listening, taking an interest in them, being involved with their daily lives, facilitating activities and seminars and being a positive role model
- to staff by being a person of contact, listening, caring, providing support in times of crisis as well as being a referral to support services
- to our community by being a link between churches, the wider community and school community.

School Card Scheme

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

School Photos

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 Road Safety

The movement of cars and people in 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 when 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 be 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 can drive up West Terrace and around in front of the bus shelter as the buses do. Before reversing, please check for traffic.

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 Uniform and Hats

Gladstone Primary has a colour code uniform and students are strongly encouraged to wear school colours. *New enrolments are provided with a polo shirt and hat.* Navy shorts or long pants are encouraged.

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 during play and are easily broken. Suitable footwear must be worn (sneakers, boots, sandals).

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.

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 parents' expense.

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 to 6 (some sports allow year 4 students to try out) can try out for selection in the North Eastern SAPSASA teams for: Athletics, Basketball, Cricket, Football, Netball, Hockey, Soccer, Swimming, Cross Country, Golf, Tennis and Softball.

School Sports Day will be held each year with children separated into two teams – Clover Hill and Mundy.

Year 6 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

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

Student Leadership

We have four student leaders from year 6 who represent our school at functions such as Anzac Day dawn service.

We have an active Student Representative Council (SRC) which is comprised of two members from each class. They meet fortnightly with the Wellbeing Teacher. Classes conduct class meetings regularly and provide feedback to the SRC meetings.

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 6 students.

The year 6 teacher will:

- be involved in discussions related to curriculum and an appropriate, effective transition program with year 7 teachers from Gladstone High School, as well as year 6 teachers from other feeder schools.
- inform parents of all activities that students undertake, and information/participation sessions which Gladstone High School provides.

Please contact the year 6 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 requires the permission of the principal. Children may use the school yard, equipment, and oval 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 during out-of-school hours and the Department for Education will not accept any liability for any injuries or damage that occurs.

Learning for Life



Gladstone Primary School

Principal: Jodie Zwar

Address: 2 West Terrace, Gladstone, SA, 5473

Phone: 8662 2235

Mobile: 0407 411 587

Location number: 0147

Partnership: Upper Mid North

Email: dl.0147.info@schools.sa.edu.au

Visit us on the web at <https://gladstoneps.sa.edu.au/>

School values: Respect, Honesty, Kindness, Bravery



Government of South Australia
Department for Education