

GLADSTONE SOUTH STATE SCHOOL

Parent and Policy Information Booklet



“Our Best Always”

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WELCOME

Welcome to our *dynamic* school. At Gladstone South State School, we have a genuine ethos where the students experience the best possible learning opportunities in a caring, friendly environment. Gladstone South State School is a co-educational school that provides quality education to students from Prep to Year 6.

Our school is committed to educating young people and we take great pride in enabling our children to develop the knowledge, skills and attitudes that will enable them to lead worthwhile lives and be active, responsible citizens. We sincerely believe that many of the solid values that have served the past so well are the foundations of tomorrow. Respect, Responsibility and Safe behaviours are our core values. We know that the best learning occurs when children are excited by the programs that we offer, are actively involved in the lessons and when learning is relevant beyond the classroom.

This Information Booklet has been compiled to assist you with the requirements and procedures of our school. Please take the time to familiarise yourselves with its contents and to discuss the contents with your child/ren.



OUR SCHOOL VISION

We believe in building relationships to work together as a community to develop positive learning dispositions in every student. We believe in enabling students to be active and responsible citizens who thrive as they actively participate in school life and society. We strive to teach our students to know themselves as learners and to succeed academically and socially.

Our School Creed

We are legendary learners
 We believe in 'Our Best Always'
 We are always respectful and responsible
 We will be ...

Safe, motivated, have an A+ Attitude and be truthful and trustworthy
 We believe we can reach for the stars
 We are South SMART!

OUR SCHOOL CORE BELIEFS

In order to fulfil our School Vision, we hold to the following fundamental beliefs about learning:

- Every child matters every day and that all students can achieve and learn
- Teachers are the single most important factor (outside of the home) in education that delivers improved learning outcomes for students
- We believe that students can learn and achieve when:
 - teachers believe that students can achieve and there is a collective ownership of achievement
 - good quality teacher-student relationships are in place
 - student work is corrected and that teachers give timely feedback to students
 - there is a quality classroom tone that is safe and respectful

QUALITY TEACHING

We believe that quality teachers make all the difference in the success of a child's learning. Outside of the home, the teacher is the single most important factor in a child's education. It is the teacher who has the most impact on student learning. As a result, we determine to focus on Quality Teaching in every aspect of pedagogy across the school. The key components of focus around 'Quality Teaching' are the curriculum, the pedagogy, explicit teaching, the engagement of students and the timely tracking of student performance including productive feedback to students about their own performance.

GRADUAL RELEASE OF RESPONSIBILITY MODEL

The gradual release of responsibility model (or GRR) is a particular style of teaching which is a structured method of pedagogy, framed around a process devolving responsibility within the learning process from the teacher to the eventual independence of the learner. **Importantly**, the GRR Framework does **not** have to be linear. Based on instructional objectives, educators may appropriately choose to begin in any part of the framework. Students move back and forth between each of the components as they master skills, strategies and standards.

There are four interactive components of a gradual release of responsibility model:

1. Focus Lessons

During focus lessons, teachers lead instruction as students observe. Usually brief in nature, focus lessons establish the purpose of intended learning outcomes, engage students in the learning by building and/or activating background knowledge, establish/revisit routines and expectations, establish the purpose for learning, and provide a mini-lesson based on the standards. Teachers observe student engagement and use formative assessments to inform instruction. Teachers model, demonstrate and think aloud and can create exemplars.

2. Guided Instruction

Teachers guide instruction as students participate. Teachers observe student engagement and use formative assessments to inform instruction and provided students with feedback on their learning. Teachers prompt, question, facilitate or lead students through tasks.

3. Collaborative Learning

During collaborative learning, students use academic language as they work together to consolidate and apply their understanding of the content. Students are primarily responsible for their learning while teachers observe and provide support when needed. Collaborative learning should ensure both individual and group accountability. Teachers observe collaborative learning and use formative assessments and conferring to inform instruction, providing students with feedback on their learning.

4. Independent Work

During independent tasks, students apply learning in new ways. In doing so, students synthesize information, transform ideas, and solidify their understanding. Students are primarily responsible for learning.

TEACHER RESPONSIBILITY

Focused Instruction

"I DO IT"

Guided Instruction

"WE DO IT"

Collaborative Learning

"YOU DO IT TOGETHER"

Independent Learning

"YOU DO IT ALONE"

STUDENT RESPONSIBILITY

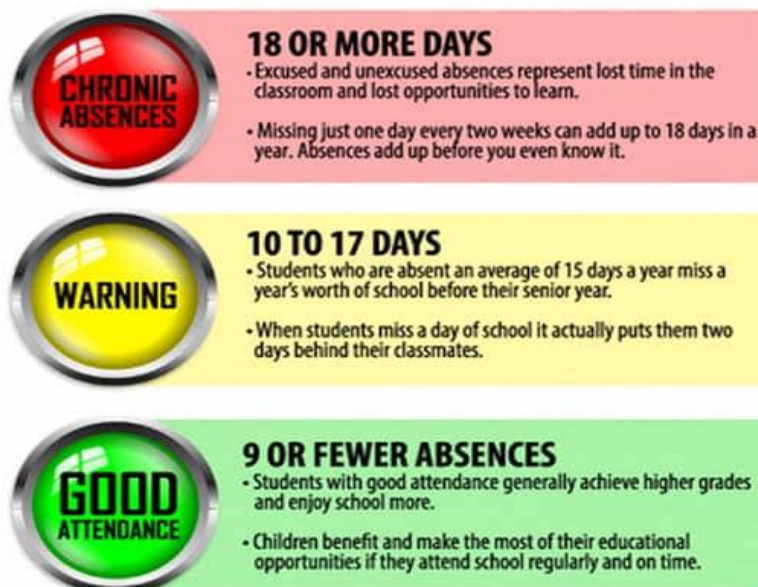
ATTENDANCE

Regular attendance and punctuality by each student is necessary to maintain continuity of learning. Parents/caregivers must assume responsibility for the regular attendance and punctuality of their children. In the event of your child being absent or late it is the parents/caregivers responsibility to:

- (a) Contact the school by email or telephone (as per details on the front cover)
- (b) Send a note to the class teacher on the day your child returns to school

Late Slips are distributed after 9:10am.

To ensure the safety of our students, an SMS message is sent to the main recorded caregiver contact if a student is absent and the school has not been notified of the reason. Please reply with the reason for the absence.



ADMISSION

Preparatory Year

Birth date	Eligible for prep year in:	Eligible for Year 1 in:
Children born 1 July 2013 – 30 June 2014	2019	2020
Children born 1 July 2014 – 30 June 2015	2020	2021
Children born 1 July 2015 – 30 June 2016	2021	2022
Children born 1 July 2016 – 30 June 2017	2022	2023
Children born 1 July 2017 – 30 June 2018	2023	2024

Years 1 - 6

Admission to all other year levels is by transfer from the students' school of origin.

AIR CONDITIONING

Each classroom block is fully air-conditioned. The level of coolness is maintained at approximately 24° and the air conditioning units comply with Australian Standards.

ANIMALS ON SCHOOL GROUNDS

Please note that animals are not allowed on school premises due to workplace health and safety requirements. Your assistance is sought in ensuring that no animals are brought on school grounds. Thank you for adhering to this workplace health and safety requirement.

ARRIVAL AND DEPARTURE TIMES AND PROCEDURES

No student should be at school before 8.00 am. If a child arrives before 8.00 am they must report to the office. If it is an extremely early time the students arrive without supervision from parents, eg. 7:30am, a phone call will be made for an explanation of the earliness. **We do not provide supervision until 8:15am.** When students arrive they are expected to go to the Play Shed near the toilets. Handballs are provided to play with at 8.15 am for the students and they are supervised by a Teacher Aide and member of the Administrative Team. At 8:45am students are expected to prepare themselves for the day's lessons (submit homework, sharpen pencils, rule up books, clean desks etc). CLASS LESSONS BEGIN PROMPTLY AT 8.55 AM. If a child arrives after 9.10 am then they must proceed first to the Administration Office to collect a late slip before going to class. Parents/caregivers need to leave classrooms by 8.50 am to enable classes to begin their work. School finishes at 3.00 pm daily. Departure from school shall be immediate for those students who don't take a bus. Bus students will wait quietly at the designated bus stop.

ABORIGINAL & TORRES STRAIT ISLANDER SERVICES

Our school supports students and families who identify as Aboriginal or Torres Strait Islander. We actively work to enhance educational opportunities for our Aboriginal and Torres Strait Islander students.

BEHAVIOUR CODE (RESPONSIBLE BEHAVIOUR PLAN FOR STUDENTS)

Our Responsible Behaviour Plan has been collaboratively developed by students, staff and parents/carers at Gladstone South State School. Our plan is endorsed by the Principal, President of Gladstone South State School P&C Association and the Assistant Executive Director of Schools. It is reviewed annually.

Effective behaviour support includes:

- creation of a positive whole school culture
- quality learning and teaching practices
- a balanced, relevant and engaging curriculum
- supportive and collaboratively developed programs and procedures
- managed professional development, education or training for all members of the school community
- a range of provisions that are characterised by non-violent, non-coercive and non-discriminatory practices
- a continuum from whole school positive preventive action for all students, through to intensive intervention for specific individuals or groups

Whole-school behaviour support - all students

The *Responsible Behaviour Plan for Students* at Gladstone South State School:

- outlines proactive and preventive whole-school processes and strategies that facilitate the development of acceptable standards of behaviour to create a caring, productive and safe environment for learning and teaching
- promotes an effective learning and teaching environment that allows positive aspirations, relationships and values to develop and foster mutual respect
- encourages all students to take increasing responsibility for their own behaviour and the consequences of their actions.

Our School is based on the philosophy of Positive Behaviour of Learning program. (PBL)

<https://behaviour.education.qld.gov.au/positive-behaviour-for-learning>

School Rules: Be Safe, Be Respectful, Be Responsible.

School Expectations: No physical violence, no inappropriate language, listen to all staff the first time, no out of class.

Classroom Positive Behaviour: Whole School South Smart Stars Student Charts

Positive reinforcement is a powerful behaviour management tool. Each classroom displays a chart or students have books containing stars. On the chart or in the book is the ability for the children to add a 'Star' stamp. For each positive behaviour, a child will receive a Star (a piece of paper with a star on it). This may occur inside the classroom, during specialist lessons or in the playground. This 'Star' is given to the class teacher who will then place a stamp against the child's name on the chart.

When a child attains 25 stars they experience their first PBL Party and for each 25 thereafter, they are awarded with a certificate that the teacher prints off after entering the details onto One School as a positive incident.

When a child attains 100 stars they are awarded a certificate by the principal and attend another PBL Party.

After attaining 100 stars the students continue to collect 'stars' but certificates will only need to be created in increments of 25 (i.e. 125,150, 175, 200, etc).

The school follows a step system in the classroom for negative behaviours.

- Step 1 – Warning (Reminder that that student is making poor behaviour choices)
- Step 2 – Time Out (Time out is given for the student to reflect on their behaviour choices)
- Step 3 – Time Out in another classroom (Parent to be contacted)
- Step 4 – Office (Student is sent to the office to the Principal or Deputy Principal)

BELL TIMES

Time	Reason	Actions to be taken
Prior to 8:15am	All children who arrive at school prior to 8:15am are to wait in Play Shed.	An Administration team member will supervise the play of the children from 8:15 am. Teachers are to send all children to the Play shed if they are seen around the school without parental supervision.
8:15am	Children remain in the Play Shed, preps move to their area.	Teacher Aides to assist supervision of the children in the different areas.
8:45am	Children are released to their classrooms.	Admin member and Teacher Aides to release children to their classes.
8:45am	Bell rings – children are to be ready to walk into class.	
8:55am	Teachers to take ownership of their classes and remind teachers and students to have marked rolls.	Teachers to commence teaching of the morning session. Late slips after 9:10am
11:00am	Bell rings to commence play time of 25 mins.	Teacher aides to supervise the playing time of the children.
11:25am	Students commence eating	Teachers to supervise eating time if rostered on for duty.
11:40 am	Bell rings to remind children to walk back to class, go to the toilet.	Teachers on duty to supervise children's return to class.
12:00pm	Learning time to commence.	
1:30pm	Bell rings – for commencement of playing – 15minutes.	Teachers and teacher aides to supervise.
1:45pm	Students commence eating time. (15mins)	Teachers/aides to supervise eating if rostered on for duty.
2:00pm	Bell rings for the school to remind them to line up for class in the eating areas.	Teachers/aides on duty to supervise children's return to class.
2: 50pm	Bell rings for bus students.	Students are supervised by aides.
3:00pm	Bell rings – to release children at the end of the day.	Teachers to dismiss students for home.

BICYCLES/SCOOTERS

Students are welcome to ride their bicycles/scooters to and from school. Bikes and scooters are to be stored in racks provided. It is the policy of the school to enforce the wearing of bicycle helmets - no helmet, no bike/scooter! Helmets are to be stored in storage racks with the student's schoolbag. Within school grounds, students are to walk bicycles/scooters at all times. Bicycles and scooters need to be walked across the oval, pedestrian crossings and along footpaths surrounding the school grounds. These can then be placed in the bike racks at the top of the oval.

- Skateboards, roller blades etc. are not to be brought to school
- Bicycles and scooters need to be secured with a bicycle chain to the bike racks

BOOK LISTS AND MATERIALS

Booklists will be issued at the end of the year. Copies are available from the front office on request and for new enrolments. They can also be found on our school website.

BUSES

Local buses service our school. Please contact Buslink Gladstone for details. Telephone: 4972 1670.

There is a Code of Conduct for School Students travelling on buses provided by the Department of Main Roads and Transport. For further information, please use the following link:

<https://translink.com.au/sites/default/files/assets/resources/travel-with-us/school-travel/code-of-conduct-for-students-travelling-on-buses.pdf>

CARE OF SCHOOL PROPERTY

School equipment and facilities have been provided for the educational, recreational and social development of all students. All equipment must be handled with care at all times. Restitution arising from the destruction of such property will be the responsibility of the student and his/her parents/caregivers.

CHAPLAINCY

Our School Chaplain services our school three days each week. The Chaplaincy program is a vital part of our focus in ensuring that Health and Wellbeing is promoted across the school. Our Chaplain operates several activities that enhances student learning and emotional health. If you wish for your child to meet with the chaplain about any issue or concern that they may be having, please complete the permission form that can be obtained from the office.

COMMITTEE STRUCTURE

A committee structure operates in our school to assist with decision making. Committees currently operating are: Student Council, Parents and Citizens' Association, Curriculum, PBL, Well-Being and RotaKids. Parents/caregivers, community members, staff and students work on these committees allowing for active participation of interested people.

COMMUNICATION FROM PARENTS/CAREGIVERS TO SCHOOL

Communication is an important aspect of your children's schooling. Communication is a two way process and we strongly encourage you, should you have any concerns or questions about the education of your children, to please contact the school and we will seek to work with you to resolve the issue. Parents/caregivers are invited to communicate either in person or by phone, email or letter with regard to:

- all absences and late arrival
- sickness and medication
- appointments in school hours
- loss/damage of school property
- homework queries or any other circumstances

Please ensure that all written correspondence, either for the Principal or teachers, is dated or signed.

We have many ways of communicating with our families including the approved Facebook page Gladstone South State School, School Stream, school newsletter, email, phone and written form. With the advent of social media, the following information is provided by the Department of Education.

Cyberbullying – A Series of Helpful Hints from the Department of Education

Possible civil or criminal ramifications of online commentary

A serious instance of inappropriate online behavior may constitute a criminal offence and become a police matter. For example, online content may substantiate the offence of 'using a carriage service to menace, harass or cause offence' (*Criminal Code Act 1995 (Cth) s. 474.17*). School staff may contact their union or obtain personal legal advice if they feel that online content seriously impacts their reputation. Defamatory online content may give rise to litigation under the *Defamation Act 2005 (QLD)*.

COMPLAINT RESOLUTION

From time to time, the need may arise to discuss a problem that you may have with a certain aspect of school. Your child's teacher is always approachable. Please take the opportunity to avail yourself of this avenue as a first step towards a solution.

CROSSING SUPERVISORS

Crossing Supervisors, employed by the Department of Transport, regulate our school crossings on a daily basis. At all times, pedestrians and drivers must obey the directions of these supervisors to ensure the safety of every person.

CULTURAL ACTIVITIES/EXCURSIONS/EDUCATIONAL TOURS

From time to time during the year, the school may undertake educational excursions so that the students may acquire a variety of learning experiences outside the classroom. Students normally travel by bus in the case of the whole school/whole class, or by private transport in the case of smaller groups. Full school uniform is to be worn on these occasions. Parents/caregivers will be advised by official notice of the details of activities. Permission forms signed by the parents must be returned to allow for participation. Parents/caregivers are requested to pay for the bus fare and in some instances, an admission fee.

CURRICULUM

Our school offers the following Australian Curriculum Learning Areas to students: English, Mathematics, Science, Humanities and Social Sciences (HASS), Health and Physical Education, Technologies, The Arts (including Music) and Languages (Japanese).

EXTRA CURRICULAR ACTIVITIES

Extra-curricular activities are offered to our students and occur throughout the year. Some of these activities may include Under 8s activities, Interschool Sporting Activities (10 years and above), Book Week, NAIDOC Week, ANZAC Day, RotaKids, Sporting Events, Extended Learning Programs, Interhouse Sports Days and Green Team Environmental Projects. These extra-curricular activities provide links to real life and life-like situations. We also offer some distinctive curriculum offerings including Instrumental Music for Years 3-6 (Strings), Dance Troupe and a Signing Choir.

DAILY FRESH FRUIT BREAK

Each day, every child is required to bring to school a portion of cut fresh fruit or vegetables. During the morning session classes stop work for a small break to eat their fruit before returning to learning.

DENTAL HEALTH

The Department of Health Dental Clinic visits our school. Prior notification for access will be given so as to allow you to give permission for your child/children to be checked and any work to be carried out. Contact phone number for the Dental Clinic is 49 729362 (when on site) or Oral Health 49 621440 (all other times).

DRESS CODE: INCLUSIVE PREP-YEAR 6

The Dress Code and standards are applied to all students. This Dress Code forms one of the elements of enrolment at Gladstone South State School. By enrolling your child at the school, you are indicating that you accept the code of dress and required standards as determined by the P&C and management of the school. Our Dress Code enables students to participate fully in all school activities and contributes to, and supports, a healthy and safe learning environment in compliance with the *Anti-Discrimination Act 1991 (Qld)*, *Workplace Health and Safety Act 1995 (Qld)*, and *Gender Equity in Education Policy Statement 1992*.

Principles

Our dress code addresses all of the following principles:

- Responsiveness and sensitivity
- Access and participation
- Upholding community expectations
- School community awareness

Our dress code takes into account the following considerations:

- personal comfort
- non-discrimination between gender groups
- body shape
- practical religious or cultural considerations
- socio-economic factors, including mobility patterns of families
- skin cancer protection
- particular dress requirements for specific school activities, including extra-curricular activities
- health and safety, including restriction of jewellery and protective equipment for contact sports
- commercial supply or competition

Uniforms

Our students are required to:

- wear the school uniform on a daily basis
- be of neat and tidy appearance at all times
- wear enclosed shoes, black and/or white in colour
- wear a wide brimmed hat while engaged in outdoor activities
- wear the uniform when representing our school in community activities

STUDENT DRESS CODE

For students, the dress code includes the following uniform standards:

Daily

Top: Royal blue and yellow polo top with school logo. **Bottoms:** Royal blue shorts with school logo, skorts and skirts (bike pants or tights are not acceptable)

Sport

Top: According to sports house, coloured polo shirt. **Bottoms:** As per the daily uniform

Capricorn – Blue

Barney – Yellow

Dawson – Green

Auckland – Red

Winter

Top: Royal blue jumper (no hoodies/brand names/logos). **Bottoms:** Royal blue track pants (Not tights)

Headwear: Royal blue bucket hats with school logo (no caps). Hair accessories must be royal blue.

Footwear: Suitable closed in shoes (laces or Velcro) preferably black to be used for general play and Physical Education. No sandals, thongs, pull-ons or loose fitting shoes/boots are to be worn.

STANDARDS OF PERSONAL PRESENTATION

In the interests of Health and Safety issues, personal pride and presentation, potential discrimination and harassment issues between peers, our school has clear expectations regarding the appropriateness of wearing jewellery, tattoos, extreme hairstyles (**no coloured hair, two toned hair**), **coloured hair bows** not the school colour or other fashion accessories. If they are not an acceptable standard, parents will be contacted.

JEWELLERY

The following will not be accepted: **rings** **bangles** **necklaces** **nose/brow/lip piercings**

Studs and sleepers can be worn but may be required to be removed or covered, whilst at school depending on the activity. To protect the student during any school activity, they may be directed by a teacher, principal or teacher's aide to cover or remove any item that the supervising adult reasonably deems may not be safe in conducting the school activity or removed from the activity.

SCOPE OF OPERATION OF A DRESS CODE

The school designated Daily Uniform for a student is to be worn during normal school day operations including daily wear, excursions and camps (where appropriate and practical and as determined by the teacher-in-charge at that time).

The Sport Uniform, including State School Representative Sport Uniform, may be worn during days involving designated Physical Education lessons or Sporting Activities including all Sporting carnivals and events held throughout the year. They can also be worn on Fridays.

The Winter Uniform may be worn during normal school-day operations during winter season. Note: Jeans, long tights and other alternate clothing are not part of the winter uniform.

Casual Dress Days Policy: At times our P & C Association sets a "Casual Dress Day" as a reward to students and as a fundraiser for specific activities, incurring a donation. Casual Dress may also be a requirement of a class teacher for an approved activity through the principal, such as, an excursion or particular learning activity where other clothes may be more suitable. Personal presentation on Casual Dress days is an expectation. The specific casual dress permitted includes our policy on jewellery, footwear and hats. Dress includes appropriate tops with covered "shoulders", *no sleeveless shirts and appropriately worded or messaged dress*.

NON- COMPLIANCE OF STUDENTS WITH THE SCHOOL'S DRESS CODE

Please refer to the Education General Provisions Act 2006 Section 366, EQ policy SMS-PR-022 and SMS-PR-021, The Enrolment Agreement as signed by parents and students and our school's Responsible Behaviour Plan regarding consequences for breaches of the code.

Under the Dress Code, students will receive a warning identifying the breach of the Dress Code and subsequent consequences for continued and non-compliance. Parents will be phoned to discuss the breach and the student will be provided with the correct uniform to wear for the day. If students/families have difficulty in obtaining a uniform, the school may offer a second-hand uniform to them to be worn in the interim. Parents need to speak to the principal regarding any concerns.

Each instance of non-compliance will incur the following consequences:

- Prevention of the student from attending, or participating in, any activity for which the student would have been specifically representing the school (eg. Band performances, sporting activities)
- Prevention of a student from attending or participating in any school activity that, in the reasonable opinion of the school principal, is not part of the essential educational program of the school such as excursions, camps, performances or sporting activities

All students are expected to comply with the dress code and all parents and staff are expected to support the school in enforcing this dress code. Endorsed through the General Monthly Meeting of the Parents and Citizens Association of Gladstone South State School in August 2018.

EFTPOS (Electronic Funds Transfer Point of Sale)

This facility is available for parents/caregivers to pay for school needs (swimming, excursions, camps etc.). This facility is NOT ABLE to provide CASH OUT or over the phone payments.

EMAIL COMMUNICATION

COMMUNICATION AND WORKING TOGETHER AS A TEAM

How schools and parents communicate has changed significantly in recent years and schools have responded to advances in technology and communication. eg. Email, Facebook, Twitter. There is now a far greater recognition that the important enterprise of educating children is, by necessity, a task shared jointly between the parents and the school. This important change has brought with it a corresponding need to strengthen and enhance communication between school and home.

However, as with all electronic forms of communication, it is important to establish a set of guidelines for email communication as emails can leave a lot of room for misunderstanding.

GUIDELINES FOR EMAIL COMMUNICATION:

1. Emails should not be used to communicate urgent or critical matters. It is always best to speak with the member of staff concerned by telephone or in person. Please contact the school to arrange an interview to discuss urgent or critical matters with the appropriate person. If the teacher is unavailable due to them teaching their class, a delegated officer will be allocated to your call or a message will be taken and followed up promptly. Time before school commences is teacher planning and preparation time or they could be involved in meetings. Please extend the courtesy of making an appointment to discuss matters rather than just turning up.
2. When sending emails to multiple email address the author should always place the email addresses in the BCC box. This will not share other people's email address as they may not have given permission for their email address to be shared with a group. In our school this applies to parents and school staff.
3. Never use e-mail for matters of controversy or real distress. When you have a really serious matter, it is always best to meet with the teacher directly. Please make a time to meet with the teacher or school staff so that time can be adequately set aside to allow for discussion.
4. Email may be useful for parents who have difficulty getting in to see the teacher. It can be used as a means to make an appointment to see the teacher. Please be mindful that emails are read and responded to during work hours and at least within two working days so sending an email asking for a meeting on the following day, may not be possible.
5. Because of the nature of their work, teachers and school administrators spend almost all of their time in the classroom. When they are not in the classroom, teachers may be in staff meetings, on excursions, planning, marking or on duty. Because teachers and school administrators have a range of duties to fulfil, it may take longer than a parent might wish for them to respond to an email or telephone call or turning up to meet with staff without an appointment may mean that no one is available. Generally speaking, teachers and school leaders will endeavour to respond to an email or telephone call within two working days. If a parent sends an e-mail at 8.30 a.m., a teacher or school administrator may not see it until after their classes or activities are over for the day. Teachers and school administrators may or may not respond to an e-mail before 8am, after 4pm, on weekends (or during school holidays) as that's when they are focusing on being a parent to their own children or dealing with other personal responsibilities. If you have not received an expected response within the two day response timeframe, follow up with a written note or telephone call.
6. It is important to reflect upon the tone, timing and content of an email message before it is sent. Emails written in haste or in anger rarely help to sort out issues or problems; in fact, a poorly written or emotionally charged email will almost always have the opposite effect. Too often, harshly written and 'angry' emails result in later regret. The rules for civility in e-mail are the same as in face-to-face meetings. Convey a positive tone

in your e-mails which can set the stage for a cordial working relationship with teachers and other school personnel. Never say anything by e-mail that you wouldn't want published. Any inappropriate or offensive language or comments deemed to be defamatory will be sent on to the appropriate authorities. This will not be tolerated.

7. Some members of staff have many different responsibilities. It is therefore important to ensure that you have made contact with the correct member of staff to be able to address your particular question or issue. As a courtesy the classroom teacher or specialist teacher is the first port of call.
8. Emails are a quick and convenient way of communicating "good news". You are encouraged to use emails to send messages of encouragement and support to the staff of the school.
9. Please keep in mind: Each of our teachers has at least 25 students. Think about the volume of emails this many parents could generate. Teachers and our school administration team are committed to communicating with parents. Teachers and school administrators want to know if a student is experiencing difficulty at home or at school. Responding to e-mails takes time and thought.

EMERGENCY PROCEDURES

To ensure the safety of all students, staff and other persons, all personnel will participate in regular emergency practices. If you are within the school grounds/buildings at this time you are requested to follow the directions of the nearest staff member. Procedures for EVACUATION are clearly displayed in each room of our school site.

FAMILY LAW MATTERS AFFECTING STATE SCHOOLS

Family law related disputes should not happen at schools as they disrupt the good order and management of the school. Schools are meant to promote a safe, secure learning and teaching environment for students and staff. They are not the place to resolve matters that can more properly be resolved privately or in the Family Court. ***Staff cannot legally provide requested written statements towards a family legal matter.***

It is not the role of the school to resolve disputes between parents, for example, disputes about the arrangements for the collection of children from school premises or the contact or time a child has with a parent. It is parents' responsibility to resolve their disputes off school premises.

GLADSTONE SOUTH STATE SCHOOL FREE DRESS DAY POLICY

As a school community we seek to support groups and agencies that undertake work for varying charities. We believe that this is an effective way of raising the awareness of our students about people who are less fortunate than themselves and we believe this is an important part of our school vision, especially in the area of 'Respect', as we seek to develop ***Safe, Respectful Learners***.

As our school actively encourages our students to wear the school uniform daily, we believe that facilitating 'Free Dress Days' creates an element of fun and variance in school life, as well as providing an expedient opportunity for students to raise funds for different causes.

To prevent the situation where 'Free Dress Days' become too regular, lose their impact and possibly begin to undermine our School Dress Code, we have determined the following schedule of 'Free Dress Days':

- A maximum of 2 Free Dress Days be held throughout a school year
- That one of those days may be allocated to the management of the Student Council to manage through fund raising initiatives (60% of the funds would go to the receiving agency and 40% would go toward the Student Council to utilise in school based projects).
- That the other day may be determined by Admin (based on the advice from staff) that would enhance the enjoyment of other special events held throughout the year
- This policy also covers individual class free dress days
- A gold coin donation will be requested from each student in free dress
- Free Dress clothing must comply with Sun Safety Procedures, modesty requirements and not display any inappropriate slogans or emoji's. Footwear is the required school footwear.

HEAD LICE

From time to time, head lice occurs at school and in the community. Parents/caregivers will be notified if a case of head lice is suspected. Remedies for this condition are available at all chemists. In the interest of all students, we request that students are treated once head lice is detected PRIOR to returning to school.

HEALTH

Health habits are taught and encouraged at all times. There is evidence to suggest that a well balanced diet goes a long way towards physical and mental alertness, so it is important that all students have a healthy breakfast and bring along a selection of nutritional food to school. Daily Fresh Fruit Break – Children are required to bring a small piece of FRESH FRUIT or vegetable to school each day. Daily Fresh Fruit Break is a classroom activity held each day. Good personal hygiene is expected. We seek your valued assistance in this regard.

HEALTH SUPPORT NEEDS: ANAPHYLAXIS MANAGEMENT

State schools must not implement bans on food, or claim that the school or any part of the school is allergen (e.g. nut) free. Food bans do not prevent exposure to an allergen. Schools are encouraged to use a range of other strategies instead of bans. More information is in the [reducing allergens in schools factsheet \(PDF, 1.4MB\)](#).

You can find out more about the Department of Education policy on Health Support Needs through <https://education.qld.gov.au/students/student-health-safety-wellbeing/student-health/health-support-needs>

HOMEWORK

Homework is designed to reinforce work covered by the teacher in class time or as part of an ongoing theme or unit of work. Reading each night is expected by all students. It is the student's responsibility to complete his/her own homework. Parents/caregivers can assist and encourage their child by providing a quiet, uninterrupted setting and positively encourage and supervise the completion of home tasks. In Years 1 - 4, students are encouraged to regularly practise reading, word recognition/spelling and/or number facts. In Years 5 - 6, students are encouraged to spend time completing long-term assignments. The skills of organising time, work and commitments assist students to balance their workload in preparation for further learning and life in general. If problems are encountered by a student in completing any homework activities, parents/caregivers should communicate these concerns to the class teacher.

HOUSE SYSTEM

Your child will be allocated a "house" when he or she enrolls. All siblings are kept in the same house. There are four houses: Capricorn, Dawson, Auckland and Barney. Sports house shirts can only be worn on **Fridays** and for school sporting activities such as athletics carnival and cross country.

INFECTIOUS DISEASES

If your child contracts an infectious disease such as chickenpox, measles, school sores, please contact the Principal immediately. In certain cases, students will be required to be kept at home until the disease is no longer infectious. The exclusion periods are available from the school office or you can access further information through the link: https://www.health.qld.gov.au/_data/assets/pdf_file/0022/426820/timeout_poster.pdf

Because complications can occur with infectious diseases, do not have your child return to school too soon. As some of our students have long term and serious illnesses, it is vital parents/caregivers advise our school office if their child contracts an infectious disease.

INTER-SCHOOL SPORT

Students are engaged in Health & Physical Education classes as part of the Physical Education Program. Interschool Sport opportunities may be offered as an extra-curricular activity to students in Years 5 and 6 (10 years and above). These activities offer students the opportunity to play competitive sport as a representative of our school. Students selected as school representatives for Interschool Sport are expected to complete assigned class work, homework commitments and training commitments to represent our school community by displaying a high level of sportsmanship. Full school/sport specific uniform is to be worn.

All jewellery is to be removed prior to physical activities. Teams are coached by coaches, teachers and parents who give many hours of their time to assist students. Students are expected to attend training sessions on a punctual and regular basis.

JEWELLERY

A minimal amount of jewellery is appropriate for school wear (studs/sleepers and watch). Department regulations require ALL jewellery to be removed before students participate in physical education, sporting and swimming activities. No responsibility will be taken for any article, should it be lost or damaged.

LOST PROPERTY

All property that is found about the school is placed in a Lost Property Box located at B Block, next to the staffroom. Items can be claimed at any time. Any valuables are sent to the Administration Office. While your child is at school make sure that all his/her belongings are well marked. Lost property is easily returned when the owner's name is clearly visible. Encourage your child to be independent and to look after his/her own belongings.

LOVE OF LEARNING CELEBRATION: OPEN CLASSROOM MORNINGS

We will be offering two Open Morning Sessions in Term Two and Term Three for a short duration. It is an opportunity to spend time in your child's class and experience an activity jointly with them.

MEDICATION

Our Medication Officers will administer medication to students, provided the following procedures are strictly adhered to:

- Use the school form to notify the school in writing of a health condition requiring medication at school.
- Request the school in writing to administer prescribed medication or to assist in the management of a health condition.
- Notify the school in writing of any requests and/or guidelines from medical practitioners including potential side effects or adverse reactions.
- Provide the prescribed medication in the original labelled container to the nominated staff member.
- Ensure the medication is not out of date and has an original pharmacy label with the students name, dosage and time to be taken.
- Please note that only medication prescribed by a medical practitioner, and labelled as such, can be administered by school staff.
- Notify the school in writing when a change of dosage is required. This instruction must be accompanied by a letter from a medical practitioner.
- Advise the school in writing and collect the medication when it is no longer required at school.
- School staff will not administer non-prescribed medications e.g. Disprin, Panadol, Cough Medicine etc, unless it is labelled by a chemist, and a permission to Administer Medical Form is signed.
- Parents/caregivers of students requiring ADD, ADHD medication should provide a letter of diagnosis from their medical practitioner.
- Parents/caregivers of students requiring asthma medication or Epipens should contact the school office to discuss a health plan and suitable arrangements.
- Parents/caregivers should liaise with the school office to ensure that your child has sufficient medication supplies on hand.

MOBILE PHONES and ELECTRONIC DEVICES (including SMART watches)

Students are required to leave phones and electronic devices at home while attending school. The communication system in our school is effective and there is no need for students to bring mobile phones or electronic devices to school. If electronic devices are brought to school, they **must be handed into the office** where they will be stored securely. If students have SMART watches they must be placed in flight mode during the duration of school hours or handed into the office if inappropriately used.

MONEY AT SCHOOL

When permission is requested for your child/children to attend/participate in an excursion/activity, parents/caregivers will be sent full details of the activity, a permission form, and money collection envelope. The permission form and money must be returned in the school collection envelope or paid electronically.

NEWSLETTER

Our newsletter is published weekly. It is sent out electronically via email and contains items of interest to all of our school community. It will keep you up-to-date with the happenings of the school, both present and future. It will also contain, from time to time, samples of students' work, awards made to students and learning tips. It can also be viewed each week on our webpage: www.gladstonesouthss.eq.edu.au. Please inform the Front Office if you need to update your email address details at any time.

PARENTS AND CITIZENS' ASSOCIATION

The Parents and Citizens' Association (P&C) is active in many ways within the school. The P&C Association supports the Principal and staff in their endeavours to create a vital and successful school for its students through fundraising and active participation in school decisions and events. If you are a member of our P&C Association, any support or suggestions that you can offer are appreciated. Monthly meetings are held on the second Wednesday afternoon of each month commencing at 3:30pm in the School Library.

PARENT/CAREGIVER HELPERS

We always have opportunities for our community to assist students in our school. You are encouraged to offer your services/expertise to the class teacher, and to Specialist Teachers (Library, Physical Education and Music). When entering the school site, please report to the office to sign in and receive an identification tag. A way in which you can assist the teacher and school in the continuing education of your child, is to become involved in the day-to-day classroom activities of your child's class or any other class. We are always on the lookout for the parents/caregivers with particular expertise in any area whether it be Art and Craft, Music or Sport. If you have a skill or some experiences that you would like to share, or would simply like to help out, we would love to hear from you. Blue Cards will be required in some circumstances. Please check with the office.

PARKING

In the interest of the safety of all students, parents/caregivers and visitors are requested to:

- adhere to the traffic signs in Toolooa, Little, Derby and Ann Street
- drive carefully near the school as children's actions can be unpredictable
- obey the crossing supervisors' directions
- avoid double parking in any areas
- **not park within the school reserve or use it as a drop off area**
- use the 2-minute limit in the collection area in a legal and considerate manner. A real STOP, DROP and GO is still a work in progress with the Main Roads and Council.

Your co-operation and courtesy in this matter will maintain our excellent safety record. Behaviour of parents/caregivers around parking and driving behaviour is a matter for Queensland Police Service or the Gladstone Regional Council and is not the responsibility of the school.

PHOTOGRAPHING AND VIDEOING OF SCHOOL EVENTS

There is a general expectation within the school community that family members/caregivers should be permitted to take photographs and videos of their child and their child's interactions at school events for personal family records. Where an event occurs on school premises or on premises licensed exclusively to the school, it is at the principal's discretion as to whether photographing or videoing occurs and in what conditions. In general, a principal may permit the recording to occur provided:

- There are exceptional/unusual circumstances
- Parents/carers are made aware that recording must not be for commercial purposes or further publication including posting on social media platforms
- Parents/carers do not record or photograph other students to ensure their privacy is met; and
- Indecent, offensive or unlawful recording practices are not permitted

Departmental guidelines and policies govern how our school may record, use, disclose and publish student, staff and parent/career personal information to ensure that the Department deals appropriately with personal information it holds. Thank you for your consideration to other students and families' privacy.

PREPARATORY YEAR

Preparatory year gives all young Queenslanders the very best start to school by helping them make a smooth transition to Year 1 and setting them on the path to lifelong learning. It provides the foundation your child needs to succeed at school by developing:

- a positive approach to learning
- independence and confidence
- thinking and problem-solving skills
- language skills
- early literacy and numeracy
- physical abilities, including gross and fine motor skills

Prep is offered full-time and children attend from Monday to Friday during normal school hours. The Preparatory Year is compulsory. Prep is integrated fully into the rest of the school and classrooms and other facilities are located on the same grounds as the primary school. This allows children to feel part of the broader school community and will help with their transition to Year 1.

Prep classrooms generally consist of an open space for groups and individual activities with a carpeted area. There is also a kitchen or kitchenette, a preparation area and access to an outdoor learning area. Prep classes comprise up to 25 students. In some years, Prep children may be included in composite classes with other early years' students.

PRIVACY

All members of our school community are requested to read the statement on privacy in our enrolment brochure.

REFUND POLICY

Full refunds will be given only when the refund does not result in the school paying the balance of costs incurred by a student's cancellation of attendance or participation in any school activity. It must be understood that costs of excursions and tours are calculated on the total student numbers indicated when planning is initiated by school staff. Camp deposits are **non-refundable**. If a student (who has paid a deposit) cancels his/her attendance, a full/ part refund will only be given if this does not impact on the final costs to other students attending the planned excursion or tour, or after the completion of a refund application form accompanied by a medical certificate.

Parents/caregivers should assume that any deposit paid may not be refunded. In the event of a student (who has paid full costs for a tour or excursion) being unable to attend or participate in the activity due to last-minute genuine reasons (illness, family crisis), refunds will be calculated at the discretion of the Principal and program manager. Applications for refunds must be received within two weeks of the completion of the planned activity. All applications for refunds must be in writing, co-signed by parent/caregiver, activity/class teacher and/or program manager.

RELIGIOUS INSTRUCTION

Religious Instruction classes are conducted each week for registered students from years 1 to 6 (identified through the Application for Enrolment form). This is subject to the availability of local Religious Instruction (RI) teachers. Students who do not attend RI classes will engage in other learnings as directed by their classroom teacher.

RESPECTING OUR STAFF AND OUR SCHOOL

Maintaining a safe and respectful learning environment for everyone is an ongoing priority for our school community. We support the Queensland Government's ***Respect our staff, respect our school*** campaign, alongside other state schools across the state.

Violent or abusive behaviour will not be tolerated at our school. It's not a courtesy. It's the law. You can find more at the following link: <https://education.qld.gov.au/initiatives-and-strategies/behaviour/respectful-communities>

REPORTING TO PARENTS/CAREGIVERS

Your child/children participate and achieve learning results in all offered Learning Areas in our school. Teachers assess students' academic and social development throughout the year. During Terms Two & Three, parents/caregivers will be invited to participate in formal parent/teacher/student interviews. All parents/caregivers are encouraged to attend these formal interviews, as well as maintain regular informal contact with teachers. We also encourage interviews with our specialist staff (Music, P.E and Support Staff) to discuss students' progress. We encourage you to contact the teacher to discuss your child's progress at any time throughout the year.

Student Report Cards are a summary and culmination of the learning each child has achieved in their academic studies over a school semester. The report cards contain the following information: an overall 'academic achievement' for each learning area, an 'effort achievement' for each learning area and a comment for the major learning areas. Please note that not all learning areas will have a comment. Additional information is included regarding behaviour and extra-curricular activities, and the report concludes with a general/overall comment. Written reports are emailed home at the end of Term Two and Term Four.

Many parents on receiving their child's report card for the first time are unsure of how to read it. All parents of children in a Queensland State School receive the same format of report card and over recent years, parents, students and teachers across Queensland have been gradually becoming more familiar with a more uniform process for reporting in all schools, including the use of a more consistent 5-point scale. Very simply a 'C' is a reason for celebration; it means that your child is achieving at the standard that is expected of their year level.

To ensure that parents/carers receive their child's report card, we regularly request parents to check that their family contact details are correct. Where students reside in two homes, it is important that all family members have the correct information listed so both parents/carers will receive a report card via email. The email addresses on file are currently being used to distribute our school newsletter electronically each week so if you are not receiving the newsletter or you would like to change the email address, you will need to update your details with the school. To ensure you receive your child's report card, it is recommended that you add the following email to your safe senders list so the report card email isn't sent to the junk folder: application.ONESCHOOL@dete.qld.gov.au

RESOURCE CENTRE

The school is very proud of our Resource Centre. We encourage use by everyone, students and parents/caregivers alike. We ask that the simple library procedures be adhered to when using or borrowing. All students require a waterproof library bag for borrowing purposes.

SECURITY

Most of our school facilities have electronic alarm sensor security measures installed. Should unauthorised persons enter the school facilities, audible and inaudible alarms alert our security firm. Gladstone South State School staff are required to wear their official school badges while engaged in their duties. All visitors are required to report to the school office, where they are required to sign in, attach a sticker to their clothing and then sign out. If you are a volunteer WHO DOES NOT HAVE a student currently enrolled in our school, you are required to present your SUITABILITY CARD to the Business Manager/Principal BEFORE you begin work as a volunteer.

Our staff wear yellow fluorescent safety vests whilst on duty so they are easily identified by students, parents and caregivers.

SERIOUS INJURY

During the school day, students are under the supervision of the teachers. However, accidents may still occur. In the case of a minor accident, first aid treatment will be undertaken by a staff member. In the case of a serious injury, the emergency procedure as outlined on the enrolment form will be followed. Thus it is vital that the information provided is accurate and current. If any changes occur to your family contact information, please notify the school immediately by phone, letter or email.

SEXUAL HARASSMENT

Sexual Harassment is a civil offence and is unlawful under the *Anti-Discrimination Act 1991 and Sex Discrimination Act 1984*. Requests for information or assistance may be directed to the Principal.

SMOKING IN SCHOOLS

Smoking is strictly prohibited within the school grounds and for 5 m around the school grounds. This applies before, during and after school hours as well as over weekends and school holidays. This also includes e-cigarettes.

SOCIAL MEDIA

Cyberbullying – A Series of Helpful Hints from the Department of Education

Throughout the course of the year, we focus on Cyberbullying relating to our students and children. The same also applies to adults particularly in the context of comments made around staff or the school.

Did you know that there are possible civil or criminal ramifications of online (negative) commentary?

A serious instance of inappropriate online behaviour may constitute a criminal offence and become a police matter. For example, online commentary may substantiate an offence of 'using a carriage service to menace, harass or cause offence.' (Criminal Code Act 1995 (Cth)s. 474.17).

School staff may contact their union or obtain personal legal advice if they feel that online content seriously impacts on their reputation. Defamatory online content may give rise to litigation under the Defamation Act 2005 (QLD).

If you have concerns, we encourage all of our community to come and discuss it with the person concerned directly or through our Administration Team. This also applies to defamatory or negative comments made on **Facebook** either on individual's pages or in group discussions and other social media platforms.

We are very fortunate at Gladstone South that our parents and staff are respectful of one another.

STUDENT COUNCIL

Our senior students are selected through a rigorous process of a written application, interview, review of school records, delivery of a speech (where applicable) and voting by their peers and school staff each year to form a Student Leadership Council. School Captains, Vice Captains and Sports Captains are selected annually and have specific roles in decision-making, consultation and data collection.

STUDENT SERVICE

At Gladstone South State School, we have a range of services that students and families can access. These include:

- School Chaplain
- Guidance Officer
- Student Well Being Team (Teacher and Teacher Aides)
- Support Teachers and Aides: Literacy, Numeracy and Behaviour
- Special Education Support Staff
- Behaviour Team

At South, our *Student Support Services Committee* works in collaboration with families, teachers and other agencies to identify and address the range of learning, developmental, social, emotional and behavioural needs of our students.

STUDENT TEACHERS

Gladstone South State School provides the opportunity for the training of student teachers. They are as stated, student teachers, and as such have no direct responsibility for their class. Direct responsibility for the class always remains with the Class Teacher.

STUDENTS LEAVING SCHOOL GROUNDS

No student will be permitted to leave the grounds without the proper written authority at any time. To release a student from class during normal school routine, the following is required:

- A request must be made from a custodial parent/caregiver via email, phone, in writing, or in person.
- Parents/caregivers are to report to the school office where a departure slip will be issued and signed to take to the class teacher before a student is released.
- Students are to report to the school office with an authorised adult before returning to class.
- Under NO circumstances will a student be released from class to meet parents/caregivers at the front gate or public areas.

SUN SAFETY – WIDE BRIMMED SCHOOL HATS ONLY

Our school policy on Sun Safety is a very simple one: 'No Hat – No Play'. Students are encouraged to engage actively in sports training, games, physical education activities and social interactions as a balance to classroom work. At all times when students are outdoors, this policy is in place. Students who forget their school hats are directed to play under the covered area or to become engaged in library activities. All staff model the appropriate sun safety strategies while they are on playground duty or attending physical education lessons.

You may also wish to apply sunscreen on your child in the morning before they come to school. There is sunscreen available for use at school, so should your child have allergies to sunscreen, please advise the school as soon as possible. Students are also able to wear sunglasses for outdoor activities but are responsible for looking after them.

SWIMMING

Our swimming program for students ranges from Year 1 to Year 6 in Term One where it commences from Week 6 to Week 10. This is repeated in Term Four. The preps commence swimming in Term Four from Week 3 for 8 weeks. Through involvement in the swimming program, students meet the requirements of our Health and Physical Education curriculum. Specifically by the end of Year 3, students are to "develop knowledge, understanding and skills in relation to participation in physical activity". Participation is important for all students in meeting curriculum requirements. Students in other year levels engage in water safety and water awareness programs. This is presented by Surf Life Saving (Australia) annually.

TELEPHONE MESSAGES

Whilst in class, teachers and ancillary staff are not available to come to the phone. Calls that are not of an emergency nature should be made before school or during recesses. Please ensure that pick up and go home arrangements are made at home. In emergency situations, we are able to provide messages to students but this should be the exception not the rule.

TOYS

Although children may be excited by new or special toys and treasures they have at home, at school they can often become lost or broken. Due to this, the school strongly recommends that all these items remain at home to save both heartache and time for all involved. Generally students are not permitted to bring toys and personal items to school. Schools have found desirable items create increased distraction, theft, loss or conflict. Please note that this also relates to fidget toys. All toys that come to school without parental/carers' permission, will not be utilised in the classroom and will be sent home. If it is for Show and Tell, the toy remains in the classroom on the teachers' desk.

Some students (at the request of specialists) require functional and socially acceptable fidgets to help them learn. Tactile stimulation and strengthening for the hands, fidgets can be pulled, twisted or used as hand warm-ups before writing tasks. However, there are guidelines and rules to assist in the appropriate use of them while at school.

If you have been advised, through your medical practitioner, that your child needs a fidget toy, please contact your child's class teacher or Admin, so it can be implemented into their individual support plan. Please note, documentation from your medical practitioner will be required. The correct use and rules of sensory toys also need to be implemented to ensure disruption is kept to a minimum to students and their peers. Their use should be seen to have a positive impact and should be regularly reviewed.

Staff cannot assume responsibility for any loss or breakage of items brought to school by students.

TRANSFERS

If you are transferring your child to another school, please contact the school office detailing their last day and if possible, the school name where the student/s will be enrolling. Student files will be forwarded onto the appropriate school on request from the school they are enrolling. If enrolment is at another state school, all information is automatically transferred through the Department's OneShool system.

WEBSITES

We invite parents/caregivers and community to visit the Gladstone South State School Website.

Address: www.gladstonesouthss.eq.edu.au and the Gladstone South State School Facebook Page.

General information on Education Queensland schools in our district and across Queensland is available from the Education Queensland Website www.qed.qld.gov.au

WILFUL DISTURBANCE

Parents are reminded that if they have any concerns relating to students that they should approach school staff to deal with the matter and ***not deal with it themselves or approach students***. Parents or carers who fail to do this, will find themselves issued with a direction to not enter the school premises for a period of time as outlined in the Education Act (General Provisions) 2006. Not only do we expect appropriate behaviour from our students, we as adults must model this as well.

IT TAKES A COMMUNITY TO RAISE A CHILD – WE CAN ALL HELP TO MAKE OUR CHILDREN SOUTH SMART. WE WANT ALL OF OUR SCHOOL COMMUNITY TO BE RESPECTFUL AND RESPONSIBLE.