



2020 Handbook

ABOUT THIS BOOKLET

The purpose of this booklet is to inform parents of the administration, organisation and normal day-to-day functioning of your child's school.

It is hoped that this booklet will assist the community, staff and pupils to work together to create a caring and supportive learning environment in which children will develop physically, emotionally and socially.

The school's educational programs aim to equip each child with the necessary skills and self-confidence to enable him/her to contribute positively to our ever-changing society.

Please read the information provided and retain this booklet for future reference. Do not hesitate to contact us if you wish to clarify any points. Alterations will be necessary from time to time and the weekly "School Newsletter" will inform you of these.

OUR SCHOOL

Gillwinga Public School provides a caring and supportive environment that develops and encourages ambition, creativity and innovation.

We pride ourselves on displaying visible learning by participating in quality professional development and setting high expectations for all. We achieve this through continually reflecting, adapting and delivering student centred educational opportunities.

Our teaching programs are designed to focus on best practice and improvement of outcomes for all students. We respect the influences of the past whilst aiming towards a productive and vibrant future for our students.

Parents are secure in the knowledge that Gillwinga Public School values the uniqueness and diversity of all its learners and works to provide all students with an outstanding education.



VISION STATEMENT

At Gillwinga Public School we work in partnership with parents, carers and the wider community to empower students to strive to do their best and become lifelong learners.

All students are nurtured in an inclusive environment to develop physically, mentally, socially, emotionally and spiritually; resulting in productive, global citizens.

Gillwinga Public School achieves this through:

WELLBEING

Student wellbeing at Gillwinga Public School will:

- create a safe, caring school environment in which students are nurtured as they learn
- provide honest, open communication across the school community
- provide opportunities for students to enjoy success, make a contribution to the life of the school and derive enjoyment from their learning
- develop leadership and citizenship skills
- include preventative health and social skills programs
- stress the value of collaborative early intervention when problems are identified
- provide ongoing educational accommodations to support student needs
- recognise the diversity within the school community and provide programs and support which acknowledge difference and promote harmony
- recognise the role that the school plays as a resource to link families with community support services
- include effective discipline and behaviour management strategies
- follow a school-wide awards system

SCHOOL ORGANISATION

Gillwinga Public School provides innovative class structures aimed at providing quality teaching for all students in a supportive environment, with a focus on small learning groups.

Our school provides an environment where:

- students are challenged and extended in a supportive and caring environment
- students are valued and respected as individuals, with positive relationships based on mutual respect and trust fostered in the school community
- an understanding of the learning process is embedded in quality teaching practice
- students are motivated to learn through experiences which are relevant, practical and offer a high level of engagement
- students are provided with clear, explicit instruction and success criteria
- students are encouraged to continually improve as learners and their success is celebrated
- the teaching and learning process reflects the continual assessment of student learning
- student reflection and meaningful dialogue is promoted in focused, positive classrooms

2020 CLASS STRUCTURES

In 2020, we will have one Kindergarten, two 1/2 classes, two 3/4 classes and two 5/6 classes. Students will be supported by a range of staff including Principal, Assistant Principal, Instructional Leader, teaching staff, school learning support officers, school counsellor and school support officer. We also employ an occupational and speech therapist to work with students with additional needs.

LEARNING SUPPORT TEAM

Our School Counsellor is available at the school one day per week. Students who are experiencing significant educational, social or emotional difficulties are referred for assessment. These referrals can be made by teachers and parents through our school Learning Support Team. Parental consent will always be obtained and follow up interviews offered.

ATTENDANCE

Children must attend school for the whole of each school day unless prevented by illness or a genuine family matter. It should be arranged for dental and medical appointments to be made outside of school hours or during holidays whenever possible.

Notes signed by a parent or guardian, giving reasons for absences, are required whenever any school time is missed.

LATE ARRIVALS/EARLY LEAVERS

If parents need to drop off their child after 9.00am or collect them prior to 3:00pm, they must proceed to the front office to sign their child out and collect a leave slip that must be presented to the class teacher.

LEAVING GROUNDS

Children are not permitted to leave the school grounds for any reason during the day unless a signed note is received from parents, or children are accompanied by a parent/guardian after seeing the class teacher.

Class teacher must be notified in writing of any changes to after school routines.

FIRST AID/ILLNESS & ACCIDENTS

Staff are trained in Emergency Care, CPR and Anaphylaxis procedures. Minor First Aid is available for all students at the front office. Parents are called if further treatment or observation is required. Parents are asked to please ensure that all emergency contact information held by the school is up to date.

All children are covered by P. & C. Ambulance Insurance while at school or on an approved school activity.

MEDICATION

Parents are required to complete an indemnity form before medication will be given to their child. All medication must be handed into the front office where it will be stored and administered by office staff.

SCHOOL RELIGIOUS EDUCATION

Weekly half hour religious instruction lessons are organised and co-ordinated by the Clarence Valley Ministers' Fraternal. The children remain in class groups for their lessons.

BELL TIMES

8.40 a.m	Supervision begins (including breakfast program)
9.00 a.m	Line up. Morning Assembly in C.O.L.A.
11.10 a.m	Recess
11.30 a.m	Assemble for classes in C.O.L.A.
1.30 p.m	Lunch
1.40 p.m	Play
2.20 p.m	Assemble in C.O.L.A.
3.00 p.m	School ends.

Teachers are rostered for supervision duty during each of these breaks.

NB Playground supervision of students begins at 8.40 a.m. Only children who arrive on an early bus are to come into the playground before that time.

Children who travel by bus are supervised on the quadrangle in the afternoon until they board their buses.

PLAYGROUND PROCEDURES

MORNING 8.40am - 9.00am

- students arriving prior to 8.40am must sit on playground seats and wait quietly in the C.O.L.A.
- upon arrival of duty teacher, students sit and play quiet games.
- no sport equipment allowed
- 9.00am Bell - students are instructed to line up in classes in assembly area in the C.O.L.A.

RECESS 11.10am - 11.30 am

- students sit to eat in peer groups for 10 minutes, then are allowed to play.

LUNCH 1.30 - 2.20 pm

- Students eat with their class teacher for 10 minutes.
- Library, computer room, sports field, play equipment and wellbeing room are available for play.

BUS 3.00pm

- students assemble in top quadrangle and are directed to their bus by the supervising teacher.

If student misses the bus, the teacher will:

- contact executive staff
- if unavailable, ring parent (see contact sheets)
- if unavailable, ring contact (see contact sheets)
- if unavailable, ring Police to take the child home.

INFECTIOUS DISEASES

The most up to date information on Infectious Diseases, including required isolation periods can be found at www.health.nsw.gov.au - Infectious Diseases of Childhood.

IMPORTANT HEALTH MESSAGE

The NSW Department of Health recommends that all children attending school be fully immunised. It is recommended that all children have:

- a booster injection against diphtheria and tetanus.
- a booster dose of oral polio vaccine (Sabin).

If children have not been immunised against measles, or even if you are unsure, the measles vaccine, together with vaccine against mumps and rubella, is recommended. Immunisation is available from local doctors, council clinics and some community health centres.

Kindergarten Enrolments must supply proof of age according to NSW Department of Education.

UNIFORM

All uniform requirements can be purchased from the school front office.

- Shirts \$25
- Shorts \$15
- Jackets \$25
- All students are provided with a hat on enrolment. Replacement hats are \$12.

Please ensure that all removable belongings are clearly labelled with your child's name. (Check this regularly as the labels can fade and wash out, becoming difficult to read.) Lost property is kept in a box for a term.

Jewellery is not encouraged. For safety reasons, the stud type of pierced earring is recommended for school.

PARENTAL COMMUNICATION & INVOLVEMENT

Parental support is vital. Research indicates that parents' attitudes have a powerful impact on how children respond and learn. Parental involvement is highly valued by our school.

PARENTS AND CITIZENS/CANTEEN meetings are held monthly commencing at 2:30pm and are advertised in the School newsletter.

WHOLE SCHOOL ASSEMBLIES are conducted three times a term on a Friday in the hall at 9.00am. Parents are encouraged to attend.

SPECIAL DAYS are organised from time to time and parents are invited to attend e.g. Education Week, Mother's Day & Father's Day Assemblies, NAIDOC Celebrations, etc.

PRESENTATION DAY is conducted at the end of the school year when awards are made to students. These provide encouragement for effort as well as acknowledging academic, musical and sporting achievements. Parents are once again very welcome to attend.

NEWSLETTERS are available from the school website. A link is provided on the school's Facebook page. A hardcopy can be provided on request and will be sent home with your child. Detailed notes are sent as each occasion occurs.

KINDERGARTEN ORIENTATION activities (Ready Set Go) are organised each year for children who are to start Kindergarten the following year. Parents are invited to attend the Orientation meeting at the conclusion of the program in Term 4.

The Department of School Education has made the policy that public schools become totally "No Smoking" areas. Visitors to the school are therefore requested to refrain from smoking whilst in school buildings and grounds on all occasions.

CURRICULUM, TEACHING & LEARNING OPPORTUNITIES

The Department of Education and Training's mandatory syllabus is implemented with well balanced classroom teaching programs, engaging updated strategies and methods.

The major learning areas are:

- ENGLISH - Reading, Writing, Talking and Listening
- MATHEMATICS
- SCIENCE & TECHNOLOGY
- HUMAN SOCIETY AND ITS ENVIRONMENT
- HEALTH, PERSONAL DEVELOPMENT AND PHYSICAL EDUCATION
- CREATIVE AND VISUAL ARTS
- ICT - technology is present in all classrooms and is an integral part of all teaching and learning

Across curriculum perspectives include Multiculturalism, Aboriginal Education, Gender Equity, Environmental Education, Media studies, Gifted and Talented Education, Library and Computers.

ASSESSMENT & REPORTING

- Assessing your child is a continuous process.
- Written reports are forwarded home in Terms 2 and 4.

It is intended that these reports indicate your child's development and achievement in subject areas and also the effort that is applied at that time in each subject.

Parents may request an interview with their child's class teacher at any time. Parents are requested to contact the front office to make an appointment. Formal interviews are held at the end of Term 1.

SPORT AND FITNESS

In our rapidly changing society there is increasing community awareness of the importance of healthy lifestyles. Gillwinga Public School believes that individuals are leading a healthy lifestyle when they live in a way that allows them the greatest chance of achieving and maintaining mental, physical, social and spiritual wellbeing.

Sport and fitness activities provide regular and frequent opportunities for students to acquire and apply movement skills, enhance their creativity and aesthetic awareness and develop positive

attitudes towards regular physical activity.

A Swimming Carnival for Yrs 2-6 (Term 1) Cross Country and Athletics Carnival K-6 (Term2/ 3) are both held annually. The emphasis on each occasion is PARTICIPATION! Children who qualify go on to compete at higher levels.

As well as regular class and school based sporting activities children in Stage 3 have the opportunity to participate in:

- PSSA Knockout - Each year selected teams are entered in a state-wide knockout competition.
- Jump Rope for Heart - Children are invited to join the Demonstration Skipping Team – commencing in 2002 – this team has spent 17 years participating in tours, skill development and jump offs.

SPORTS

HOUSES/COLOURS

MULGA	Green
BANKSIA	Blue
CEDAR	Red

DANCE TEAM

The dance program at Gillwinga consists of 30 students from years 1-6. Students are selected from auditions at the beginning of each year and a reservation list is formed. The dance team performs using a variety of dance forms including hip hop, contemporary, Zumba and pop. The dance team has been fortunate to receive grants and sponsorship from McDonalds for the past three years. This along with Fundraising events throughout the year means that students can participate in performances away from school at no cost to families.

2019 saw Gillwinga proudly represented at the Mid North Coast Dance Festival. Teams are selected after an audition process and invited to perform at the Festival. Teachers, students, families and friends travelled to Coffs Harbour in June to be part of the Dance Festival and support our dancers.



Gillwinga was selected to open the showcase with their performance. The Dance team also proudly participated in the Grafton Eisteddfod in 2018 where they were rewarded with 2nd place in the Small Schools Dance section. The dance team has the privilege to be invited to perform at community events, school events, eisteddfods and numerous venues around the Clarence Valley throughout the year.



CHOIR

The choir is open to students from Year 1 to Year 6. Students practise a range of songs for performances at school functions and the local Eisteddfod.

ADDITIONAL ORGANISATIONAL MATTERS & POLICIES

BIKES

Bikes must not be ridden within the school grounds and must be placed in the designated area. It is requirement that all students riding bikes wear an approved safety helmet. In the interest of safety K-2 students should not ride bikes to or from school unaccompanied.

BUSES

There are many bus companies that service our school. If you have any queries, please contact the front office. These companies should be contacted if you are in doubt of a particular route and/or time.

Children in Kindergarten, Year 1 and Year 2 are entitled to free travel, irrespective of distance from home to school. Children in other years must reside more than 1.6 kilometres from the school to receive this concession. Bus safety lessons are provided annually.

If arrangements change please inform the front office so that bus rolls can be updated.

SCHOOL BANKING

Is provided each Tuesday. A Commonwealth Bank officer speaks to the Kindergarten children early in the year, encouraging them to save regularly. The school receives a commission for this service which is put into the budget to assist in the purchase of equipment and resources.

VALUABLES

All mobile phones are to be left at the front office and collected at the end of the day.

Children are not encouraged to bring toys or valuable personal belongings to school as problems can arise with damage or loss. If any items are brought to school they are the responsibility of the student concerned.

PERMISSION NOTES AND MONEY

Permission notes and money for excursions and shows should be returned as soon as possible to your child's teacher, NOT TO THE OFFICE. For legal reasons, students are not permitted to go on excursions or to participate in a travelling show without a permission note.

SCHOOL FEES

Our school fees are set at \$40 per student with a maximum of \$160 per family.

School fees are set in accordance with DEC policy and P&C consultation. Fees are used to supplement the cost of duplicating paper, exercise books, craft supplies, sporting gear and other equipment used by all students throughout the year.

TELEPHONE CALLS, MESSAGES AND INTERVIEWS WITH STAFF

1. Routine matters are best dealt with by notes, which should always be signed and dated.
2. Urgent brief messages should be telephoned to the office who will relay them to the teacher/child concerned.
3. More involved matters are best discussed face-to-face with teachers. An appointment can be arranged simply by telephoning the office staff who will know when teachers will be available for interviews.
4. The Principal or Acting Principal will always be available at any time to discuss matters of a very urgent, personal or worrying nature.
5. Parents may also contact the school via email at gillwinga-p.school@det.nsw.edu.au

ADDRESS/TELEPHONE CHANGE

Please notify the school personally or in writing of any changes in your address, telephone number or details of contact person as soon as possible so that our records will be accurate at all times.

CLASSROOM VISITS

Parent helpers are eagerly sought by most teachers and this can be an excellent way to become informed about and familiar with the ways schools now conduct learning activities.

If you wish to arrange an interview with a teacher to discuss your child's progress, arrangements must be made through the front office.

Parents who are waiting to collect children at the end of lessons are requested not to gather in the practical activities areas adjacent to classrooms. This can be very distracting for pupils and may disrupt lessons, especially if there are numbers of parents present and conversations are occurring.

ORGANISED ACTIVITIES

Many activities are organised to enhance the children's experiences and learning opportunities.

Gillwinga School endeavours to participate in and contribute to as many community activities as possible, e.g. Grafton Show, ANZAC Day, Jacaranda Festival, Eisteddfod, Dance Festivals as well as activities organised by the Grafton Community of Schools which consists of the four public Primary and two public High Schools in Grafton.

LIBRARY FACILITIES

A wide variety of reading material is available to the children in the classrooms and the school library. Provision is made to borrow books from both sources. Children are expected to carry their books to and from school in a library bag.

EXCURSIONS

Are organised to broaden concepts and extend information about classroom studies. Excursions are limited to one per term. Financial support may be available on application (for major excursions) to the Principal through SAS (Student Assistance Scheme).

TECHNOLOGY

Gillwinga Public School has a well equipped Technology Room with the aim of equipping the students with skills needed for future years. The Technology Room forms part of the schools computer network and provides Internet and e-mail facilities for all students across the entire school.

HOMEWORK

Has a worthwhile learning purpose, consolidating and extending the work done in class. Parents could assist their children greatly by -

- showing interest in what they are to do or have decided to do if it is self motivated. Talk with them, encourage and possibly suggest where to find pictures, information etc.
- give an expectation of a “good standard of presentation”.
- stepping in when frustration appears, and assisting but not doing the work.
- providing the time needed for students to successfully complete their “Home Reading” on a daily basis.

