



Gillwinga
Public School

A Leader in Excellence, Innovation + Opportunity



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Handbook



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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.





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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

We strive:

- to provide a safe environment where respect, trust and responsibility are expected.
- to develop in students an understanding of how they can contribute positively towards society.
- to develop enthusiasm and commitment to Life Long Learning.
- to develop strong Literacy and Numeracy skills in all students.
- to foster partnerships that allow our community to work towards continual improvement.
- for students to have a strong sense of personal identity which provides a firm foundation for their future.

Gillwinga Public School achieves this through:

- focusing on meeting the individual needs of students through continual assessment for learning and reflective practice.
- participating in ongoing professional development.
- collaborating and sharing best practice with the wider educational community.
- partnerships with community resources.
- development of sustainable systems and practices that lead to continual improvement.
- utilising available technology to create inquiry based learning opportunities.
- provide opportunities for ongoing collaboration, mentoring and professional dialogue between staff.
- facilitate inclusivity and equal opportunity for everyone.
- maintaining a high quality attractive natural environment.





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 a caring environment where:

- teachers display friendly attitudes towards students, encouraging openness, warm communication and interaction in the classroom and playground.
- the Principal has an open door policy, encouraging parent participation as partners, rather than just involvement and he/she involves himself/herself extensively in classroom interaction.
- children appreciate a firm, consistent approach to discipline where the limits of acceptable behaviour are clearly stated.
- innovative staffing and timetabling allow for students to be involved in small learning groups in both literacy and mathematics. This ensures that all students' learning needs are addressed.
- a relaxed classroom environment encourages co-operative learning and lessons are geared to meet individual learning styles.
- children are highly motivated by and interested in, hands-on activities. They learn through direct experience to think creatively and to solve problems.
- classrooms are child centred with students taking responsibility for their learning and their behaviour, whilst supported by the partnership between home and school.
- incorporating the use of ICT engages and enhances student learning.





You Can Do It

What Is It?

At Gillwinga we use a comprehensive, systematic **Social** and **Emotional** learning program from K-6. This program teaches students a number of different skills they need to be **successful** and **happy**, not only for now but for the rest of their lives.

SUCCESSFUL – Doing the best and being the best they can be.

HAPPY – They will like themselves, have friends, work with and help others and healthy and safe.

What Skills?

There are five foundations or **Keys To Success** that children will be encouraged to develop in order to be successful and happy. They are:

GETTING ALONG

ORGANISATION

CONFIDENCE

PERSISTENCE

RESILIENCE



When Does It Happen?

Specific lessons happen in class up to 4 times a week targeting these skills in order. These skills will be reinforced formally on assemblies but most importantly they will be continually taught and reinforced throughout the day within the classroom and playground. Our school merit system reflects the **Keys To Success** and as students demonstrate these skills they will be formally recognised and rewarded for it.

How Can You Help?

To maximise the success of any program like this a strong link between school and home is essential. If you can discuss with children the skills being taught, reinforce their importance and praise them for displaying it will increase the success of the program.

Please look at the information about each of the keys to success, what they look like and how they can be used at home too.

If you have any questions or would like any support with any of the content of this booklet or the program in general please feel free to contact us at any time.



BELL TIMES

8.40 a.m	Supervision begins.
9.00 a.m	Line up. Morning Assembly in C.O.L.A.
11.10 a.m	Break 1
11.30 a.m	Assemble for classes in C.O.L.A.
1.30 p.m	Break 2
1.45 p.m	Play - Canteen open.
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.

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.

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.

COLLECTING STUDENTS: If parents need to collect their children prior to 3:00pm, they must proceed to the front office to sign their child out and collect a leave that must be presented to the class teacher.

FIRST AID/ILLNESS, ACCIDENT: 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.

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.

Our Reading Recovery Teacher works with students in Year 1 who are in need of specialised support in learning to read.

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.

BREAK 1 11.10am - 11.30 am

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

BREAK 2 1.30 - 2.20 pm

- Students eat with their class teacher for 10 minutes.
- Library open 1.45 - 2.25pm on allocated days.
- Computer room open 2:00pm
- Infants able to use community room 2:00pm.

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
- Skorts \$18
- Bucket Hats \$7
- School Cap \$12.50
- Jackets \$25
- Track pants – Fleecy \$16 or Microfibre \$22

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.



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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.

Regular meetings are:

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

WHOLE SCHOOL ASSEMBLIES are conducted every 2nd 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 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.

SPECIAL KINDERGARTEN ORIENTATION activities (Ready Set Go) are organised each year for children who are to start Kindergarten the following year - parents are also invited to attend.

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.





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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.

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.

SPORTS HOUSES/COLOURS

MULGA	Green
BANKSIA	Blue
CEDAR	Red





SPORT AND PHYSICAL EDUCATION

These activities allow each child to develop physical skills and attitudes of fair play and sportsmanship whilst developing skills for enjoyable and worthwhile leisure time activities.

A Swimming Carnival for Yrs 2-6 (Term 1) **Cross Country and Athletics Carnival** K-6 (Term 2/ 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.
- **intensive swimming instruction** is organised for Year 2 - 6 children during Term 4. It is conducted for a fortnight during school hours.
- **Jump Rope for Heart** - Children are invited to join the Demonstration Skipping Team.

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.

CHARITIES

are supported annually

- Red Cross
- Stewart House
- Jump Rope for Heart

An active children's SREC organises most of these activities.





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SCHOOL BANKING

Is provided each Monday. 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.

PUPIL PHONE CALLS

In an emergency, students are permitted to make a telephone call from the office. Local calls only.

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

Parents are welcome to visit classrooms and to observe lessons in progress. Arrangements for such visits must be made in advance with the teacher/s involved or via email at gillwinga-p.school@det.nsw.edu.au

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.

CLOTHING POOL:

These can be purchased at reasonable prices.

Clothing pool is open during school hours - Monday to Friday from 9.00 a.m. until 3.00pm

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". These may be purchased from the office.

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.



SCHOOL BAND

Children from Years 3 to 6 who show interest, are welcome to join the band at the beginning of each year. Some school instruments are available for children to use. Practices are usually held on Friday mornings and our band always plays for special assemblies. Some private tuition is available at school.

Band Costs include:

- Membership \$40 per year
- Instrument rental \$50 per year
- Private Tutoring Determined by Tutor

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.

