



# Prospectus



## Enrolment Information 2017



### **Gayndah State School**

33 Meson Street, Gayndah Queensland 4625

PO Box 106, Gayndah Queensland 4625

Telephone 07 4160 3333

Fax 07 4160 3300

Website <http://www.gayndahss.eq.edu.au>



# Principals Welcome

Dear Parents and Caregivers,

On behalf of the staff, students and school community of Gayndah State School I would like to sincerely welcome you to our school community. Throughout this prospectus and enrolment information package you will discover more about our vibrant school, the procedures that we use to ensure a high quality learning environment for your children and the learning opportunities and support that our school offers to students. Our school is a caring and friendly community and we value the input of all of our parents and students.

Gayndah State School is a Band 6 school located in the North Burnett as part of the Central Queensland Region and is set in a rural community approximately 150 kilometres west of Maryborough. Gayndah has a town population of about 1750 with a local shire population of around 3000. It is noted as Queensland's oldest town having been settled in 1848.

The school has a long and proud history having been opened in 1863. One of the original school buildings built in 1861 still stands. It is one of the oldest schools still operating in Queensland and has seen many generations of families attend. Gayndah State School operates as part of the North Burnett cluster of State Schools in curriculum, sporting and cultural activities. In 2013 Gayndah State School celebrated 150 years of teaching and learning.

We look forward to working with you and your child through out their time as a student and your time as parents at Gayndah State School. If you have chosen to send your child here, we welcome your input into our activities. The interest shown by you in the school and your child's progress will assist us in providing the ideal educational and social climate to meet the needs of your child. I'm sure that you will want to share in the confidence, growth and achievement of your child.

We are very proud of our school and the wide range of experiences we can offer your child. If you would like further information or have any questions, please contact the school office during working hours.

If you have any concerns or would like to know more information please do not hesitate to contact the school.

Warm Regards

Ken Nichols  
Principal





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# ESSENTIAL INFORMATION

## SCHOOL HOURS

Monday to Friday	8:50 am - 3.00 pm
First Break	11.00 am - 11.40 am
Second Break	1.10 pm - 1.50 pm

**TELEPHONE:** 4160 3333

**FAX:** 4160 3300

**STUDENT ABSENCE LINE: 4160 3360**

**ADDRESS:** PO Box 106  
33 Meson Street  
GAYNDAH 4625

## ENROLMENT ELIGIBILITY:

Eligible to start Prep in -

### Birthdate

2017	Born	1 July 2011 - 30 June 2012
2018	Born	1 July 2012 - 30 June 2013
2019	Born	1 July 2013 - 30 June 2014

## Queensland term dates - 2017

Term	Dates	Length
Term 1	Monday 23 January— 31 March	10 weeks
Term 2	Tuesday 18 April - Friday 23 June	10 weeks
Term 3	Monday 10 July - Friday 15 September	10 weeks
Term 4	Tuesday 3 October - Friday 8 December	10 weeks

## Staff professional development days for 2016

- Wednesday 18 January to Friday 20 January
- Three additional days within the Easter holiday or other negotiated flexible arrangements

# Our Staff

**Principal: Mr Ken Nichols**

**Classroom Teachers**

Mrs Deb Ulcoq  
Miss Jasmine Camps  
Mrs Michelle Geary  
Mrs Di Rackemann  
Mr Cameron Willis  
Mrs Leah Trott  
Mrs Deb Moorrees

**Learning Support Teacher:** Mr Kim Koster

**Special Education Teacher:** Mrs Alana Harris /Mrs Hayley Jabbour

**Speech Language Pathologist:** Mrs Deirdre Rackemann

**Guidance Officer :** Mrs Rachel Tobin

**Instrumental Music :** Mrs Jennifer Carnell

**LOTE Teacher :** Mr Cor Moorrees

**Teacher Aides :**

Mrs Deb Stallan  
Mrs Helen Cherry  
Mrs Nita Roberts

**Administration Officers:**

Mrs Pam Slack  
Mrs Sharon Merrett

**ICT Support Technician:** Mr Nathan Bryant

**Schools Officer :** Mr Gavin Bryant

**Cleaners :**

Mrs Ev Cocking  
Mr Gavin Cocking  
Mrs Margaret Kreis

# Support Services

## **SUPPORT STAFF**

Education Queensland provides State Schools with a wide range of support staff to assist children and teachers. These people are available if your child has specialised needs. Their activities are coordinated through the Learning Support Teacher. Most are based in Gladston and travel out here when needed.

There are Educational Advisers in many of the Key Learning Areas who are available to assist our teachers as well as Advisory Visiting Teachers who work with children with specific needs in the following areas:

- Early Childhood
- Intellectual Impairment
- Hearing Impairment
- Visual Impairment
- Physical Impairment
- Autistic Spectrum Disorder
- English as a Second Language
- Speech Language Impairment

We also have weekly access to a Speech Language Pathologist and dedicated speech programs.

## **LEARNING SUPPORT**

Our Learning Support Teacher, Mr Kim Koster is available to work with children in our school who experience difficulty in particular areas. Their vast expertise is also available to you as parents to help you manage your child whether they experience academic difficulty or not. Please feel free to contact them after you have enrolled your child if you have specific concerns.

## **GUIDANCE OFFICER**

Our Guidance Officer is available to do detailed assessments, counselling and follow up with students at State Schools in this area. Children are referred by the class teacher or parent through the Classroom Teacher and Principal.

### ***Who can access the Guidance Officer?***

#### **Students**

*May self refer or may be referred by Parents or their teachers. Confidentiality is assured for all issues where personal safety or the safety of others is not at risk.*

#### **Parents**

*May refer their child by phoning the guidance Officer directly or by making contact through the Principal or their child's teacher. Confidentiality will be maintained and any information given to parents will be with the student's permission. Parents/carers may also request assistance or information for themselves.*

#### **Teachers**

*May refer students through the school's Student Support Services Committee or directly to the Guidance Officer by completing a referral form. Feedback will be given to the referring teacher with the student's permission.*

# Student Absences Policy

A parent of a child of compulsory school age is obliged to ensure that their child attends school on every school day for the educational program in which he/she is enrolled. A parent of a young person in the compulsory participation phase is obliged to ensure that the young person is participating full-time in an eligible option.

## **Absentee reporting.**

On Tuesday 12 of July 2016, the report 'When a child is missing: a report into Queensland's children missing from out-of-home care' was released and the Queensland Government has accepted a recommendation from the Queensland Family and Child Commission that the Department will implement same day notifications advising parents/carers when a child has an unexplained absence from school.

Parents will be receiving SMS text if their child is away from school without a reason.

I need to emphasis to you the importance of informing the school of your child's absence.

Could all parents ensure that contact details are up to date at the school office.

It is important to know that if the child is late, arrives after the role is marked, you will receive an SMS message telling you that your child is away. If this happens, please contact the office.

## **In Summary.**

You will receive an SMS if your child is marked absent without a reason.

Please ensure contact details up to date.

Please inform the school if your child is absent.

## **Parents/Carers Responsibility:**

- ensure their child of compulsory school age attends school on every school day for the educational program in which the child is enrolled, unless the parent has a reasonable excuse
- ensure their child in the compulsory participation phase fulfills the requirements of their eligible option
- initiate or attend meetings to discuss their child's attendance or participation in their educational program
- negotiate with the school, where appropriate, alterations to their child's educational program or flexible arrangements to best meet the needs of the child
- apply for an exemption for their child for non-attendance at school for a stated or indefinite period where the child's attendance at school is impossible or should not be reasonably required.
- 

## **Reasons for Absence**

Satisfactory reasons for an absence may include such factors as:

- medical or dental treatments or procedures
- specialised training
- sporting events other than those associated with the school or the education system
- funerals
- cultural reasons, or
- family reasons (e.g. special family events, holidays)

## **Procedures for Absence Notification**

- If a student is going to be away ill that they phone the school absence number **ph 4160 3333** and leave a message that your child will be away.
- A written note, phone call, parental message must accompany the student when they next come to school explaining their absence
- When a student is absent, or plans to be absent, for more than **10 consecutive school days** for any reason, the parent must either: seek an exemption; by negotiating with the Principal to make an alteration to a student's educational program; or by seeking to arrange a flexible arrangement for the student.

## **Everyday counts**

Did you know? Research shows that in Queensland, higher student attendance at school is associated, on average, with higher student achievement.

### **Why is regular attendance at school important?**

Regular school attendance will mean that your child gets a better chance at life. Your child will achieve better when they go to school all day, every school day:

- they learn better
- they make friends
- they are happier
- they have a brighter future.

### **Why must I send my child to school?**

Under Queensland law, you must make sure your child of school age is enrolled and attends school all day, every school day unless they have a reasonable excuse. Illness, doing work experience, competing in a school sporting event or going on a school excursion are reasonable excuses for being absent from school.

Principals decide if the excuse given for your child's absence is reasonable.

Avoid keeping your child away from school for: birthdays, shopping, visiting family and friends, if they sleep in, looking after other children, minor check ups or care such as hair cuts.

Routine medical or other health appointments should be made either before or after school or during the school holidays.

While it is a last resort, it is important to understand that you may be prosecuted if your child is not attending school regularly.

### **What should I do if our family is going on a holiday in school time?**

You are encouraged not to schedule holidays during school time. If your family holiday is during school time, let the school know in advance and talk about what arrangements can be made for your child. Depending on the circumstances the school may be able to provide tasks for your child to complete while they are absent or assist you to organise an exemption from schooling.

### **Do I need to let the school know if my child has been away from school?**

Yes, you must let the school know the reason why your child is absent from school, if not beforehand, then within two school days of their return to school.

### **Having problems getting your child to school for some of these reasons?**

- won't get out of bed in the morning
- won't go to bed at night
- can't find their uniform, books, school bag ...
- slow to eat breakfast
- haven't done their
- have a test or presentation to do, have an assignment to hand in
- It's their birthday.

### **A set routine can help**

- have a set time to go to bed
- have a set time to get out of bed
- have uniform and school bag ready the night before
- have a set time for starting and finishing breakfast
- set a time for daily homework activities
- speak about school positively
- be firm, send your child to school every school day including their birthday and the last day of term!



### Leaving the School Grounds

No Children will be allowed to leave the school grounds for the purposes of purchasing lunch during the school day. If a child is attending an appointment during the school day it is the responsibility of the parent / caregiver to

- Come to the office to collect the child (no child will be allowed to wait outside the school grounds)
- Sign the register at the office to indicate they have taken their child and left the school grounds

## Student Mobile Phone Policy

- No student is to have a mobile phone at school
- If it is necessary for a student to bring a mobile phone to school it is to be handed into the school office when they arrive at school with the students **name clearly marked** on the phone.
- The phone will then be stored in the school safe.
- The phone can then be collected at 3pm from the office by the child.
- The school will not be responsible for damage or theft of mobile phones at school
- If a child is found to have a mobile phone during the school day they will be in breach of this policy. In response to this breach the phone will be confiscated and the parent notified that they must collect the student phone from the principal.

If students are found to be using a mobile phone inappropriately (eg as a medium to harass, bully or threaten other students) there will be serious consequences, with a possible suspension imposed.

- Mobile telephones should not be used in any manner or place that is disruptive to the normal routine of the school;
- Mobile telephones use during class is disruptive to the learning environment of all students and is to be discouraged;
- In-phone cameras are not to be used anywhere a normal camera would be considered inappropriate, such as in change rooms or toilets

# Allocation of State Education

All students attending Queensland state schools have an allocation of state education. This is the number of semesters of state education to which the student is entitled. The basic allocation is 24 semesters, and usually covers both the period of compulsory schooling and the compulsory participation phase.

Students who begin school in Year 1 before the student turns 7 years (or 7½ years after 2008) and continue their education in Queensland state schools uninterrupted while moving to a new year level each school year, have the basic allocation.

Prep is not usually counted when calculating a student's allocation of state education.

Students who do not begin school in Year 1 at a state school in this way do not have the basic allocation but are allocated a number of semesters of state education by a state school principal. This is the student's remaining allocation.

Principals consider a wide range of factors before making a decision about a student's remaining allocation, including:

- the age, ability and development of the student
- previous enrolment at a state or non-state school and/or with a school of distance education
- prior education interstate, overseas or through home education
- the need to promote continuity of the student's learning experiences, and
- the suitability and availability of other education or training options, or supported employment programs.

Students are informed about their remaining allocation on enrolment (if the remaining allocation is not the same as the basic allocation) and after a decision has been made that impacts on the student's remaining allocation, such as when it is approved for a student to repeat a Year level at school.

When a student who has used all of their allocation of 24 semesters wants to continue their enrolment, that student can remain at school until the end of the semester in which they turn 16 without applying for extra semesters.

After that, if students have used all of their allocation of 24 semesters and want to receive more state education they can apply for more semesters of state education, using an approved form available from the school.

Students applying for more semesters of state education must make sure that their application is lodged at least 12 weeks before the start of the additional semester. In some circumstances, the person who makes the decision will accept an application within 12 weeks of the start of the semester, if a valid reason for the delayed application is provided.

Applications for more semesters of state education need to outline educational reasons why an allocation of extra semesters of state education should be made.

# Homework Policy

The following is to operate as a guide in determining the amount of set homework that students might be expected to undertake at Gayndah State School.

It is of course open to parents to consult with a student's teacher about additional materials or practice exercises with which parents can assist their children at home.

In the **Early Phase of Learning (Prep to Year 3)** many activities at home or in play can assist children to develop literacy, numeracy and problem-solving skills.

## **Homework tasks may include:-**

daily reading to, with, and by parents/caregivers or other family members  
linking concepts with familiar activities such as shopping, preparation of food, local environment and family outings  
conversations about what is happening at school- preparation for oral presentations  
opportunities to write for meaningful purposes

- In the Prep Year, generally students will not be set homework.
- In Years 1, 2 and 3, set homework could be up to but generally not more than 1 hour per week.

In the **Middle Phase (Year 4 to Year 9)** some homework can be completed daily or over a weekly or fortnightly period and may:- include daily independent reading- be coordinated across different subject areas- include extension of class work, projects and research.

- Homework in Year 4 and Year 5 could be up to but generally not more than 2-3 hours per week.
- Homework in Year 6 and Year 7 could be up to but generally not more than 3-4 hours per week.

*If you have any concerns about your child's homework, please do not hesitate to contact your child's classroom teacher for further clarification.*



# Student Dress Code

At Gayndah State School our dress code provides clothing that aims to contribute to a safe and supportive teaching and learning environment through:

- ready identification of students and non-students at school;
- fostering a sense of belonging; and
- developing mutual respect among students by minimising visible evidence of economic or social differences.

Our student dress code reflects school community standards and is consistent with occupational health and safety and anti-discrimination legislation.

## **SCHOOL UNIFORM**

Articles such as hats, ports, socks, shoes, handkerchiefs, etc. should be clearly named. Each year hundreds of valuable items are unclaimed and cannot be returned because of lack of identification marks.

### **BOYS**

royal blue polo shirt with the school logo and Gayndah State School printed on the collar  
black shorts

### **GIRLS**

royal blue polo shirt with the school logo and Gayndah State School printed on the collar, black skirt/skort. The blue checked dress may still be worn.

If bike pants/leggings are worn, a skirt or shorts/skort must also be worn over the top

Bike pants/ leggings should be black

**Please note: Board shorts are NOT part of the uniform.**

### **BOYS AND GIRLS**

Closed, comfortable sport shoe with non-marking sole (lace up or velco)

Black tracksuit pants/royal blue sweatshirt, jumper or jacket with or without the school logo.

Make-up and fingernail polish not permitted.

### **SPORTS UNIFORM**

Sports shirts will be of same style and material as the school shirt with the school logo and the house name embroidered on the collar.

House colours are as follows:-

<i>ARCHER</i>	-	Red
<i>BURNETT</i>	-	Green
<i>CONNOLLY</i>	-	Sky Blue

### **PRINTED SHIRTS & BROAD BRIMMED HATS**

Uniform shirts screen printed with the Gayndah State School logo and printed collar and blue check dresses are available from the P & C Uniform Shop at school.

Black shorts and skirts can be purchased from local stores.

Broad brimmed school hats (min 7 cm brim) screen-printed with the Gayndah State School logo are also available from P & C Uniform Shop located in the Digital Resource Centre.

These hats are designed for school wear and are very durable.

# Student Dress Code con't

## **Jewellery Conditions**

Our School Policy supported by the Parents and Citizens Association on the wearing of jewellery is that the following are acceptable

- a signet style ring
- ear stud or sleeper (no dangling earrings)
- watch

Other jewellery can become a problem during Physical Education lessons and potentially cause safety hazards in school activities. Wrist bands are not permitted unless granted special permission.

## **Hair**

Hair should be neat and tidy and kept back off the face. Only plain appropriate hair accessories permitted.

## **Inappropriate Dress**

Inappropriate dress refers to clothing or apparel worn by students that is deemed to be:

- Offensive;
- Likely to disrupt, or negatively influence normal school operations;
- Unsafe for student or others; and
- Likely to result in a risk to health and safety of student or others.

A student's non-compliance with school's student dress code requirements is not grounds for suspension, exclusion, or cancellation of enrolment from school.

## **Dress Code Sanctions**

For students who do not comply with our schools dress code there are sanctions on a once only basis per episode of non-compliance. Sanctions are reflective of the severity and recentness of the non-compliance.

- **Imposing a detention** for a student during lunch or after school (if after school, inform parents before detention occurs);
- **Preventing student from attending, or participating in**, any activity for which student is representing school; or
- Preventing student from attending or participating in any school activity that is not an essential school educational program.
- Letter sent home/phone call informing parent of breach

## **Dress Code Exemptions**

*All exemptions of the Gayndah State School dress code are considered in consultation with the principal. The following are examples of exemptions;*

- Mobile families requiring sufficient time to purchase items of dress;
- Economic hardship requiring special arrangements, or an extended period of time, to purchase new items of dress;
- Students with physical impairments requiring greater flexibility in interpretation of dress codes.

# Administration of Routine and Emergency Medication and Management of Health Conditions

## Introduction

Management of student health conditions, including the administration of medication, is a courtesy provided by **Gayndah State School** consistent with our duty of care to:

- maximise the participation in school activities of students who require medication or special procedures for managing a health condition; and
- optimise the health, safety and wellbeing of staff and students at a school site.

School staff can assist a student with medication under the carer provisions of the Health (Drugs and Poisons) Regulation (1996) provided that a written request is received from the student's parent or legal guardian. Staff must follow the directions on the original pharmacy label attached to the medication container.

Provision of first aid in emergency situations to ensure the health and safety of staff, students and others affected by Education Queensland workplaces and workplace activities is an obligation under the Workplace Health and Safety Act 1995.

Opportunities should be provided for students who require medication, or who have a health condition to participate in the full range of school activities according to the advice of their medical practitioner. This applies to classroom activities and activities such as excursions, camps, swimming, sport, physical education, outdoor education, vocational activities, work experience and public displays.

Some students may be approved to self-administer their medication and this issue is addressed in the Self-Administration of Medication section of this position statement. All other medications require secure, in some cases locked, storage and administration only under the supervision of a staff member. Medication required for emergencies, such as an anaphylactic reaction or asthma attack, must be accessible at all times.

School staff must not administer over-the-counter medication, including analgesics, homeopathic or prescribed medications unless they meet the accountability of a written request from a parent/caregiver accompanied by written advice from a medical practitioner and with the medication in the original labelled container. The exception is the reliever puffer, such as Ventolin, that is included for the emergency treatment of asthma under the guidelines. The containers for these are often blue.



# Administration of Routine and Emergency Medication and Management of Health Conditions

## Self-administration of Medication

Contemporary management of chronic health conditions encourages students to administer their own medication, to recognise the signs and symptoms of their condition and to participate in the full range of activities offered by the school.

In schools, self-administration may apply to students who are assessed by their medical practitioner and parents/caregivers and approved by the principal as capable of administering their own medication while participating in school activities.

- Self-administration of medication may include:
- monitoring blood sugar levels and the injection of insulin for diabetes;
- inhaling medication such as "Ventolin" for asthma;
- orally administering anti-convulsant medication for epilepsy; and
- orally administering enzyme replacements for cystic fibrosis.
- Students approved to carry their own medication should demonstrate practices of secure storage of medication that may be potentially harmful to other students and safe disposal of injecting equipment.

## Recommended procedure for approval

- The parent/caregiver provides a written request, with guidelines and procedures from the medical practitioner, for the student to be responsible for administering their own medication.
- The principal determines if the student is capable of assuming this responsibility.
- The student and the school agree on where medication is stored and where and how it is administered.
- Teachers can assist students to manage their health condition by incorporating their medication needs in the routine management of the class and school.

## Emergency First Aid for Asthma, Diabetes, Anaphylaxis and Epilepsy

In emergency situations, trained school personnel may be required to administer medication to preserve the life, safety and health of a student. These emergencies may occur for students with diabetes, epilepsy, anaphylaxis and asthma. The possible medication requirements include administering inhaled medication such as "Ventolin" for asthma, rectal administration of "Valium" for epilepsy, an injection of glucagon for diabetes and an injection of adrenalin for anaphylaxis. Injections for diabetes and anaphylaxis are usually administered by a pen device and are not intravenous.

The designated first aid personnel in the school should be trained in the recognition and management of an emergency for students and staff with health conditions. The information and training provided to school personnel who administer medication in an emergency should include instructions on the administration method, possible complications and upper dosage limit of medication.

# Complaints Process

During the course of your children's school years, you may have cause to make a complaint about an issue with your child's education.

Education Queensland is committed to ensuring that all complaints are dealt with in a fair and equitable manner. There are processes and support structures in place to enable parents/carers and students to work through any issues they may have with Education Queensland provisions.

When making a complaint, it is in the best interest of complaint resolution to ensure that you:

- provide complete and factual information in a timely manner
- deliver your complaint in a non-threatening and non-abusive manner and
- not make frivolous or vexatious complaints or include deliberately false or misleading information.

You should be aware that if you are making a complaint about a staff member, that in most instances the staff member will be told of the complaint and offered the right of reply. You also have the right to have a support person participate throughout the process.

If your complaint relates to suspected official misconduct or criminal activity then you should make your complaint directly to the Crime and Misconduct Commission ([www.cmc.qld.gov.au/](http://www.cmc.qld.gov.au/)) or the Queensland Police Service ([www.police.qld.gov.au/](http://www.police.qld.gov.au/)).

The following 5-step procedure may assist parents/carers, and school staff to reach an outcome that is in the best interests of the student.

## **1. Discuss your complaint with the class teacher**

If your complaint is with your child's teacher or relates to an issue concerning your child's experience at school, make an appointment with that teacher as soon as possible through the school administration. Share the information you have about the problem with the teacher. Give the teacher an opportunity to tell you all he/she knows about the incident or problem. Together, both parent/carer and teacher, should then take steps to resolve the problem at this level.

The teacher will make a record of the complaint and report your meeting and any outcomes to the school principal.

## **2. Discuss your complaint with the principal or ask the principal to assist by participating in informal conflict resolution**

Where the teacher has been approached as above but the issue remains unresolved, make an appointment with the school principal to discuss the issue further. Alternatively, you and the teacher may agree to ask the principal to act as a go-between in informal conflict resolution in an attempt to resolve the problem.

If your complaint is related to the school more generally including issues of school policy or its compliance or non-compliance you should raise your complaint directly with the principal or his/her delegate. For example, the principal may refer your complaint to a deputy principal or registrar. The staff member will make a record of your complaint and work with you to resolve the issue.

Complaints to the principal may be lodged in person, by telephone, writing or via electronic format through the "Schools directory" at [www.education.qld.gov.au/schools/directory](http://www.education.qld.gov.au/schools/directory) - select relevant school, then click on the email link.

# Complaints Process con't

### 3. Contact district office

If you have discussed the issue with the principal and still feel that your complaint has not been addressed, you have the right to contact the Executive Director (Schools) who is the supervisor of the principal and oversees activities of schools in that particular education district of Queensland.

Complaints may be lodged by telephone or in writing. Complaints should be specific in detail, and outline the steps taken to date to resolve the issue. Remember to date the letter, give your full name and address and sign it. The district office will make a record of your complaint.

Anonymous complaints will only be acted upon if enough information is provided to allow for follow up with the principal.

Addresses and telephone numbers of district offices are listed under the heading Education Queensland in the White Pages of your local telephone directory and are also available through the "Schools directory" at [www.education.qld.gov.au/schools/directory](http://www.education.qld.gov.au/schools/directory)

When you contact the district office you will be advised that your name and the nature of your issue will be reported back to the principal of your school. Staff at the district office will assist in seeking resolution to the issue.

### 4. Complaint still not resolved

If, as a parent/carer you feel that your issue has not been resolved through the district office process, you have a further right to make a complaint to the central office of Education Queensland.

Parents/carers may choose to progress their complaint in writing to the Deputy Director-General Education Queensland. The Office of Education Queensland will seek to assist with the resolution of your complaint through referral:

- to the Executive Director (Schools) for further action or
- to another departmental unit for appropriate action.

The Office of Education Queensland can be contacted at: Education Queensland, PO Box 15033, CITY EAST, Qld 4002 Tel (07) 3237 0618 or fax (07) 3221 4953.

### 5. Independent review

If, as a complainant you feel that your issue has not been resolved through these formal processes the Queensland Ombudsman provides an avenue for an independent review of the Department's decision. The Ombudsman may be contacted at: Office of the Ombudsman, GPO Box 3314, Brisbane, Qld 4001 Email:

[ombudsman@ombudsman.qld.gov.au](mailto:ombudsman@ombudsman.qld.gov.au) Tel (07) 3005 7000 or Toll Free 1800 068 908 or fax (07) 3005 7067

### A role for Parents and Citizens' Associations (P&Cs)

It is understandable that parents/carers may sometimes feel overwhelmed when approaching a school or the department with a complaint. While the Queensland Council of Parents and Citizens' Associations Inc (QCPCA) does not advocate on behalf of individual parents or carers, individuals can request their own P&C to provide support in these circumstances. The P&C can in turn seek assistance from QCPCA to provide guidance in resolving the complaint.



## **CURRICULUM**

- A comprehensive curriculum is offered covering all key learning areas.
- A Language Other Than English (Chinese) is taught to children in Years 5 & 6.
- All children receive specialist Physical Education and Health lessons and Art lessons each week.
- Human Relationships Education is offered in all year levels. This program has been put together by Life Education in conjunction with Education Qld guidelines.
- Use of computers and technology is encouraged with all children being given the opportunity to work with Information Communication Technology
- Religious Instruction (optional) is offered for 30 minutes each week by visiting Ministers of Religion and their helpers.

## **SCHOOL CAMPS/EXCURSIONS**

Students may be invited to participate in the camping program throughout the year. All students in Years P – 6 have a variety of excursion experiences that link in with their school work.

Camps and excursions are not just fun add ons. They are an essential part of the curriculum and it is vital that children attend.

## **ARTS COUNCIL**

School performances visit our school a number of times through out the school year. The cost is approx \$6.00.

## **SCHOOL SPORT**

School sport is an essential part of the curriculum as it contributes to physical growth, character development, social development and teamwork. All children are encouraged to participate in sport and if their skill level is advanced enough, represent their school at district, zone or state level. If your child is legitimately unable to participate in P.E. or sport, please send along a note.

Our structured school sports program aims to meet the needs of all children whether their skill levels need developing or whether they are at an advanced level.

## **INJURIES OR SEVERE ILLNESS AT SCHOOL**

In cases of severe accident or sudden illness the Ambulance is summoned to render first aid, and, if necessary, transport the patient to the Doctor or Hospital.

As it is the policy of this School to communicate by phone with one parent of the child involved, it is essential that the phone number for emergency use, where available be supplied for our records. The School should be notified of any changes of address or phone number.

If a student is ill, the class teacher will send a note, indicating required action, to the office with the child (they will be assisted to the office by another student or staff member if necessary). Students are monitored at all times if they need to spend time in sickbay and **must** stay in the office until collected by a parent/guardian if they need to go home.

## **ARRIVAL AT SCHOOL**

There will only be incidental supervision of children in the school grounds by teachers before school. Parents can however be assured that should an accident or emergency be brought to a teacher's attention, then obviously the teacher would do all he/she could to render assistance.

Teachers will be in the classroom before school preparing lessons, marking homework, etc. From 8.30am, some teachers will allow students to come into the classroom to prepare for the day, read, play board games, etc.

Formal supervision of children (except bus children) doesn't commence until 8:50 am so all risks and responsibility stay with parents before this time. If possible please don't send your child to school before 8.30 am.

## **LEAVING SCHOOL GROUNDS**

Education Queensland's policy on students leaving the school grounds during the school day (8.50am—3:00pm) is outlined below:

- No Children will be allowed to leave the school grounds for the purposes of purchasing lunch during the school day.
- If a child is attending an appointment during the school day it is the responsibility of the parent / caregiver to
  - ◆ Come to the office to collect the child (no child will be allowed to wait outside the school grounds)
  - ◆ Sign the register at the office to indicate they have taken their child and left the school grounds

***These policies are in place to protect the safety of all of our students.***

## **HYGIENE - INFECTIOUS DISEASES**

Diseases spread easily in schools. We can do much to limit the spread of infection by regarding hygiene as of prime importance at all times. Parents should stress the need for good hygiene practices.

Children suffering from infectious diseases may be excluded from attendance at school for varying lengths of time. Parents should be guided by the advice of the Doctor.

## **NO SMOKING**

Our school is a non-smoking area. Please ensure that this is adhered to, thus making our school a clean and healthy environment.

# **SCHOOL COMMITTEES**

## **PARENTS & CITIZENS' ASSOCIATION**

The Parents and Citizens' Association meets, at present, on the second Tuesday of the month at 7:00pm in the Digital Resource Centre. If for some reason a meeting night is changed parents will be notified of the change in advance. A cordial invitation to attend is extended to all.

The ANNUAL GENERAL MEETING will usually be held in February on the second Tuesday.

## **STUDENT COUNCIL**

We have a Student Council in operation at the school. This gives the students of all year levels a chance to have a say on what happens at school and ways we may improve things.

This is a necessary part of any school's decision making process. The students are the reason we are here and they should have input in what happens.

# **COMMUNICATION**

## **NEWSLETTERS**

Weekly Newsletters are published to keep parents informed of school activities and forthcoming events. Pupils are entrusted with the delivery of these and other school notices. Newsletters are sent home every Wednesday with the oldest in the family.

Online Newsletters are available if you prefer an emailed version of the School Newsletter. Please advise Administration of your email address if you would like to access this option.

## **WITH CLASS TEACHER**

You are invited to make direct contact with your child's teacher before or after school to discuss anything regarding your child's progress. You can also make an appointment through the office. Don't let concerns you may have linger on.

Your child's teacher appreciates hearing about these at an early stage.

## **WITH THE PRINCIPAL**

If you, as a parent, have any questions or concerns you would like to discuss, please do so as soon as possible. If the matter relates to a class issue, we ask that parents approach their child's teacher first. Should you wish to discuss any question/concern further then progress further to a conversation with the principal.

## **PARADE**

Parade is held on Friday at 8.50 am and parents are encouraged to attend. This gives you the opportunity to be part of the parade as you drop your child at school. You will see awards presented, notices given and on occasions, class displays and presentations.

## **WEBPAGE**

Information about our school can also be found at our schools webpage

<http://www.gayndahss.eq.edu.au>

[Facebook page](#)

## **REPORTING STUDENT PROGRESS**

- ◆ At the beginning of each year, parents will be invited to the school to talk with their child's teacher about what will be happening in the classroom during the year. Parents also have the opportunity to ask questions and look at teaching/learning resources in the classroom.
- ◆ Report cards are issued at the end of each Semester, in June and December.
- ◆ Interviews with parents are available on request at any time.



## **CHILD PROTECTION POLICY**

All members of the staff have been trained in the newly established Child Protection Policy Guidelines. The Policy was written in an attempt to establish Guidelines that serve to protect students from all forms of harm, abuse or neglect. This training is compulsory for all Education Queensland staff.

## **VOLUNTEERS REGISTER**

Volunteers are always encouraged to become active within the life of the school. When reporting to duty it is important that they sign the Volunteers Register. These Registers are located in the front Office.

## **SCHOOL BUS SERVICES**

Children living in the following areas are conveyed to and from school by bus. Buses depart from the school at 3.15pm.

Bus Runs: Dirnbir, Ginoondan (Ban Ban), Granite Hill,  
Woodmillar, Yenda, Gooroolba (Byrnestown),  
Reids Creek and Brian Pastures.

Contact the Department of Transport on 4121 3555 for eligibility details.

Parent/guardians are required to send a note to the office or telephone the school office if there is an alternation to their normal bus travel arrangements.

## **SCHOOL BANKING**

Children have the opportunity of banking at the school each Tuesday by depositing money with the Commonwealth Savings Bank School Electronic Banking Service.

An account may be opened at any time by depositing an amount of fifty cents or more providing that this is a multiple of ten cents. As well as teaching children the value of saving, the school's P & C Association is also paid by the bank for looking after the money, depending on the number of children using it.

All students are encouraged to participate in the EFT Service. Parents should check to see that money forwarded has been correctly accredited. Withdrawals that require a parent's signature are not handled at the school but by a Bank or Agency.

## **TUCKSHOP**

Our tuckshop operates under the Smart Choices Healthy Tuckshop Guidelines and provides a range healthy meals and treats for students to purchase.

*Currently there is no Tuckshop Convenor, therefore Tuckshop is unavailable.*

Tuckshop Special Days – from time to time special morning teas are offered for fundraising purposes. A note will be sent home prior to these occasions.

## Gayndah State School Voluntary Financial Contribution Information

The costs of providing instruction, administration and facilities for the education of students at the school are met by the State Government for students enrolled at the school who are Australian citizens or permanent residents, or the children of Australian citizens or permanent residents. The school is resourced by the State Government through school appropriation funding to provide a core educational service.

**Section 56 of the Education (General Provisions) Act 2006** provides that the Principal may ask the parents of a student of the school to make a voluntary financial contribution to supplement government funding for instruction, administration and facilities for the education of the student at the school. If the student is an adult, the principal may ask the student to make a voluntary financial contribution.

Voluntary financial contributions are used by the school to provide an enhanced educational service and to enhance resources available for student learning, recreation and comfort.

For any payment by cash, cheque or credit/debit card, a receipt will be issued.

**Refer to: Department of Education and Training Policy and Procedure Register**

### Religious Instruction in School Hours

Legislation provides that within a specific time period each week approved instructors, who are religious leaders or accredited representatives of a faith group, are able to gain right-of-entry into a State school to provide religious instruction to students to develop and support particular beliefs, values and attitudes. These provisions do not extend to students in preparatory year.

Religious instruction from approved instructors of a faith group is facilitated when there:

- ◆ are members of faith group in attendance at the school; and
- ◆ is capacity of faith group to deliver an authorised program.

Local arrangements for delivery of religious instruction by faith group to relevant students are made as:

- ◆ a cooperative program.

The *Gayndah Churches Working Together Group* assist with the coordination of this program.

#### **Religious Instruction**

Religious instruction (RI) is offered at the school and is conducted on Thursdays and Fridays weekly

The faith group/s that provide/s religious instructors to deliver an authorised program is/are listed below:

Arrangements for programs	Participating faith group/s	Name of authorised program
Cooperative program	<ul style="list-style-type: none"> <li>• St Matthews Anglican Church</li> <li>• Riverlands Assemblies of God Church</li> </ul>	Gayndah State School Religious Education Program

Parents of child/ren participating in these programs will be advised if a faith group requires funds to cover the expense of materials used in RI.

Students are allocated to RI based on information provided by parents on the completed [Application for Student Enrolment](#) unless other written instructions have been provided to the school.

**Note:** *This information remains operational unless the parent informs the school otherwise in writing.*

Students who are not participating in RI will be provided with other instruction in a separate supervised location. Other instruction must relate to part of a subject area already covered in class and may include, but is not restricted to: personal research and/or assignments, revision of class work such as creative writing or literacy and/or numeracy activities which could include online programs currently accessed by the students of that school (i.e. [Reading Eggs](#), Reading Doctor) wider reading such as independent reading appropriate to the student

Parents will be advised of any changes to the RI and other instruction programs to ensure they are able to make an informed decision on their child's participation.

#### **To Opt In**

Parents are required to complete a

*Indication on initial enrolment form. If a situation changes then the office must be notified in writing.*

#### **To Opt Out.**

# Sporting Activities

## **Interhouse Sport**

Our school has three houses, Burnett (Green), Archer (Red) and Connolly (Sky Blue). The houses compete in Interhouse competitions such as Athletics, Swimming, Cross Country and Ball Games.

## **District Sport**

We also compete against St Josephs School in District Sporting events. These events include Athletics, Swimming, Cross Country and Ball Games. Other district Sports that students can trial in include:

(SWIMMING, TOUCH FOOTBALL, SOFTBALL, NETBALL, RUGBY LEAGUE, SOCCER, TENNIS, CROSS COUNTRY, ATHLETICS, CRICKET (GIRLS), CRICKET (BOYS), AFL, BASKETBALL, BALL-GAMES and SOFTBALL)

## **North Burnett Zone Sport**

Students who are successful in competing at the district sports can qualify to make the North Burnett Zone Sports teams to compete at regional championships.

## **Wide Bay School Sport**

Students who are successful in competing at the regional sports can qualify to make the Wide Bay Sports teams to compete at state championships.

## **Other Sporting Events**

- School Sports Exchange with other schools in the district.
- Foundation Cup Rugby League
- Soccer / Netball Carnival
- Sports Tour
- Visiting Sports Guests
  - ARL/NRL
  - Auskick
  - Qld Cricket

# Growing Generation Gayndah

Our school believes in the development of all children in both academic and social domains of their development. Our responsibility as educators and parents is to ensure that we give our children the skills to make choices, take responsibility for their actions and develop the resiliency needed in today's world.

Growing Generation Gayndah (3G) is our positive and proactive social skilling program. It is incorporated into our everyday teaching and learning. 3G is a language based program with prompt languages to assist students in the choices they make.



## The philosophy behind 3G

**Growing** - from a tiny seed a solid tree grows - as we grow we change depending on the conditions. As our children grow they will learn the skills they need to be responsible, active citizens in the Gayndah and wider community.

**Generation** - our children live in an interactive world, where information is readily accessible and rapidly changing. This generation will face global issues that have not yet been discovered and need the skills to find solutions to support them.

**Gayndah** - Our town, our community, our place, our home. We aim to continue to develop a generation of children who enable our town and community to thrive and prosper into the future.

Growing Generation Gayndah is a whole community responsibility and commitment to nurturing the young people in our town.

## Why do we do Social Skilling?

Social Skilling at Gayndah State School is based on the work of Mary McInnes and Maureen Gilbert, and the research of Dr William Glasser.

Social Skilling is about developing a pathway for students to explore their strengths, learnings, emotions, challenges, successes, disappointments, frustrations and generally the lessons that life presents. By equipping our students with skills to make choices, responsible, safe choices, we endeavour to build resilient, active citizens for the future.

Social Skilling is not a page by page manual, but a creative, language based approach that is catered to meet the needs of our community and our children. It is not one size fits all kids or all communities.

Through the use of a consistent language by staff, students and parents it has the potential to be incredibly powerful. All members of the school community are encouraged to know it, understand it and make a commitment to using it.

The activities, games, stimulus materials, and other mediums are used to give students time to internalize the message or lesson. Their products of art work are visual reminders or prompts to our memory or lessons learnt previously.

# Regional Award Winners



## for Excellence

08  
showcase  
AWARDS FOR EXCELLENCE IN SCHOOLS





## Chaplaincy Program

The Chaplaincy Service aims to provide pastoral care for children, families and staff working co-operatively with the Learning Support Team and other staff. The chaplain may work with individual children, small groups or whole classes.

Listening to children is a significant aspect of the Chaplain's role. Our Chaplain, Mrs Lexie Callahan also conducts programs that assist children to develop friendship building, social skills, anger management, and to build self-esteem.

Practical support is available for families in crisis or stressful situations. The Chaplain endeavours to be involved in the life of the school by attending school concerts, year level camps, excursions and sports days.

