

GIBBS STREET PRIMARY SCHOOL



PARENT/CARER INFORMATION BOOKLET

Principal:

Miss Julie Blythe

Deputy Principals:

Miss Dee Doubikin
Mrs Sally Herron

Office Administration Staff:

Mrs Sharmila Parkar
Mrs Carol Dale

Telephone Numbers:

School:

Phone: 9458 6899

Fax: 9458 7433

Canteen:

Phone: 9458 9184

Email Address:

GibbsStreet.PS@education.wa.edu.au

Website:

www.gibbsstps.wa.edu.au

GIBBS STREET PRIMARY SCHOOL ETHOS STATEMENT

The staff at Gibbs Street Primary School have common beliefs that promote a school climate which ensures the pursuit of quality education. We believe in:

QUALITY OF EDUCATION

Through:

- ◆ striving for excellence
- ◆ providing a stimulating environment
- ◆ growing and learning
- ◆ displaying a committed work ethic

PROFESSIONALISM

Through:

- ◆ professional support for each other
- ◆ recognition of individual staff abilities, strengths and worth
- ◆ displaying professional qualities

INTEGRITY

Through:

- ◆ responsibility
- ◆ reliability
- ◆ honesty
- ◆ being collaborative
- ◆ confidentiality
- ◆ truthfulness
- ◆ loyalty
- ◆ providing a safe working environment

EFFECTIVE COMMUNICATION

Through our:

- ◆ honesty
- ◆ courtesy
- ◆ sensitivity
- ◆ listening
- ◆ openness
- ◆ diplomacy

SOCIAL JUSTICE

Through promoting:

- ◆ tolerance and acceptance of difference
- ◆ value of self and others
- ◆ caring
- ◆ mutual respect
- ◆ equality

GIBBS STREET PRIMARY SCHOOL PARENT/CARER ETHOS STATEMENT

VALUES FOR PARENTS/CARERS RELATING TO THE SCHOOL COMMUNITY

The parents/carers of Gibbs Street Primary School share common beliefs that promote the rights of all children to a positive education. We believe in:

RESPECT

Through:

- ◆ respecting yourself, the children, staff and other parents/carers.
- ◆ Parents/carers acceptance of the community and its differences.
- ◆ Parents/carers respecting the school and its rules.
- ◆ Parents/carers encouraging pride in the school through good presentation.

RESPONSIBILITY

Through:

- ◆ demonstrating a shared responsibility for our children's education with the school, teachers and the community.
- ◆ Valuing any contribution that parents/carers are willing to offer to the school.

EFFECTIVE COMMUNICATION AND PROBLEM SOLVING

(Parent/carer to child; parent/carer to parent/carer; parent/carer to school)

Through:

- ◆ Parents/carers being good role models. We believe in the promotion of good manners.
- ◆ Parents/carers understanding and using the correct channels for resolving problems.
- ◆ Parents/carers being approachable, listening and arriving at amicable solutions to problems.

CHILD PROTECTION AND SECURITY

Through:

- ◆ children not being subjected to violence, bullying, or physical or emotional abuse.
- ◆ Parents/carers driving safely in the school vicinity, exercising caution and encouraging the following of the road rules.
- ◆ Parents/carers supporting and promoting School Watch.

CONTENTS

PAGE

Absences	3
After School	14
Assemblies	3
Attendance	3
Care of Money/Valuables	4
Children Leaving School Grounds	4
Collecting Children..	3
Communications to Parents	6
Complaints – Suggestions	12
Dental Therapy Centre	12
Dogs	9
Dress Code Policy and Requirements..	11-12
Early Arrivals	3
Enrolment and Acceptance of The School Dress Code..	12
Excursions	12
Factions	4
Games and Electronic Equipment	5
General Appearance - Hair, Cleanliness, Jewellery	11
Health Care Needs..	8
Health and School Psychologist	9
Homework – Home Reading..	5
Hours of Instruction	3
Infectious Diseases	7
Insurance - Children	13
Late Arrivals	3
Lost Property	12
Marking of Clothes	12
Money Collection	2
Managing and Improving Student Behaviour	5
Newsletter	4
Ordering Lunches - Canteen..	4
Parent/Carer Ethos Statement	ii
Parent/Carer Helpers	13
Parents/Carers and Citizens' Association	10
Parents/Carers Visiting the School Site	7
Parking and Picking up/Setting Down Children..	7
Road Safety	7
School	-	Banking	10
	-	Canteen	4
	-	Contributions	2
	-	Council	10
	-	Ethos Statement	i-ii
	-	Map	23
	-	Organisation Years PP-7	2-14
	-	Policy	1
Sickness and Accidents	7
Smoking/Drugs on the School Grounds..	14
Specialist Learning Programs	-	Music	13
	-	Instrumental Music, P.E, Science, Library	14
	-	PEAC	14
Stationery List	2
Students with Special Needs	7
Supervision	3
Uniform Shop	12
Values Education	6
APPENDICES									
	1.	Class Placement Policy							15
	2.	Student Management							16
	3.	Bullying Policy							17-18
	4.	Complaints Management Policy							19-21
	5.	Attendance Process							22

GIBBS STREET PRIMARY SCHOOL

Education plays a critical role in the lives of children today. The old saying "it takes a village to raise a child" is very true as the school is central to this process. At our school we see parents/carers as real partners in the educational journey of their children.

This information booklet is presented to both inform and empower the parent/carer community. We hope the information contained in this booklet will enable all families to be very comfortable as they become a part of our school community.

As parents/carers you can also support the school by ensuring that your child is fully equipped both physically and emotionally. School should be seen as a happy, pleasant and enjoyable environment.

SCHOOL POLICY

Each child is an individual and is treated as such. However, it is also important that children work as a member of a group - a member of the class group and as a member of the school group.

School tone is enhanced by;

- enthusiasm
- honesty
- helpfulness and
- empathy for one another.

The pride in our school is reflected in the words of our logo;

- citizenship
- initiative
- freedom



SCHOOL ORGANISATION

GENERAL PRINCIPLES

- a) Schools are organised within the constraints of staffing available but with the intentions of maximising the possibilities for all children.
- b) Schools are staffed according to a budget and not provided with staff to enable 'straight' classes for each year level. For example, 40 Year One children are highly unlikely to be formed into two Year One groups.

In a school where there are, for example,

Year One	:	40 children
Year Two	:	32 children

a probable class plan may look like the following:

Year 1	:	24 children
Year 1/2	:	16/8 children
Year 2	:	24 children



Current class sizes are a recommended limit but not a mandated limit.

Children are placed in classes according to the school's Class Placement Policy (*See Appendix 1.*)

STATIONERY LISTS

The Department of Education provides the school with a grant from which we budget to supply some of the student requirements in their classrooms. **However, parents/carers are required to provide stationery items as indicated for each year level.** These stationery items will need to be replaced during the year as they are consumable items. Separate lists of the requirements for each class are issued. Additional copies of these lists will be available at school for those who miss the original issue.

Each year the school organises for a stationery supplier to provide the recommended list of items. Parents/carers are provided with this list and prices in Term 4 and are encouraged to take advantage of this service. Prices from the contracted supplier are competitive with the open market.

All items should be clearly labelled with the child's name.

Library bags are available from the Uniform Shop.

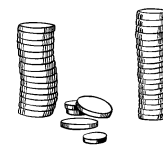
SCHOOL CONTRIBUTIONS

In order to enrich the opportunities available to your child, it would be in the interest of the school if all parents/carers contributed the Annual School Contributions. (See Contribution pamphlet for following amounts -

Parents/carers are urged to forward this money to the school office during the first weeks of school. For the convenience of parents/carers, the school has EFTPOS facilities. If paying by cheque, they should be made payable to "Gibbs Street Primary School".

MONEY COLLECTIONS

At times it will be necessary to ask parent/carers for additional money for such things as swimming pool entrance, bus fares, excursion expenses, etc. It is school procedure to minimise expense to parents/carers as far as is possible. These charges are carefully considered, set and documented before parents/carers are asked to contribute to additional costs. All money collections should be placed in the envelope provided and placed in the locked box in the admin building.



HOURS OF INSTRUCTION

Times are as follows -

8.30am	Children enter classrooms to prepare for the day
8.45am	School commences
2.55pm	School finishes



EARLY ARRIVALS

Children arriving before 8.30am must sit in the covered assembly area, where they will be supervised from 8.15 am until 8.30am. **All children** from Kindy – Year 6 must wait in the undercover area if they arrive at school before 8.30am – parents/carers are welcome to wait with their children.

COLLECTING CHILDREN PROMPTLY: 2.55PM

It is important that parents/carers either collect their children promptly at 2.55pm, or have made arrangements for their collection. Children should not be left unattended in the playground for extended periods after school finishes for the day. If parents/carers have a problem collecting their children promptly at 2.55pm, they must make alternative arrangements for their child/ren to be picked up from school on time.

SUPERVISION

Parents/carers should note that playground supervision is not provided before school commences at 8.45am. For this reason children are encouraged to not come to school too early in the morning. Children should arrive at school at approximately 8.30am each day and report to their classrooms, where they are supervised by their teacher (no ball games or playing on playground equipment are permitted before school). At recess and lunch breaks, teaching and non teaching staff are rostered to provide supervision during eating times and play times.

ASSEMBLIES

These are held throughout the year and take place in the covered assembly area, each fortnight Friday on the even weeks. Each class organises and presents at least one assembly per year. The assemblies commence at 8.50am and last approximately for half an hour. We encourage parents/carers to attend assemblies whenever possible. Your attendance shows the children that you value what they do and is an opportunity to experience displays and items of work from all classes.

ATTENDANCE/ABSENCES

It is a legal requirement that all children attend school. A text message (0419 096 354), note or verbal explanation to the school is required explaining all absences. A medical certificate may be required to explain prolonged absences.

LATE ARRIVALS

Students who are not in class by the required time, 8.45am, will be marked as LATE on the attendance register.

Any child (Kindergarten – Year 6) who arrives after **8.45am** is required to obtain a late notice from the front office.

Patterns of LATENESS will be noted and a meeting with parents/carers will be arranged to discuss strategies to assist students and families with their punctuality.

NEWSLETTERS

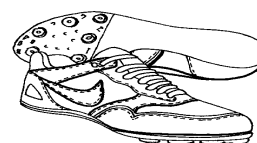
It is the school's objective to keep parents/carers fully informed of school activities and items of interest. Newsletter distribution is one of the main ways the school achieves this.

Newsletters are emailed and posted on our website fortnightly each Friday on the odd weeks. If you do not receive a newsletter, please come in to the office and ensure your email address is correct.

FACTIONS

All children are placed in a faction -

HANNAN (Gold)
FORREST (Green)
GILES (Red)
STIRLING (Blue)



Siblings from the same family are generally placed in the same faction.

CHILDREN LEAVING SCHOOL GROUNDS

Children are not permitted to leave the school grounds once they have arrived at school. Parents/carers should be aware that children are in the school's care and are the school's responsibility during school hours.

If a child needs to leave the school grounds for any reason during the day the school requires notification from a parent/carer. The child must be signed out by a parent/carer from the school office and signed back in if they return to school to finish the day.



ORDERING LUNCHES - CANTEEN

The P&C Association provide a canteen for the benefit of all children. Prices and quality are closely monitored by a parent/carer committee. A high quality and low fat food policy is maintained in accordance with the 'traffic light' system adhered to in schools. Lunches may be ordered at the canteen each day before school. Parents/carers are requested to order the lunches for children in Kindergarten, Pre-Primary and Year 1. Menus and price lists will be available from the canteen.

Children are not permitted to leave the school grounds to buy their lunch.

The canteen has a NO CREDIT policy.

Parents/carers are provided with updated menus and price lists during the year.

Apart from the manageress and canteen assistant, the canteen is staffed by parent/carer volunteers. Parents/carers are strongly encouraged to assist in the canteen whenever they are able to. The success of the canteen depends on voluntary helpers.

A form for parents/carers to indicate their availability to help in the canteen is distributed in February. Regular requests for parent/carer volunteers are also placed in the school newsletters.



CARE OF MONEY/VALUABLES

Money:

Children should not bring large sums of money or valuables to school. Children who find money are instructed to take it to the office and children losing money should inform their teacher. The school cannot take responsibility for lost or stolen money or valuables.



Games and Electronic Equipment (e.g. mobile phones, iPods etc):

Children should not bring toys and games to school as teachers cannot accept responsibility for the loss or damage to personal property. If items are required for 'news' they must be given to the teacher until required and collected at the end of the day



Mobile phones and iPods are discouraged at school. However if parents/carers feel that a mobile phone is necessary, the phone (and iPods) must be left at the school office during the day for security. Phones need to be SWITCHED OFF or to silent mode. No responsibility is accepted for loss of mobile phones, iPods or for any expensive items brought to school by students.

HOMEWORK – HOME READING

Homework may be given by individual classroom teachers. In the senior grades it may be given to prepare children for the demands of high school. It is important that parents/carers ask whether children have homework to do and ensure that it is done. If the child appears to need help, please don't hesitate to contact their classroom teacher/s.

Children in the early years are usually provided with **home reading** each night and for these children this constitutes homework. Home reading is a time for parents/carers to share reading with their child.

Home reading is an accepted and integral part of the learning program at Gibbs Street Primary School. It is time to establish regular and positive reading habits in a non-threatening environment. Home reading should be a pleasant experience for both parent/carer and child.

MANAGING AND IMPROVING STUDENT BEHAVIOUR

Everyone has the right to courtesy and respect
Everyone has the right to work without disruption

The school does not tolerate bullying and expects all members of the school community to treat each other in accordance with the values as outlined in the school's values program - TED (Treat Everyone Decently).

To support this statement the school has put in place a policy on Bullying which is outlined in *Appendix 3* and Behaviour Management in *Appendix 2*.

Information will be given to parents/carers about the school's Behaviour Management and Improvement Procedures which includes explanation of major classroom rules and expectations, incentives for positive behaviour and the consequences for inappropriate behaviour, School Bullying Approach and the TED Values for 2016.

At the beginning of each school year, the children participate in the development of class rules and how they relate to our TED Values and the school's expectation. They are reminded of the teachers' and children's rights and responsibilities, as well as the school rules.

VALUES EDUCATION

In accordance with the National Framework for Values Education the school has developed a values program.

Our program is part of the TED. (Treat Everyone Decently) Program which teaches eight values over the year

These values are : Respect, Responsibility, Friendship, Compassion, Tolerance, Honesty, Endeavour, Fairness.



COMMUNICATIONS TO PARENTS/CARERS

Keeping parents/carers informed on the progress of their children is an important objective for the school. Maximising the potential of all children is very much a partnership between the home and the school.

Parents/carers are encouraged to communicate with the classroom teacher about their child. This ongoing and open communication is vital for childrens' success at school.

Parents/carers will receive information through a variety of ways from the school:

- **Classroom information meetings (Term 1):** within the first weeks of Term One parents/carers will be invited to attend a general information meeting about their child's classroom. This meeting is conducted by the classroom teacher. At this meeting the classroom teacher will outline classroom organisation and any other issues to do with children and the classroom. These meetings are also a time for parents/carers to ask questions about the classroom or have any general concerns addressed.
- **Teacher Contact (ongoing)** - this is most important. parents/carers should ensure they have clear communication with their child's teacher, either by visiting the school, by phone contact, email or a note. Teachers are also available to meet with parents/carer at different times throughout the school week. Please contact the classroom teacher or the school if you wish to arrange a meeting time.
- **Written reports** are sent home twice a year. At the **end of Term 2 and Term 4**, a formal report is sent to all parents/carers. These reports are a written record of a child's learning and achievement in all curriculum areas as well as attitude, behaviour and effort. This format is a standardised format used by all schools. The contents of a child's report should not be a surprise to any parent/carer as it is hoped that two way communication between the school and parent/carers has been ongoing up to this point.

PARENTS/CARERS VISITING THE SCHOOL SITE

All visitors, including parents/carers, are required to report to the front office when coming into the school, for any reason, during the normal hours of instruction. Visitors to the site are required to sign a visitors' book as a formal record of their presence in the school.

The school community gave strong support to the construction of the security fences as part of safety and welfare for all students. The perimeter gates to the school are locked during the regular school hours and parents/carers can enter the school by the main entrance in Gibbs Street. The gates are unlocked each morning at 8.00am and then locked again at 9.30am (except the driveway gate and main footpath entrance). The gates are then opened again at approximately 2.30pm.

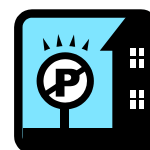
Parents/carers are not permitted to collect children from classrooms during hours of instruction without first visiting the office and signing the child/ren out. Parents/carers will then be given an "early release" card which is then given to the classroom teacher.

PARKING AND PICKING UP/SETTING DOWN CHILDREN

Gibbs Street, Batten Road and Gerard Street are very hazardous before and after school. Please take care and exercise courtesy when moving off from the school after pick-up or set-down. Please observe the mandated 40 km speed limit in these streets from 7.30 am – 9.00 am and 2.30 pm-4.00 pm.

Please use the parking areas in Gibbs Street, Gerard Street or Batten Road.

NB: Please check the "No Parking" signs at the front of the school, in Gibbs Street and Batten Road.



THE STAFF CAR PARK IS NOT TO BE USED FOR PARKING BY PARENTS/CARERS AT ANYTIME OR AS A PICK-UP AND DROP-OFF POINT FOR CHILDREN.

ROAD SAFETY

Children riding bicycles to school need parent/carer guidance and training regarding road safety. This will be reinforced at school, but the parental role is vital. Parents/carers are reminded that the wearing of **bike helmets** is compulsory by law.

It is recommended that children under 10 should not be riding to school on their own and without adult supervision.

Children are not permitted to ride their bicycles on the school grounds at any time. Bicycles are to be secured with a bike lock in the bike racks. The school is not responsible for theft or loss in regard to bicycles.



SICKNESS AND ACCIDENTS

The school requests that parents/carers keep their children at home if they are sick. The school will contact parents/carers when children become sick during school hours and need to go home.

All parents/carers are asked to make sure that the school has current contact details including phone numbers and address. We also require at least one current emergency contact number in the event that parents/carers cannot be contacted.

Please contact the school office when information requires updating.



STUDENTS WITH SPECIAL NEEDS

Parents/carers are asked to arrange a meeting with a Deputy Principal to discuss their child's medical needs. Further meetings will be arranged as required.

INFECTIOUS DISEASES

If your child contracts any of the following diseases, you must notify the school office and they must be excluded from school as listed below:

- **Chicken Pox** - Exclude from school – where no medical certificate of recovery is available - re-admit seven days from appearance of pimples with watery blobs.
- **Measles** - Exclude from school – where no medical certificate of recovery is available, re-admit seven days from appearance of spots. Children who have not been immunised must be excluded from school for two weeks.
- **Mumps** - as for Measles. Fourteen days exclusion.
- **Ringworm** - exclude from school until the day after treatment has commenced. Contacts need not be excluded. Ointment is available from Chemist.
- **Rubella** - exclude from school where no medical certificate of recovery is available, re-admit on subsidence of symptoms.
- **Scarlet Fever** - exclude from school. Re-admit on medical certificate of recovery not less than ten days from onset.
- **Scabies** - exclude from school until cured.
- **Head Lice (Pediculosis)**
 - If an outbreak of head lice occurs, students will be given a letter informing the community of the outbreak and measures parents/carers should take.
Parents/carers are encouraged to check their child's hair regularly and carry out treatment as required.
- **Impetigo** - school sores - exclude from school while medical treatment is being undertaken.
- **Hepatitis A** - re-admit on medical certificate of recovery or on subsidence of symptoms but not before seven days after onset of jaundice.
- **Whooping Cough** - re-admit on medical certificate of recovery.

Children should be fully immunised before starting school. On enrolling your child, you must present your child's immunisation record.

For further information please contact Australian Childhood Immunisation Register on 1800 653 809.

For up-to-date online immunisation records go to:

www.medicareaustralia.gov.au

HEALTH CARE NEEDS

To ensure the health, safety and welfare of all children in the school, staff work closely with parents/carers to ensure appropriate health care for our students.

When a parent/carer informs a Deputy Principal that their child has a medical condition:



1. They will be requested to complete a **Health Care Authorisation** which is available at the office and then arrange for their doctor to fill out the appropriate section of this form and return it to the office. Parents/carers will then be provided with a copy of the document which will be **current for one school year**.
2. If changes are required to the agreed health care procedures during the current year parents/carers must inform the school and make the required changes to the **Health Care Authorisation**. This is then communicated to the child's teacher by a member of the administration team.
3. All instructions for giving medication must be recorded as a part of a student's health care authorisation.

PLEASE NOTE:

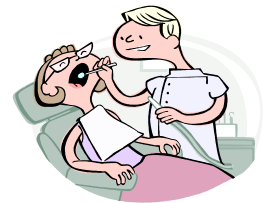
All medication must be brought up to the school office. Medication is not to be kept in a child's bag. This includes over the counter pain killers such as Panadol or Nurofen.

- All medication must be in clearly labelled containers showing the name of the student, name of the drug and the appropriate dose and frequency.
- Medication which is not labelled correctly will not be accepted for use.

•

• **DENTAL THERAPY CENTRE**

- This free service is operating at Queens Park Primary School. Its purpose is to provide a continuous preventive dental service for each enrolled child. **Telephone 9451 1015** (8.30am - 4.00pm). You will be notified when your children's appointments have been made. The centre is supervised by a Dental Officer of the Public Health Department's Dental Health Service and is staffed by dental therapists.
- Each enrolled child is taught proper care of teeth and gums and routine preventive therapy is applied. Any treatment required (fillings or extractions) is carried out at the centre with parent/carer permission.



•

• **SCHOOL PSYCHOLOGIST**

- The School Psychologist is at our school once a week to deal with routine matters as well as special referrals.
- Children with learning, behavioural or social/emotional difficulties may, with parent/carer approval, be assessed by the school psychologist. Parents/carers will be fully informed and involved at all times.
- The school psychologist does not provide a counselling service but may refer parents/carers and families to outside agencies and services.

SCHOOL NURSE

Under normal circumstances your child will receive a vision and hearing assessment in Kindergarten and Pre Primary. However, if you have some specific concern you may request that the nurse assess your child. In all cases parents/carers will be advised of any issues or if further investigation is required.

The School Nurse visits the school on request.

DOGS

Animals **are not** permitted on the school premises at any time unless permission is given by the Principal. This includes bringing a dog on a lead to drop off or pick up children from school.



The Canning City Ranger will be contacted to remove any dogs which venture on to the school site.

THE PARENTS/CARERS AND CITIZENS' ASSOCIATION

This group meets at the school on a regular basis, usually twice a term.

The community will be informed and reminded of the dates and times of P&C meetings as they arise, through the school newsletter and noticeboard by the Canteen. All parents/carers and other citizens of our community are most welcome to become involved.

The school's P & C are actively involved in the life of the school in many different ways.



SCHOOL COUNCIL

The School Council is a group comprised of parents/carers, staff and community members who assist and support the school in establishing the school's priorities and also reviewing policy.

A bi-annual election is held to determine the parent/carer representatives on this group. Parents/carers will be notified of the opportunity to become involved pre election time.

SCHOOL BANKING

An exciting initiative by the School's P&C Association is school banking. This opportunity is available to all children. The "bank" is available every Friday morning, in the old canteen, from 8.15-8.45am. The children open an account at the school through the Commonwealth Bank.



The "bank" provides the P&C Association with funds. The Association receives \$5.00 for each account opened plus 5% commission based on weekly deposits. The commission is not paid from children's deposits.

All parents/carers are encouraged to involve their children in the school banking opportunity. It is a mutually beneficial way to support the school and its fund raising efforts.

DRESS CODE POLICY

The School Council in consultation with staff, parents/carers, students and the community has established a dress code for all enrolled students.

The School Council endorsed that the dress code -

- fosters self and school pride
- ensures students are dressed safely for specific school activities
- encourages equity amongst students
- fosters and enhances the public image of the school
- assists in building school and team spirit



DRESS CODE REQUIREMENTS

Plain school colours of red and black in clothing, as indicated below, is requested (no slogans, motifs, stripes or patterns).

- Tops Red T shirt either polo shirt or crew neck (school logo is preferable).
- Shorts **Plain** black shorts
- Skirts Black pleated skirt or black 'skort'
- Hat School bucket hat (all children K-6 are expected to wear the bucket hat)
- Tops Red jumper top or zip jacket (school logo is preferable).
- Year 6 Students have the option to purchase a Year 6 specific school zip jacket and/or T Shirt.
- Pants **Plain** black pants, black track pants or micro fibre pants.

Sports

Faction colour T-shirt (available with logo)

- Black shorts or black pleated sports skirt or **plain** black track pants.

School bucket hat



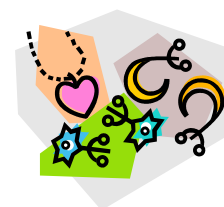
GENERAL APPEARANCE

Footwear

Shoes - including sneakers or sports shoes and socks or sandals - (No thongs, scuffs, high heels or bare feet).

Jewellery

As a matter of safety, jewellery should be kept to a minimum. Earrings must be either sleepers or studs. Non conventional items, eg nose studs or other facial piercings are not encouraged.



Nail Polish

Finger nail polish is not permitted. Children attending school wearing nail polish will be asked to go to the office and remove it.

Hair

A neat style is encouraged for both boys and girls. For health purposes shoulder length hair or hair below the shoulder must be tied back. This is the same for boys and girls.

Hats/Sunscreen

School policy requires students to wear a school bucket hat and to use a sunscreen all year when outdoors. Sunscreen is available in all classrooms and children are encouraged to use it. Hats are not to be worn inside.

EXCURSIONS

All children are required to wear school uniform on excursions, unless other arrangements are approved by the school. Details will be provided to parents/carers in the excursion information provided by the class teacher.

ENROLMENT AND ACCEPTANCE OF THE SCHOOL DRESS CODE

- Acceptance of enrolment at the school is deemed as an agreement between the parent/carer enrolling the student and the school, including an acceptance that the student will dress within the guidelines of the school dress code.
- A parent/carer who experiences financial difficulty in supplying uniforms may negotiate a time plan with the administration team.
- Grounds for exemption are to be raised at the time of enrolment.

UNIFORM SHOP

Uniforms are available from the uniform shop which is run by the P&C Association.

The Uniform Shop is open every Tuesday 8.30 – 9.00am in the new undercover area near the canteen. Alternatively uniforms can be ordered through the front office. Note: Limited second hand items are also available for sale.

MARKING OF CLOTHING

All articles of clothing must be clearly marked with the child's name.

LOST PROPERTY

An area containing lost property is located in the canteen under cover area. All lost clothing, shoes, lunchboxes and drink bottles will be placed in the Lost Property Box and parents/carers wishing to look for lost property should look in the box for lost items. At the end of term all unclaimed "lost property" will be donated to charity.

COMPLAINTS - SUGGESTIONS

If you feel you have cause to complain or wish to make a suggestion regarding an organisational aspect of the school, please speak with the Principal or a member of the administration team. If other parents/carers complain to you about anything to do with the school, please tell them to come in and speak with one of the team. Problems cannot be solved if the school does not know about it. We ask that parents/carers respect teachers' right to privacy and arrange an interview during school hours if you wish to discuss your children's progress. (*Appendix 4*)

INSURANCE COVER AND SCHOOL CHILDREN

To avoid any misunderstanding with regard to school children and insurance cover, your attention is drawn to the following -

1. The Department of Education does not insure children against injury at school or on excursions, camps, visits, etc. This is considered to be the responsibility of the parent/carer. School children accident insurance cover is available from various insurance companies. Parents/carers are advised to ring the Insurance Council of Australia to find an appropriate company if they are interested in taking out a policy.
2. The Department of Education does have a public liability insurance policy that covers their liability in case of accidents caused through defects in school buildings, equipment or playgrounds, or through negligence on the part of an employee of the Department.

3. On school excursions, camps, swimming, etc., whether children travel by bus or private car, they are covered while travelling by the normal third party insurance cover, the premium for which is part of both car and bus licence fees.
4. Some bus companies do carry an additional public liability policy, but again it would only cover negligence on the part of the company.

PARENT/CARER HELPERS

Our school is very fortunate in having the assistance of many parents/carers during the school day. Parents/carers are a valuable support and partner in children's learning.

If you would like to assist in your child's class, please let your child's teacher know about your availability. **Before assisting in any classrooms parents/carers must complete a Confidential Declaration form.** This Declaration verifies that parents/carers do not have any circumstances which preclude them from working with or near children.

If you will be attending camps or overnight stays, you are required to obtain a "Working with Children Check". Application forms are available from the school office or from any Post Office.

We regularly seek parent/carer helpers through our newsletter. Please offer your help if you are available.

SPECIALIST LEARNING PROGRAM

To support further student learning, the school offers some specialist programs, facilitated by teachers with expertise in these areas.

MUSIC

As part of our staffing allocation we have a music specialist. This teacher provides an extended program in a range of musical activities to the children in all classes and enables some children to participate in choir activities from Year 5.



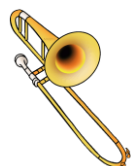
INSTRUMENTAL MUSIC

The school participates in the Department of Education's instrumental music program to identify children who are considered to have very high musical ability.



Testing is carried out by the school's specialist at the end of Year 4 and Year 5. The selection process consists of test results, student's aptitude for music, classroom teacher recommendation and instrumental teacher's ratification for a particular instrument.

At the beginning of Year 5, selected children are offered a place in the **brass program** learning trumpet or trombone. Later in Year 6 more children are offered a place in the **classical guitar, clarinet or flute programs**. These lessons are provided free of charge by the Department of Education and students attend once a week until the end of Year 6. It is an expectation that students will commit to practice regularly between lessons.



Lessons are conducted at school and instruments are either hired or purchased by the parents/carers. The participating children then have the option at the end of Year 6 to continue music studies at a nominated secondary school either with their current instrument or they may be permitted to select another instrument.

PHYSICAL EDUCATION

The school places a high priority on supporting children to be fit and participate in sport. As part of its specialist programs, the school has a Physical Education teacher.



The purpose of the Physical Education teacher is to introduce and create an awareness of physical activity within the school by offering a balanced program to all students.

Government policy requires all children to participate in at least two (2) hours of physical activity each week.

SCIENCE

Specialist Science is a significant feature at Gibbs Street catering for all students cover all strands of the Australian Curriculum, Chemical Science, Earth and Space Science, Biological Science and Physical Science. Incorporated across all strands are Science skills and understanding and Science as a human endeavour. As a major curriculum area, Science in the school will continue to grow and is connected to the school's sustainability focus.

LIBRARY

The school's Library Officer is responsible for maintaining the library's resources in our fully automated library. All children in K - Year 6 have access to the school library for a variety of reasons.

PEAC

Each year the children in Year Four are tested by the Department of Education to identify children who are "gifted and talented".

These children are offered the opportunity to attend specially designed learning activities for half a day per week at the PEAC Centre.

The children who are identified as PEAC (from testing results) in Year 4 are able to participate in the program through Years 5 - 6.

AFTER SCHOOL

Students are requested to leave the school grounds straight after school. Students should be on the school premises after classes unless participating in supervised after school activities.



SMOKING/DRUGS ON THE SCHOOL GROUNDS

Parents/carers are reminded that drinking alcohol, smoking and drug use are **not permitted at any time** within or around the school's grounds. This is in the best interest of the health for all stakeholders. Parents/carers are requested to refrain from smoking near the entrance gates or inside the grounds – this includes the car parking areas.

CLASSROOM PLACEMENT POLICY

PURPOSE/BELIEFS

Individual class placements will be decided on considerations that maximises a child's educational development and learning potential.

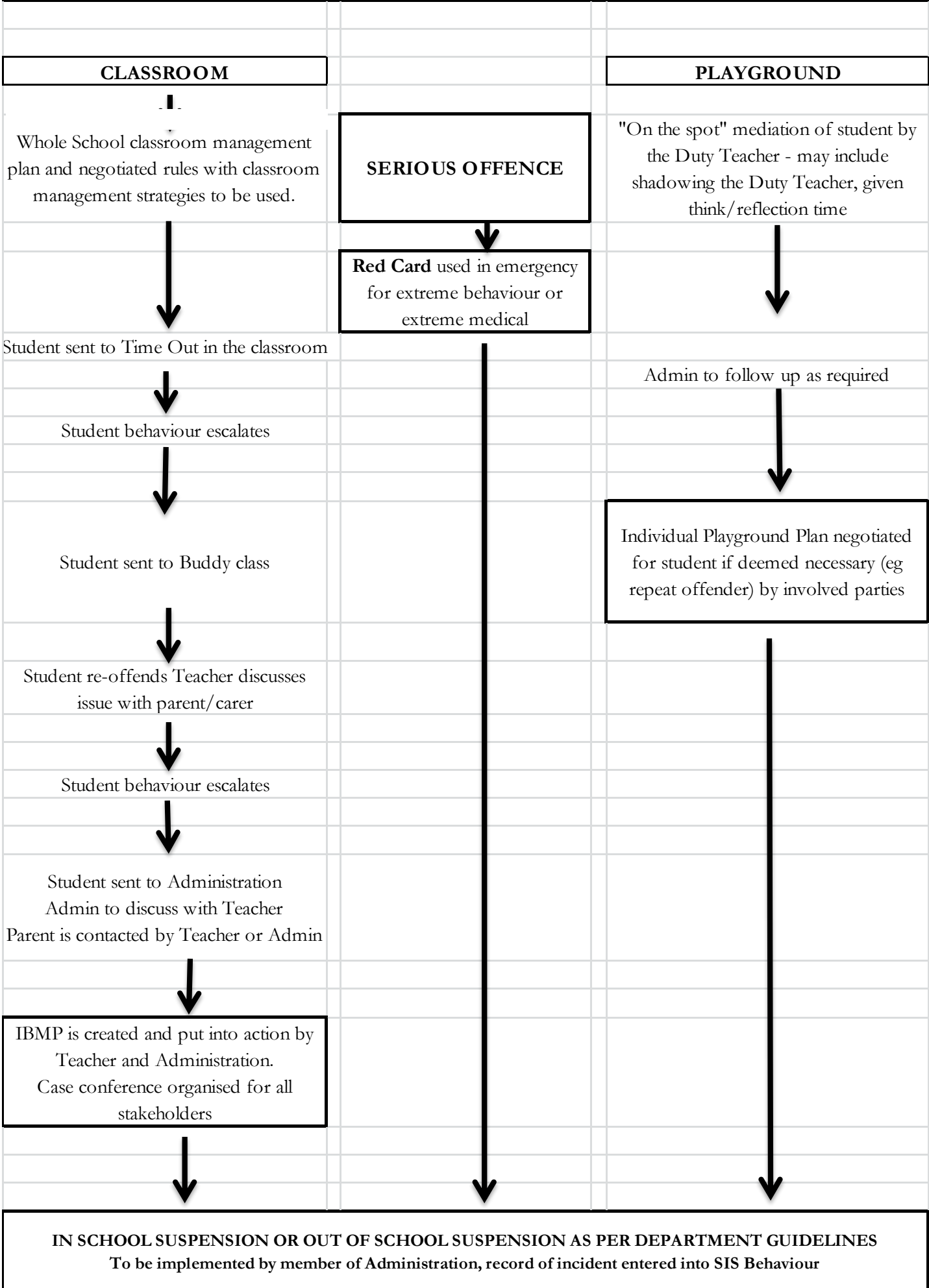
GENERAL PRINCIPLES

- The decision making is collaborative and participative and allows for teacher involvement in the placement of individual students.
- There is a clearly understood set of educational guidelines, which are used to place individual students in classes.
- Responsibility for ensuring that the appropriate process is followed, determining the overall combination of classes and the placement of individual students, rests with the Principal.

GENERAL GUIDELINES FOR CLASS PLACEMENT

1. Every attempt is made to provide a gender balance in each class.
2. Unless a parent/carer makes a specific request in writing, or class groupings make it impossible, siblings will be placed in different classes.
3. Behavioral concerns and peer groups will be taken into consideration when forming classes. Friendship groups are not a consideration.
4. Only written requests from parents/carers regarding student placement for the following school year will be considered. Parents/carers must cite sound educational reasons and not social/ group preferences.

Student Behaviour Management Flowchart





POLICY ON BULLYING

At Gibbs Street Primary School, all members of the school community are entitled to a safe, secure and caring environment.

Our school does not tolerate bullying and expects all members of the school community to treat each other with respect and dignity.

RATIONALE

Bullying and Harassment are issues which are treated very seriously. We aim to eliminate this type of unacceptable behaviour and will work with all parties to find a solution to the conflict.

Bullying is:

- A repeated, unjustifiable behaviour that may be physical, verbal and/or psychological
- Intended to cause fear, distress, or harm to another
- Conducted by a more powerful individual or group
- Against a less powerful individual who is unable to effectively resist.

POLICY OBJECTIVES

- To help students deal with bullying
- To help students understand the difference between aggressive and assertive behaviour.

RIGHTS AND RESPONSIBILITIES

At Gibbs Street Primary School, everyone has the right to feel safe and valued and every member of the school community has a responsibility to ensure that this happens.

Rights	Responsibilities
To feel safe	To respect yourself
To learn	To respect others
To be respected	To use commonsense
To be valued	To support others

ACTS OF BULLYING

- **Verbal:** Nasty name calling, taunting, teasing and spreading gossip or rumours.
- **Threats:** Threats physical harm and intimidation.
- **Written:** Writing and sending nasty notes.
- **Extortion:** Demanding money or favours.
- **Exclusion:** Deliberately leaving someone out of an activity or ignoring and avoiding someone.
- **Interference:** Interference with personal property.
- **Physical Harm:** Hitting, punching, kicking and throwing objects.
- **Racism:** Racist remarks and actions.
- **Sexism:** or Sexist remarks and actions.

WHAT YOU CAN DO

If it happens to me:

- Tell the bully to stop. State quite clearly that the behaviour is unwelcome and offensive.
- Ignore them and walk away.
- Seek help. Talk about it to someone you trust.
- Report it. Feel confident that an incident can be solved.
- Talk it over openly with your parents – they can help you make a decision
- Do NOT retaliate with physical or verbal abuse.
- If you are experiencing bullying on the way to or from school, tell your parents and your teacher.

It is your right and your responsibility to report bullying, whether it happens to you or to someone else.

If it happens to someone else:

- Tell the bully to stop.
- Be a friend to the person being bullied.
- Encourage the victim to inform someone.
- Seek help.

THE IMPORTANT ROLE OF PARENTS

Parents you can:

- Take an active interest in your child's social life and acquaintances.
- Assist your child to discuss any incidence of bullying. Encourage your child to report and deal with the situation. Your child can gain respect and confidence through taking the initiative and dealing with the problem.
- Be willing to attend interviews if your child is involved in an incident of bullying, and work cooperatively with the school.
- Do not deal directly with the other children or their parents but work through and with the school.
- Try not to over react, listen calmly and try to work out the facts.
- Report the matter to a staff member. The staff member/school is now alert to the possibility of a problem.
- Tell your child that physical or verbal retaliation on their part is NOT the answer.

If your child is bullying others:

- Make it clear that bullying because of revenge, for annoyance or fun is unacceptable.
- Help your child to understand the difference between assertive and aggressive behaviour.
- Make it clear that hurting or distressing another person unable to defend him or herself is a form of weakness and proves nothing.
- Explore the possibility that the child is seeking attention.
- Sensitive discussion may indicate that the bully may also be a victim of bullying.
- Explore the need for a development of self-confidence and success in other areas.
Talk with someone in confidence to gain strategies to deal with the situation.

THE 'SHARED CONCERN' APPROACH

We use the 'Shared Concern Approach' to deal with incidents of bullying. Briefly this approach consists of the following:

1. Individual meetings are held, with each of the students involved in the bullying situation eg. The student or students bullying, the person being bullied and any bystanders who may have seen what was happening.
2. Each student is asked about the problem and to suggest ways in which he/she personally could help to improve the situation.
3. The person being bullied is also given the opportunity to discuss what happened and encouraged to think of ways to improve the situation.
4. Follow-up meetings, discussions and planning give students the opportunity to change and improve their attitudes and behaviour and to put these into practice in a supportive environment.

Bullying can be a complicated problem, which takes time and patience to resolve properly.

Using this approach, we are committed to the safety and well being of all students.



Gibbs Street Primary School/



COMPLAINTS MANAGEMENT POLICY

INFORMATION FOR PARENTS/CARERS

Gibbs Street Primary School
Gibbs Street
East Canning WA 6107
Phone: 9458 6899
Fax: 9458 7433
Email: GibbsStreet@PS@education.wa.edu.au

OBJECTIVES

To ensure that complaints lodged at this school are resolved in a prompt and efficient manner.

To promote the highest standard of professionalism in dealing with our community.

POLICY

Staff at this school are responsible for managing the resolution of disputes and complaints lodged with us.

We will make every effort to promptly resolve disputes and complaints lodged with us according to the principles of procedural fairness.

Where we cannot resolve a complaint, the complainant, Principal or Regional Executive Director can forward written complaints to the Director General of the Department of Education.

MAKING A COMPLAINT

Complaints can be made:

- Verbally
- By letter
- By email; or
- By fax.

Help is available at the school to support complainants to formulate, write and lodge a complaint. Complaints can be lodged with the school using any of the contact methods listed above. Written complaints should be addressed:

"PRIVATE AND CONFIDENTIAL"

The Principal

Gibbs Street Primary School
Gibbs Street
East Canning 6107

MINIMUM INFORMATION WHEN MAKING A COMPLAINT

You should provide the following information when making a complaint:

- Your name and contact details;
- Copies of any relevant correspondence or documents relating directly to the complaint;
- The nature of the complaint; and
- What you consider is needed to resolve the complaint.

We will endeavour to work directly with you to resolve the matter.

RESPONSIVENESS

We will acknowledge the written complaint within 5 school days. We seek to resolve local complaints within 14 days. If because of the serious nature of the complaint, it is deemed necessary to forward it on to the Complaints Management Unit, we will do this without delay.

In all cases you will be kept informed of the progress of your complaint.

ENQUIRING ON A COMPLAINTS PROGRESS

You may enquire as to the progress of your complaint at any time by directly contacting the appropriate person. At the time of lodging a verbal complaint, or in the acknowledgement letter for a written complaint, this person will be identified for you.

OUTCOME OF A COMPLAINT

We will advise you verbally or in writing of the outcome of the complaint. The outcome of all written complaints will be provided to you in writing.

WHEN A COMPLAINANT IS UNHAPPY WITH THE OUTCOME OF A COMPLAINT

If you are unsatisfied with our attempts to resolve your complaint, you may wish to express your concerns to the Regional Executive Director:

Regional Executive Director
South Metropolitan Education Regional Office
184 Hampton Road
South Fremantle 6162

While this request can be made verbally, it is preferable that it is made in writing. Help in making this request will be provided by us, or the Regional Office, upon your request.

REJECTING A COMPLAINT

Complaints judged to be vexatious, trivial or without substance, or where it is judged to not warrant further action, will not be progressed. You will be advised of this decision in writing

DEFINITIONS

Complaint: The expression of dissatisfaction with any aspect of government education and training. It may be general in nature or relate to particular staff, a part of the organisation, a policy or a decision. Any person may lodge a complaint; however staff employed by the Department of Education cannot use this process if they are acting in an official capacity. A complaint must contain sufficient detail to enable it to be addressed and recorded

Locally Managed Complaint: A verbal or written complaint made in relation to a school or staff member, and managed by the School.

Centrally Managed Complaint: A complaint lodged in writing with the Director General of the Department of Education, and managed at Central Office. Such complaints may be redirected to the local level to be managed if it is deemed appropriate.

Complainant: A person or persons lodging a complaint.

As outlined in the Australian Standard AS4269-1995 our complaints handling policy demonstrates:

Commitment: We recognise your right to complain and to have your complaint dealt with seriously.

Fairness: We understand the need to be fair in our complaints handling processes.

Resources: We have adequate resources for effective handling of complaints.

Visibility: Our complaints handling processes are available in the handbook or from the office.

www.gibbsstreetprimary.iinet.net.au

Access: We accept complaints lodged by phone, fax in writing and via email.

Assistance: Upon request, we will provide a complainant with the support needed to formulate and lodge a complaint.

Responsiveness: Complaints will be dealt with quickly and efficiently.

Charges: There will be no charge to the complainant for the raising of a complaint with us.

Remedies: Where a complaint results in the identification of changes that should be made to our processes, those changes will be made.

Data Collection: Data about complaints lodged with our school is collected and recorded.

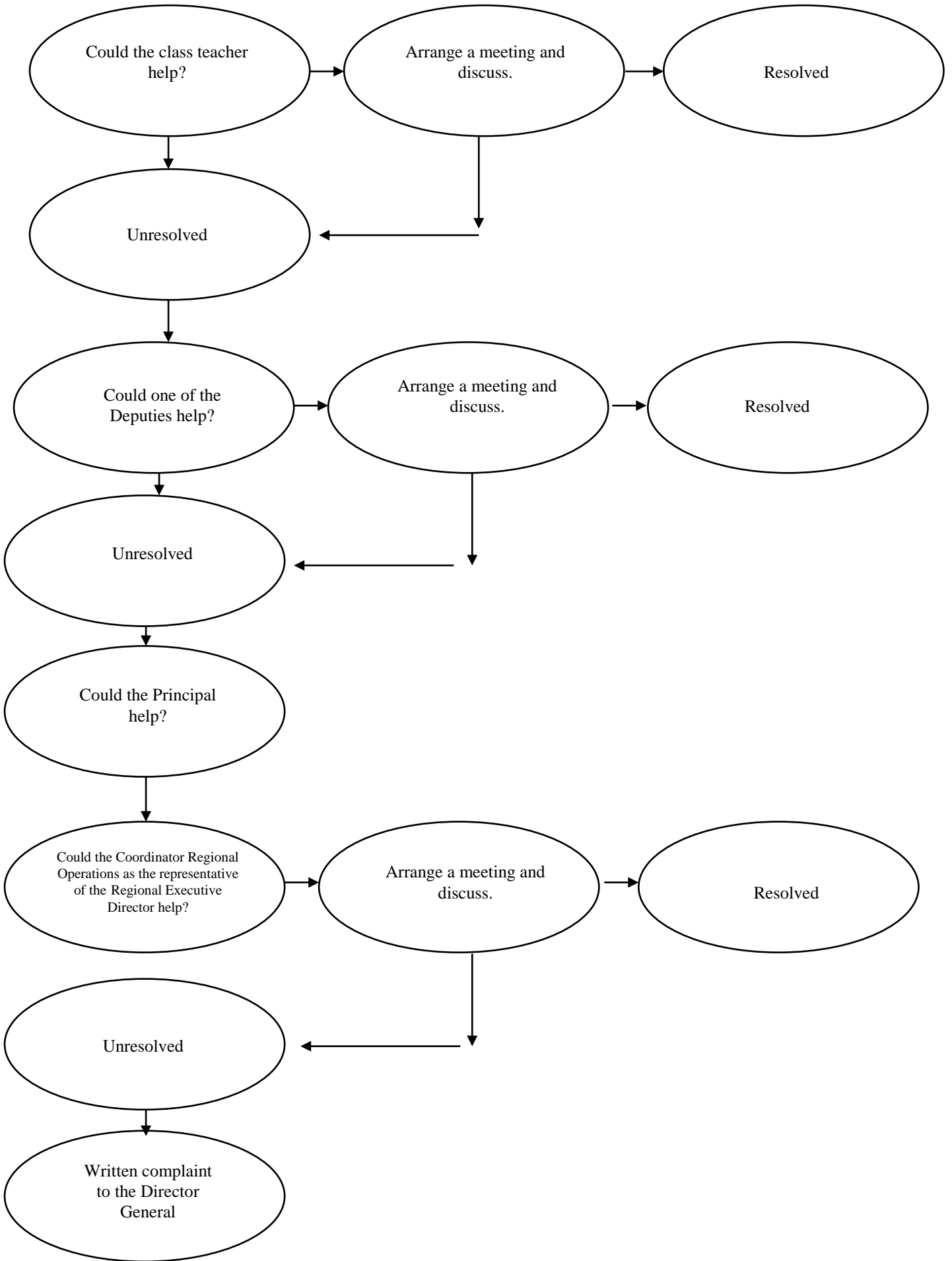
Systemic and Recurring Problems: Complaints are regularly analysed for the identification and addressing of systemic and recurring problems.

Accountability: We report our complaints handling processes against our documented performance standards.

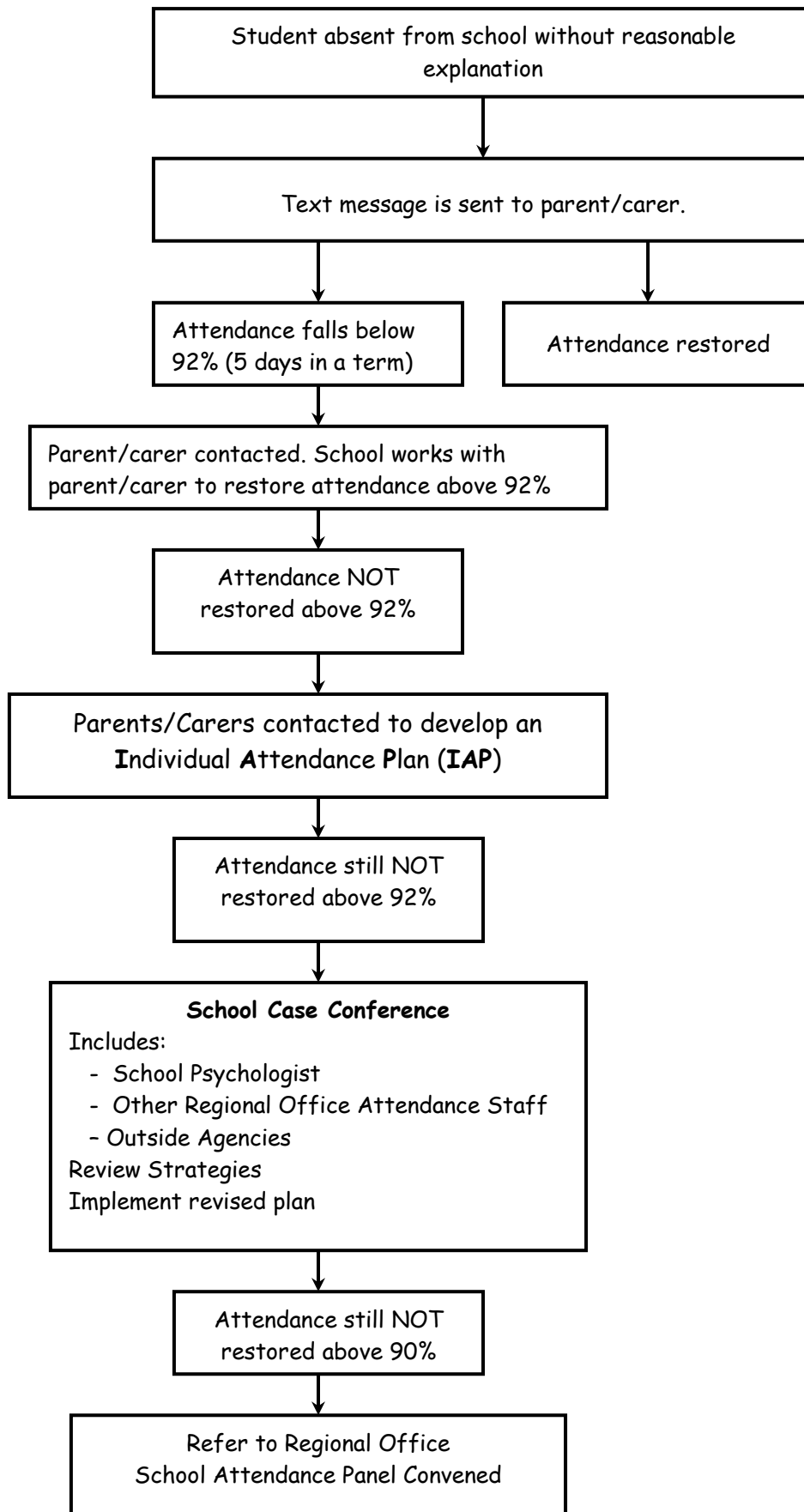
Reviews: We review our complaints handling process annually.

COMPLAINT RESOLUTION FLOW CHART

Wherever possible matters will be dealt with at the local level.



ATTENDANCE PROCESS



GIBBS STREET PRIMARY SCHOOL

