

GIBBS STREET PRIMARY SCHOOL



PARENT/CARER INFORMATION BOOKLET

SCHOOL CONTACT INFORMATION

School: Phone: 9473 9550
Canteen: Phone: 9473 9557
Open: Tuesday – Friday
(Closed Monday)

Email Address: gibbsstreet.ps@education.wa.edu.au
Website: www.gibbsstps.wa.edu.au
Compass: gibbsstps-wa.compass.education



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GIBBS STREET PRIMARY SCHOOL

Gibbs Street Primary School aims to offer every child, every opportunity, every day in order to develop each child's potential.

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.

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.

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

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

- **Citizenship**
- **Initiative**
- **Freedom**

We believe in:

Treating Everyone Decently

through


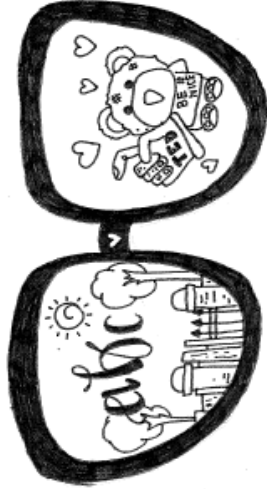
- **Achieving our Best**
- **Being Respectful**
- **Choosing Safety**

Julie Fendrich
PRINCIPAL



We ask that all staff, students and parents promote our expectation in our matrix (see over page).

TREAT EVERYONE DECENTLY

	<h2>A</h2> <h3>Achieve Your Best</h3> <ul style="list-style-type: none"> • We strive to improve • We follow instructions the first time • We stay on task to finish our work • We always have a go • We set goals and work hard to achieve them • We ask for help when we need it 	<h2>B</h2> <h3>Be Respectful</h3> <ul style="list-style-type: none"> • We always use our manners • We listen to others and wait our turn to speak • We use kind words and actions • We are always on time • We do things for ourselves and help others • We put rubbish in the bin • We line up quickly and quietly • We look after all equipment • We always speak the truth 	<h2>C</h2> <h3>Choose Safety</h3> <ul style="list-style-type: none"> • We keep our hands and feet to ourselves! • We play in areas that are safe and supervised • We play safely with our friends and others in the classroom and playground so no one gets hurt
<h3>Whole School</h3>		<ul style="list-style-type: none"> • We use indoor voices at school • We leave our rooms neat and tidy • We care for our school gardens • We sit and eat our lunch in our area • We put our bags on the bag racks or hooks 	<ul style="list-style-type: none"> • We enter and leave rooms with permission • We always have 4 chair legs on the ground while sitting • We wear our school hat outside in Term 1 and 4 • We only climb on play equipment and trees • We always walk on the pavement • All bike riders must have a seat • We only throw bean bags and balls in the playground • We tell the duty teacher if we have a problem • We walk bikes and scooters through the school
<h3>Inside</h3>			
<h3>Outside</h3>			

GIBBS STREET PRIMARY SCHOOL



Positive Behaviour Support Policy

“Our goal is to create schools that have safe, positive learning environments where students are engaged and successful. We strive to create a culture in which every student experiences a sense of belonging to the school community, of being known and understood as an individual; and of staff who care about each student’s overall progress and wellbeing.”

STRATEGIC PLAN FOR WA PUBLIC SCHOOLS 2016-2019

Gibbs Street Primary School is a Positive Behaviour Support School with the following school-wide expectations:

Treat Everyone Decently (TED)

- Achieve your Best
- Be Respectful
- Choose Safety

Our TED ABC Matrix is used to:

Define Expected Behaviour

Just as schools rely on the direction provided by their academic curriculums, success with student behaviour support begins with clear behavioural expectations- a behavioural curriculum. These expectations are a vision of responsible student behaviour and social competence.

Teach Expected Behaviour

Systematic teaching of the expected behaviours becomes a routine part of the school day. This teaching uses the same methods as teaching academic skills, through modelling, practice and feedback.

Encourage Expected Behaviours

Staff provide regular feedback to students about their behavioural progress. Creating a school culture where expected behaviours are the norm requires staff positively interacting with students more frequently when they have engaged in appropriate behaviour than when the student is demonstrating unproductive behaviour.



Below is our process for inappropriate behaviour:

Responses to Inappropriate Behaviour

Inappropriate behaviour requires feedback and should be viewed as a teaching opportunity. The same calm instructional approach used when students make academic errors should be used to correct behavioural errors. The development of a continuum of responses to misbehaviour provides staff with the tools to effectively respond.

Classroom

Whole School Matrix behaviour expectations and classroom management strategies (CMS) to be used

- Student sent to time out in the classroom
- Student sent to buddy class and teacher enters behaviour on Compass, informs parent and notifies Admin through Compass
- Student sent to Office for time out/discussion. Admin to discuss student behaviour with teacher and agree on outcome. Parent is contacted by teacher or Admin

Playground

Whole School Matrix behaviour expectations and classroom management strategies (CMS) to be used

- “On the spot” mediation of student by the duty teacher - may include shadowing the duty teacher, give thinking or reflection time
- Student sent to Office for time out/discussion. Admin to discuss student behaviour with teacher and agree on outcome. Parent is contacted by teacher or Admin

Serious Offence Whole School

Red Card used in emergency for extreme behaviour or extreme medical. Class or duty teacher enters behaviour details and Admin adds action and notifications in Compass.

In school suspension or out of school suspension as per department guidelines to be implemented by member of Administration, record of incident entered into Integris Behaviour.

Good Standing Policy also applies for Year 4 to 6 students.

Tier 3 Behaviour Students

IBPs are created and put into action by teacher and Admin for Tier 3 students. Case conference organised for all stakeholders as required.



SCHOOL ORGANISATION

STATIONERY LISTS

Parents/carers are asked to provide stationery items as indicated for each year level.

The link for the stationery list will be available on the website www.gibbsstps.wa.edu.au

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

LIBRARY

All students are allowed to borrow books from Term 2. Students are required to have a Library bag. This bag should be approximately 35 x 35cm, with drawstring or Velcro fastening. **You can purchase a Library Bag from the School Uniform Shop.**

SCHOOL CONTRIBUTIONS

In order to enrich the opportunities available to your child, we encourage all parents/carers contribute to the Annual Voluntary School Contributions. Your contributions help us add resources to your child/ren's educational resources. For the latest information on Contribution and Charges go to our website www.gibbsstps.wa.edu.au

Payment Options

Preferred method of payment is online via COMPASS. A Payment Plan is available via COMPASS, EFTPOS, Direct Deposit and Cash.

Please see school bank account details below:

BSB: 066 134

Account No: 0090 1709

Please include student name and details of payment

E.g. MillerS Swimming

Cash payments can be made by enclosing the amount in an envelope with student's full name/area and placed in the cash box at reception.

ADDITIONAL CHARGES

At times it will be necessary to ask for additional money for school activities such as swimming, sporting events, excursions, incursions etc. It is school procedure to minimise these expenses as far as possible. These charges are carefully considered, set and documented before parents/carers are asked to contribute to additional costs. These expenses are detailed in the Voluntary Contribution and Charges on our website www.gibbsstps.wa.edu.au

HOURS OF INSTRUCTION

Times are as follows:

8.30am	Children enter classrooms to prepare for the day
8.40am	School commences
3.00pm	School finishes

ARRIVALS

Classrooms are opened each day at 8.30am. Children arriving before 8.30am must assemble at Western House, where they will be supervised from 8.00am until 8.30am.

Before School Reading Club

Students of all ages are welcome to come to Western House to read to our team of volunteers before school. Breakfast will also be available to students after reading!!

Volunteers Needed

If you would like to volunteer to listen to a child read or help out in the kitchen, please let the office know and join us from 8.00am in Western House.

Days: Monday to Friday

Time: 8.00am to 8.30am

Venue: Western House

The gate leading to Western House will be open for student access.

At recess and lunch breaks, teaching and non-teaching staff are rostered to provide supervision during eating times and play times.

LATE ARRIVALS

Class commences at 8.40am, any child (Kindergarten – Year 6) who arrives after 8.55am 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.

ATTENDANCE/ABSENCES

Absences can also be submitted on Compass prior to 10.00am.

It is a legal requirement that parents contact the school regarding any student absences or reasons for lateness. If an explanation for the absence has been provided prior to 10.00am each morning, then parents/guardians will not receive an SMS on Compass.

Additionally, the school may use this service to communicate important School Community messages such as an unexpected school closure or information about school community activities. Please complete the information below as part of your child's enrolment.

It is a legal requirement that parents contact the school regarding any student absences or reasons for lateness. If an explanation for the absence has been provided prior to 10.00am each morning, then parents/guardians will not receive an SMS.



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. Students will not be released from class without a Departure slip which is available from the school office once the child has been signed out.

PARENTS/CARERS VISITING THE SCHOOL SITE

All visitors, including parents/carers, are asked 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 in at the school office.

COLLECTING CHILDREN

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 after school finishes for the day. If parents/carers have a difficulty collecting their child/ren promptly at 3:00pm, please make alternative arrangements for pick up from school on time.

The school has a list of available daycare arrangements.

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.

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.

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 7.30am – 9.00am and 2.30pm - 4.00pm.

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.

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.

ASSEMBLIES

These are held throughout the year and take place in the covered assembly area, on various Fridays. Please see the website or Term Planner for details. Each class organises and presents at least one assembly per year. The assemblies commence at 2:15pm 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.

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.

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 - Mobile Phones, iPads/iPods: 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, iPads/iPods are discouraged at school. However, if parents/carers feel that a mobile phone is necessary, the phone (iPad/iPod) 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, iPads/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 every year level are 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.

HOMEWORK – MATHS GAMES

Children in all year levels are provided with Maths Games. Each week a new Maths Game will be sent home for you to share and enjoy. Our Maths Games reinforce our whole school Maths Program.

MANAGING AND IMPROVING STUDENT BEHAVIOUR

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 on page 16.

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.





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, note or Connect. Teachers are also available to meet with parents/carers 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 emailed 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 parents/carers has been ongoing up to this point.

COMPASS

At Gibbs Street Primary School we use Compass School Manager as our Parent Portal. Compass is a web-based system that is accessible on any modern web browser or by using the 'Compass School Manager' app available for iOS or Android from any app store.

Each parent is given their own secure login to Compass.

To access our Parent Portal, please go to the following: <https://gibbsstps-wa.compass.education/>

When you log into Compass you will be able to see information specific to your own child/ren:

- Notify the school of your child's absence
- Access your child's Student Semester Reports.
- View up-to-date class and school information.
- Approve or enter upcoming or past absences for your son/daughter.
- Download, print and approve upcoming excursions or incursions.
- Pay for any school Events.
- Keep up to date with all the latest School Newsflash's and Notices.

You will receive an email with your login details in the near future. Please ensure you familiarise yourself with Compass and ensure that you are able to log in as all school communications are via Compass.

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.

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.

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 blots.
- **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 Australian Immunisation Statement (AIR).

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

HEALTH CARE NEEDS

All medication must be brought up to the school office and a form completed with instructions (form available from the office or our website). 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.





ASTHMA

Asthma is a complex condition that impacts everyone differently.

Some people develop asthma as a child, others as adults. Some people have symptoms often, some only for a shorter period.

As a school when we understand how asthma affects your child then we can support your child to manage their asthma at school.

An important part of this is ensuring the school has a copy of your child's Asthma Action Plan. If your child has asthma, please make sure the school is made aware and visit your GP to get an Asthma Action Plan to provide the school.

Want more information about Asthma Action Plans? Visit the following website:

<https://www.nationalasthma.org.au/living-with-asthma/asthma-action-plans>

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.

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 CHAPLAIN

The School Chaplain is at our school twice a week to provide support in areas such as attendance, engagement and mental health. Providing students, families and staff with support and/or appropriate referrals in difficult situations such as during times of grief, or when students are facing personal or emotional challenges.

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. 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. **Telephone 9451 1015** (8.30am - 4.00pm)

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.

KINDERGARTEN INFORMATION

INTRODUCTION

The Kindergarten program is often the first experience for your child in an educational setting. It is the start of your child's formal learning experiences where your child will develop important academic, social and emotional skills. The school views the Kindergarten program as the foundation and cornerstone on which future educational opportunities for your child are developed. Kindergarten is an integral part of the whole school and our K-6 approach.

CLASS GROUPS

- A** Odd Weeks of the Term – All day Monday, Wednesday and Friday
Even Weeks of the Term – All day Monday and Wednesday
- B** Odd Weeks of the Term – All day Tuesday and Thursday
Even Weeks of the Term – All day Tuesday, Thursday and Friday

KINDY					
Week	Monday	Tuesday	Wednesday	Thursday	Friday
Odd Week (Wks 1, 3, 5, 7, 9, 11)	A	B	A	B	A
Even Week (Wks 2, 4, 6, 8, 10)	A	B	A	B	B

SPARE CLOTHING

Bring every day in the school bag - underwear, socks, shirt, shorts/skort/trousers in case of accidents and when children are involved in water play activities.



THE PARENTS AND CITIZENS ASSOCIATION (P & C)

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 and other citizens of our community are most welcome to become involved.

They oversee the Canteen, Uniform Shop, School Banking Program as well as many Fundraising events.

ORDERING LUNCHES – STICKY FINGERS CANTEEN

Recess and Lunches can be ordered each day before school using the Qkr! App or with cash at the Canteen. Sorry, no credit can be offered.

Online Ordering:

The P & C use Qkr! for online ordering at the Canteen, Uniform Shop and other P & C events. Quick to download and simple to use, the security of paying with this app is covered by the Commonwealth Bank of Australia Merchant Facilities. Find the app in your Apple Store or Google Play Store, set up your child's profile including Area number and attach a credit card for speedy recess & lunch ordering up to 2 weeks in advance.

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 Tuesday morning in the Library, from 8.15am-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.

SCHOOL UNIFORM

Our School Dress Code Policy:

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

Our Dress Code Requirements:

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

- Shirts **Red** polo or T-shirt with school logo (preferable).
- Shorts **Plain black** shorts.
- Skirts **Black** pleated skirt or black 'skort'.
- Hat Adjustable School bucket hat (all children K-6 are expected to wear the bucket hat).
- Jumpers **Red Jumper** with school logo (preferable).
- Year 6 Optional Year 6 "leaver" polos and jackets in **black**.
- Pants **Plain black** pants, black track pants or microfibre pants.

Sports:

- Faction colour T-shirt (available with logo).
- **Black** shorts or **black** pleated sports skirt or **plain black** track pants.
- Adjustable School bucket hat.



The Uniform Shop:

Operated by the Parents & Citizens Association INC, the Uniform Shop provides the required school logo Polos and T shirts, Zip Jackets, Bucket hats, Year 6 Leavers Uniforms, Library Bags and other great items.

The Uniform Shop is run by school Volunteers.



Red Short Sleeve Polo



Red Long Sleeve Polo



Red School Jumper



Year 6 Leavers Black Polo & Jacket

Reversible School Bucket Hat & Faction Polos



- Second hand items are available at a discounted cost.
- All articles of clothing must be clearly marked with the child's name.

How to purchase the School Uniform:

The Uniform Shop is located in the undercover area and is open on Tuesday's from 8:30-9:00am (during school term).

The good news is that we are open online 24/7 and you can place uniform orders using Qkr! from the comfort of your own home whenever you want. Download the Qkr! App and once your students are all set up, ordering is simple.

All orders placed before 9pm Sunday will be delivered to your child's classroom by Wednesday the following week.

Don't forget to browse our clearance stock for last year's jackets and polo's on sale from only \$10.00.

Please note that sizes are subject to availability. If a size does not show as available in Qkr! then we unfortunately do not have any stock.

Alternatively, you can order using the order form and pay by cash or credit card.

Submit your order to either the Uniform Shop on Tuesday morning, or the Front Office

LABELLING OF SCHOOL BELONGINGS

All clothing, lunch boxes, water bottles, school hat and library bag must be clearly marked with the child's name.

LOST PROPERTY

The Lost Property Box is located in the undercover 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.

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

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.

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. See page 18 for more details.



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. Forms are available in the School Office. 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.

ADDITIONAL LEARNING PROGRAM

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

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.

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.





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 wellbeing of all students.



COMPLAINTS MANAGEMENT POLICY

Information for Parents/Carers

GIBBS STREET PRIMARY SCHOOL

Gibbs Street
East Cannington 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.

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 Cannington 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
- 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.gibbsstps.wa.edu.au

Access: We accept complaints lodged by phone, 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.

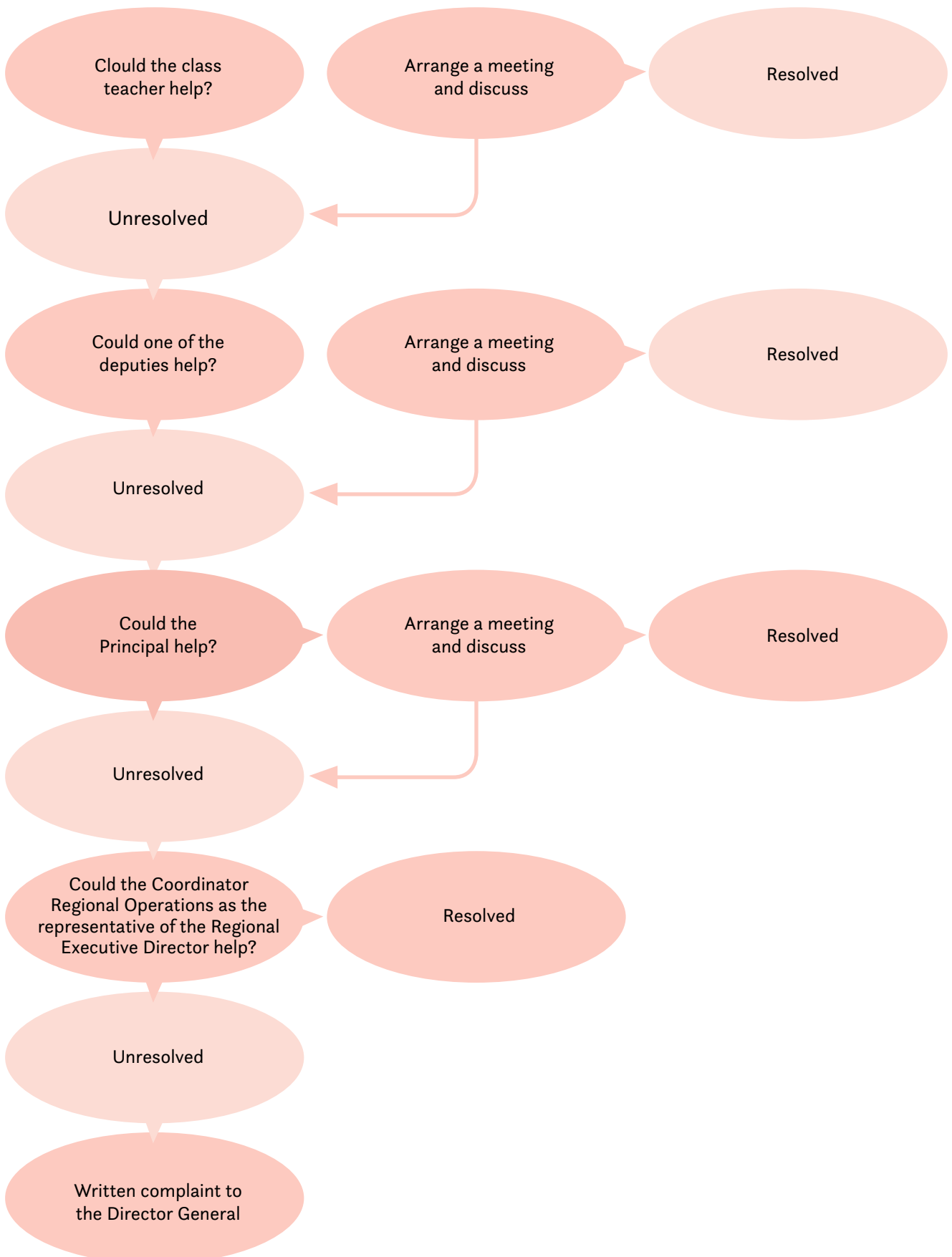
Accountability: We report our complaints handling processes against our documented performance standards.

Reviews: We review our complaints handling process annually.



COMPLAINTS RESOLUTION FLOW CHART

Wherever possible matters will be dealt with at the local level





GIBBS STREET PRIMARY SCHOOL

SCHOOL MAP



