



**Goonawarra**  
PRIMARY SCHOOL

# Parent Handbook



Welcome

Dear Parents and Guardians,

Welcome to Goonawarra Primary School. We hope this handbook will provide some useful information about our school and help to make your child's start at Goonawarra Primary School an enjoyable experience. We recommend all parents read this handbook carefully to assist in your child's transition to Goonawarra Primary School.

Our school staff realise that we share with you a joint responsibility in helping your child develop their talents and abilities to the fullest possible extent.

It is our aim to develop a school where your child will feel welcome and happy, whilst also acquiring the skills and knowledge required to equip them for life. It is essential that there be open communication and cooperation between home and school so that our aim may be realised.

As a parent, you can share in your child's educational development by taking an interest in work brought home, encouraging reading - both to and with your child, showing an interest in books, and participating in classroom programs and special events, as well as attending meetings with teachers on both formal and informal occasions.

We look forward to a long and supportive relationship with your family.

Kind regards,  
Dolores Giordimaina



Principal

# School Strategic Plan

The school Strategic Plan outlines the goals and priorities of our school. A detailed copy of our school's Strategic Plan can be downloaded from our school website.

## Purpose

"At GPS we are an inclusive school that believes all students, teachers and parents/carers have a right to learn and be safe and comfortable. We believe that by being respectful, resilient and responsible we can succeed and thrive as a community."

## Our Vision Statement

All students are confident, curious learners who feel supported and able to meet the challenges at school and beyond.

## Our Values

Goonawarra Primary School operates under the following right:

**We all have the right to learn and feel safe.**

The core values of the school are encapsulated in the phrase '**Goonawarra is G.R.E.A.T!**' These values are designed to encourage students to achieve their best in all areas and to be positive, well-respected and thoughtful members of the community.

The values are:



# School Information In Alphabetical Order

## Accidents or Illness at School

Sick children should not be at school. If a student becomes sick or injured in the classroom, teachers are required to send the child with a partner to the office where the sick bay administrator will contact the parents, if necessary, to collect the child or monitor them within the sick bay.

If a child suffers a minor injury during yard duty, the yard duty teacher is responsible for administering initial first aid using the first aid resources in the yard duty bag. The sick bay administrator will record details of all children who attend the sick bay.

In the case of a serious injury and all head injuries, the sick bay administrator will complete the accident register with either the classroom/specialist or the yard duty teacher as applicable, and parents will be called.

## Air Conditioning

All rooms in the school are fitted with reverse cycle air conditioning units.

## Anaphylaxis/ Allergies and Asthma

Parents are required to inform the class teacher and the Office at the start of the year if their child has anaphylaxis, serious allergies or asthma. Medical action plans for these conditions, with colour photos, will need to be filled in by a doctor and provided to the school, along with your child's medication. These plans need to be updated annually, or whenever there are any changes.

If your child is going to OHSC (Out of School Hours Care), please discuss your child's condition with the OSCH staff. For more information, please see the Anaphylaxis and Asthma policies on the school website.

## Annual Implementation Plan

The Annual Implementation Plan (AIP) describes how the key improvement strategies in the school Strategic Plan, and other significant projects will be put into operation during the year and how they will be monitored. It assists schools to:

- plan and communicate their work for the coming year and how this will lead to achieving their identified goals and targets
- ensure efficient and effective allocation of resources to complete the work
- monitor progress and success

The school's AIP is available annually on the school's website.

## Assembly

Assembly takes place on Friday afternoons in the gym. The whole school assembly begins at 3.00pm and parents are more than welcome to attend. Assembly is a great opportunity to celebrate student success and provide information to the school community.

## Attendance

All children are expected to attend school every day unless they are ill or for serious family matters. Teachers encourage full student attendance within their classroom programs.

All rolls are marked via Compass twice a day. Parents and carers are required to register their child's absence via Compass every day. If unable to log onto Compass the preferred option is to call the school office on [97447137](tel:97447137). Emailing the school regarding absences is not encouraged.

If the class teacher records your child absent, you will receive a text message regarding this. If your child is absent for three days without communication, your child's teacher will make contact with you. If your child has unexplained absences, they will receive a note that requires explanations of these missed days.

## Late and Early Departures

Late is defined as the student not being present when the teacher calls the roll at 9.00am. For late arrivals, your child must go to the office to collect a late pass before going to class. For early departures, it is preferred that parents or carer call to notify the school in advance. Parents and carers must come to the office to sign their child out.

## Extended Holidays

For families where children are not attending school for extended periods, parents and carers are required to advise their child's teacher.

## Balls / Ball Games

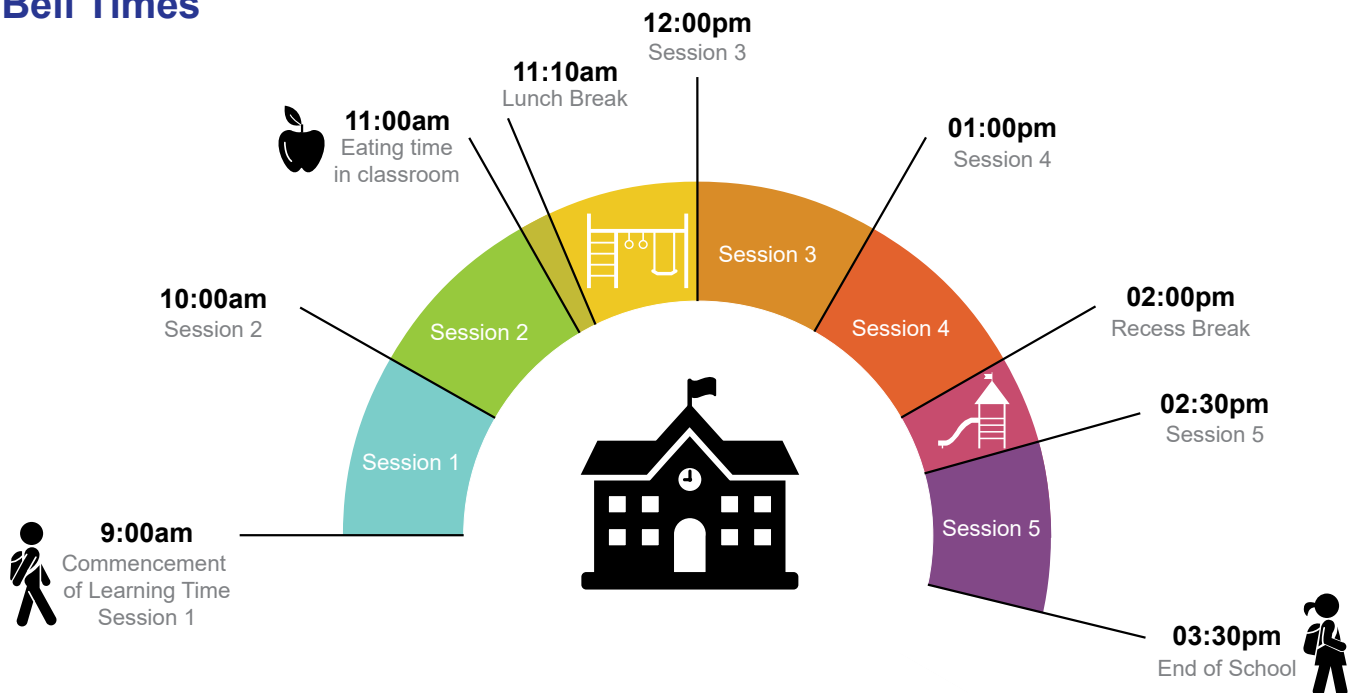
Students are permitted to bring their own balls to school. All balls must have the child's name clearly labelled. Hard balls such as baseballs or cricket balls are not encouraged. Ball games can only be played in areas away from the school buildings and windows. There are designated areas for ball games to be played. Balls landing on the roof can only be retrieved by the school maintenance officer.

Balls will be retrieved at the discretion of staff members. Balls landing in the staff car park can only be retrieved by a staff member.

## Behavior Management

See School Wide Positive Behaviors.

## Bell Times



## Bike Riding

We encourage our students to ride to school. We have bike hoops located throughout the school. We advise riders to padlock bikes left at the hoops. Bikes must be pushed through the school grounds, there is no riding allowed. Our school gates are locked at 9:05 for security and safety of students.

## Birthdays

GPS appreciates the importance of birthdays and other celebrations. Teachers recognise birthdays by singing the birthday song with their classmates to celebrate. Due to the school's Anaphylaxis policy, any food that is brought in to be shared with the class must be purchased and have an ingredient list attached. Unfortunately, homemade treats are not accepted.

## Camps Program

The school currently runs an annual camp program that consists of:

### Foundation – a school breakfast

1 – an extended evening at school

2 – an overnight stay at school

3/4 – external camp

5/6 – external camp



## **Car Park**

Children are not permitted to enter the staff car park at any time unless supervised by an appropriate adult. If balls are hit/thrown/kicked into the staff car park during break times, a staff member must be notified to retrieve the equipment. Parents are not permitted to park and/or drop students off in the staff car park.

Parents should check the signage regarding parking restrictions around the school as the Council does enforce these restrictions.

## **Casual Relief Teachers**

Casual Relief Teachers (CRTs) are qualified teachers employed by the school to cover a teaching staff member who is absent due to illness or professional development.

## **Child Safe**

GPS has zero tolerance of child abuse.

We are committed to the safety and wellbeing of all children and young people. This is the primary focus of our care and decision-making. Please see our Child Safety policies on our school's website.

## **Choir**

The school choir is made up of students from years 3-6. Involvement in the choir is voluntary. Rehearsals are held at lunchtimes with extra rehearsals called when necessary. Students involved in the choir perform at school assemblies and concerts as well as activities outside the school, including the State School Spectacular.

## **Cleaning**

All classrooms and learning areas are cleaned thoroughly on a daily basis by a contractor.

## **Code of Conduct**

School staff abide by the Victorian Teaching Profession Code of Conduct. This policy can be found on the school's website.

## Communication

There are various ways GPS communicates with the school community.



### Newsletter

Purpose: To provide key information about Goonawarra's activities, calendar of important events/activities, highlight students' and schools' achievements. **Published every fortnight on a Friday.**

📍 **Compass Newsfeed**



### Website

Purpose: To provide detailed information about Goonawarra's school documentation and policies.

📍 <https://www.goonawarra.vic.edu.au/>



### Compass

Purpose: To report attendance, parent/community communication, consent forms/payments, reminders and updates.

📍 <https://goonawarra-vic.compass.education>



### Office Counter

Purpose: To answer general and enrolment enquiries, payments, student attendance - late arrivals/early departures.

📍 **Main entrance**



### Assembly

Purpose: To provide a student voice lead communication to the school community, showcase student learning.

📍 **In the Gym**



### Direct Contact with Teacher

Purpose: Parent/teacher interviews, information nights, as the need arises.

📍 **Contact school for an appointment 9744 7137**



### Parent Email

Purpose: When the need arises to speak to the individual staff member.

📍 **School email: [goonawarra.ps@education.vic.gov.au](mailto:goonawarra.ps@education.vic.gov.au)**



## Communication with Staff

Parent-teacher communication is an important part of the education process. Parents are asked to keep teaching staff informed about home-based incidents that may impact upon their child's learning within the classroom.

An appointment at a mutually appropriate time for teaching staff and parents is strongly recommended when needed. Teaching staff are not available for in-depth conversations after 8.45 am and are generally unable to take phone calls throughout the day.

Parents can call the office and will be transferred to the teacher if they are available. Otherwise, a note will be left for the teacher to return the call. You can also email your child's teacher.

Teaching staff have the right to feel safe in their working environment and as a result, yelling, using inappropriate language and threats will not be tolerated.

## Complaints

GPS welcomes feedback, both positive and negative, and is committed to continuous improvement. For further information, please see the Complaints Policy on the school's website.

## COMPASS

Compass is the electronic platform used by the school for communication with parents. On enrolment, parents are allocated a username and password. A Compass account allows parents to register student absences, access current and previous school reports, book interviews with teachers (including Meet The Teacher in Term 1 and Parent Teacher Conferences in Term 2), pay for school events (such as incursions, excursions and camps), place and purchase a canteen order and read school news items. Parents receive an email alert when new information has been posted. Parents can also download the COMPASS app from Google Play (Android users) or the App Store (Apple users).

## Dogs

Dogs are not permitted in the school yard. This is due to safety and liability reasons. Therefore, it would be appreciated if families did not bring their dogs into the school. You are welcome to wait outside the school ground with your dog on a lead if you do not wish to leave them unattended. Please see the Dogs at School policy on our school's website for further information.

## Duty - Yard

Supervision is aimed at the care and safety of all children and the development of appropriate social behaviour. There are members of staff on yard duty from 8:45am, at recess, lunchtime and after school until 3:45pm. Students on school grounds outside of these times will not be supervised. Please see our Yard Duty and Supervision policy on our school's website for more information.

## Early Leaver

Parents who wish to collect their children from school prior to the normal dismissal time must sign their child out at the office before collecting them from their classroom.

## Education Support Staff

Education Support Staff are employed to assist the learning and development of students who require extra support. Education Support Staff assist with learning groups within the classroom as required by the teacher.

## Evacuation Procedures

There are six Evacuation procedures for Goonawarra Primary School:

1. Code Yellow/Internal: remain in classroom
2. Code Amber/Internal: remain in classroom
3. Code Pink/Internal: move to gym
4. Code Red/External: move to designated area on the basketball courts
5. Code Blue/External: evacuate to Tulsa Reserve
6. Code Green/External: evacuate to Goonawarra Golf Course

The procedures and maps detailing entry/exit points are clearly displayed within each room of the school. School staff and students practise these evacuation procedures each term.

## Fees – Parent Payments

At the end of each year, all families will be given a Fees & Payments (Essential Items) cost list. This requests payments or contributions for each student's educational requirements for the following year. This will detail when payment is required and what methods are acceptable to make payment.

## Fundraising

GPS has a wonderful Parents and Friends volunteer group who work together with staff and the community to raise money for the school. Some of the fundraising is conducted through Mother's and Father's Day stalls and raffles. P&F are always looking for new members to join. If you have any questions or inquiries, please see the school office.

## Gardens

Goonawarra Primary School is proud of its school environment. Continual improvements are made to the gardens and grounds. Teachers within their classroom programs and on yard duty are encouraged to remind students about the need to care for our school environment.

## Grade Structure

The structure of grades and staff within the school is decided by the Principal. This structure is subject to change due to enrolment, staffing, and budgetary issues.

## Gym

The gym is used for timetabled PE lessons and Assembly on Friday afternoon. It is also available to use for incursions and other school activities.

## Hats

From the 1st of September until the 30th of April, all students must wear a sun smart hat when outside during lunch and recess. These hats must cover the face, neck and ears of students. Students who do not have an appropriate hat during this time must remain in shaded areas during break times. For more information, please see the Sun Smart policy on our school's website.

## Head Lice

If a staff member suspects a student has head lice, or nits, they will immediately contact the Office and the child will be sent to the First Aid room. Parents of students with head lice will be contacted to pick up their child. The child cannot return to school until treatment has commenced. A general Compass Alert will be sent out to the parents of other students in that class and year level to let them know that there are current head lice cases. The alert will include information about checking for head lice, treatment and combing. Please see the Head Lice Policy on the school's website. Further information is available on the following website: [www.betterhealth.vic.gov.au](http://www.betterhealth.vic.gov.au)

## Home Reading

Reading at home with your child is encouraged. Students will bring home readers each day that are to be read with a parent. There is a booklet to fill out with notes and communication to your child's teacher.

Students in Years F-6 have access to the school library each week where they can choose a book to take home for the week.

## Homework

Working with students at home on learning activities sends a powerful message to students that their learning is important and worthwhile. Being involved in student learning at home also nurtures the three - way relationship between student, parents and school that is a corner stone to student success.

## HOUSES

Goonawarra Primary School has four houses:



Every student is placed into a house upon enrollment. Throughout the year, students gain points for achievement in different areas across the school. Each week at Assembly, the house with the most points is announced. The house that receives the most points over the course of the year is announced at Assembly on the last day of the year and a trophy is awarded to the House Captains.

House Captains are elected by the students in their house from years 3-6. Candidates give a speech to their house members and votes are cast.

## ICT

The use of digital technologies is integral for participation in current society, and students need to become proficient and responsible digital citizens in a cyber-environment. The school provides a range of devices across all year levels to ensure digital technologies are integrated across all curriculum areas. Please see the Digital Technologies policy on our school's website for further information.

## Infectious Diseases

Common childhood infectious diseases are prevalent within primary schools. Parents and carers are required to contact the school office if their child has contracted an infectious disease. A communication alert will be given to the cohort (no names mentioned).

<https://www.health.vic.gov.au/infectious-diseases/exclusion-periods-for-primary-schools-and-childrens-services>

## Information on Students and Staff Members

No information concerning students and staff can be released to unauthorised persons. This information includes addresses, email or telephone numbers. Please consult the Principal if there are any concerns.

## Insurance

The Department of Education and Training does not hold insurance to cover students in case of accidents and injury.

## Internet

Students at Goonawarra Primary School have filtered access to the internet via the school's network. Pupils are unable to access sites deemed inappropriate by the DET.

## Interschool Sport

Interschool Sport is an integral part of the 5/6 Sports program each year. Children involved in interschool sport are expected to:

- Train with the appropriate squad when training time is organised by teachers
- Wear appropriate uniforms including School Hat
- Pay the required amount

The teachers involved in interschool sport set the parameters of behaviour and sportsmanship that is expected of students from Goonawarra Primary School. Failure to comply with the rules may result in omission from the team.

## Intervention Program

GPS staff identify students who are currently 12 months or more behind on their learning and will provide each student with an Individual Learning Plan. ILP's are provided for identified students and it outlines specific learning goals and how both school and home will support the learning of the student. The hope is that the ILP will support the student to make the required growth.

## Junior School Council

Two students from Years 3-6 are elected by their peers at the beginning of each year. The Junior School Council provides a forum for children to share their ideas about the everyday functioning of the school. It enables them to experience the democratic decision-making process. The Junior School Council gives students the opportunity to be representative for the school. The roles and responsibilities undertaken by Junior School Councilors are to organise fundraising for various charities and school.

## Language – Italian (this program is suspended in 2024)

Each week all students attend a one-hour Italian lesson. The lesson immerses students in Italian through instructions, reading stories, viewing and listening activities and builds the students' comprehension and confidence. Students are encouraged to speak in Italian and apply their learning in a number of situations and activities such as role-play, dialogue, performance, singing with actions, reciting and games.

## Lateness/Late Passes

Children are expected to be at school prior to the bell at 9.00 am. Children who are late are required to sign in at the office and obtain a late pass so that this can be recorded in Compass.

## Levelled Literacy Intervention

The Fountas & Pinnell Leveled Literacy Intervention System (LLI) is an intensive, small-group, supplementary literacy intervention for students who find reading difficult. The goal of LLI is to lift the reading achievement of students who are not achieving grade-level expectations in reading. GPS has two Intervention Leaders who plan and oversee the LLI program. These leaders identify students who would benefit from the program and have multiple sessions with these students weekly. Along with these sessions, support at home is essential for the best outcomes.

## Leaving the School Grounds

Children are not permitted to leave the school grounds prior to dismissal time unless accompanied by a parent or an approved adult as per parental instructions. Parents/approved adults must first obtain an early leave pass from the Office to present to the classroom teacher before the child can be dismissed.

## Library

Students have access to the school library once a week with their teacher. Students are taught how to use the library appropriately, including how to find and return books. Students are permitted to borrow a book each week during their library time. Previous books must be returned before a new one can be borrowed. Any lost library books will incur a replacement fee.

## Lost Property

To avoid children losing their uniform, please ensure that they are labelled with their full name. Any lost property that is found by students or staff is placed in lost property, which is located opposite Room 7 in the main building. Students are encouraged to check lost property if they misplace something.

## Lunch

At Goonawarra Primary School, students are given time to eat before going outside to play. An example of eating times during the day may look like this:

### Healthy Snack

This occurs at 10am daily. Students eat this whilst still continuing their learning. A healthy snack may include cut up fruit or vegetables, cheese or yoghurt. A healthy snack needs to be easy and quick to eat so as to not interrupt valuable learning time.

### Lunch

Lunch is from 11.00am-12:00pm daily. Students are given from 11:00-11:10am to eat inside. Any food that is unfinished must be eaten in the designated eating areas outside before going to play.

### Recess

Recess is from 2.00pm-2.30pm. This is a chance for students to have one last snack for the day. At the beginning of the year, teachers discuss break times and when food should be eaten. Parents and carers are required to make sure their child can easily open their lunch box, containers and drink bottle.

Staff will be unable to heat meals for students.



## Lunch Orders

Our school canteen operates on Monday and Friday. Lunches can be ordered through the Compass app. Please see the school's website for further information around ordering through Compass. Lunch orders can also be written on a paper bag with the money inside. Your child's teacher ensures that lunch orders are sent to the canteen in the morning.

## Medication

For the safety and well-being of your child and others, no medication will be administered by a class teacher or kept in a child's classroom or bag. If your child needs to receive medication at school, a "Notification of Medication" form must be filled out at the Office.

The Office staff or First Aid Administrator will administer the medication and it will be held until completion or collected daily as advised by the parent.

## Medical History

While we respect each family's right to privacy, if your child has a medical condition which you feel will affect their school life, please inform the school office or the classroom teacher.

## Mobile Phones

Bringing mobile phones to school is discouraged by the school. If students do bring mobile phones to school, it must be handed in to the office prior to the bell and be collected after the bell at the end of the school day. The school accepts no responsibility for loss, theft, or damage of mobile phones.

## Newsletter

The School Newsletter is distributed by Compass every fortnight on a Friday. Newsletters can also be found on the school's website.

## Office Hours/Contact Details

The school office is open: 8:30 am – 4:00pm

Phone: 9744 7137

Email: [goonawarra.ps@education.vic.gov.au](mailto:goonawarra.ps@education.vic.gov.au)

## Out of School Hours Care (OSHC)

Our school is proud to offer Before and After School care to our students. The Outside School Hours Care program at GPS provides time for homework, time to relax, educational activities and a healthy snack. Best of all, our kids have time to be kids - to play and explore, share with friends and enjoy these precious school years.

**Before School Care:** 6:30am - 8.45am

**After School Care:** 3.30pm - 6:15pm

**Pupil Free Days Care:** 6:30am - 6:15pm

**School Holiday Program:** 6:30am - 6:15pm

Children can be enrolled in the Before and After School Program on a full time, casual, or emergency basis. All children using the Outside School Hours Program must have a current enrolment form.

Phone: 1300 105 343

Contact: [info@campaustralia.com.au](mailto:info@campaustralia.com.au)

For more information: [www.campaustralia.com.au](http://www.campaustralia.com.au)

## Parent Behaviour

Parents play an important role within our school's community. This role comes with responsibilities of modelling appropriate behaviour and language. If problems arise, parents are asked to seek assistance from a staff member. At no time is it appropriate for a parent to approach or attempt to discipline a child other than their own to resolve an issue or grievance.

## Parent Teacher Discussions

Parent Teacher discussions are held early in Term 1 each year. These sessions are designed to allow parents to provide teachers with relevant information about their child. These sessions are held again towards the end of Term 2. This meeting gives teachers an opportunity to provide teachers with information on their child's progress. Parents will be able to book a meeting time through Compass.

## Parental Involvement

We welcome parent involvement. The skills, talent and energy brought to the school by parents is a vital and valued resource for the school. Being involved is an enjoyable and rewarding way to enrich your child's educational experience and build friendships in our friendly and welcoming school community.

There are a variety of ways in which parents can be involved in the school including:

- [Joining the Parents and Friends Group](#)
- [School Council membership](#)
- [Parent helpers in the classroom \(speak to your child's classroom teacher\)](#)

Parents should feel welcome in the school and understand the important role they play in their child's education and how they can help their child with their learning, both at school and at home.

Parent's entering the school during class time must enter via the office, sign the visitor's registry and obtain a visitor's pass.

All parents working within the school must obtain a Working with Children Check. Application forms are available online. Once your card arrives, you must take it to the school office for registration.

All parents wanting to work within the school must attend an Induction session.

## **Payments**

Payments can be made through the Compass app, or by EFTPOS or cash. EFTPOS and cash payments may be made in person at the school office or by sending the money with your child to give to their classroom teacher. The teacher will then pass it on to the office.

## **Personal Information**

Personal information about students and their families is confidential and protected by the Privacy Act. Relevant information is stored centrally. No personal information is to be provided to any person. It is imperative that changes to personal information are provided to the office for emergency information purposes.

## **Photos**

Photos of students are taken regularly for use in internal and external school communications. At the beginning of each year, a form will go home for parents to fill out regarding the use of student's photos. If you do not wish for your child to be photographed, filmed or recorded, you must fill out the form accordingly and return it to the school.

## **Physical Education**

All students at Goonawarra Primary School are timetabled for a one-hour Physical Education lesson by a specialist teacher. The Physical Education program is based on the Victorian Curriculum.

Students are also provided the opportunity to participate in a range of fun activities and carnivals throughout the year. These include National Health and Physical Education Day, Footy Colours Day and Walk to School Month in October. These are wonderful opportunities for students to work as part of a team and support one another.

GPS is a part of the Sunbury District where students in Grade 5 and 6 participate in friendly inter-school sport competitions. Students are offered a variety of sports to choose from. This is a fantastic opportunity for them to be a part of a team and build positive relationships with other students in the community.

## Playground and Equipment

Our school yard is divided into three play areas: Junior, Middle and Senior.

The Junior play area is made up of two sandpits, an outdoor kitchen, an adventure playground and a sensory play area. There is also plenty of space for ball games. Students in this area also have access to a basketball court.

The Middle play area includes a basketball court, an adventure playground and an extensive grassed area for ball games.

The Senior play area has an adventure playground, two basketball courts and ample space to sit and relax.

Students can bring appropriate equipment from home, though all equipment must be clearly labelled with the student's name and grade. The school takes no responsibility for personal equipment that is lost or damaged.

## Policies

School policies can be accessed via the school's website. These provide more detailed information.

## Primary Welfare Officer

The school's Primary Welfare Officer is employed to enhance the capacity of the school to support students who are at risk of disengagement in their learning and who are not achieving their educational potential. The Primary Welfare Officer works within the school's wellbeing program to focus on families with chronic attendance issues and the problems that lie behind this. If a staff member believes that a child is at risk from disengagement, they should speak to the Assistant Principal who will refer the child to the Welfare Officer.

## Pre-service Teachers

GPS is committed to providing training and support for pre-service teachers from tertiary institutions.

## Recess

Recess occurs daily from 2.00pm – 2.30pm. There are teachers on yard duty for the duration of recess. Students either eat their snack inside before they go out to play or sit in designated eating areas to consume their food.

## Reporting to Parents

Schools are required to formally report student achievement and progress to parents/carers at least twice per school year for each student enrolled at the school.

Written reports are delivered electronically through Compass at the end of each semester (June and December). All reports can be accessed on the Compass portal.

Parent teacher discussions are held every at the end of Term 2. A parent may wish to see the teacher in December if it is needed by the parent/teacher.

Parents will also be invited to meet the teacher at the beginning of the year.

## School Council

The School Council is an elected body of parents and Department of Education employees.

The GPS School Council consists of 12 members (4 staff and 8 parent).

School Council elections are conducted in February/March each year. Look out for notices in the school newsletter or speak with the Principal if you would like to be involved.

Among the many tasks of our School Council are the requirements to:






- Determine the education policy of the school within guidelines issued by the Minister
- Monitor the expenditure of all the school's money
- Keep buildings and grounds in good repair
- Recommend improvements and extensions
- Stimulate parent and community interest in the school
- Regularly report council's activities to the school community.

## School Photos

Photos are taken annually of classes and teachers. Students must wear full school uniform. Dates for school photographs are published on the Compass calendar and in the school Newsletter.

## School Wide Positive Behaviors

School Wide Positive Behaviors (SWPB) is a DET initiative. It is a behavioral management framework that focuses on prevention and uses evidence-based practices and data-based decision making. SWPB involves explicit social skills instruction and includes school wide systems. It supports improved student social competencies and academic outcomes.

 <h1>School Wide Positive Behaviour Matrix</h1> 					
Classrooms		Corridors/ Transitions		Play Areas	
Toilets		All Areas			
<b>Be Safe</b>  I am <u>SAFE</u> when I...		<ul style="list-style-type: none"> <li>walk in my classroom</li> <li>use equipment appropriately</li> <li>keep my classroom tidy</li> </ul>		<ul style="list-style-type: none"> <li>walk inside the buildings</li> <li>stay in the line</li> <li>ask permission to enter the building during breaks</li> </ul>	
<ul style="list-style-type: none"> <li>eat and play in my area</li> <li>wear my hat to be sunsmart</li> <li>follow the rules of the game</li> <li>seek help from a teacher when I need it</li> </ul>		<ul style="list-style-type: none"> <li>use the toilets in my area</li> <li>go to the toilet with a partner</li> <li>wash my hands after using the toilet</li> <li>tell a teacher if there is a problem in the toilet</li> </ul>		<ul style="list-style-type: none"> <li>keep my hands and feet to myself</li> <li>listen to and follow teacher instructions</li> <li>use equipment carefully</li> <li>wait my turn</li> <li>respect the personal space of others</li> </ul>	
<b>Be Respectful</b>  I show <u>RESPECT</u> when I...		<ul style="list-style-type: none"> <li>follow instructions</li> <li>participate and try my best</li> <li>use whole body listening</li> <li>raise my hand to speak</li> <li>allow teachers to teach and learners to learn</li> </ul>		<ul style="list-style-type: none"> <li>walk quietly</li> <li>keep to one side so others can pass</li> </ul>	
<ul style="list-style-type: none"> <li>follow the rules of games</li> <li>include others in my games</li> <li>am aware of other games around me</li> <li>try to resolve problems myself or with the yard duty teacher</li> <li>contribute to a clean environment</li> </ul>		<ul style="list-style-type: none"> <li>honour the privacy of others</li> <li>leave the toilets clean</li> <li>leave the light switches on at all times</li> </ul>		<ul style="list-style-type: none"> <li>look after our school equipment</li> <li>use my manners and speak kindly to others</li> <li>listen to the teacher and others</li> <li>treat others the way I would like to be treated</li> <li>place rubbish in bins</li> </ul>	
<b>Be A Learner</b>  I am a good <u>LEARNER</u> when I...		<ul style="list-style-type: none"> <li>give my personal best</li> <li>share my thoughts and ideas</li> <li>take risks with my learning</li> <li>accept challenges I am given</li> <li>have the resources/ equipment ready for learning</li> </ul>		<ul style="list-style-type: none"> <li>walk quietly and safely to my next learning space</li> </ul>	
<ul style="list-style-type: none"> <li>try to understand how someone else is feeling</li> <li>use strategies to solve problems</li> </ul>		<ul style="list-style-type: none"> <li>only go to the toilets when I need to</li> </ul>		<ul style="list-style-type: none"> <li>think before I act</li> <li>ask for help if I need it</li> <li>actively participate</li> <li>have the equipment I need to learn</li> </ul>	

## Sick Bay

Sick Bay is situated in the main building by the Office. Students are sent when a member of staff makes an assessment based on injury or sickness. An assessment is made using an illness/ injury parent notification note. First aid is administered and recorded by the staff member on duty. In the event of a head injury, a child's emergency contact is called.

**Indoor** - The child is accompanied by another student and has a sick note sent by the class teacher detailing the concerns and whether the emergency contacts are to be phoned.

**Outdoor** - In the event of an outdoor yard injury, the student is accompanied by another child and will have a sick bay card. A red card is issued to additional children to send for immediate assistance.

**Serious injury** - If the injury is deemed of a severe nature, an ambulance will be called in conjunction with the emergency contacts.



## Smoking

Smoking is not permitted anywhere on the school premises. This includes the car park and school grounds.

## Special Events

GPS aims to engage the school community in the life of the school. As such, whole school activities are organised throughout the year to encourage community participation and enable students to showcase their work. Parents are informed of whole school events via Compass (notifications and calendar) and posted in school's newsletter.

## Specialist Programs

CNPS students participate in three specialist programs in the following curriculum areas:

- Visual Arts/Performing Arts
- Physical Education
- Italian
- STEM

## Staff Room

The staffroom at GPS is primarily used as a place of relaxation for staff as well as a working space during individual administrative and planning time (APT). Parents are asked not to enter the staffroom unless invited by a member of staff.

## Strategic Plan

The School Strategic Plan (SSP) is an essential component of the Department's Framework for Improving Student Outcomes (FISO). It provides a means for the school to clearly identify and communicate how the school is working to improve outcomes for its students.

This plan lets people know its purpose, the values and context of the school. It outlines what we are going to focus on for the next four years to improve student outcomes at school (the goals and targets), and how the school is going to do this (key improvement strategies).

To access the School's SSP, see the school's website.

## Student Free Days

Each year government schools are provided with four student-free days for professional development, school planning and administration, curriculum development, and student assessment and reporting purposes. The first day of Term 1 is a student-free day in all government schools to allow for appropriate planning to take place for the arrival of students. The remaining three student-free days are determined by the school and discussed and approved at School Council.

## Student Issues and Concerns

GPS is always happy to discuss with parents, carers and community members any concerns that they may have. Parents with concerns regarding their child/ren are asked to follow the protocols set by the school. Please see the Complaints Policy on the school's website for further information.

## SunSmart

The school has adopted a SunSmart policy and procedures as recommended by the Anti-Cancer Council. Children are encouraged to wear a combination of sun protection measures whenever UV levels reach 3 and above (1st September to 30th April). Sun protective uniform and clothing consists of:

- loose, cool, closely-woven fabric
- shirts with a collar and/or high necklines
- tops with elbow length or long sleeves
- longer style shorts and skirts
- rash vests or t-shirts for outdoor swimming activities

Students that do not have a hat or correct protective clothing will be asked to play in the shade areas that are protected from the sun.

GPS encourages students to apply SPF30+ before going outside. Teachers will remind students to put on their sunscreen at least 20 minutes prior to going outdoors.

For more information on our SunSmart policy, see our school website.

## Swimming

GPS offers a swimming program for the Foundation students. This program take place over four days and teaches students the skills they need for swimming and being safe in the water.

## Term Dates

For term dates, see the school's website.

## Timetables

Each student takes part in specialist classes which consist of Italian, Art, STEM and P.E. Each of these specialist sessions runs for 60 minutes.

The class teacher creates a Term timetable to include all core curricular and additional subject areas. The class timetables may vary each term. Subjects that students take part in include Literacy, Numeracy, Specialists, Library, Inquiry and ICT.

## Toys

Students are not permitted to bring expensive toys to school. If on the rare occasion that one of these items needs to be brought to school, then it must be given to the classroom teacher for safe storage. The school accepts no responsibility for items damaged, broken, or lost at school.

## Transfers

### In

All student transfers in are organised by the Office. In general, new students are allocated to grades according to class size unless there are special circumstances. The Principal is responsible for placing new students in grades.

### Out

When students transfer to another school, the organisational details are completed by the office. Students take the requisites provided to them. Where there are requests for the student's files from the new school, teachers can send previous student reports.

## Transition

At GPS we know the importance of preparing students for change. Our transition program helps them to understand what to expect as they progress from kindergarten to school,

between year levels and from primary to secondary school.

To familiarise themselves with the school community, we encourage all our prospective Foundation students to attend a transition program towards the end of the year prior to starting school. This allows new students to experience the classroom and meet their teachers and peers. Once at school, our Foundation students enjoy their own small community. The Foundation rooms are next to each other and they share a play area with students from Grade 1. Foundation students also have a Grade 6 buddy to ease their transition into the larger school community.

The transition process continues at each year level as students move through the school. We coordinate with local secondary schools to help our Grade 6 students prepare for the next stage of their education.

## Uniform

GPS has determined that there is compulsory wearing of school uniform for all students. The uniform colours are sky blue and dark blue. Uniforms are available through PSW who are located at 6/106-110 Gap Rd, Sunbury. For more information see our Uniform policy on our school's website.

## Valuables

Students are not to bring items of high value to school. These items include toys, electronics, and large amounts of money. In the unavoidable event that an expensive item needs to be brought to school, it must be given to the classroom teacher. The school accepts no responsibility for loss, damage, or theft.

## Visual Arts

Learning in Visual Arts takes several forms. Through arts practice, students develop ideas by drawing upon experiences, exploring feelings, observing and responding. In communicating ideas, students learn the element principles and techniques of specific art forms. In responding to the art, students analyse and make judgements about the characteristics of their own art works and that of others.

Students at GPS are provided with numerous opportunities to complete 2 and 3-dimensional art works, using a variety of materials and techniques. We hope that this experience during primary school will encourage a lifelong enjoyment of art.

Students have one weekly art lesson.

## Water Bottles

Students are to bring clearly named water bottles to school to keep in their classroom and take with them outside and to sporting activities.

## Website

The school's website is a good source of information for parents and the wider community. If you notice something incorrect on the website, please inform the school.

## Working with Children Check

All parents volunteering in the classrooms or excursions must have a Working with Children Check. Application forms are available online. The school requires a copy of the card when issued. <https://www.vic.gov.au/about-check>