



Parent Handbook 2019

gumdaless.eq.edu.au

CONTACT DETAILS

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Twitter:	https://twitter.com/GumdaleSS
Principal:	Phil Savill principal@gumdaless.eq.edu.au
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PRINCIPAL'S WELCOME

On behalf of Gumdale State School, I would like to extend a warm welcome to all new families. Our school strives to provide an excellent education in a supportive, happy and inclusive environment. Our motto – ***Always Our Best*** – underpins our daily thoughts and behaviour.

At Gumdale State School, we aim to prepare students to be contributing community members of the future and to be well-mannered, industrious students of the present. You'll find that the range of curriculum programs and extra-curricular activities we offer are exceptional, making us the preferred primary school for many families both within and beyond our catchment area.

In order to deliver exceptional learning opportunities for your child, it is crucial to have your input and support. Building partnerships with our student families and local community is essential to making our school a secure and happy environment where each student feels important and respected as an individual.

As you will see as you walk around the school, our values are centered on the word **GROW**. This stands for:

G – Great Learners

R – Respectful

O – Organised

W – Working Safely Together

These values are demonstrated not only by our students, but also our staff. The staff at Gumdale State School are student focused, performing many duties beyond school hours. It is our commitment to excellence and dedication, together with many other professional attributes, that make this school a wonderful learning environment for your child.

We also value the Parents & Citizens Association and its sub-committees, and the Student Council who generously work to enhance our teaching and learning resources - we are privileged to provide the very best in primary education, here in Brisbane's outskirts.

We look forward to getting to know our new student families. A very warm welcome to you all.

Always our Best,

A handwritten signature in black ink that reads "Phil Savill". The signature is written in a cursive, slightly informal style.

Phil Savill, Principal

GENERAL INFORMATION

History

Gumdale State School is located at 677 New Cleveland Road, and is sited on almost seven hectares of land in a semi-rural area in the outer Brisbane metropolitan area. It caters for the Gumdale community, a mixture of acreage style and urban living, and offers unique quality education, activities and experiences, which add greatly to the character of the school. The suburb of Gumdale began its history as Mossdale, named after a large sheep property in the area. This was changed to Grassdale in about 1889. Locals successfully lobbied for the establishment of a school, which opened as Grassdale State School on 26th August 1935 with two rooms and 32 pupils. In 1942 there was another name change that arose with the opening of a post office in the developing area and a clash of names with a Grassdale Post Office in another state. The headmaster at Grassdale State School asked the children for suggestions and the name Gumdale was chosen. In 1975, parts of Gumdale were divided into four smaller suburbs: Gumdale, Wakerley, Ransome and Chandler.

Due to the growing student population, in 2015 Gumdale State School received a much needed facilities upgrade. As part of this upgrade a new full size oval, two multi-purpose courts and cricket practice nets were constructed on the site bordering Formosa Road. The facilities upgrade also included a new building, which has been purpose built for our Science, Technology, Engineering, Arts, Mathematics (STEAM) Program.

Our Profile

Gumdale State School is an independent coeducational state primary school that caters for students from prep to year 6. Approximately 990 students are enrolled in our school for 2019. Our students live predominantly in the surrounding Brisbane suburbs of Wakerley, Gumdale and Chandler.

At Gumdale State School we offer the following distinctive curriculum programs:

Distinctive Curriculum Programs

- STEAM (Science, Technology, Engineering, Arts, Mathematics) Program
 - Our STEAM program offers specialised, integrated learning for our students in years 5-6. Students have the opportunity to identify and solve real world problems through collaboration and use of technology.
- Arts Programs
 - Our specialist music and dance teachers provide instruction in the areas of Music and Dance from Prep – Year 6
 - 3 Choirs
 - Junior and Senior Band
- Bring Your Own Device (BYOD) iPad classes
- Extension programs for high achieving students
 - Partnerships with Moreton Bay Environmental Education Centre and local High Schools
 - CSIRO

Extra-Curricular Opportunities

At Gumdale State School we provide students with opportunities to participate in a range of extra-curricular activities, including:

- Sport Gala Days for students in years 5-6
- Sailing and Watersports program for students in years 2-6 through our partnership with Royal Queensland Yacht Squadron
- School camps for students in year levels 4-6
- Instrumental music camps
- A variety of school based clubs including: STEM club, Coding Club, Robotics & Drones Club, Chess Club, Japanese Club
- Signature Programs for students in years 3-6
- Arts Showcase week
- Science Week
- STEAM Showcase
- Writer's workshops

ENROLMENTS

Enrolment Information

We accept new enrolments for Gumdale State School at any time of the year and we look forward to welcoming new families to our school community. We cannot approve enrolments without sighting and copying your child's birth certificate. Where it is not possible to obtain a birth certificate (e.g. for a child born in a country without a birth registration system), a passport or visa document will suffice. This does not include failure to register a birth or reluctance to order a birth certificate. We will also accept a passport or visa for international students approved for enrolment by Education Queensland International (EQI).

Our school operates within an enrolment management plan. All students who reside within the catchment boundaries are eligible to attend Gumdale State School. You can access the catchment area map provided by Education Queensland to determine if you reside within catchment.

To enrol your child at Gumdale State School, follow these easy steps:

Step 1: Enrolment application

For each child, complete an Education Queensland enrolment application, consent for media, religion and internet use.

Step 2: Return forms

Return the completed forms to the office. You will also need to bring:

- Original birth certificate for each child; or child's current passport and visa documents if they were born overseas
- Each child's latest report card if they have attended another school
- Two original utility notices/bill statements AND your driver's license to provide proof of principle place of residency

You can download the necessary forms, or collect copies from our school office. If you have questions regarding enrolling your child in our school please contact us.

Step 3: Enrolment Interview

Once the enrolment application has been received and processed, an interview with one of our Deputy Principals will be organised for you and your child/children. It is at this time that you will be notified of the class teacher and the classroom location for your child.

Attending on the first day can be a little daunting for new students. From 8.15am you are welcome to accompany your child to Hollis Hall and wait there until the classes are dismissed or collected by the teacher. Alternatively, you are welcome to come to the office at 8.30am and be escorted to the classroom by an administration officer.

SCHOOL PROCEDURES

Transfer of Students between Queensland State Schools

A student who transfers from one Qld state school to another requires a transfer note. To arrange this, please advise the office in writing, including the name of your child's intended new school.

Student Attendance

Every day counts! Children achieve more when they go to school all day, every school day. Please don't keep your child away from school unnecessarily.

All children **MUST** be present in their classroom for roll marking at 8:50am. Teachers will mark the roll and close it. Any child not in the classroom will be marked as absent. Children who arrive after the roll has closed will be required to go to the office to collect a **LATE SLIP** for presentation to their teacher.

Office staff will check and clear the Absence Line before 9:45am and a **DAILY UNEXPLAINED ABSENCE** report will be run. A generic SMS message will be sent to parents advising of their child's absence and requesting an explanation.

How you can help us to keep your child safe:

Phone the Student Absence Line before 9:30am to inform of any/all occasions you're your child will be away from school. This is a 24hr recorded service, you can call it anytime. The **STUDENT ABSENCE LINE number is 3902 8399**; we suggest you store this number in your phone. Alternatively you can email absence details to admin@gumdaless.eq.edu.au or registered parents can utilise the QParents App.

If you receive an SMS message, call the Student Absence Line to explain the absence OR if you believe your child should be at school contact the school office immediately to notify us.

Leaving the School Grounds before 3pm

Students are not permitted to leave the school grounds after they arrive at school.

From time to time, you may need to collect your child early from school. This may be in the case of illness, attending an appointment or family emergency. In all cases students must be signed out through the administration office.

Once you have signed your child out, administration staff will issue you with an early departure slip. This must be presented to the classroom teacher before your child can be released into your care (or that of the collecting adult).

Legally the school can only release your child into the care of an adult who is listed on the student's personal details record as a guardian or emergency contact. Administration staff are able to check these details and verify the identity of the person collecting the child. In the event that a person comes to collect your child and their details are not recorded, administration staff will contact you to seek your instruction.

Before and After School

We have a shared responsibility to keep your child safe on school grounds. Playgrounds are out of bounds before and after school for all students and siblings.

Before School

Student supervision commences at 8.30am in Hollis Hall. For earlier arrivals, the YMCA Gumdale OSHC provides before school care.

School Pickup is at 3pm

Please wait quietly in under covered areas for the bell to go at 3pm. Siblings of school children waiting with parents in the afternoon should do so quietly so they don't disrupt students who are still in class. Siblings are not permitted on the playground equipment or to run around the school grounds.

The School Day

School starts at 08.50am and ends at 3.00pm. Please refer to our website for the most up-to-date school timetable.

Breaks

There are two breaks each day; with time for eating, followed by playtime. Children are supervised at all times during the breaks. During the eating session, students sit in the area allocated to their year level. At the end of the eating session, students are free to play in the areas allocated to their year level — access to some of these (e.g. library, hall, courts) is on a year-level roster basis.

Lunches

We encourage your child to eat the food you have provided for them, so please try to pack nutritious foods they enjoy.

Students may not share food. A number of our students have serious food allergies which can cause an anaphylactic reaction. When packing lunches, please be mindful to support these students by omitting items such as nuts or nut products. Students can access water bubblers during the breaks and are permitted to bring water bottles into class.

Valuables at School

We discourage students from bringing valuables (including toys, jewellery, smart watches, mobile phones) to school. We cannot accept responsibility for any loss or damage. We ask for your support in this matter.

Mobile phones

We discourage students from bringing mobile phones to school but understand that they may be required for safety reasons. If your child needs to contact you, they are able to access school phones with teacher or administration permission. Administration staff will pass messages from you to your child as required.

If your child does bring a mobile phone to school it is their responsibility. Phones must remain out of sight while at school, and must not be used during the school day. Mobile phones can be stored at administration for safe keeping during school hours.

Lost Property

Please clearly mark all articles of clothing and equipment with your child's full name and current class. We encourage students to be responsible for their own belongings. We store lost property in a box outside of the Admin building. You may inspect these boxes at any time to recover lost items. If items are clearly marked, they can easily be returned to your child. Unclaimed/Unnamed items are donated through the year to the uniform shop and/or to a suitable charity.

Booklists

Booklists for the next school year are made available towards the end of term 4 – sent home with students and also available for collection from the Administration office. Instructions on how to order and our preferred supplier can be accessed on the school's website.

Student Leadership

Students are important members of our school community. One way students contribute to the school is through the student council. Our student council is comprised of captains, house captains, music captains, and student council representatives from years 3-6.

Some of the roles of our student council are to:

- Promote democracy
- Develop confidence and leadership skills
- Enhance communication between students, staff and school management
- Participate in the school's decision making process
- Fundraise to finance student-initiated programs and facilities

Student leaders:

- Set a good example (during and after school hours) by being positive role models
- Are responsible, helpful and look after other students
- Apply themselves to their school work
- Are able to speak in public and represent the school
- Are respectful, courteous and organised
- Wear the school uniform and take pride in their appearance
- Obey the school rules

Visitor/Volunteer procedures

All visitors to the Gumdale State School are required to sign in and out at the administration office. This ensures we manage the risks to visitors to our school, in the event of an emergency, and to protect students in our school from harm. This includes volunteers and classroom helpers.

We encourage you to participate in your child's education and help in the classroom when and where required. Once you have signed in at the office, admin staff will issue a badge to be worn throughout the duration of your visit between the hours of 9.00 am and 3.00 pm.

Visitors will be issued with a white visitor badge, volunteers with a blue volunteer badge, and contractors with an orange contractor badge. Staff will approach any visitors to the school who are not wearing a badge. The only exceptions to this requirement are parents collecting students who arrive after 2:30 pm to wait for dismissal, or parents attending assembly.

If a volunteer is not a parent of a child at our school, they must hold or apply for a Blue Card (Working with Children Suitability Check) prior to commencing. Grandparents helping in classrooms require Blue Cards.

Media Consent

Written Media consent is collected at the time of enrolment. If you do not wish photos of your child in newsletters, on the school website, or for school events that may attract media attention, please ensure you notify us.

Smoking

There is a non-smoking policy in Queensland Government buildings, offices and motor vehicles. There is a total ban on smoking at Gumdale State School.

Dogs on School Grounds

Dogs are not permitted on school grounds.

Payments

Parents / carers will be emailed invoices that require payment. School payments are to be made via the BPOINT link noted at the bottom of the invoice OR at our Administration Office during opening hours. Please note that EFTPOS and credit card facilities are available at the School office; NO cash payments are accepted.

School Photos

Class, individual, sibling and school group photos are taken annually. We ask for your cooperation that all students present in their **formal check uniform** for these photos with black school shoes and white socks. We will advise you of the dates for school photos.

School Banking

Students have the opportunity to participate in the Commonwealth Bank's school banking program. Participation is optional. We receive a commission for each transaction and each new account opened. You may check at the office for new account application packs or go to a Commonwealth Bank branch and open a school banking account for your child.

Outside School Hours Care (OSHC)

YMCA Gumdale OSHC service is located at the Gumdale School and provides before, after and vacation care for students attending our school. Casual or last minute bookings can be made with OSHC provided parents have enrolled with YMCA OSHC. OSHC do not charge a higher fee for casual bookings however, the team member / child ratios must be adhered to. There is no annual enrolment fee charged and the service is licenced to care for up to 230 students. Children are cared for according to Education and Care Services National Regulations and the National Quality Framework (NQF) 'My Time, Our Place' educational principles.

Hours of Care: before school 6.00am – 9am, after school 2.30pm – 6pm. Vacation Care 6.00am – 6pm. For further information phone 3890 2675 or 0428 333 317 email agd@ymca.org.au. While YMCA OSHC and our school work cooperatively, they are separate entities and the school is unable to answer queries about OSHC.

Community Use of School Facilities

After hours use of our school grounds or facilities requires prior approval from the office. Phone 3902 8333 or email info@gumdaless.eq.edu.au to make enquiries.

CURRICULUM

The Australian Curriculum

The Australian Curriculum sets out the core knowledge, understanding, skills and general capabilities that are important for all Australian students. It describes the learning entitlement of students as a foundation for their future learning, growth and active participation in the Australian community. It makes clear what all young Australians should learn as they progress through schooling. It is the foundation for high quality teaching to meet the needs of all Australian students.

Our Curriculum covers the following Learning Areas:

English, Mathematics, Science, Humanities and Social Sciences (HASS), the Arts, Technologies, Health and Physical Education, LOTE - French

Curriculum at Gumdale State School is informed by the DET P–12 curriculum, assessment and reporting framework which specifies the requirements for Queensland state schools for delivering the curriculum for Prep to Year 12. It is based on the assumption that every student can learn and that responding to the particular learning needs of students is central to teaching.

Science Technology Engineering Arts Maths (STEAM) Program

Gumdale State School is one of only two state schools in Queensland offering a specialist STEAM program. At Gumdale State School the STEAM Program offers years 5 and 6 students a transdisciplinary approach to learning and problem solving, scientific inquiry, designing for sustainability and producing artworks with digital technology.

The Arts

Students have the unique opportunity to engage with the full range of Creative Arts. In addition to music, students will learn contemporary dance with our specialist dance teacher. In Years 5 and 6, as part of the focus for our STEAM Program, students study design and technologies.

Choirs

Gumdale State School has a proud choral tradition, showcasing student talent across all year levels. The Gumnuts (Years 1-2), Gumleaves (Year 3-4) and Gumtrees (Year 5-6) perform at official school functions and community events, including the Wynnum Halloween parade and Gumdale-Wakerley Christmas Carols. On audition, students may also be selected for our specialist Vocalites group, whose repertoire includes jazz standards, soul classics and pop songs.

Instrumental Music

Enrolling in Gumdale's Instrumental Music Program gives students the opportunity to join Junior or Senior Band, and access to small group lessons on a weekly basis. Throughout the year we perform at school functions including lunchtime concerts, as well as combining with other schools in the district to participate in workshops and music camps.

French (LOTE)

Our year 5 & 6 students learn French as part of our Language other than English (LOTE) program. They participate in one hour of whole-class instruction each week from our specialist teacher. Students in Year 4 also participate in a 30-minute French lesson each week.

Sport

Our physical education teachers provide all students in years P-6 with a 30-minute class each week.

Sports Days

Students participate in either our Junior (Prep – Year 2) or Senior (Year 3 – Year 6) inter-house sports carnival. Students represent one of our sporting houses, which they are allocated to on enrolment: Bribie (Purple), Fraser (Blue), Moreton (Green), Stradbroke (Maroon). Students who are 10 years or older are eligible to attend Bayside District and Metropolitan East carnivals. Students who qualify for these carnivals will be notified and invited to represent Gumdale SS at these events.

Swimming

All students from Prep-Year 6 are offered the opportunity to attend swimming lessons. Students participate in eight swimming lessons over one term. Swimming lessons are provided by qualified instructors at Sleeman's Sports Complex in Chandler. Students also participate in an annual Swimming Carnival. The Junior Carnival (Prep – Year 2) is held in Term 4 and the Senior Carnival (Year 3 – Year 6) in Term 1.

Interschool Sport- Gala Days

Students in years 5-6 participate in interschool sports. There are a variety of sports offered including: netball, soccer, volleyball, rugby league or touch football. Interschool sport allows students the opportunity to compete against other local schools.

Sailing

We have developed a partnership with Royal Queensland Yacht Squadron (RQYS). Throughout the year, students in years 2-6 will be offered the opportunity to participate in sailing and watersports programs at RQYS. This program is not offered by any other school in the Bayside district.

Signature Programs

In 2019, students in year 3-6 will participate in a wide range of Signature Programs facilitated by Gumdale staff and outside agencies

This semester long program will allow students to develop skills in an area they wish to explore. At the end of the year, each program will result in a culminating activity or showcase.

Programs on offer include:

Touch Football, Aerobics, STEAM, The Arts, Robotics/Drones, Swimming and Marine Sports at RQYS.

Application forms are sent home in semester 1 along with in-depth descriptions and their associated costs.

Queensland All Schools Sport

In 2019, Gumdale State School will participate in Queensland All Schools events in touch football, oz tag and netball.

Aerobics

All students from Year 2-6 are offered the opportunity to be a part of the Gumdale State School Competition Sport Aerobics teams. The Aerobics Program runs from Term 1 to Term 3. Students audition to be chosen into competition teams that will compete in FISAF Australia Competitions throughout QLD. Information notes will be sent home at the start of Term 1 along with in-depth descriptors about the competition program and their associated costs. We also offer a recreational Aerobics program for students.

Assessment

The Australian Curriculum outlines the depth of understanding and sophistication of skill that students are expected to have at each point in their schooling. It also includes annotated student work samples that illustrate these standards at each year level. We use these to ensure students are assessed consistently throughout Australia.

Our school year is divided into two semesters with two terms in each semester. We provide you with feedback on your child's progress at the end of each semester via a report card. At the end of terms one and three, your child's teacher will offer you an interview. You are also encouraged to keep in regular contact with your child's teacher throughout the year to monitor your child's progress.

NAPLAN: Students in years 3 and 5 sit the NAPLAN tests in term two. We send an individual NAPLAN report home with students, usually late in term three. Teachers ensure students are familiar with NAPLAN style assessment and it is not necessary for students to undertake additional preparation outside of school. You can support us by ensuring your child is at

school on time, has eaten breakfast and is well rested in preparation for tests. Further information is at www.nap.edu.au.

Homework

We developed our homework policy in consultation with the school community. It incorporates the departmental recommendations for the amount of time a student will spend on homework:

- Prep Students will not generally be set homework apart from reading and sight words
- Years 1-3 Up to but generally not more than 1 hour per week
- Years 4-5 Up to but generally not more than 2-3 hours per week
- Years 6 Up to but generally not more than 3-4 hours per week

If your child is experiencing ongoing difficulties with their homework, please speak with their classroom teacher.

Religious Instruction

Religious instruction is offered to students in Queensland state schools. Students in years 1-6 can participate in a non-denominational Christian program, with one 30-minute lesson per week. We provide a religious instruction permission form at the time of enrolment; this form remains valid while your child is enrolled at our school. You may exclude your child from religious instruction by indicating on the permission form, or by advising us in writing.

Resource Centre

Our well-equipped resource centre (library) provides a wide range of resources including picture books, novels, up-to-date non-fiction resources, a computer lab and material to support the curriculum.

All classes visit the library each week and we encourage children to borrow books, using their allocated borrower number. Students in years P-2 can borrow one book for one week, while students in years 3-6 may borrow two books at a time. Students in years P-2 must use a library bag to transport their book to and from school. Students can visit the library during first or second breaks to read, borrow books, or enjoy the games that are available.

If your child requires more time to finish reading their book, they can bring it back to the library and renew it. We will issue overdue notices to students who do not return their library books; they will lose borrowing privileges until they return all their books. If a book is lost, torn or damaged we request a donation of \$10 towards replacement costs.

STUDENT SUPPORT

Catering to all Learners

At Gumdale State School, our whole-school approach to supporting student learning recognises diversity and promotes a shared commitment to quality teaching and ongoing student improvement. We believe that every student has the ability to learn and should be able to demonstrate progress in their learning.

Our whole-school approach ensures a cohesive response to diverse learning needs and consistent practice in a culture of ongoing improvement which sets high expectations, monitors student progress with school-wide analysis and discussion of student achievement data, and supports student learning with quality teaching focused on improving the achievement of every student.

We deliver education that is inclusive of all students through:

- Learning and disability support
- Supporting students with specialised health needs
- Gifted education
- Recognising and valuing diversity in culture, language, religion, gender
- Recognising the needs of students who are refugees or in out-of-home care
- Student mental health wellbeing initiatives

Who to speak to about your child's needs

Before starting at Gumdale State School, our teachers and learning support team have a clear understanding of what your child may need in terms of support throughout their education. They then develop a learning plan or make special considerations to ensure the very best learning experience for your child. As a general rule, your child's classroom teacher is the first point of contact for any issues or matters you wish to highlight concerning your child. From there, a dedicated team will assist to support your child.

Members of the Student Support Team

Head of Student Support (HoSS)

The Head of Student Support manages staff working in the Student Support Centre and develops the quality of targeted teaching and learning practices to support students. The HoSS supports staff to understand legislation and policies that respond to students' social, emotional and academic needs. They liaise with the school administrative team, classroom teachers, support staff, students and parents to develop and action support plans. The HoSS liaises frequently with teachers and aides, advising on strategies for targeted teaching and differentiation.

Guidance Officer (GO)

The Guidance Officer (GO) supports the school on a part-time basis. Access to the Guidance Officer is through the Gumdale Student Support Referral process. The GO performs various assessments and can provide some short term assistance and support to students with high

social/emotional needs. The Guidance Officer can provide up to four sessions of support before they make further recommendations to parents/guardians.

Advisory Visiting Teachers (AVTs)

A number of Advisory Visiting Teachers (AVTs) support students and their teachers in the areas of hearing impairment (HI), Physical Impairment (PI), Vision Impairment (VI) and English as an Additional Language or Dialect (EAL/D).

Support Teachers (STs)

Support Teachers work with identified students across Prep – 6, supporting classroom teachers in the provision of programs for students who are identified for learning support and special education programming. Each semester, Support Teachers collaborate with classroom teachers to adapt and modify the curriculum and assist with its implementation in class.

Support Teachers case-manage individual students with disability, to ensure that the support provided is matched to their needs. They work closely with the classroom teacher, parents and carers, specialist staff, outside agencies, teacher aides and other stakeholders as required. Support Teachers monitor progress of all referred students in their assigned year levels and advise the HSS if students require adjustments to their support, based on progress and/or parent/teacher concerns.

Support Teacher Aides

A team of Teacher Aides work solely with students with support provisions and adjustments. These Teacher Aides predominantly support students in their classrooms, while also helping with transitions, toileting, eating and play times, where required. Support Teacher Aides regularly check in with Support Teachers and the HSS regarding the behaviour and progress of their designated students.

Speech Language Pathologist

A speech-language pathologist visits the school and, in consultation with teaching staff, assesses some students. The pathologist may provide speech-language therapy to students with special needs in communication who are experiencing barriers to learning and require assistance to develop competencies in the areas of interpersonal communication, learning and literacy. These services are delivered as part of the educational program and are directed towards educational outcomes. Teachers initiate the referral of a child to speech-language therapy.

Student Welfare

Our student welfare officer (part-time) supports our social skills programs. She also engages students through a variety of other activities including a chess club.

Responsible Behaviour Plan for Students

We are committed to providing a safe, respectful and disciplined learning environment for students and staff, where students can engage in quality learning experiences and acquire values which support their lifelong wellbeing.

We have designed our responsible behaviour plan for students to facilitate high standards of behaviour so that the learning and teaching in our school can be effective, and students can participate positively within our school community. The plan outlines our system for encouraging positive behaviours, preventing problem behaviour and responding to unacceptable behaviours.

Our expectations focus on being safe, being respectful, and being responsible. We promote our GROW values:

- Great Learners
- Respectful
- Organised
- Working together safely.

Our *Responsible Behaviour Plan* can be viewed or downloaded from our school website.

Reinforcing Expected School Behaviour

We use positive rewards to provide students with feedback when they engage in expected school behaviour:

- All staff members value and use positive rewards in their classroom
- We send home merit awards in a postcard format
- Students who work well in the classroom are recognised for their effort and/or achievement by our leadership team.

Responding to Unacceptable Behaviour

We make systematic efforts to prevent problem student behaviour by teaching and reinforcing expected behaviours. When unacceptable behaviour occurs, students experience predictable consequences that are consistent with and proportionate to the behaviour. Students are supported to reflect on their actions.

Bullying

Research indicates that both those being bullied and those who bully are at risk of behavioural, emotional and academic problems. These outcomes contradict our school community's goals and efforts to support all students.

Bullying behaviour is unacceptable in our school community and we actively respond appropriately.

Cyber Safety

We demonstrate and discuss cyber safety with our students. They learn how to safely conduct themselves when using electronic devices. We explicitly teach students about online bullying and harassment, staying safe online and being respectful of others.

Students are made aware of how to report and/or react to bullying and harassment. We also teach students to immediately report any cyberbullying they see as a bystander. We investigate and respond to incidents.

COMMUNITY SUPPORT AT GUMDALE

What is the Community Support Program?

The Community Support Program began in 2016 to enhance our community awareness and support for families within our school community when they are suffering a trauma or financial hardship. During this time, immediate family and friends will rally to help, but as a school we think it is important to support families to ease the burden.

What does the Community Support Program do?

The aim of the Community Support Program is to develop a sense of service, empathy and compassion towards others within our school community.

The Community Support Program assists families in the following ways:

- Grocery hamper
- Care packages for students with long-term health concerns or serious illness
- Lunch meals for students
- Assistance with the cost of uniforms, school supplies and excursions
- Before and After School Care
- Staff members to check-in on students and provide extra emotional support at school
- Referral to outside agencies where relevant

The Community Support Program is not considered a handout; it is a helping hand during a difficult time.

What can I do to access support for my family or know of another family requiring support?

We all face hardships throughout our lives. If your family, or another within our school community is experiencing a trauma, please contact Genevieve Agerholm (gager1@eq.edu.au) or Marissa Bowen (mbowe79@eq.edu.au) on 3902 8333. All information will be treated with the strictest confidentiality.

How can I help?

The Community Support Program is generously funded by our schools P & C and donations by families in our school community. If you are interested in making a donation, please contact Genevieve or Marissa.

Any items of non-perishable household goods or items that could go into a hamper for a child (pyjamas, water bottles, picture/chapter books, board games, colouring in books and pencils) are welcome and appreciated. If you would like to donate any items, please place them in the box in the front office labelled "Community Support Program Donations".

HEALTH & SAFETY

We are committed to supporting your child's health and wellbeing. Please provide the school with any relevant health information that we require to support your child at school. We collect this information at enrolment but it needs to be updated regularly, or if your child develops a new health condition.

In particular, please provide information about medically diagnosed conditions such as allergies, asthma, diabetes, epilepsy and other health conditions that may require us to support your child by administering medication and performing health procedures. Additionally, please discuss with us any health needs that may impact on your child's participation in school activities such as sports and outings (including camps).

The information you provide should be in writing and include any specific health plans (completed and signed by a medical practitioner). Please contact the school to discuss any specific requirements. This includes preparation of an action plan for anaphylaxis or asthma. We will keep this plan, including a photograph of your child, in the first aid room for quick reference.

It is essential that we hold up-to-date contact details for you and your nominated emergency contacts. We keep all information confidential and only disclose it to the relevant staff required to support your child.

Accidents and Illnesses

If your child is sick or injured, one of our staff who is trained in first aid will treat them. If they have a sudden illness or suspected serious injury, we will try to contact you or your nominated emergency contacts. If we can't contact you, your child will still be treated. If necessary, we will call an ambulance.

Medication

To administer any medication to your child at school (including camps and excursions), we require medical authorisation from a prescribing health practitioner. This includes over-the-counter medications such as paracetamol or complementary/alternative medicines and should be in the original container with the pharmacy label detailing name of the person authorised to take that medication, dosage, time to be taken and the medical practitioner's name.

A form from the office is also required to be filled in with the handing over of medication.

There are two ways you can notify the school if your child requires medication:

1. If your child requires short-term prescribed medication, e.g. a single course of antibiotics, we need you to complete the 'Request to administer medication at school' form. The medication requires a chemist label stating the child's name and dose.
2. If your child requires long-term prescribed medication or *over the counter medication including analgesics*, or if the student has a chronic (long term) medical condition and requires routine or emergency medications, you must provide a

'Request to administer medication at school' form, completed and signed by you, and written advice from a medical practitioner.

For Asthma and Anaphylaxis, an Action Plan must be completed and signed by a GP.

Please:

- Obtain written advice from the prescribing health practitioner if the dose is to be varied in response to specific criteria, ensure the chemist label is updated and complete a new 'Request to administer medication' form.
- Advise us in writing and collect medication when it is no longer required at school.

It is essential that you give us any medications in the original labelled container, with the label being current, relevant to the child to whom the medication is being given, and with the same instructions as in the parent and medical practitioner letter.

Self-Administration of Medication

We may allow your child to self-administer medication or perform a health procedure if you think they are capable and we approve it. You should discuss any requests for your child to self-manage medication with the classroom teacher and administration.

Self-administration of medication or health procedure may include but is not limited to:

- Using adrenaline auto-injector (e.g. EpiPen® or Anapen®)
- Monitoring blood glucose levels and the injection of insulin for diabetes
- Inhaling reliever medication such as Ventolin® for asthma
- Orally administering anti-convulsing medication for epilepsy
- Orally administering enzyme replacements for cystic fibrosis
- Cleaning intermittent self-catheterisation

Infectious Diseases

Diseases spread quickly in schools, as you well know. We aim to make our school environment as healthy and as safe as possible.

If your child is ill, please do not send them to school until they have fully recovered. If your child suffers from an infectious disease, they must not attend school for a specified length of time. You should follow the advice of your doctor or the Qld Health guidelines on the poster available at: www.health.qld.gov.au/ph/documents/cdb/timeout_poster.pdf.

Full details of common infectious diseases are available on the Qld Health website www.healthinsite.gov.au/topics/Infectious_Diseases.

Head Lice

This is a recurring problem at school. Lice are easily spread. Please examine your child's hair thoroughly and regularly.

If you detect head lice, notify the school and we will send a head lice notification home with students in the class. We maintain privacy and will not identify students.

Qld Health provides information on head lice including transmission, detection, treatment and prevention:

<http://conditions.health.qld.gov.au/HealthCondition/condition/14/165/351/Head-Lice>

Oral Health Services

Oral Health Services can provide oral health/dental services to children. Please call 1300 300 850 for details.

Sun Safety

Ultraviolet radiation levels are highest during the hours children are at school. As children spend a portion of their day outdoors, we have a policy that hats must be worn when outside.

NO HATS, NO PLAY (Caps not permitted)

We will:

- Remind students to apply sunscreen, wear hats and play in shaded areas
- Involve students in learning activities that develop knowledge, attitudes and skills relevant to personal skin protection
- Use shaded areas for outdoor activities where possible (including erecting portable shades for sports days and carnivals etc.); students eat lunch in full shade
- Encourage students to wear hats as they leave the classroom for outdoor activities — no hat, play in the shade
- Ensure students wear appropriate 'wet shirts' for swimming lessons

Our staff will act as positive role models for children in all aspects of Sun Smart behaviour. Please ensure that your child has a broad brim hat and you encourage them to apply sunscreen before school and during the school day.

Lockdown Procedures and Evacuation Drills

For the safety of our staff and students, we hold regular practices for lockdown procedures and evacuation drills. We do this to ensure that both students and staff can act in a safe and calm manner should there be a hazard such as a threatening situation in the school grounds or a fire in one of the buildings. We use different alarm sounds to alert staff and students to the appropriate action to be taken, depending on the particular circumstances.

Bicycles/Scooters

Students are to dismount their bicycles / scooters before entering the school grounds. Bikes and scooters are to be parked in the bike racks during school hours.

SCHOOL UNIFORMS

At Gumdale State School, the student dress code consists of a school uniform that students are expected to wear when attending or representing our school, travelling publicly to and from school and engaging in school activities out of school hours.

The Gumdale State School P&C has endorsed the student dress code for our school under the Education General Provisions Act 2006. In particular, the P&C supports the intention of a student dress code in providing a safe and supportive teaching and learning environment by:

- Ready identification of students and non-students at school;
- Eliminating distraction of competition in dress and fashion at school;
- Fostering a sense of belonging; and
- Developing mutual respect among students through minimizing visible evidence of economic or social differences.

There are two components to the school uniform, a Formal Uniform and a School Uniform.

Formal Uniform

The Formal Uniform will be worn on Formal Uniform Days. This will be on Monday of each week and other special days determined by the Principal. (E.g. Anzac Day, School Performances, School Photos). The Formal Uniforms can also be worn on any other day of the week.

Boys' Formal Uniform

- Blue Check Shirt
- Royal Blue Formal Shorts with GSS logo
- White Socks
- Black Shoes with black soles, no other colour (lace up or Velcro)
- School Hat

Girls' Formal Uniform

- Blue Check Dress **OR** Blue Check Shirt & the Formal Royal Blue Skort with GSS logo
- White Socks
- Black Shoes with black soles, no other colour (lace up or Velcro)
- School Hat

School Uniform

The School Uniform is to be worn on all other days of the week, including Interschool Sports.

Boys' Uniform

- GSS Polo Shirt
- Royal Blue Shorts with GSS logo
- White Socks
- Black Shoes
- School Hat

Girls' Uniform

- GSS Polo Shirt
- Royal Blue Skorts with GSS logo or
- Royal Blue shorts with GSS logo
- White Socks
- Black Shoes
- School Hat



Gumdale State School Acceptable Shoe Styles

Uniform for Year 6 Students

Year 6 students may purchase a Senior Shirt designed by the cohort and wear it with the Royal Blue Skorts/Shorts.

Winter Uniform

In addition to the Formal and School Uniforms, students can wear fleece jacket and fleece pants or micro jacket and micro pants with the Gumdale State School logo. Navy stockings can be worn with the Gumdale State School Check Dress.

The Gumdale State School Hat

In accordance with the Sun Safe Policy students wear a Gumdale State School reversible wide-brimmed surf hat. Students are expected to wear the hat for all outdoor activities.

- Prep Students wear a RED reversible hat with their House Colour.
- Year 1-6 Students wear a BLUE reversible hat with their House Colour.

Eye Wear

Students may wear sunglasses to school in keeping with the Sun Safe Policy.

Hair

Haircuts are to be conservative and of natural colour. Long hair is to be tied up and kept out of the eyes. Acceptable hair accessories are bands, ribbons, scrunchies and clips in either red or royal blue.

Other Items

Acceptable

- Watch
- Medical alert tag
- Small plain ear studs or sleepers in gold/silver
- School badges

Not Acceptable

- Finger nail polish
- Acrylic nails
- Make-up
- Dyed hair
- Body piercings
- Tattoos

Religious Considerations

Head coverings are to be of red, white or royal blue. For further information, please make an appointment to discuss your situation with the Principal.

Sports Carnival Days and Cross Country Days

The House Colours are:

Bribie – **PURPLE**

Fraser – **AQUA BLUE**

Moreton – **GREEN**

Stradbroke - **MAROON**

Students are expected to wear:

- A shirt of choice representing their House Colour
- Royal Blue Skorts/Shorts with GSS logo
- Reversible Hat
- White Socks
- Sports Shoes

Swimming

Students must wear sun-safe rash shirts. Girls must wear a full piece costume. Boys may wear board shorts or speedo type bottoms. Bikinis are not acceptable.

Band Uniform

Students participating in formal band performances are expected to wear:

- Formal GSS uniform.
- Black School Shoes
- White Socks

Free Dress Days

Sun safe, covered in clothing must be worn along with closed in shoes.

Singlets, short shorts, thongs, slip-on shoes, caps and exposed under wear is NOT acceptable.

Hardship Provisions

Assistance will be given to families who are not able to purchase the required uniforms due to financial hardship. Please see the Principal.

Uniform Shop

All items can be purchased at the Uniform Shop. The hours of operation are advertised on our school website. Eftpos and Credit Card facilities available. Orders can also be processed via Flexi Schools.

Other information, including a price list can be found on the P&C website.

PLEASE CLEARLY LABEL ALL UNIFORM ITEMS WITH STUDENT NAME AND YEAR LEVEL.

PARENT INVOLVEMENT

Your participation is vital for a positive, collaborative approach to the education of your child, for providing enhanced opportunities for learning, and improved educational outcomes for all students. We have a wonderful record of parent involvement in many areas and we are grateful for this assistance.

Parent Information Evening

Our parent information evening is held during the first few weeks of the school year. This is an opportunity for you to meet administration and your child/children's classroom teacher. We hold an opening session in Hollis Hall where our specialist teachers outline their roles. Each classroom teacher will then hold two sessions in their classroom to communicate classroom routines, curriculum and other classroom matters.

Reporting to Parents

Your child's teacher prepares a formal, written report for your child at the end of terms two and four. We email this home with your child, usually on the last day of these terms.

Parent/teacher Meetings

At the end of terms one and three, you are invited to book an individual appointment with your child's classroom teacher to discuss your child's progress.

Personal appointments

You are encouraged to remain in close contact with your child's teacher throughout the year, either via email, phone, or face-to-face discussions. As teachers generally need the time before school for preparation, if you need an extended discussion, please contact the office or your child's teacher to make an appointment to organise a convenient time.

Notes

We will often send you notes via your child. Please help your child to develop a habit of giving you any notes each day to ensure they do not miss out on activities, and to save much time following up misplaced notes.

Please return notes to the classroom teacher rather than the office as this enables teachers to keep necessary records. As noted in the payments section, please do not send cash when returning notes.

Electronic Newsletter

We publish a fortnightly newsletter to inform you and community members about school activities, developments and initiatives. If you have information you would like included in the newsletter, please forward it to us for approval. We distribute the newsletter via email and make it available on the school website. Please email info@gumdaless.eq.edu.au with any changes to your email address.

If you are unable to receive newsletters electronically, please advise our administration staff and we will arrange a paper copy for you.

Classroom News

Year levels provide information each term on what will be happening in the classroom. These newsletters can be found in the classroom activities section on the school website.

Parent Forums

Throughout the year, we may invite you to attend a forum on a topic of general interest. We will publicise these well in advance.

Assembly

We hold school assemblies on Mondays in Hollis Hall at 2.00pm. Parents and community members are invited to attend.

Parents and Citizens (P&C) Association

We are fortunate to have a very active P&C Association in the school. The P&C help us reach our goals by participating in decision making that relates to parents, teachers and school organisation. The P&C provides a variety of services to our school community including tuckshop, uniform shop, fundraising and community events.

The P&C meets on the second Tuesday or alternatively Thursday of each month unless otherwise advised. The P&C advertises the dates for their meetings in the school newsletter and on the school website. Meetings are held in the Resource Room at 7:00 pm. You are encouraged and most welcome to attend.

Even if you are not able to attend P&C meetings, you can become a P&C member so you will be informed by email of meeting minutes, learn what is happening in the school and have your say. Your membership with the P&C needs to be renewed yearly by completing a membership application form (available on school website) and submitting this form each year prior to the Annual General Meeting. It is also possible to join later in the year; contact the P&C for details of how to do this.

Research shows that children whose parents are actively engaged with their education, do better and are happier at school. Being involved with the P&C shows your child that you value their education. It also gives you the opportunity to network with the principal, teachers and other parents so you can discuss issues and share your ideas and experiences.

Tuckshop

The P&C operates a tuckshop which is located underneath B block at the front of the school. It is open from 7:45am to 2:15pm each school day. The tuckshop sells a range of healthy food, drinks, snacks and frozen treats which you can pre-order or purchase at either the first break or second break(s). **Meals must be pre-ordered.** Note prep children cannot visit the Tuckshop themselves with money – all their food must be pre-ordered and will be delivered to their classroom, with the exception of frozen treats, plain milk or something with custard or yogurt, which the student will need to collect from the Tuckshop counter.

How to Preorder:

To pre-order all you need to do is register an account with Flexischools at www.flexischools.com.au — please note that orders placed in this way incur a small service charge. **Flexischools ordering closes at 8:30am.**

You can find a copy of the latest menu, price list and ordering details on the school website, or collect one from the tuckshop. The current Tuckshop menu meets the Education Queensland's Smart Choices Guidelines.

The Tuckshop operates with the support of volunteer parents and they are always looking for people to help for either an hour or two or the whole day. It's a great way to meet some of the other parents at the school as well. If you are interested in finding out more information, please contact the Tuckshop Convenor.

Phone: 3902 8304

Email: tuckshop@gumdalesspc.org.au

Facebook: [Gumdale State School Tuckshop](#)

Uniform Shop

The P&C operates a Uniform Shop located on the top level of A block at the front of the school.

Uniform Shop Hours:

Please refer to school website: www.gumdaless.eq.edu.au for latest opening hours.

There are two ordering options:

1. You can order online via www.flexischools.com.au – please note that orders placed in this way incur a small service charge. Items ordered are delivered to your child's classroom
2. Alternatively, you may come to the Uniform Shop during the days and hours advertised the shop is open (see above). Any variations to the days and times the shop is opened is advertised on the Gumdale State School P&C Facebook Page

Gumdale State School P&C supports the wearing of a school uniform to help provide a safe and supportive teaching and learning environment. Wearing a uniform helps to:

- readily identify students and non-students at school
- eliminate competition in dress and fashion at school
- foster a sense of belonging
- develop mutual respect among students by minimising visible evidence of economic or social differences.

The Uniform Shop is operated by volunteer parents. We are always looking for people to help. It is a great way to meet some other parents. If you are interested in finding out more information, please contact the Uniform Shop Convenor Michelle.

Phone: 3902 8335

Email: uniform@gumdalesspc.org.au

Facebook: [Gumdale State School P&C](#)

Fundraising

We have an outstanding P&C fundraising committee whose members contribute generously of their time and skills to raise substantial funds to improve the resources and opportunities for our students. You are invited to assist by offering help when requested, and by participating in the events they organise. Recent events include an Easter raffle, Fashion Parade, Fun Run, Trivia Night, Mother's and Father's Day stalls, Bunnings and Election Day BBQs.

If you are interested in finding out more information, please contact the P&C Fundraising Committee.

Email: fundraising@gumdalesspc.org.au

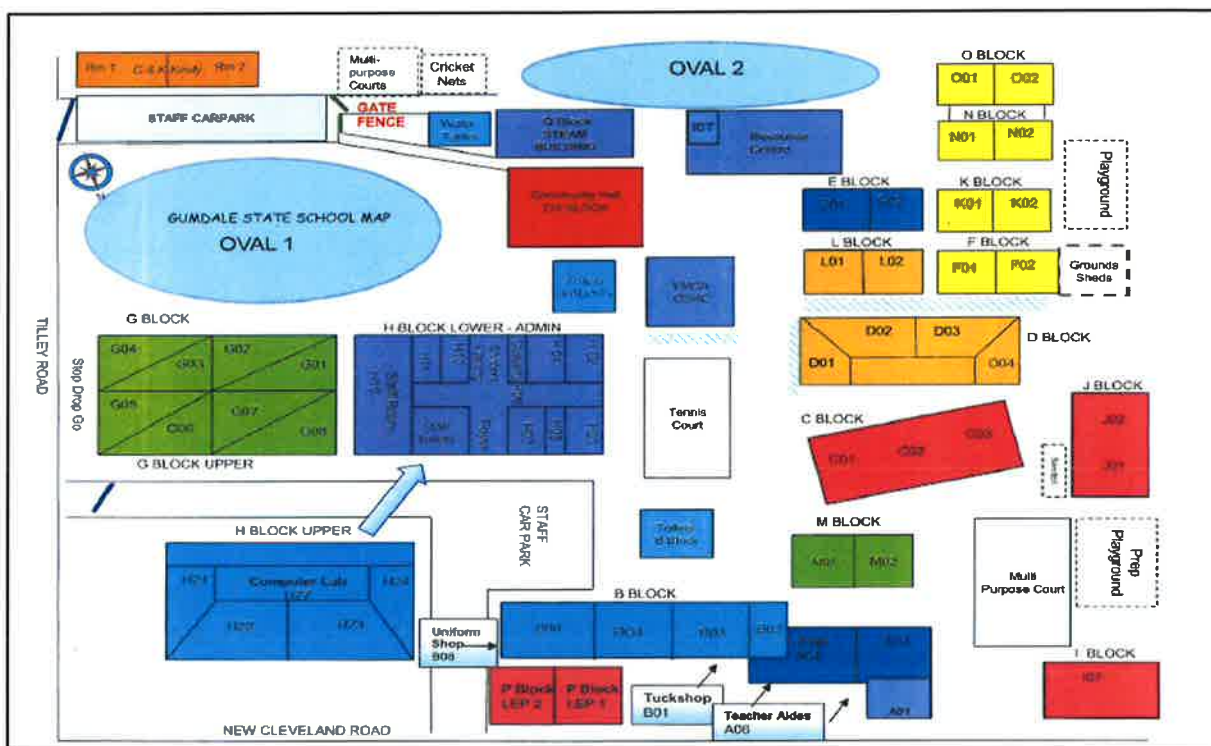
Facebook: [Gumdale State School Fundraising](#)

Community Events

The P&C and school, work cooperatively to provide a number of community events, including a first day morning tea, Arts Celebration and A Day on the Oval. You are encouraged to participate in these with your family and the school community.

MAPS

Map of Gumdale State School



Gumdale State School Catchment Area

View the current catchment area map at:

<http://www.qgso.qld.gov.au/maps/edmap/>

- Search for *Gumdale State School*

Always our Best

Gumdale State School
677 New Cleveland Road
Gumdale QLD 4154

gumdaless.eq.edu.au
(07) 3902 8333