

Gravesend Public School Information Guide



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Gravesend Public School

“Always our Best”

On behalf of the Gravesend Public School, we welcome you to Our School. Attached is a range of information aimed at assisting a smooth transition into Our School. Please do not hesitate to ask for assistance, no problem is too great or too small! All staff members are more than happy to assist. We trust you will enjoy a rewarding and enjoyable experience at Gravesend Public School.

Gravesend Public School is a small rural school, which remains a central part of the local community. It is situated just off the Gwydir Highway between Warialda and Moree.

The school has an active Parent's and Citizen's Association and a very supportive community.

The school has two classes, the Infants Classroom, the Primary Classroom and a well-resourced library.

The school caters for the individual needs of the students, through quality differentiated teaching and learning programs developed by the teachers, supported by the Learning and Support Interventionist.

Some of the exciting things that happen at Gravesend Public School are:

- Interschool excursions
- Interschool cultural visits and performances
- Sporting Carnivals and representation at District, Regional and State levels
- Learn to Swim School twice per year
- Student performances
- Kindergarten Transition Program in Term 4

At Gravesend Public School we believe the students learn best in a safe, supportive and varied environment.

Staff:

Mrs Jacqueline Todd: Principal, Primary class teacher

Mrs Debbie Motley: Infant Class teacher

Mrs Wendy Forsyth: Learning and Support Teacher

Mrs Kay Rolfe: School Administration Manager

Mr Peter Barwick: General Assistant

Mr Bill MacIntosh: SLSO/ Music

Niomi Caccianiga: SLSO/ Transition/ SAO

School Vision Statement:

Gravesend Public School has a culture of high expectations where we equip students with tools to be successful, confident and creative individuals. Our staff is innovative, dynamic and committed to quality teaching and learning. We work together as a whole school community to prepare and inspire our students to be their best in an evolving global society.

School Context:

Gravesend Public School is located in North West New South Wales 25km west of Warialda and 55km east of Moree. It is a small rural school that directly caters for the educational needs of its students from Transition to Year 6. The school prides itself on a reputation for achievement in academics, cultural events and sport.

The teaching staff are committed to continuous improvement and delivering a high-quality curriculum in an enjoyable, supportive and stimulating learning environment.

Gravesend Public School enjoys positive partnerships and commitment from the whole school community. Themes arising from collaboration demonstrate a need for focus to be placed on Literacy and Numeracy, Wellbeing, continued use of technology as an effective learning tool and integration of STEAM (Science, Technology, Engineering, art and Mathematics) programs across the school. We provide significant extra-curricular opportunities often in partnership with surrounding schools. These experiences inspire students to be active and engaged citizens.

School Creed:

This is our school.
Let us be proud of it.
Let us respect and support each other,
And always act with kindness and honesty, when at work or at play.
ALWAYS OUR BEST.

School Bell Times:

Bus arrives	-	8.40am
Bell rings Morning Assembly	-	9.00am
Class Time- Session 1	-	9.00am to 11.00am
Recess	-	11.00am to 11.30am
Class time- Session 2	-	11.30am to 1.00pm
Lunch	-	1.00pm to 1.45pm
Class time- Session 3	-	1.45pm to 3.00pm
School Concludes:	-	3.00pm
Bus Arrives	-	3.05pm

Ambulance: Health

Our school contributes to the NSW Ambulance Fund covering the cost of transporting students within NSW where necessary. An ambulance will be called if it is felt that a student's health is at risk. Parents or contact persons will also be contacted as soon as is possible with regard to the child's health concerns.

Ambulance cover is not provided for parents and it is advisable that families consider their own ambulance cover where possible.

Assemblies:

A morning assembly is held each day commencing at 9.00 am. Brief information may be given or sought at this time. Formal assemblies are held each Friday, commencing at 9.00am in the undercover area. Student leaders lead these assemblies. Positive awards and any special achievements are presented and announcements made.

In addition, special assemblies are conducted during the year. Information will be provided about these through the newsletter and parents, carers and the wider school community are encouraged to attend.

Attendance:

Regular attendance at school is important to ensure satisfactory progress is being made in all aspects of school development. It is Departmental Policy and a legal requirement that parents contact the school before or on the day of the absence, either by phone, email or a written explanation.

Parents of students who are absent from school for unexplained periods will be referred to the Department of Education and Training's Home School Liaison Officer (HSLO).

Absence Notes

When a child is absent from school for any reason, a written note, SMS or email is required for legal records. Notes explaining absence should be addressed to the classroom teacher, dated and signed. The note is required immediately upon return to school. If your child will be away for more than 3 days please inform the school office or class teacher. If your child is going to be out of school and you know in advance please write a note to the office or teacher. For long absences eg overseas holiday there is a form that must be filled out before leaving.

Late Arrivals

- Please take your child to the office if they arrive at school late.
- Parent / Caregiver must sign student In

Early Departure

- Parent/Caregiver must sign student out at the office and collect child from the classroom.

Book Club:

Scholastic Book Club operates throughout the school. Our SAM processes the book club orders. All orders and money go to the office for collection.

Canteen:

The Parent & Citizens Association (P&C) has organised Gravesend General Store to supply students with their lunches one day a week. Lunch orders are to be put in a paper bag with correct money each Tuesday morning for lunch delivery on Thursday. A Menu can be obtained from the school.

Child Access and Court Orders:

It would assist the school if the Principal was informed of the conditions of access to students where parents are separated. The Principal must sight any court orders to act on them. In all cases it will be assumed that both parents have equal access unless there is documentation to contrary.

Cultural Performances:

From time to time the school will elect to attend or host visits from various performers which may include drama, dance, music/song, language, poetry, environmental studies, science, sport etc. Parents will be informed of these events and a fee to cover costs may be required. This information will be made available to parents as opportunities arise.

Students will also have the opportunity to perform at school and district performances in class groups or as a whole school.

Curriculum:

Key Learning Areas for K-Year 6 are:

English, Mathematics, Science & Technology, History and Geography, Creative & Performing Arts (CAPA), Personal Development, Health & Physical Education (PDHPE)

Crunch & Sip:

This is an important part of the morning routine. To ensure energy levels are maintained and a healthy diet encouraged, children have a fruit/veggie break at 9.00am each morning.

Please ensure that all fruit/veggies are cut up for Infant students to assist the teachers. Gravesend Public School is a *WATER* only school.

Early Years Programs:

There is one Mobile Preschool Programs that are operate out of Gravesend Public School; Gwydir Mobile Children's Service. Tharawonga operates out of Gravesend Town Club on Thursday and Friday of each week, 9.00am-3.30pm, while Gwydir Preschool operates at the school on Monday of each week, 9:00am-3.00pm. Children from the ages of 3 to school age are welcome. Some 2-year olds are accepted depending on numbers. These preschool programs run in conjunction with the school terms.

Enrolment:

Children may enrol in Kindergarten for the beginning of the next school year if they turn five years of age on or before July 31 in that year.

Documentation providing proof of age, such as a birth certificate, is required on enrolment. Proof of immunisation, which can be downloaded from the My Gov Website, is also required. If a student is not fully immunised, they will be required to stay at home during a contagious outbreak.

Students transferring from other schools can enrol at any time.

Excursions & Extra Curricular:

Notes are sent home prior to these functions to seek permission from parents. Children are not permitted to attend excursions without written permission from a parent or guardian. Children should return the permission notes and the cost of the excursion to Kay in the Administration office before school and at least five days prior to the excursion.

Excursions, cultural performances and special activities are part of the enrichment program of this school and children are expected to attend.

Children who miss these activities may find it difficult to keep up with regular classroom work.

These events help in the following ways:

- increase the child's vocabulary and language development
- lead to better understandings in History, Geography Science and Technology
- provide the experiences from which teachers can develop engaging lessons
- provide for social development through group interactions
- develop better understanding of the physical environment.

In cases where these excursions may cause financial hardship to parents, we request that you contact the principal. Teachers try to keep costs for excursions to a minimum so that as many children as possible are able to participate.

A General Consent form goes home at the beginning of each year for local excursions.

Family Information / Details:

New families to the school receive forms to be completed and returned to the school. This supplies the school with your child and family details as well as medical information, which the school may need to know in an emergency. If your family name, address, phone or contact number or doctor changes, you must inform the school.

Hats - No Hat, No Play:

In accordance with Cancer Council guidelines, children are encouraged to wear broad brimmed hats (navy blue) when outside. These are available from the school. The School has a 'NO HAT – NO PLAY' policy. Sunscreen (SPF 30+) is available for students' use.

Homework/Home Reading Scheme:

Staff send home the Whole School Homework Plan. Additionally, staff send home maths booklets each fortnight, once completed and marked. Any pages incomplete are to be completed at home

for homework. It is intended that completing set tasks at home will help develop positive study skills. All students are expected to read at home every night.

Infectious Diseases:

When an infectious disease is diagnosed the school will follow the procedures set by the Department of Education and Training. If your child has contracted a contagious illness, please ensure they are kept at home for the required time period before returning. This assists the school to reduce the chance of an outbreak.

Leaving School Grounds:

Students are not to leave school grounds after arriving at school in the morning until dismissed at 3.00pm. Student 'leave' during the day (for any reason) will need to be signed in/out at the Office by the parent/ caregiver with an explanation of the absence for school attendance records. If students leave the school without permission, parents will be contacted and the police called.

Library:

Students can borrow books from the library provided they have a durable library bag in which to transport these books. The school has homework/library bags available for purchase. Student access the library each week for borrowing. Books from the previous week need to be returned before they borrow new books.

Parents are asked to ensure books are treated with respect and any damage reported to the school when the book is returned. Parents are expected to pay for any damaged or lost library books. Students also access the library during break times and during hot weather for quiet reading activities.

Medication:

Parents will need to supply the school with information and consent regarding medication, medication dosage and diagnosis. The medication is kept in the office. Teachers will be informed if students in their class need to have daily medication. Please ensure that students promptly go to the office at the correct time. All medication will be administered in the Office.

P & C Association:

The Gravesend P&C Association meetings are held each term on the third Monday starting at 6:30pm, with a membership cost of \$1.00. Meeting dates are set at previous meetings and will also be notified through the school's newsletter or a special note. All members of our school community are encouraged to attend these meetings.

Your support of P&C fundraising activities is encouraged and appreciated.

The Executives for 2018 are:

President: Mrs Loretta Brown

Vice President: Mrs Karen Withers

Secretary: Mrs Kerri-Lynn Peachey

Treasurer: Mrs Carolyn Barwick

Parent Helpers:

Parents as partners in education are appreciated. Their skills are valued. Help can be given in many areas: reading, craft, maths, Transition, etc. If you would like to help, just let the school know.

Parent - Teacher Interviews:

All families are encouraged to contact the school to arrange an interview to discuss their child's progress or any concerns.

As an important part of our annual reporting system, all parents are invited to attend an interview with the class teacher and their child at the end of Term 2 and Term 4 each year. Additional times are allocated towards the end of each term in the School Year, contact your child's class teacher should you like to make an additional time to meet.

Playgroup:

Playgroup is held at the Gravesend Town Club on Wednesday mornings from 10.00am to 12.00pm. Playgroup is coordinated by Gwydir Shire Council. All children from 0-5 years of age and their carer's are welcome to attend. The children participate in social and shared learning experiences, do science experiments, art and craft activities and join in outside play.

Presentation Night:

Presentation night is held in December each year. Parents will be notified by school newsletter and Facebook of the date, time & location.

School Banking:

All students are encouraged to save money through the Commonwealth Bank's Dollarmite School banking program on Thursdays.

School Counsellor:

The role of the school counsellor is to provide a service to students, parents and teachers in respect of children's learning and behaviour.

Teachers refer children, who are experiencing learning and / or behavioural difficulties to the counsellor for advice and assistance. To fully assess the problem, the counsellor sometimes finds it necessary to administer diagnostic tests as well as hold one-to-one discussion with the child. Parents are informed and permission is sought for counsellor involvement.

School counsellors are qualified teachers who have a degree in psychology and post graduate qualifications in school counselling. They complement and enhance the work of teachers by strengthening schools' student wellbeing provisions and providing counselling and psychological assessment of students with specific needs.

School counsellors:

- work in consultation with the principal, staff and regional student support services to improve student learning and wellbeing outcomes and implement current departmental priorities
- work collaboratively with parents and caregivers, and other agencies, to develop appropriate school-based support for students
- carry out cognitive, social, emotional and behavioural assessment of students referred by the learning support team, report the results of assessments and interventions to parents and teachers improve learning and wellbeing outcomes
- contribute to the development of and planning for students with special needs by assisting review committees in the design and or delivery of educational plans
- respond, as part of a team, to schools experiencing emergencies
- provide long suspension reports to principals with recommendations for future management
- assist and support parents and caregivers in addressing the social, emotional, and educational development of their children
- refer students and/or their families and caregivers to other agencies that will support the development of student health and wellbeing outcomes

School Newsletter:

Our school produces a fortnightly newsletter, which is sent home with the students, emailed or is available for viewing on the school website – www.gravesend-p.schools@det.nsw.edu.au This newsletter aims to promote school activities, student achievements and to provide information about coming events or activities.

School Photographs:

School photographs are arranged each year. Notes will be sent out when informing parents when this will take place.

School Uniform:

Non-Uniform (Mufti) Days are held by the School Representative Council (SRC) throughout the year to raise money.

If your child is successful in a representative sport and purchases the uniform (jumpers, hats, etc.) these can be worn on sport day (Friday). Uniforms can be purchased by contacting the school. The Uniform Shop is open on Monday, Tuesday and Thursday from 8:30am to 10:00am.

Summer Boys / Girls

- maroon & navy polo shirt
- navy Shorts
- navy or white socks
- black shoes
- navy blue broad-brimmed hat

Winter Boys / Girls

- navy tracksuit/pants and jumper/jacket
- maroon & navy polo shirt
- navy or white socks
- black shoes
- navy blue broad-brimmed hat

Sports Uniform – Boys & Girls

- maroon / white sports shirt
- navy shorts
- white socks
- black or white sports shoes

Scripture:

Non-denominational scripture lessons are provided on Thursdays. Students not participating will be give class work to complete.

Student Clothing and Property:

- Make sure all articles, especially lunch boxes, drink bottles, jumpers and coats are clearly and permanently labelled.
- Leave treasured and valuable toys, jewellery and books at home. No responsibility can be taken for loss of or damage to toys, books, trinkets, digital devices etc. brought to school.
- Any dangerous items such as pocket-knives MUST NOT be brought to school.
- Jewellery – the only jewellery allowed are sleepers, studs and watches.

NO MOBILE PHONES ARE ALLOWED

Student Reports:

Written student reports are sent home at the end of Semester 1 (Term 2) and Semester 2 (Term 4).

Transition:

Preschool to Kindergarten

In addition to the Mobile Preschool Programs run at the school, a Transition Program to prepare children for Kindergarten will be held on Tuesdays in Term 4.

The children will join the infant's class for activities to prepare them for school. A booklet containing times and activities will be delivered to parents in Term 3.

Year 6 to Year 7

Gravesend Public school is a feeder school of Warialda High School. Students travel by bus to Warialda departing from Gravesend at 8am and returning by 4pm on the scheduled Transition Days. An orientation program is organised by the Year 7 Coordinator and communicated to parents and through the school.

Voluntary School Contributions:

A general school contribution is set each year, these funds help to meet some of the costs of resources and materials used by children each year. Payments can be made by cash, cheque or online payment through the school website (Make a Payment tab). The fee is \$45 per student.

Wellbeing

Our school has implemented Positive Behaviour for Learning (PBL) which supports our whole school wellbeing processes. We have Anti-bullying and Social Skills programs that are taught each week. These are taken from the You Can Do It! Curriculum. Students receive awards based on the target skills of Confidence, Getting Along, Organisation, Persistence and Resilience. Students receive frequent rewards of play money that can be used to buy prizes from our school Prize Shop. This reward system allows students to learn to manage their money as well as have a tangible item to represent their hard work. We also hand out YCDI cards for students to take home to show their family what skill they have demonstrated. Our students work their way through 4 Positive Levels: Lamb, Sheep, Ram and Rambo.

