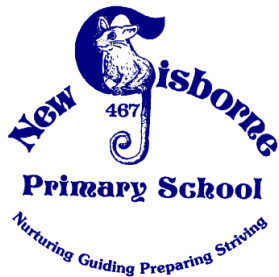


# WELCOME BOOKLET





# NEW GISBORNE PRIMARY SCHOOL

239 Station Road, New Gisborne, Vic, 3438

03 5428 2232

[new.gisborne.ps@edumail.vic.gov.au](mailto:new.gisborne.ps@edumail.vic.gov.au)

[www.newgisps.vic.edu.au](http://www.newgisps.vic.edu.au)

ABN: 68 594 851 419

Dear Parents,

We extend you and your child a warm welcome to New Gisborne Primary School.

We understand that starting in a new school can be an exciting and somewhat daunting experience for your child and for yourself. Please be assured that every effort will be made by the school to ensure a smooth transition for your child.

Our aim at New Gisborne Primary School is to create a happy, safe and stimulating learning environment that promotes and nurtures a clear understanding of your child and his/her particular needs in our endeavour to effectively cater for the individuals at our school. In this respect, our staff will have focus on developing your child's independence, confidence and level of initiative.

You can help us to nurture these qualities through your own interactions with your child and the school. By speaking positively about the School and the teachers you are reinforcing the child's sense of safety, belonging and school pride. By assisting in the classroom and asking questions about your child's learning, you are modelling and reinforcing the message that you value learning yourself. By following through with school activities at home, you are showing your child that learning takes place everywhere.

We strongly encourage a solid partnership between home and school. This is reinforced through clear and consistent communication that flows in both directions. We encourage you to take an active interest in what is happening within the classroom through regular interaction with your child's teacher. Also, Compass, Seesaw and our weekly online newsletter will inform you about what's happening across the School. If you wish to discuss your child's progress, or any concerns you may have, we encourage you to make an appointment with your child's teacher as the first point of contact. They will be more than happy to schedule a meeting or interview with you at an appropriate time.

We take our role in the education of your child seriously at New Gisborne PS and we expect that our parent body is supportive of the programs and policies of the school and the decisions we make in regard to your child's education and wellbeing at the School. If you can assist us to keep improving through providing consistent and constructive feedback to us, we can keep providing the very best for you and your child.

I wish you and your child every success and satisfaction in the years ahead at New Gisborne Primary School.

Principal  
Andy Kozak



## WHO'S WHO AT NGPS

**Principal:** *Andy Kozak*

**Vice Principal:** *Shane West*

You can see and contact our School staff from our school website at [www.newgisps.vic.edu.au](http://www.newgisps.vic.edu.au)

## INFORMATION WE NEED TO KNOW

Parents should tell office staff/teachers of -

1. Any problems with eyesight, hearing, speech or illness.
2. Any worries your child may have about school.
3. Changes in family situations.
4. Change in address or contact details, or arrangements for collecting children from school etc.
5. Toileting problems. Going to the toilet at school often causes problems, e.g. asking permission, unfamiliar toilet, etc. Accidents can sometimes occur, and it is helpful if you visit the toilet with your child either on the pre-school visit or on the first school day to familiarise him/her with it. If your child is prone to accidents of this nature, it is a good idea to put in a change of clothes just in case. This type of accident sometimes occurs even with confident students and teachers are aware of this and parents too should not be surprised to find that their child has had an 'accident' at school.

### REMEMBER

If you have any concerns about the school, do not hesitate to contact us, we are always happy to see you.

## GENERAL

### *School Values*

In the pursuit of life-long learning at New Gisborne Primary School we value:

- Respect and Integrity in all dealings with others.
- Providing the skills and knowledge to become life-long learners
- Using initiative and taking responsibility for actions
- Effective partnerships between teachers, students and parents and the broader community
- Setting high expectations and striving for excellence while recognising, understanding and catering for a diversity of needs across the school.

## **Office Hours**

The school office is open from 8.30am to 4.00pm Monday to Friday.

## **School Ground Hours, Safety & Supervision**

The school grounds are supervised by teachers from **8.40am** before school, at recesses and lunch breaks during the day and until **3.45pm** after school.

Students waiting to be picked up by parents after school must wait **INSIDE** the school grounds near the entrance where the students are expected to be picked up. Please make sure your child knows at which entrance you will be waiting.

During school class time students are not to leave the class without the permission of their teacher. When attending a specialist program or when moving to another area of the school, classes are escorted by their teacher. If students are travelling to go to eg the toilet, they will always go in pairs.

Students who arrive late to or are collected early from school must be signed in/out at the office and escorted by their parent/carer.

## **Visitors**

All visitors to the school (including parent helpers) are to sign in on the Compass Kiosk at the school office before visiting classrooms or participating in activities conducted at the school. Visitor lanyards are to be worn by all persons visiting the school and visitors must have a current Working With Children Check.

## **Parent Helpers**

The school highly values parental and community support. Parents can support the school by participating in classroom activities, for example helping with reading in Foundation, working in the canteen or covering books in the library. All volunteers require a current Working With Children Check with New Gisborne Primary School nominated as a volunteer organisation.

## **Bell Times**

8.50 am	Music commences as a prompt for students to assemble outside their classroom followed by the bell signaling the commencement of the school day. Students are encouraged to enter the classroom at 8.45am (if their teacher is present) to organise their belongings and workstation for the day.
8:55 am	Bell signaling start of day.
11.00 am	Commencement of morning recess.
11.25 am	Music commences as a prompt for students to move to their classroom ready for the commencement of the next session.
11.30 am	Bell signaling commencement of the middle session.
1:20 pm	Lunch to be eaten in the classroom.
1:30 pm	Lunch break commences.
2:15 pm	Music commences as a prompt for students to move to their classroom ready for the commencement of the next session.
2:20 pm	Bell signaling commencement of the afternoon session.
3:20 pm	Bell signaling dismissal for the end of the day.

The vacation dismissal time is **2.30pm** on the last day of terms 1, 2 & 3 and **1.30pm** at the end of term 4.

## Communication

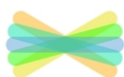
Our school has open, honest, accessible and respectful communication with parents and the wider community. It is important that regular publications such as the weekly school newsletter and notifications sent via Compass are read by parents to keep up to date with school events. Formal parent/teacher/student interviews are held in Term 2 and parents can request interviews at other times with classroom teachers, the Assistant Principal Shane West or the Principal Andy Kozak.

The school can be contacted by emailing [new.gisborne.ps@edumail.vic.gov.au](mailto:new.gisborne.ps@edumail.vic.gov.au)

The school's website provides a wealth of information about the school, programs offered, volunteering opportunities, communication, policies and more. [www.newgisps.vic.gov.au](http://www.newgisps.vic.gov.au).



The school uses Compass, <https://newgisps-vic.compass.education> to communicate with families. You can monitor your child's attendance and enter an explanation for absence or lateness; communicate with your child's teacher, update your family contact details; view the school's calendar; download, view and print your child's semester reports; book parent-teacher conferences; pay and provide consent for events and school fees and receive and view First Aid notifications.



Seesaw is a simple way for teachers and students to record and share what's happening in the classroom. Parents are only notified about their own child's work, and all data is safe and secure.



The Qkr! app is used for ordering Canteen Lunches, Uniform and Parents Association fundraising events.

## Fees & Charges

School Council revises and sets the Essential Education Item (EEI) amounts annually. Parents will be notified of these amounts in Term 1 of the school year. Payments can be made through BPay, Compass or in person at the school office. EEI contributions cover the cost of all day-to-day materials that students use at school. Payments are requested in full by the end of Term 1 or alternative arrangements can be made with the Principal or Business Manager. Excursions and special events are charged separately throughout the year. Voluntary contributions are requested to enable the school to maintain and improve the gardens and facilities.

## CSEF

The Victorian Government provide Camps, Sports and Excursion Fund allowance to assist eligible families to cover the costs of school excursions, camps and sporting activities. If you hold a valid means-tested concession card or are a temporary foster parent, you may be eligible for CSEF. The allowance is paid to the school for use on expenses relating to camps, excursions or sporting activities for the benefit of your child.

## Photographs

School photographs are usually taken early in the school year with pre-payment online so that families may order their required prints. All students should wear uniform on this day.

Photographs of students and their work are posted on SeeSaw, the school's website and newsletter and in some external publications, such as Gisborne Gazette. If you have chosen not to allow publication of photographs of your child, your child's teacher may speak to you about this for use in SeeSaw for classroom activities only visible to class families.

## ***Absences and Attendance***

In Victoria, attendance at school is compulsory for all children aged between six and seventeen years of age. When children are enrolled, it is expected that their attendance will be regular and punctual. Notification is required for all absences. Keeping absences to a minimum will lead to maximum learning opportunities. If no notification for an absence is received, teachers must assume that the child has been absent without your knowledge. You can enter your child's absence on Compass or telephone the school.

### ***Early Departure of Students from School***

A note should be sent along to the teacher in the morning, making arrangements to collect students if leaving school early. In an emergency you may phone the school to arrange for your child to be brought to the office for collection. Parents will need to sign their child out via the Compass kiosk located at the front office.

### ***Late Arrival at School***

Students arriving at school after 8.55am must be signed in at the school office by the parent/guardian bringing the student to school and then escorted to their classroom. A late arrival slip must be given to the teacher on entering the classroom.

### ***Late Collection of Students***

If you are going to be late collecting your child after school, please contact the office. Your child will be called to the office and a message passed on. Your child will be able to wait in the teacher supervised Foundation playground until 3:45pm. If you know in advance that you will not be able to arrive by this time it is important for alternate arrangements to be made or to contact the Out of School Hours Program (5428 7277) to see if there are any available places, this will ensure that your child is suitably supervised.

## ***Student Free Days***

Currently the Department of Education and Training provides four student-free professional development and reporting days. Students do not attend school on these days. Parents will be notified of the dates of these days in the school newsletter and on the Compass calendar.

In addition to Christmas and Easter holidays the school is closed on the following days when these fall during the school term: Labour Day, ANZAC Day, Queen's Birthday, AFL Grand Final and Melbourne Cup Day.

## ***School Council***

The School Council plays a vital role in an education system with school as its primary focus. School Council consists of 8 elected non-Department of Education and Training (DET) employee parent members and 5 DET members. Two members of the community may be co-opted for short periods at various times. Two meetings are held at the school each term and parents are welcome to attend.

### ***Junior School Council***

Junior School Council is comprised of class elected representatives who meet regularly to discuss ideas to improve the school for the student body. At the beginning of the school year, two representatives are elected from each class.

### ***House Captains***

Students are nominated and elected by the members of their houses and assist with the organisation of sports events. The 4 Captains and 4 Vice Captains display a terrific competitive spirit combined with good sportsmanship and do an excellent job in role modelling expected behaviour to our younger students.



## ***Student Leaders***

Senior students nominate, lobby and face a peer election to take on one of the 8 School Leader positions. School Leaders play an active role in weekly assemblies and represent the school at community events.

## ***Personal Property / Lost and Unclaimed property***

Please note that private property brought to school by students is not insured nor is the school responsible for any loss. All articles that students bring to school including clothing, shoes, sports items, balls, lunch boxes and drink bottles should be clearly labeled with the child's name. Many lost items eventually arrive at lost property, located in the corridor near the staffroom. All jackets are sold with a RagTagd (<https://www.ragtagd.com/>) sewn into them. Once you have activated the tag, if your child's jacket ends up in lost property you will be sent a SMS notification. These tags are also sold separately (via QKR!) for you to attach to any clothing item. It is parents' responsibility to check lost property for any missing items. The lost property is cleared at the end of each term and any unnamed items are given to charity. Valuable items such as expensive toys, clothing and electronic devices should not be brought to school.



## ***School Crossing***

The school has a supervised crossing on Station Road. Students who use this crossing are asked to follow the directions of the supervisor or teacher. Reinforcement of good road safety practices from home, as well as from school, is appreciated. Parents are requested to set a good example in this regard and refrain from taking "shortcuts" when a slightly longer walk would enable them to use the crossing.

## ***Assembly***

School assemblies are held in our gymnasium every Friday morning at 9:00am during Terms 1 and 4 and Friday afternoons during Terms 2 and 3 beginning at 2.55pm. The focus is to acknowledge and celebrate student achievement and success. There are weekly presentations and performances, as well as reports of events that students have attended. Parents are more than welcome to attend. If your child is receiving an award the teacher will endeavor to contact, you prior to the day.

## ***Food Arrangements / Canteen***

Students eat in the classroom before going out to recess or lunch time play. Generally, students have brainfood (fruit or veg snack) at around 10am, recess snack around 11:15am and lunch at 1:15pm.

Students may bring a cut lunch to school or they may order lunch on the Qkr! App before 9am from the school canteen which is open on Tuesday (Sushi only), Wednesday and Friday. Limited snacks are available as cash sales at the canteen counter at recess and lunch. There is a policy of "No Lunch Sharing" within the School. As we are a sustainable school, we ask that wrapping be kept to a minimum. Students in all classes eat their lunch under supervision, before playing in the school yard.

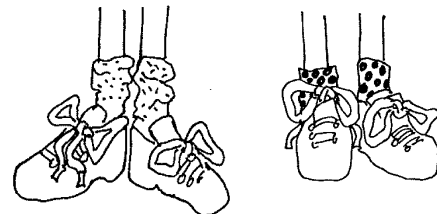
The school also participates in the Coles Second Bite program. Staff volunteers collect and prepare this food for students on Wednesdays and Fridays and it is accessible to all students outside the canteen at recess and lunch.

## **School Uniform**

School uniform is the preferred mode of dress. Students must come to school neatly and SENSIBLY dressed and with SENSIBLE footwear (no open toed footwear). Year 6 students wear a different coloured shirt to the rest of the school and also have a uniquely designed bomber jacket. It is advisable to send a jumper or jacket each day and a raincoat in the winter months, as the weather is so changeable. Spare clothes are kept at the school in case of emergency. If your child comes home in any of these clothes, please wash the articles and return them as soon as possible.

The uniform shop supplies all items of NGPS uniform. The shop is located next to the school office and is open every Tuesday morning from 8.50am to 11.30am. Uniform orders can be placed via the Qkr! App, or by completing an order form available at the office. Orders will be sent home with your child. All orders must be prepaid.

For any further information please contact **Trish Johnstone on 0438 282 429.**



## **Sunsmart**

In accordance with the Department of Education and Training guidelines, the school has a SunSmart policy. This includes the requirement for all students to wear an approved SunSmart hat for all outside activities from September to April. We also require students to wear tops with sleeves and a collar in order to minimise skin damage during the months when the sun's UV rays are at their strongest. The school promotes the implementation of the SunSmart policy through the classroom program, and through the provision of shaded areas for students. All adventure playground areas are covered by shade structures, as are all classroom courtyard pergola areas.

## **Toilets**

The school has 2 blocks of toilets with separate boys' and girls' toilets for students to use during class and on play breaks and will travel in pairs. The gymnasium also has toilets but are only in use for specialist classes during class time.

Before starting school, students need to be able to use the toilet independently. This means that students will need to undress, clean themselves and re dress after going to the toilet. Students will always be sent to the toilet with a partner and the classroom teacher will remain in the classroom therefore will not be able to assist with toileting. If your child has any toileting issues, please speak to your child's classroom teacher as soon as possible.

## **Getting to School**

School parking can become quite hectic around drop off and pick up times. Please remain patient and courteous and follow signage.

We encourage students to walk, ride or scoot to school and participate yearly in the 'Walk to School Day'. There is a supervised crossing on Station Road and encourage all parents to set a great example using the crossing. The school has an undercover bike rack area where students can park their bikes and scooters. All students are expected to wear a helmet when riding their bike/scooter and are only to walk these inside the school grounds.



# Curriculum

All students partake in a comprehensive curriculum based on the Victorian Curriculum which is comprised of three interconnected areas of learning called strands:

- Discipline-based Learning – students learn the knowledge, skills and behaviours in The Arts, English, Humanities, Mathematics, Science and other languages.
- Physical, Personal and Social Learning where students learn about themselves and their place in society. They learn how to stay healthy and active and develop skills in building social relationships and working with others. Students learn to take responsibility for their learning and learn about their rights and responsibilities as global citizens.
- Interdisciplinary based Learning where students explore different ways of thinking, solving problems and communication. Students learn to use a range of technologies to plan, analyse, evaluate and present their work as well as learning about creativity, design principles and processes.

## Literacy Support

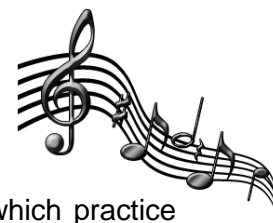
Literacy support is provided for a select group of Year 1 students who require additional support with reading. The program is facilitated by a trained Literacy Intervention Reading Recovery teacher.

## Literacy Programs

Little Learners Love Literacy is a comprehensive early literacy and handwriting skills program that teaches young children how to read, write and spell with confidence. It is developed from evidence-based research that stresses the importance of explicit and sequential teaching of the six essential components of reading instruction: oral language, phonemic awareness, phonics, vocabulary, fluency and comprehension.

## Performing Arts, School Singing Group and Choir

All students participate in one hour of Performing Arts each week. As part of the Performing Arts curriculum, all students perform in the PAC day House Song performance and each class performs in the end of year concert.



Students are also able to participate in the School Singing Group and Choir which practice during the school week and often sing at assembly. Students should contact the Performing Arts Teacher if they would like to be involved.

## Visual Arts

The Visual Arts program offers students the opportunity to explore a variety of media and techniques to create interesting artworks through an engaging curriculum once a week. Student art work is displayed throughout the school whenever possible to celebrate each child's artistic achievements.



## Physical Education and Sports

The school has a very active and well-resourced Physical and Sport Education program for all students. All classes participate in a Physical Education session once a week. Students should come to school in appropriate clothing and footwear, ready to take part in these active sessions throughout the school week.

Year 5 and 6 students take part in inter-school sport with other district schools throughout the year, competing within our region and zone and have previously



progressed to State competitions. Students compete in sports such as athletics, basketball, cross country, football, netball, orienteering, soccer, softball, and swimming. We are lucky to have many teachers who are prepared to give their time to train our school teams.

### ***LOTE – Indonesian***

Students participate in Indonesian lessons for one hour each week. Classes are taught by our LOTE specialist teacher who provides an Indonesian program which involves a range of language activities, including games, conversation, songs, art and craft. Students are also provided with the opportunity to explore cultural diversities within a colourful Indonesian classroom.

### ***Digital Learning***

All students in Years 4-6 have a Bring Your Own Device iPad to use at school and home to support their learning. Students in Years Foundation-3 have access to class sets of iPads that are shared between the grades at each level.

### ***Assessment and Reporting of Student Progress***

Our monitoring of student progress and achievement is ongoing. Included in this assessment is a one off assessment known as NAPLAN. This is an annual national assessment completed by Years 3 and 5. Parent/student/teacher interviews are held in June each year. Written reports are sent home at the end of each semester (June and December). You may request a meeting with your child's classroom teacher at a mutually convenient time throughout the year.

### ***Positive Behaviour Management***

The school has developed school-wide strategies and protocols in positive behaviour management. Facilitated by our trained staff, students are supported to make positive behavioural choices with agreed consequences implemented for negative choices. If an identified behavioural problem arises, parents will be contacted.

Focus is placed on fostering student engagement through student goal setting, student self-assessment and quality work which is highlighted through positive reinforcement such as the Student Achievement Awards which are presented at assembly each Friday.

### ***“You Can Do It” Education Program***

The focus of this Foundation-Year 6 program is to optimize the social, emotional and academic outcomes for all our students. To assist students to achieve their potential, the program is divided into five 'keys' – Getting Along, Organisation, Confidence and Persistence, all of which underpin the final key – Resilience. One key is explicitly taught each term. e.g. Term 1 students will focus on 'Getting Along' skills, learning Habits of the Mind such as Social Responsibility, Playing by the Rules, Thinking First and Being Tolerant of others. More information can be found at [www.youcandoiteducation.com](http://www.youcandoiteducation.com).

### ***Buddy Program***

At the commencement of each year Foundation students are introduced to their Year 6 Buddy. This program fosters a caring environment between students of different ages. Cooperating and working together to meet common goals are important aspects of this program.

Years 1 - 5 have a buddy class and students participate in activities with their buddy class throughout the year.

## ***Transition / Step up***

Prospective Foundation students participate in 4 transition sessions throughout November and December of the year before they start primary school. Throughout Term 4, all current students participate in 3 transition sessions which prepare them for their following school year. Students have the opportunity to take part in activities in prospective future classrooms with a range of teachers.

## ***Excursions and Activities***

Excursions, activities and camps are arranged at regular intervals throughout the school year to enable students to engage in a variety of experiences. At the present time Year 2, 4 and 6 go on school camps. Excursions vary from a short walk to a local point of interest to day trips. Visits from experts or artists are also facilitated at school. All excursions and activities have a strong educational focus and are closely related to class work. Every effort is made to run these activities at a reasonable cost, with the expectation that all students participate. For all excursions (except for very local activities) and camps, parent permission must be received via Compass to allow your child to participate in the activity. Without parental/carers consent, students will not be able to participate. From time to time students may go to the local park or outside the school grounds, under teacher supervision. A Local Excursion Consent Form is included on the last page of our enrolment form to cover these occasions.

## ***Library***

The school has a very well-resourced school library. All classes have a weekly library lesson taken by their classroom teacher. Students are required to have a library bag to protect borrowed library books. All students in the school are permitted and encouraged to borrow books. Foundation students will borrow, when they have settled into the routine. Please read the books with or to your child and include your preschooler's too. It is very important that you read to your children as often as possible.



## ***Homework***

Homework is intended to provide students with opportunities to build on their learning and development at school as well as helping parents to follow their child's progress. Teachers will outline to parents' expectations of homework at the commencement of each year.



You can also help your child at home by:

- Praising your child's efforts so that they continue to gain confidence and accept challenges.
- Encouraging your child to have a go and to take risks.
- Making regular times to read together.
- Looking through the school bag regularly for samples of work.
- Talking with your child in a positive manner about what occurred at school.
- Sharing your child's achievements with family, friends and neighbours.
- Getting to know your child's teacher and joining in with classroom activities if possible.
- Taking an interest in school events by reading Compass alerts and the school's newsletters and attending functions.
- Remembering that students all progress at different rates, therefore in your child's class, students will be working at a range of levels.

## ***School House Activities***

Various House activities are conducted throughout the year including cross country, house athletics and PAC day. At NGPS we have four houses:

Hurst (Green)

Lee (Red)

Galloway (Yellow)

Devlin (Blue)

## ***Year Level Activities***

**Year 4:** Kitchen Garden Program: students are encouraged to grow their own vegetables, care for them, harvest them, cook with the produce and finally enjoy eating the results of their labour. Students participate in weekly sessions that involve either cooking, gardening or science related investigations.

**Year 6:** Solar Boats: Students investigate, design, build and evaluate boats made from recyclable materials. The boats are solar powered with students investigating the differences in hull design (balance, weight, alignment and plane), circuit construction and power production differences between series and parallel circuits.

Grade 6 Graduation Evening is a culmination and celebration of primary school years and is held in the last week of the school year. Students attend a dinner together with some staff members at a local venue (restaurant or similar) and pictures are taken. During the evening students present a slide show of their highlights for the year. Several students make speeches reflecting on their 7 years at the school. After dinner, parents return for the presentations. The School's Parents' Association awards all students with a commemorative mug which is printed with the names of all Grade 6 students. Prior to the evening each student writes a reflective poem of their time at N.G.P.S. This is compiled to create a laminated placemat memento which is also presented to them. Students are rewarded for their involvement in a number of curriculum areas. Our local State M.P. gives an award and the Colin Chapman Award for Excellence is the final presentation of the night.

## ***Artists in School***

NGPS has had an Artist in School program for over 10 years. Each year an artist is commissioned by the A.I.S. consultative group to work with the students for approximately 10 sessions. This could be daily over two weeks or weekly for a term depending on the artist's commitments. The students work actively with the artist to become creators and/or performers and to achieve a goal. Our artists over the years have included a cartoonist, an animator, an actor, a storyteller, musicians, lead lighting artist and a circus skills artist. Parents are invited to attend any of the workshop sessions and there is a presentation or concert at the end if the art form lends itself to this. The A.I.S. program alternates each year between Foundation to Year 3 and Year 4 to Year 6.



## ***G.A.T.E.WAYS***

(Gifted and Talented Education, Extension and Enrichment)

G.A.T.E.WAYS aims to provide opportunities for students of "like minds" to participate in programs over 1 to 3 days that will challenge them intellectually and help develop their individual talents. Programs are offered at a variety of locations around the state across all curriculum areas. Information and application forms are sent out to selected students throughout the year for interested students and their parents. More information can be found at: [www.gateways.edu.au](http://www.gateways.edu.au)

## ***Tournament of Minds***

Tournament of Minds is a problem-solving programme for teams of students from years 4-6. Students are required to solve demanding, open-ended challenges from one of the following disciplines: The Arts, Science Technology Engineering Mathematics (STEM), Social Sciences and Language Literature.

## ***Energy Breakthrough***

The Energy Breakthrough Challenge is a three-day event held in Maryborough in November each year. Each team comprises eight team members of four girls and four boys from Years 5 and 6. Using the help and advice of adults, the students are required to design and build a pushcart using recycled materials, race this vehicle in three events, rebuild it under the scrutiny of judges and undertake a presentation of their vehicle covering all aspects of its design and construction. The team meets on a weekly basis to design, build, practice their presentation and improve fitness.

More information can be found at: <https://www.eb.org.au/>

## **Medical Details and First Aid**

Please ensure that we are informed about your child's medical details. If your child suffers from asthma or has a life-threatening allergy, you will need to contact the school office and complete further documentation. If your child is required to take medication at school, a form is available from the school's website or at the school office which needs to be filled in. Medication, delivered to school by an adult, will then be administered by staff through the sick bay.

We would stress to parents the importance of keeping students at home when they are unwell. Do not let your child make the decision about going to school. A child who has been ill during the night or before school, should remain home on that day.

If your child becomes ill at school, you, or if you are unavailable, your nominated emergency contact, will be notified in order that the child may be picked up.

Details of Health Department requirements for Infectious Diseases are below:



### ***Illness / Infectious Diseases***

While regular attendance is critical for student learning, the best place for genuinely sick children is at home. On return to school, parents need to provide a written explanation for the absence. The following information on infectious diseases is included for parental information. These conditions present a risk to fellow students and staff and so require caution.

<b><i>Chicken Pox</i></b>	Exclusion from school until fully recovered or at least one week after the eruption first appears. Persons in contact with an ill student are not to be excluded.
<b><i>Conjunctivitis</i></b>	Until discharge from eyes has ceased. Persons in contact with an ill student are not to be excluded.
<b><i>Hepatitis</i></b>	Until a medical certificate of recovery is produced. Persons in contact with an ill student are not to be excluded.

<b><i>Gastroenteritis</i></b>	Exclusion from school until 48 hours after the last loose bowel motion and/or vomiting.
<b><i>Impetigo</i></b> (school sores)	Exclusion from school until sores have fully healed. A child may return provided appropriate treatment is applied and sores on exposed surfaces are properly covered with dressings. Persons in contact with an ill student are not to be excluded.
<b><i>Head Lice</i></b>	Exclusion from school until treated, no live lice present on scalp.
<b><i>Measles</i></b>	Exclusion from school for at least five days from appearance of rash or until medical certificate is produced. Persons in contact with an ill student are to be excluded for 13 days after last contact.
<b><i>Meningococcal Infection</i></b>	Until receipt of a medical certificate of recovery from infection. Persons in contact with an ill student are not to be excluded.
<b><i>Mumps</i></b>	Exclusion from school until fully recovered. Persons in contact with ill student are not to be excluded.
<b><i>Rubella</i></b> (German Measles)	Exclusion from school until fully recovered and at least five days from the onset of the rash. Persons in contact with an ill student are not to be excluded.
<b><i>Ringworm</i></b>	Until appropriate treatment has commenced, supported when requested, by a medical certificate. Persons in contact with an ill student are not to be excluded.
<b><i>Pertussis</i></b> (Whooping Cough)	For two weeks or until a medical certificate of recovery is produced. Persons in contact with an ill student are not to be excluded.

***Other infectious diseases*** – Please contact the school principal for withdrawal periods which apply. It is a condition of enrolment that all parents provide an Immunisation Status Certificate from Medicare. A child who has not been fully immunised may be excluded if there is a case of that unimmunised disease within the school.

## ***First Aid***

The school has a number of First Aid trained staff members. In the case of minor injuries, first aid will be administered at the school. In the case of a serious accident or illness, medical aid will be called, and every effort made to contact parents. It is most important to ensure that the school office is made aware of any changes to telephone numbers/addresses for home or business, and that names and phone numbers of your emergency contacts are kept up to date. It is also important to notify the school of any known medical problems that your child may experience.

## ***Head Lice***

All schools from time to time need to deal with incidents of nits and head lice. Parents should check their child's hair on a regular basis. Any sign of students scratching their head and complaining of an itchy scalp needs to be investigated immediately. If you find head lice or nits on your child, please contact the school immediately. Students must be treated before returning to school. If a student is identified as having nits or lice at school, parents will be notified to enable treatment to be undertaken.



## ***Anaphylaxis, Allergy and Asthma***

All students need to have a documented Action care plan. Student medication must be supplied and will be stored in the First Aid Room.

### ***Medication (with the exception of medications associated with action plans)***

When possible, please arrange for student medications to be given outside of school hours. However, if there is a valid reason for medication to be administered while your child is at school, procedures are in place to ensure it is administered in a safe manner.

All medication including prescription, 'over the counter' and homeopathic tablets, liquids and inhalers are to be delivered to the Office by an adult. This medication needs to be clearly labelled with the student's name and in the original labelled container.

An 'Authorisation for the Administration of Medication' form needs to be completed and signed by the parent or legal guardian. Forms for student medication 1-5 days and on-going medication are available from the office and from the school's website. Designated staff will administer the medication according to the written instructions and your health professional's advice.

## **Parents Association**

Fundraising activities promote the provision of additional equipment to support your child's learning at New Gisborne Primary School. Fundraising activities are coordinated by the Parents' Association, with the support of staff and School Council. Parental assistance and support is essential to ensure that we are able to raise the additional funds necessary to provide the best learning environment for our students. Some regular fundraisers in the past have been trivia nights, product promotions, as well as drives and other special events. Scholastic Book Club and an annual Book Fair are also promoted.

A dedicated team of supportive parents work tirelessly to raise funds for our school and assist with special programs. The PA usually meets on the first Friday of each month at 9.00 am in the school staffroom. All parents or friends are welcome and may become financial/voting members for a nominal cost per year. The first meeting of the year is usually held on the first Friday after school commences. The Annual General Meeting is held in March. All meetings are advertised in the school newsletter.

The work of the PA is extremely important and we look forward to the continued support of the PA members and they extend a sincere welcome to all new parents to our school, whether they have a child starting in Foundation or in one of the other grades.

## **External Opportunities**

### ***Banking***

The school currently offers student banking through the Commonwealth Bank, which takes place on Wednesdays. Students register directly with the Commonwealth Bank and bring deposit books and money to school where parent volunteers process the deposits.

### ***Music tuition***

Instrumental lessons are available to students through private providers: Guitar lessons are offered by Infinite Sound and Keyboard lesson are offered by Music Foundation. These lessons are

conducted during normal school hours so students who participate in these will miss classroom learning.

### ***Before and After School Care Program***

“Before School” and “After School” Care Programs are conducted each day in the gymnasium. Before School Care is from 7.00am to 8.30am and After School Care is from 3.20pm to 6.30pm.

This program is facilitated by Riddells Creek Primary School who can be contacted for further information on 5428 7277.