Together We Make The Difference
Welcome to........................................................................................................................................... 3
About our School .................................................................................................................................. 4
GENERAL INFORMATION .................................................................................................................. 5
  Admissions ........................................................................................................................................ 5
  Age Eligibility ..................................................................................................................................... 5
  Daily Routine ....................................................................................................................................... 5
  Absences ............................................................................................................................................. 5
HEALTH EXCLUSION TABLE ............................................................................................................ 6
  School Houses .................................................................................................................................... 6
  Lost Property ...................................................................................................................................... 7
  Changes to Personal Details ............................................................................................................... 7
  Canteen ................................................................................................................................................ 7
School Chaplain – “Chappy Jos” .......................................................................................................... 7
Religious Instruction: ........................................................................................................................... 8
School Banking ...................................................................................................................................... 9
Excursions ............................................................................................................................................... 9
Bicycles .................................................................................................................................................. 9
Fruit Snack ............................................................................................................................................ 9
Cars in School Grounds ....................................................................................................................... 10
Voluntary Contribution ........................................................................................................................ 10
School Dental Service ........................................................................................................................ 10
Money ................................................................................................................................................... 10
Gympie South SS Parents and Citizens Association ............................................................................. 11
Medication while at School .................................................................................................................. 11
SunSmart Strategy ............................................................................................................................... 12
Leaving the School Grounds ............................................................................................................... 12
Sunday Country Markets .................................................................................................................... 13
School Bus Services ............................................................................................................................. 13
Mobile Phone Policy for Students and Staff ...................................................................................... 13
Parent – School Interactions and Communications ......................................................................... 14
  Communication Between Home and School ..................................................................................... 14
  Parents in Classrooms ....................................................................................................................... 14
  Discussing Your Child’s Needs or Progress ....................................................................................... 14
  Class Curriculum Newsletter ............................................................................................................. 14
  Newsletter .......................................................................................................................................... 15
Gympie South State School Facebook Page ......................................................................................... 15
Gympie South uses the Facebook page to share events and information on a regular basis. This is a site that many use to support communication between home and school and is to be used by all parties in a positive, appropriate manner. Any users that post inappropriate material or content will be blocked from the site.

Reporting ................................................................. 15

Homework ............................................................... 15

Making a Complaint ..................................................... 16

Insurance ........................................................................ 17

School Studies and Activities ........................................... 18
  Instrumental Music .......................................................... 18
  Physical Education and Sport .............................................. 18
  Talent Identification Squad .............................................. 18
  Drum Corp ....................................................................... 18

Children Who Need Learning Support ................................ 19

Behaviour Management .................................................... 19

Extra-Curricular Activities ................................................ 19

Excursions/Camps ............................................................ 19

Library and Learning Centre .............................................. 20

School Uniform/Classroom Needs ...................................... 21

Gympie South State School – Dress Code ................................ 22

Responsible Behaviour Plan ............................................... 23

Specific School Programs .................................................. 25
  Protective Behaviours Program .......................................... 25
  South Senior Program ...................................................... 25
  You Can Do It! ............................................................... 25
  Prep-Year 5 Buddy Program .............................................. 25
  Camping/Major Excursion Program .................................... 26
  Talent ID Program .......................................................... 26
  School Watch Program .................................................... 26

To be well informed please read the following information, and be sure to read your newsletter every week.
Welcome to..
Gympie South State School

*Where together we will make the difference.*

**Address:**
50 Exhibition Road
Southside
Gympie Q 4570

**Telephone:**
School (07) 5483 0444
Student Absence Line (07) 5483 0460
Fax (07) 5483 0400

**Email:**
principal@gympiesouthss.eq.edu.au

**Website:**
www.gympiesouthss.eq.edu.au

**Office Hours:**
8.00 am to 3.30 pm
Monday to Friday

**School Motto:**
'Together We Make The Difference'

**School Colours:**
Royal blue and gold
About our School..

The Gympie South State School was begun in 1910 after a meeting of residents had decided to try to have a school established in the community. The original school building was built on land donated by Mrs George Argo. This building was 24 feet by 16 feet (8 metres by 5 metres) with a front and back verandah. It was painted in dark brown timber with white trims.

The first pupil, Mr Ernest Smith, was enrolled on 4th July, 1910. The first Head Teacher (Principal) was Mr Donald Price who remained in charge at the school for 32 years.

In the 1960’s and 1970’s several small schools in outlying areas were closed with children travelling by bus to Gympie South. This meant a significant increase in enrolment for the school and several new buildings being erected. The original one-room school building is still in use today as the music room.

Recent facility developments have seen the construction of our Resource Centre and Hall Extension, which has been built through the Building the Education Revolution (BER) Federal Government project. We have also been fortunate to have a C&K Kindy located on site from the beginning of the 2012 school year, and a purpose built Special Education Program facility built.

Our swimming pool was opened on 7th November 1981, and is used for learn to swim classes by South students and other local schools. It is also heavily used by the public through use by the Gympie South Swimming Club and private hiring.

The school buildings and grounds are available for community use at appropriate times. Our school also supports a local Indigenous Playgroup which takes place each Wednesday morning.

At our school we endeavour to provide a pleasant, encouraging and positive learning environment which will assist in the development to the fullest of the capabilities of each individual child, whilst also developing in each, a recognition of the needs and rights of others, and the need for self-discipline.

We urge parents to visit the school frequently and to become involved where possible in the school's programs and activities. We welcome parents as educational partners and trust that children find their time at Gympie South rewarding and enjoyable.

With Gympie South having celebrated its Centenary in 2010, we stand proudly, acknowledging the 100 years of quality education that has made “South” distinctive.
GENERAL INFORMATION

Admissions
Our school caters for children from Preparatory to Year 6. We also have a Special Education Program catering for children with diagnosed disabilities that meet Education Queensland criteria.

All children are eligible to enrol as long as enrolment criteria are satisfied. Once a student’s eligibility for enrolment has been satisfied and an enrolment interview conducted, children are usually able to commence school in 1 – 2 days time, depending on individual circumstances.

Age Eligibility
For Prep – Must turn 5 by June 30 of that year.
For Year 1 – Must turn 6 by June 30 of that year.

Daily Routine
Children should not enter the school grounds before 8.00 am.

Children who arrive prior to 8.00 am are to remain under Block A until 8.00am.
After 8.00 am, children are to leave ports, etc. on port racks outside their classroom and then move to play areas to await the first bell. Designated play areas are:-
Yr 1-3 Play Area (Not the Adventure Playground)
Yr 4-6 Music Room Oval (Not other Ovals or Fitness Trail or Middle School Adventure Play space)

8.45 am Warning bell - children bring belongings from their ports into classrooms and generally prepare for school.
8.50 am School commences
11.00 - 11.40 am 1st Break
1.00 – 1.40 pm 2nd Break
3.00 pm School finishes

Children who are not waiting for buses are to leave the school grounds as quickly as possible after finishing school.

Absences
Parents are expected to advise the school by telephone or by letter of the reason for their child being absent from school. This is out of courtesy to the class teacher and also for your child's welfare. Parents will be contacted formally if no advice is forthcoming regarding unexplained or prolonged absences. At Gympie South State School, we believe ‘every day counts’!!
Please be aware that under Queensland Government legislation children are expected to be at school every day unless there are significant reasons that stop this happening. Schools are expected to monitor absences and take steps to ensure that absences are at a minimum. Schools are required to begin a formal process if they believe absences are excessive and/or inappropriate. The legal process can result in parents being fined.

Education regulations state that a child suffering from an infectious or contagious disease must be excluded from school for a definite time. These exclusion periods for different diseases are as follows:-

Student Absent Line:- (07) 5483 0460
## HEALTH EXCLUSION TABLE

<table>
<thead>
<tr>
<th>Disease</th>
<th>The patient shall be excluded from school:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mumps</td>
<td>Until a medical certificate of recovery is furnished.</td>
</tr>
<tr>
<td>Chicken Pox</td>
<td>Exclude until blisters have dried or at least 5 days after the eruption first appears.</td>
</tr>
<tr>
<td>Ringworms/Scabies</td>
<td>Exclude until the day after treatment has commenced.</td>
</tr>
<tr>
<td>Impetigo (School sores)</td>
<td>Exclude until appropriate treatment has commenced and sores on exposed surfaces are covered with a water tight dressing.</td>
</tr>
<tr>
<td>German Measles</td>
<td>Exclude until fully recovered or for at least 4 days after the onset of rash.</td>
</tr>
<tr>
<td>Measles</td>
<td>Exclude for at least 4 days from the appearance of rash.</td>
</tr>
<tr>
<td>Head Lice</td>
<td>Until treatment has begun. If head lice are identified in your child’s classroom a letter will be sent home requesting that the issue be addressed. A ‘Managing Head Lice at Home’ Package is available from the office on request.</td>
</tr>
<tr>
<td>Conjunctivitis</td>
<td>Until condition has disappeared.</td>
</tr>
</tbody>
</table>

## School Houses

There are four Houses which children are allotted to, for sporting and cultural activities.

These Houses are:

- **Dean** (green) - named after Mr Jack Dean who had a long association with this school as a P & C Association member and office bearer.

- **Kidd** (yellow) - named after Mr William H Kidd who as a Chairman of Widgee Shire Council (1924-69) assisted greatly in the development of the school.

- **Price** (red) - named after Mr Donald Price, the first Head Teacher of the school from 1910-42.

- **Stumm** (blue) - named after Mr Jack Stumm whose family resided on property along the Mary River at Southside.

New students will be allocated to a House upon admission.
**Lost Property**

All school clothing and other belongings must be clearly named for easy identification. Lost property is displayed at the end of every term. This is advertised in the newsletter. Term 1 and 4 cause concern for students when items of clothing are not labelled, as our school undertakes a swimming program.

Lost property will be kept in a trolley in the walkway (under Block B) for a limited time. Parents are welcome to check the lost property for items at any time. Lost school uniform items, which are not claimed, are put on display in the hall at the end of each term. Other lost property (unclaimed) is disposed of each term to a Charity. Parents are welcome to place lost property notices in the Newsletter for significant items of ‘lost’ personal property.

**Changes to Personal Details**

Please advise the school of any changes to address, telephone number, emergency contacts, etc. This information must be kept up to date so that parents can be contacted quickly in an emergency.

**Canteen**

A school canteen operates Tuesday - Friday selling wholesome food and drinks which conform to the Queensland Governments Healthy Choices Strategy. A list of available items will be provided to parents at the beginning of each year or upon enrolling new children.

Parents are urged to make themselves available for helping in the canteen (approximately 9.30am to 1.30pm). Your assistance will be greatly appreciated, as our canteen cannot operate without the support of parents. Please contact the school or canteen convener if you are not on the roster and would like to help.

The whole school operates on a bag ordering system for canteen orders. Online ordering is now available [www.ouronlinecanteen.com.au](http://www.ouronlinecanteen.com.au), or use the link on the homepage of the school website [www.gympiesouthss.eq.edu.au](http://www.gympiesouthss.eq.edu.au)

Specials are advertised regularly and “Special” menus operate on days such as our Athletic Day. On Monday the Year 5 Parents Group operate a sausage sizzle from the Canteen as a fund raiser for the Year 6 Canberra Trip.

**School Chaplain – “Chappy Jos”**

This school community provides a chaplaincy program endorsed by the school's Parents and Citizens Association. It is available on a voluntary basis to all students. The chaplain is involved in a range of activities at this school which are free of religious or spiritual content.

The chaplain may be accessed by students on the basis of self - referral, referral by a staff member or referral by a parent / caregiver. Parents may also avail themselves of the chaplaincy service by calling the school office for an appointment.

Parents may sign this form upon enrolment or at any other time during a student's enrolment to allow students to access this program at Gympie South.
Religious Instruction:

Religious Instruction was done differently at Gympie South throughout 2015 as a trial. Due to the success of this new format we will continue in 2016.

There are a number of factors that influenced this change. In the main they sit around:

- Access to Religious Instructors using the existing model.
- Ensuring that we get the most value out of our prime learning time
- Attempting to provide a more engaging model of RI delivery for the children that is appropriate and effective and
- Meeting our commitment to provide opportunities for RI to be conducted in our school.

The proposed plan is to not to have a weekly RI lesson but rather have an RI activity once per term in the last two weeks. The format is one similar to an Under Eights Day with a range of activities available to the children who are able to attend. The proposed structure is that the 1/2, 3/4, and 5/6 children would attend one session each once in each term.

We aim to provide an educationally sound RI program which relates well to the age of the child being taught. The lessons aim to be interesting, memorable, fun, and usefully relevant. Historical and cultural information broadens the scope of human understanding.

The RI program ensures the lessons are conducted in a non-denominational way, presenting basic Christian teaching with Bible stories, encouraging the children to develop their own understanding of God and how this may apply in their lives.

We hope that it will:

- make the RI learning more relevant and appropriate for the children.
- take the pressure off prime learning time throughout the term.
- allow the RI people to engage the children in a wider variety of activities and source a wider group of people to present/facilitate activities.

Program Title: Gympie South Religious Instruction Event

Sub Titles: Term 1 Easter, Term 2 - Guest Artist, Term 3 Good Samaritan, Term 4 - Christmas

Please be advised that this change to the religious instruction program available at this school will occur as of Term 1 Week 10 2015. This program will be the Gympie South Religious Instruction Event delivered by the current instructors for Gympie South with the assistance of volunteers and chaplains.

Students will be automatically placed into this program if the school has written parental instructions for their child to attend this religious instruction program.

If the school does not already have clear instructions on this and you wish your child to attend this religious instruction program, please provide written advice to the school.

The ‘Religious Instruction Permission Form’ is available on enrolment, from the admin office or from this website under ‘Enrolment’.

Parents of child/ren participating in these programs will be advised if a faith group requires funds to cover the expense of materials used in RI.
Students are allocated to RI based on information provided by parents on the completed Application for Student Enrolment unless other written instructions have been provided to the school.

**Note:** *This information remains operational unless the parent informs the school otherwise in writing.*

Students who are not participating in RI will be provided with other instruction in a separate supervised location. Other instruction must relate to part of a subject area already covered in class and may include, but is not restricted to:
- wider reading
- personal research
- revision / homework tasks

Parents will be advised of any changes to the RI program to ensure they are able to make an informed decision on their child’s participation.

**School Banking**

Children may bank with the Commonwealth Savings Bank through school banking which operates each Thursday. Details are available at the school or at the Gympie Commonwealth Bank. Any complaints or queries should be directed to the Gympie Commonwealth Bank. P & C volunteers electronically transfer the student deposits each week and bank books are returned to the students by the end of the week. The Commonwealth Bank pays the school a commission on each transaction, irrespective of the amount of the transaction. Bank books can be dropped into the canteen to be processed.

**Excursions**

Several excursions, which will be of educational benefit to the children, will be arranged to local places of interest for classes during the year. Usually students are asked to meet the cost of hiring buses when activities are arranged which involve travel away from the school, within the local area. Further details will be provided to parents when an excursion is planned.

**Bicycles**

Only children who know their road safety rules should be permitted to ride bicycles to school. Bike helmets are compulsory. Children are expected to “walk” their bikes in and out of the school grounds. Bike racks are located in the landscaped gardens at the front of the school.

Bicycles are not to be lent or borrowed without approval. During the day, bicycles are to be left in the bicycle racks and not touched by children. The bicycle racks area is out of bounds until school finishes. For security reasons, bike locks/chains should be used.

Helmets should be kept in each child’s bag or attached to their bag for storage.

**Fruit Snack**

Generally, each day, classes will have a break at approximately 10am to have a fruit snack/water break. During this time, fresh fruit or vegetables ONLY, are to be consumed. Please provide it already cut if required. This is a quick break that takes place in the classroom.
Cars in School Grounds

Parents are not permitted to drive cars into the school grounds to drop off or pick up children in the morning or afternoon. This applies to wet as well as fine days. The only parental access is via the pool entrance, where a Designated Car Parking Area is clearly defined. **Failure to observe the advertised parking restrictions, will lead to individuals being barred from using the area.** Disabled access is available via the main entrance. Please contact the Principal if you wish to avail yourself of disabled access so the most appropriate drop off/collection point can be determined.

**Our Prep Car Park area is NOT on the school site so all road rules and Parking restrictions are to be observed. Infringements are a Qld Police matter.**

Voluntary Contribution

To enhance the range of activities that children can be involved with in Art/Craft and support the school in the costs associated with photocopying/printing (paper/ink/toner, etc), the P & C have instituted a Voluntary Contribution. This contribution is intended to defray costs associated with these two areas and is direct support for our children in the provision of quality educational programs.

School Dental Service

All state primary school children are eligible to receive free regular dental treatment through the School Dental Service conducted by the Queensland Health Department.

Our school is visited each year by the mobile dental clinic which is staffed by a dentist, dental therapists and dental assistants. No treatment is provided without parental consent. When at Gympie South, the Dental Van is situated next to the Prep building at the front of the school.

Emergency dental treatment is available between school visits. Contact numbers for the service are: Clinic/Van Telephone Number: 0412 491 905.

Money

Money brought to school for excursions etc. should be enclosed in a sealed envelope which should be marked with the child's name, class, amount, and the purpose for which the money is required.

Money for collection and other notes should be deposited at the Collection Window in the Administration Building from 8:15am – 3:30pm, Monday – Friday. Large amounts of money (e.g. down payment for Camp Excursions) should be handed over at the Administration counter.

Children are not permitted to bring excessive amounts of money to school, eg. for spending at tuckshop.

Internet Agreement

Parents will be requested to complete this on enrolment. This details responsibilities in relation to Internet Access at School as well as publication of photos, etc.
Gympie South SS Parents and Citizens Association

Parents and Citizens are urged to assist in promoting the welfare of the school by becoming active members of the Parent and Citizens Association. General meetings are held on the second Tuesday of each month at the school at 7.00 pm. A cordial invitation is extended to all to attend.

Medication while at School

Expectations of Parents
Parent/Guardians are expected to undertake the following in relation to the administration of medication and/or management of health conditions.

1. Administering medication at school

If your child requires staff to administer medication to your child at school, please contact the school office in the first instance to discuss your child’s requirements.

Please note, school staff will only administer medication that:

- has been prescribed by a qualified health practitioner (the doctors signature is no longer required – please read the NOTE* below)
- is in its original container
- has an attached pharmacy label.

Office staff will ask you to complete and sign Section 1 of the Administration of medication at school record sheet.

N.B. If your child requires more than one medication, you will need to complete a form for each medication.

*NOTE: Health Practitioner is eg a Doctor, Dentist, Optometrist, but NOT a pharmacist. To administer medication to students during school or school-related activities, schools require the medication to be prescribed, which constitutes medical authorisation. Schools can confirm that medication has been prescribed by checking that:

- The original packaging is labelled ‘Prescription Only’ or ‘Controlled Drug’ (as these medications can only be sold by a pharmacists on a health practitioner’s prescription). or
- The pharmacy label on the students’ medication includes the health practitioner’s name. This includes both prescription and over the counter medications

2. Requirements for students at risk of anaphylaxis

If your child is at risk of anaphylaxis, it is important for you to provide the school with your child’s emergency medication and their ASCIA Anaphylaxis Action Plan, completed by your doctor. This Anaphylaxis Action Plan provides the instructions for the school to administer your child’s medication in an emergency, which is specific to respond to their health condition.

3. Requirements for students at risk of asthma

If your child has asthma and requires assistance to administer their medication, it is important for you to provide the school with your child’s emergency medication and their Asthma Action Plan, completed by your doctor. An Asthma Action Plan provides specific instructions for the school to administer your child’s medication.

We recognise that some students are capable of managing their asthma without adult assistance. If you are confident that your child can confidently, competently and safely self-administer their asthma
medication, let the school administration know. The school will record your decision and will not require your child’s Asthma Action Plan. Please note that if your child requires assistance in an asthma emergency, staff will provide Asthma First Aid.

4. Providing medication to the school

Before you provide the school with your child’s medication, check the expiry date to ensure it is in-date and there is enough for the agreed time period. It is also a good idea to take a note of the expiry date so that you can replace the medication before it expires.

Please note, school staff will not administer medication that you can buy over-the-counter at chemists and supermarkets (e.g. paracetamol, eye drops, cough syrup) unless it has been prescribed by your child’s qualified health practitioner. For example, the school would administer paracetamol to a student only if it has been prescribed by their dentist to be taken for a short time after dental treatment.

School staff are bound by these regulations and we hope that all parents will acknowledge and cooperate with these rules.

It is safer for all students if you can provide medication to the school in person (rather than send medication with the student). If you can’t provide the medication in person, contact the school to determine the easiest and safest approach for the school to receive the medication.

If you believe your child is capable of self-administering their own medication at school, please contact the Principal to discuss, as this requires the Principal’s approval.

When, your child’s medication is no longer required to be kept at school, please collect all unused medication.

If you have any concerns about your child’s health condition, please contact your doctor.

Thank you for your assisting the school in keeping our students safe and healthy.

SunSmart Strategy

Our school has a SunSmart policy which requires all children to wear wide brimmed/flapped hats while playing outside. Children who do not bring a hat to school will be encouraged to play under covered areas. Having a 'school' hat which remains at school is a good way of avoiding hats being left at home. Caps are not acceptable to ensure the sun safety of children while playing and students will not be able to play outside with a cap.

Students are required to wear of collared shirts with sleeves (school uniform) while playing outside. This includes wearing a sunsafe shirt/t-shirt while swimming. The SunSmart policy can be found on our school website under the tab ‘Enrolment’: www.gympiesouthss.eq.edu.au

Leaving the School Grounds

Once they have arrived at school, children should not leave the school grounds until school finishes. If there are exceptional circumstances whereby parents wish their children to leave the school grounds (eg. at lunch time), then written permission and an explanation must be provided by parents. The school will in some circumstances engage the Queensland Police Service if students leave the school grounds without permission.
Sunday Country Markets

One of the major fundraising efforts of our P & C Association is the Southside Country Markets (Contact Market Convener Kim Knowles 0418151352) which are held in the school grounds the second and fourth Sunday of each month. On each market day, one class is given the opportunity to sell raffle tickets and conduct a sausage sizzle and so, raise funds for use by that class. Parents are asked to either donate items for the raffle and/or to come along and help in the canteen or market shed when it is the turn of their child's class. A parent from the class group is asked to be the coordinator for this activity. Please support our country markets.

School Bus Services
There are a number of bus services that operate from the school. Please contact Polleys to work out the best point of contact to access those services should you desire to do so.
Each bus service is conducted by a Conveyance Committee, made up of all parents, who have eligible children, travelling on the bus.
Responsibility for bus behaviour rests with the school, bus driver and Conveyance Committee, depending on the severity of the inappropriate behaviour.

Mobile Phone Policy for Students and Staff
Students
It is recommended that students not bring mobile phones to school. However it is also recognized that mobile phones have become an integral part of our lives. At school our prime business is the teaching and learning that is occurring in our classrooms. Therefore the use of mobile phones must not interfere in this process.

Gympie South promotes Mobile Phone/Electronic Device etiquette by reinforcing:
• The importance of students displaying courtesy, consideration and respect for others whenever they are using a mobile phone or electronic device;
• The use of mobile phones or electronic devices that is not disruptive to the school routine.
• The requirement that all mobile phones/electronic devices will be switched off and handed into the Administration when brought to school and collected from the Administration at the end of the school day;
• Bus students to collect their phones at 3:20pm when the bus bell goes, with the exception of early bus students getting the bus from the school side;
• That in-phone camera use is inappropriate and will not be tolerated in toilets, change rooms or to capture physical assaults;
• That the use of mobile phones/electronic devices that contravenes the school’s Acceptable Use Policy will lead to the device being confiscated by school staff, with the return of the equipment to be at the end of the school day and parents notified;
• The recording of personal conversations or daily activities and distributing this further will result in disciplinary action and contravenes the Invasion of Privacy Act 1971; and
• The sending of text messages or posting statements to websites that contain obscene language and/or threats of violence may amount to bullying and or harassment or even stalking will be subject to disciplinary action and potentially police investigation.
Staff
Mobile Phones are to be turned off at the following times:
- Students – designated class time.
- Teaching Staff – student contact times and rostered duty times.
- Non-Teaching staff – rostered work hours and rostered duty times.

Staff and Students
These guidelines apply to all school activities including those off-site.

Parent – School Interactions and Communications

Communication Between Home and School

For a school to function effectively there must be close co-operation and understanding between parent and teacher, between school and home as well as between student and teacher. Should there be any cause for misunderstanding between home and school, please do not hesitate to contact us at school, either by visiting or by telephoning. Get to know your child’s teacher, and try to take an active part in school activities and organisations. Especially take an interest in the work your child is doing.

Parents in Classrooms
Parents are encouraged to volunteer to assist teachers in classroom activities. These may include listening to children read, assisting with group activities, art and craft activities, swimming, sport or on excursions.
Please contact class teachers if you feel you would like to assist and be actively involved in school activities.

We have developed Volunteer Guidelines which you should read if you intend assisting in your child’s class. A copy of this is included in this package.

Parent helpers in the school (whether it be in the classroom or canteen) should sign on and off in the Office to protect themselves under the P & C Insurance cover. This is also a requirement of Fire and Safety in case of an evacuation or lockdown so we can account for all personnel on the school premises.
N.B. Parents do not need a Blue Card when involved in Gympie South School activities.

Discussing Your Child’s Needs or Progress
Parents are invited and encouraged to visit the school to talk with the Class Teacher on any occasion when they feel there is a need to discuss a child’s progress or problems. It is best to first arrange a suitable time by telephoning the school or by writing a note to the teacher. Parents are asked not to come to the school to discuss a child’s progress with teachers during teaching time, but to arrange a time in advance either before or after school.

Class Curriculum Newsletter
Class teachers distribute these at the beginning of each Term to inform parents of the specific curriculum learning the children will be exposed to and also other class specific activities which may be of interest to parents.
**Newsletter**
A weekly newsletter, "Southside Star", is forwarded to parents to keep them informed of events and happenings at school. This will be available each Tuesday via the school web page, direct email or paper copy on request.

**Gympie South State School Facebook Page**
Gympie South uses the Facebook page to share events and information on a regular basis. This is a site that many use to support communication between home and school and is to be used by all parties in a positive, appropriate manner. Any users that post inappropriate material or content will be blocked from the site.

**Reporting**
Semester reports are issued at the end of each Semester (Terms 2 & 4) and the opportunity is made available for parent-teacher conferences at these times as well. Children’s reports are on an A – E continuum to display their level of achievement.

**Our School Annual Report** is available electronically on our School Web Site www.gympiesouthss.eq.edu.au.

**Homework**
Homework is a regular part of everyday schooling. Children at Gympie South will be set homework to complete that will consist predominantly of revision of literacy and numeracy skills or the completion of work started in class. At “South” we acknowledge that many children have very active lives outside school and that homework can be a source of conflict between parents and children and in turn parents and teachers. For this reason while we strongly encourage you to support us with the completion of homework children won’t be unduly penalised for not completing it. The most important work you can do with children at home is to support them in practising their reading and ensuring they are learning their basic maths facts.
#### Making a Complaint

**1. Discuss your complaint with the class teacher**

If your complaint is with your child’s teacher or relates to an issue concerning your child’s experience at school, make an appointment with that teacher as soon as possible through the school administration. Discuss your complaint with the teacher and give the teacher an opportunity to suggest a solution. The teacher will make a record of your complaint and report your meeting and any outcomes to the school principal. Together, both you and your child’s teacher should be able to resolve the problem at this level.

**2. Discuss your complaint with the principal**

If after approaching your child’s teacher your complaint remains unresolved, make an appointment to see the school principal to discuss the issue further. Alternatively, you and the teacher may agree to ask the principal to act as a go-between in informal conflict resolution in an attempt to resolve the problem.

If your complaint relates to more general school matters, including issues of school policy and issues of compliance or non-compliance, you should raise your complaint directly with the principal or their delegate. The principal may refer your complaint to a delegate such as the deputy principal or Business Services Manager. The staff member will make a record of your complaint and work with you to come to a resolution.

Complaints to the principal may be lodged in person, by telephone, writing or via email. Principals’ email addresses can be accessed through the Schools Directory at [www.education.qld.gov.au/directory/](http://www.education.qld.gov.au/directory/) - select the relevant school, then click on the email link.

**3. Contact your local education office**

If you have discussed your complaint with the principal and still feel that you have not reached a resolution, you have the right to contact your local Department of Education and Training office.

Complaints may be lodged by telephone or in writing. Your complaint should be specific in detail and outline the steps you have taken to resolve the issue. Ensure your complaint includes your full name and address and that you have signed and dated it. It is also a good idea to keep a copy for your own records.
Anonymous complaints will only be acted on if enough information has been provided to allow for follow-up with the relevant school principal.

When you contact your local education office a record will be made of your complaint. You will also be advised that your name and the nature of your complaint will be reported back to the principal of your school. Local office staff will then work with you and your school to seek a resolution.

Addresses and telephone numbers for the Department of Education and Training offices are listed in the White Pages of your local telephone directory and are also available through the Schools Directory at www.education.qld.gov.au/directory/

4. Independent review
If you have not been able to resolve your complaint through these formal processes, you can lodge your complaint with the Queensland Ombudsman. The Ombudsman may be contacted at:

**Office of the Ombudsman**
GPO Box 3314, Brisbane, Qld 4001
Email: ombudsman@ombudsman.qld.gov.au Telephone (07) 3005 7000 or Toll Free 1800 068 908 Fax (07) 3005 7067

**The role of Parents and Citizens’ Associations (P&Cs)**
Complaints about services that are run or managed by the P&C at your school, for example after school care or the tuckshop, should be directed to the P&C in the first instance.

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**Insurance**

**School newsletter item published with Schools Update 23 January 2012**

**Insurance cover for students**

Some school activities and physical education, particularly contact sports, carry inherent risks of injury.

Parents are advised the Department of Education and Training does not have student accident insurance cover for students.

If your child is injured at school as a result of an accident or incident, all costs associated with the injury, including medical costs are the responsibility of the parent or caregiver.

Some incidental medical costs may be covered by Medicare. If you have private health insurance, some costs may also be covered by your provider. Any other costs must be covered by parents.

Student accident insurance pays some benefits in certain circumstances should your child have an accident.

It is up to all parents to decide what types and what level of private insurance they wish to arrange to cover their child.

Please contact your insurer or an approved Australian insurance broker if you wish to take out student personal accident insurance cover for your child.
School Studies and Activities

Instrumental Music
Teachers of instrumental music visit the school each week to instruct children in the playing of brass, woodwind or string instruments. Children may enrol in the program for strings instruction from Year 3 and for woodwind and brass instruction from Year 4.

It is preferable for children to have their own instruments especially if they intend to learn for several years. However there are a limited number of instruments owned by the school. Children may borrow these for a nominal fee. There is also an annual fee per year for participation in the Instrumental Music Program.

Children involved in this program also have the opportunity to be involved in school ensembles, district bands and groups. The instrumental music program is continued in the state high schools in the district.

Participation in the program each year cannot commence until ALL levies are paid.

Physical Education and Sport
A variety of sports is offered to children throughout the year both recreational and competitive. Sports ovals, swimming pool, tennis court, basketball court, hall activities as well as outdoor play and exercise equipment are available.

All children are expected to participate in Physical Education lessons as part of the regular school curriculum. Swimming lessons are conducted weekly in our pool during Terms 1 and 4. On their swimming day children must bring swimming togs, sun shirt/t-shirt, towel, brush or comb and sunscreen in a swimming bag. Children must wear a sun shirt. Children who cannot participate in lessons for health reasons must bring a written note from parents. Children who fail to provide parental advice will be given a form letter to explain why they are not participating.

Inter-house swimming and athletics carnivals are held each year as well as school cross country and ball games carnivals.

Older children also have the opportunity to participate in inter-school sport against other Gympie schools, throughout the year.

An inter-school athletics carnival is also held each year from which children are able to be selected in Gympie District and Zone teams to compete at regional championships. Students 10 – 12 years of age also have opportunities to trial for Zone selection in a variety of sports.

Talent Identification Squad
This group of middle school students are involved in a program which offers the more competent athletes the opportunity to extend and develop skills and theory in a variety of sports.

Drum Corp
Our Drum Corp meets Tuesday afternoon at 3:00pm at school to practice. They perform at local civic functions and public displays. Students from Yr 5-6 are able to join this group.
Children Who Need Learning Support

A Learning Support Teacher (Support Teacher Literacy and Numeracy - STLN) will be involved in assisting classroom teachers to support children requiring additional help with school work. South has a STLN who works with classroom teachers to support identified children in Literacy and Numeracy.

We also have a Special Education Program for children who have been ascertained with a disability, staffed by Special Education Teachers.

The School has a Social Justice Committee which meets fortnightly to manage Special Needs Programs and children who may require support, emotionally and academically. Children identified may be referred to the District Guidance Officer.

Children who are gifted and talented are also catered for by providing them with enrichment programs within their own class or within specially organised programs, and lunch time clubs.

Behaviour Management

This school has a Student Support Committee and a School Support Plan (see enclosed brochure) which encourages children to behave at all times in a polite and socially acceptable manner, to be considerate of others, and which strives to develop in children measures of self-discipline and self-control. Children's behaviour which inhibits other children's opportunities to learn will not be tolerated.

Our Keys to success at South are developing Confidence, Resilience, Persistence, Organisation and Getting Along skills.

Extra-Curricular Activities

Activities outside the normal school routine are seen as being of much value in assisting in the development of the aims of the school. Extra-curricular activities which may be arranged for children during the year include; visiting Arts Council performances, school camps, social functions with parents at school or elsewhere, inviting visiting speakers to school, etc.

Parents will be advised in advance of such activities.

Excursions/Camps

During your child's time at Gympie South they will have access to a range of Excursion and/or Camp opportunities that are designed to complement their learning at the school. These can range from Staybacks in the early years through to a Canberra Trip in Year 6. As these opportunities arise you will receive timely advice from the school to allow you to plan financially to be able to take advantage of what is on offer. Please be aware that behaviour issues (see Responsible Behaviour Plan page 22) can impact on whether your child is able to participate. Separate permission will be sought on each occasion.
The school resource centre has available a wide variety of resources to support learning and teaching. These include books, charts, pictures, games, computer software, compact discs, kits, magazines, videotapes and audiotapes. The centre has fiction, non-fiction, reference and teachers' areas as well as facilities for television/dvd viewing, listening to tapes, database searching, desktop publishing and telecommunications.

Opening Hours
School days: 8.30am - 3.00pm.

Loans
Students are welcome to borrow up to two items for one week, with the option to renew for a further week. In general, reference and audio-visual materials are not available for home loan. Prep borrows 1 book, Year 1 borrows 1 book until Term 3, when they may take home 2 books.

Students are issued a borrower's number for the circulation system when they enrol. This number remains with the student throughout their years here. Staff and parents who borrow regularly are also issued with numbers.

The use of protective bags for borrowed materials is strongly recommended. **NO BAG NO BOOK.** Students may use plastic shopping bags. Students who consistently don’t return books promptly will have their borrowing rights reduced. Damaged or lost books will need to be replaced.

Copyright
It is an infringement of copyright to copy any resource centre materials.

Parent Library
Parents are welcome to borrow from the general collection, but in addition may use teacher reference and parent reference items from the library/staffroom.

Bookweek
Children's Bookweek is an annual event around August to celebrate the excellence of Australian literature for children. There are usually special activities at the Resource Centre.

Parent Helpers
The effective functioning of the resource centre depends on voluntary help so any time that can be spared for helping out is greatly appreciated. Please indicate if you are able to help regularly so training can be provided.

Computers
Students may use computers in lunch hours for educational use only. Only sites nominated by teachers/librarian are to be accessed. Searching the Internet must be done under adult supervision.
School Uniform/Classroom Needs

The following items are available from the tuckshop. Only limited stock of these items is kept. We do place orders throughout the year. Order deadlines will be advertised in the school newsletter.

### Uniform Prices

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Polo Shirt - size 4-16</td>
<td>$30.00</td>
</tr>
<tr>
<td>Hats - reversible with house colour inside - sizes 55cm and 59cm</td>
<td>$15.00</td>
</tr>
<tr>
<td>Boys - Cargo shorts - size 4-12</td>
<td>$20.00</td>
</tr>
<tr>
<td>Girls - Skorts - size 4-12</td>
<td>$20.00</td>
</tr>
</tbody>
</table>

All of the above is acceptable to be worn on any occasion. There may be instances where there is a definite need to have everyone dressed in a similar fashion, eg: Eisteddfod Choir etc, and in such cases, a standard dress option will apply.

Outdoor play at Gympie South requires, a sunsmart hat, shoes (closed in, non slip off) and a collared shirt. Free dress days students need to still wear appropriate clothing in line with our Sunsmart Policy (see the school website to view our Sunsmart Policy)

### Classroom Needs - Prices

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair Bags (calico) junior</td>
<td>$10.00</td>
</tr>
<tr>
<td>Library bags - waterproof</td>
<td>$15.00</td>
</tr>
<tr>
<td>Chair bags (calico) senior</td>
<td>$10.00</td>
</tr>
</tbody>
</table>
Gympie South State School – Dress Code
Updated February 2014

Overview:
(ref: Dept Education Policy and Procedures – Student Dress Code)
At Gympie South State School we maintain a safe and fair environment for students. Part of this process is the development of a dress code. Dress codes provide clothing that aims to contribute to a safe and supportive teaching and learning environment through:

➢ Ready identification of students and non-students at school
➢ Fostering a sense of belonging
➢ Developing mutual respect among students by minimizing visible evidence of economic or social differences

Acceptable or reasonable dress refers to clothing or apparel that would be socially acceptable, although it might not conform to the school’s student dress code. Inappropriate dress refers to clothing or apparel worn by students that is deemed to be:

➢ offensive
➢ likely to disrupt, or negatively influence normal school operations;
➢ unsafe for student or others
➢ likely to result in a risk to health and safety of student or others.

Gympie South’s Policy:
Students are to wear the school uniform at all times. There may be instances where there is a definite need to have everyone dressed in a similar fashion, eg: Eisteddfod, Choir etc, and in such cases, a standard dress option will be requested at that time. During swimming carnivals and free dress days all students will be required to wear sun safe clothing. See our ‘Sunsafe Policy’ It is an expectation that students wear the school uniform with closed in footwear and a broad brim hat if they wish to participate in outdoor activities. When the children leave the school on excursions, they are expected to wear the uniform. A school uniform makes it easier for school staff to identify students belonging to our school.

Jewellery:
The wearing of jewellery will be determined around it’s safety for the activity at that time. Students participating in a curriculum activity may be asked to remove or tape over jewellery for the purposes of safety. In subjects where the teacher assesses there is a risk from jewellery eg: PE, they may ask students to remove it for that lesson. This excludes any medical alert bracelets which have to be worn at all times. It is encouraged that, students where minimalistic jewellery eg: small studs in ears in preference to anything that may cause injury.

The ‘Dress Code’ has been endorsed by the P&C 11/03/2014
**Responsible Behaviour Plan**

1. Be prepared for learning
2. Keep yourself healthy
3. Take pride in yourself, your school and the community
4. Show respect and use good manners
5. Care for your own safety and property
6. Care for other people’s safety and property

This Responsible Behaviour Plan has been developed collaboratively by the school Community (students, parents and staff) to ensure that an effective and safe teaching and learning environment is maintained.

This plan recognises the rights of:
- students to feel safe while at school and to be able to learn without disturbance.
- staff to teach in a secure and safe environment
- parents to know that their children are in a safe and secure learning environment.

The foundation stones of this plan are:

**Rights and Responsibilities**
To be entitled to these rights there are accompanying responsibilities which enable these rights to be exercised.

**Review**
This plan will be reviewed on a regular basis as the school community feels such changes are warranted.
It is important that this plan, at all times, reflects the current school community’s values and beliefs about behaviour management and that the plan is responsive to and supportive of these values and beliefs.

**Mission Statement for a Supportive School Environment**
The whole school community will feel our school is a happy and supportive environment which enables them to belong and achieve individual and team goals.

**Values and Beliefs**
Our values and beliefs about behaviour management reflect Education Queensland’s views on social justice.
- Students should be made aware of and be actively involved, wherever possible, in the preparation of rules and consequences.
- Behaviour management needs to be a co-operative effort between teacher/parent/principal/other staff/ and child concerned.
- Consistency in enforcement of rules throughout the school is vital.
- All students and staff have the right to learn/teach and play without disruption.
- The ideal situation is one where a person respects themselves and others. Each person is self disciplined and responsible for their own behaviour.
- Involvement of students in a range of well prepared, interesting curricula will enhance learning, social skills and co-operation.
<table>
<thead>
<tr>
<th>Support Stage</th>
<th>Support Personnel</th>
<th>Support Strategies</th>
<th>Characteristics</th>
<th>Possible Logical Consequence</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Nil</td>
<td>Recognition of Self Management</td>
<td>Respects the rights of others Completes set tasks Participates in classroom activities Consistently manages own behaviour and choices</td>
<td>Certificates Recognition at the end of Semester 1 and 2. Full participation in school activities.</td>
</tr>
<tr>
<td>1 (Minor)</td>
<td>Classroom Teacher</td>
<td>Classroom Strategies Behaviour Contract Parent Contact – Partnership Letter to Parents (Support Stage 1) Graduated return to previous Support Stage (4 weeks) Discuss with Administration Lower level of support</td>
<td>Exhibits low level classroom and/or playground difficulties</td>
<td>Chill Out Room Behaviour Contracts Buddy Class Student Reviews – weekly meeting with identified students to monitor and prevent escalation. Participation in school activities may be jeopardised with recommendations from the Student Support Committee provided to Administration for final decision.</td>
</tr>
<tr>
<td>2 Low Level Support (2a) (Major)</td>
<td>Classroom Teacher Administration</td>
<td>Letter to parents (Support Stage 2) Graduated return to previous Support Stage (8 weeks) Individual Behaviour Management Plan (IBMP) optional for long term support.</td>
<td>Exhibits more severe inappropriate behaviours ie non-compliance, inappropriate language, leaving school ground without permission, physical behaviours, bullying, truancy.</td>
<td>Detention Withdrawal from classroom to Buddy Class and/or Chill Out. Student Reviews/Monitoring Cards – weekly meeting with identified students to monitor and prevent escalation. Participation in school activities may be jeopardised with recommendations from the Student Support Committee provided to Administration for final decision.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Individual Behaviour Management Plan (IBMP) mandatory for long term support.</td>
<td></td>
<td>Withdrawal from classroom and/or playground to Administration. Student Reviews/Monitoring Cards – weekly meeting with identified students to monitor and prevent escalation. Participation in school activities may be jeopardised with recommendations from the Student Support Committee provided to Administration for final decision.</td>
</tr>
<tr>
<td>3 (Major)</td>
<td>Classroom Teacher Administration External Support (GO/BM)</td>
<td>Individual Behaviour Management Plan (IBMP) for long term support. Meeting prior to re-entry involving support personnel and parents. Letter to parents (Letter of Suspension: 1-5 days/6-20 days) Graduated return to previous Support Stage (10 weeks) Intensive support and monitoring</td>
<td>Exhibits high level of inappropriate behaviours ie disruptive behaviour affecting others, refusal to participate in program, verbal/non-verbal misconduct, physical misconduct, property misconduct, substance misconduct, absences, other conduct prejudicial to the good order and management of the school.</td>
<td>Suspension Compliance with IBMP and re-entry plan. Involvement in school activities is jeopardised with recommendations from the Student Support Committee provided to Administration for final decision.</td>
</tr>
<tr>
<td>4</td>
<td>Classroom Teacher Administration Ext. Support (GO/BM) District Office</td>
<td>Identification of Alternative Education options</td>
<td>Via a risk assessment process the school is unable to ensure safety of the child, students and/or staff.</td>
<td>Recommendation for suspension pending exclusion.</td>
</tr>
</tbody>
</table>
Specific School Programs

Protective Behaviours Program

This program has been introduced to the school following a perceived need by the staff and community for a training process which would empower the students to present and/or halt violence and abuse. The children participate in the system at each year level and it enables a child to identify and deal with situations in which they do not feel safe. The protective behaviours are reviewed each semester and complimented with Cyber Safety Information sessions.

South Senior Program

Our school proudly supports our “South Senior” Leadership program. Our programs aim is to develop the leadership potential of all Year 6 students.

To develop their leadership skills, each student will be a member of four different committees throughout the school year (one per term). Each committee will have particular roles to play in the running of our school and will be led by a Committee Leader.

Their involvement in each of these committees will promote a sense of ownership in their school, pride in their school and self, provide opportunities to engage in real-life learning experiences and encourage positive and productive interactions with fellow students and adults within the school community.

You Can Do It!

The purpose of the “You Can Do It!” Program or “5 Keys to Success at South – Unlock the Door!” is to support our students, staff and wider community in optimising their social and emotional outcomes. The program identifies 5 “keys” which underpin the development of social and emotional learning in people.

The 5 Keys to Success are:
Confidence;
Persistence;
Organisation;
Getting Along; and
Resilience.

This program is the underlying structure of our Responsible Behaviour Plan and is a proactive model that encourages promotion of social and emotional strengths.

Prep-Year 5 Buddy Program

This program supports the development of responsibility and leadership qualities in our Year 5 students, prior to them becoming “South Seniors”, as well as provides our Prep students with a “Buddy” to assist their transition into Primary school. Weekly activities, co-operatively planned by our Prep and Year 5 teachers, allow our Year 5 students to develop the Keys to Success prior to their leadership responsibilities in a supported, structured environment.
Camping/Major Excursion Program

This is a sequential program beginning in Yr 1 with 'late stays' or 'sleepovers' and extends through to a major excursion to Canberra in Year 6.

Talent ID Program

This is a Sport Extension Program for students in Years 5 – 6. Students with a high skill level, positive attitude, good work ethic in class and during Phys. Ed. lessons, and a high behaviour standard can be offered a position in the Program. Each week, Talent ID students receive extra Theory & Practical Sessions (during school time) to further develop their knowledge and skills in this area. Many extra-curricular activities are also organised for these students.

School Watch Program

South School participates in this program which promotes community responsibility and participation in the security of school premises and property.

School Watch Number: 131 788

LOOK! LISTEN! REPORT!