



## PARENT/CAREGIVER INFORMATION BOOK 2020

<b>Telephone</b>	08 8223 5184
<b>Email address</b>	dl.0120.info@schools.sa.edu.au
<b>Fax</b>	08 8223 7114
<b>Web</b>	www.gillesstps.sa.edu.au
<b>Address</b>	91 Gilles Street, Adelaide SA 5000
<b>Out of School Hours Care</b>	08 8227 1746

### **Leadership**

Michael Bawden	Principal
Ginny Pryor	Assistant Principal - IELC
Kristy Cannon	Assistant Principal - Wellbeing & Inclusion
Mark Tucker	Assistant Principal – Innovation & Learning

### **Front Office**

Dil Alahakoon	Business Manager
Rod McGuiness	Administration Officer
Sarah Ladd	Administration Officer

### **Out of School Hours Care**

Steve Kirk	Director
------------	----------

---

### **"THE WORLD IN OUR CITY SCHOOL"**

At Gilles Street Primary School we thrive in a learning environment that powers up and empowers learners. We strive to develop inquiring, creative and respectful individuals, who through learning from each other form a deep appreciation of the richness of humanity and their role in shaping it.

Gilles Street Primary School is a Mainstream R-7 School which also provides a specialist Intensive English Language Program. Our Intensive English Language Centre serves the academic and social English language needs of primary aged students who will be entering a mainstream school in South Australia.

## SCHOOL OFFICE HOURS

8.00 am - 4.00 pm

## 2020 DEPARTMENT FOR EDUCATION (DfE) SCHOOL TERM DATES

Term 1	28 January - 9 April
Term 2	27 April - 3 July
Term 3	20 July - 25 September
Term 4	12 October - 11 December

## SCHOOL TIMES

<b>Start</b>	<b>8.55 am</b>
Recess	10.50 am – 11.20 am
Lunch	1.00 pm – 1.30 pm
<b>Finish</b>	<b>3.15 pm</b>

Teachers schedule a fruit break within the morning session.

We believe attendance is critical to maximise educational and social outcomes for our students. Regular attendance is an important part of maximising participation, retention and attainment. **It is the responsibility of parents/caregivers to support the school by ensuring children are punctual for school at all times.**

## ARRIVING AND LEAVING SCHOOL

**Students should not be at school before 7.45 am or after 3.30 pm.**

Before school supervision is offered from 7.45 am – 8.30 am free of charge to all of the school community.

\*After School Care (ASC) operates from 3.30 pm – 6.15 pm. Students must be enrolled in Out of School Hours Care (OSHC) to attend this service.

**Parents are not to ask students to remain on the footpath for picking up after 3.30 pm.**

\*In the case of children being unable to be collected due to an emergency, at 3.30 pm a staff member will take those children to the front office. Please contact, if possible, the front office and advise of the emergency. Student safety is our highest priority.

**When crossing Gilles Street please use our school crossing and encourage your children to do the same. In the interests of your safety, please use the main school gates and avoid entering the school via the car parks.**

## ABSENCES

If your child is to be absent from school, parents must contact the school by 9.00 am.

If a student arrives after 8.55 am they are to advise the front office of their arrival.

It is acceptable for your child to come to school for half a day if they have a dental, medical appointment etc. in the morning or the afternoon. Please report to the front office to sign your child in or out.

**If your child is to be absent for family/travel/holiday reasons during school term time, an exemption form must be submitted to the school. Please ask your child's teacher or at the front desk for further information.**

### **TRANSPORT**

Our central location makes us very accessible by public transport. A free tram service runs between Port Road, Hindmarsh and South Terrace. There are bus routes along King William Street and Pulteney Street as well as the Glenelg tram line within easy walking distance.

### **SUBSIDY FOR SCHOOL FEES – SCHOOL CARD**

You may be entitled to the School Card Scheme subsidy. Please discuss this at enrolment. More information and eligibility is available from <https://www.sa.gov.au/topics/education-and-learning/financial-help-scholarships-and-grants/school-card-scheme>

### **CHILDREN WITH SPECIAL MEDICAL CONDITIONS**

On enrolment, all parents/caregivers are requested to inform the school regarding

- any special medical conditions regarding their child
- treatment required for special medical conditions.

Children requiring special medication e.g. for bee stings or food allergies, asthma etc. must have medication supplied by parents/caregivers. The medication must be clearly labelled with the child's name and directions for use. **A Health Care Plan written by a doctor must be provided to enable the storage and administration of medication to your child.**

Gilles Street Primary School is a Food Allergy Aware school. Guidelines have been created in an attempt to reduce the potential risk for members of our community who may suffer from food allergies. The school acknowledges that due to food processing practises it is impractical to eliminate nuts or nut products entirely from an environment where there is food. [www.gillesstps.sa.edu.au/Whole-School-Publications](http://www.gillesstps.sa.edu.au/Whole-School-Publications)

### **BIRTHDAY AND CELEBRATION GUIDELINES**

Birthdays and celebrations are an important part of a child's life and we have many opportunities to celebrate these. Please discuss any planned celebrations with your child's teacher before the event in order to take into account the variety of cultural, dietary and religious considerations within the class.

The Birthday and Celebration guidelines can be found here <http://www.gillesstps.sa.edu.au/Whole-School-Publications>

## SCHOOL LUNCHES

The school does not operate its own canteen but children may order lunches through the school. Ordered lunches are provided by Scootz. Orders are collected from Gilles Street Primary School by 10.00 am.

When sending a packed lunch from home, please see that lunch boxes and drink containers are labelled with your child/children's name.

We do not permit any aerated drinks or lollies at school except in the event of organised events.

**For safety reasons glass containers ARE NOT PERMITTED.**

The school follows the Right Bite Policy with a healthy food break incorporated into the morning session.

## SCHOOL UNIFORM

The school colours are Royal Blue and White. School polar fleece tops & polo-shirts both short and long sleeved are available for purchase from the school.

School hats (bucket or broad-brimmed) are also available from the school.

**All students are required to wear hats when outdoors in Term 1, 3 and 4 and when the UV is above 3 as per our Sun Smart Policy.**

## SCHOOL COMMUNICATION

We communicate information from the school in a number of ways.

- **Flexibuzz**

This is our daily communications app. The app can be downloaded from your App Store or if on Windows web access is from [www.flexibuzz.com.au](http://www.flexibuzz.com.au). Please register, find our school and add the boxes that are relevant to your child e.g. instrumental music, netball. Whole school notices and classroom reminders will come via Flexibuzz regularly. Please ensure you have applied notifications settings.

- **Newsletter**

The newsletter is published up to 3 times per term. It includes upcoming diary dates and school highlights. The newsletter is available from the school website <http://www.gillesstps.sa.edu.au/Newsletter-GSPS>, is sent out via Flexibuzz and is available through the Sentral Parent Portal for mainstream families. You can subscribe to the Gilles Street News in Brief (an abridged version of the full newsletter) and have it emailed directly to your inbox. Paper copies are available on request only. Please see the front office.

- **School Website**

Information about the school, calendar and diary dates is available from <http://www.gillesstps.sa.edu.au/Latest-News>

- **Sentral Parent Portal (Mainstream parents only)**

Sentral is our Learner Management System. You are able to access school and parent bulletin notices and some information about your child, including school reports. Your access to the Sentral Parent Portal will be

organised after your child begins school. IELC parents will receive the same information through all other communication channels.

- **Social Media**

You can also keep up to date with the school on Twitter @GillesStreetPS and Facebook <http://www.facebook.com/GillesStreetPrimarySchool>

- **Class Newsletters**

Class newsletters are sent home at least once per term.

## **REPORTING TO PARENTS**

Communication with parents is ongoing throughout the year by phone, in writing or through informal and formal meetings. Parents are welcome to contact the class teacher at any time if they have any concerns regarding their child. Additional meeting times or reporting processes may be organised for individual students at the teacher's or parent's request. The following overview is the agreed expectations for all mainstream staff in the reporting cycle.

<b><u>Term One</u></b>	
Week 1 – Friday	New Parents Welcome Morning Tea
Week 3	Acquaintance Night
Mid Term	First Impressions Report

<b><u>Term Two</u></b>	
Week 7 (Friday)	Written Mid-Year Report (R-7)
Weeks 9 & 10	Three Way Conferences

<b><u>Term Four</u></b>	
Week 9 (Wednesday)	End of year report

## **STUDENT RECORDS: PRIVACY AND ACCESS**

Student records are collated to meet the needs of our school and Department for Education requirements.

Student records are confidential and secured in storage cabinets. Student records are accessible to custodial parents provided they seek the Principal's permission and that they are viewed at school.

Reports for persons other than the parent/caregiver may be supplied provided permission has been given by parents/caregivers.

Information may be made available to other teachers within the school and to officers of the Department.

## **CLASS PLACEMENT**

There are many things we consider in the placement process including friendship and social networks, teacher recommendations and advice from the children.

Parents are welcome to make requests which will be considered and every attempt will be made to accommodate them. However, there may be some requests that we cannot meet.

## **MAINSTREAM: CURRICULUM**

Gilles Street Primary School is currently using the Australian Curriculum from Assessment & Reporting Authority (ACARA) in planning, delivering, assessing and reporting curriculum. This online curriculum can be viewed at <http://www.australiancurriculum.edu.au>

The learning areas are:

- English
- Mathematics
- Science
- Humanities & Social Studies
- Languages – Spanish
- The Arts (Music/Drama – Specialist)
- Health and Physical Education
- Technologies (Design and Digital Technologies)

## **THE INTENSIVE ENGLISH LANGUAGE CENTRE**

Gilles Street Primary School is part of the network of Primary Intensive English Language Centres (IELC) in South Australian Schools. The IELC provides Intensive English Language support for students who:

- were born overseas in a Non-English speaking country, and have been in Australia for less than twelve months (eighteen months for Junior Primary age students)
- are a refugee, migrant or approved temporary resident
- 

We prepare students for success in the Mainstream school environment and develop student confidence to live in their new community. Students generally stay in the IELC for twelve months. At Gilles Street Primary School the IELC is an integral part of the school with all students engaged in a variety of whole-school programs including The Arts, Health and Physical Education. We acknowledge and value the cultural diversity of our students and support cross cultural and intercultural knowledge and understanding across the school. Further information is available on request.

Students in the IELC access Performing Arts and Media Studies as specialist subjects.

## **DfE WATER SAFETY EDUCATION PROGRAM**

During the year students participate in the DfE Water Safety Education Program conducted by specialist instructors at a pool. As this is part of the curriculum we expect all children to attend. A consent/health form will be sent home prior to the water safety program.

## EXCURSIONS & PERFORMANCES

Excursions and performances are an important part of our learning program. Learning in the classroom is enhanced by an excursion or performance when children have first-hand experience. These activities stimulate the children's interest, assist the development of language and are also enjoyable because learning takes place in a different environment.

Excursions are valuable for the development of social skills. **We expect all students to be involved in these activities.** If an excursion/performance is missed, much of the classroom work is less meaningful.

Before each excursion/performance a consent form will be sent home explaining the details and its cost. The consent must be signed and returned if your child is to attend.

When you enrol your child, you will be asked to sign a general consent form for your child to take part in excursions in the local area e.g. South Parklands and Walyo Yerta Community Gardens

## SUPPORT PROGRAMS

A variety of support programmes operate across the school and include:

- **English as an Additional Language or Dialect**  
A specialist teacher, for children in mainstream classes who have English as their second language, provides EALD support.
- **Intervention**  
Intervention in Literacy and Numeracy is provided through Multi-lit, Mini-lit and QuickSmart Maths programs.  
Where children have additional need for support, advice is sought from DECD support services.
- **Bilingual School Services Officers**  
Bilingual School Services Officers (BSSOs) are employed at this school to assist students and parents. If we do not have a BSSO who speaks your language the school can arrange to have an interpreter. The school will need to be contacted and an appointment made.
- **Translations**  
Translations are available in a range of languages for main school policy documents and notices.

## EXTRA-CURRICULAR ACTIVITIES

A wide range of extra-curricular activities are available that enable students to develop specific skills and interests.

- **Sport**  
We aim to foster interest and skills in as broad a range as possible. Out of school hours interschool sport depends on the interest and support available from parents. The school has hockey and netball teams and participates in SAPSASA events.  
Parents/caregivers must sign the following forms before a student is allowed to attend.
  - Sports Team Consent Form
  - Sports Team's Code of Behaviour
  - Sport Consent form
  - The forms can be obtained from the front office.

## · Music

*Himawari Daiko* is our highly acclaimed Japanese drumming group. Students from Year 4 and above may audition for the drumming group.

We offer instrumental music through private providers in piano, drums and guitar. Strings lessons are provided through the DfE Instrumental Music Service.

We also participate in the Festival of Music choir with The Senior Voices Choir (Year 5-7)

## EXTENDING LEARNING OUTSIDE OF THE CLASSROOM

Learning activities may be extended in a variety of ways to continue the learning outside of school times. By engaging in the extension of learning activities outside of the classroom students may further develop independence in learning, practise new skills, revise work introduced during the day or complete work not finished.

Each teacher extends learning differently and will share how they do this directly with you through their communication channels.

In the event that tasks are set outside of school, please use the following times as a guide:

	Year 3	Year 4	Year 5	Year 6	Year 7
Maximum time	20 mins	45 mins	45 mins	up to an hour	up to an hour

## READING

Regular reading is strongly encouraged. Research evidence states that reading for pleasure will impact significantly on a child's learning potential. We encourage you to access the library before and after school with your child to explore their reading interests, listen to them read and borrow books that keep them excited about reading.

## DENTAL/MANTOUX SKIN TEST

If your child /children are in need of dental treatment please contact the school for the address and telephone number of your local School Dental Clinic. For children born overseas, during the year Mantoux (TB) Skin Test forms (with translations) may be sent home for you to sign. When you sign, you are giving your approval for the skin test to be carried out.

## STUDENT WELLBEING

**Our aim is to create a safe, caring, supportive and productive learning community where children are taught the skills to be successful friends and citizens.**

Support for Student Wellbeing is provided through:

- Wellbeing approaches
- DfE Anti-Bullying Policy and guidelines
- Sporting activities, camps, excursions and/or incursions
- Performance opportunities
- Student Voice



Where students make inappropriate choices that impact the wellbeing of themselves, the environment, or others, natural and logical consequences are applied to assist future decisions and learning. We practise restorative justice principles that are centred on rebuilding relationships.

In the event that a child needs further intervention with their behaviour a teacher or member of the leadership team will speak with the parent or a note will be sent home.

### **SUSTAINABILITY**

We promote sustainability in our school environment with active Reduce, Reuse, Recycle campaigns. We discourage all wrapped foods and yoghurt/fruit squeeze containers and encourage all members of the school community to reduce our contribution to landfill by using the appropriate bins.

### **SECURITY OF MONEY**

In the interests of security, children should not have more money than is needed for that day at school. Money for excursions must be sent in a named, sealed envelope. We discourage children from bringing valuable items to school.

### **MOBILE PHONES/TECHNOLOGY**

Gilles Street Primary School has a '**Bring Your Own Technology**' policy. Such devices may be brought to school after a copy of the policy has been signed and dated by the parent/caregiver, class teacher, principal and student.

Students who bring mobile phones and other devices such as USB's, MP3 players, iPod's, hand held console etc. to school, **do so entirely at their own risk**. The school does not accept any responsibility for theft, loss, damage or health effects (potential or actual) resulting from their use. Student personal devices are not to be used in the yard before school, unless contacting a parent/caregiver.

### **OUT OF SCHOOL HOURS CARE (OSHC) PROGRAM**

The program operates in the school's Recreation Centre. As enrolments are limited an enrolment form must be completed before a child may attend.

Fees apply for the program. For eligible parents, Child Care Benefits apply.

Operating Hours:

#### **After School Care**

3.30 pm - 6.15 pm

#### **Pupil Free Days**

7.45 am – 6.00 pm

#### **Vacation Care (during school holidays)**

8.00 am – 6.00 pm

For fees and further information, please contact the Director of OSHC, Steve Kirk. Telephone: 8227 1746

## **VOLUNTEERS**

Volunteers are very welcome at the school to assist with classroom learning activities or accompany classes on excursions or camps.

If you are interested in volunteering please contact the **Assistant Principal: Wellbeing and Inclusion** for a Volunteer Introduction pack and commence the required Department of Human Services (DHS) Working with Children Check, **if required\***. **All** volunteers **must** complete the Responding to Abuse and Neglect - Education and Care Training and the Volunteer General Induction by registering on <http://www.plink.sa.edu.au>

**\*Parents/Caregivers** who volunteer with an activity that involves their own child do not require the Working with Children Check by the DHS. Any other volunteer must have a current DHS Working with Children Check. DHS checks can be organised by the school.