



Gundaroo Public School

GUNDAROO PUBLIC SCHOOL

A-Z GUIDE

A HANDBOOK FOR NEW PARENTS

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Principal	Nigel Trethowan
Assistant Principal, Teacher Years 5/6	Bec Harris
Teacher -Kindergarten	Maddy Scott
Teacher -Year 1	Rhiannon Murray
Teacher -Year 2/3	Chloe Truijens Amy Adcock
Teacher -Year 3/4	Sarah Dunkerley
Library Teacher	Liz Harris
Japanese Teacher	Bonnie Robertson
Senior Administration Manager	Liz Nicholls
School Administration Officer	Colin Lee Jenna Smith
Learning Support Officer	Lyndal Slater Jenna Smith Taisha Granger Talia Meischke
General Assistant	Andrew Nicholls

A

Absences - If your child is absent from school, you must notify the school in one of the following ways:

- by phoning, texting or emailing the school;
- by filling out the orange note in the office foyer
- by written note
- Skool Loop app notification

For partial absences, students must be signed out and in again, with time, reason etc.

Late arrivals or early departures must be signed in or out with reason given, in record of absence orange note in the office foyer.

Allergies & Anaphylaxis - Ensure you notify the School if your child suffers from Anaphylaxis. All students with Anaphylaxis, Asthma and allergies will require an action plan prepared by the doctor. Staff have annual Anaphylaxis and CPR training in case of an emergency.

ANZAC Day - The school celebrates ANZAC Day, on a school date close to the actual date, with a service open to all held outside the library or at our local war memorial. Families are asked to send a flower for the wreath.

Athletics Carnival - Our Athletics Carnival is held once a year, as a preliminary to District and Regional level carnivals.

Assemblies - A whole school assembly is held on Monday mornings at 9am outside the Library building. This is made up of announcements, National Anthem, flag-raising by School captains and the School song. A whole-school fortnightly assembly is held on Fridays (generally every second week) from 2.20pm in the hall. Some special assemblies are held from 2pm instead. Details will be in the newsletter!

B

Banking - Wednesday is Student Banking Day for children with a Commonwealth Bank account. Deposits, but not withdrawals, can be made through the school. The parent or student fill in the deposit slip and butt of their bank book, enclose the money and place it in the mailbox outside the office, on Banking Day. The book will be returned to the child later that day. The Commonwealth bank has an incentive system running at present to encourage students to bank regularly, so they are rewarded every time they bank, regardless of the size of deposit they make. The goal is to develop a regular saving habit in the students.

Bell times - The original, historic school bell is rung at the beginning of school (9am), at 11.30 after students have eaten lunch together, when they can go and play, at the end of lunchtime (11.55am) and at the end of recess time (1.55pm).

Birth Certificates - Birth certificates or proof of age must be supplied to the school with enrolment form. A copy of this document including Birth Certificate or passport will be kept by the school.

Bike Week - This fun event is held every year in the final week of Term 3. All students bring bikes to participate, with senior students acting as NRMA and police. A staff member conducts bike safety inspections in the lead up to Bike Week. Bike paths are marked out around the school playground. This week includes bike and road safety education.

Books - Exercise books are supplied by school. Teachers may request these be covered.

Book Club - Orders can be placed with Scholastic Book Club through the school with a percentage of sales going to the school in the form of books. Order forms are sent home regularly.

Book Week - Held each year in Term 3. Usually includes special activities, e.g. excursion to Queanbeyan Library, and a Book Fair which displays new books in the school library for families to buy and/ or donate to the school.

Bushes - The bushes are a much loved part of the playground. It is a small elm forest where children play at lunch or recess. There is a built cubby plus some materials for creating other cubbies. Come and have a look!

C

Camp - Years 5 and 6 students go away to camp for a week each year, sometimes alternating each year between a NSW Sport & Recreation camp and another type of educational camp.

Car parking - Parking is available outside the school and outside the church next door. Parents are asked **not** to parallel park.

C (Continued)

Chooks - To help recycle our food scraps, the school has its own chooks. Classes take turns to care for the chooks by monitoring food/water/eggs. School eggs are on sale in the office for \$5.00/dozen, which helps to subsidise the chooks' food!

Cross country running - This is held in Term 1 around the village. This builds up from once to three times a week in the lead up to the school cross country carnival in Term 1. District and regional carnivals are held in Term 2.

Community Breakfast - Held on one of the last Friday mornings of Term 4 to celebrate the end of the year. There is a small entry charge for a fully catered breakfast and the whole community is welcome.

Computers and internet access - The school has computers available for use in every classroom. Each child enrolled is issued with an email account by the Department of Education. This is important as significant learning takes place online through the Department's secure network.

Concert (end of year) - Whole school concert and prize giving is usually held around Week 7 of Term 4.

Contact details - A copy of contact details held by the school is sent home at the beginning of each year. Please check these, especially the emergency contact details, and inform the office of any changes during the year.

Conveyance (or Private Vehicle Conveyance) - The NSW Department of Transport will subsidise parents who drive their children to school, where there is no public transport. All children from Kindergarten to Year 2 are eligible, no matter the distance. All other children who reside more than 1.6km (radial distance) from the school or 2.3km walking distance, are eligible for the subsidy. Check the RMS website for more details.

Court Orders - Copies of any current court orders, family law orders or AVOs should be supplied to the school. This information, as with all other family details, will be kept confidential.

D

E

Email addresses - The school email address is inside the front cover of this guide. The Department of Education issues email addresses to students, is usually in this format: firstname.surname@education.nsw.gov.au

Equipment for students - To start the school year, students are requested to bring the following equipment:

- | | |
|--------------------------------|-------------------------------|
| * Sports top water bottle | * Painting Smock |
| * 6 Lead pencils | * Coloured pencils and textas |
| * 2 Solid glue sticks | * 2 Red pens (Years 3-6 only) |
| * 2 Blue pens (Years 4-6 only) | * Whiteboard marker |

Exercise books and most other equipment is provided by the school. The class teacher may also request additional equipment. Please check your child's supplies regularly and replace when necessary.

Excursions - Excursions are announced through a note home and in the newsletter. Excursions often involve a small cost per child. Parents must sign a permission note in order for their child to attend the excursion.

F

Fitness track - The school grounds include a wonderful fitness track which targets different kinds of fitness. It is utilised by all classes.

Fundraising - This is the responsibility of the P&C. Contact details for P&C members are included at the back of this booklet. New parents are most welcome to attend P&C meetings to contribute ideas and to help with any fundraising activities.

G

General Assistant (or GA) Mr Andrew Nicholls is our GA. He works on Fridays and is responsible for the general maintenance and upkeep of the school buildings and grounds.

G (Continued)

General Permission note will be sent home at the beginning of each year. It asks permission for your child to participate in various school activities during the year. Please see General Permission Note attachment for details.

Gold Award is earned once 10 award cards (either Merit Awards and/or Student of the Week Awards) are earned by a student. Parents are responsible for safekeeping and counting of these certificates. Let your child's classroom teacher know when your child gets to 10 and bring them into school! Gold Awards are presented at fortnightly assemblies. 3 gold awards and the child receives a school banner.

GOSH (Gundaroo Outside School Hours care) This service is run in a building behind the Kindy classroom from 7.00-8.30am and from 3-6pm. For bookings call GOSH on 0427410537 or, call the school on 6236 8115. To contact GOSH after school hours call 0427410537. Vacation Care is also offered

H

Hat policy No hat play in the shade, which means that any child without a hat has to play under the COLA during Terms 1 and 4. School hats can be bought from the office for \$12.

Healthy Eating is an initiative in NSW schools to educate about and encourage healthy eating choices. Gundaroo Public School endorses this.

Head lice Please check your children's hair regularly and let the school know if you find head lice. These pests do pop up from time to time. Whichever method of treatment you choose, head lice and nits (the eggs) must also be
*combed out i.e. physically removed from your child's hair, and
*treated TWICE, 7-10 days apart, to break the cycle of reproduction.

High Schools The feeder high school for Gundaroo is Queanbeyan High but UC Kaleen High School in the ACT are accepting out of area students. A bus does run from Gundaroo to the ACT; please contact Q City Transit for more information.

Home reading: All students are asked to participate in the home reading programme as part of their homework. 5-10 minutes reading aloud at home is signed off by a parent/guardian in the home reading booklet which is issued at the beginning of the year. Awards are made once each milestone is reached (10 signatures, etc. see booklet). Awards for large milestones; each 50 signatures, are presented at fortnightly assemblies. Home reader books are available for daily borrowing from each classroom, to be recorded on the loan card for each child. Parents are encouraged to help swap their child's reader each day.

Homework School policy is to set homework for each class. It is not compulsory but is encouraged from Kindergarten onwards. See your class teacher with any concerns.

Hours School runs from 9am until 3pm. Children may arrive at school from 8.30am onwards. Lunch time runs from 11.15am until 12pm. Recess is from 1.30pm until 1.50pm. If a child is collected to go to appointments etc they must be signed in and/or out on record of absence note in office foyer.

I

Immunisation The school requires a copy of immunisation status at time of enrolment. If your child is not immunised the school must know so that they can send your child home in the case of an outbreak.

Infectious Diseases Please contact the school office with any questions about attendance or for a copy of the NSW Health booklet *Some infectious diseases of children* which has details about each of the common childhood infections.

Injury or illness If required, the school will contact a parent or other emergency contact person according to the **contact details** provided on enrolment. The sick bay is the room next to the school office. Basic First Aid supplies are kept on hand and Mrs Liz Nicholls in the office maintains up to date first aid skills. All staff have current first aid and CPR training.

J

K

Kindergarten Orientation – This is held annually in Term 4. Information sessions and morning tea are offered to parents, and children are encouraged to stay on for the beginning of the lunch break at 11.15am to spend some time in the playground.

L

Library - Each class has a Library lesson (currently on Wednesdays) with our Librarian, Ms Liz Harris. Children will need a library bag for borrowing. Suitable bags are supplied to new kindergarten students, or are available from the Office for \$5.00.

Lost property - Lost items are kept in a tub behind the front door of the library building. Please check this regularly for any missing items from your child's wardrobe. Please name all items of clothing clearly to reduce this problem.

Lunch and recess times - Lunch break is from 11.15am until 12pm; recess is from 1.30 until 1.50pm. Children sit together under the shade of the COLA (Covered Outdoor Learning Area) for 20 minutes to eat their lunch or recess before putting their lunchboxes away and going off to play.

Lunches: - School policy is to encourage healthy eating. Please ensure your child has plenty of nutritious food for both lunch and recess. All classes have the opportunity to have a piece of fruit from their lunch box at 10am for crunch and sip.

Lunch orders - These are available from the local shop; the Gundaroo Grocer. Orders must be written on a paper bag, enclosing correct money, and placed in the mailbox hanging outside the office by 9am. Orders will be collected by staff and delivered back to the students at lunch time.

M

Medication - Any prescribed medication must be taken to the office and a permission form must be signed for a staff member to administer the medicine to the child during the school day. It must be in a named container, with correct dosage and time of administration. Asthma medication may be held and used by the student, but again, forms must be completed, and approval must be given for this to happen.

Merit cards - Staff award stickers at various times to reward and recognise achievements by your child. Once the card is full (10 stickers) it is sent home for safekeeping, and the child's name is placed on the roll of honour. See also **Gold Award, Roll of honour**.

Motto - The school motto is "Working Together"

Musica Viva - The school participates in this program which brings top quality, live music into schools and is part of our music curriculum. There are two concerts per year. In the weeks leading up to each concert, classes are taught at school about the style of music, instruments, performers, etc. which will be featured and cover many aspects of the music curriculum. Free entry to concerts for parents and pre-school age children!

N

NAPLAN - is a National Assessment conducted annually on all children in Australia in Years 3, 5, 7 and 9. Tests are on literacy and numeracy. The tests are conducted in May and results are sent to parents and the school in Term 3. The tests assist teachers in identifying student's strengths and weaknesses in literacy and numeracy.

National Anthem - The two verses to the National Anthem are sung at Monday morning assembly and at each fortnightly assembly.

Netball/basketball court - This facility is located at the far end of the playground.

Newsletters - Newsletters are sent by email each Tuesday, and include reminders of upcoming events, permission notes for children, and of course, some recent school news.

O

Office - The Office/Administration building also contains the Principal's office, staff room, kitchen, first aid/sick bay, Learning Support Room and wheelchair accessible toilet.

Out of bounds areas - There are some areas of the playground which are out of bounds. These are outside the school fence, behind the office/admin building and between the two demountable classrooms, and tennis court.

P

Parent classroom helpers - Parent help is very welcome in the classrooms. Once students have settled into the new school year parents, who are able, are asked to help with reading activities in the classroom, generally from 9 until 10am, e.g. hearing small groups read aloud, helping groups with worksheets or reading activities. A regular day is usually chosen by the parent, but help is welcome at any time if organised with the child's teacher. A working with children check is required.

P (Continued)

P & C - The Parents & Citizens' Association is run by volunteers and is responsible for fundraising to supplement the resources of the school. The P&C currently meets twice a term, usually Thursday of Weeks 3 and 7 at the School at 7pm. The AGM is held in March of each year. All parents are invited to attend P&C meetings.

Parent resources - are available in the library for borrowing by parents.

Parent-teacher interviews - These are offered to each parent individually towards the end of Term 1 and at the beginning of Term 3. Parent interviews with teachers are available at any other time on request.

Peer support groups - These are small groups led by our Year 6 leaders. Peer Support activities take place throughout the year and are centred on our School Values and developing social skills.

Performing Arts Festival - Each year the School participates in the District Performing Arts Festival which is a huge production on stage in Canberra for family and friends.

Permission notes - The school requires permission for various activities and to publish children's images and work.

Playground - This includes the bushes, cricket nets and cricket pitch, netball/basketball court, playground, sandpit, tennis court, fitness track and Mrs D's garden. Feel free to have a look around with your child.

Policies - Copies of all school policies are available on request.

Portfolios - As the year progresses, samples of your child's work will be placed in a red folder called a portfolio. This is sent home at the end Term 2 with the child's report and should be returned to the school at the beginning of the following term. It will be sent home again at the end of the year with the final report, and is yours to keep after that. It's a great record of the progress your child has made during the year.

Premiers Spelling Bee - The Bee is for students in Stage 2 and Stage 3 (i.e. Years 3 to 6) and usually takes place in Term 3.

Prizes - At the end of year concert, prizes are awarded. Class awards are given for achievements throughout the year. Major prizes are awarded for subject areas (where appropriate). Peter Dyce – a descendent of the pioneering Dyce family of 'Tillgrieg' awards the Sports prize annually. After being principal for 2 ½ years Liz Harris left in 1983 and initiated an annual English award. (she never expected to be lucky enough to get back on staff). The 3 major prizes are the Crowe Award for citizenship, and the Crowe Award for Public Speaking. (Money for these awards was left for us in the wills of Matt & Beat Crowe, former owners of the wine bar and long time citizens and orators of Gundaroo). The final award is the Dylan Chapman- Searle award for Outstanding Endeavour. This award is presented annually in memory of our student, Dylan, who persevered in everything at school despite battling cancer.

Proof of Address - On enrolment, parents must supply copies of documents which show the residential address of the family.

Public speaking - This is one of the strengths of Gundaroo students: all children participate in public speaking from Kindergarten onwards. Parents are invited to attend the performances; check the newsletter for details. The Rostrum competition is a natural continuation of this school activity.

Pupil free days - are scheduled on the first day of term for Terms 1, 2 and 3, and the final two days of the year in Term 4. Term 4 usually begins on a Monday. See Term dates for details. These days are used for Staff Development and planning.

Q

QPSSA - Queanbeyan Primary School Sporting Association organises trials and sports carnivals for the 10 district schools, for children aged 8 and above.

Quiz Night - This is the major fundraiser for the P&C each year and usually takes place in September.

R

Reading - Learning to read is an important part of the early years at school. *Reading Magic*, by Mem Fox, and *The Reading Bug and how you can help your child to catch it*, by Paul Jennings, are two highly recommended books for parents wanting to know how to help their children learn to read.

Reports - Student reports are issued at the end of Term 2 and again at the end of Term 4, detailing children's progress in line with the NSW Syllabus. See also: Portfolios.

Roll of Honour - Students on the fortnightly roll of honour are, announced at assembly, if they have completed a **Merit Card**.

S

School banner - When a child earns their third gold award, a red school banner is awarded at assembly.

School captains - Towards the end of Term 4, the current Year 5 students are elected and announced as captains, at the Community Breakfast, in preparation for the following year. School captains are elected by the other students, and other positions are also filled e.g. Sports captain, Library captain, etc. In the new year, the new Year 6 team of captains is responsible for running assemblies, peer support groups, and other special functions held by the school.

School Counsellor – Simone Goppert is our current School Counsellor and visits one day per fortnight. Simone is available, on request by parents and/or teachers, to meet with students for various learning and socio-emotional needs.

School fees - Currently no school fees are charged, but parents are asked to pay an annual P&C contribution of \$50.

School photos - Class and individual photos are taken each year. Packages available vary from year to year. Individual, class, whole school and family photos are also taken.

Stages - The NSW Department of Education refers to “outcomes” for each “stage” of primary school education. Outcomes are the goals which each child is expected to reach by the end of that stage of their education.

*Early Stage 1 =	Kindergarten
*Stage 1 =	Years 1 & 2
*Stage 2 =	Years 3 & 4
*Stage 3 =	Years 5 & 6

Social Media - Students are not able to access mainstream social media platforms such as Facebook, Twitter and Instagram at School. The school has a facebook account where important information is regularly updated.

Sport – Class sport takes place during the week. Opportunities for organised sports can occur on other days, especially at District level. However, PE and other daily fitness activities are run from Monday through to Thursday each week. Since fitness activities are done every day, children should always wear appropriate footwear.

Sports Shed - The Sports Shed contains sporting equipment which can be borrowed by students at lunch times and is signed in and out by senior students.

Staff - Our staff in 2020 consists of: Mr Nigel Trethowan (Principal), Mrs Bec Harris (Yr 5/6), Mrs Sarah Dunkerley (Yr 3/4) Ms Rhiannon Murray (Yr 1) Mrs Chloe Truijens & Ms Amy Adcock (Yr 2/3) and Ms Maddy Scott (Kinder). There are also several part-time teachers: Mrs Bonnie Robertson (Japanese); and Mrs Liz Harris (Library). Our Senior Administration Manager (SAM) is Mrs Liz Nicholls, General Assistant (GA) is Mr Norm Betts, and School Administration Officer (SAO) one day a week is Mr Colin Lee and Jenna Smith. We also currently have part time Learning Support Officer: Ms Lyndal Slater, Mrs Taisha Granger, Mrs Talia & Jenna Smith.

Staff Development days - These are scheduled on the first day of term 1, 2 and 3.

Staffroom - This is in the office building.

Swimming carnival - Our annual Swimming Carnival is held in Term 1 at the AIS for students in Years 3-6. On that day there is usually an afternoon of water games held at the school for the K-2 students.

Swim school - Intensive Swimming is offered to all students in the final two weeks of Term 4. Students travel by bus to the AIS for a lesson every afternoon for 10 days.

T

Tennis court - Our tennis court is available for use by students at lunch time and by the community outside school hours.

Transport - Transport for school excursions is in many cases by bus or private vehicle, ie. volunteer parents and staff. A permission note is always required and will come home with your child.

U

Uniform - Our School uniform colours are red (top), royal blue (bottom). Clothes available all year round at the office. There is also a second hand clothing pool kept in the Library store room, with clothes priced at \$2.00 each. Please clearly name your child's clothing to avoid losing it!

V

Visitors Book - This is kept in the office and should be signed by all visitors to the school. Classroom helpers are asked to sign

this register.

Voluntary contribution - The P&C requests a voluntary annual contribution to help with additional funding of school equipment and resources (\$50 per family).

W

Water bottles - Children are encouraged to have a sports top water bottle to keep in the classroom for use throughout the day, especially in the warmer months.

Website - The school website is: www.gundaroo-p.schools.nsw.edu.au

X

Y

Year 6 Farewell - This event is held towards the end of Term 4 and usually takes the form of a formal sit down dinner where Year 6 parents help with cooking and waiting on the students' tables. All students in Years 3 – 6 are invited.

Young Leaders Conference - This is an excursion attended by Year 6 children.

Z