



GORMANDALE & DISTRICT PRIMARY SCHOOL NO. 5442

38 Main Road, Gormandale 3873

Phone (03) 51977444

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gormandale.ps@edumail.vic.gov.au

Welcome to Gormandale & District Primary School. This booklet is designed to provide you with some basic information to enable you to understand how our school works, and is particularly directed at parents of children who are new to Gormandale & District Primary School. This document does not cover all aspects of school life; and you are encouraged to ask your child's teacher, or the Principal, if you require further information.

At Gormandale & District Primary School we focus on your child and their learning. We know there is more to being successful in life than just academic results; i.e. getting along with others, understanding our feelings and emotions. By looking at what your child already knows we extend them beyond their current thinking. Our students set their own learning goals (in consultation with their teacher) and reflect and review these periodically.

Our Literacy (reading, writing and spelling) and Maths lessons cater to students' current learning stages, and extend them beyond, from this starting point. Our students have an awareness of their own learning goals, and are eager to improve their skills. This helps students to have more control over, and regulate, their own learning. We have found that students who know their own starting points and goals are more focussed to learn.

It is important for our parents to know what our students are working on (learning goals) and how they are progressing.

Parent assistance in our classrooms is a great way to see what your child is learning and about the various learning opportunities. Students love having other adults in the room that they can share their learning with.

We encourage parents to participate in the school committees including Parents Club and School Council. Parents Club focusses on fundraising and meet monthly, predominately at 9am. School Council attend to the policies, finance and Department duties of the School. These meetings are monthly and in the evening.

We look forward to working in partnership with you to develop your child as a learner and a person. Your child's whole development; academic, physical, social and emotional, is incredibly important to all our staff. We welcome and value all feedback to help us work together to meet these needs.

School Details

School Name Gormandale & District Primary School

Postal Address 38 Main Road, Gormandale 3873

Telephone 03 51977444

Mobile 0407049606 (call only)

Email gormandale.ps@edumail.vic.gov.au

Acting Principal Tamara Halket

Email halket.tamara.t@edumail.vic.gov.au

Administration Michelle Mitchell

(Wednesday, Thursday, Friday)

School Council President Peta Thexton

Parent's Club President Kerry Scott



School calendar 2019

Term dates

Term 1	Wednesday 30 th January to Friday 5 th April
Term 2	Tuesday 23 rd April to Friday 28 th June
Term 3	Monday 15 th July to Friday 20 th September
Term 4	Monday 7 th October to Friday 20 st December

2019 Public Holidays during School Terms

Labour Day – Monday 11th March
Good Friday – Friday 19th April
Easter Monday – Monday 22nd April
Anzac Day - Thursday 25th April
Queen's Birthday – Monday 10th June
Friday before AFL grand final – Friday 28th September
Melbourne Cup holiday –Tuesday 5th November

School Times

First Bell	8.45a.m. Yard Supervision 8.50 a.m. (children are able to put bags in their classrooms)
School begins	9.00 a.m. start of first session
Morning recess	11.00 a.m. –11.05 a.m. eating time 11.05 a.m. - 11.30 a.m.
Children eat their lunch	1.00 p.m. – 1.10 – eating time
Lunchtime	1.10 p.m. – 1.45pm lunch time
Dismissal	3.15 p.m.
Duty of Care	Parents should be aware that children are supervised by staff from 8.45am to 3.30pm.

Members of Staff

Acting Principal

Tamara Halket

Teaching Staff

Tamara Halket
Jamee Elrick
Lexie Tipping
Sarah Zalesiak
Liz Robbins
Erica Judkins

Administration Staff

Michelle Mitchell (Wednesday, Thursday, Friday)

Additional Support Staff

Tricia King (Monday & Tuesday)

A to Z directory of school facts

Absences

If your child is absent from school, please send a note upon return to school, giving an explanation for the absence. If your child is to leave early, a note will need to be sent to school also. Please complete the sign in/sign out book at the front desk.

Assemblies

Friday afternoon assemblies are held from 3.00 p.m. – 3.15p.m. and consist of weekly messages, awards, sharing of learning, etc. Parents are welcome to attend.

Bookclub

Scholastic pamphlets are given out regularly. If you are ordering books, please make your cheque payable to Gormandale & District Primary School or for your convenience use the LOOP ordering online.

Bus transport

Bus transport is provided for children who live towards the south and east of the school. Please see the Principal to establish your eligibility.

Conveyance funding is available for those families living more than 4.5km from the school or bus route.

For further information, please contact the office.



Camping program

School camps are an optional part of the children's curriculum. The benefits for the students are numerous, and as such, students are encouraged to attend. Camps are combined with other schools in our cluster.

The cost varies, but is always kept to an absolute minimum (approximately \$250-\$280).

All camps must be approved by School Council. Usually children from grades 3-6 are given the opportunity to attend camps.

Children in the Prep/1/2 grades are offered a sleepover at school in December each year.

Clothing

Make sure that the clothing is suitable for the weather and that your child can fasten fasteners easily. If these can't be managed at home, they can't be managed at school either. **Name all removable clothing.** Shoes should be comfortable. Remember your child probably has not had shoes on very much at home during the summer. Children are not permitted to remove shoes in the playground at school and thongs or open toed shoes are not allowed for safety reasons. Make sure your child has their school hat and sunscreen on a hot day. Each new student receives a free school hat on enrolment.

Contact with the School

Parents are welcome to contact the school by telephone, email, in writing or in person at any time. Our office is attended by Tricia King on Monday & Tuesday, and Michelle Mitchell on Wednesday, Thursday and Friday if you need specific attention such as forms etc. If you wish to speak to a teacher or the Principal, it is advisable to contact the office and if that person is not available at that time a suitable arrangement for an appointment can be made. All staff members are happy to meet with parents to help ensure your child receives the best education in a safe and secure environment.

Cultural events

Visiting artists, concerts, visits from school bands etc are planned by staff in consultation with the Principal. Details and permission forms are always sent home giving sufficient notice. Films with a G classification are able to be shown to children, however, films classified PG require permission from parents.



Early dismissal of students

If your child is to leave school early for any reason, a parent or guardian must collect them. If someone other than parents or guardian is to collect children, the school must be notified and advised of who will be collecting them. If this person is unknown to the school, they will need to produce identification. All children leaving school early must be signed out. The sign out book can be found at the Office on the window ledge.

Enrolment Forms

All students must have an enrolment form completed by a parent/guardian and submitted to the School Office prior to the student beginning classes. We also ask that a copy of your child's birth certificate and immunisation details be presented with the enrolment form.

Excursions

Excursions are an integral part of the School curriculum. All excursions are supported by the School Council. Notes, permission and medical forms will be sent to parents. Every effort is made to keep the cost of excursions to a minimum. Children should wear their school uniform for excursions. Parents are welcome to attend most of our excursions, however, must have a current Working with Children's card.

Hats

Hats are to be worn from the start of September until the end of April, as per the school's Sunsmart Policy. Students are required to wear the School hat.

Homework

Homework helps students by complementing and reinforcing classroom learning, fostering good study and learning habits and providing opportunities for students to be responsible for their own learning. Homework routines will differ from class to class, as outlined in the current homework policy.

Infectious Diseases

The following is provided for your information. Parents are required to notify the school if children contract any infectious disease.

Chicken Pox: Patient excluded for at least 7 days after the beginning of the illness and until the last lesion has healed.

Measles: Patient excluded from school for at least 7 days after the appearance of the rash, or until a medical certificate of recovery is produced.

Mumps: Patient excluded until fully recovered.

Head Lice: Patient excluded from school until appropriate treatment has commenced.

German Measles – Rubella: Patient excluded until 10 days has passed since the appearance of the rash.

Scabies: As for head lice.

School Sores – Impetigo: Patient is excluded from school until appropriate treatment is being applied, and sores on exposed surfaces such as scalp, face, hands and legs are properly covered with dressings.

Ringworm: Patient excluded from school until appropriate treatment has commenced, supported, when requested, by a medical certificate.

Hepatitis (viral): Patient is excluded from school until a medical certificate of recovery is produced.

Glandular Fever: Not strictly infectious. Seek medical advice and abide by that decision. In all cases, brothers and sisters should not be excluded from school. Parents should contact the school for advice about diseases not listed.

Inter - school sports

We are a member of the Glengarry & District School Sports Association which involves Athletic Sports. The Sports involve 6 basic activities - discus, sprint, long distance run, high jump, long jump and shot put and are appropriately adapted for each age group. Each child participates in every activity and receives points relating to the achievement level reached for the events. All the points obtained by the children representing the school are combined into a grand total and then divided by the number of children who participated to work out the winning school. The Athletic Sports will be held late in Term 1. Gormandale & District Primary School has been successful over the past 7 years. Fingers crossed this continues.



Lost Property

To ensure lost property is kept to a minimum please label all of your child's belongings. In the case that something is misplaced named clothes are returned to students; unnamed clothes are kept in the classrooms.

Lunch orders

Canteen lunches are offered each Tuesday. A price list and order form can be found in the newsletter each week. Pies, hot dogs, etc. and drinks can usually be available on this day.

Each lunchtime icy poles and drinks can be purchased from the canteen.

The Parents Club hold special lunch days throughout the year; the dates for these days are in the newsletter.



MARC Van (Library)

Each week the Mobile Area Resource Centre (MARC) Van visits the school. The children are taught a library lesson from the accompanying teacher and are able to borrow books from the van.

Medication

If your child requires medication while at school, you will need to send the medication in a sealed container. It must be clearly labelled with your child's name, dosage and time of required dosage. A note authorising the school to administer the medication must also be sent to school signed by the parents/guardian or the child's doctor.

Money

When children bring money to school, please place it in a securely sealed envelope, labelled with the child's name, the reason for the money and the amount enclosed.

Newsletter

A newsletter is sent home weekly with the eldest of each family. This outlines all important dates, events and news of school life. If your child misplaces their newsletter, extra copies can be found at the School Office or on the School website.

Parent Assistance

We are always pleased to accept offers of assistance from parents. Many parents help with reading, working with children in classrooms, assisting with sports coaching or helping with special programs. Please contact your child's teacher if you would like to help in this way.

If you possess some particular skill, or have a great interest in some area that you would like to share with the children (not necessarily in your child/ren's age group) please let us know as we appreciate all help offered.

Parents are welcome to bring their pre-school children when assisting but must ensure that they do not disrupt children in the classroom.

Parents Club

The Parents Club usually meet once a month. All parents are welcome to attend these very informal meetings. The Club aims to support all school activities, organising fundraising events and helping out with other things that are happening in the school. Meeting dates and times are published regularly in the newsletter.

Parent / Teacher interviews

Parent /Teacher Interviews are conducted twice each year, usually in February and June, but can also be arranged on request at other times. Please make a time suitable to both the teacher and yourself. The best time is usually after school.

Personal treasures

Please discourage your child from bringing valuable toys or games to school as these may be accidentally lost or damaged. The school accepts no responsibility for items brought to school.

Policies

School Council constantly review and ratify policies of the school each meeting. When this is completed copies of the new policy are published on the website. If you wish to view current policies please view them on the School website.

Regular sleeping patterns

School is an enormous and exhausting experience for all children.

Try to help your child by ensuring regular and adequate sleeping patterns.

Please try to be punctual. Ensure that your child is at school ready to begin at 9.00 a.m. and picked up at 3.15 p.m. (if they do not catch the bus).

If you are unable to pick your child up at 3.15 p.m., please let the school know so your child does not worry that you are late.

Reports

Reporting to parents is an important part of education. School reports are issued twice during the year. Students will bring progress reports home in June and December.

Parents are encouraged to communicate regularly with teachers to ensure they are fully aware of their child's progress.

Strategic Plan

The School's Strategic Plan is a Department of Education & Training requirement that each school develops to meet the needs of the school. It sets out the School's goals, priorities and curriculum details. It is a public document and is available from the office if you wish to obtain a copy. Our School will undergo its next four year review in 2017.

School closure days

Primary schools are entitled to conduct 4 curriculum planning days per year for a specific curriculum/planning activity. Students are **not** required to attend on these days because the teachers/staff will be attending professional development sessions.

School Council

School Council meets every 3rd Tuesday in the month in the evening.

Information regarding agenda items etc. will be circulated to School Councillors before the meeting. Anyone is welcome to attend Council meetings but if you are unable to attend and want some issue raised please contact a School Council member.

School Council members are elected for a two year period with elections usually occurring in March.

Each year the President, Vice President, Secretary and Assistant Secretary are elected for a one year term. Details of the elections and of the Public Reporting meeting are published in the Newsletter.

Minutes are circulated to all School Councillors.

School Essential Items/Optional Items

School Council review these charges annually. The 2019 charges will be published in the newsletter each year.

School Photographs

These are taken annually - time and date and the photography firm to be used will be at the School Council's discretion. Photography costs and quality are the main prerequisites for deciding which company to invite to the school.



Sunsmart policy

As a part of the Department's Sunsmart Policy all children will be required to wear a broad brimmed hat at all times when outside during from the beginning of September until the end of April. Children who do not wear a hat at school will be required to sit in the shade during recess and lunch times.

Supervision

The staff at Gormandale & District Primary School do their utmost to ensure that all children receive the best care and attention.

However, sometimes accidents do occur or children fall ill at school, in which case we need to have a current emergency telephone number and contact person.

If there are any changes to your child's emergency information, please notify the school at your earliest convenience.

All students should be picked up as soon as school has concluded.

Swimming

Each year the children are involved in an intensive swimming program conducted during either Term 3 or 4 depending on pool availability. The lessons are held at the Ford Swim Centre. Children travel by bus each day and are instructed by qualified swimming teachers from the Centre. Information concerning the program is distributed to the children when details are finalised.



Things your child will need

- ◆ Lunch every day, including playlunch.
- ◆ Slippers and gumboots during wet weather. (Optional)
- ◆ A school bag.
- ◆ A change of clothes for Prep students (in case of accidents).



Uniform policy

Correct school uniform encourages a positive spirit within the school and a sense of identity. Uniforms are compulsory for all children.

The uniform consists of;

- ◆ Year 6 jacket – special order at the beginning of the year
- ◆ Navy jacket with pale blue logo
- ◆ Burgundy windcheater and/or burgundy or navy vest
- ◆ Navy blue polo shirt
- ◆ Blue track suit pants or shorts
- ◆ Blue/white check dress
- ◆ Navy pinafore
- ◆ Navy wide brimmed hat

Uniforms can be purchased at the school at reasonable prices. (We don't sell the school dresses or pinafores). School hats are given to all children when they begin school at Gormandale & District Primary to reinforce our School's Sun Smart policy; however they are the responsibility of the child. If they are misplaced it is the parent's responsibility to replace them.

Please mark uniform items clearly as it helps your child to identify their property and prevent loss.

Visitors to the school

All visitors to our school, including parents, are most welcome and will need to sign in at the office. If you are working directly with students you will need to have a working with childrens check, which needs to be shown and noted when signing in. This is a legal requirement. It also allows us to keep track of which adults are in the school at any time.