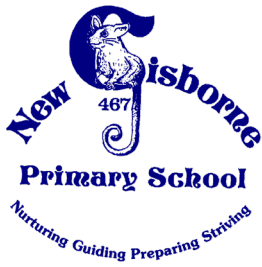


# INFORMATION BOOKLET



# NEW GISBORNE PRIMARY SCHOOL



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[www.newgisps.vic.edu.au](http://www.newgisps.vic.edu.au)  
ABN: 68 594 851 419

Dear Parents

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

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

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

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

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

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

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

Shane West  
Principal



## CONTENTS

<b>Who's Who at NGPS</b> .....	<b>3</b>
<b>INFORMATION WE NEED TO KNOW</b> .....	<b>3</b>
<b>General</b> .....	<b>3</b>
Absences and Attendance .....	3
Assembly .....	4
Bell Times .....	4
Communication .....	4
CSEF .....	5
Food Arrangements / Canteen .....	5
Getting to School/Traffic Management .....	5
Junior School Council (JSC) .....	6
Office Hours .....	6
Outside School Hours Care Program - Camp Australia .....	6
Parent Helpers .....	6
Parent Payments .....	6
Personal Property / Lost and Unclaimed property .....	6
Photographs .....	7
School Council .....	7
School Ground Hours, Safety & Supervision .....	7
School Uniform .....	7
School Values .....	7
Student Free Days .....	8
Student Leaders .....	8
SunSmart .....	8
Toilets .....	8
Visitors .....	8
Wellbeing .....	8
<b>Curriculum</b> .....	<b>9</b>
Assessment and Reporting of Student Progress .....	9
Buddy Program .....	9
Digital Learning .....	9
Camps and Extra Curricular Activities .....	9
Graduation .....	9
Library .....	10
Literacy Programs .....	10
Literacy Support .....	10
LOTE – Indonesian .....	10
Music tuition .....	10
Performing Arts, School Singing Group and Choir .....	10
Physical Education and Sports .....	10
Positive Behaviour Management .....	10
School House Activities .....	11
School House Captains .....	11
Transition .....	11
Visual Arts .....	11
<b>Medical Details and First Aid</b> .....	<b>11</b>
Anaphylaxis, Allergy and Asthma .....	11
First Aid .....	11
Head Lice .....	12
Illness / Infectious Diseases .....	12
Medication (with the exception of medications associated with action plans) .....	13
<b>Parents' Association</b> .....	<b>13</b>

## WHO'S WHO AT NGPS

**Principal:** Shane West

**Assistant Principal:** Jenni Boyd

**Business Manager:** Carole Wood

**Administration:** Bec Carter and Anita Nicholls

**First Aid:** Kylie Venardos

Our entire staff can be contacted via the '[send email to teachers](#)' function in [Compass](#)

## INFORMATION WE NEED TO KNOW

Parents should inform office staff and/or teachers of -

1. Any problems with eyesight, hearing, speech, illness or other medical conditions
2. Any worries your child may have about school
3. Changes in family situations
4. Change in address or contact details, or arrangements for collecting children from school etc

### REMINDER

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

## GENERAL

Before your child starts school

- Be positive! Talk about school positively, use the name of your child's teacher and discuss all the fun they are going to have.
- Have the following items
  - Uniform, including SunSmart hat
  - Take home book bag for classroom reading
  - Library bag to allow book borrowing from the library
  - Art smock, long sleeved
- Encouraging your child's independence will greatly assist their transition to school life
  - communicating their needs to other adults, such as teachers and school staff
  - to zip and button their own clothing
  - carry their own school bag
  - open their food and water storage containers
  - tie their own shoelaces
  - to apply their own sunscreen
- Encourage your child to share, take turns and negotiate with others
- Encourage your child to have respect for other people and their belongings

**PLEASE ENSURE ALL UNIFORM, LUNCHBOXES AND DRINK BOTTLES ARE CLEARLY LABELLED**

### *Absences and Attendance*

In Victoria, attendance at school is compulsory for all children aged between six and seventeen years of age. When children are enrolled, it is expected that their attendance will be regular and punctual. Notification is

required for all absences. Keeping absences to a minimum will lead to maximum learning opportunities. If no notification for an absence is received, teachers must assume that the child has been absent without your knowledge. Parents should enter their child's absence on Compass prior to commencement of the school day.

### *Late Arrival at School*

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

### *Early Departure of Students from School*

Students collected early must be signed out at the office Compass kiosk before being collected by their parent/guardian. An early departure slip must be given to the teacher on entering the classroom.

In an emergency, please phone the school to arrange for your child to be brought to the office for collection. Parent/guardian must sign their child out via the Compass kiosk located at the front office.

### *Late Collection of Students*

If you are unexpectedly late collecting your child after school, please contact the office. Your child will be called to the office and a message passed on. Your child will wait in the teacher supervised Foundation playground until 3:45pm. If you know in advance that you will not be able to arrive on time, it is important for alternate arrangements to collect your child to be made or contact the [Camp Australia](#) to book a place. This will ensure that your child is suitably supervised at all times.

## **Assembly**

School assemblies are held in our gymnasium every Friday commencing at 2:55pm (unless otherwise stated). The focus is to acknowledge and celebrate student achievement and success. There are weekly presentations and performances, as well as reports on events that students have attended. Parents are encouraged to attend. If your child is receiving an award the teacher will endeavor to make contact with you prior to the day.

## **Bell Times**

8.52 am	Music commences as a prompt for students to assemble outside their classroom. Students are encouraged to enter the classroom at 8.45am (when their teacher is present) to organise their belongings and workstation for the day.
8:55 am	Bell - start of day.
10:50 am	Snack to be eaten in the classroom.
11.00 am	Commencement of morning recess.
11.27 am	Music commences as a prompt for students to move to their classroom ready for the commencement of the next session.
11.30 am	Bell - commencement of the middle session.
1:20 pm	Lunch to be eaten in the classroom.
1:30 pm	Lunch break commences.
2:17 pm	Music commences as a prompt for students to move to their classroom ready for the commencement of the next session.
2:20 pm	Bell - commencement of the afternoon session.
3:20 pm	Bell - dismissal for the end of the day.

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

## **Communication**

Our school has open, honest, accessible and respectful communication with parents and the wider community. It is important that regular publications such as the weekly school newsletter and notifications sent via Compass are read by parents to keep informed.

Formal parent/teacher/student conferences are held late in Term 2. Should you wish to discuss your child's progress, or any concerns you may have, we encourage you to make an appointment with your child's teacher as the first point of contact. They will be more than happy to schedule a meeting or interview with you at an appropriate time. The school can be contacted by emailing [new.gisborne.ps@education.vic.gov.au](mailto:new.gisborne.ps@education.vic.gov.au).

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



The school uses **Compass** to communicate with families. Compass is accessible from <https://newgisps-vic.compass.education/> by downloading the Compass App (iOS or Android) or any modern web browser, (Internet Explorer, Chrome, Safari, etc). For full functionality when using the App, you are required to open the browser (via the menu icon).

You can monitor your child's attendance and provide an explanation for absence or lateness; communicate with your child's teacher via email; update your family contact details; download, view and print your child's semester reports; book parent-teacher conferences; pay and provide consent for events and school fees; and receive and view First Aid notifications.



The **Seesaw** app, <https://app.seesaw.me/#/login> is a simple way for teachers and students to record and share what's happening in the classroom. Parents are only notified about their own child's work, and all data is safe and secure.



The **Qkr!** app, <https://qkr-store.qkrschool.com/store/#/home> is used for ordering Canteen Lunches, Uniform and Parents Association fundraising events.

## **CSEF**

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

## **Food Arrangements / Canteen**

Students eat in the classroom before going out for recess and lunch time play. It's a good idea to make sure your child knows what food is packed each day. Generally, students have brainfood (fruit or vegetable snack) at around 10am, recess snack around 10.50am and lunch at 1:20pm.

Students should bring lunch to school every day or they may order lunch from the Canteen via the Qkr! App prior to the 9am cut-off, on Wednesdays and Fridays, or prior to 8:30am cut-off on Sushi Tuesdays & Subway Thursdays. Limited snacks are available as cash sales at the canteen counter at recess and lunch.

NGPS has a policy of 'No Food Sharing' within the school and as we are a sustainable school, we ask that wrappings be kept to a minimum.

While the school has drinking fountains, students are encouraged to bring a labelled drink bottle for the classroom to rehydrate throughout the day.

## **Getting to School/Traffic Management**

Traffic and parking around the school can be quite hectic at morning drop off and afternoon pick up times, please remain patient and courteous and obey signage. Police and council officers regularly patrol the school vicinity.

There is a supervised crossing on Station Road, students who use this crossing are asked to follow the

directions of the crossing supervisor or teacher. Reinforcement of good road safety practices by parents setting a good example and always utilising the designated crossing, children will learn how to cross the road safely from an early age.

We encourage students to walk, ride or scoot to school and participate in the Annual Walk or Ride to School Day. The school has an undercover bike rack area where students can park their bikes and scooters. All students are expected to wear a helmet when riding and must walk bikes and scooters when inside the school grounds.

## ***Junior School Council (JSC)***

At the beginning of each school year, two students are elected from each class to become part of our Junior School Council. They meet regularly to discuss initiatives to improve the school for the student body. The JSC also considers whole school fundraising ideas to support a variety of Charities. In the past these have included Gisborne Foodbank, RCH Good Friday Appeal and State Schools' Relief.

## ***Office Hours***

The school office is open from 8:30am to 4:00pm Monday to Friday.

## ***Outside School Hours Care Program - Camp Australia***

Outside School Hours Care is provided onsite to NGPS students each school day in the gymnasium.

Before school care hours: 6:30am to 8:50am

After-school care hours: 3:20pm to 6:30pm.

Short stay after school care: 3:20pm to 4:30pm

Pupil free days & vacation care 6:30am to 6:30pm

## ***Parent Helpers***

The school highly values parental and community support. Parents can support the school by participating in classroom activities, for example helping with reading in Foundation, Kitchen Garden, working in the canteen or covering books in the library. Please note all parent volunteers must attend the 'Parent Helpers Course' held at the school at the beginning of the year and also complete the OHS Volunteer Induction.

All volunteers are required to hold a current **Working with Children Check**, ([New Gisborne Primary School must be nominated as a volunteer organisation](#)). Please also ensure to present your **WWCC** to the school administration office. To apply for a WWCC refer to <https://www.service.vic.gov.au/find-services/work-and-volunteering>.

## ***Parent Payments***

NGPS purchases the Curriculum Classroom consumables in bulk at the beginning of each year. This includes the day-to-day materials that students use at school. Bulk purchasing provides ease of management and ensures consistency in the materials used by all students.

Schools provide students with free instruction to fulfil the standard Victorian curriculum, and we want to assure you that all contributions are voluntary. Nevertheless, the ongoing support of our families ensures that our school can offer the best possible education and support for our students. Parent Payment Policy is published on our Website and contributions can be made through BPAY, Compass or in person at the school office. Excursions and special events are charged separately throughout the year. Voluntary contributions are welcomed to support the school in maintaining and improving the school grounds and facilities.

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

All items that students bring to school, including clothing, shoes, sports equipment, balls, lunch boxes and drink bottles, should be clearly labeled with the child's full name. Encourage your child to recognise and look after their own belongings. Many lost items eventually arrive at lost property, located in the corridor near the office. The lost property is checked regularly, with unnamed items being taken to the Op Shop. Valuable items such as expensive toys, clothing, jewellery and electronic devices should not be brought to school. Please note: Private property brought to school by students is not insured, nor is the school responsible for

any loss.

## **Photographs**

Professional school photographs are usually taken early in the school year. Families order photographs and pre-pay online. All students must wear full uniform on this day.

Photographs of students and their work are posted on Seesaw, the school's website, newsletter and in some external publications, such as the Gisborne Gazette. If you have chosen not to allow publication of photographs of your child, your child's teacher may speak to you about this regarding use in Seesaw for classroom activities only visible to class families. The Photography Filming Recording Students Policy can be viewed on our website.

## **School Council**

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

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

The school grounds are supervised by teachers before school from **8:40am**, during the day at recess and lunch breaks and after school dismissal until **3:45pm**. Please do not drop off students at school prior to 8.40am.

Students waiting for parents after school must wait **INSIDE** the school grounds near the gate where they are expecting to be collected. Please make sure your child knows which gate to wait at.

During school hours students are not to leave the classroom without the permission of their teacher. When attending a specialist program or when moving to another area of the school, grades are escorted by their teacher. Students attending First Aid or the toilets etc, will always go in pairs or a trio.

## **School Uniform**

Students must attend school dressed in NGPS school uniform and appropriate footwear (no open toed footwear), as per the 'Student Dress Code policy', which can be found on our website at <https://www.newgisps.vic.edu.au/reports-policiesandforms>. It is advisable to send a jacket each day and a raincoat in the winter months, as the weather is sometimes unpredictable. A small amount of spare uniform is kept at the school in case of emergency. If your child comes home in any of these clothes, please **wash** the articles and return them as soon as possible.

Year 6s, as senior students, wear navy blue polo shirts and a uniquely designed commemorative bomber jacket.

The Uniform Shop is located onsite, next to the school office and supplies all uniform. The Shop is open every Tuesday morning from 8:30am to 11:30am. Uniform orders are placed via the Qkr! App, or by completing an order form available at the office. All orders must be prepaid before the 9am cut off on Tuesdays and will be delivered to your child's classroom that afternoon if stock is available.

For further information please go to our [website](#) or feel free to contact our Uniform Shop Manager, **Trish Johnstone** via email on [patricia.johnstone@education.vic.gov.au](mailto:patricia.johnstone@education.vic.gov.au).

## **School Values**

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

- Respect and Integrity in all dealings with others
- Providing the skills and knowledge to become life-long learners
- Using initiative and taking responsibility for actions



- Effective partnerships between teachers, students, parents and the broader community
- Setting high expectations and striving for excellence while recognising, understanding and catering for a diversity of needs across the school

These values are simplified into three positive behaviours for students: Be Safe, Be Respectful, Be a learner.

## **Student Free Days**

Currently the Department of Education and Training provides four student-free professional development days each year. Students do not attend school on these days and parents will be notified in advance of these dates via the school newsletter and Compass.

In addition to Christmas and Easter holidays, the school is closed on public holidays when these fall during the school term e.g., Labour Day, Easter Monday, ANZAC Day, King's Birthday and Melbourne Cup Day.

## **Student Leaders**

The role of student leaders includes conducting school tours, organising and conducting assemblies, liaising with staff and representing the school at community events. Senior students are considered for the positions when they are in Year 5. Selection is made by the Year 5 teachers after close consultation with the Leadership Team, Specialists and all staff members. Student Leaders commence their role as soon as they begin Year 6. When possible, leadership training is offered to the students.

## **SunSmart**

In accordance with the Department of Education and Training guidelines, the school has a Sun Protection Policy. This includes the requirement for all students to wear an approved SunSmart hat for all outside activities from **1<sup>st</sup> September to 30<sup>th</sup> April**. We also require students to wear tops with sleeves to minimise skin damage during the months when the sun's UV rays are at their strongest.

## **Toilets**

The school has two toilet blocks with separate boys' and girls' toilets for students to use during class and on play breaks. Students will travel in pairs to and from the toilet during class time. The gymnasium also has toilets but are only in use for specialist classes during class time and Year 6 students at play breaks.

Before starting school, students need to be able to use the toilet independently. This means that students will need to undress, clean themselves, re dress, flush the toilet and wash their hands after going to the toilet. Students will always be sent to the toilet in pairs. The classroom teacher will remain in the classroom therefore will not be able to assist with toileting. If your child has any toileting issues, please speak to your child's classroom teacher as soon as possible. We recommend you keep a change of clothing in your child's bag in case of small accidents.

## **Visitors**

All visitors to the school (including parent helpers) **must sign in on the Compass Kiosk at the school office** before visiting classrooms or participating in activities conducted at the school. Visitor lanyards are to be worn by all persons visiting the school and visitors must have a current **Working with Children Check**. *New Gisborne Primary School must be nominated as a volunteer organisation*. Please also ensure to present your **WWCC** to the school administration office.

## **Wellbeing**

At NGPS we take the wellbeing of students seriously and have a multi-tiered system of supports in place. We have clear values and consistent routines to help students feel safe and secure at school. The Assistant Principal, Jennifer Boyd, together our Mental Health & Wellbeing Leader, Kerry Morris, are primarily responsible for wellbeing throughout the school. There are many opportunities for students to engage with

their peers such as the Junior School Council, the Sustainability Group, Buddies Program and lunch time/indoor activities as well as special events that promote connectedness across the school such as our House competitions and the whole school Performing Arts Competition just to name a few. Chester is our resident wellbeing dog; he is a much loved and important member of our community. Some of the benefits of having Chester at our school have been helping with emotional regulation, social connection and communication. Chester even has his own regular article in the weekly newsletter. Students with individual wellbeing needs are supported via a Student Support Group that meets regularly throughout the year.

## **CURRICULUM**

The Victorian Curriculum F-10 sets out what every student should learn during their first eleven years of schooling. The curriculum is the common set of knowledge and skills required by students for life-long learning, social development and active and informed citizenship. The Victorian Curriculum F-10 incorporates the Australian curriculum and reflects Victorian priorities and standards

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

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

### ***Buddy Program***

Our school prides itself on our wonderful buddy program. At their last transition session, Foundation students are introduced to their Year 6 Buddy. During the first few weeks of school, the Year 6 Buddies meet the Foundation students at their classrooms at the commencement of both recess and lunchtimes. The Year 6 Buddies will assist their Foundation students to become familiar with the school routines and their surroundings. This program fosters a caring environment between students of different ages. Cooperating and working together to meet common goals are important aspects of this program.

### ***Digital Learning***

Students in Years 4 to 6 participate in the Bring Your Own Device (BYOD) program using iPads to support their learning. Students in Foundation to Year 3 have access to class sets of iPads that are shared between the grades at each level during class time.

### ***Camps and Extra Curricular Activities***

Extra-Curricular activities and camps are arranged at regular intervals throughout the school year to enhance or broaden the schooling experience of students. Currently, Year 2, 4 and 6 attend school camps. Activities vary from a short walk to a local point of interest to full day trips. Some examples are Melbourne Zoo, Melbourne Museum, House & District Sports, Toys over Time, The Energy Breakthrough challenge, Artist in School program, Kitchen Garden, Tournament of the Minds. Every effort is made to run these activities at a reasonable cost, with the expectation that all students will participate. For all camps activities/excursions, parent consent must be received via Compass to enable your child to participate in the activity. Without parental/guardian consent, students will not be able to participate. From time-to-time students may go to the local park or outside the school grounds, under teacher supervision.

### ***Graduation***

The Year 6 Graduation evening celebrates the end of the primary school and is held at the end of Term 4. Students, teachers and parents are invited to attend an award presentation evening. The NGPS Parents'

Association presents each student with a commemorative mug, printed with the names of the Year 6 cohort and a Graduation book. Curriculum and community awards are also presented to students. The Colin Chapman Award for Excellence is the final presentation of the night.

## ***Library***

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

## ***Literacy Programs***

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

## ***Literacy Support***

Literacy intervention is currently offered to selected students across Years 1-6 requiring additional support with Literacy. This can include, reading, writing and encoding (spelling). Students attend support sessions approximately three times a week with an experienced teacher.

## ***LOTE – Indonesian***

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

## ***Music tuition***

Instrumental music lessons are available to students through private arrangements made by parents directly with the provider. Currently, guitar lessons are offered by Infinite Sound and keyboard lessons are offered by Music Foundation.

## ***Performing Arts, School Singing Group and Choir***

All students participate in one hour of Performing Arts each week. As part of the Performing Arts curriculum, all students perform in the Performing Arts Competition (PAC) performance and each class performs in the end of year concert. Students are also able to participate in the School Singing Group and Choir which practice during the school week and often sing at assembly.

## ***Physical Education and Sports***

The school has a very active and well-resourced Physical and Sport Education program for all students. All classes participate in a one-hour Physical Education session once a week. Students should come to school in appropriate clothing and footwear, ready to take part in these active sessions throughout the school week. Students have the opportunity to participate in inter-school sport with throughout the year, such as athletics, cross country, orienteering, swimming, basketball, football, netball, soccer, softball and tennis.

## ***Positive Behaviour Management***

NGPS has developed school-wide strategies and protocols in positive behaviour management. Students are

supported to make positive choices. Focus is placed on fostering student engagement through student goal setting, student self-assessment and quality work which is highlighted through positive reinforcement.

### ***School House Activities***

NGPS has four Houses: Devlin (Dingoes, blue), Galloway (Grizzlies, yellow), Hurst (Hawks, Green) and Lee (Lions, red). A House coloured polo shirt is available from the Uniform Shop.

Various House activities are conducted throughout the year including cross country, House athletics, House swimming and PAC Day.

### ***School House Captains***

Senior students are considered for positions in Year five.

### ***Transition***

Prospective Foundation students participate in transition sessions throughout November and December of the year prior to their start at primary school. Foundation teachers also visit local kindergartens to begin forming positive relationships and familiarity. New students in other year levels have the opportunity to attend our step-up session to visit their prospective classroom.

### ***Visual Arts***

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

## **MEDICAL DETAILS AND FIRST AID**

Please ensure that we are informed about your child's known medical conditions. If your child suffers from asthma, epilepsy, diabetes or has a life-threatening allergy, you must contact the school office and complete further documentation. If your child is required to take medication at school, a form authorising administration of medication is available on the website or from the school office. Medication must be delivered to school by an adult and will then be administered by staff in the First Aid Room.

We would stress to parents the importance of keeping students at home when they are unwell. Do not let your child make the decision about going to school. A child who has been ill during the night or before school, should remain home in line with the 'Illness and Infectious Diseases' table below.

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

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

All students need to have a current documented Action Care Plan prepared by a doctor. Student medication must be supplied and will be stored in the First Aid Room. Medication and Action Plans will also be taken on any off-site excursions, events and camps by a trained first aid member of staff.

### ***First Aid***

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

## Head Lice

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

## Illness / Infectious Diseases

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

New Gisborne Primary School follows the Covid-19 guidelines set out by the Department of Education Guidelines.

A child with any cold, flu or Covid-19 like *symptoms* should remain at home until they are no longer symptomatic. Parents of students who are symptomatic and still attend school will be asked to collect their child from school.

The exclusion periods listed below are based on the current (at time of print) Department of Health Exclusion Periods for Primary School. The most update to date information can also be sourced at <https://www.health.vic.gov.au/infectious-diseases/school-exclusion-table>

<b>Chicken Pox</b>	Exclusion from school until fully recovered or all blisters have dried. Any person with an immune deficiency or receiving chemotherapy should be excluded for their own protection. Other persons in contact with an ill student are not to be excluded.
<b>Conjunctivitis</b>	Until discharge from eyes has ceased. Persons in contact with an ill student are not to be excluded.
<b>Diarrhoeal illness including Gastroenteritis</b>	In an outbreak of gastroenteritis, exclusion from school until 48 hours after the last loose bowel motion and/or vomiting. For all other diarrhoeal illness, exclusion from school until 24 hours after the last loose bowel motion and/or vomiting.
<b>Hand, foot &amp; Mouth</b>	Exclude until all blisters are dried. Persons in contact with an ill student are not to be excluded.
<b>Hepatitis</b>	Until a medical certificate of recovery is produced. Persons in contact with an ill student are not to be excluded.
<b>Herpes (cold sores)</b>	Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions need to be covered where possible.
<b>Impetigo (school sores)</b>	Exclusion from school until sores have fully healed. A child may return provided appropriate treatment is applied and sores on exposed surfaces are properly covered with watertight dressings. Persons in contact with an ill student are not to be excluded.
<b>Measles</b>	Exclusion from school for at least four days from appearance of rash or until medical certificate is produced. Unimmunised persons in contact with an ill student are to be excluded for 14 days after last contact.
<b>Meningococcal Infection</b>	Until receipt of a medical certificate of recovery from infection. Persons in contact with an ill student are not to be excluded if receiving carrier eradication therapy.
<b>Mumps</b>	Exclusion from school for 5 days or until fully recovered. Persons in contact with ill student are not to be excluded.
<b>Pertussis (Whooping Cough)</b>	Exclusion for 21 days after onset of cough or until a medical certificate of recovery is produced after 5 days of antibiotic treatment. Contacts aged less

than 7 years who have not received 3 effective doses of vaccine are excluded for 14 days. Other contacts are not excluded.

**Rubella**

(German Measles)

Exclusion from school until fully recovered and at least four days from the onset of the rash. Persons in contact with an ill student are not to be excluded.

**Ringworm**

Exclude until day after appropriate treatment has commenced, supported when requested, by a medical certificate. Persons in contact with an ill student are not to be excluded.

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

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

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

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

An ‘Authorisation for the Administration of Medication’ form needs to be completed and signed by the parent or legal guardian. Forms for student medication 1-5 days and ongoing medication are available from the office and from the school’s website. Designated staff will administer the medication according to the written instructions from parents and your health professional’s advice. Further information is available in the Administration of Medication Policy as per the Department of Education Guidelines.

## **PARENTS’ ASSOCIATION**

NGPS has a dedicated Parents’ Association, tirelessly working towards the provision of additional equipment and facilities to support your child’s learning and to provide the best learning environment for our students. A variety of fundraising activities and events are coordinated with the support of staff and the School Council. Some regular events and fundraisers previously held are Mothers’ and Fathers’ Day stalls, Book Fair, Bush Dance, disco & colour fun runs. These events invite the school community to come together and provide a great environment for the children to engage with their peers and give them a sense of belonging. To add to this, your kids will enjoy seeing you being part of the school community and they will love the extra experiences that they can be involved in, because of your presence.

The Parents’ Association usually meet monthly in the school staffroom. All parents and friends are welcome. All meetings are advertised in the school newsletter.

The work of the Parents’ Association is extremely important, and we look forward to their continued support. They extend a sincere welcome to all new parents to our school, whether they have a child starting in Foundation or another year level.