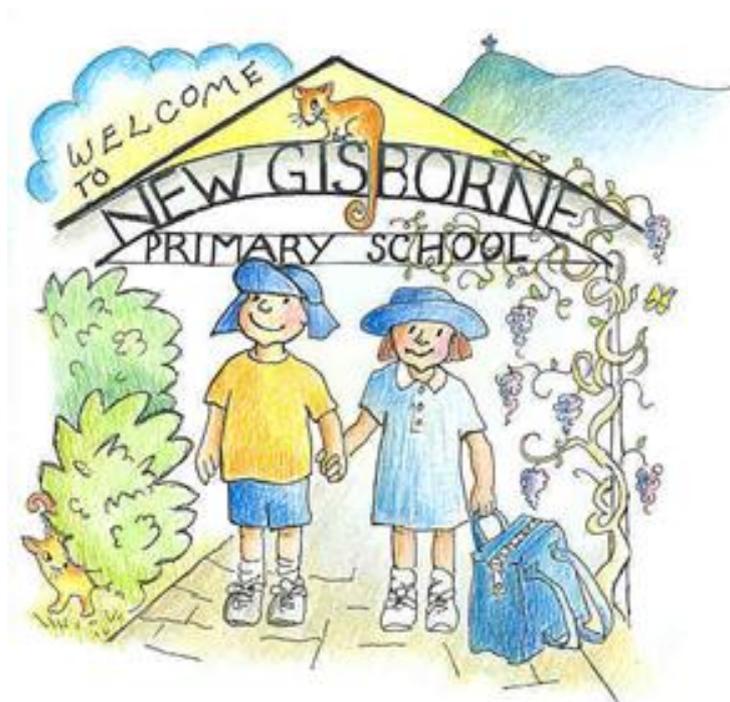
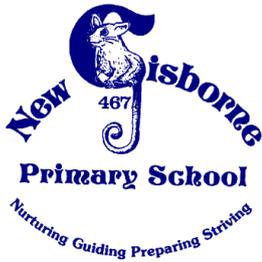




# INFORMATION BOOKLET





# NEW GISBORNE PRIMARY SCHOOL

239 Station Road, New Gisborne, Vic, 3438  
03 5428 2232  
new.gisborne.ps@education.vic.gov.au  
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.

Andy Kozak  
Principal



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## WHO’S WHO AT NGPS

**Principal:** Andy Kozak

**Assistant Principal:** Shane West

**Business Manager:** Carole Wood

**Administration:** Narelle Sutton and Amy Crosbie

**First Aid:** Amanda McKie

Our entire staff contact details are available on our website at <http://www.newgisps.vic.edu.au>

## 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
5. Toileting problems. Going to the toilet at school often causes problems, e.g. asking permission, unfamiliar toilet, etc. Accidents can sometimes occur, and it is helpful if you visit the toilet with your child either on the pre-school visit or on the first school day to familiarise him/her with it. If your child is prone to accidents of this nature, it is a good idea to put in a change of clothes in their bag. This type of accident sometimes occurs even with confident students and teachers are aware of this and parents too should not be surprised to find that their child has had an 'accident' at school.

### REMEMBER

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
- Encourage your child's independence so they are confident
  - 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

### ***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.

#### ***Early Departure of Students from School***

Parents should contact their child's teacher and the office in the morning to make arrangements to collect their child if leaving school early. In an emergency please phone the school to arrange for your child to be brought to the office for collection. Parents must sign their child out via the Compass kiosk located at the front office.

#### ***Late Arrival at School***

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

#### ***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 be made or contact the Out of School Hours Program (5428 7277) 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 morning at 9:00am during Terms 1 and 4 and Friday afternoons during Terms 2 and 3 beginning at 2.55pm. The focus is to acknowledge and celebrate student achievement and success. There are weekly presentations and performances, as well as reports of 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 (if their teacher is present) to organise their belongings and workstation for the day.
8:55 am	Bell signaling 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 signaling 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 signaling commencement of the afternoon session.
3:20 pm	Bell signaling 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

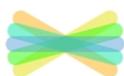
Our school has open, honest, accessible and respectful communication with parents and the wider community. It is important that regular publications such as the weekly school newsletter and notifications sent via Compass are read by parents to keep informed. Formal parent/teacher/student conferences 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 your PC (<https://newgisps-vic.compass.education>), iOS and Android devices. To gain full access to your account on a mobile device, choose 'Open in Browser' from the menu. You can monitor your child's attendance and provide an explanation for absence or lateness; communicate with your child's teacher; update your family contact details; view the school's calendar; 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.

## **Fees & Charges**

NGPS purchases the Essential Student Learning Items (ESLI) in bulk at the beginning of each year. ESLI include 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. Parents are welcome to purchase their own materials if preferred and year level specific ESLI lists are available from the office. Please note that some ESLI will need to be purchased through the school. Payments can be made through BPAY, Compass or in person at the school office. Statements outlining the ESLI charges are provided in Term 1. Extended payment arrangements can be made with the Principal or Business Manager. 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.

## **Food Arrangements / Canteen**

Students in all year levels eat in the classroom before going out to 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 may 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 Tuesdays (Sushi only), Wednesdays or Fridays. Limited snacks are available as cash sales at the canteen counter at recess and lunch. NGPS has a policy of 'No Lunch Sharing' within the school and as we are a sustainable school, we ask that wrappings be kept to a minimum.

The school also participates in the Coles Second Bite program. Staff volunteers collect and prepare this food for students on Wednesdays and Fridays and it is accessible to all students outside the canteen at recess and lunch.

While the school has drinking fountains, students are encouraged to have a drink bottle in the classroom to rehydrate throughout the day.

## **Getting to School**

Traffic and parking around the school can be quite hectic in the 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.

We encourage students to walk, ride or scoot to school and participate in the annual Walk or Ride to School Days. There is a supervised crossing on Station Road and we encourage all parents to set a great example by using the crossing every time. 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**

At the beginning of each school year, two students are elected from each class to represent 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 in support of a variety of organisations. In the past these have included Kids Cancer Project, Relay for Life, 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**

Outside School Hours Care is provided onsite to NGPS students each school day in the gymnasium. The before school session is available from 7.00am to 8.30am and the after school session is from 3.20pm to 6.30pm.

This program is facilitated by Riddells Creek Primary School who can be contacted for further information on 5428 7277 or 0427 287 222.

## **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, working in the canteen or covering books in the library. All volunteers are required to hold a current Working With Children Check. New Gisborne Primary School must be nominated as a volunteer organisation.

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

Please note that private property brought to school by students is not insured, nor is the school responsible for any loss. 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 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. All school uniform jackets are sold with a RagTagd (<https://www.ragtagd.com/>) device sewn into the seam. When an activated RagTagd garment arrives in lost property, you will receive an SMS notification. These tags are also sold separately (via Qkr!) for you to attach to any other clothing item. It is parents' responsibility to check lost property for any missing items. The lost property is cleared at the end of each term and any unnamed items are given to charity. Valuable items such as expensive toys, clothing and electronic devices should not be brought to school.



## **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.

## **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 Crossing**

The school has 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 is encouraged and 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.

## ***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 the students are expecting to be collected. Please make sure your child knows at which gate you will be waiting.

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.

Students arriving late to school, must be signed in at the office kiosk and escorted by their parent/carer to their classroom. Conversely, students collected early must also be signed out at the office kiosk before being collected by their parent/carer.

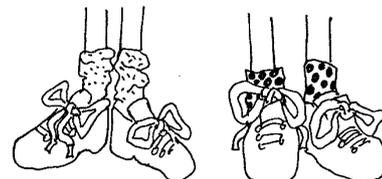
## ***School Uniform***

Our school colours are navy blue and yellow and school uniform is the preferred dress code. Students must attend school dressed neatly with appropriate footwear (no open toed footwear). It is advisable to send a jacket each day and a raincoat in the winter months, as the weather is so changeable. 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.

As senior students, Year Sixes wear polo shirts in navy blue and a uniquely designed commemorative bomber jacket.

The onsite Uniform Shop supplies all uniform and is located next to the school office. The Shop is open every Tuesday morning from 8.50am to 11.30am. Uniform orders are placed via the Qkr! App, or by completing an order form available at the office. Orders will be sent home with your child. All orders must be prepaid before 9am Tuesday 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 on 0438 282 429**.



## ***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

## ***Student Free Days***

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

In addition to Christmas and Easter holidays, the school is closed on public holidays when these fall during

the school term eg Labour Day, ANZAC Day, Queen's Birthday, AFL Grand Final and Melbourne Cup Day.

## ***Student Leaders***

There are eight Student Leader positions which are highly valued by the student population. The role includes conducting school tours, organising and conducting assemblies, liaising with staff and representing the school at community events. For senior students to be considered for one of the positions, a written application is submitted, and a presentation is delivered to the Year Five teachers and students. Whilst the application and selection process is organised by the Year Five teachers, selection is made after close consultation with the Leadership Team, Specialists and all staff members. The process is undertaken throughout Term Four of Year 5 so Student Leaders can commence their role as soon as they begin Year Six. When possible, leadership training is offered to the students.

## ***SunSmart***

In accordance with the Department of Education and Training guidelines, the school has a SunSmart policy. This includes the requirement for all students to wear an approved SunSmart hat for all outside activities from September to April. We also require students to wear tops with sleeves and a collar in order to minimise skin damage during the months when the sun's UV rays are at their strongest. The school promotes the implementation of the SunSmart policy through the classroom program, and through the provision of shaded areas for students.

## ***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 and wash their hands after going to the toilet. Students will always be sent to the toilet with a partner. 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.

## ***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 where New Gisborne Primary School is nominated as a volunteer organisation.

## **CURRICULUM**

All students partake in a comprehensive curriculum based on the Victorian Curriculum which is comprised of three interconnected areas of learning called strands:

- Discipline-based Learning – students learn the knowledge, skills and behaviours in The Arts, English, Humanities, Mathematics, Science and other languages.
- Physical, Personal and Social Learning - students learn about themselves and their place in society. They learn how to stay healthy and active and develop skills in building social relationships and working with others. Students learn to take responsibility for their learning and learn about their rights and responsibilities as global citizens.
- Interdisciplinary based learning - students explore different ways of thinking, solving problems and communication. Students learn to use a range of technologies to plan, analyse, evaluate and present their work as well as learning about creativity, design principles and processes.

## ***Artists in School***

An Artists in School (A.I.S) program has been in place at NGPS for well over 10 years. Each year an artist is commissioned by the A.I.S. consultative group to work with the students for approximately 10 sessions. This could be daily over two weeks or weekly for a term depending on the artist's commitments. The students work actively with the artist to become creators and/or performers and to achieve a goal. Our artists over the years have included a cartoonist, an animator, an actor, a storyteller, musicians, lead lighting artist and a circus skills artist. Parents are invited to attend any of the workshop sessions and there is a presentation or concert at the end if the art form lends itself to this. The A.I.S. program alternates each year between Foundation to Year 3 and Year 4 to Year 6.



## ***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***

At their last transition session, Foundation students are introduced to their Year 6 Buddy. 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. Years 1 - 5 have a buddy class and students participate in activities with their buddy class throughout the year.

## ***Digital Learning***

The NGPS 1:1 Technology for Students Program introduced the BYOD (Bring Your Own Device) program in 2016. iPads were chosen for this program as we had been able to trial and research their use in educational environments and found them to be the most suitable instrument. Students in Years 4 - 6 participate in the BYOD program for use at school and home 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.

## ***Energy Breakthrough***

The Energy Breakthrough Challenge is a three-day event held in Maryborough in November each year. Each team comprises eight team members of four girls and four boys from Years 5 and 6. Using the help and advice of adults, the students are required to design and build a pushcart using recycled materials, race this vehicle in three events, rebuild it under the scrutiny of judges and undertake a presentation of their vehicle covering all aspects of its design and construction. The team meets on a weekly basis to design, build, practice their presentation and improve fitness.

More information can be found at: <https://www.eb.org.au/>

## ***Excursions and Activities***

Excursions, activities and camps are arranged at regular intervals throughout the school year to enable students to engage in a variety of curriculum related experiences. Currently, Years 2, 4 and 6 attend school camps. Excursions vary from a short walk to a local point of interest to full day trips. Visits from experts or artists are also facilitated at school. All excursions and activities have a strong educational focus and are closely related to class work. Every effort is made to run these activities at a reasonable cost, with the

expectation that all students participate. For all excursions (except for very local activities) and camps, 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. A Local Excursion Consent Form is included on the last page of our enrolment form to cover these activities.

## **G.A.T.E.WAYS**

(Gifted and Talented Education, Extension and Enrichment)

G.A.T.E.WAYS aims to provide opportunities for students of “like minds” to participate in programs over 1 to 3 days, challenging them intellectually and helping to develop their individual talents. Programs are offered at a variety of locations around the state across all curriculum areas. Information is sent out to selected student families via Compass. More information can be found at: <https://www.gateways.edu.au/>

## **Graduation**

The Year 6 Graduation evening celebrates the end of the primary school years and is held in the last week of Term 4. Students attend a dinner together with staff members at a local venue. Parents are invited to attend for the award presentations. 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.

## **Homework**

Homework is intended to provide students with opportunities to build on their learning and development at school as well as helping parents to follow their child’s progress. Teachers will communicate their expectations of homework at the commencement of each year.



You can also help your child at home by:

- Praising your child’s efforts so that they continue to gain confidence and accept challenges.
- Encouraging your child to have a go and to take risks.
- Making regular times to read together.
- Looking through their school bag regularly for samples of work.
- Talking with your child in a positive manner about what occurred at school.
- Sharing your child’s achievements with family, friends and neighbours.
- Getting to know your child’s teacher and joining in with classroom activities if possible.
- Taking an interest in school events by reading Compass alerts, school newsletters and attending functions.
- Remembering that all students progress at different rates, therefore in your child’s class, students will be working at a range of levels.

## **Kitchen Garden**

NGPS has a Kitchen Garden Program in Year 4. Students are encouraged to grow their own vegetables, care for them, harvest them, cook with the produce and finally enjoy eating the results of their labour. Students participate in weekly sessions that involve either cooking, gardening or science related investigations.

## **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. Please read the books with or to your child and include your preschoolers too. It is very important that you read to your children as often as possible.

## ***Literacy Programs***

Little Learners Love Literacy is a 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 support is provided for a select group of Year 1 students who require additional support with reading. The program is facilitated by a trained Literacy Intervention Reading Recovery teacher.

## ***LOTE – Indonesian***

Students participate in Indonesian lessons for one hour each week. Classes are taught by our LOTE specialist teacher who provides 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. These lessons occur during normal school hours and students who participate in these lessons will miss classroom learning.

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

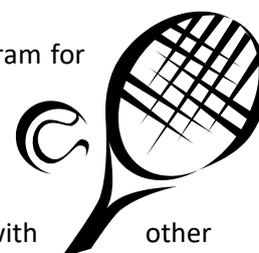
All students participate in one hour of Performing Arts each week. As part of the Performing Arts curriculum, all students perform in the Performing Arts Competition (PAC) day House Song performance and each class performs in the end of year concert.



Students are also able to participate in the School Singing Group and Choir which practice during the school week and often sing at assembly. Students should contact the Performing Arts teacher if they would like to be involved.

## ***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.



Year 3 to 6 students have the opportunity to be selected in inter-school sport with district schools throughout the year, competing within our region and zone and have progressed to State competitions. Students compete in sports such as athletics, cross country, orienteering, and swimming. Year 5 and 6 students have further opportunities to take part inter-school sports playing in the school basketball, football, netball, soccer and softball teams. We are lucky to have many teachers who are prepared to give their time to train our school teams.

## ***Positive Behaviour Management***

NGPS has developed school-wide strategies and protocols in positive behaviour management. Facilitated by our trained staff, students are supported to make positive behavioural choices with agreed consequences implemented for negative choices. If an identified behavioural problem arises, parents will be contacted.

Focus is placed on fostering student engagement through student goal setting, student self-assessment and quality work which is highlighted through positive reinforcement such as the Student Achievement Awards which are presented at assembly each Friday.

## ***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 representing your child's house is available from the Uniform Shop. Various House activities are conducted throughout the year including cross country, house athletics and PAC day.

## ***School House Captains***

To be considered for a House Captain position, senior students provide a written application which is reviewed in close consultation with all staff members, particularly the Specialist Team. The process is undertaken in Term Four of Year Five and selected students commence their role when they begin Year Six. Their role includes such things as assisting with the organisation of inter-school sport teams, co-ordinating the Performing Arts Competition, taking an active role in the F-2 athletics day, leading their House in sports day events and reporting sports results at assemblies. Most importantly, House Captains are expected to provide a strong role model for younger students and exhibit the qualities of good sportsmanship, inclusivity and excellent behaviour.

## ***Solar Vehicles***

Year 6 students investigate, design, build and evaluate vehicles made from recyclable materials. The vehicles are solar powered with students investigating the differences in design (balance, weight, alignment and plane), circuit construction and power production differences between series and parallel circuits.

## ***Transition / Step up***

Prospective Foundation students participate in transition sessions throughout November and December of the year prior to their start at primary school. Throughout Term 4, current students participate in transition sessions which prepare them for their following school year. New students have the opportunity to take part in activities in prospective future classrooms with a range of teachers.

## ***Tournament of Minds***

Tournament of Minds is a problem-solving programme for teams of students from Years 4 - 6. Students are required to solve demanding, open-ended challenges from one of the following disciplines: The Arts, Science Technology Engineering Mathematics (STEM), Social Sciences and Language Literature.

## ***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 art work is displayed throughout the school whenever possible to celebrate each child's artistic achievements.



## ***“You Can Do It!” Education Program***

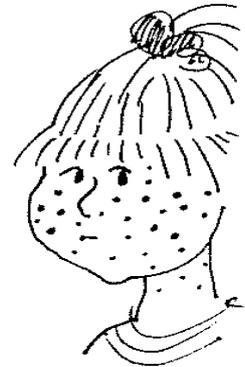
The focus of this whole school program is to optimize the social, emotional and academic outcomes for all our students. To assist students to achieve their potential, the program is divided into five ‘keys’ - Getting Along, Organisation, Confidence and Persistence, all of which underpin the final key - Resilience. One key is explicitly taught each term. For example, in Term 1 students will focus on ‘Getting Along’ skills, learning Habits of the Mind such as Social Responsibility, Playing by the Rules, Thinking First and Being Tolerant of others. More information can be found at [www.youcandoiteducation.com](http://www.youcandoiteducation.com).

## **MEDICAL DETAILS AND FIRST AID**

Please ensure that we are informed about your child’s medical details. If your child suffers from asthma 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 through the sick bay.

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 ‘[Illness and Infectious Diseases](#)’ table below.

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



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

All students need to have a documented Action care plan. Student medication must be supplied and will be stored in the First Aid Room.

### ***First Aid***

The school has a number of 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 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 problems that your child may experience.

### ***Head Lice***

All schools from time to time need to deal with incidents of nits and 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 or nits on your child, please contact the school immediately. Students must be treated before returning to school. If a student is identified as having nits or 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.

<b>Chicken Pox</b>	Exclusion from school until fully recovered or at least one week after the eruption first appears. 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>Hepatitis</b>	Until a medical certificate of recovery is produced. Persons in contact with an ill student are not to be excluded.
<b>Gastroenteritis</b>	Exclusion from school until 48 hours after the last loose bowel motion and/or vomiting.
<b>Impetigo</b> ( <i>school sores</i> )	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 dressings. Persons in contact with an ill student are not to be excluded.
<b>Head Lice</b>	Exclusion from school until treated, no live lice present on scalp.
<b>Measles</b>	Exclusion from school for at least five days from appearance of rash or until medical certificate is produced. Persons in contact with an ill student are to be excluded for 13 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.
<b>Mumps</b>	Exclusion from school until fully recovered. Persons in contact with ill student are not to be excluded.
<b>Rubella</b> ( <i>German Measles</i> )	Exclusion from school until fully recovered and at least five days from the onset of the rash. Persons in contact with an ill student are not to be excluded.
<b>Ringworm</b>	Until appropriate treatment has commenced, supported when requested, by a medical certificate. Persons in contact with an ill student are not to be excluded.
<b>Pertussis</b> ( <i>Whooping Cough</i> )	For two weeks or until a medical certificate of recovery is produced. Persons in contact with an ill student are not to be excluded.

**Other infectious diseases** – Please contact the school principal 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 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.

## **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 are coordinated, with the support of staff and the School Council. Some regular fundraisers have been Mothers' and Fathers' Day stalls, trivia nights, fun runs and other special events. Scholastic Book Club and Book Fair are also promoted.

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.