

# **Gympie West State School**

## **Parent Handbook**



# DIRECTORY 2024



Address:..... 41 Cartwright Road  
GYMPIE 4570

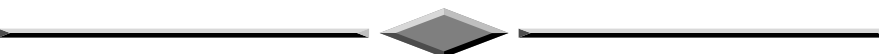
Telephone: Primary School ..... (07) 5489 8200

ECDP ..... (07) 5482 5501

Tuckshop ..... (07) 5489 8216

Facsimile: ..... (07) 5489 8288

Web Site: [www.gympiewestss.eq.edu.au](http://www.gympiewestss.eq.edu.au)



PRINCIPAL: ..... Mrs Alana Scott

DEPUTY PRINCIPAL: ..... Mrs Lori McPherson

HEAD OF SPECIAL EDUCATION SERVICES: Mrs Lynette Walsh

BUSINESS MANAGER: ..... Mrs Penny Derksen

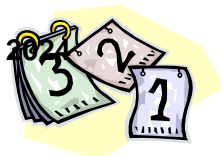
ADMINISTRATION OFFICERS: ..... Mrs Kaye Hockey  
Mrs Sandy Simpson  
Mrs Kathy Wharton

OFFICE HOURS: ..... 8:00am – 3:30pm

SCHOOL HOURS: ..... 8:50am - 3:00pm

# SCHOOL YEAR 2024

## Term 1 (10 weeks)



**School Term**     **Monday 22<sup>nd</sup> January – Thursday 28<sup>th</sup> March,**

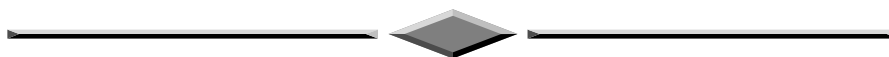
**Easter Vacation**     Friday 29<sup>th</sup> March – Friday 12<sup>th</sup> April  
(Includes Good Friday & Easter Monday holidays)

## Term 2 (10 weeks)

**School Term**     **Monday 15<sup>th</sup> April – Friday 21<sup>st</sup> June**

Thursday 25 <sup>th</sup> April	Anzac Day
Monday 6 <sup>th</sup> May	Labour Day Holiday
Friday 17 <sup>th</sup> May	<b>Gympie Show Holiday</b>

**Winter Vacation**     Monday 24<sup>th</sup> June – Friday 5<sup>th</sup> July



## Term 3 (10 weeks)

**School Term**     **Monday 8<sup>th</sup> July - Friday 13<sup>th</sup> September**

**Spring Vacation**     Monday 16<sup>th</sup> September – Friday 27<sup>th</sup> September

(Queen's Birthday Holiday – Monday 7<sup>nd</sup> October)

## Term 4 (10 weeks)

**School Term**     **Monday 30<sup>th</sup> September - Friday 13<sup>th</sup> December**



## **GYMPIE WEST STATE SCHOOL**

41 Cartwright Rd, GYMPIE, QLD, 4570

Tel: (07) 5489 8200 Fax: (07) 5489 8288

Email: [admin@gympiewestss.eq.edu.au](mailto:admin@gympiewestss.eq.edu.au)

*Only the best for Gympie West...*

## **STUDENT ATTENDANCE**

Your child's regular attendance is most important for them to achieve their best. If your child is absent from school, please provide a note of explanation or phone the school office either before or after the absence. We have the legal obligation to monitor and report on student absenteeism.

Our first bell sounds at 8:50am. We do not recommend that students arrive at school before 8:30am, unless having to do so due to bus times.

Having your child arrive on time each day will help them prepare for the day and help teach punctuality.

### **1. School attendance policy**

Students are expected to attend school for the full school day on every day where there is no valid excuse for absence. Parents are required to provide a reason why a student is absent from school. Teachers are required to record the absence and the reason for the absence on their class roll. Where an absence is not explained within 2 days of a child's return to school, the teacher will send home a request for a valid explanation with the child. The validity of the reason for the absence is assessed by school staff and recorded. Students with 'unexplained' or 'unreasonable' records of absence will be followed up by either phone call or letter, or in more serious cases, by referral to the appropriate agency (either police or Dept of Child Safety).

### **2. Record and follow up student absences**

Teachers record attendance daily on an electronic class roll. Teachers, in the first instance, follow up unexplained absences by note or phone call. Unexplained absences of more than three days are followed up by a phone call. More serious cases of non-attendance are followed up by letter or referral to outside agencies.

### **3. Monitor student non-attendance and patterns of non-attendance**

Teachers are asked to inform the admin staff of any concerns about non-attendance. In these cases, admin staff will analyse the attendance data to identify patterns e.g., every Friday off, same days each month etc.

### **4. Positive school culture**

Gympie West has well developed processes in place for student management in all its forms. The Responsible Thinking Program provides a good opportunity for students to talk through any issues, whether school or family related, that may impact upon their attendance.

### **5. Collaborate with other agencies**

Gympie West has a positive and productive working relationship with a number of local and regional authorities who can be of help in improving student attendance rates. On occasion, families require some support to better organise themselves in order to get children to school on time. Other families simply need a reminder that they have a legal obligation to send their children to school every day unless there is a valid excuse.



Dear Parents,

Welcome to the Gympie West State School. We trust that your association with our school will be educationally rewarding for each of your children attending and a happy one for all your family.

At Gympie West we strive to provide the best learning environment we can for each of our students. We would like to see every student achieve to the best of their ability in a safe learning environment. Gympie West students have over the years earned a reputation for their high academic, sporting and cultural achievements whilst at our school, and later in life. We are proud of their success.

Our achievements are a result of a cooperative, team approach between you at home and us at school. Things work best if there is open communication between us all. We give an undertaking to advise you of your child's progress and of any issues that may arise from time to time.

As parents, you are your child's most important teacher. Your attitude towards their education and school will be a significant influence on your child's attitude towards their own education. We encourage you to be actively involved in your child's education and contact us with any concerns you may have regarding their progress.

At Gympie West we are proud of the facilities and services we have for our students. These include:

- A beautiful School Hall and Library Resource Centre.
- Specialist teachers for Music, Physical Education, Instrumental Music and LOTE.
- A Tuckshop that focuses on providing healthy meals five days a week (Mon-Fri)
- Landscaped grounds which provide an attractive learning environment and safe play areas.
- Involvement in the local interschool sports program.
- A Positive Behaviour Learning (PBL) Program that helps children learn about their social and behavioural responsibilities.
- An extension program for identified, advanced students
- A Special Education Program to cater for students with particular learning needs.
- A unique relationship with the Ex-Prisoners of War Association who are involved in our ANZAC Ceremony and annual Lecturette Competition.
- An active Parents and Citizens Association that provides parents with an avenue to 'have their say' and to help 'make things happen' at their school.

These facilities and services, combined with all the great teaching and learning experiences we provide for students, make Gympie West a great place for your child's Primary Education.

Alana Scott  
**PRINCIPAL**

## TABLE OF CONTENTS

ADMISSION.....	7
AFTER SCHOOL CARE .....	7
ASSESSMENT AND REPORTING TO PARENTS .....	7
BEHAVIOUR CODE: STUDENTS' RIGHTS AND RESPONSIBILITIES .....	9
BEHAVIOUR MANAGEMENT .....	10
BICYCLES, BUSES .....	11
CAMPS / EXCURSIONS .....	12
COMMUNICATION .....	12
COMPUTERS AND TECHNOLOGY .....	12
CROSSING SUPERVISORS .....	13
DAILY ROUTINE .....	13
EMERGENCY CONTACT DETAILS .....	13
EMERGENCY PROCEDURES .....	13
GUIDANCE SERVICES .....	14
HEAD LICE .....	14
HOMEWORK .....	14
ILLNESS/EMERGENCIES/ACCIDENTS .....	15
INFECTIOUS DISEASES EXCLUSIONS .....	15
INSTRUMENTAL MUSIC .....	18
LEAVING SCHOOL GROUNDS .....	19
LIBRARY RESOURCE CENTRE .....	19
LIFE EDUCATION .....	19
LOST PROPERTY .....	19
MEDICATION AT SCHOOL.....	20
MOBILE PHONES .....	20
MONEY AT SCHOOL .....	20
NEWSLETTER.....	20
PARADES.....	20
PARENTAL SUPPORT.....	21
PARENTS AND CITIZENS ASSOCIATION.....	21
PARKING .....	21
PLAYGROUP .....	21
SCHOOL DENTAL SERVICE.....	22
SCHOOL PHOTOS.....	21
SCHOOL REQUIREMENTS .....	21
SCHOOL RULES .....	22
SPECIAL EDUCATION PROGRAMS .....	22
SPECIAL PERFORMANCES .....	23
SPECIALIST STAFF .....	23
SPORTING HOUSE TEAMS .....	23
SPORTS .....	23
SWIMMING .....	24
TRANSFERS .....	24
TUCKSHOP.....	24
UNIFORMS .....	25

## ADMISSION

Children born between 1 July 2018 and 30 June 2019 are eligible to attend Prep in 2024. Year One students must reach the age of six (6) years on or before 30<sup>th</sup> June the year they enrol in Year 1.

Please note that **PROOF OF BIRTH DATE** will be required. Suitable documentary evidence would be one of the following:

- (a) Extract from Birth Certificate
- (b) Signed Baptism Card
- (c) Signed statement by Minister of Religion or Doctor

Parents are requested to enrol their child at the office, where you will be asked to complete an Enrolment Form. Also, an interview with the Principal or Deputy Principal occurs upon enrolment.

Towards the end of each year children who will be in Prep the following year, may be enrolled at the office. A "Transition Meeting" for parents and children is arranged during the final weeks of the year, as well as an "Orientation Evening" for parents.

**Custody:** Upon admission to the school, parents are asked to provide details regarding custody of children. In the event of the enrolling parent having sole custody, a copy of the Court Orders to that effect will be requested and kept in the office.

It is essential that the school office be kept informed of any changes to custody arrangements that may have an impact at school.

## AFTER SCHOOL CARE

There are three mini-bus services that come to our school for afterschool care. Some days are already booked out so I suggest you get in as soon as possible.

**Busy Bees:** Phone: 5483 7783  
19 Stanley St, Gympie  
Prep to Year 6  
Only taking permanent bookings not casual care.

**Kids Bizz:** Phone: 0412 502 552  
Held at One Mile State School Hall cnr John & McLeod St, Gympie

**Kids-R-Us Southside:** Ph: 5483 6100  
17 Decker Place, Southside

## ASSESSMENT AND REPORTING TO PARENTS

Throughout the year, your child's progress will be assessed and monitored.

- Diagnostic tests are used to determine the nature of any learning difficulties that may exist.
- Standardised tests, external state-wide tests, work samples and teacher observations are all used to create a comprehensive evaluation program for each child.

The results of this evaluation are reported to parents via Progress Report Cards which are issued towards the end of each semester. All parents are welcome to meet with their child's teacher to discuss the Report.

Parents are strongly encouraged to discuss issues of concern with their child's teacher sooner rather than later. Teachers value the information you can provide. Please make an appointment to see your child's teacher whenever you feel the need.

## ATTENDANCE

It is important that your child attends school every day, unless there is a valid reason for them to be away, for example: illness, or a death in the family. If your child is absent from school, please contact us to let us know the reason. You can let us know by a quick phone call to the office, or via a note or visit to the classroom teacher. We can add this explanation to their attendance records, rather than having the absenteeism marked as 'unexplained'. The number of unexplained absences is shown on Report Cards at the end of each semester.

If you know your child is going to be away for several days or more, you can see the class teacher for some work to be provided for when they are away.

It is best if your child **arrives at school between 8:30am and 8:45am each morning**. Students arriving before 8:30 is not ideal. Before 8:30am teachers are busy preparing for the day's lessons, attending meetings etc. So, student supervision is limited. Our first bell sounds at 8:50, so being here by 8:45 will give your child the time they need to get organised for their day.



## BEHAVIOUR CODE: STUDENTS' RIGHTS AND RESPONSIBILITIES

### RIGHTS

- *I have the right to feel safe and treated with understanding, respect and politeness.*
- *I have the right to expect my property to be safe.*
- *I have the right to learn. Other students will not deprive me of this by their behaviour.*
- *I have the right to a healthy lifestyle and environment.*
- *I have the right to earn the respect, support and pride of the local community.*
- *I have the right to guidance in learning self-discipline.*
- *I have the right to expect that all of these rights will be mine, so long as I continue to carry out the responsibilities associated with them.*

### RESPONSIBILITIES

- *I have the responsibility to treat others with understanding, respect and politeness; not to tease others or to hurt their feelings.*
- *I have the responsibility to make the school safe by not threatening, bullying or hurting anyone in any way. I have the responsibility to observe the safe working and playing requirements which apply.*
- *I have the responsibility not to damage, destroy or steal the property of the school, or of others. I have the responsibility to safeguard and treat with respect, property with which I have been provided.*
- *I have the responsibility to cooperate with teachers and other students, to make sure that lessons proceed smoothly and that I keep up-to-date with required work. I have the responsibility not to behave in a manner which interferes with other students' right to learn. I also have the responsibility to be punctual, to attend school regularly, and to take part in activities that will be of benefit to me.*
- *I have the responsibility to care for the school environment; to keep it neat and clean, and to be prepared to remove litter. I have the responsibility not to take harmful substances or encourage other students to do so, both within the school and on trips outside the school.*
- *I have the responsibility to behave and dress in a manner which will bring credit to myself and to the school.*
- *I have the responsibility to learn, and to encourage others to learn self-discipline.*
- *I have the responsibility to safeguard my rights and the rights of others, by carrying out my full responsibilities at all times and by encouraging others to do the same.*

## BEHAVIOUR MANAGEMENT

*Gympie West SS* is committed to providing a safe, respectful and disciplined learning environment for students and staff, where students have the opportunity to engage in quality learning experiences and acquire values supportive of their lifelong wellbeing. Staff at Gympie West SS are committed to provisions that ensure all young Queenslanders receive a quality education.

Our **School Mission** is to create a safe learning environment for all students and staff to maximise learning.

### Positive Behaviours for Learning (PBL)

*What is PBL?*

Positive Behaviours for Learning is an evidence-based whole school framework that actively promotes positive behaviour, so all children are in school learning to their potential. It enables students to develop a clear understanding of required expectations, become responsible for their own behaviour and work together to create a positive, productive and harmonious learning community.

Our **School Rules** are:

- Be Safe
- Be Respectful
- Be a Learner

Our **PBL mascots** are Be Safe Kangaroo, Be Respectful Possum and Be a Learner Owl.



Students are taught **PBL lessons** in class each week to address our 3 school rules. Lessons are designed taking into account the behaviour data of our school and to address the appropriate and expected behaviours for students. Posters displaying each fortnight focus, are in each learning area and shared with parents via our schools newsletter and Facebook page.

Our schools **positive reward system** is our **Westie Besties**.



Like any school, from time to time some students require extra support and guidance to maintain proper behaviour. This support is provided through lunch time referrals to Smart Choices, Supervised Play, Social Skills Programs and individual *Behaviour Support Plans*. These plans are developed in consultation with parents, teachers, AVT Behaviour Management and the school's Administration. Our school policy on managing behaviour is explained in our Gympie **West SS Responsible Behaviour Plan for Students**.

## BICYCLES

We have a number of students who ride their bikes to school.

Parents should ensure their children who ride are able to do so safely, know the relevant road rules, and wear safety helmets.

Bicycles are to be parked in the stands provided, and whilst these areas are out-of-bounds to all other students, they do so at their owner's risk. Our school rules state that no student is to touch another student's bike, and bikes are not to be ridden in the school grounds or on the footpaths outside the school grounds.



## BUSES

Transport is free to all **eligible students**.

The main bus service for our area is Polleys Bus Company. Contact Polleys on 5480 4500 for further information.

School Transport services operate under a strict behaviour Code of Conduct for students. Our school works closely with the bus companies and drivers to ensure our students are well behaved on buses while they are travelling to and from school.

## CAMPS / EXCURSIONS

It is recognised that there are many enriching experiences for students outside our school environment. Throughout the year the school will endeavour to provide a range of excursions/camps to enrich or complement the curriculum. Students who wish to go on excursions/camps must meet the school's requirements **concerning** appropriate dress and grooming, safety and standard of conduct. Students who consistently demonstrate inappropriate behaviours are at risk of being excluded from excursions and camps. Parents/Carers permission notes are required for all excursions and parents will usually meet all costs associated with the excursions/camps. Parent and Citizens' Association approval is obtained for all camps.

**School camps** are held for **Years 4 and 6 students only**. These camps are usually held at a site out of Gympie for approximately three days. If a composite class exists in each of these year levels alternate arrangements will be made for children in the other year level.



## COMMUNICATION

Communication is seen as an important part of the relationship between parents and the school. We would like all parents to be as aware as possible of your child's life, work and development at our school.

1. An **electronic newsletter** is issued each fortnight on **Wednesday** to the eldest child of each family attending school, advising parents of school news, activities, forthcoming events and items of general interest. Paper copies are only available from the office. Teachers produce a class newsletter for parent information. Special notes are often produced to communicate information about special events.
2. At Parents and Citizens meetings, the Principal gives a report on activities and programs which have taken place, or are planned to be implemented. Topics of a professional nature (e.g. School Planning and Accountability) may also be presented.
3. A variety of methods may from time to time be used to communicate to parents information about the school. These could include parent-teacher evenings, special assemblies, open days, special celebration days, displays of student work and/or activities, etc. These will be advertised in the Newsletter.
4. Most issues of concern are best discussed directly with your child's class teacher. This is best done through a prior appointment. Parents are invited to make an appointment whenever they would like to discuss any aspect of their child's development.

## COMPUTERS AND TECHNOLOGY

Gympie West State School maintains a firm commitment to ensuring that our students have access to the latest in technology. Children have access to computer terminals in their classrooms, and utilise two computer labs that contain a total of around 50 computer systems (both Windows and Mac) and 40 iPads for in class use. Students can also utilise the facilities in our computerised resource centre. Students also have restricted access to the Internet and E-mail.

Upon enrolment parents will be invited to sign a copyright clearance form to enable pictures of their child and their work to be published in school publications and on the school internet site.

Students also have the opportunity to be part of a robotics program for both selected and a simple introductory program for Prep to Year 6.

## CROSSING SUPERVISORS

We are fortunate to have the services of very capable Crossing Supervisors to assist students across busy Cartwright Road and Cooinda Street.



Their hours are as follows:

**Cartwright Road:**

8:00 to 9:00am and 2:50 to 3:20pm.

**Cooinda Street:**

8:15 to 9:00am and 3:00 to 3:30pm

Any child wishing to cross either Cartwright Road or Cooinda Street **MUST** use the crossing. All adults using the crossing need to obey the same rule as the children.

This is an excellent way to set an example for our students.

## DAILY ROUTINE

Commence School ..... 8:50 am  
First Break ..... 11:00 to 11:40 am  
Second Break ..... 1:00 to 1:40 pm  
Conclude ..... 3:00 pm

Times for Lunch breaks may vary during Inter School Sports Periods.

**For safety reasons children should not arrive at school early in the morning.**

**We recommend that students do not arrive at school before 8:30 am.**

**Only limited supervision is provided before 8:30 am.**

**At the 3:00 pm bell, we expect that all students leave the school grounds and go directly home, unless they are waiting for a parent, brother or sister, or their bus.**

We would appreciate you insisting your child comes straight home from school. If you find it necessary to alter the child's routine, please ensure they know exactly what is required before coming to school.



## EMERGENCY CONTACT DETAILS

As you would appreciate, it is vitally important that we have up-to-date records on all our students. **If at any time, student information changes, please notify by phone or letter to ensure records are kept current.** Thank you for attending promptly to these details.

1. Home address and telephone number.
2. Work contact numbers for both parents.
3. Emergency Contacts i.e.: those to be contacted should parents be unable to be reached.
4. Medical information that could affect the child at school (e.g. taking fits, hearing or sight impairment, heart condition, asthma, anaphylaxis, allergies)



## EMERGENCY PROCEDURES

Emergency procedures are in place to cater for the need to have the school evacuate, or be put in lock-down. Regular practice is given in these procedures, with staff and students. An electric bell is used as the warning signal. Volunteers working at school when such a practice is undertaken should be aware of our emergency procedures and participate fully with any drills when they are conducted.

## GUIDANCE SERVICES

A student Guidance Service is available for you and your child. Student welfare is a vital consideration in Education and there are times when individual guidance for students is essential. Parents are encouraged to make early contact with the school about any problems that arise.

Primary Guidance Officers and Support Teachers are available for specialist assistance for children with educational, social or emotional needs. Parents can contact the Principal to discuss the possibility of support by a Guidance Officer. We will contact you if we feel guidance support is recommended for your child.

## HEAD LICE

Education Queensland acknowledges that **parents** have the prime responsibility for the detection, prevention and treatment of head lice.

Education Queensland accepts responsibility for minimising the risk to all school community members of being infested with head lice while on school premises. To this end, every school is to have a plan outlining guidelines and procedures for minimising the presence of head lice at school and managing head lice incidents.

### **Principals are to ensure that:**

- the school community is informed of Education Queensland policy and school procedures for dealing with head lice
- teachers or other school staff inform the principal immediately of students with evidence of the presence of head lice
- the parent of the student affected is contacted so that the head lice can be treated as soon as possible
- parents are provided with information on detecting and treating head lice or are referred to sources of reliable information.

### **Parents:**

It is the responsibility of parents to ensure that their children do not attend school with head lice. To achieve this, it is reasonable to expect that parents will:

- regularly inspect their child's head to detect the presence of lice or lice eggs
- regularly inspect the scalps of all household members and treat as required
- notify the school if their child is affected, to allow preventive measures to be started early, and advise the school when treatment has begun.

## HOMEWORK

Weekly homework will be set as required, with individual children's needs taken into consideration. Normally children will take home only those books, etc., required for homework. Homework may take the form of work to learn (e.g. spelling, tables, practice examples to do) or projects requiring some research and report writing. It is in your child's interests that you check regularly to see that home study is attended to. At parent/teacher meetings early each year, the teachers advise parents of the class homework policy, which is developed within the School Policy Guidelines.

## ILLNESS/EMERGENCIES/ACCIDENTS

The condition of children who become ill at school will be assessed by the teacher and the necessary action taken. The student may be cared for in the classroom or the health room. If your child's condition is serious enough, you will be contacted to collect your child.

Children who vomit, wet or soil themselves will be given a change of clothing if available and parents will be notified. We keep a small stock of spare clothes especially for the younger children. When children have been given a change of clothing, parents are asked to wash and return them.

In the event of an accident the child's welfare is our first concern. Minor injuries are treated at school and First Aid Kits and ice packs are on hand for this purpose. Should an injury be such that we think the child requires professional treatment, parents are contacted and advised accordingly. It is important therefore that parents supply an emergency telephone number where you can be contacted whether it is your own phone, that of a neighbour, work phone, or that of a relative.

If a child is seriously injured an ambulance will be called and if necessary the child will be transported by ambulance to the family doctor (if known), or the casualty section of the Gympie Hospital. Should we not be able to contact parents, treatment as described above will be carried out automatically.



## INFECTIOUS DISEASES EXCLUSIONS

Some medical conditions require exclusion from school or child care to prevent the spread of infectious diseases among staff and children. The table below shows recommended minimum exclusion periods for infectious conditions for schools, pre-schools and child care centres. **Public Health Act 2005**

Condition	Exclusion of Case	Exclusion of Contact
Amoebiasis (Entamoeba histolytica)	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded
Campylobacter	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded
Candidiasis	See 'Thrush'	
Chickenpox (Varicella)	Exclude until all blisters have dried. This is usually at least 5 days after the rash first appeared in unimmunised children and less in immunised children.	Any child with an immune deficiency (for example, leukaemia) or receiving chemotherapy should be excluded for their own protection. Otherwise, not excluded.
CMV (Cytomegalovirus infection)	Exclusion is NOT necessary	Not excluded
Conjunctivitis	Exclude until the discharge from the eyes has stopped unless doctor has diagnosed a non-infectious conjunctivitis	Not excluded
Cryptosporidium infection	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded
Diarrhoea	(No organism identified) Exclude until there has not been a loose bowel motion for 24 hours	Not excluded

Condition	Exclusion of Case	Exclusion of Contact
Diphtheria	Exclude until medical certificate of recovery is received following at least 2 negative throat swabs, the first swab not less than 24 hours after finishing a course of antibiotics followed by another swab 48 hours later.	Exclude contacts that live in the same house until cleared to return by an appropriate health authority.
German measles	See 'Rubella'	
Giardiasis	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded
Glandular fever	Exclusion is NOT necessary	Not excluded
Hand, foot and mouth disease	Exclude until all blisters have dried.	Not excluded
Haemophilus influenza Type B (Hib)	Exclude until the person has received appropriate antibiotic treatment for at least 4 days.	Not excluded
Head lice (Pediculosis)	Exclusion is not necessary if effective treatment is commenced prior to the next day.	Not excluded
Hepatitis A	Exclude until a medical certificate of recovery is received, but not before seven days after the onset of jaundice.	Not excluded
Hepatitis B	Exclusion is NOT necessary	Not excluded
Hepatitis C	Exclusion is NOT necessary	Not excluded
Herpes simplex (cold sores, fever blisters)	Exclusion is not necessary if the person is developmentally capable of maintaining hygiene practices to minimise the risk of transmission. If the person is unable to comply with these practices they should be excluded until the sores are dry. Sores should be covered by a dressing where possible.	Not excluded
Human Immuno-deficiency Virus (HIV/AIDS)	Exclusion is NOT necessary. If the person is severely immune-compromised, they will be vulnerable to other people's illnesses.	Not excluded
Hydatid disease	Exclusion is NOT necessary	Not excluded
Impetigo (school sores)	Exclude until appropriate antibiotic treatment has commenced. Any sores on exposed skin should be covered with a watertight dressing.	Not excluded
Influenza and influenza like illnesses	Exclude until well	Not excluded
Legionnaires' disease	Exclusion is NOT necessary	Not excluded



Condition	Exclusion of Case	Exclusion of Contact
Measles	Exclude for 4 days after the onset of the rash	Immunised and immune contacts are not excluded. Non-immunised contacts of a case are to be excluded until 14 days after the first day of appearance of rash in the last case, unless immunised within 72 hours of first contact during the infectious period with the first case. All immune-compromised children should be excluded until 14 days after the first day of appearance of rash in the last case.
Meningitis (bacterial)	Exclude until well and has received appropriate antibiotics	Not excluded
Meningitis (viral)	Exclude until well	Not excluded
Meningococcal infection	Exclude until appropriate antibiotic treatment has been completed	Not excluded
Molluscum contagiosum	Exclusion is NOT necessary	Not excluded
Mumps	Exclude for nine days after onset of swelling	Not excluded
Norovirus	Exclude until there has not been a loose bowel motion or vomiting for 48 hours	Not excluded
Parvovirus infection (fifth disease, erythema infectiosum, slapped cheek syndrome)	Exclusion is NOT necessary	Not excluded
Pertussis	See 'Whooping Cough'	
Respiratory Syncytial virus	Exclusion is NOT necessary	Not excluded
Ringworm/tinea	Exclude until the day after appropriate antifungal treatment has commenced	Not excluded
Roseola	Exclusion is NOT necessary	Not excluded
Ross River virus	Exclusion is NOT necessary	Not excluded
Rotavirus infection	Children are to be excluded from the centre until there has not been a loose bowel motion or vomiting for 24 hours	Not excluded
Rubella (German measles)	Exclude until fully recovered or for at least four days after the onset of the rash	Not excluded
Salmonella infection	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded
Scabies	Exclude until the day after appropriate treatment has commenced	Not excluded
Scarlet fever	See 'Streptococcal sore throat'	
School sores	See 'Impetigo'	
Shigella infection	Exclude until there has not been a loose bowel motion for 24 hours	Not excluded

Condition	Exclusion of Case	Exclusion of Contact
Streptococcal sore throat (including scarlet fever)	Exclude until the person has received antibiotic treatment for at least 24 hours and feels well	Not excluded
Thrush (candidiasis)	Exclusion is NOT necessary	Not excluded
Toxoplasmosis	Exclusion is NOT necessary	Not excluded
Tuberculosis (TB)	Exclude until medical certificate is produced from an appropriate health authority	Not excluded
Tuberculosis (TB)	Exclude until medical certificate is produced from an appropriate health Authority	Not excluded
Typhoid, Paratyphoid	Exclude until medical certificate is produced from appropriate health authority	Not excluded unless considered necessary by public health authorities
Varicella	See 'Chickenpox'	
Viral gastroenteritis (viral diarrhoea)	Children are to be excluded from the centre until there has not been a loose bowel motion or vomiting for 24 hours	Not excluded
Warts	Exclusion is NOT necessary	Not excluded
Whooping cough (pertussis)	Exclude until five days after starting appropriate antibiotic treatment or for 21 days from the onset of coughing	Contacts that live in the same house as the case and have received less than three doses of pertussis vaccine are to be excluded from the centre until they have had 5 days of an appropriate course of antibiotics.  If antibiotics have not been taken, these contacts must be excluded for 21 days after their last exposure to the case while the person was infectious.
Worms	Exclusion not necessary if treatment has occurred	Not excluded

## INSTRUMENTAL MUSIC

Gympie West offers an Instrumental Music Program to students in Years 5 - 6.

A strings program is also offered to children from Year 3 who show potential, if vacancies occur.

Our visiting instructors in Strings, Woodwind and Brass, in conjunction with class teachers and the Principal, select those children who are deemed most suited to the program. Some school-owned instruments are available for loan, but parents are encouraged to purchase instruments for children who intend to continue with their music into Secondary School.



Notices setting out policy are forwarded annually to parents of children interested in joining.

## LEAVING SCHOOL GROUNDS

Children may not leave the grounds during the day unless they have permission, indicated by note or phone call, for one-off occasions.

Please call into the office to complete the necessary sign-out register when:

- children arrive late for school
- parents wish to take their children out of school during normal school hours (e.g. for a doctor or dental appointment)
- collecting children when they are sick

## LIBRARY RESOURCE CENTRE

GWSS has a state of the art Library Resource Centre which is expertly organised by our library staff.

Children need parental encouragement to gain love of reading. Children of all ages enjoy having stories read to them.

Students should have a Library bag to protect the books they borrow.. A Library bag could be: our school waterproof library bag (available for purchase from the office), a strong plastic carry bag as used by dress shops, or a cloth material bag with a draw string top, at least 35cm x 45cm.



All books out on loan are to be returned prior to the last week of each term. While we encourage the reading habit and hence borrowing of books, we also expect children to learn to take care of books. Parents may be asked to pay for damaged or lost books, or those that a child fails to return.

## LIFE EDUCATION

We are fortunate to have access to the Life Education Program. Children who take part receive introductory classroom lessons, a visit to the well-equipped Life Education Van, a lesson from a qualified Life Ed. Teacher, follow-up activities in the classroom and a booklet of information and activities.

These lessons do NOT involve telling children what is right or wrong, good or bad. They are designed to provide information and to encourage children to make well-informed decisions based on a wide range of knowledge. The lessons are sequenced from learning about body parts and functions in the lower grades to learning about the effects drugs such as nicotine and alcohol have on the body.

## LOST PROPERTY

It is important that all personal belongings be **suitably labelled with your child's name particularly hats, bags, jumpers and other items of clothing**. We normally collect many items of clothing throughout the year and often cannot locate an owner because the item is not named. Items found lying around the school are placed in 'Lost Property' containers near the Responsible Thinking Room steps.

It is the children's own responsibility to care for their possessions. At the end of each term, all lost property items are displayed in the main undercover area – hopefully for collection; named items are returned to respective owners and any remaining unnamed items are then donated to a local charity.

## MEDICATION AT SCHOOL

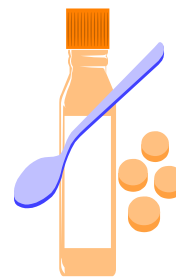
Parents are asked to supply all medication with instructions written clearly by the pharmacist at the Doctor's direction. The container must clearly indicate specific times at which medication is to be administered, as well as the exact dosage/quantity.

All medication will be administered through the school office. Parents should give any medication to the office staff and fill out the required form for administering the medication and for safe-keeping. This applies to ALL medications.

A supply of paracetamol medications is not kept at school.

Asthmatics who require access to a spray during the day are allowed to keep it with them subject to a written request from the parent. If your child is an asthmatic requiring the use of a spray or inhaler, ask at the office for a special permission form to cover this use.

**UNDER NO CIRCUMSTANCES CAN STAFF ADMINISTER UN-PRESCRIBED OR OVER THE COUNTER MEDICATIONS.**



## MOBILE PHONES



In general, primary school students have no need for a mobile phone at school. In an emergency situation, the office telephone is always available.

Where a parent needs a student to have a mobile phone for safety reasons after school, the phone should be **left in our office and collected at 3:00pm**.

## MONEY AT SCHOOL

Students should not leave money (or valuables) in bags or desks. On any occasion children are asked to bring money to school (e.g. Arts Council, excursions) this is advertised by note from school.

Most payments are made before school directly to our school Office at the payment window.

Apart from Tuckshop and school activities as mentioned above, there should be no reason for a child to have sums of money at school.



## NEWSLETTER

A fortnightly school eNewsletter is produced every second Thursday throughout the school year. It contains the latest information about what is happening at school and up-coming events.

You are able to subscribe to the Schoolzine eNewsletter via:  
<http://gympiewestss.schoolzineplus.com/subscribe>



## PARADES

Our main school assembly is held in the Hall each Wednesday morning at 8:50 until 9:15 am (approx.).

Students receive school notices, and are often presented with special awards such as: "Aussie of the Month," Sporting Certificates and behaviour awards. Parents are most welcome to attend.

Another assembly is held in the Hall on Mondays at 11:40am for Years 3-6. A special Junior Assembly is held for Years Prep, 1 and 2 in the Hall on Friday at 9:00am.

## PARENTAL SUPPORT

Cooperation between parents and teachers can only better serve the education of the children. Your support and co-operation will always be greatly appreciated. **You can support in many ways:**

1. Volunteers are invited from time to time to help in Classrooms, the Library or listen to children reading. If you would like to help in this practical way please contact your child's teacher.
2. By keeping in touch with your child's teacher. Never hesitate to contact your child's teacher whenever you have a query about school matters. The Principal and other members of the Administration Team are also available to answer any questions you may have about the school.
3. To prevent disruption to the class, persons wishing to talk to students during school hours (9.00 am to 3.00 pm) should first report to the Office. Should a parent wish to discuss a matter with a teacher, a time of mutual convenience should be arranged by note or telephone prior to the meeting.
4. Attend Open Days, Sports & Special Days, Parent/Teacher Interviews, Assemblies, etc.

Volunteers are always appreciated in our Tuckshop. Please see our Tuckshop Convenor if you are willing to help..

## PARENTS AND CITIZENS ASSOCIATION

All parents are warmly invited, and encouraged, to become involved with the P&C.

The **Parents and Citizens Association** is made up of a group of dedicated people who want their children to have the best possible preparation and opportunities throughout their years of schooling. It aims to foster communication and support among the school and wider community, and fundraises to assist in providing better facilities and resources for our students.

The Association meets on the second Tuesday of the month. Reminder notices will appear in the Newsletter. There are various roles which parents with special interest can participate in.

## PARKING

Please co-operate with these recommendations to make our congested roads safer.

1. **Parents should not drive into our schools grounds**, unless it is to drop-off or collect a handicapped student.
2. **Parents, please use the general car parks** on the streets around our school. Consider delaying your pick-up time after school. By arriving at approximately 3.10pm "the rush" can be reduced.
3. Obey the traffic signs in Cooinda Street and Cartwright Road (No Standing Anytime, Two Minute Parking).
4. Parking in the bus stop in Cooinda Street creates a severe traffic hazard.



**Parking illegally in any restricted area endangers the lives of our children.**

## PLAYGROUP – BABIES 0-5 YEARS

Gympie West State School has a Playgroup Association of Queensland accredited Playgroup on Friday. This will be held in the Gympie West State School Hall from 9:15am – 11:00am straight after Junior parade.

Play is an important part of early childhood and can help develop confidence and social skills and improve social, emotional and cognitive development. Gympie West Playgroup activities will include, among other things, painting, story time, outdoor activities, dress ups, imaginative play, play dough, songs and dancing.

## SCHOOL DENTAL SERVICE

The Child and Adolescent Oral Health Service offers free general dental treatment to all students from Prep up to and including Year 10 who are permanent Queensland residents. Treatment is provided by an Oral Health team, which consists of a Dentist, Dental/Oral Health Therapist and Dental Assistant.

Offers of dental care occur on a rotational basis. Dental care is provided at a Mobile Dental Van or Dental Clinic, as advised when treatment is offered.

Emergency dental treatment is available between school visits.

Contact numbers for the service are:

**Dental Van Telephone Number: 0417 764 504**

**Dental Clinic Telephone Number: 5489 8437**



## SCHOOL PHOTOS

Class photos are taken as a service to parents with the added option of a value portrait pack and/or sibling photo being offered.

Full details will be forwarded home via the newsletter when a date has been set.

## SCHOOL REQUIREMENTS

A list of requirements for the year will be provided towards the end of each school year.

Teachers are mindful of the cost involved for parents in providing such requisites and try to keep them to a minimum.

Parents are, for their part, asked to ensure that their child has the required items for the start of the year and they are clearly marked with the student's name and class.



## SCHOOL RULES

Our school rules are based on the notion that: **all teachers have a right to teach, and all students have the right to learn in safety.** Having well-behaved, respectful students is the starting point for effective teaching and learning.

We believe that all students are responsible for their actions, and this is strongly reflected in the Responsible Thinking Process we use for managing disruptive student behaviour.

What we expect from students' behaviour can be easily summed up by these three specific rules:

1. **Be Safe**
2. **Be Respectful**
3. **Be a Learner**

### **Be Safe**

- Students should work and play safely; and not intentionally hurt others by what they do or say
- Walk on cement areas and around our buildings
- Bicycles are to be walked in the school grounds or on the footpaths.
- Always wear a hat when in the sun
- Stay away from 'out-of-bounds' areas (like car parks); they are out-of-bounds for a reason
- Never leave the school grounds without permission
- Always behave safely on buses, and around roads
- Don't ever share your food with others – they may be allergic to your food.

### **Be Respectful**

- Respect other children's right to feel safe and learn.
- Don't stop other's learning by disrupting
- Speak courteously to all adults and to each other
- Don't use bad language around others
- Do as you are asked, when you are asked
- Don't play or make a mess in the toilets
- Good manners are a sign of respect you have for others

### **Be a Learner**

- Be a willing learner by doing your work to the best of your ability; give it your best go!
- Be ready to help those who may need your help
- If you have a problem, ask for help
- Be sure to follow your class rules
- Be on time

## SPECIAL EDUCATION PROGRAMS

Gympie West has a Special Education Program that caters for students with special learning requirements who have the following specific diagnosed conditions:

- Autism Spectrum Disorder (ASD)
- Hearing Impairment
- Physical Impairment
- Speech-Language Impairment
- Vision Impairment

A program can also specialise in supporting students with multiple impairments (students who are verified as having intellectual impairment and one or more other impairment).

## SPECIAL PERFORMANCES

Each year a small number of special performances will be offered to our students. Prior to each visit, permission slips are sent home. Each performance is assessed and considered a worthwhile experience, so, all students are encouraged to attend.

## SPECIALIST STAFF

We have a number of specialist staff available to provide extra-curricula activities for children and to assist teachers in developing and implementing individual education plans for students.

Our specialist staff include:

- Physical Education Teacher
- Music Teacher
- Instrumental Music Teachers
- LOTE Teacher Years 5-6
- Support Teacher Learning Difficulties
- School Chaplain
- Special Education Teacher
- Guidance Officer
- Behaviour Management Officer
- Speech Therapists
- Early Special Education Support Teacher



## SPORTING HOUSE TEAMS

The school has three sporting house teams

- **Witham (Green)**
- **Thomas (Yellow)**
- **Mellor (Blue)**

These houses are named after former Gympie Mayors.

As a rule, children of the one family belong to the same House. Children are allocated to a House as they enrol.

## SPORTS

All students are encouraged to participate in our schools sporting activities. Today, more than ever, it is important that children are active and learn coordination skills. Each week all students participate in a Health and Physical Education lesson. During these lessons student are taught gross motor skills such as catching, batting, balancing etc., as well as athletic skills like high-jumping, and how to play sporting games.



**Interschool Sports Gala Days:** Each year, students in Years 4 - 6 participate in an interschool sporting competition in a range of sports, such as: soccer, softball, volleyball, tee-ball, kanga cricket, tennis.

**School Athletics:** During Term 2, all children are involved in our athletics program. Children are allocated a 'House' on admission with all family members being placed in the same sports house. Students compete in a school competition in late Term 2 each year.



## SWIMMING

Learn to swim classes are offered to certain year levels as part of the school's physical education program. The swimming program is recognised by the Royal Life Saving Association and is implemented by specialist swimming instructors, Physical Education specialists, class teachers and interested parents.

A small cost is involved for the pool and transport.



## TRANSFERS

If a student is to leave the school to transfer to another, please advise us in writing or phone.

Ensure all school materials on loan are returned (such as Library books, textbooks) before your child's last day with us.

## THE WESTIE TUCKER BOX

Tuckshop is provided FIVE days a week at West – Monday to Friday. It is run by our Tuckshop Convenors with the help of fantastic parent volunteers.

Tuckshop Orders:

### Online Ordering

Simply create your **QuickCliq** profile and you are ready to go. You are able to use Credit Card, Paypal or Direct Transfer, at no extra charge and are able to order until 9:15am every day and up to 30 days in advance. Register today at: [www.QuickCliq.com.au](http://www.QuickCliq.com.au) or if you need further information, call into the Tuckshop.

### Paper bag Ordering

Ordering Tuckshop is easy. Orders are written on a paper packet, with student's name, class, and their order. The money is placed inside the bag. It's best if you provide the correct payment, however, change will be given if needed. **(Please make your orders clear and legible to avoid mistakes.)**

Our Tuckshop strives to provide a nutritious menu for students to select from. A price list is provided early in the year, and "updates" provided throughout the year. New products or price changes are advised by way of our school newsletter. Our Tuckshop is also involved in providing special menus for sports days and other special events.

If you would like to help in our Tuckshop from time to time, please pop over and make yourself known or call into the office for a roster form to complete.



## UNIFORMS

Gympie West students wear their school uniform with pride. Walk around our school and you will hardly ever see a student out of uniform. The wearing of our school uniform is expected by the school community of Gympie West.

Our school uniform is: a red/black polo shirt, black shorts or black skort (skirt with bike pants attached).

Winter Uniform – long black trackpants and red fleecy jacket.

We expect our students to come to school neatly dressed in their school uniform, including a brimmed hat and shoes and socks for safety. Your support and co-operation with maintaining Gympie West's high uniform standards is appreciated.

Gympie West's school community has sanctioned the following dress code for our students. It is compliant with the Education (General Provisions) Act 2006.

**The Dress Code applies** whenever our students are:

- attending or representing the school;
- travelling to or from school; or
- engaged in school activities outside of normal school hours.

**Benefits of the Dress Code** are:

- ✓ ease of identification of our students;
- ✓ fostering a sense of belonging to our school; and
- ✓ developing mutual respect among students by minimising visible evidence of economic or social differences.

**Examples of unacceptable clothing** would be:

- ✗ anything that has offensive writing or motifs;
- ✗ anything that is unsafe to the wearer or other students (including sun safety);
- ✗ anything that may disrupt or negatively influence normal school operations.

**Consequences for breach of the Dress Code** include:

- asked to remove the inappropriate item
- withdrawal from relevant school activities.

GYMPIE WEST STATE SCHOOL DRESS CODE	
ACCEPTABLE	NOT ACCEPTABLE
School uniform shirt	No other shirts acceptable
Plain Black shorts, pants or skort similar to those available from the school	Other colours (including denim or multi-coloured), leggings & bike pants
Broad-brimmed/bucket or legionnaire style hat (red or black preferred but not essential)	Caps (no outdoor play if cap worn)
Jacket or pullover (red or black preferred but not essential)	Clothing with offensive wording or motifs
Shoes/joggers and socks, strapped sandals (black preferred but not essential)	Thongs, sandals that can be kicked off
Ear studs/sleepers, one signet ring or religious medallion (approved by school), wristwatch.	All other jewellery
Neutral, unobtrusive lip gloss and clear nail polish.	Stark coloured makeup – including nail polish
Neat, tidy appearance	Dirty, dishevelled appearance

The Principal has the discretion to waive the wearing of the uniform but, in these rare cases, all other parts of the dress code still apply (e.g., sun safety, no offensive motifs etc.)