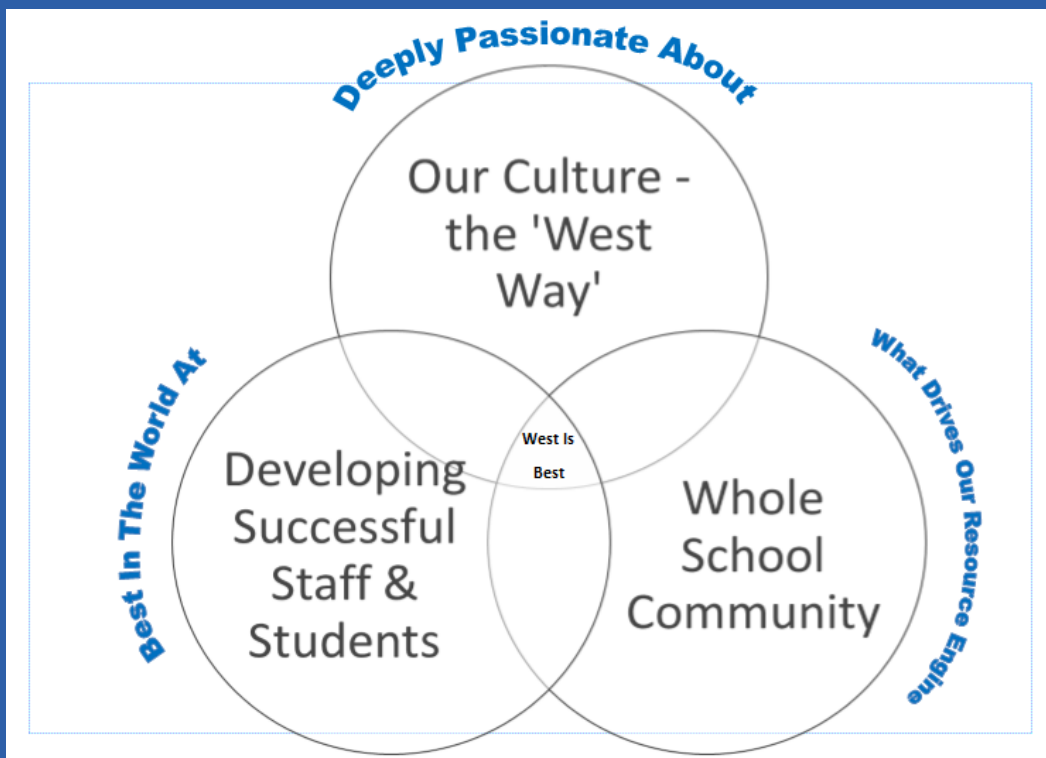




Gladstone West State School Prospectus 2020-2021



'West is Best'

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United in our pursuit of excellence



Welcome

We are very pleased to welcome you to Gladstone West State School. We are proud of our school and we work hard to continue and build upon its well-deserved reputation for outstanding academic performance and supportive and caring environment. At West, everyone belongs.

We value a collaborative relationship between school and home and we encourage parents and care-givers to participate in guided reading or class-helper programs, attend both formal and casual parent-teacher information sessions, cheer on our athletes in a range of sporting events and share celebrations, presentations and show cases.

Gladstone West State School is concerned with developing the unique potential of every student, in all areas of learning. We strive to support each student develop academic, cultural, behavioural and social skills and abilities to a very high level.

Damien Hoare

Principal



'West is Best'

School Vision Gladstone West State School's vision focuses on ensuring that every student matters, every day. We recognise that social development plus academic achievement results in a student's intrinsic self-esteem and self-worth. Our vision is achieved through

- Positive relationships
- High expectations
- Effective teaching
- Safe and orderly environment

School Charter Gladstone West State School's charter is based on three imperatives.

- Every student has the *right* to be liked by their teachers
- Every student has the *right* to have friends
- Every student has the *right* to work at their level

School Values Gladstone West State School values the potential of every student. We value every student as a capable learner, continually improving.

- We value respect. We model respect.
- We value responsibility. We model responsibility.
- We value excellence in learning. We model excellence in teaching.
- We value knowledge. We model knowing.

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School Profile

First established in 1966, Gladstone West State School is a dynamic coeducational school committed to providing educational opportunities for every student to improve their learning and understanding every day. Gladstone West State School recognises the significance of supportive learning environments so that students are happy and resourceful, able to meet challenges by confidently using their knowledge in productive and imaginative ways.

Students at Gladstone West range from Prep to Year 6, with many families associated with the school across generations of learners. The traditions of community and service are integral to the school's culture – the motto "Assist Others" is modelled throughout the school.

Our current curriculum programs reflect the Australian Curriculum. The use of information and communication technology is incorporated in all teaching and learning programs and the school is well resourced with computers, tablets, interactive whiteboards, digital and video cameras.

The gifts and talents of students are encouraged and celebrated across academic opportunities as well as in a range of cultural and sporting events. Gladstone West offers instrumental and strings musical programs, and competes in musical, dramatic, choral and speech sections of the Gladstone Eisteddfod. Students in the senior sector of the school participate in a variety of sporting competitions and carnivals in sports such as netball, touch football, volleyball, soccer and rugby league as well as track and field athletic events.

Gladstone West State School also offers a Learning Enrichment Centre (LEC) that supports an inclusive approach to the education of all students. As well as catering for the specific needs of students with disabilities, the LEC provides support for parents and families.

The school enjoys the support of a committed and enthusiastic Parents and Citizens Association that works tirelessly to progress the school and enhance educational outcomes for students.

Facilities at the school are well maintained providing educational amenity and a positive environment which encourages learning and fosters student engagement. Our school boasts a modern Resource Centre that includes two computer labs and alternative teaching spaces, and a Covered Multi-Purpose Sports Area.

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A – Z Information Guide

Assemblies

An assembly is held for each sector of the school, every week. Assemblies are at 2:30pm on designated afternoons.

Thursday afternoon: Prep – Year 2

Friday afternoon: Year 3 – 6

All sector assemblies are held on the basketball court undercover area. Student leaders undertake responsibility for emceeing assemblies. Learner of the Week, Student Awards, I Am... Cards and other positive acknowledgements are presented to students and information specific to the sector, or school events, are shared at these times.

Whole school assemblies are held once each term, starting at 2:00pm. These assemblies are used for formal presentations and awards, performances by the school band, eisteddfod choirs etc... or whole school announcements and celebrations.

Parents, caregivers and community members are welcome to attend sector and whole-school assemblies.

Attendance Policy: Every Day Counts

REFER TO: Gladstone West State School: Attendance Policy for full details.

Late Arrival: Students arriving at school after 9:00am **must** sign in at the office, before continuing to their classroom. It is preferred that parents/caregivers sign students in and include the reason for the late arrival.

Early Departure: From time to time, parents/caregivers may need to collect their students from school prior to the formal end of the school day. Students **must** be collected from the Administration Office. Students must be signed out by a parent/caregiver, or by a responsible adult nominated by the parent/caregiver. Students **cannot** sign themselves out of the school.

Brain Break

Good nutrition is important for all areas of childhood growth and development. In every class, every day a 'Brain Break' will occur during the first session of the school day. The timing of this session may vary, and younger students may have a longer break time allocated. In all classes the 'Brain Break' will provide students with the opportunity to have

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a healthy snack – fruit (pre-cut or peeled, as appropriate), vegetables or cheese. Pre-packaged foods are discouraged. We have a number of students who have anaphylactic medical conditions, so nuts are not suitable as a school snack.

Camps & Excursions

Class teachers identify excursions that enhance learning and contribute to enriching the educational experiences of our students. These include attending dramatic performances, touring local geographical locations, participating in programs to stimulate scientific or mathematical thinking or competing in eisteddfods or athletic competitions.

Every excursion is reviewed by the Leadership team to confirm its high educational value. The P&C is also informed of any proposed excursion, its educational value and the anticipated outcomes for students.

For every proposed excursion, an information letter is sent home to parents/caregivers. This letter includes a permission form that is completed by parents/caregivers – of course parents/caregivers may choose *not* to give permission to attend an excursion.

Parents/caregivers are advised of the costs for transport, admission etc... and a payment envelope will be included for their convenience. Accounting and receipting protocols require that all payments be made by the date stated.

Every excursion conducted must meet Education Queensland protocols. These include venue suitability, transport arrangements, supervision ratios, risk assessment and learning outcomes linked to curriculum areas.

Excursion planning is inclusive of curriculum approval, financial approval and administrative approval. These must be submitted for approval by the Principal or Deputy Principal at least one (1) month prior to the excursion date.

As students' medical conditions and needs change from time to time, a medical form will be included, for parents to note any change – temporary or longer term. This enables teachers to care effectively for their students' welfare.

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Class Times

School commences at 9:00am and continues until 3:00pm for all grades.

First Bell	8:50am All students moving to classes, prepare resources etc... for the day
Session 1	9:00am – 11.00am
First Break	11.00am – 11.15am : Supervised eating time 11.15am – 11:35am : Supervised play time, designated areas
Session 2	11:40am – 1:30pm
Second Break	1:30pm – 1:40pm : Supervised eating time 1:40pm – 1:55pm : Supervised play time, designated areas
Session 3	2.00pm – 3:00pm

Competitions

Academic

Students are offered the opportunity to participate in a series of ICAS competitions.

These include English, writing, spelling, mathematics, science and technology.

Parents/caregivers may choose to nominate their student for one – some or all of these competitions. A small cost is involved for the tests and marking; students undertaking these tests are supervised at school, during class time.

The Gladstone cluster of schools offers a range of competitions. These are hosted by different schools and engage students in a full day of activities. Students are nominated by their class teachers and represent their schools in activities designed to challenge their performance in science, mathematics, ICT and the Arts.

Sporting

Throughout the year, students participate in team sports such as softball, rugby league, netball, soccer, hockey and touch. Students nominate then try out for selection in teams that play in after-school competitions. Teachers volunteer to coach teams and coaching is undertaken at school.

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Students are informed of district trials for a variety of sports. Successful students participate in Port Curtis carnivals. Athletes for regional Capricornia teams are chosen from this competition.

Gladstone West State School undertakes cross-country and athletics competitions each year. Students achieving minimum times, distances etc participate in district competitions. Selection in subsequent representative teams is dependent on performance.

Crossing Supervisors

The school crossing in Boles Street is managed by a Crossing Supervisor. The Crossing Supervisor is on duty from 8.00-9.00am and 2.50-3.20pm. **All** students, accompanied by their parents/caregivers or not, **must** use the crossing and follow the instructions of the Crossing Supervisor.

At the beginning of each year, the Crossing Supervisor runs an orientation program with each Prep class, including crossing-the-road drills.

Curriculum

At Gladstone West we plan, teach, assess and report on the Australian Curriculum.

The following table outlines the Specialist lessons your child will participate in each week:

Specialist Lesson	Prep – Year 4	Year 5	Year 6
Languages		2 x 30 minute lessons per week in students' regular classrooms.	2 x 45 minute lessons per week in students' regular classrooms.
Health	1 x 30 minute lesson per week.	1 x 45 minute lesson per week.	
Physical Education	1 x 30 minute lesson per week.	1 x 45 minute lesson per week.	
Music	1 x 30 minute lesson per week.	1 x 45 minute lesson per week.	

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Dental Clinic

A permanent Queensland Health Dental Clinic is situated at the school. The Gladstone West Dental Clinic contact number is: 4972 9364

Eisteddfod

The Gladstone Eisteddfod is an annual performing arts competition. Many students from Gladstone West State School participate in instrumental, improvisation, choir and speech choir sections of the eisteddfod. Several teachers at the school volunteer to rehearse and prepare students for these events.

Emergency Drills

Each term, the school undertakes to rehearse an emergency procedure – either a lockdown or an evacuation.

Lockdown drills involve all students being safely managed in class spaces away from windows and doors. Doors are locked and windows closed and children are asked to be still and quiet until the all clear is given.

Evacuation drills involve students being calmly escorted from their classrooms or play areas to a designated evacuation point. Attendance rolls are taken to ensure all students, teachers, staff and visitors are accounted for.

The need for such emergency procedures in real-life is very rare, however panic and uncertainty could be detrimental to a student's safety should a real situation occur. We do not wish to frighten the students but simply ensure that they are familiar with emergency procedures and comfortable about what actions to take to keep them safe.

We consult with emergency services such as the Queensland Police Service or Fire Service, for advice and ask their representatives to evaluate our processes.

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Enrolment

Applicants for enrolment:

- if moving from interstate or overseas to Queensland, discuss with school principal appropriate year level for child
- complete an Application for Student Enrolment (Form A) if prospective student is under 18 years of age, answering all questions on the form marked with an (*)
- if enrolling for the first time in a Queensland state primary school, provide a copy of the child's birth certificate (or alternative document such as passport or visa if a birth certificate is not available). If not an Australian citizen, provide passport and visa details or other documents as requested by the school
- if the school has an enrolment management plan, provide place of residence documentation (e.g. rates notice) to confirm
- disclose details of any relevant Family Court or other Court Orders upon enrolment, if applicable
- if child is in the care of the State, provide details to school of arrangements and/or order regarding the child's care
- if received from previous school, provide a copy of a Transfer Note
- where relevant, disclose details of any medical conditions, symptoms, management, medications or disabilities your child may have. Medical conditions may include (but are not limited to) seizures/epilepsy, fainting, diabetes, asthma, heart problems, anaphylaxis and allergies (such as food or insect stings).
- acknowledge receipt and understanding of expectations of enrolment agreement (by voluntarily signing)
- acknowledge receipt and understanding of *Responsible Behaviour Plan for Students*, *Student Dress Code* and other school policies, programs and services
- provide relevant information about your child's educational needs from other agencies or other professionals
- if required, provide consent for your child with a disability to enrol in both a state and non-state school using Form K - Dual Enrolment for Students with Disability in State and Non- State Schools.

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BIRTH MONTH/YEAR	YEAR LEVEL 2021	BIRTH MONTH/YEAR	YEAR LEVEL 2021
1 Jul 2015 – 30 Jun 2016	PREP	1 Jul 2011 – 30 Jun 2012	4
1 Jul 2014 – 30 Jun 2015	1	1 Jul 2010 – 30 Jun 2011	5
1 Jul 2013 – 30 Jun 2014	2	1 Jul 2009 – 30 Jun 2010	6
1 Jul 2012 – 30 Jun 2013	3	1 Jul 2016 – 30 Jun 2017	Prep 2022

All applicants will receive an enrolment package, including:

- Application for Student Enrolment (Form A)
 - Enrolment Agreement
 - Responsible Behaviour Plan for Students
 - Student Dress Code details
 - School Transport Assistance Scheme and School Transport Assistance
 - other school policies, programs and services including those for students with a disability.
- Failure to complete sections of the Application for Student Enrolment (Form A) marked with an (*) or to provide required documentation may result in a refusal to process your application. You are also required to provide satisfactory evidence and appropriate documentation that you are entitled to apply for enrolment at school (e.g. birth certificate, Australian citizenship document, Permanent Residence status or eligibility under a Visa Category)
 - Administration staff will sight and copy the birth certificate of prospective students if it is the first time the child has enrolled in a Queensland State School
 - If applicable, any relevant current Family Court or other Court Order concerning the welfare, safety or parenting arrangements for prospective student will be sighted and copied.

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Enrolment Management Plan

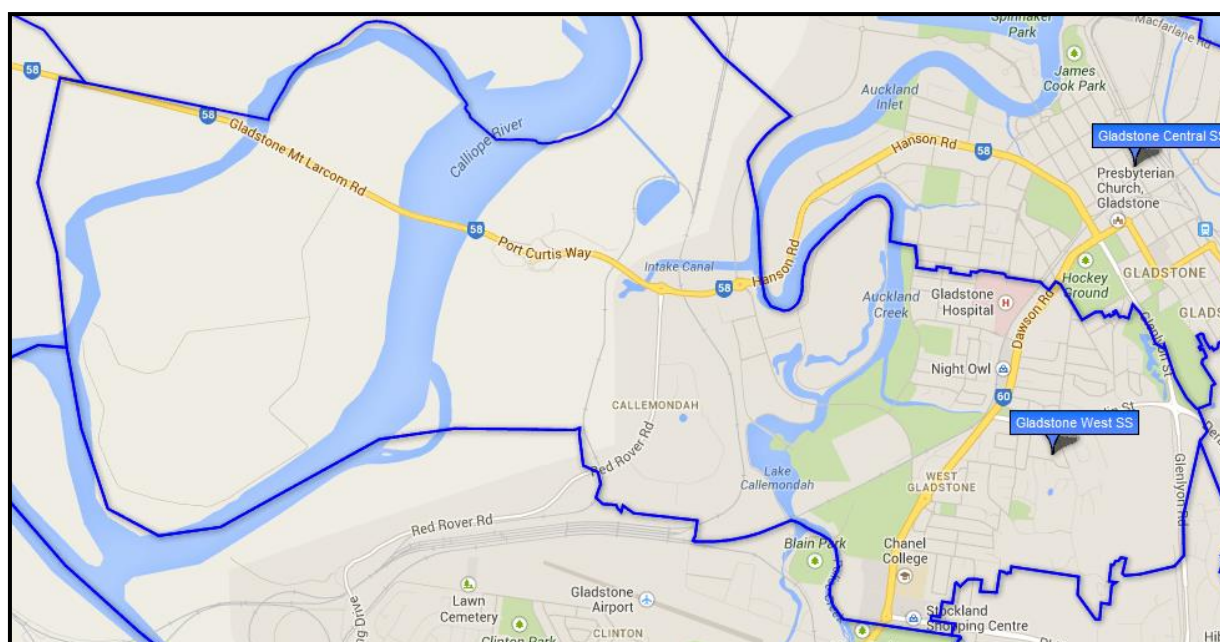
Gladstone West State School recognises as its prime obligation the provision of access to an appropriate educational service for students resident within this community as defined by its local catchment area. The impending impact of future industrial development and likely associated population growth is a serious consideration, for the implementation of enrolment management at Gladstone West State School.

All students who reside within the local catchment area and are eligible for enrolment in the educational program offered by the school have a right to enrolment at the school. The Principal will hold places for students who relocate to within the catchment boundary throughout the school year.

Enrolment of students from outside the local catchment area will be managed to ensure that the total current and forecast enrolments do not exceed the school's current built capacity and where applicable will ensure there is an even spread of students across year levels or class groupings.

The school's enrolment management plan does not replace other departmental policy; for example Safe, Supportive and Disciplined School Environment, nor does it override subsequent determinations regarding built school capacity.

Current catchment map:



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Facilities

Gladstone West State School is very proud of the range and quality of its facilities. The school is situated on an almost complete residential block, bordered by Breslin Street, Boles Street, Quoin Street and Curtis Street and is surrounded by beautiful gardens and outdoor areas.

Facilities include:-

- Play areas for Prep, early, middle and senior primary students
- Multi-purpose basketball courts
- Tennis courts
- Air-conditioned classrooms
- Performing Arts building – including sound-proofed rooms for instrumental lessons
- Resource Centre with an extensive library, 2 computer laboratories, video green-room
- Prep precinct and play area
- Undercover play spaces
- Learning Enrichment Centre (Special Education Program)
- Extensive mathematics and science resources as well as comprehensive sporting, fitness and play equipment
- Parents' Room
- Yallarm Room: Indigenous studies and community activities
- Student Wellbeing Hub : Social & Emotional Learning area
- STEM Room

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Gifted & Talented Program

Gladstone West State School offers students a variety of approaches to developing the unique strengths and abilities of our students.

Nominated students participate in a variety of academic, sporting and performance based competitions, testing their abilities in contexts beyond the school. These can include the Extended Learning Program with other district schools, the First Lego League, CQ STEM Cluster Robotics, The Gladstone Eisteddfod and the QVSA project. Students participate in local, district and state levels depending on the skills of individuals.

Class teachers may refer students to the Student Service Support Committee where screeners can be organised and conducted for student learning abilities. Students identified as gifted will be provided with opportunities for extension, enrichment and acceleration depending on their level as per our gifted policy. Please contact your class teacher for further information and referral to our Student Services Team if you have any concerns.

Gladstone West State School operates “Thrill Club” for students in Years 2/3/4 each week run by our school’s Head of Curriculum. This club is designed to teach and develop higher order thinking skills. The intent is to enhance your child’s thrill to learn by engaging them in fun and challenging tasks. In lessons, students will be extending on learning from class – mathematics, science, English, HASS, The Arts, and Technology. They will also be developing skills in group work, cooperation, speaking and listening.

Healthy Food

Healthy eating and regular physical activity are essential to promoting and maintaining good health. Smart Choices, which became mandatory in state schools from 1 January 2007, applies to all situations where food and drink is supplied in the school environment including tuckshops, vending machines, school excursions, school camps, fundraising, classroom rewards, school events such as celebrations and sports days, and food used in curriculum activities.

Gladstone West State School follows the guidelines set out in the Smart Choices - Healthy Food and Drink Supply Strategy for Queensland Schools. A copy of the document can be found at:

<https://education.qld.gov.au/student/Documents/smart-choices-strategy.pdf>

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smart CHOICES Food and drink SPECTRUM

‘Have Plenty’



Encourage and promote these foods and drinks.

These foods and drinks:

- are excellent sources of important nutrients
- are low in saturated fat and/or added sugar and/or salt
- help to avoid an intake of excess energy (kilojoules or calories)

‘Select carefully’



Do not let these foods and drinks dominate the choices and avoid large serving sizes.

These foods and drinks:

- have some nutritional value
- have moderate amounts of saturated fat and/or added sugar and/or salt
- can, in large serve sizes, contribute excess energy (kilojoules or calories)



‘Occasionally’

These foods and drinks are to be supplied on no more than two occasions per term.

These foods and drinks:

- lack adequate nutritional value
- are high in saturated fat and/or sugar and/or salt
- can contribute excess energy (kilojoules or calories)

Based on the NSW Department of Health and NSW Department of Education and Training, *Concrete Menu Planning Guide*, 2004.

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Homework

Statement of Intent

Gladstone West State School's homework policy has been developed in consultation with the school community, students and teaching staff. Homework provides students with opportunities to consolidate their classroom learning, pattern behaviour for lifelong learning beyond the classroom and involve family members in their learning.

The amount of homework is balanced across all learning areas to allow sufficient time for family, recreation, and community and cultural activities. Students will not be disadvantaged by the lack of access to resources such as computers and the internet outside school.

Characteristics

- is clearly *related* to class work
- is *appropriate* to particular years of schooling
- is varied and *differentiated* to individual learning needs
- consolidates, revises and/or applies students' classroom *learning*
- develops students' *independence* as a learner through extension activities such as investigating, researching, writing, designing, making
- assists students to *prepare* for upcoming classroom learning, such as collecting relevant materials and information, completing surveys and audits
- is *monitored* by the teacher

School-Wide Features

- Positive communication between home and school, for example class blogs, class newsletters, student diary
- Extended implementation cycle utilising full calendar week to complete* tasks
- ICT based homework will be *optional*
- Negotiated, modified homework tasks offered for extension or remedial learning needs
- Integrate family responsibilities, extra-curricular and school specific activities

*Project based tasks etc. may be implemented across fortnightly, monthly or per term durations

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Sector Specific Considerations:

Prep – Year 2 Maximum time expectation: 1 hour per week; 10-15 minutes per day	Year 3 – Year 4 Maximum time expectation: 1 - 2 hours per week; 15-20 minutes per day	Year 5 – Year 6 Maximum time expectation: 2-3 hours per week; 30-40 minutes per day
Prep: <i>Mid Term One</i> <ul style="list-style-type: none"> • Home readers • Sight words <hr/> Year 1 <ul style="list-style-type: none"> • Home readers • Sight words – recognition / spelling • Activity/task sheet Year 2 <ul style="list-style-type: none"> • Home readers • Sight words – spelling • Activity/task sheet 	<ul style="list-style-type: none"> • Non-negotiable aspects – for example spelling, number facts, handwriting... • <i>Negotiable tasks – limited student choice for example, media, research, performance, presentation,</i> • <i>Negotiable tasks – integration of non-school specific tasks for example, sports' training, household chores, tutoring</i> 	<ul style="list-style-type: none"> • Non-negotiable aspects – for example spelling, number facts, handwriting... • <i>Negotiable tasks – choice of set project based tasks set across, or for duration of, term. Dates/duration established for check-in and feedback; final product.</i> • <i>Negotiable tasks – integration of non-school specific tasks for example, sports' training, household chores, tutoring</i>

Information & Communication Technology (ICT)

ICT resources are available in every classroom. Computers with internet access are available for every class, and interactive whiteboards or touch panels are installed in each classroom. Sets of iPads are available for use in classrooms on a 'borrowing' schedule and digital still and video cameras are also available throughout the school. The school has complete wireless internet connectivity. All ICT devices facilitate learning – they are *tools* to enhance understanding and enable learning modelled and demonstrated in different contexts and media.

Students and parents/caregivers sign ICT agreements when they enrol in a Queensland school. This agreement outlines the responsible use of ICT devices and access to internet resources. Each student has a personal 'eq' identification and email address. These facilitate access to Education Queensland on-line services, educational resources such as EdStudios and virtual classrooms and provide direct support between teacher-student-parent/caregiver. Responsible use of these services results in continued access to rich, exciting and positive educational resources. Misuse, however – will result in the suspension of privileges.

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Injuries & Illnesses

Any injury is reported to the class teacher, or supervising staff member if in the playground. Any injury referred to the office for treatment is evaluated and basic first aid such as a Band-Aid or ice may be provided as required.

Any potentially serious injury would be immediately referred to Administration and the following medical emergency procedure would be implemented:-

- Calm and immobilise the student
- Call an ambulance to attend
- Contact the parents/caregiver

Once medical attention has been secured, an investigation relating to the incident will be undertaken and details of the incident will be recorded through the departmental Workplace Health & Safety system. This allows patterns of injury to be analysed and greater safety measures to be implemented if required. All injuries involving the head, neck or back or injuries that require medical attention are recorded as an incident.

All students that present to the Sick Bay are assessed by first aid personnel on duty who undertake the initial management of sick or injured students to a level consistent with their training and competence. If children are unwell, they will have a rest in the sick bay. If the child improves after rest, they will be sent back to class. When a child does not improve the parent/caregiver will be contacted and asked to collect the child. In the event that a parent/caregiver cannot be contacted and we have concerns for the student's health, an ambulance will be called.

Students in the Sick Bay will be monitored at all times until first aid is no longer required or the child is taken into the care of parents/caregivers or medical personnel. It is important that the school is informed if a student has any known medical conditions that could impact on evaluating the severity of an injury/illness.

Instrumental Music

From Year 3, students are invited to participate in the instrumental music programs. Students are assessed as to their musical potential and instrument choice. Students participate in the beginners' program, moving to more complex musical arrangements as they develop and refine their skills. Every year the Gladstone schools' cluster runs a four day long music workshop program to enhance and engage our musicians.

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Jewellery

Valuables including jewellery should not be brought to school. To ensure the safety of students as they interact in a variety of activities during the school day, the following guidelines for jewellery need to be upheld.

- All earrings must be either studs or sleepers.
- Wrist watch firmly attached to the wrist.
- No necklaces or chains are permitted in the interests of personal safety.
- No jewellery including rings, bracelets, and wrist bands should be worn.

Consideration for any culturally or religiously significant jewellery needs to be negotiated with the Principal.

Medication

For any medication to be administered at school a 'Request to Administer Medication' form must be signed by parent/caregiver and submitted with the medication/s at the Administration Office for safe storage.

- All medication, including over-the-counter medication such as paracetamol and alternative medicines, must be authorised by a medical practitioner before it can be administered to students.
- Medication required for medical emergencies, such as for anaphylaxis, diabetes, epilepsy or asthma attack are to be accessible at all times by school staff and will not be stored in a locked cabinet.

Mental Health and Wellbeing at Gladstone West State School – Be You

The Mental Health and Wellbeing of Students and Staff is a great priority to us at Gladstone West State School. Over the past two years we have transitioned to the National Initiative "Be You" to support our educators to promote and protect positive mental health in children.

Be You aims to transform Australia's approach to supporting children's and young people's mental health in schools. Our vision is that every learning community is positive, inclusive and resilient – a place where every child, young person, educator and family can achieve their best possible mental health.

Be You promotes mental health and wellbeing, from the early years to 18, and offers educators and learning communities evidence-based online professional learning, complemented by a range of tools and resources to turn learning into action. Be You

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empowers educators, helping them to develop valuable mental health skills and knowledge, while also providing an effective model for implementing a whole-learning community approach to mental health and wellbeing.

Be You is led by Beyond Blue with delivery partners Early Childhood Australia and headspace. Both partners have local teams of trained consultants to provide advice and support to early learning services and schools nationally to help implement a whole-learning community approach growing Australia's most mentally healthy generation.

As part of Gladstone West State School's mental health and wellbeing program we have a Guidance Officer, Youth Worker, Indigenous Community Engagement Councillor and School Chaplain. Programs such as "You Can Do IT", "Learning Curve", "Rock and Water" and many age appropriate social skill programs are run at the school.

Mobile Phones & Other Communication Devices

Mobile phones and other communication devices such as smart watches are **not** to be taken to class by students. All students at school can receive messages from parents via the school phone system. In emergencies the school will contact the parent.

Should there be special circumstances where parents believe their child may need to have a mobile phone or smart watch at school, they **MUST** be handed into the Administration Office where they are securely stored. Devices can be retrieved at the end of the school day. **In no circumstances will the school accept responsibility for a mobile phone or other digital devices brought to school.**

Students will not take mobile phones or digital devices on school excursions.

Money Collection

From time to time, children will bring money to school for educational activities, fundraising, photographs, excursions, sport etc.

Parents are asked to complete the details on the collection envelope and forward to class teachers or the Administration Office by the due date. Parents are asked to record all relevant details on the envelope to ensure accurate processing of payments. Payment options include cash, Qkr! App, EFTPOS or BPoint.

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Payments must be made by the closing dates indicated, otherwise students may not be able to participate in activities. Parents may wish to make arrangements with the school Business Manager if particular financial hardships prevent payment by the due date.

Students will be issued with a receipt for all cash payments except fundraising.

Refund Policy

Full refunds will only be given when the refund does not result in the school paying the balance of costs incurred by a student's cancellation of attendance or participation in any school activity. It must be understood that costs of excursions and tours are calculated on the total student numbers indicated when planning is initiated by school staff. Camp deposits are **non-refundable**. If a student (who has paid a deposit) cancels his/her attendance, a full/or part refund will only be given if this does not impact on the final costs to other students attending the planned excursion or tour, or after the completion of a Refund Application Form accompanied by a Medical Certificate.

Parents/caregivers should assume that any deposit paid may not be refunded. In the event of a student (who has paid full costs for a tour or excursion) being unable to attend or participate in the activity due to last-minute genuine reasons (illness, family crisis), refunds will be calculated at the discretion of the Principal and Business Manager. Applications for refunds must be received within two weeks of the completion of the planned activity. All applications for refunds must be in writing, signed by parent/caregiver and approved by the Principal.

Parents & Citizens Association

The P&C Association meets at 6pm on the third Tuesday of each month in the staffroom located in the Administration building. The P&C members are likeminded parents, keen to welcome new families.

The AGM is held in February of each year, and all executive positions are vacated for nomination and election. The P&C is an organisation that works effectively to provide resources and facilities to enhance the education for all students at Gladstone West State School.

Parents/caregivers who are unable to attend meetings, but still wishing to help out with fundraising or other P&C events, are asked to notify the Administration Office so contact details can be passed on to the committee.

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Parent-Teacher Interviews

In Term 1 and Term 3, parents/caregivers are invited to attend interviews with the teacher/s of their child/ren. Often, the students will also participate, reporting on their work, their successes and concerns. Teachers will share the assessment and work samples used to track the academic development of each student, as well as discuss the positive, or still developing, social skills and self-management abilities.

This is a wonderful, valuable opportunity for all - the teacher gains added insight into the children in his/her care; the parent/caregiver is provided with a developmental profile celebrating their child's progress as well as the 'what next' aspects of their learning; the student has the opportunity to showcase their performances while undertaking responsibility for their learning, effort and performance.

It is strongly recommend that parents/caregivers attend these sessions.

During the year, parents may arrange for meetings or interviews with class teachers, or choose to communicate by phone call, email or communication journal.

Formal report cards are available online via QParents in June and December.

Prep Year

Prep lays the educational foundations for all students to attain the skills required for success in later schooling. These skills include knowledge and application of language, early literacy and numeracy, sense of self, skills for relating to others and knowledge of the immediate world.

The department supports the rights of all students to participation, access and attain achievement of educational outcomes. Prep programs offer rich opportunities for differentiated learning experiences to support all students.

Children must be aged five by 30 June in the year they enrol. Parents can enrol their child in the Preparatory Year by contacting the school directly.

Prep is the first year of school. In some circumstances, parents/caregivers may negotiate a 'delayed entry' to Prep with the Principal, however, the first year of school will be Prep not Year 1.

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Queensland Health

A copy of the Queensland Health's 'Time Out' brochure outlining which contagious diseases or infections require students to be excluded from school, and for how long, and which don't, is included as an appendix.

Contagious diseases requiring students to be excluded from school may include, but are not limited to:-

- Chicken pox
- Diarrhoea
- Hand – Foot – Mouth
- Hepatitis A
- Influenza
- Meningitis
- Mumps
- Whooping Cough
- Ringworm
- School Sores
- Strep Throat

Exclusion times vary and may depend on when medication is commenced or how the condition is to be treated.

A child's vaccination history or immunisation status is not required to be collected by the department as there is no legislative requirement for children to be vaccinated to enrol.

School Principals and regions work with the Public Health Unit, within Queensland Health, to advise parents and manage attendance relating to specific vaccine-preventable conditions which are prescribed under the Public Health Act 2005 (Qld), as they do for all students enrolled in state schools following the department's Management of Contagious Conditions procedure.

Head Lice

Education Queensland recognises that the occurrence of head lice is the most common insect infestation in humans throughout the world.

Education Queensland acknowledges that although head lice infestation may affect people of any age, nationality, gender or socio-economic status, in Queensland, infestation occurs mainly in children of primary school age. It is seen as much a social issue as a health or educational issue, and the way that it is approached can have significant influence on a student's emotional, social and educational development.

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Parents have the prime responsibility for the detection and treatment of head lice on their children. Schools take into account that the main route of transmission for head lice is head-to-head contact and promote general measures that help in the prevention of infestations.

Students suspected of having live head lice or eggs present in their hair are not removed from class or school. When head lice are suspected in the school, students are provided with an alert notice to take home to their families requesting immediate treatment be commenced.

How to check for lice

Look for lice and nits on the scalp, behind the ears, and around the nape of the neck. It can be tough to find adult lice. Usually, there aren't many of them and they move fast. Look for nits attached to the hair near the scalp. They can look like dandruff or dirt. To tell them apart, pull on the little speck with your fingers — dandruff and dirt can be removed, but nits stay stuck. A magnifying glass and a bright light can help with your inspection.

The best way to check is by using a fine-tooth comb on wet hair. After applying lots of conditioner, comb the hair out in very small sections, and look for lice or nits on the comb. You can wipe the comb onto a tissue or paper towel where it will be easier to see them.

Lice prevention at home

Head lice are contagious. You should take precautions to avoid catching or sharing them. Don't share personal belongings such as hairbrushes, hairclips, combs, and hats. Launder clothes and sheets regularly.

Serious Illnesses

If your child suffers from a serious medical condition such as Asthma, Anaphylaxis, Epilepsy or similar, a health plan is required to be developed with the Education Queensland nurse and a GP. Please provide any current health action plans from your GP with the above mentioned health concerns.

Religious Instruction

Religious Instruction is offered at Gladstone West State School for students in Year 3 to Year 6 for those students with permission. Please see below for more details about our Religious Instruction program.

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Queensland state schools embrace a multitude of cultural, religious and non-religious beliefs. Under the Education (General Provisions) Act 2006, schools are to provide Religious Instruction (RI) if approached by a faith group seeking to provide RI and students of that faith attend the school.

RI informs students about the beliefs and values of a particular religion. It is delivered by volunteers of a faith group using instructional materials approved by that faith group. RI is required to be consistent with legislation and Department of Education policies and procedures.

All RI instructors must hold a blue card and participate in compulsory Student Protection and Code of Conduct training. RI instructors are only entitled to deliver the RI program outlined below. A school staff member will be present during the delivery of RI.

Participation in RI is not compulsory. At Gladstone West State School, students in Year 3 to Year 6 may participate in RI if a parent has provided written instructions to the school.

A description of the Religious Instruction available is provided below:

Participating faith groups: Anglican Parish of Gladstone; Anglican Church Tannum Sands; Australian Christian Church – Lifestyle Church Gladstone & Calliope; Australian Christian Church – Port City Christian Church; Gladstone Baptist Church; Catholic Churches; Churches of Christ; International Network of Churches; Australia - Transformation Church; Lutheran Church; Presbyterian Church; Gladstone Corps; The Salvation Army; Australia Eastern Territory; Uniting Church Gladstone; Uniting Church Tannum Sands; Seventh Day Adventist Church; Australian Christian Church – My City Church

Authorised program: Godspace

Aims and goals of the program/s:

For students to explore that for many people throughout the world, there is a religious dimension to life;

To promote tolerance and respect for religious diversity;

To engage with God's word, which for Christians is the Bible.

Lesson structure: 20-30 minute lesson once a week

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Other Instruction:

Students who are not participating in Religious Instruction will be provided with other instruction in a separate supervised location. Other instruction will relate to part of a subject area already covered in class and may include:

personal research and/or assignments
 revision of class work such as creative writing or literacy and/or numeracy activities
 wider reading such as independent reading appropriate to the student

Resource Centre

Children are encouraged to borrow books from the school library during weekly classroom visits. The library provides resources for classroom use including books, iPads, robotics, cameras and other technological devices. Book losses or damages are the responsibility of the parent to replace. To protect books, children require a library bag.

Responsible Behaviour Plan

“I am Safe, I am Respectful, I am Responsible”

Gladstone West State School expects our students to be responsible for their actions. The Responsible Behaviour Plan is a guide for all members of the school community and ensures that we all enjoy a safe, supportive school environment.

Our Responsible Behaviour Plan recognises the rights and responsibilities of students, parents and teachers. On enrolment parents/caregivers will receive a copy of our Responsible Behaviour Plan, and a copy is available on our school’s website.

School Banking

Student banking is conducted each Tuesday. Parents are encouraged to participate in student banking through the school as we receive a small commission for transactions processed through the internet based student banking software.

Parents should contact our Administration Staff to make arrangements to open an account for their child. These accounts are with the Commonwealth Bank of Australia. We have a trustworthy, but small, group of volunteer parents who process deposits each week. Any

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parents/caregivers who are willing to volunteer to assist with the banking, would be very welcome, and should contact the school for further information.

Special Education Services

The Learning Enrichment Centre (LEC) is managed by Mrs Mel Pengelly, Head of Special Education Services (HoSES), and serves the needs of students with disabilities. Disabilities are classified as physical, vision, hearing, intellectual and autism spectrum disorder.

Every student with a disability has a personalised learning plan developed to meet their particular support needs. An Individual Curriculum Plan (ICP) may also be needed for students working on an alternative year level. This is implemented as part of the curriculum and student development and achievement in terms of specific IEP goals are reported on in end of semester reports.

LEC teachers work as case managers and co-teachers planning collaboratively with class teachers to deliver differentiated learning experiences within the class setting. LEC teacher aides are timetabled to support students with disabilities as they engage in classroom activities.

Learning Enrichment Centre:

Some specific individual programs, such as 'life-skills', 'friendship' and literacy intervention are undertaken within the LEC and led by LEC teachers. Individual programs and interventions such as Speech, Sensory Motor and Gross Motor programs are also delivered at the LEC under the guidance or recommendations of Occupational Therapists, Physio Therapists, as well as other agencies such as Autism Qld.

Guidance Officer:

A full-time Guidance Officer is based at our school. The Guidance Officers role includes, but is not limited to, these responsibilities:-

- Advocate, provide counselling, psycho-educational assessment and/or individual student support, recommendations and advice to students, teachers and parents concerning educational, behavioural, mental health and family issues.
- Work as part of a multi-disciplinary team and facilitate effective working relationships and partnerships with parents, school personnel and external support agencies in order to provide a comprehensive support, case-management and referral service that optimises students' access and engagement in educational programs.

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- Provide a counselling and referral service to assist students in decision making about critical educational, personal, social, emotional and/or career development, and provide ongoing support during the implementation phase of their decision.
- Assist schools in the implementation of student protection, gifted education, behaviour support policies and risk management processes that may involve the development of individualised student plans, including Educational Support Plans.
- Referrals are made through the Student Support Services Committee (SSSC).

Student Support Services Committee (SSSC):

The SSSC is a group of school personnel that meets each week to review and evaluate concerns or issues relating to the academic, behavioural, social or emotional development of particular students. This team is the first referral point for providing Intensive and Focussed intervention based on individual student and whole school needs.

Sports Houses

The school is organised into four houses:

ALDORLA	Blue meaning "Blue Sky" in Gooreng Gooreng language
COOLAC	Yellow meaning "Cool Waters" in Gooreng Gooreng language
MANOOKA	Red meaning "House on the Hill or Hill" in Gooreng Gooreng language
WARABO	Green meaning "Green Grass" in Gooreng Gooreng language

Teachers are allocated to each house. When inter-house sports competitions are held, students are able to purchase house ribbons for both Senior and Junior inter-house sports' days. On sports' days children may wear a T-shirt or polo shirt in their house colour ie: blue, red, yellow or green.

Stop Drop Go

The **Stop Drop Go Zones** are designated pick-up areas, where vehicles can 'stand' only for a two minute period. **Stop Drop Go Zones** are **not** parking bays and parents/caregivers are asked to use them on a drive-in and drive-out basis.

Parents/caregivers are asked to stagger collection times in the afternoon to 3:05pm, 3:10pm and 3:15pm to avoid traffic congestion. School staff are on duty at all collection points until 3:15pm daily. All students still waiting to be collected after 3.15pm will go to the Administration building.

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Swimming

Learning to swim is an important life skill. It is a skill that enables participation in many future recreational activities, but most importantly is an effective way to keep our children safe when they are around pools, beaches, creeks and rivers.

Swimming lessons are provided by the school through a private provider. Each swimming program includes eight swimming lessons and transport to and from the pool.

Every student is expected to participate in the sports program unless medically unfit. Parents who wish to discuss exemptions from these activities must contact the Principal.

Term 1	Year 2 & Year 6
Term 4	Prep & Year 4

Tuckshop

The tuckshop is managed by Mrs Kay Castles and operates 3 days per week (Wednesday, Thursday and Friday), preparing meals and serving students at both break times. The tuckshop provides good quality food and drinks at very reasonable prices.

Current price lists will be distributed during the first week of Semester 1 and are subject to change depending on wholesale prices and availability. Orders (each order on a separate paper bag) are required at the Tuckshop at the start of school or you are able to use the Qkr app to process online orders.

Parent helpers are always required to help continue this service. All help is greatly appreciated. Please contact Mrs Castles on 4979 7349 if you are able to assist.

Uniform

Gladstone West State School is a uniform school. Our dress code is linked to the Responsible Behaviour Plan for Students by agreement of the Gladstone West State School P & C Association. The daily wearing of a school uniform is compulsory at Gladstone West State School.

Wearing a uniform identifies students as *belonging*. *Belonging* can be in terms of being included – being part of a special group. Uniforms mean that all of our students *belong* to our school, and the social identification of peer pressure is lessened.

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Belonging can also be a way of identifying students as they walk home, attend functions or participate in excursions...any student who may be separated from the group can be easily, and safely re-united.

School Shirt:

- Royal blue poly cotton polo shirt with school logo embroidered on left chest and school name on collar.

Representative sports shirts are not considered part of the school uniform and should not be worn at school.

School Shorts:

- Royal blue shorts with draw string elasticised waist.
- Royal blue shorts/skirt combo.

Girls are permitted to wear royal blue pleated sports skirts or royal blue skorts as part of their uniform.

School Dress:

- Royal blue check poly cotton dress with blue front zip and side zip pocket.

School Winter Uniform:

- Royal blue jacket with school logo embroidered on left chest.
- For winter, royal blue cardigans, pullovers, track pants, tights or leggings may also be worn.

Footwear:

- Lace-up or velcro-strapped joggers
- White socks
- Lace-up black shoes

Closed-in, firmly attached footwear is required due to workplace health and safety considerations. For special occasions such as Eisteddfod, black shoes will be required.

School Hats:

- Reversible bucket hats (royal blue/house colour) with toggle and school logo embroidered on royal blue side and house name embroidered on reverse.

*As part of our Sun Safe policy at Gladstone West State hats **MUST** be worn for all outdoor activities. Children, who do not comply with this requirement, will be kept seated in a shady area under the buildings during playtime. Royal blue legionnaire style caps with flaps protect ears and neck and may also be worn.*

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The following items of clothing are NOT acceptable:

- Jeans
- Patterned/coloured leggings or tights
- Caps
- Hoodies
- Bike shorts
- Bandanas/scarves

Jewellery:

Valuables including Jewellery should not be brought to school. In the interests of personal safety all students must adhere to the following rules for jewellery.

- All earrings must be either studs or sleepers.
- A wrist watch is permitted
- No jewellery including necklaces, rings, bracelets or wrist bands should be worn.

Piercings:

No external visible piercings excluding studs and sleepers as per the above. This is in the interests of personal health and safety of students.

Hair Accessories:

Blue, black or white hair ties, clips and bobby pins are permitted.

Make-Up:

- The wearing of makeup by students is not permitted.
- Fingernail polish must not be worn.

The approved uniform is available for purchase from the school uniform shop. Prices have been kept as low as possible for the benefit of parents. It would be appreciated if all parents would strive to obtain school uniforms for their children. Children representing the school in a variety of activities including the school band, at sport and in the eisteddfod will be expected to wear the school uniform.

Volunteers

Many parents generously and willingly give of their time to come to the school on a regular basis to assist with the education of our students.

Parents need to be aware that there are a number of protocols which our parent helpers must observe in their role as parent helper. **One of the most critical of these protocols is the need for confidentiality.**

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Educational institutions are not public places and people who enter the premises are there by invitation of the Principal or Officer in Charge. Although parents generally have an open invitation to visit our school they have no general right of access. **As such, all parent helpers are required to report to the Administration Office and sign in on arrival and sign out on departure.**

All visitors are required to wear a school identification sticker.

Walking to and from School

Some points to consider:-

- Advise your child not to loiter on the way to or from school
- Advise your child not to visit friends' homes without your permission
- Advise your child not to speak to strangers.
- If possible, have a "mate" walk with your child.
- Please instruct your child to use school pedestrian crossings.