Dear Parents/Carers

It is our pleasure to welcome you to Gindie State School!

We welcome you as members of a team who have the overall development of your child as its greatest priority. Our school is an integral part of the community and we regard education as a three way process involving teacher, parent and child. A constructive and positive partnership between parents and teachers is vital to the success of our children. We need to work together and to support each other to maximise our children’s development and learning.

The information in this handbook will assist you to make your child’s settling in period and progression positive, constructive and joyful.

To ensure that your child gains benefit from the opportunities offered at our school, we ask you to consider carefully the following:

- Think of Gindie State School as your school and take pride in your association with the school community
- Familiarise yourself with the information contained in this booklet
- Maintain regular contact with your school through involvement in school activities
- Work in partnership with the school to foster the academic, social, emotional and physical development of your child. Together we are a team.

I hope that you will have a long, happy and rewarding association with Gindie State School. I look forward to working with you in developing a productive and supportive partnership to support our children.

Yours faithfully

Mellissa Chick
Linda Holman

ACTING PRINCIPAL
Gindie State School

ACTING PRINCIPAL
Gindie State School
Gindie School Song

Chorus
Yes, we hail from the ridges and the black soil plains.
Where the cattle do like crazy and we grow the finest grain.
Our numbers might be small but our spirit can’t be matched.
We’re the mighty Gindie School and we’re mighty proud of that.

Verse1
To the townies we are just a little siding on the map.
With a name they can’t pronounce for we’re off the beaten track.
But they get a rude awakening when they’re challenged non the day.
For one-on-one, we’ve got the run on all who come our way.

Verse 2
Whether in the pool, or on the track, no matter what the game,
We play it hard and play it clean, keep winning all the same.
If you start to think we’re sporting freaks, all muscle and no brain,
They can meet is in the classroom and we’ll put them all to shame.

Verse 3
There’s no doubt we’ll all succeed as we move from day to day.
Our achievements are unparalleled; or so our teachers say.
We will treasure all these memories when we finally leave these walls,
And thank the Lord that we remained so humble through it all.

Written by Hugo Spooner
WELCOME

A warm welcome is extended to you and your children to our school.

Education is a life process that occurs at school, at play, in the home - it is happening all the time. We look forward to being co-operatively involved with your child/children.

We hope that your time at Gindie State School is a memorable journey and that you will become part of our wonderful community and form a partnership with us in your child’s education.

ABOUT GINDIE

Gindie State School is a small band 5 rural primary school. We maintain an enrolment between 25-35 students from Preparatory to Year 7.

Our school is located approximately 20 minutes drive from Emerald and draws from the community and adjacent areas. Cropping and mining are the main industries in this area.

At Gindie State school we have two multi age classes; a Junior Class P-2 and a Senior Class 3-7. The small school situation and its associated multi-age classes lend itself to a personalised education. Etched into our school culture is a belief of personal worth and individual needs. Our strategic plans, policies and teaching strategies focus on the development of these ideals.

Our Parents and Citizens Association (P&C) welcome new members and encourage parents to come along to our monthly meetings when possible. Through our P&C you have the opportunity to contribute to the development of the school and help shape the policies of Gindie State School.

Clear and regular communication is provided through our website, fortnightly newsletters, school noticeboard, parent interviews and formal reports. We also maintain an ‘Open Door’ policy and encourage parents to visit at any time. This will provide you the opportunity to liaise with the classroom teacher and build a strong teacher parent relationship based around your child’s education. Please do not hesitate to discuss any difficulties your child may experience and work with us to achieve common goals.
School Operations

SCHOOL HOURS

Gindie State School operates three instructional sessions and two breaks each day. Students are expected to be prepared for each session, by ensuring they arrive at school prior to the first bell and return to class in a timely fashion at the end of each break. Our day commences with the first bell at 8.55am. This bell provides students 5 minutes to be in class and ready to start learning at 9.00am.

Our school greatly values our parents and the role they play in the education of their children. We recognise that parents often wish to speak to teachers before and after school, and we welcome these conversations. However, as with our students, staff also have to ensure they are ready for the start of the day and we ask that parents recognise this and have any discussions with teachers well before the first bell or wait until after 3.00pm.

Session Times:

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
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<tbody>
<tr>
<td>8.55am</td>
<td>First bell</td>
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<tr>
<td>9.00-11.00</td>
<td>Morning session (includes 10 min brain break)</td>
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<tr>
<td>11.00-11.15</td>
<td>First lunch (eating)</td>
</tr>
<tr>
<td>11.15-11.40</td>
<td>First play break</td>
</tr>
<tr>
<td>11.40-1.00</td>
<td>Middle session</td>
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<tr>
<td>1.00-1.30</td>
<td>Second lunch (eating and play)</td>
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<tr>
<td>1.30-3.00</td>
<td>Afternoon session</td>
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ARRIVAL AT SCHOOL

The first bus arrives at Gindie State School at 8.00am. We recommend that students arrive between 8.00am and 8.45am. This provides the students sufficient time to prepare for the day and to socialise with peers. While staff endeavour to provide a safe environment in the school before the start of the day, there is no formal supervision of the students before 8.55am.

As students arrive at school they should place their bags away in the port racks and pack their lunch boxes in the downstairs fridge. Students then need to prepare their desk for learning if the classroom is open. If they are ready for the day they may go and play. The classrooms will be opened in the morning upon teacher arrival. Students may request to spend the before school session in the class finishing off work or on computers if permitted by the class teacher.
STAFF 2013

Senior Class Teacher:  Mrs Mellissa Chick (Mon, Wed, Thu)
                       Mrs Linda Holman (Tue, Wed, Fri)
Junior Class Teacher: Miss Kayla O'Dea
The Arts Teacher:     Mrs Marg Minns
Physical Education Teacher: Mr Geoff Harcourt
Learning Support Teacher: Mrs Linda Holman
LOTE (Indonesian) Teacher: Mr Sumadi Sumadi
Teacher Aides:        Mrs Peta Thomson
                       Mrs Estelle Daniels
                       Ms Nicole Rickards
                       Mrs Kerryn Sampson
Administrative Officer: Mrs Helen Markey
Cleaner:               Mrs Amanda Gordon
ABSENTEEISM AND LATE AND EARLY DEPARTURES

It is mandatory for students of schooling age to be at school, unless the child has a medical reason or other legitimate reason discussed with the school. It is important for the school to be made aware of any student absence and the reason for the absence. If a student is away for any given reason on a school day, parents must make contact with the school on that day via phone. If this is not possible, then a written note must be provided on the students return to school. Please note that it is not acceptable for a sibling to provide a verbal message to the school explaining the absence. Until parent communication has been made with the school, the student absence will be recorded as an unexplained absence. Unexplained absences are reported on to the department and are checked during our school Audit.

A student who is departing early or arriving late must be collected from / delivered to the classroom by a parent. Students will not be released from a classroom to wait for parents at the school gates. If a child is to depart during break, the classroom teacher needs to be directly informed by the parent collecting the child so changes can be added to our classroom rolls. Staff will record the child's departure or arrival time on the class roll.

CONTACT WITH THE SCHOOL

As we are a small school, our office and phones are not always attended. In this case, we have a phone message bank that is checked daily. This is normally checked just before 3.00pm. Please be aware that messages may not get to students’ if the school is contacted late in the day. Parents are urged to make phone contact with the school prior to 2.00pm. The phones are checked after 3pm for notices in regards to student collection.

At certain times during the week our school office is run by our administration staff- Helen Markey. It is optimal that parents access the office when the office is open to minimise classroom disruption and maximise teaching.

Administration hours

Monday- 8.00am – 2.00pm
Wednesday- 8.00am – 2.00pm
Thursday- 8.00am – 11.00am
COMMUNICATION FROM SCHOOL

Our school makes every attempt to ensure that parents are kept well informed of events and activities in our school. Our school distributes our fortnightly newsletters, permission forms and class notes in a hard copy, and the option for email, to all families. Information about our school and upcoming events is also posted on the parent noticeboard located outside the Junior Classroom. At times, forms, which require permission and returning to school, are sent home on blue paper. Your prompt return of these forms and permission slips help with school organisation.

There is a “Notes from Home” slot in the front bench in the school office for children to place all returned forms and envelopes containing money (e.g. Book Club, Arts Council, etc).

Information about our school activities is made available to parents in the following ways:

1. ‘Gindie Gazette’, our fortnightly newsletter. This newsletter contains information about upcoming events, student success, classroom news and P&C information. Newsletters are distributed every even week on a Monday.

2. School notice board. Information about what is happening in our school and student success is posted on the board.

3. Class notices. Each class sends out regular information about activities that are pertinent to their class. These can include class newsletters and permission forms.

4. School Website. Our school website contains general information about Gindie State School and our School’s Operation Plan. Our website is a work in progress and is always being updated with news, information and school policies. Visit www.gindiess.eq.edu.au.
ENROLMENT AND TRANSFER

Gindie State School accepts enrolments from Preparatory Year to Year Seven. Children of eligible age may attend a full-time non-compulsory Preparatory Year of education before starting Year 1. Children must turn five by 30th June in the year they intend to commence Prep.

Families enrolling at Gindie State School are required to complete the blue enrolment forms included in this package before attending our school. Parents are also required to bring a copy of their child’s birth certificate or passport and immunisation record when returning blue enrolment forms.

We encourage parents to contact the school and make a suitable time to visit and discuss the school’s expectations and to determine any specific needs of future students. Families also have the opportunity to ask questions and meet the staff.

PLEASE ADVISE IMMEDIATELY:

- If you change your address
- If there is a change in your emergency contact number
- If your child will be collected from school by someone else
- If any significant changes occur with regard to your child’s health
- If you feel we should know of any other changes which relate to your child

TRANSFERS

If your child is being transferred to another school in Queensland, please advise the school at least two days prior to their last day, so that paperwork can be finalised. Please ensure that all school books, including library books, and any general school property are returned before leaving Gindie State School.

HOMEWORK

Homework is offered for all children at our school. The type and amount of homework alters for both age and ability. In the early years the emphasis is in basic reading and decoding words, basic letters and numbers and sounds. In the senior class students are issued with more challenging tasks in the form of assignments.
The Education Queensland Policy (CRP-PR-010: Homework in State Schools) provides the following guidelines for schools and communities in relation to homework allocation.

*In Years Prep, 1 and 2, set homework could be up to but generally not more than 1 hour per week.*

*Homework in Year 3, 4 and 5 could be up to but generally not more than 2-3 hours per week.*

*Homework in Year 6 and Year 7 could be up to but generally not more than 3-4 hours per week.*

More information about homework can be found in our school homework policy.

**HEALTH**

If your child is ill, he or she is better to remain at home until recovery has been made, as the school does not have the facilities to cater for sick children. A number of cases have occurred when a sick child has attended school resulting in a large number of children contracting the disease.

**INFECTIOUS DISEASES**

The Education Office Guidelines stipulate the following about infectious diseases:

*Children shall be excluded from school if any of the following occur:*

**CHICKEN POX** – exclude until fully recovered or at least five days after the eruption first appears.

**CONJUNCTIVITIS** – exclude until discharge from eyes has ceased.

**SCHOOL SORES** – exclude until appropriate treatment has commenced and sores on exposed surfaces are covered with a dressing.

**MEASLES** – exclude for at least four days from the appearance of rash.

**MUMPS** – exclude for at least nine days after the onset of symptoms.

**RINGWORM, SCABIES, PEPICULOSIS, TRACHOMA** – exclude until the day after treatment has commenced.

**HEADLICE** – exclude until treatment has commenced
For any other condition please contact the school for guidelines.

MEDICINE

From time to time parents request that we administer medication to their children during school hours. **It is important that medicines be prescribed for administration during school hours only when this is absolutely necessary.**

Medication Administration

The Principal or his/her appointee should accept responsibility to give medication at a school.

1. To administer medication the school requires a medication form to be filled in and signed by a parent.

2. No medication will be administered without the completion of this form.

3. All medication must have a label attached from the pharmacy detailing the child’s name, dosage and times for administration.

4. All unused medication will be returned to the parents at the conclusion of each term.

5. Our school cannot administer Panadol, or any other analgesics.

ACCIDENTS

If your child has:

- Superficial wounds, they will be treated by one of the school’s First Aid Officers.
- Injuries requiring medical attention, you will be contacted.
- If you are unavailable an ambulance will be called.
- Any injury requiring urgent attention, an ambulance will be called immediately.

LOST PROPERTY

All possible care is taken with children’s clothes. By having **ALL** garments – particularly hats and winter clothing – clearly named, locating correct owners is made easier. All items that are not claimed are kept at school in the “Lost Property Box” (in the junior’s port racks) for a period of four weeks, then they are sent to a charitable organisation. Please check the lost property regularly.
NO SMOKING

Gindie State School are government grounds maintained by Education Queensland. Smoking is not permitted on school grounds and is a finable offence if caught.

RELIGION

Religious Instruction is provided by either a parent co-ordinator and parent volunteers or when possible, volunteers from the Combined Churches of Emerald. Depending on availability of Religious Instructors, we have visiting religion instructors who visit the school. Religious Instructors provide a non-denominational program that runs for approximately 30 minutes per week.

If you do not wish your child/children to attend these lessons, you must complete the religious education consent form sent home at the start of the year and return to the school office. If your child is not attending religious lessons an alternative program will be provided for your child/children.

SCHOOL TERMS

As the dates for each of school terms change each year, parents are directed towards the Education Queensland website to obtain a school calendar for each year. Parents can view the calendar for the current year and obtain information about the school terms for future years.

For more information visit www.education.qld.gov.au/public_media

UNIFORMS

It is important that children wear the correct school uniforms. If a child takes pride in his/her appearance and comes to school neatly attired, the same attitude can flow on to school work and athletic endeavours. Footwear must be worn to and from school and on all bus services. Children are not permitted to participate in excursions without suitable footwear. The wearing of the school uniform with the correct hat with wide brim will help ensure the children are ‘Sun Safe’. No caps are to be worn to school and we have a NO HAT, NO PLAY policy. Sunscreen is available at school for all physical education and lunchtime activities.

Students are expected to wear the following school uniform:
School Polo Shirt - Available through our school Uniform Coordinator or the school office

Broad brim hat - Available through our school Uniform Coordinator or the school office

School Dress - Material Available through our school Uniform Coordinator or the school office

Shorts or skirt - Royal Blue

Skorts - Available through our school Uniform Coordinator or the school office

Socks - White

**P & C Uniform Price List**

**School Polo Shirt**

Sizes 4-16 $28 each

**School Skorts**

Sizes 4-10 $29.50 Sizes 12-16 $30.50

**School Hat**

Sizes S-L $25.00

**Dress Material**

$9.00 per metre

**VISITS TO OUR SCHOOL**

Parents and friends are welcome to visit the school during normal hours of operation. All visitors are required to sign in and out of our school’s ‘Visitor Log’ located in the office. This is to ensure all visitors are accounted for in case of an emergency.
Our Curriculum

CURRICULUM

Our school is committed to providing an engaging and current school curriculum. Our school curriculum is built from the Australian Curriculum and Education Queensland Policies. Teachers and Teacher Aides regularly discuss our school curriculum and reflect our practices in our school documents. Our school offers all curriculum areas from Prep to year 7.

Provided by generalist teachers:

- English
- Mathematics
- Science
- Technology
- The Arts
- Studies of Society and Environment (History, Geography and Economics)

Provided by specialist teachers, who visit on a fortnightly basis:

- Health and Physical Education
- The Arts (Music, Dance, Drama, Art and Media)
- Languages Other Than English (Indonesian)

Information and Communication Technologies (ICT) are embedded throughout our curriculum and are used as a tool for curriculum delivery and design, student engagement and research, curriculum differentiation and presentation of student work.

COMPUTERS

Gindie State School firmly believes that our pupils, who are the citizens of tomorrow, must be computer literate, and be aware of how to use computers as tools in their day-to-day living. Each classroom has several computers and children use the
computers in a variety of ways (word processing, simulation, research, drill, practice, and so on).

The school also has Internet access and children use the Internet for Email and researching information. Please ensure that your child has signed an Internet Agreement Form included in your enrolment package.

**LIBRARY**

Each Class has the opportunity to borrow from our school library each week. All students are required to have a library bag to transport books to and from school. The school community has spent large sums of money to ensure the library is of the high standard it is today.

Children are instructed on the good care of books at school. Your assistance at home also helps, as younger children damage many books. If your child loses a book, it is his or her responsibility to try and find the book. Books should be borrowed for a maximum of two weeks at a time as other children may be waiting to borrow the same books. If library books are lost, the family must pay the school the cost of the book so that it can be replaced.

**BOOK CLUB AND BOOK FAIR**

Throughout the year our school offers children the opportunity to purchase material through the Ashton Scholastic Book Club and Book Fairs. Leaflets detailing available books are distributed approximately eight times a year by our wonderful Library coordinator.

**ASSESSMENT AND REPORTING**

This is a year long process. Staff at Gindie State School use a broad range of assessment techniques including diagnostic and revision testing, assignments and projects, observations, self and peer assessment and individual reflections. Staff use the information collected through assessment to provide individual student support and shape future class lessons. Information is provided back to parents in the following ways:

1. Formal reports on all curriculum areas are provided to parents at the end of each semester. These reports provided a result from A-E for academic
achievement and student effort. Comments about student performance and work ethic are also provided.

2. Parent and teacher meetings are made available to parents in term 1 and term 3. These meetings are an opportunity for parents to touch base with their child’s teacher and discuss any concerns and achievements prior to the completion of the end of semester reports.

3. Daily opportunities are available for parents to discuss with their child’s teacher any specific issues. Parents may touch base with teachers on small issues, however where lengthy conversations may be required, parents are asked to make a more suitable appointment through the classroom teacher.

Additional reporting is provided to parents on three assessment processes, requested by Education Queensland, that occur throughout the year.

1. NAPLAN

NAPLAN is national Year 3, 5, 7 and 9 tests conducted annually. It provides information about aspects of student’s knowledge and skills in literacy and numeracy. A report is provided to parents during semester 2.
Community Engagement

PLANNING FOR OUR FUTURE

Our School values the input of the community into our school’s operations and development of values and priorities. To achieve this we offer parents and the wider community an opportunity every four years to contribute to a whole school review. This review, known as our Quadrennial School Review (QSR) shapes our yearly practices and guides the future of our school. Our school uses the priorities in the QSR to influence our Annual Operational Plans. As part of our commitment to moving forward, it is important for us to look back at where we have come from. To do this, we produce an Annual Report which is available publicly through our school website.

We are always keen to hear feedback that can improve our school. Parents are encouraged to provide this feedback to the Principal.

PARENTS AND CITIZENS’ ASSOCIATION

This body in the school performs a very important function. Many of the facilities provided in the school have been supplied by the P&C. Meetings are usually held on the third Wednesday of every month, commencing at 7.00pm at the school library. Actual dates and times are advertised in the school newsletter and on the parent notice board.

The Annual General Meeting is held in March and office bearers for the year are elected. Your support for this essential body is urged as your help ensures its successful operation.

PARENT HELPERS

We welcome parents to get involved in our school. We value the input parents provide to the education of our students at Gindie State School. Parents are encouraged to participate in our classrooms, supporting staff in reading and maths programs. Parents can offer a lot to students and having them in our classrooms is an important way for parents to keep in touch with our school programs. Parents can contact their child’s teacher directly to volunteer in the classroom.
PICNIC LUNCH

As we do not have an operational tuckshop, our parents volunteer to be part of a monthly roster to supply and cook a lunch for the students. Each month, two parents prepare a main meal and dessert for the students to purchase, for example: hamburgers, followed by apple crumble with custard. The students look forward to these days with much excitement! All funds go back to our school through P&C.

SCHOOL PARADE

A parade involving all of the children is held each week on Monday morning at 9.00am. This provides an opportunity for sharing information and acknowledging the effort of children in academic, social and behavioural areas. Families are welcome to attend these assemblies.

STUDENT BOOKS

A booklist is sent home at the end of each year detailing the items parents need to supply for the beginning of the following school year, which are primarily items for their pencil case.

At Gindie, we are fortunate to have the P&C run a scheme whereby they purchase bulk quantities of exercise books and other stationery items. The P&C also maintains a stock of lead pencils, pens, rulers, glue, erasers etc, to replace items used by the students during the year.

At the beginning of each year, parents are invoiced by the P&C for any exercise books, folders, etc that they will require for the year.

They are also invoiced $5.00 per child each semester to cover the cost of replacement pencils, glue, etc, that they will need during the school year.
CODE OF BEHAVIOUR

At all times the community of Gindie State School is encouraged to develop and demonstrate:

**Respect**- respect for self, the rights and values of others, the value of learning and respect for the environment.

*What is respectful?*
Being respectful is an attitude of honouring people and caring about their rights. Being respectful in the courtesy we treat each other, the way we speak and the way we treat other people’s belongings. Speaking and acting respectfully gives people the dignity they deserve.

**Consideration**- Consideration for the feelings of others, their property, their safety and well being.

*What is Consideration?*
Consideration is having regard for other people and their feelings. It is thinking about how your actions will affect them and caring about how they will feel.

**Self-discipline**- taking responsibility for actions in maintaining the School’s Code of Behaviour.

*What is Self-discipline?*
Self-discipline is being able to control our emotions. We should use kind words to settle disagreements rather than using actions.

**Tolerance** - tolerance of people’s cognitive, social, cultural, emotional, economic and physical differences.

*What is Tolerance?*
Tolerance is being able to accept things that you wish were different. If you are practicing tolerance and someone annoys or frustrates you, you just go on and don’t pay too much attention.

The expectations of students and staff and parents are detailed further in the Gindie State School’s Responsible Behaviour Plan, which is available through our school office.