Griffith East Public School
Excellence, Innovation and Inclusiveness

INFORMATION BOOKLET 2013-2014
CONTENTS

Welcome to Griffith East Public School
A Message to Parents
Mission Statement
Aims of Education
School Priorities

SECTION 1: SCHOOL COMMUNITY RELATIONS – Page 9

Introduction
Parents and Citizens Association
Canteen Committee
Parent Partnerships in School
Newsletter
Morning Lines
School Assemblies
General School Contribution

SECTION 2: CURRICULUM – Page 12

Introduction
Key Learning Areas
Other Curriculum Support
Explanation of Stages
Assessment and Reporting
Library
Technology
Homework
Home Reading Scheme
Scholastic Book Club
Child Protection Program
Community Language
Physical Education/Sporting Activities
Scripture
Excursions/Visits
SECTION 3: SCHOOL ORGANISATION – Page 18

School Routines
School Exit Policy
Collection of Children
Children Leaving School Grounds at Other Times
Class Organisation
Telephone
Change of Address
Enrolment Regulations
Changed Family Circumstances
Divorced or Separated Parents
Transfer to another School
Attendance Information for Parents
Student Banking

SECTION 4: STUDENT WELFARE – Page 22

Introduction
Support Personnel
Peer Support/Peer Mediation
School Captains/Vice Captains
School Houses

SECTION 5: MEDICAL MATTERS – Page 24

Sick Children
Medication
Asthma Medication
School Dental Clinic
Immunisation
Infectious Diseases

SECTION 6: PERSONAL REQUIREMENTS – Page 26

Introduction
New Uniforms
Clothing Pool
GEPS School Uniform
Sun Smart Policy
Money Matters
School Requirements
Clothing and Equipment
WELCOME TO GRIFFITH EAST PUBLIC SCHOOL

The staff, parents and students of Griffith East Public School extend a warm welcome to you and your family. We are sure your child will enjoy their time at our school and you will enjoy watching them learn new concepts and further develop as individuals.

Griffith East Public School was established in 1961 and is located on the eastern side of the City of Griffith. Students are enrolled from the subdivisions of Collina, Driver and Griffith East – an expanding residential area.

A total of 330 families or 526 students comprise the present student population.

The school is classified as a Class 2 Primary School and is part of the Riverina Region of the NSW Department of Education and Communities.

Full educational facilities are offered to students from Kindergarten to Year Six, after which, most students transfer to secondary education at Wade High School.

You are invited to take every opportunity to join with your child in the wide range of activities the school conducts during the year. You are always welcome in our school and we encourage you to attend assemblies and school activities.

Andrew Pryor
Principal
A MESSAGE TO PARENTS

This handbook is designed to provide you with information about the procedures, rules and programs of our school. If you are able to become familiar with its contents and consult it as the need arises, you should find it a handy reference during your child’s school career.

You will find that changing circumstances will require alterations to be made to this document from time to time. If you can make these alterations when they are announced through the school newsletter, you will be sure that the Handbook is always up to date and so will remain useful.

If you feel there are gaps in the Handbook, please let us know so we can continually develop it. Your suggestions may help to improve the quality of information it provides and, so to be of greater benefit to all concerned.

The school commends the concept of “co-operative education” to all parents. If parents and teachers work together and communicate positively by sharing ideas and concerns, it is certain that children will also develop positive attitudes towards school and learning. The outcome of such co-operation, will be for children to approach their work and play with greater purpose because they know they will be pleasing their parents as well as their teachers.

As parents, you are always welcome to visit the school and participate in all of the school’s activities. Please feel free to approach members of the staff as you feel the need. We cannot succeed as parents or teachers unless there is co-operation and purposeful communication. Appointments to speak with staff can be made by phoning the school or calling at the school office. This enables a mutually convenient time to be arranged.
SCHOOL DETAILS

Name: Griffith East Public School

School Code: 4268

Street Address: 141 Wakaden Street
Griffith NSW  2680

Phone: 02 6962 1804
02 6962 4409

Fax: 026964 1450

Email: griffith-e.p.school@det.nsw.edu.au

Principal  Mr Andrew Pryor

Assistant Principals  Mr Wayne Cook  Mrs Kylie Mulholland (Rlv)
Mrs Karen Oates  Mr Vince Conlan
Mrs Lisa Turner

School Administration and Support Staff  Mrs Rosemary Andrighetto  Mrs Prov Forbes
Mrs Vicki Gooda  Mrs Tammy Gale
MISSION STATEMENT

Griffith East Public School exists for the children whom it serves.

This school will develop lasting responsible attitudes and values, through a learning environment that is happy, positive and challenging to the individual.

Griffith East Public School is about developing and nurturing children to achieve their full potential.

There is an expectation that parents and teachers work together and that students will strive for excellence.

AIMS OF EDUCATION

The central aim of education which the school pursues is to guide individual development in the context of society through recognisable stages of development towards perceptive understanding, mature judgement, responsible self-direction and moral autonomy.

SCHOOL PRIORITIES

To enhance the potential of the child and to stimulate awareness and curiosity.

- Promote skills of Numeracy
- Literacy and Oration

Develop intellect and provide freedom for individual progress.

To facilitate the development of the whole child’s physical development, intelligent reasoning and democratic citizenship based on acquired knowledge and meaningful experiences.
SECTION 1: SCHOOL COMMUNITY RELATIONS

Through the sharing of common beliefs, attitudes and goals, children feel more secure and purposeful. It is generally accepted that when parents express confidence in their child’s school and are involved in some way, children are likely to perform better in the classroom and other school activities.

THE PARENTS AND CITIZENS’ ASSOCIATION

The P. & C. is an active parent association which serves a number of purposes. The most important of these are:

- To provide a forum for the discussion of issues related to the school and the education and well being of children.
- To act as a lobby group in an effort to gain improvements for the children of the school.
- To raise funds that will allow the children of the school to benefit from improved learning situations and conditions.
- To assist with the management of certain aspects of school organisation.
- To provide advice and information to assist with general school matters.
- To succeed in its role, the association needs the help and support of all parents.

Please make an effort to become a member and attend meetings. If circumstances prevent your regular attendance at meetings, your help or support would still be appreciated at various association functions.

The Association meets at 7.30pm. on the first Thursday of the month in the School Staffroom.

THE CANTEEN COMMITTEE

The Canteen Committee is a sub-committee of the P. & C. and is responsible for the management of the canteen and the implementation of Department of School Education policy in relation to nutrition, prices, safety, etc.

The Canteen provides a lunch and recess service each day of the week and often arranges for "SPECIAL" lunch days.

A supervisor is employed by the P & C Association for 5 days a week. The Canteen Committee oversees the daily organisation of the canteen. Parents who are able to assist are always needed and are urged to place their name on the canteen roster. Please phone 69 625273 to speak to the supervisor.

The Canteen Committee provides a nutritious lunch for children at reasonable prices and puts its profit into the hands of the P. & C. Association to spend at its discretion.
PARENT PARTNERSHIPS IN THE SCHOOL

You are always welcome within the school and are encouraged to become involved in as much as your time and energy will permit.

All teachers welcome the assistance of parents who manage to become involved in learning, sporting and cultural activities.

Some of the ways in which you could help are listed below:

- LISTENING TO GROUPS OF CHILDREN READ. PARENT TUTOR READING.
- ASSISTING WITH ART/CRAFT/SCIENCE ACTIVITIES.
- ASSISTING WITH EXCURSIONS AND CAMPS.
- THE SCHOOL LIBRARY.
- ASSISTING WITH OUR SUPPORT TEACHER LEARNING DIFFICULTIES PROGRAM

If you can help in any of these ways, please contact your child's class teacher. Parents helping in the school should sign the volunteer register in the classroom. This will serve to cover you in case of an accident under the P. & C. voluntary worker insurance scheme. It is hoped that you make regular contact with the class teacher to check on your child's progress. If you wish to speak to the teacher or any other member of staff, telephone or call in personally, to arrange a mutually convenient time.

NEWSLETTER

Weekly newsletters are sent home and posted on the school website each Wednesday to inform parents of school events. Community Notice boards situated in the front foyer and outside the canteen also informs parents of activities and events.
MORNING LINES
Each morning (except Thursday) children assemble before going to class under the Gunyah so announcements for the day can be made.

SCHOOL ASSEMBLIES
The School Assemblies are held in the Hall. Years 3-6 Assemblies are held on Thursday at 2.30 p.m. and K-2 Assemblies are held on Friday at 12.40 p.m. Classes are rostered to perform items at each assembly and the classes who are presenting are announced in the newsletter each week. You are invited to attend.

During each assembly children are presented with merit awards to encourage and recognise their efforts.

Some Reasons For Having Assemblies
- To encourage public speaking and general confidence.
- To encourage the development of organisational skills.
- To encourage self, class and school pride.
- To provide a culminating point for school activities.
- To encourage children to develop listening ability and audience manners.
- To publicly display and recognise children's efforts and work.
- To provide an opportunity for children to see what is happening in other classes.
- To provide parents with an opportunity to see the skills and displays of their children.

VOLUNTARY GENERAL SCHOOL CONTRIBUTION
Public schools seek monetary assistance each year from parents. A priority list of needs is set by staff and parents so that all are aware of the school’s needs. Through the budgeting process, essential resources are then purchased.

The voluntary school contribution is set in consultation with the P & C Association each year

The current contribution is $30 for a single child or $45 for a family
SECTION 2: CURRICULUM

The curriculum is organised into six Key Learning Areas (KLAs). We place great emphasis on the development of a wide range of appropriate, interesting and motivational learning activities when teaching the subjects that are grouped within the KLAs. Literacy and numeracy skills are taught in each learning area.

- **English** – Reading, Writing, Talking, Listening, Spelling, Grammar, Handwriting, Debating, Drama, Library
- **Mathematics** – Number, Space, Geometry, Measurement, Data, Patterns, Algebra Working Mathematically
- **Human Society and its Environment** – Change and Continuity, Cultures, Environments, Social Systems and Structures - (Aboriginal, multicultural, gender, citizenship and environmental topics are included)
- **Science and Technology** – Natural Science, Design and Construction, Technology, Computer Education
- **Creative Arts** – Music, Drama, Visual Arts, Craft, Public Speaking, Performance
- **Health, Personal Development and Physical Education** – Games, Sport, Dance, Gymnastics, Active Lifestyle, Personal Health Choices, Growth and Development, Safe Living, Interpersonal Relationships

OTHER CURRICULUM SUPPORT

- **Reading Recovery** and **Learning Assistance Programs** support students with learning needs.
- **Gifted and talented students** are catered for through Special Interest Groups, extracurricular activities, adjusted learning programs and grouping within the classes.
- **Computers** are networked in all classrooms and in the well-resourced computer laboratory situated in the library ensuring technology remains a priority for all students. All students have their own email address through web services. Access to the internet is supervised.
- **Connected Classrooms Project** incorporates interactive electronic whiteboard teaching and learning with video conferencing facilities for students and teachers.
- **Child Protection, Peer Support, Drug Education and Life Education** are an integral part of our PD/Health learning.
EXPLANATION OF STAGES

Learning outcomes for students focus on **stages not grades**

**Early Stage 1 - Kindergarten**

**Stage 1 – Year 1 and Year 2**

**Stage 2 – Year 3 and Year 4**

**Stage 3 - Year 5 and Year 6**

ASSESSMENT AND REPORTING

Student Assessment is a continuing process and occurs throughout the school year. The results of continuous assessment throughout the year together with a more formal half yearly and yearly testing program, are combined to lead toward the teacher’s final assessment ratings for each child.

**HOW ARE CHILDREN ASSESSED ?**

Observation, The Class testing Program, Anecdotal Records, Samples of Pupil's Work, Formal and Informal Tests, e.g. Half yearly and Yearly Assessment Tests, Diagnostic test Results, Information from Interviews, Support Teacher and School Counsellor Information, and Achievement of Outcomes as deemed suitable for particular grades/levels

Ongoing input from both staff and parents is encouraged throughout the year. Informal interviews may be requested at any time. Individual student profiles are kept and supported by folios of work containing student achievements or outcomes. Students are constantly assessed through a variety of daily activities.

OVERVIEW OF REPORTING

- **Term 1** – initial interview to meet parents re both parent and teacher expectations. Best Start Assessment for Kindergarten students
- **Term 2** – NAPLAN Test for Year 3 and 5 in English and Maths. Written report with the option of an interview.
Term 3 – University of NSW – English, Science and Maths competitions
Years 3-6
Term 4 – written report with the option of an interview.

LIBRARY

This is always a source of pride to our school community. Most of its contents are supplied by parents well-earned fundraising efforts. The area provides a delightful atmosphere for children to read and learn. Part of that learning is for children to enjoy and respect the equipment they use.

All classes attend the library for a specific lesson each week to develop knowledge and skills.

Apart from lesson times, students may visit the library before school and lunch time. Parents and community members are encouraged to visit the library to assist with the borrowing process, to view displays or borrow with their children.

Children are required to have a library bag to protect all books that are borrowed.

Sadly, sometimes borrowed books are carelessly lost or damaged. In such cases the replacement value is requested from home.

TECHNOLOGY

The school continually strives to use effective technology for quality teaching and learning and purchases new equipment each year according to the school developed technology plan.

All classrooms have 4 computers which are networked to the school computer network providing access to the school intranet and, under teacher supervision, the world wide internet. All students have their own individual user name, password and email account.

Students also have access to digital photography and video and interactive whiteboards have been installed in the library and all classrooms. The library contains a computer laboratory networked for class use as well as access to the internet.

All classrooms are equipped with interactive whiteboards to support teaching and learning.

A K-6 Technology learning plan is conducted across the school and integrated into the six primary key learning areas.
HOMEWORK

The Homework Policy set by staff is presented to parents for discussion each year.

Homework will vary according to the teacher’s perception of class and student needs. Activities could include reading, spelling, maths, seeking information, completing contracts, asking questions, writing, learning tables etc. – in general, an extension of classroom work.

Parents can assist children at home by:

- Supporting them in the completion of their homework.
- Providing a quiet place.
- Setting a good example by sharing an interest, encouraging routines.
- Communicating with staff regarding any concerns.

HOME READING SCHEME

Children are encouraged to borrow class readers to take home and read to family and friends.

SCHOLASTIC BOOK CLUB

The school coordinates a special children’s book club. Through the school, parents are given the opportunity to purchase popular, soft covered, suitable books at cheaper prices. Notes and pamphlets are sent home each month advising parents of procedures.

COMMUNITY LANGUAGE

Griffith East Public School is fortunate to have Italian as a subject for students Years 3-6. Students have lessons in Italian for up to 2 hours each week. The students are then able to continue Italian in High School – Wade High School is a selective Languages High School.

CHILD PROTECTION PROGRAM

The total well being of the child is an important responsibility within the school curriculum. It is Department of Education and Training Policy to provide a curriculum, which promotes not only students’ intellectual development, but also their emotional and social development. Child Protection Curriculum materials have been introduced to all grades, Kindergarten to Year Six. Parents will be advised prior to the implementation of this program each year. Information sessions will also be arranged to inform parents of the aims and content of the program.
PHYSICAL EDUCATION/SPORTING ACTIVITIES

As well as developing self esteem, self discipline, independence, tolerance towards others, sportsmanship and team spirit, physical education is seen as essential for a child’s well-being.

All the students have the opportunity to develop skills in:

- Class physical education activities.
- Weekly skills lessons.
- Classes K-2 – Perceptual Motor and school based sport.
- Classes 3-6 – School based sport on Friday.
- Lunch time activities, after school team games and training sessions.
- Annual athletics, swimming and cross country carnivals.
- PSSA district, regional and state sport.

All students K-6 are required to wear their sports uniform on the appropriate days (parents are notified each year).

SCRIPTURE

A half hour scripture lesson is held each Thursday. - Years 3-6 – 9.15am to 9.45am; K-2 – 9.50am to 10.20 a.m.

You are encouraged to have your child/children attend a scripture group. The standard of organisation, Scripture instruction and dedication of the Scripture teachers attending the school are all exceptionally high, so you can have full confidence in the Scripture system. You should indicate your scripture preference on the application for enrolment form.

If you wish to exempt your child from Scripture you may do so by writing a note to that effect but please consider the situation carefully before making a decision.

EXCURSIONS AND VISITS

Children take part in three different kinds of excursions. These are:-

- LOCAL...which are either walking excursions or are within easy traveling distance of the school. A bus trip from which children return within the same day is regarded as a local excursion.
- SPORTING ...which are local excursions usually involving a trip to another school for competitive sport.
- MAJOR...which are excursions that take longer than 1 day. An example is a 4 day excursion to Canberra.
Parent consent forms are required for all excursions. The consent forms have a legal purpose and all details must be completed accurately and signed by a parent or guardian.

Excursions are only approved if they have educational merit, so all children should be included wherever possible. If you find it difficult to meet costs, special arrangements may be possible if you approach the teacher concerned, or the Principal.

SCHOOL MAJOR EXCURSIONS

The School major excursions commence in Primary Grades.

Year 3 attend Altina Wildlife Park
Year 4 attend a three day camp at Borambola Sport and Recreation Centre – Wagga Wagga
Year 5 visit Canberra - 4 days
Year 6 visit Melbourne/Ballarat – 4 days

Parents and Teachers Providing Transport

Teachers and Parents often transport children on various excursions because it is either not practicable to hire a bus, or because a saving is involved.

To be certain that all parties are protected, and the approval for the use of private transport can be properly made by the school, any parent supplying transport will need to show current documents at the school office.

The following are required:

- The parents licence is to be sighted and number recorded.
- The vehicles registration papers must be checked to make sure that it is current. Vehicles must have seat belts available for each child being transported. A simple record is kept at the school office of these details, and it is updated each time transported is provided.
SECTION 3: SCHOOL ORGANISATION

SCHOOL ROUTINES

8.45am  Playground supervision commences
8.45am  First bell – no student should be in classrooms unless fully supervised by a teacher.
9.15am  School assembles – morning lines
11.15am Recess
11.40am End of Recess
1.10pm  Lunch – children are seated for 10 minutes
1.35pm  Playground Duty changeover
2.00pm  End of Lunch
3.15pm  End of School Day

**** Children are not supervised by staff in the playground until 8.45am.
**** Children are not to remain at school after 3.30pm unless under direct supervision of a teacher or a parent assisting in school activities.

SCHOOL EXIT POLICY

Exit from school is via:

➢ A pedestrian crossing in Speirs Street
➢ A pedestrian crossing in McKenzie Place
➢ Bus Zones in Wakaden Street

Pedestrian Crossing flags are placed on poles each morning then returned after 9.15am bell, then repeated at 3.00pm and 3.40pm

COLLECTION OF CHILDREN

Parents should observe NO PARKING signs in Wakaden Street and McKenzie Place during school hours when collecting children in the afternoon. Children should be picked up at the gate in Speirs Street near the Ex-Servicemens’ Oval to reduce congestion. Dangerous situations have arisen when cars and buses converge at 3.25 pm in the afternoon. Special sections have been set aside as Bus Zones in Wakaden Street. Parents of infant children, K-2, are advised to park in Speirs Street adjacent to the Ex-Servicemens’ northern Oval.
CHILDREN LEAVING SCHOOL GROUNDS AT OTHER TIMES

When children leave school for approved appointments or for lunch, they must be accompanied by a parent or designated care giver. An exit slip must be completed and signed at the front office and then given to the class teacher when you collect your child. **No child is permitted to leave school grounds without permission of parent or guardian.**

CLASS ORGANISATION

Classes are organised each year by staff to maximise the educational benefits of each student. Class organisation may vary from year to year depending on such factors as student enrolment numbers, staffing allocations and physical resources, eg classrooms available for use. Many hours are spent by Principal and staff to ensure that each child is placed in a class group suited to his/her stage of development and needs.

TELEPHONE

Parents are requested not to call teachers to the phone during lesson times. The School Office Manager will take messages and relay them to staff concerned during lesson breaks.

Parents who would like an interview are requested to telephone for an appointment.

CHANGE OF ADDRESS

Where changes of address, telephone number, number of children or occupation of parents occur, the school should be advised either in writing or personally so that up-to-date records can be maintained for each child.

ENROLMENT REGULATIONS

♦ All children whose 5th birthday falls before 31 July may commence school that year.
♦ Children whose birthdays fall after 31 July will commence school at the beginning of the following year.
♦ Proof of Age – Birth Certificate - is required before a child is enrolled.
♦ An immunization certificate must be sent in to the school.
♦ No children will be accepted at school before they are 4 years and 6 months.
♦ It would be appreciated if new enrolments for next year could complete an ‘Application for Enrolment’ form before 1 August. These are available from the office. If you live near children who will start school the following year, please pass this message on to their parents.
CHANGED FAMILY CIRCUMSTANCES

Births, deaths, marriages, separations and changes to family units are part of life and of course are personal. However, these often cause changes in a child’s behaviour pattern and affect learning. In these circumstances it is important that the class teacher be advised.

DIVORCED OR SEPARATED PARENTS

In some cases it may be necessary for the Principal to sight court orders concerning children attending school. Parents are requested to inform the Principal of any such order or where a problem is likely to occur.

TRANSFER TO ANOTHER SCHOOL

If a child is to transfer to another NSW government school a ‘Transfer Certificate’ should be obtained from the School Assistant. Special forms must be completed if you are moving interstate.

ATTENDANCE INFORMATION FOR PARENTS

Is Your Child at School?
Under the Education and Public Instruction Act, 1987, parents have a legal responsibility to ensure the regular school attendance of their children aged between 6 and 15 years.

Is Regular Attendance Important?
"YES" - From the first day. If students miss the basic skills in the early years of school, they often experience difficulties later. It has been shown that irregular attendance in the infants and primary years often leads to the development of poor attendance at high school.

Must I Send My Child To School?
"YES" - All children between the ages of 6 and 15 years are required by law to attend school regularly.

Must I Send My Child Every Day?
"YES" - Unless the child
  ➢ is too sick to leave the house.
  ➢ has an infectious disease like chicken pox, mumps, measles.
  ➢ is incapacitated by injury preventing movement around school.
➢ has to honour a religious commitment, or
➢ is accompanying his or her parents on a family holiday which cannot be arranged in school vacations. This should be arranged with the Principal prior to the absence.
➢ Wherever possible, dental and medical appointments should be made after school.

Must I Notify the School If My Child Has Been Away?
"YES" - YOU should always send a note to explain the reason for any absence.

Should I Notify The School If My Child Refuses To Go To School?
"YES" - You should contact the Principal and seek assistance as a matter of urgency.

What Kind Of Assistance Is Available?
The Home School Liaison Program is a SUPPORTIVE resource to students, parents, and schools. It aims to ensure the full participation of ALL students in education.

Its major focus is school attendance matters.

The program is conducted by the N.S.W. Department of Education and Training with support from the Department of Community Services.

What Is The Role of a Home Liaison Officer?
The Home School Liaison Officer:
➢ is the contact person between the home and the school where there are attendance problems.
➢ finds out why the child is not attending school and arranges appropriate help and;
➢ encourages regular attendance of students.

The school is legally required to keep accurate records regarding a child’s attendance. Any absence must be explained by a written parental note. All unknown absences will be pursued by letter from the school followed by intervention by the Home School Liaison Officer if absences are continuous and unexplained.

STUDENT BANKING

Students are encouraged to save with the Student Banking scheme with the Commonwealth Bank. Banking is held on Tuesday each week.
SECTION 4: STUDENT WELFARE

STUDENT WELFARE AND DISCIPLINE POLICY

Through the community partnership of parents, students and teachers of GEPS our Student Welfare and Discipline Policy will ensure the safety of all children and will lead to a more effective learning environment. This policy aims to:

- Provide a safe and caring environment in which the personal, social and learning needs of all students are met.
- Provide for learning in a cooperative and challenging environment where students can enjoy success and recognition.
- Promote personal pride and respect for others
- Encourage responsibility for their own actions.
- Develop a sense of fair play and team spirit
- Promote attitudes that will encourage students to become responsible and contributing members of the community.

We appreciate the strong support we have always received from parents and look forward to strengthening this relationship. We encourage ongoing communication and welcome you to make an appointment to discuss your child with teachers, or executive staff throughout the year.

SUPPORT PERSONNEL

Through its Welfare Policy, Griffith East Public School provides access to a range of support personnel and groups who will assist students with special needs. Support and guidance may be sought from:

- Parents assisting their children through home learning programs and also providing special assistance within the classroom (reading, maths, etc.)
- Classroom teachers who provide support to all students in their care and develop programs of work that will cater for individual differences
- Principal, Assistant Principals and Executive Teachers who oversee the welfare of all students and manage specific problems which fall outside the boundaries of normal classroom and playground management.
- School Counsellor who is able to provide confidential counselling in such matters as academic progress, stress, anxiety, personal problems, etc.
- Home School Liaison Officer whose job is to monitor student attendance and to provide assistance for students who are having problems attending school regularly.
- Reading Recovery provides specially trained teachers who can give specialised reading and writing programs to Year 1 children who are experiencing difficulty.
- Support Teacher Learning who provides specific assistance to children who may be experiencing difficulty in the area of literacy.
- Integration/Teachers’ Aides who can provide support to specific students with diagnosed disabilities.
- Community Nurse who tests and checks students once a year.
- Speech Pathologist who provides assistance to children experiencing speech difficulty.
- Other Outside Agencies. We also have access to services provided by external agencies. Parents will be advised where there are identified needs. These include Stewart House, the Dental Clinic and the Community Health Centre.

PEER SUPPORT/PEER MEDIATION

A comprehensive Peer Support and Peer Mediation program is implemented each year for all children from K-6. Its main aim is to assist children to tolerate and cooperate with one another at all times. This is also accentuated through a Buddy class system.

SCHOOL CAPTAINS/VICE CAPTAINS

Each year the students of the Primary school elect a boy and girl Captain and a boy and girl Vice-captain from year 6. These are elected democratically following policy speeches.

The elected students are given many tasks of responsibility. They conduct the weekly assemblies and involve themselves in student matters.

SCHOOL HOUSES

Upon enrolment at GEPS all students are placed in House Groups – Wiradjuri, Barindji, Kamilaroi, Arunta for the purpose of sport competitions, our annual carnivals.

The children from each family are placed in the same houses and all children are distributed evenly through the houses in age groups so that competition is even.

House representatives are nominated by the student body.
SECTION 5: MEDICAL MATTERS

Parents are requested to complete a special FAMILY INFORMATION form each year. Information required includes the name of the Family Doctor, identification of any medical problem the child may have and permission for the Principal to contact the Ambulance Service if urgently required.

SICK CHILDREN

A list of children who suffer from asthma, allergies, epilepsy etc is compiled each year. Every effort is made to contact parents if children become unwell at school.

_It is vital that the school has up-to-date emergency telephone numbers._

If children require constant medication they should not be at school. Children who are sick should not be sent to school in the hope that they will ‘probably feel better later’.

In the event of a serious accident, parents or carers are consulted immediately and an ambulance contacted.

So that care can be given to children with special medical problems, parents should advise the school of any serious medical condition that would constrain a student from participating in school activities.

MEDICATION

No child should bring any type of medication to school unless accompanied by parental written authority. Please note medication also includes analgesics such as panadol. The following procedures will apply to students who need to have access to asthma sprays daily or on occasions:

- Parents are required to fill in the appropriate medical forms at the office.
- Students may self administer sprays under supervision of a school assistant or teacher.
- Most parents elect to have an emergency inhaler and spacer, labelled with student’s name, kept at school in the office.

The following conditions will apply to use of the nebulizer at school:
- If a student needs to constantly use a nebulizer for medication, a parent will be required to administer it and supply a mask and the actual medication.
- For severe asthmatics parents may elect to supply current capsules, labelled with child’s name, to the school office for emergency use only.
- Parents will also need to complete the appropriate medical forms at the office.
- For special circumstances parents are invited to speak with the Principal who will negotiate other arrangements.
SCHOOL DENTAL CLINIC

A Dental Clinic is located at the Griffith Base Hospital. This clinic is operated by the Health Commission and not the Department of Education. The school assists by distributing information and application forms. Parents who nominate their children for checks and on-going treatment are advised to consult with Dental Therapists to ascertain the nature of the treatment. The Clinic’s phone number is (02) 69621266 – extension 240 or 264.

IMMUNISATION

There have been changes to the N.S.W. Public Act, 1991. This means that parents, with children starting school in Kindergarten classes, from 1994, must present an Immunisation History Statement at the time of school enrolment that includes immunisation against whooping cough.

The Immunisation History Statement:

- reminds and encourages parents to have their children immunised against diseases which can be prevented by immunisation.
- helps identify children who have not been immunised. This means that if there is a disease outbreak, these children will have to stay at home for their own protection by law.

Immunisation History Statement can be obtained from:

The Immunisation Register – 1800 653 809

INFECTIONOUS DISEASES

<table>
<thead>
<tr>
<th>Disease</th>
<th>Time for Exclusion from School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chicken Pox</td>
<td>Exclude until fully recovered. Minimum exclusion: five days after the first spots appear.</td>
</tr>
<tr>
<td>German Measles</td>
<td>Exclude until fully recovered and for a minimum of six days after the rash appears.</td>
</tr>
<tr>
<td>Hepatitis (Viral type A)</td>
<td>Exclude until subsidence of symptoms or until receipt of a medical certificate of recovery. Minimum exclusion: seven days from onset of jaundice.</td>
</tr>
<tr>
<td>Measles</td>
<td>Minimum exclusion: five days from appearance of the rash. Notify Regional Director of Health in case of outbreak.</td>
</tr>
<tr>
<td>Mumps</td>
<td>Exclude until fully recovered. Minimum exclusion: 1 week after the appearance of swelling.</td>
</tr>
</tbody>
</table>
SECTION 6: PERSONAL REQUIREMENTS

The school community strongly encourages the daily wearing of school uniforms to enhance such student attitude as school pride, identification and a sense of security and belonging. The uniform should be worn not only each day, but for all school excursions where children are representing their school. On occasions, casual wear will be appropriate, e.g. special event days.

Thongs, T-shirts and jumpers with slogans, jewellery, nail polish and other adornments are not part of school uniform.

Children with pierced ears should wear appropriate studs or sleepers. During PSSA sporting activities children are either to remove the earrings or cover them with a band-aid.

Hair ribbons should be the appropriate blue colour. Hair should be neat and tidy. Long hair (girls and boys) should be neatly tied back from the face.

Students are to bring a note, signed by a parent, to the class teacher if out of uniform for any reason.

NEW UNIFORMS

A supply of new uniform requirements is available for purchase from the School Uniform Shop which is operated by the P & C Association. Operating times for the Uniform Shop are advertised in the school newsletter. Other uniform items are available at Lowes in Griffith.

CLOTHING POOL

A secondhand clothing pool operates from the front foyer of the school. Please contact the school office for further information.
## GEPS SCHOOL UNIFORM

### Winter Uniform – Boys

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shirt</td>
<td>Blue (or skivvy)</td>
</tr>
<tr>
<td>Trousers</td>
<td>Grey</td>
</tr>
<tr>
<td>Jumper</td>
<td>V necked royal blue with school emblem</td>
</tr>
<tr>
<td>Socks</td>
<td>Grey with two blue bands (royal blue &amp; light blue)</td>
</tr>
<tr>
<td>Hat</td>
<td>Royal Blue – Bucket or Wide brimmed style</td>
</tr>
</tbody>
</table>

### Winter Uniform – Girls

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shirt</td>
<td>Blue (or blue skivvy)</td>
</tr>
<tr>
<td>Tunic</td>
<td>Blue check pinafore (Pattern available at School Canteen. Bibs optional for Yrs 5 and 6)</td>
</tr>
<tr>
<td>Slacks</td>
<td>Navy</td>
</tr>
<tr>
<td>Jumper</td>
<td>V neck royal blue with school emblem</td>
</tr>
<tr>
<td>Socks</td>
<td>Light blue</td>
</tr>
<tr>
<td>Tights</td>
<td>Dark blue</td>
</tr>
<tr>
<td>Shoes</td>
<td>Black</td>
</tr>
<tr>
<td>Hat</td>
<td>Royal Blue – Bucket or Wide brimmed style</td>
</tr>
</tbody>
</table>

### Summer Uniform – Boys

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shirt</td>
<td>Blue</td>
</tr>
<tr>
<td>Shorts</td>
<td>Grey</td>
</tr>
<tr>
<td>Socks</td>
<td>Grey with blue bands</td>
</tr>
<tr>
<td>Shoes</td>
<td>Black</td>
</tr>
<tr>
<td>Hat</td>
<td>Royal Blue – Bucket or Wide brimmed style</td>
</tr>
</tbody>
</table>

### Summer Uniform - Girls

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Socks</td>
<td>Light blue (long or short)</td>
</tr>
<tr>
<td>Shoes</td>
<td>Black</td>
</tr>
<tr>
<td>Hat</td>
<td>Royal Blue – Bucket or Wide brimmed style</td>
</tr>
</tbody>
</table>
K-6 Sports Uniform

<table>
<thead>
<tr>
<th>K-6 students</th>
<th>Blue polo shirt with school emblem</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boys</td>
<td>Black shorts, black tracksuit pants, white sport socks, black joggers.</td>
</tr>
<tr>
<td>Girls</td>
<td>Pleated royal blue wrap around sports skirt, OR black shorts( Black skorts optional), white sports socks, black joggers</td>
</tr>
<tr>
<td>Extras</td>
<td>Black washable all-weather jacket. Royal blue hats in a variety of styles. All available from school canteen</td>
</tr>
</tbody>
</table>

SUN SMART POLICY

A Sun Smart Policy is an essential part of Student Welfare. The ‘No Hat: Play in the Shade’ policy aims to make children aware of the severe dangers of ultra violet rays. We seek parental support in encouraging children to –

SLIP, SLOP SLAP

every day ie wear a sunscreen, and hat when outdoors. A school hat is available for purchase from the Uniform Shop, however every child is given a hat by the P & C when they enroll - this is an essential part of the school uniform. School sport, swimming, athletics and cross country events are reprogrammed in summer months to occur during the cooler times of the day.

MONEY MATTERS

If sending money to school for any reasons including excursion payment, visiting shows, etc., please put correct amount into an envelope (as we do not have change), write your child's name and class along with the amount of money enclosed and the reason for the payment.

For example: Jimmy Jones Class KK $3.00 for school excursion to Pioneer Park

If you follow this system you will find that there are few problems with lost money, lost change or confused payments.

Receipts

The school uses two forms of receipting for monies collected. In the case of a large quantity of payments of small amounts which include collections for –
VISITING SHOWS
LOCAL EXCURSIONS etc

These monies are group receipted (noted on class list and kept in school files). For other payments, (e.g. School camps), individual receipts are provided and sent home with the child.

SCHOOL REQUIREMENTS

The majority of items required in the classroom are supplied by the school.

A special list is sent home from Infant and Primary sections at the commencement of each year. Parents are informed of any other requirements by a note from the class teacher where time permits.

Children in the Primary classes need to provide their own biros and coloured pencils. Apart from this, other requirements may be eraser, glue, scissors, pencils and a ruler.

Liquid paper is not allowed at any time.

You are strongly advised to send your child to school with a painting shirt to protect his/her uniform. Class teachers will advise children of any other special requirements.

CLOTHING AND EQUIPMENT

Each year, a large quantity of clothing and other equipment accumulate at the school because ownership cannot be traced, despite regular attempts to display these articles.

The main articles of clothing involved are jumpers, rain-wear, track-suit tops, socks, shoes, shorts and handkerchiefs.

**PLEASE PUT A NAME TAG** on all items of clothing children are likely to remove at school during play, sport or if there is a change in the weather. It is also advised that personal property such as coloured pencils, pencil cases, school badges, etc. are clearly marked.

PERSONAL TOYS, SPORTING EQUIPMENT (except tennis balls) AND VALUABLES CAN CAUSE PROBLEMS, SO COMPUTER GAMES, DOLLS, AND ELECTRONIC TOYS SHOULD BE KEPT FOR PLAY AT HOME.