

# GOWRIE STATE SCHOOL



## Student & Parent Handbook 2024





Gowrie State School  
Old Homebush Road  
Gowrie Junction, Q 4352  
Phone: (07)46986888  
Student Absence Line: (07)46986800  
OSHC Line: 0439 923 855  
Email: [principal@gowrieeq.edu.au](mailto:principal@gowrieeq.edu.au)  
[admin@gowriess.eq.edu.au](mailto:admin@gowriess.eq.edu.au)

Dear Parents and Caregivers,

Welcome to Gowrie State School.

We are very proud that you will be sharing the experience of being part of our school community especially as it will be an experience your children and family will grow nurture over time. We trust that this booklet will give you information and advice about the policies and procedures followed at our school and will assist you and your child become confident members of our school community.

You are a significant part of your child's education and your support will make a positive difference to your child's education. You can assist in this role by:

- Ensuring that your child attends school punctually each day
- Ensuring your child is organised for school with equipment and lunch
- Setting aside quality time each day to talk to your child about school, friends, activities etc.
- Encouraging, praising and supporting your child's learning
- Demonstrating your genuine interest in his/her school work and learning
- Keeping in contact with your child's teacher and the school

Gowrie State School follows a Positive Behaviour Support program which sees our three school rules of, Safety, Respect and Learning unpacked for students in different school contexts. Gowrie State School also implements the You Can Do It! And Bounce Back programs which embrace the Five Foundations (Keys) for Achievement and Social-Emotional Well-Being including: Getting Along, Confidence, Resilience, Organisation and Persistence. These values, words and actions are promoted on a daily basis through a positive growth mindset school environment.

We encourage you to be involved in our school. We believe that education is a partnership between the home and the school, and we greatly value parent involvement as fully as time and commitments allow. Do not hesitate to contact the school for further information.

Once again, a heartfelt welcome to Gowrie State School. You are an important member of this learning community.

Mandy Norton-McNeill

Principal

## WELCOME FROM THE GOWRIE STATE SCHOOL PARENT'S & CITIZEN'S ASSOCIATION

On behalf of the school community I would like to welcome you and your family to Gowrie State School.

The P&C is a group of parents, grandparents and friends who meet on the second Tuesday of each month to help our children gain the most out of their time at school. The P&C is responsible for the running of a healthy school tuckshop and Before and After School Care Centre. We also donate money to projects that we feel will enrich the experience of the children at the school. For example, Air Conditioning of classrooms, fridges to every classrooms and artificial grass in the lower play area. Money is raised through fundraising, donations and the Voluntary Student Contribution Scheme. Joining the P&C is one of the best ways to show your children how much you value their education and how interested you are in what they do. By joining the P&C, you are showing your children how committed you are to helping students and your school community. Participating in P&C activities can also help you to form friendships with other parents/carers.

A lot can and has been achieved through the P&C and school working together towards common goals. To continue this important work, our P&C need people from all walks of life, with a range of talents who are committed to delivering great outcomes for their children and school. Everybody has a role to play and your ideas will be heard. The more people involved the more exciting and successful it will be. Not only that, research shows that children perform better at school when their parents are involved in their education. The P&C is about people just like you – parents, care-givers and community-minded people who want to help their school. We work very closely with the school to build a stronger school community where all children benefit.

Email - [pandc@gowriess.eq.edu.au](mailto:pandc@gowriess.eq.edu.au)

## SCHOOL HISTORY

*Established in 1878*

Due to an influx of settlers and railway workers into the area in the 1870's, the need for a school in the new settlement of Gowrie Junction soon became apparent. The initial approach to the Department of Public Instruction was made by a committee set up for this purpose on the 13 September 1867.

The enrolment in early 1878 was about 70 with an average attendance of 53 pupils. Due to the large class numbers any assistance for Mr Goffage (First Teacher) was readily appreciated. His nineteen year old daughter, Lucy Anne, was his first teacher assistant. Following the opening of the school it soon became apparent the necessity for enlargement of the school. Gowrie State School has continued to grow. We are lucky to have the buildings and play areas we have today.

Our Sports House are named after the first settlers in Gowrie Junction Henry **Hughes** and Fred **Isaac**.



## OUR SCHOOL FACILITIES



Gowrie State School is located on Old Homebush Road in Gowrie Junction, just outside of Toowoomba. The school opened in March 1878 and currently has an enrolment of approximately 200 students. We are proud of our history and our forward-looking future pathway. We would like to share with you some of our history and our journey of being a strong school community.

The railway was one of the important steps in the development of the Darling Downs and Western areas and work on a line west of Toowoomba. Notwithstanding its slow beginning, the town of Gowrie became an important railway junction of the Dalby and Warwick lines, and hence became known as Gowrie Junction.

Gowrie Junction railway station had its first Station Master in 1876 and this station was listed as Gowrie Crossing Receiving Office but in 1886 the name was changed to Gowrie. Like many other wayside stations, Gowrie is a reminder of the long and happy years which past generations still recall with nostalgia. For instance, in 1912, the number of passengers that passed through Gowrie Station was 8,870 but the growing trend for travel in private cars made an impact. We do not forget that part of the farmer's routine from the Gowrie area revolved around trips to the station. Taking the cream to the station for rail, collect the mail and newspapers.

Our facilities are a credit to the school community for the care and respect of making a difference in the lifelong learning journey of our students.





The original school building sits near the school entrance. There have been continuing developments and expansions of our school facilities throughout the decades. The name Gowrie Junction State School was changed to Gowrie State School in 1963 and our school community continues to flourish with a strong village mindset.

There are ample shaded play areas and a multipurpose school Hall for all students to access during break times. A multi-purpose resource centre further enhances our school facilities.



## School Contact Information



Address: 22 Old Homebush Road, Gowrie Junction Qld 4352



Telephone: 0746 986 888



Facsimile: 0746 986 800



Student Absences: 0746 986 860



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



Office 8:15 to 3.30pm



Uniform Shop: Open by appointment



Find us on Facebook: Gowrie State School

## School Day

School hours: 8:50 am – 3:00 pm

8:50am First bell to go to class

8:55am - 11:00 am First session

11:00am - 11:15am Supervised eating time

11:15am - 11:40 am Play

11:45am - 1:15 pm Second session

1:15pm – 1:30pm Supervised eating time

1:30pm – 1:55pm Play

2:00pm - 3:00pm Final session

## 2024 Queensland Term Dates

Term	Date	Length
Term 1	Monday 22 <sup>nd</sup> January – Thursday 28 <sup>th</sup> March	10 Weeks
Term 2	Monday 15 <sup>th</sup> April – Friday 21 <sup>st</sup> June	10 Weeks
Term 3	Monday 8 <sup>th</sup> July – Friday 13 <sup>th</sup> September	10 Weeks
Term 4	Monday 30 <sup>th</sup> October – Friday 13 <sup>th</sup> December	11 Weeks

**The information in the booklet has been organised in Alphabetical Order to assist in locating information easily.**

## ACCIDENTS

Children who have an accident at school will be given first aid. Because we have no qualification beyond the basic first aid certificate we will err on the side of caution in the treatment of accidents. Whenever the slightest doubt exists, we will contact the parent. In some cases, it may be necessary to call an ambulance.

***It is vital that emergency contact details are kept up to date. - Please notify the office of any changes.***

## ANTI-LITTER RESPONSIBILITIES

Students are encouraged to take pride in the cleanliness of their school by picking up litter when it is seen. It is not the duty of the Groundsman/cleaners to be solely responsible for the litter in the grounds.

## APPOINTMENTS

Teachers welcome regular parent contact and we realise that there will always be times in the mornings and afternoons when parents wish to pass information onto teachers and vice versa. This usually takes a minute or two and is a necessary part of school life. **Parents need to be mindful however that if they wish to discuss an issue at length (more than one or two minutes) then they should make an appointment with the teacher.**

Making an appointment avoids inconvenience to either parent or teacher. The school does not permit parent-teacher interviews while the teacher is in charge of the class, as they interrupt teaching and learning and inhibit the supervision of students.

Appointments are best made through the office either in person or by phone. By making an appointment you are assured that the interview will be conducted in a quiet area free from class distractions where your child's teacher can give the issue at hand their undivided attention.

## ARRIVALS AND DEPARTURES

Students are asked not to arrive at school before 8:30am. The school is not able to guarantee adequate supervision of children who arrive before this time. When children arrive they are expected to sit in specific class areas until the teacher collects. At this time they may move to classroom areas.

*Prep - Undercover Prep Veranda*

*Yr 1 -2 - Outdoor Leaning Area*

*Yr 3 – 6 – Central Covered Area*

All students should be ready for school by 8: 50 each morning. Bags and hats must be stored in the racks provided at each classroom. Lunch boxes and water bottles are stored in designated areas. Parents are requested to park in the designated areas along Old Homebush Road. Parents are also not allowed to park in the staff car parks for safety reasons. Children remaining after 3:15 pm are requested to wait with the teacher on duty at the front gate. This is for safety and well-being of students.

Students must go to the office to have their late arrival or early departure recorded by office staff in One School. Children arriving after 10:50 am or leaving before 1:00pm will be marked as a half day absence.

In the afternoon students must have a note from their parent or be collected by their parent at the office to leave. **Any student leaving early must be signed out at the office by an adult.**

Extended Absence: If your child is going to be away for more than 10 consecutive school days, as a part of meeting compulsory participation obligations, parents need to apply for an exemption from compulsory schooling. Please see the school office.



**Early Departures:** If you need to take your child out of school early, please sign them out in the register in the office. Your child will then be called down to the office.

**Late Arrivals:** if your child arrives after the bell, please sign them in in the office and they will need to collect a late slip to give to the classroom teacher.

All visitors are required to sign into the Visitor's Register in the school office.

## ASSEMBLY

Assembly is held each Monday morning in the hall at 8:55am. Parents are most welcome to attend. Children sit in class groupings. Assembly is led by the School Leaders and the Principal. Assembly is a time for celebrating children's achievements with the handing out of certificates, sharing messages and celebrating special visitors or occasions.

## ATTENDANCE AND ABSENCES

With schooling, every day counts so it is essential that children attend each day. If a child is absent from school it is essential that the school be notified as to the reason for the absence. This can be done through either a phone call to the: **Student absence line** on 46 986 860 or **Email:** [admin@gowriess.eq.edu.au](mailto:admin@gowriess.eq.edu.au)

At Gowrie we have a same day response plan whereby unexplained absences are followed up in a timely manner. Multiple unexplained absences will be investigated by the school's administration team as our school goal for unexplained absences is 0%.

## AWARDS

Parents are contacted via a Gowrie Postcard prior to assembly so that they may attend.

### *Principals Award*

It is a wonderful achievement for a student to receive a Principal's Award as recognition of hard work and distance travelled. Principal awards are based on the Gowrie 5Rs and how a student has exhibited one or more of these values. Students will have their photo taken for the newsletter and have their name placed on the school noticeboard.

### *Student of the Week*

Each Monday students from each class may receive class awards at assembly. The awards can be for any reason a teacher considers worthwhile; especially responsible behaviour and virtues that are in keeping with values for Australian Schools and/or the Gowrie 5Rs. Students receiving these awards will have a group photo taken for the newsletter.

### *Awards Night/Year 6 Graduation*

A date is dedicated in late Term 4 to an Awards Night ceremony takes place within the school hall. The Awards night encompasses the Year 6 graduation and the announcing of school captains for the following year. A range of awards are presented to students from across the school for academic, citizenship, sporting and cultural pursuits. The whole school community is encouraged to support this annual event. Our choir, concert band and LOTE students perform on the night and the night is run by our current school leaders. A shared supper provided by parents is held at the end of the night's proceedings.

## BEHAVIOUR





***Our three school expectations:  
Be Safe \* Be Respectful \* Be a Learner***

Our purpose is to provide all students the opportunity to reach their potential. To achieve this we must have a clear set of guidelines that inform behaviour expectations at our school. We offer Positive Behaviour Support and our school's Responsible Behaviour Plan for Students clearly details our school's behaviour expectations and consequences. This document forms part of an enrolment agreement that families and a school representative sign upon enrolment. Our school has made a commitment to nurturing a culture grounded in the positive growth mindset framework.

***Gowrie is Great Day***

As part of our Responsible Behaviour Plan, positive behaviour is acknowledged at the end of each term. Gowrie is Great day activities are supported by the P & C.

**BICYCLES/SCOOTERS**

Children are to use the racks provided near the office. Bicycles/scooters are not to be parked at the end of buildings or left against the fence. Bicycles/scooters **must not be** ridden in the school grounds. The wearing of bike helmets is compulsory. This area is then out of bounds during the day.



**BIRTHDAYS**

Student birthdays are often celebrated within the classrooms. Students may bring in a cake/small cakes to share with other students for this special occasion. If providing a cake, please be mindful of other student's specific dietary requirement, specifically our support for students and their families who manage significant food allergies and risk anaphylaxis. Please arrange a suitable time with the class teacher.



**BOOKLISTS**

Booklists are distributed to students towards the end of term 4. Booklists are also made available on our school website under the Student Resources tab.

**BORROWING OF RESOURCES**

***Library Books***

All students are encouraged to borrow books to read from the school resource centre. Students require a library bag for borrowing and are able to borrow two books at a time. Books are on loan for two weeks. It is up to individual students to be responsible for the care of books borrowed and to return them within the timeframe. If books are overdue, students will not be able to borrow further books until they have returned their current loaned books. Classes are taken down to the resource centre each week for borrowing to occur.



***Readers***

All home readers are library resources. It is the responsibility of individual students to return these books to their classroom each night/week. These books are accessed by a number of year levels therefore it is important that they are cared for and returned promptly.

**BUS**

Children who catch the bus need to report to the staff member on bus duty at the top gate promptly after 3pm. Please inform the office if the student is not going to be on the bus, on a particular day.



## CARE OF ROOMS

Students are encouraged to take pride in their classroom and immediate environment, especially school racks. Children should spend the last few minutes of each day helping their teacher by tidying the room, including putting up chairs and keeping the floor area free from litter, paper, books, boxes and other unnecessary materials.

***NO CHILD IS PERMITTED IN A CLASSROOM WITHOUT THE PRESENCE OF A TEACHER***

## COLLECTION OF STUDENTS

All students are to be collected from the Administration area.

This is to be arranged by a note to the teacher requesting that the student is to be collected at a particular time or by calling at the office with a request to collect a student. In such a case the administration staff will contact the student's teacher and the teacher will send the student to the administration area.

Note:- If your student is being collected by someone other than yourself identification will be required. Parents who go directly to the classroom to collect students during normal school hours, will be directed to the office, so that the above procedure is followed.

Note: Parents who are unable to collect students promptly after school because of an emergency situation are requested to phone the office whereby suitable arrangements can be made.

## COMMUNICATION

In any organization, clearly defined lines of communication need to exist between all stakeholders. Positive two way communication ensures that all parties are informed of current policies, procedures and practices.



### *Student Communication*

Student notices are communicated on Assembly each week and via the school newsletter. Goal setting, feedback (written and/or oral) on curriculum work is provided by class teachers to individual students.

### *Parent Communication*

Information is communicated via the weekly Newsletter, School Website, School Facebook Page Parent/Teacher Interviews, on Assembly and via notes home.

Formal Parent interviews regarding children's progress are held twice a year. Parents are encouraged to communicate throughout the school year with class teachers if there are any concerns or queries regarding their child's academic or social progress.

A formal written school report is issued to parents at the end of each semester. Parent-Teacher meetings are offered twice a year on a formal whole school basis, however we work together with student's families to connect and communicate on a regular basis.

## CURRICULUM

Gowrie State School offers a comprehensive curriculum covering the major areas of study:

- English
- Mathematics
- Science
- HASS
- Geography
- Technology
- Languages other than English (Japanese)
- The Arts (including Art, Music, Dance, Drama )
- Health and Physical Education

Our school programs are continually refined to ensure we meet the needs of students. Our teachers work as a team to plan learning experiences that respond to children's needs and interests. Teachers monitor, assess and report children's learning and progress. Staff attends professional development and training throughout the year to keep abreast of contemporary and best practice techniques. In addition to this, students will have opportunities to participate in a variety of extracurricular activities such as sporting competitions, choir, instrumental music, student leadership and Environmental Education.

#### *Learning Technology:*

Gowrie State School is equipped with the latest in technology to motivate and engage students with interactive whiteboards in all classrooms as well as in the Resource Centre. The school is fully networked and all classrooms have access to the Internet and E-mail. Desktop and laptop computers are available for students to allow ICTs to be accessible as required in classrooms. The school has a dedicated Computer Lab. iPads are also in use throughout the school.

Children work within the school intranet environment and access internet resources through the safety of Department of Education and Training's Managed Internet Service. Irresponsible use of technology results in loss of access to this resource and possible disciplinary action.

#### *Music*

We are very fortunate to have a dedicated classroom where all music and instrumental music lessons, including band, are held.

The aim of Music Education at Gowrie State School is to make music fun and enjoyable for all children. The classroom music program is offered 1 day a week while the instrumental program is offered for once a week.



A choir has been formed and meets before school on the designated Music lesson day. The choir performs at school and community events throughout the year. The school offers instrumental music lessons for interested students. Brass, woodwind and percussion programs are offered by our specialist instrumental teacher.

#### *Physical Education*

In addition to the compulsory curriculum component of physical education, athletics, swimming and interschool sports are part of our program. We encourage daily physical activity and a positive sporting attitude at all times.

### **DENTAL VAN SERVICE**



Queensland Health's School Dental Van Service visits the school periodically and stays for extended periods. The service is provided to year level groups in turn.

Written permission from parents is required for children to access the service.

Emergency dental care can be arranged by phoning 1300 300 850 when the service is not at this school.

### **DIFFERENTIATION**

All teaching staff differentiate pedagogy, curriculum and assessment for students in their class.

Some students will require an Individual Curriculum Plan (ICP) if working above or below their cohort year level. This plan is discussed with parents and endorsed by them and the Principal.



## DRESS CODE

The P&C Association endorses the wearing of school uniform at all times to uphold our school motto of “Dignity in Work and Play” and to ensure adequate sun protection. Cleanliness and tidiness are essential. Education Queensland’s Safety Manual bans jewellery from most sports or physical activities.

Jewellery is limited to watches, medical alert bracelets and earrings as per the following guidelines. Earrings must be small, discreet and inconspicuous sleepers or studs with a maximum of one pair to be worn at any given time. Makeup and finger nail polish are not to be worn.

Students must wear suitable footwear at school and at swimming. Thongs and sandals are not suitable.

## ENROLMENT

Gowrie State School caters for students from Prep to Year 6. Enrolment forms and information are available from the school office and on the school website. An interview with the Principal forms part of the enrolment process.

### *Prep enrolment*

Children born in the time frames indicated will be eligible for the “Prep” year listed on the right of the table. Prep is a compulsory school year as of 2017.

Birthday	Prep Year
01/07/2017 – 30/06/2018	2023
01/07/2018 – 30/06/2019	2024
1/07/2019 – 30/06/2020	2025

## EXCURSIONS/CAMPS

School excursions and camps are offered as part of our educational program. They are designed to support curriculum programs and subsequently your child will be participating in relevant classroom activities before and after the activity.

Every effort is made to keep excursion and camp expenses to a minimum. Advanced payment schemes will be available from the office to assist families to meet the costs involved so that as many students as possible may participate.

## EXTRA-CURRICULAR ACTIVITIES

The formal curriculum of the school is supported by many extra-curricular activities. Extra-curricular is a term used to encompass all the activities the school offers outside the formal curriculum.

This covers activities such as:

- Sport
- Sport training
- Camps/ Excursions
- Instrumental Music / School Band
- Arts Council Performances
- Community Celebrations
- Education Week Celebrations
- NAIDOC celebrations
- Awards Night/ Year 6 Graduation
- Swimming
- Religious Education
- Year 6 Day Out
- Environmental Club
- Coding and Robotics Club
- Art Club



## FUNDRAISING

From time to time the P & C will conduct fundraising activities/events to help support the school in purchasing resources and necessary materials. Families are encouraged to support these fundraising activities as the whole school benefits from them. Fundraising activities will be communicated via the newsletter or notes home.

## HATS

ALL students must wear hats for all outdoor activities including playing in the playground, physical education lessons, visiting coaching clinics and Gowrie pass day activities. Hats are to be worn by students before school, after school, during break times and for curriculum based activities. Children who do not comply with this requirement will be kept seated in a shady area under the buildings during playtime. Legionnaire style caps with flaps protect ears and neck and may also be worn.

### *Naming your child's school hat*

Please ensure you name your child's school hat with either fabric marker pen or similar. Lost hats are a regular issue at school and having a name on a hat makes the job of finding owners much easier. Thank you for your assistance with this.

## NO HAT, NO PLAY

## HEAD LICE

The problem of head lice is dealt with in a respectful manner. Regular checking (weekly) of children's hair may help to prevent an outbreak. If you should detect evidence of head lice two steps are necessary.

1. Immediate treatment of the entire family.
2. Notification of the outbreak to the school.

Suspected cases during school hours will be referred to a member of the administration team who will contact parents. Should an incidence of head lice be reported in your child's class, a letter will be sent home advising of the outbreak and requesting parents check their child's hair.

## HEALTH

If your child is sick it is best to keep him/her at home. If your child becomes sick at school the parent or emergency contact, as detailed on the enrolment form, may be contacted or the teacher may provide an update at the end of day collection time advising of any action taken.

If the parent or guardian is contacted they will need to sign the student out before collecting the student's bag from the classroom. The school is governed by Department of Education and Training regulations. Under these regulations children may be excluded from school if they contract a number of illnesses. A list of infectious diseases and exclusion periods is available for your information from the school office.

### *Healthy Lunches*

Healthy lunches are needed to nourish children's bodies and fuel their brains to learn. Low GI foods are encouraged. Children are discouraged from sharing food at school. Parents are asked to support this as children have allergies to foods.

Most classes have a fruit break around 10.00am.

Bringing a water bottle to school each day is encouraged. It can be refilled during the day. Most classes are able to access their drink bottles during learning time especially in the summer months.

### *Medication*

It is occasionally necessary for a child to have prescribed medication while at school. The following procedures must be followed:

1. Notify the school of a health condition requiring medication at school.
2. Complete a consent to administer prescribed medication form and advise if there is a need to assist in the management of a health condition.
3. Notify the school in writing of any requests and/or guidelines from medical practitioners including potential side effects or adverse reactions.
4. Provide the medication in the original container, labelled from a pharmacy with the prescribing doctors name, to the office. Ensure the medication is not out of date and has an original pharmacy label with the student's name, dosage and time to be taken.
5. Notify the school in writing when a change of dosage is required. This instruction must be accompanied by a letter from a medical practitioner.
6. Advise the school in writing and collect the medication when it is no longer required at school. Or at the end of the school year.



**Non-prescribed medication**, such as analgesics and over the counter medication, **cannot be administered** to children by school staff. However, parents may visit the school to administer this type of medication themselves.

Parents of children who suffer from complex health conditions and asthma or anaphylaxis must provide the school with an Asthma Action Plan /Anaphylaxis Action Plan from the student's doctor. These action plans need to be updated/reviewed every 12months by a doctor.

## HOMEWORK

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 setting of homework takes into account the need for students to have a balanced lifestyle. This includes sufficient time for family, recreation, cultural pursuits.

### HOUSE SYSTEM: SPORTS HOUSES

The houses are Hughes and Isaacs. The house system is for sporting competition. New students are assigned to houses on a family basis where applicable by admin. House Captains are nominated and selected from their peers in Year 6.

The house colours are:

**Hughes - Green**

**Isaacs – Yellow**

### INTERNET/USAGE

All students must have internet permissions and website agreements signed by their parents before accessing school computers.

### LEAVING SCSCHOOL GROUNDS

Students are not permitted to leave the school grounds without permission of the Principal between the time of arrival and time of dismissal. If parents are collecting students early, they need to inform admin and sign the student out.

### LIBRARY / RESOURCE CENTRE

Our Resource Centre is open at lunchtimes and offers students a range of activities and access to a range of equipment. Classes also regularly visit the resource centre. Children are encouraged to borrow books from the Resource Centre and are responsible for returning them in good condition. Parents will be asked to reimburse the school for the cost of the book if it is lost or damaged beyond repair. Please ensure that damaged books are returned to the Resource Centre staff as quickly as possible.



### LOST PROPERTY

Lost property is stored in Tilgonda Terrace in the Resource Centre. Students searching for lost property should be directed there before searching elsewhere. **We ask that ALL clothing and belongings be clearly named.**

### LOTE

Japanese is taught at this school. A specialist LOTE teacher visits the school each week.

### MOBILE PHONES

All Queensland state school students must keep their mobile phones switched off and 'away for the day' during school hours. Notifications on wearable devices, such as smartwatches, must be switched off so that phone calls, messages and other notifications cannot be sent or received during school hours. If students do bring a mobile device to school they are to be signed into the office before school and signed out after 3pm.

### MONEY COLLECTIONS

**All money must be** brought down to the office area by students. No teacher collects money in the classroom on behalf of students. Payment for Arts Council, Excursions, Swimming, School Photos, Fundraising, Book club, Tuckshop and other miscellaneous collections are placed in the appropriate locked class collection box located in the office foyer.

## NEWSLETTERS

Our school newsletter is issued by email every week on a Tuesday. The newsletters contain news and information which will keep parents informed about school activities.

Copies of our newsletters are also located on our school website. [www.gowriess.eq.edu.au](http://www.gowriess.eq.edu.au).

## OUTSIDE OF SCHOOL HOURS CARE

Our Outside School Hours and Vacation care program is run by the Gowrie State School P&C Association in a facility at the school. Operating hours are Monday to Friday 6.30am – 8:30am for before school care and 3:00pm-6:00pm for after school care and 6:30am -6:00pm for Vacation Care. An enrolment form needs to be completed for families to access this service. All details (regarding enrolments, fees, fee relief and programming) can be obtained and bookings can be made by phoning **0439 923 855** where an answering service will take your call and follow-up will be carried out by the co-ordinator.

## PARENT / SCHOOL COMMUNITY PARTNERSHIP

### *Gowrie State School P&C*

We have an active and innovative P&C who meet on the second Tuesday of each month. All parents are entitled to membership and are encouraged to come along to meetings and school community activities.

### *Classroom volunteers*

Many of the classes require volunteers to assist the teachers in reading, art or other curriculum areas. Parents are encouraged to assist if possible. Contact your child's class teacher for more information.

### *Tuckshop*

The tuckshop generates ongoing income throughout the year and is run by the P&C. The tuckshop is always looking for volunteers to assist. Contact the school for more information.

### *Uniform Shop*

The second-hand uniform shop is run by the P&C. Opening times are advertised in the newsletter.

## PHOTOCOPYING

As students do not have text books on their book lists, parents are encouraged to donate A4 reflex paper for the copying of student work sheets for curriculum purposes. The amount of paper required is found on the booklist for each class. Paper must be REFLEX brand for the photocopiers to function properly.

## RELIGIOUS INSTRUCTION

The Religious Instruction needs of children are catered for by visiting instructors. Parent permission must be obtained before students attend Religious Instruction lessons. This is done by indicating in the appropriate section of the *Application for student enrolment* form. Thereafter, if a parent wishes to change this decision he or she can submit a written request to the school.

The following groups visit the school: Catholic and an Ecumenical group representing Anglican, Australian Christian Churches, Baptist, Uniting, Lutheran, Presbyterian, Seventh Day Adventist, Salvation Army, Wesleyan Methodist and other like Christian faiths.

Teachers are present in classrooms during religious instruction lessons. Students who do not attend religious instruction classes work with teachers and teacher aides on regular classwork.

## REPORTING TO PARENTS

Parents are always welcome to make an appointment to meet with the class teacher at any time throughout the year to discuss their child's progress.

## SCHOOL SECURITY - SIGN IN PROCESS

All persons entering the school grounds are required to report to the Administration building and sign the Sign-in Register on arrival. Visitors receive a visitor's tag to wear and keep visible during their time on site. On completion of the visit the Sign-in Register must be signed off and tag returned.

## POSITIVE BEHAVIOUR SUPPORT

Gowrie State School advocates a Positive Behaviour Support approach. All of our school expectations sit under our three school expectations of Learning, Safety and Respect.

## STUDENTS WITH ADDITIONAL NEEDS TEAM

A student may be referred to the SWANS Team at any time by a class teacher or parent if the student is having difficulty accessing the curriculum or is demonstrating a social/emotional concern. If the student is referred to the SWANS Team by the teacher then that teacher is responsible for notifying the parent of this referral. The SWANS Team meets once a week to prioritise referrals, develop the appropriate action plan to accommodate individual student needs and review cases. The SWANS Team includes the Principal/ the Learning Support Teacher/ the Guidance Officer/ the HOC.

## STUDENT LEADERSHIP

### *Student Leaders and Student Council*

Students are integral members of our learning community and each year senior students will have the opportunity to nominate for student leadership positions. The Student Council is comprised of our school leaders and representatives from Years 5 – 6. Representatives are nominated by their peers. Together they participate in the decision-making processes of the school through their Council.

### **The purpose of a Student Council is to:**

- promote life within a democratic society
- develop confidence and leadership skills
- enhance communication between students, staff and school management
- provide an avenue for students to participate in the school's decision making process
- establish a fund raising body to finance student initiated programs and facilities. The operations of the Council are supported by staff that model and teach the principles and processes of leadership, active and informed citizenship and democracy.

## STUDENT PARTICIPATION IN COMMUNITY EVENTS

During the school year students participate in a variety of community and cultural events such as:

- Anzac Day Dawn Service
- Day For Daniel
- National Day for Action Against Bullying and Violence
- Grandparents Day
- Remembrance Day



## STUDENT RECORDS

It is important that family and student information is kept as up to date as possible. Therefore, we ask that if there is any change of circumstances, such as change of address or phone number, that the school be notified as soon as possible.



## SUN SMART

It is Education Queensland policy and our Duty of Care that children wear a hat at all times when in the sun. Our school hat is a bucket hat style which has a brim of the width recommended by the Queensland Cancer Society and must be worn at all times when students are in the playground. Students without a bucket hat or broad brim hat at school will not be allowed to play outside. Students are given access to sunscreen, please inform the office if your child has a sunscreen sensitivity.

## SUPPORT SERVICES

### *Support Teacher Learning Difficulties*

Our Support Teacher Literacy and Numeracy (STLAN) provide teaching assistance to children with learning difficulties throughout the school. A key role is to support classroom teachers to develop and effectively implement education programs for children who have been identified as experiencing learning difficulties.

### *Speech/Language Pathologists*

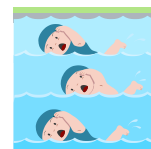
Within the Education department, Speech-Language Pathologists have a role in the identification and management of students with communication difficulties. Difficulties in language and other areas of communication can significantly affect a student's ability to learn. Speech-Language Pathologists therefore play an important role in the educational process. Speech-Language Pathologists work closely with teachers as valuable members of the educational team and their services extend the educational options for all children. If you think your child requires speech-language assessment please see your child's teacher. They will then complete the referral process if necessary.

### *Guidance Officer*

A Guidance Officer visits the school on a weekly basis. The role of the Guidance Officer is to provide counselling and assessment support to students and families.

### *Swimming*

Students in Years Prep to 6 attend swimming classes during fourth term. The program is designed and implemented by qualified swimming instructors and is a curriculum subject. A parent permission note will provide details of the program including cost prior to the commencement of the program and will need to be signed and returned to school for students to participate. Swim rash shirts are mandatory during water-based activities in all Queensland schools.



## TRANSFERS

If your child is to transfer to another school please advise the school in time for the preparation of Student Records. Academic records will remain at Gowrie State School until requested by your child's new school.

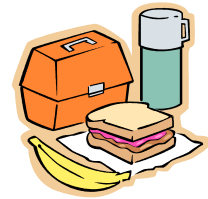
## TRANSITION TO HIGH SCHOOL

Towards the end of the year, representatives from Highfields State High School and Wilsonton State High visit the school to talk with our year 6 students, distribute enrolment forms and information

booklets and discuss student needs with the Year 6 teacher/s. Transition days are made available and will be advertised in the school newsletter.

## TUCKSHOP

Our tuckshop is run by our P&C volunteers. Tuckshop dates are advertised in the newsletter. Orders are placed online using our 'School Shop Online' system and are due in by Wednesday afternoon the week of tuckshop. The link to set up an account will be available on the P&C section on the school's website.



1. Type in Gowrie State School
2. Select the Go to Tuckshop icon and register/log in to place orders and payment.

The menu consists of nutritious foods in accordance with the Federal Government initiative 'Smart Choices' program. A menu and price list is available on the school website and 'specials' are advertised in the school newsletter.

Some events run throughout the year by the P&C utilise the online ordering system (for example: BBQ's and school disco) and this will be communicated to families via school newsletter.

## UNIFORMS

Gowrie State School seeks parents support with encouraging students to wear their uniform correctly and with pride. The wearing of full school uniform conveys a sense of self pride in students and in their school. It also fosters a sense of belonging and promotes the safety of our students. Throughout 2019 our school community undertook a review of the school dress code specifically regarding affordability and durability. .

Inappropriate dress is defined as clothing or apparel that is, or could be deemed to be:

- offensive
- likely to disrupt, or negatively influence, the normal operation of the school
- unsafe for student or others; and
- likely to result in a risk to the health of the student or others

Should students arrive at school wearing inappropriate dress families will be contacted to discuss and resolve the matter.

*Stockists: Lowes-Clifford Gardens and Grand Central.*

## USE OF SCHOOL GROUNDS AFTER HOURS

*Access to the school campus after school hours*

Students are discouraged from remaining in the school grounds once school has finished unless a parent is offering direct supervision.

Permission must be obtained from the Principal to use the grounds or facilities on weekends.

Unauthorised persons on the school premises will be regarded as trespassers, unless accompanied by a member of staff or by a person who has authorisation from the Principal.

## VALUABLE ITEMS

We encourage our students to keep valuable and 'special' items at home including toys, games and mobile phones. In the event these items do make it to school they remain the responsibility of the student. Teachers may request items be kept safely in the classroom or office.