

Welcome to
Guthridge Primary School



FAMILY INFORMATION BOOK
2009

Guthridge Primary School
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WELCOME TO GUTHRIDGE PRIMARY SCHOOL!

On behalf of our school community, I extend to you and your child a very warm welcome to our school.

The aim of this booklet is to provide you with detailed information so that your child can start their education feeling confident at our school. We are proud of the exciting learning opportunities that are provided for all our children, within a safe and caring environment at Guthridge Primary School.

Our Guthridge Primary School Core Values

At Guthridge Primary School, our Core Values guide our behaviour and how we should treat each other. They are at the centre or core of what makes us who we are when we are part of the Guthridge Team.

- Show respect – this is about how we talk to and treat each other in this school. It's also how we respect property (yours and others), respecting our school and our environment.
- Bounce back – Life is hopefully full of lots of good things, but sometimes we can experience difficulties, frustrations, disappointments and hard times. We need to be able to build our resilience skills and bounce back from these challenges. Resilient children who can “bounce back” have much better coping skills to equip them for life.
- Have a go – Don't give up before you even start! Have a go. Take the risk of being wrong. Mistakes are how we learn.
- Work as a team. When we work cooperatively and help each other, we are learning how to get along with each other. People who are good at getting along with each other, are good at making and keeping friends.
- Keep trying. Sometimes things are hard, so we have to keep trying. Sometimes things are REALLY hard, but we still keep trying. We don't give up. We ask for help. Only when we know we have tried our hardest, do we really know we have done the best we can.

BE YOUR BEST!

(This means be the best that YOU can be! It's all about high expectations of ourselves in everything. It's pride in yourself and pride in our school.)

We hope your family has a long and happy association with our school. Please do not hesitate to contact us at any time if you have any queries or concerns. At Guthridge Primary School, we really value the home-school partnership and encourage you to be actively involved in your child's education.

Regards

Sue Burnett (Principal)

About Us

Purpose: *Our purpose is linked strongly with our vision statement “Securing the future through active learning”. We provide a curriculum that is dynamic and interesting with a wide variety of educational opportunities for each child. We are developing an ongoing partnership between home and school which nurtures the social, emotional, physical and academic growth needed to become valued members of the local and global community.*

Environmental Context:

Guthridge Primary School was established in 1961 and has a current enrolment of about 190 students. Our location adjacent to Sale College maximises the school’s opportunities to share resources and to engage in cross-age tutoring and transition programs. Our geographical position also allows us easy access to the excellent facilities provided at the *Little Athletics Oval* in Dawson Street.

The school has high expectations of all its students and aims to provide an opportunity for each of them to develop as learners, now and in the future. Both Parents’ Club and School Council provide strong support to the school.

In 2004 a refurbishment of the north wing was completed. This resulted in a new library/resource centre, computer laboratory, administration area, 6 classrooms, and internal toilets. All classrooms are air-conditioned. School Council is actively pursuing an upgrade of our south wing to ensure that high standards of education can continue to be provided.

In addition, specialist activities operate that promote the individual child’s health, well-being and self-esteem. These include the weekly Grades 3-6 Performing Arts Program (including free Instrumental Tuition), Annual Student Musical Production, Modified Prep Developmental Year, Inter-School Sport, comprehensive camping program at all levels from Grade 3 through to Grade 6 and a whole school Social Skills Program. A Student Wellbeing Officer is also available for additional support three days a week.

Special assistance programs for children with special needs include a one on one Reading Recovery program, the Early Years Literacy Program, Middle Years Programs, Numeracy and Literacy Intervention. *Gifted and Talented* children are also effectively accommodated through special classroom programs designed to extend and challenge, through an emphasis on open-ended activities and “*thinking skills*”. Specialist classes are provided in Library or Art, French and Physical Education. The intensive Prep- Grade 6 Swimming Program operates in our own enclosed, heated swimming pool with qualified instructors. Year 5-6 students also access the 25 metre Sale pool for classes. The Recreation Hall is a perfect venue for our highly acclaimed annual musical production and cultural performances. It is also used as an indoor physical education facility during inclement weather.

Guthridge Primary has a well established Program for Students With Disabilities with a philosophy of full integration in the classroom. The school is also complemented by extensive sealed playing areas, football oval, soccer field, netball, volleyball and basketball courts, adjoining dental clinic, established playground equipment and newly landscaped grounds.

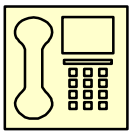
Our school has a very experienced, committed and professional staff team, both in terms of teaching staff and non-teaching staff.

SCHOOL ORGANISATION AND ADMINISTRATION

- **ENROLMENT REQUIREMENTS**

Children who are to be admitted to school must have their fifth birthday on or before April 30th of the year of admission. (An Immunisation Certificate, which can be obtained from the Health Department, Shire of Wellington, and a Birth Certificate, must be presented at time of enrolment).

- **EMERGENCY INFORMATION**



Please fill in all emergency contact details on your enrolment form and notify the office immediately of any changes. This information is absolutely vital when an emergency arises. It is also important that your child knows your whereabouts during the day – shopping, visiting etc.

We cannot stress enough how important it is that all emergency contacts have a phone, live locally and can pick your child up from school if the need arises.

- **CUSTODY**

If there are any issues with custody of, or access to children, please inform the school of such situations. Copies of custody orders need to be seen by the Principal and filed at the school.

- **HOURS OF ATTENDANCE**

School begins at 8.50 a.m. on Mondays (for Whole School Assembly) and 9.00 a.m. all other days. The school day finishes at 3.15 p.m.

(Please note the importance of all students arriving by 8.50 (8.45 on Monday!) in order to deposit bags / other personal belongings, set up necessary materials for the day, deliver notes/money/messages, greet their teacher and classmates etc.)



Recess begins at 10.30 a.m. and finishes at 11.00 a.m.

Lunch begins at 1.00 p.m. and finishes at 1.45 p.m.

School dismisses at 3.15 p.m.

- **TERM DATES 2009**

Term 1: Wednesday, 28 January (Staff only); Monday, 2 February (Students) – Friday, 3 April

Term 2: Monday, 20 April – Friday, 26 June

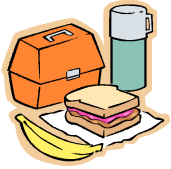
Term 3: Monday, 13 July – Friday, 18 September

Term 4: Monday, 5 October – Friday, 18 December

- **SUPERVISION OF STUDENTS**

Regular, organised supervision of students is provided by staff between the hours of 8.45 a.m. and 3.30 p.m. No official supervision is provided outside these times.

- **LUNCH / PLAYLUNCH**



As part of the School Health Program, lunches and play lunches are eaten either in the classroom or outside under supervision. The students have 10 minutes at recess and lunchtime to consume their food under supervision before going off to play. Lunch orders can be placed each morning at school and delivered via our local shopkeeper at lunchtime. Parents will be given a price list early in the year.

It is essential that ***lunch boxes and drink bottles are clearly named.*** Please note that a healthy breakfast and morning play lunch will be needed as lunch does not begin until 1.00 p.m. Children are asked to bring along a piece of fruit or vegetable each day as “brain food”. This is always eaten at 12.00 p.m. Chocolate bars, lollies and soft drink are not to be brought to school as we actively encourage healthy eating.

- **ABSENCES**

Our school strongly supports the message that *It's Not OK To Be Away*. Regular attendance and punctuality is absolutely vital to your child's progress in both academic and social areas, even in their first year at school. If your child is absent due to illness or other unavoidable reason, we request that you send a written note explaining the absence. It is also most important that parents notify the classroom teacher of impending absences, including those resulting from family holidays taken outside the scheduled school holiday vacations.

- **EARLY DEPARTURES**

Children leaving school early must be signed out at the office in the *Sign Out Book*. Where possible, we would really appreciate it if appointments could be made out of school hours as we really like our students here for the whole day.

- **TRANSFERS**

When transferring to another school, a Department of Education and Training *Transfer Note* is forwarded to the child's new school. This method is used to keep records up to date. If you intend moving from the area, please notify the school in advance so that necessary reports and transfers can be prepared.

- **TRAFFIC SAFETY**

School Traffic can be a major problem. The safety of students is paramount and as such it is important that:

- **Parents do not use the staff car park to pick up or let down children.**
- The staff car park is not to be used for pedestrian access.
- Cars do not double park at the front of the school or disobey parking restrictions.
- Family members use the manned school crossings in Dawson St & Guthridge Parade at all times.
- Parents do not call children across from the other side of the road or between parked cars. Parents should leave their cars, cross the road to the school and escort their children across the road.
- Children under 10 do not ride bikes to school unaccompanied by an adult.
- Bikes need to be roadworthy and all cyclists must wear bike helmets and comply with road rules.

- **BUS TRAVEL**

There are privately run “town buses” which operate to our school, which you may use. Students residing more than 4.8 km. from our school may be eligible for travel on Government subsidised buses. If you think your child may be eligible, discuss this with the Principal or Assistant Principal.

- **EXCURSIONS**

Excursions are related to class programs and are an important part of a child’s education. Some are short walks around Sale. Others are taken on buses to see places, people and things of interest and educational value.

Parents pay the costs of excursions as they occur and these must be paid prior to the event. Parents can expect to be notified, in writing, in advance of any proposed excursion and should understand that no child can be taken on an excursion unless written permission and authority to take emergency action in case of illness is received from that child’s parent. Only students wearing uniform are permitted on excursions.

An approval for local excursions can be completed on enrolment.

- **SCHOOL CAMPS**

School Camps are part of the education program for Grades 3 - 6 students. They give students the opportunity to experience living away from the family, to learn the need for co-operation, to use self-reliance as well as seeing different environments and practising some skills learned at school.



- **HOUSE SYSTEM**

The students in our school are divided into 4 houses. They are:

BASS (GREEN)
STRZELECKI (YELLOW)
MCMILLAN (BLUE)
HOWITT (RED)

Children in the same family are kept in the same house for their time at our school. The house system is used for a variety of occasions, including sports.

- **RELIGIOUS EDUCATION**

A non-denominational course is sometimes available, depending on the availability of RE teachers. Accredited presenters teach the approved syllabus of the Council of Christian Education during weekly timetabled lessons of half-hour duration. Parents have the opportunity at the time of their child's enrolment to approve their child's participation in RE.

- **SWIMMING**



Each child participates in an intensive swimming program that is conducted over two school terms. The program is subsidised by School Council, with tuition being provided in small groups by qualified, paid instructors. All classes are guaranteed a **minimum of 18 lessons** during the year.

Swimming Charges are included in subject levies. Children cannot participate in the swimming program until the swimming charges have been paid.

- **PERFORMING ARTS PROGRAM**

Guthridge Primary School places a strong emphasis on the Performing Arts. All Junior classes have an upbeat, highly interactive weekly music lesson, with recorder being introduced as a first instrument in Grade 2. All students in Grades 3 to 6 participate in a Performing Arts Program each week. In recent years, the program has comprised workshops in such areas as dance, choir, drama, recorder, music technology, music appreciation and instrumental experimentation. Senior students (Yr 3-6) also have the opportunity to learn an instrument, such as guitar, clarinet, flute, trumpet, percussion and keyboard. Instrumental tuition is free (fully funded by the school) as is the hire of instruments, however outstanding debts need to be fully paid in order to access this tuition.



- **SCHOOL CHARGES**

Under the *Education Act 1958*, instruction in all key learning areas is free to all students attending a state school. However, parents are expected to pay for student textbooks, requisites/stationery, materials for programs where the student consumes or takes possession of the finished articles, student computer printing above basic requirements, diaries, camps and excursions, extra curricular programs, swimming lessons etc. In 2007, Student Requisites and Subject Levies were \$127.50 per student (including \$20 voluntary grounds subsidy per family).

To minimise costs for parents, the school buys student requisites in bulk and distributes as needed throughout the year.

As well as the requisites listed above, your child will need:

1. A school uniform
2. A school bag
3. An art smock
4. A library bag

Guthridge Primary School Parents' Club supplies a school hat free of charge to all children starting Preps .

- **BOOK CLUB**

The school offers students the opportunity to purchase discounted books and computer software through the *Ashton Scholastic Book Club*. Fliers are sent home approximately 6 times a year. Families wishing to make purchases must provide correct money and ensure that order forms include both *Name* and *Grade* and are sent back to school in carefully sealed envelopes.



- **CULTURAL PERFORMANCES**

As part of our school's enrichment studies and to enhance students' cultural awareness and experiences, 3 to 4 unique, high quality performances by professional groups are normally booked each year. Attendance at these performances is voluntary, but strongly encouraged. Entry fees must be paid prior to attendance.

- **OUT OF SCHOOL HOURS CARE PROGRAM**

There is a bus pick-up at the end of each school day for those students attending the *Whiz Kidz After School Hours Care Program*. Children can attend this program on a regular or casual basis. For information, please ring 51 44 7711.

- **CURRICULUM PLANNING DAYS**

School Council approves the closure of the school for a number of curriculum days allocated by the Department of Education and Training and planned by staff. These days are used by teaching and ancillary staff to take part in whole school professional development programs, to plan for the future and to review and/or develop curriculum and welfare programs. Curriculum Day dates are notified through the *Guthridge News*. No more than two will be held in any one term.

COMMUNICATION

- **NEWSLETTER: *The Guthridge News***

The Guthridge News is produced each Friday as a school community newsletter and is distributed to all families. It is our practice to send home newsletters and other general notices with the eldest child of each family. The newsletter contains a school program calendar, notices about school activities and programs, samples of student work, notices of meetings, general school information, staff, parent club and community contributions, photos and community notices.

Please check your child's bag for newsletters and other notes regularly.

- **OPEN CLASSROOM POLICY**

Guthridge Primary School actively encourages the involvement of parents in our school life. Parents are more than welcome to visit our classrooms at any time.

- **DEVELOPING LITERACY PARTNERSHIPS**

This parent education program is offered on an annual basis. It is designed to provide parents with the opportunity to explore how their children learn and how, together with the classroom teachers, they may continue to support their children's literacy development. It makes strong links between the learning environment of the *Early Years* classroom and the learning environment of the home.

- **CLASSROOM HELPERS**

This program is offered to parents every year and provides strategies to assist them when they are helping out in classrooms.



- **PARENT – SCHOOL COMMUNICATION**

Please keep in touch with our school by contacting the Principal, Assistant Principal, teachers and school councillors or by attending Parents Club. We are always ready and happy to answer any questions or to follow up any concerns you might have.

SCHOOL COUNCIL AND PARENTS CLUB

- **SCHOOL COUNCIL**

The School Council is the governing body of the school. Its major responsibility is that of deciding the educational policy of the school. School Councillors, the wider parent community and teachers share a common responsibility for the education of children. School Council is accountable for school evaluation, school finances, the maintenance of school grounds and buildings as well as the general oversight of the workings of the school.

School Council elections are held in March each year. Councillors serve a two year term of office with half retiring each year. Co-opted members serve a one-year term. Lists of school council members will be published in the newsletter after the election.

Membership:

Any parent of a child at the school can be nominated for School Council, or become a member of a School Council Sub-Committee, eg. Finance, Facilities, Policy/Charter and others as needed. The School Council comprises 8 parents, 5 Department of Education and Early Childhood Development employees (including the Principal) and 2 community members.

Meetings:

School Council usually meets on the third Monday of each month in the Guthridge Primary School staffroom.

All parents are welcome to attend these meetings as interested observers.

Parents should not hesitate to contact School Councillors to express ideas or concerns about the school.

Out of Hours Use of School Equipment, Facilities and Grounds:

Individuals wishing to borrow or hire school equipment or use the school grounds should contact the Principal/Assistant Principal or School Council for prior approval.

Individuals or organisations hiring / using school premises and facilities are accountable in ensuring that they are used in a safe and sensible manner. Appropriate insurance cover needs to be taken out by the hirer.

- **PARENTS' CLUB**

This Club is a very necessary and rewarding part of our school's organisation. Its function is to assist the needs of the students and staff in many ways – fundraising, fellowship, purchasing of equipment and simply being helpful.

Parents' Club meets monthly in the staffroom and usually immediately following school assembly. New members are always welcome. We are really friendly!

SCHOOL PROGRAMS & PARENT INVOLVEMENT

- **POLICY STATEMENTS AND PROGRAM OUTLINES**

Copies of the *Guthridge Primary School Strategic Plan* and *Annual Report* are available on request.

Families new to the school will be issued with a parent handbook and additional information will be forwarded through *The Guthridge News*.

- **PARENT INVOLVEMENT**

We love to have parents involved in our school life! There are many ways you can get involved – being on School Council, joining Parents’ Club, coming up and helping out at our school. A strong home-school partnership is really important to us and we actively encourage and welcome your continued involvement in the life of our school.

STUDENT WELFARE

- **STUDENT WELFARE PROGRAMS**

The school has a Student Well-Being Co-ordinator who provides a range of services to students and parents and educational leadership in the area of student well-being/resilience & connectedness to school.

- **TOILETS**

Please ensure your child understands and uses acceptable toilet etiquette before he or she comes to school. Our toilets have secure internal access only during school times.

- **LABELLING CLOTHING**

We request that **all** removable clothing and personal items be labelled clearly with your child’s name.

There is a lost property box kept in the main office. Unclaimed, unnamed articles will be redirected to the second-hand uniform shop.

- **EMERGENCIES AT SCHOOL**

In case of an emergency such as a fire or accident involving the school as a whole, we have a DISPLAN procedure known by staff to ensure safety for all.

- **ACCIDENTS / ILLNESS**

In the case of your child having an accident, or becoming ill at school, it is essential that the school has current contact phone numbers, including emergency phone numbers for carers who can take the child home if you are unable to.



The school has a *Sick Bay* for children who are injured or become ill and at least one staff member with Level 2 First Aid qualifications. However, sick children should not be sent to school. If students become sick at school, a parent or his/her nominee will be contacted and asked to collect the child, as the school does not have the personnel or the facilities to care for sick children. Please remember to sign the *Sign Out Register* at the school office.

In the event of a serious accident or illness, an ambulance will be called and parents notified. Cost must be borne by the parent.

Some diseases require the child to be excluded from school.
(Refer to *Exclusion Table for Infectious Diseases*)

In the event of an outbreak of measles, diphtheria or polio, all children who are not immunised against the particular disease will be excluded from school.

- **ASTHMA/ANAPHYLAXIS/DIABETES MANAGEMENT**

All children who suffer from asthma, anaphylaxis or diabetes must have an up to date Management Plan filled in by a doctor and lodged at the school. Our school will work closely with families to closely monitor and manage any of these conditions.

- **OPEN CUTS OR WOUNDS**

Children with open wounds or cuts must have them covered, or are to remain home until they can be covered.

- **HEAD LICE**

One of the most common health problems in schools generally is head lice. Please check your child's hair frequently. If your child has become infested, please notify the school immediately. Children are excluded from school until appropriate treatment has been given.

- **SUNSMART POLICY**

Some of the more important features of the school's policy are:-

- *Compulsory wearing of hats and recommended use of 15+ sunscreen during Terms 1 and 4. This applies whenever children are outside, eg. recess, lunch, sports carnivals, excursions, PE activities*
- *Direction of children without hats to approved shade areas.*
- *Incorporation of programs on skin cancer prevention into the curriculum.*



BREAKFAST CLUB

Guthridge PS runs a *Good Start Breakfast Club* in collaboration with *Australian Red Cross Victoria*. It is open to all students and is available on Monday, Tuesday and Wednesday mornings from 8:20 a.m. until 8:50 a.m..

INFECTIOUS DISEASES EXCLUSION TABLE

Chicken Pox:

Until fully recovered or for at least 5 days after the eruption first appears.

ANY CHILD WITH AN IMMUNE DEFICIENCY (EG. LEUKAEMIA) OR RECEIVING CHEMOTHERAPY EXCLUDED FOR THEIR OWN PROTECTION.

Conjunctivitis:

Until discharge from eyes has ceased.

Diarrhoea:

Until diarrhoea has ceased or until medical certificate of recovery is produced.

Diphtheria:

Until medical certificate of recovery is received following at least 2 negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and the other 48 hours later.

FAMILY/HOUSEHOLD CONTACTS EXCLUDED FROM SCHOOL UNTIL CLEARED TO RETURN BY SECRETARY.

Hand, Foot and Mouth Disease:

Until all blisters have dried.

Haemophilus type b (Hib):

Until a medical certificate of recovery is received.

Hepatitis A:

Until a medical certificate of recovery is received, but not before 7 days after the onset of jaundice or illness.

Herpes (“Cold Sores”)

Young children unable to comply with good hygiene practices are excluded while the lesion is weeping. Lesions are to be covered by a dressing, where possible.

Human immuno-deficiency virus infection (HIV/AIDS virus):

Only if the child has a secondary infection.

Impetigo:

Until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing.

Influenza and influenza like illnesses:

Until well.

Leprosy:

Until approval to return has been given by the Secretary.

Measles:

For at least 4 days after the onset of the rash.

UNIMMUNISED CONTACTS ARE EXCLUDED UNTIL 14 DAYS AFTER THE FIRST DAY OF THE APPEARANCE OF RASH IN THE FIRST CASE. IF UNIMMUNISED CONTACTS ARE VACCINATED WITHIN 72 HOURS OF THEIR FIRST CONTACT WITH THE FIRST CASE, THEY MAY RETURN TO SCHOOL.

Meningitis (bacteria):

Until well.

Meningococcal infection:

Until adequate carrier eradication therapy has been completed.

CONTACTS NOT EXCLUDED IF RECEIVING CARRIER ERADICATION THERAPY.

Mumps:

For 9 days or until swelling goes down (whichever is sooner).

Poliomyelitis:

For at least 14 days from onset. Students readmitted after receipt of medical certificate of recovery.

Ringworm, scabies, pediculosis (head lice):

Until the day after treatment has commenced.

Rubella German Measles):

Until fully recovered or for at least 4 days after the onset of rash.

Salmonella, Shigella:

Until diarrhoea ceases.

Streptococcal infection (including scarlet fever):

Until the child has received antibiotic treatment for at least 24 hours and the child feels well.

Trachoma:

Until the day after appropriate treatment has commenced.

Tuberculosis:

Until receipt of a medical certificate from the treating physician stating that the child is not considered to be infectious.

Typhoid Fever (including paratyphoid fever):

Until approval to return has been given by a medical authority.

CONTACTS EXCLUDED ONLY IF CONSIDERED NECESSARY BY MEDICAL AUTHORITY.

Whooping Cough:

For 5 days after starting antibiotic treatment.

UNIMMUNISED HOUSEHOLD CONTACTS AGED LESS THAN 7 EXCLUDED AND CLOSE CHILD CARE CONTACTS FOR 14 DAYS AFTER THE LAST EXPOSURE TO INFECTION OR UNTIL THEY HAVE TAKEN 5 DAYS OF A 10 DAY COURSE OF ANTIBIOTICS.

Worms (Intestinal): Excluded if diarrhoea is present.

STUDENT CODE OF CONDUCT



Student Code of Conduct

Principles

Guthridge Primary School's *Student Code of Conduct* is guided by the following principles:

- All children have the right to be safe.
- All children have the right to be treated with respect.
- All children have the right to work and play in a secure environment without interference, intimidation, harassment, bullying or disruption.
- All children are encouraged to be polite, courteous and well mannered.
- Parents have a right to expect that their child will be educated in a secure environment, where care, courtesy and respect for others are encouraged.
- Parents have an obligation to support the school in its efforts to maintain a productive learning and teaching environment.
- Teachers should expect to be able to teach in an atmosphere of order and cooperation.
- The Principals and staff will fairly, reasonably and consistently implement the Student Code of Conduct.

School Rules

There are 5 basic school rules:

- Move and play safely.
- Care for yourself, others and property.
- Resolve problems calmly, sensibly and fairly.
- Respect others through your speech and manners.
- Work to the best of your ability and allow others to do the same.

Rights and Responsibilities

A set of rights and responsibilities outlining acceptable and unacceptable behaviour is necessary in order to meet its educational and social goals.

Students have the following RIGHTS:	Students have the following RESPONSIBILITIES:
<i>The right to feel safe at school.</i>	<i>To learn and obey all school rules.</i>
<i>The right to learn without interference from others.</i>	<i>To attend class prepared to learn and not to interfere with the learning of others.</i>
<i>The right to be treated with respect and in a fair and equitable manner free from harassment.</i>	<i>To treat others with respect and to resolve differences through discussion and compromise and not conflict.</i>
<i>The right to expect your property to be safe.</i>	<i>You have a responsibility to take care of your own and other people's property.</i>

Implementation of the Student Code of Practice

- All students will receive a copy of the *Code of Practice* for reference.
- At the commencement of each school year, teachers will establish a set of classroom rules for their own classes that are consistent with the school rules.
- School and class rules will be displayed prominently around the school.
- Positive reinforcement will be given at every opportunity to recognise compliance with school and class rules, achievement and positive attitude.
- A set of consequences will be used to implement a consistent approach to those who choose to disobey school or class rules.
- Bullying is seen as a serious breach of the *Student Code Of Conduct* and will not be tolerated in any form.
- Students will be made aware of the provisions of the *Racial and Religious Tolerance Act 2001*, which makes it unlawful for students to vilify other students on the grounds of race or religion.

Our school's Student Code of Conduct acknowledges the range of Department of Education and Early Childhood Development policies relating to student management and support. These policies include student attendance, homework guidelines, dress code, student welfare and emergency management.

GUTHRIDGE PRIMARY SCHOOL
2008 BULLYING POLICY

DEFINITION

A person is bullied when they are exposed regularly and over time to negative actions on the part of one or more persons. Bullies are people who deliberately set out to intimidate, exclude, threaten and/or hurt others repeatedly. They can operate alone or as a group.

Types of bullying include:

Physical:

Includes pushing, shoving, fighting and any other unwelcome physical contact used intentionally to intimidate or hurt someone.

Verbal:

Includes name-calling, put downs, teasing and threats. Jokes aimed at embarrassing a person are also verbal bullying.

Gesture:

Non-verbal signals used by bullies to silence or intimidate their targets e.g. gestures, threatening stares or threatening with a fist.

Extortion:

Stronger students bully others into giving up possessions, money, committing minor offences for them or forcing them to do other things against their will.

Exclusion:

Being left out of activities or groups on purpose can be very hurtful.

Telephone/Cyberbullying

Contacting the target by phone (home line, mobile, sms) or using the internet with the intention to harass or cause distress.

RATIONALE

The school will provide a positive culture where bullying is not accepted, and in doing so, all will have the right of respect from others, the right to learn and to teach, and a right to feel safe and secure in the school environment.

AIMS

- To reinforce within the school community that no form of bullying is acceptable.
- To establish a caring and tolerant atmosphere, where each member of the school community considers the welfare of others.
- To establish set procedures to deal with incidences involving bullying, for both the perpetrators and the victims.
- To raise the children's awareness of their right to live, learn and be happy at school without fear of emotional or physical abuse and their responsibility to allow others to do the same.
- To raise the children's awareness that it is their responsibility to report incidents of bullying.
- To seek parental and peer group support at all times.

WHAT THE SCHOOL WILL DO

- All incidents of bullying will be noted by the supervising teacher and recorded on ztrAck database
- A set of consequences will be put in place for perpetrators.
- Material on bullying, tolerance and positive social behaviours will be included in the curriculum.
- The Student Welfare Co-ordinator/Committee will be responsible for displaying appropriate posters around the school – in corridors, classrooms and around buildings.
- The Student Welfare Co-ordinator/Committee will carry out bullying surveys in Terms 1 & 3.
- Emphasis will be placed on encouraging and focusing on children who are playing and interacting appropriately, through playground awards.
- Programs that promote resilience, life skills and social skills will be provided. (Eg. *Healthy Relationships, You Can Do It Peer Activity Leaders and Buddies programs.*)
- All staff will implement the Whole School Management Program and the Bullying Policy.
- Ongoing collegiate support will be provided, and professional development arranged as appropriate, by the Student Welfare Co-ordinator/Committee.
- The Student Welfare Co-ordinator/Committee will be responsible for educating the wider community through articles placed in *The Guthridge News*.

STAFF EXPECTATIONS

Staff are expected to model the preferred behaviour – we treat each other with respect and promote a culture which tolerates differences.

It is expected that staff in classrooms will:

- Arrive punctually.
- Provide a safe and supportive school environment that encourages positive relationships between students, their peers and teachers.
- Establish expectations of student and teacher behaviour at the beginning of the year.
- Clarify the school policy on bullying at the start of the year.
- Promote the philosophy of “No Put Downs”.
- Develop an Assertive Discipline Policy with clear rules and consequences that are consistently applied and reinforced.
- Take action – step in; *don't ignore bullying* – record incidents and forward reports to Principal/Assistant Principal.

It is expected that staff on yard duty will:

- Regularly supervise “hot spots” such as the toilets, oval and asphalt area. Special attention needs to be paid to children lining up after the bell; many incidents occur at this time.
- Watch out for loners (potential targets).
- Interact positively with students. Provide the message to both targets and bullies that you are around and being vigilant.
- Issue a red card automatically for any bullying offence.
- An orange Emergency Card should immediately be sent to the staffroom for serious incidents.

Management of Bullying Behaviour

- Student interviewed by supervising teacher and given the opportunity to modify behaviour.
- Bullying incident detailed and recorded on ztrAck database.
- Normal classroom/yard management sanctions applied.
- Student counselled by Principal/Assistant Principal and parents notified. Referral to Student Wellbeing officer.
- Normal classroom/yard management sanctions applied.
- Meeting arranged between Principal/Assistant Principal, student and parents. Further consequences to be determined at the meeting. These may include behaviour contracts, yard detentions, further counselling with the Principal/AP, social skills sessions with the Student Welfare Co-ordinator / Principal/AP, after-school detention, exclusion from the yard, confinement to a particular area of the yard, withdrawal of privileges etc.
- Suspension and family meeting.

NB

- *Incidents of a serious nature may be responded to by immediately applying the Student Management Code.*
- **Positive feedback (encouragement &/or positive letters home to parents) will be presented after negotiated goals have been achieved.**

SUPPORT FOR TARGETS OF BULLYING

- Students who are bullied for the first time will be referred to their classroom teacher for immediate advice.
- Students who continue to be bullied will be referred to the Student Welfare Co-ordinator.
- **The whole staff need to be alerted to developments with serious offenders, firstly to act appropriately if the child is involved in more incidences of bullying and secondly, to be positive to that child if his/her behaviour is showing signs of improvement.**
- Students will be given strategies for dealing with bullying. (Refer Appendix)

Appendix

STRATEGIES FOR STUDENTS TO DEAL WITH BULLYING

- Don't ignore it! Tell someone. If they don't help you, tell someone else until it is dealt with. Bullying is too important not to report. This includes incidents which involve someone else as the victim, not just yourself.
- If the problem reoccurs then tell someone again.
- Don't be fooled by the bully's threats to "get you" if you tell. You have a much better chance of being protected if you can say, "I've already told Mrs..... and she knows that if I'm hurt, she should come looking for you."
- Avoid joining in to encourage bullying. Being part of a group that is bullying someone else is just as bad as bullying yourself.
- Try to remain in sight of adults if you have been bullied.
- Stay close to friends or other children whenever possible. Being on your own makes you more vulnerable.
- If you are being bullied before or after school, then vary the times and routes for travelling to and from school. Be aware of the location of safety houses on the varying routes.
- Leave expensive possessions and money at home. If you don't have it with you, it can't be taken away.

SEVEN WAYS TO SAY NO TO BULLYING

- By showing you are not upset or angry, you are giving the bully the message you are strong. (It's okay if you yell or get upset later.) Taking some strong breaths will help you stay calm.
- When you let your hands hang loose by your sides, you are giving them the message that you are relaxed and you're not afraid. (Even though you are a bit.)
- When you stand up tall, you are giving the message that you're not going to be pushed around.
- When you look a bully in the eye, you are giving them the message that you are in control and they can't be the boss of you.
- When you speak in a clear and steady voice, you are giving them the message that you know what you want and you're going to get it. (Think of the voice your parents use when they say "NO" and really mean it.)
- When you tell the bully "**Stop, I don't like it when you..... I want you to stop**", you are giving them the message that you are not going to let them hurt you.

STRATEGIES FOR TEACHERS TO DEAL WITH BULLYING

- Listen to the complaints and act upon them; empathy for the target is vital.
- Avoid labelling students.
- Focus on what you want when there is no bullying – move behaviour towards tolerance and acceptance; model this behaviour.
- Encourage students to be active bystanders, to tell about bullying and to support the target.
- Hold open discussions about bullying in the classroom; teach assertive skills.
- Provide feedback to all students involved in bullying incidents, so that they are aware of the consequences that have been implemented.

STRATEGIES FOR PARENTS TO DEAL WITH BULLYING

- Stay calm and accept that all of us have the capacity to be involved on either the giving or receiving end of bullying.
- Listen calmly; note specifically what your child is saying.
- Let the school know what is happening.
- If the victim, let your child know that it is not their fault.
- Try not to model bullying behaviour at home.

EVALUATION

This policy will be reviewed each year.

SUPPORT SERVICES

SERVICES AVAILABLE TO STUDENTS

- **MEDICAL**

Each year, children in Prep undergo a full medical check-up by a school nurse from the *Department of Human Services*.

The School Nurse runs an information session for Prep parents prior to the annual medical checks. He / she also follows up on children in other grades previously identified with medical concerns. Any other children may be referred by a teacher or at the request of a parent. This is a free service.

- **DENTAL**

The School Dental Service clinic is located on our school premises. It provides dental treatment and dental health education for all primary school children, concession card holders and their dependents in Year Levels 7-8. It provides general dental care to children every two years, while children identified with a greater need may be seen more often. General treatment is provided by dental therapists and more complex care is performed by a dentist

For parents holding a valid *Dept. of Social Security Health Card*, the service is FREE. Non-card holders pay a fee of \$25.00 per child (maximum of \$100 per family), which includes a dental check up and general treatment. Payment cannot be claimed through private health insurance

The Dental Clinic can be contacted on 51 443166. Further information can be obtained from the Regional Office on 1300 360 054.

- **EDUCATIONAL SUPPORT SERVICES**

Personnel to assist schools in both Education Programs/Assessments and Student Services (Counselling and Guidance / Speech Pathology) are available, after consultation with the school.

- **LOCAL SHIRE HEALTH SERVICES**

Immunisations, etc.

If you feel that your child may need any of these or other services, please contact the Principal or Assistant Principal. At times, teachers will initiate the contact with other educational or medical professionals, but only with parental consent.

TRANSITION

PRE-SCHOOL TO SCHOOL

SCHOOL FAMILIARISATION

- Visits by pre-schoolers to school to familiarise the children with classrooms and outdoor facilities occur in Term 4.

PREP 2009 INFORMATION SESSIONS

- These are one hour morning and evening sessions followed by morning tea and supper. They are offered to interested families in Term 3.

ORIENTATION DAY

- Pre-schoolers visit for the morning as new “Preps” and engage in a range of activities with Prep teachers. (Term 4)

PREP 2009 PARENT TEACHER INTERVIEWS

- These one on one interviews give parents the chance to meet their child’s prospective teacher and share important information about their child. (Term 4)

SCHOOL ATTENDANCE FOR PREPS IN FEBRUARY

- During this time Prep children attend school on Monday, Tuesday, Thursday and Friday from 9:00 a.m.-3:15 p.m..

BEFORE THE FIRST DAY

It is helpful for your child to know these things and he/she could have practice in an informal way. However, do not emphasise these points if your child becomes frustrated etc.

- Does your child know his/her full name and address?
- *Does he/she know how to put things away after use?*
- Can he/she recognise his/her own named belongings?
- *Can he/she tie and untie shoe laces and buckle sandals?*
- Can he/she attend to his/her own toilet needs and adjust clothing?
- *Does he/she know the importance of washing hands after visiting the toilet?*
- Does he/she know how to use a tissue or handkerchief properly and the importance of covering his/her mouth when coughing or sneezing?

SUGGESTIONS

- *Have several “school lunches” with your child at home.*
- *If the school is within walking distance from your home, follow the route to be taken there and back with him/her prior to the commencement of the school year.*
- *Acquaint him/her with road safety procedures, including the correct use of the school crossing, always waiting inside the school gates, and never leaving the school grounds without the permission of a teacher or parent.*
- *Warn him/her not to accept rides from strangers and to go home immediately school is dismissed.*
- *It is wise to have a medical check up prior to the commencement of school, particularly for sight and hearing.*
- *Have all items marked clearly with your child’s full name (windcheaters, lunch box, - lid and bottom, drink bottle, school bag, library bag, art smock, hat etc.).*
- *Explain what food is eaten at snack time and what is for lunch time and pack these separately.*
- *Encourage healthy snacks such as fruit, vegetable pieces etc. Ordering lunch is best left for a while until children have learnt class routines.*
- *Pack spare clothing/underwear at the bottom of your child’s bag.*
- *Let the teachers and child know of any alternative home time arrangements and talk to the teacher before you use the bus service.*
- *Take an interest in school activities and talk about work when it comes home. Do fun maths things at home (eg. counting numbers, cooking, estimating/guessing, card games etc.).*
- *Read, read, read to your child and develop a love of books. Read signs, labels, notes etc., and give lots of praise.*
- *Take and collect your child to and from the classroom. When he/she feels confident, explain where he/she will be met at the end of the school day.*

Please do not allow your child to bring articles to school which could cause harm to others, e.g toy guns, arrows, pointed sticks, or umbrellas.

SCHOOL SAFETY

- *During recess and lunch breaks there are always teachers on yard duty. A teacher is on duty from 8:45 a.m. until the start of the school day at 9:00 a.m.*

PRIMARY TO POST PRIMARY

- **Orientation Day Sale College (Term 2); Orientation Sessions Grammar and Sion (Term 2).**
- **Visitations from current Sale College Year 7 students to pass on relevant information and answer students’ questions. (Term 3)**
- **Two day Orientation Program Sale College**

SCHOOL UNIFORM

School Council has determined that the wearing of a school uniform at Guthridge Primary School be compulsory for all students.

A uniform dress code reinforces in students a pride in their own appearance, instils recognition of themselves as an integral part of the school community, and assists in developing pride in representing the school.

Uniform Shop Price List

The Uniform Shop is a private business run by Leanne Chester. Uniform can be purchased from our school hall on Mondays after Assembly and on Wednesdays from 8:45 a.m. to 9:15 a.m. Please contact Leanne on 0448 460 899 if you have any uniform inquiries.

Jumpers	\$24.00
Blue Polo shirt with logo	\$19.00
Long Sleeved blue polo shirt with logo	\$19.00
Beanies	\$7.00
Scarves	\$7.00
Track Pants.....	\$18.00
Blocker Pants	\$18.00
Jackets	\$28.00
Rugby knit shorts	\$14.00
School Dress	\$12.00
School Bags	from \$15.00
Library Bags.....	\$2.00
Art Smocks.....	\$12.00
School Hat.....	\$8.00

** Prices as at 1 December 2008. Subject to change.*

Black school shoes or sneakers (preferred). Hats are compulsory in Terms 1 and 4.

The only jewellery items that should be worn are ear studs, sleepers and watches. Students are not permitted to wear make-up.

***When children leave the school grounds (eg excursions, sport),
full school uniform must be worn.***

REPORTING

The reporting program at Guthridge will involve:

TERM 1

Parent/teacher interviews.

These will be in the form of discussions about your child's progress. At this session, information about the child will be shared and *recommendations for improving the student's learning agreed upon.*

TERM 2

June – Written Reports Issued

Interviews arranged on specific request.

TERM 4

December – Written Reports Issued

Interviews arranged on specific request.

- *Parents are always welcome at our school. If you have any queries or concerns, please raise them with your child's teacher immediately.*
- *Parents are requested to make formal appointments when they wish to talk at length with teachers.*

HOME ENRICHMENT / HOMEWORK

Home enrichment activities will be supported, encouraged or set by teachers so that learning related to class programs and/or the children's other interests can take place outside of school hours.

Encouragement from parents is vital and teachers will take steps to make sure that parents understand the reasons for the scope of these home learning activities.

Aims:

1. To encourage and develop a love of learning and investigation.
2. To encourage and develop self-motivation in the learning process.
3. To provide opportunities that will encourage the children to become independent learners.
4. To foster the children's curiosity about their immediate environment and the world in which they live.

Implementation:

- All children will be encouraged to read at home on a daily basis – this will be recorded on an individual reading record sheet devised by the classroom teacher.
- Teachers should have some flexibility on what they set as homework but also allow the children the same flexibility ie. spread the work over a period of time to allow for the nights where children may have other commitments. The extent of structured or directed activities will be at the discretion of each class teacher who will communicate homework expectations to parents.
- In an individualised spelling/word recognition/vocabulary enrichment program, students will work on up to ten words. Children are expected to learn these words as part of their homework routine.
- Parents will be encouraged to give their children plenty of opportunities for meaningful experiences and discussions. The school will support this by regularly publishing helpful homework hints for parents in the newsletter.
- As children progress through school, there will be more directed assignments which will be based on the children's interests and needs.
- Home enrichment activities which are structured or set by the teachers will be followed up and feedback given to the children.

Special Needs

It is vital that classroom teachers and tutors carefully plan the allocation of homework to avoid duplication or over committing the children on individual or special programs.

SCHOOL FINANCE

School Council has the responsibility to ensure that all school monies are expended for their proper purposes and that all accounts are accurate and audited annually.

SOURCES OF FUNDS

Direct Grants:

Quarterly Government Grants are received for building and grounds maintenance, library, integration, electricity, gas, administration, cleaning and for curriculum areas. These grants cover our basic school running requirements and are allocated on the size of the grounds, building area and number of students.

Other Grants

The school is a regular applicant for a variety of government and community grants to assist our school programs.

Local Funds:

Local funds are made up from money generated *by local fundraising efforts*. These funds provide for teacher and student aids, equipment and amenities additional to those provided by the Department of Education.

School families are encouraged to support fundraising activities because every cent raised will go back to providing equipment for our students.

ALLOWANCES AVAILABLE TO PARENTS:

Educational Maintenance Allowance (EMA)

Holders of Health Care Cards are eligible for this allowance. *(See office for application forms and further details)*

Travel Allowance

Students living 4.8 kilometres from the school, or nearest bus stop are eligible for a conveyance allowance. *(See Assistant Principal for appropriate forms)*

So ...

Welcome, welcome, welcome to Guthridge Primary School! We have tried to answer some of your questions in this booklet. You probably have many more! Our door is always open. Enjoy your time with us. We really are a great school!



Guthridge is GREAT!