

Gawler & District College B-12

RESPECT GENEROSITY EXCELLENCE

Information Handbook

Welcome to Gawler & District College B-12. We look forward to working with you and your family. We value and appreciate your participation in our school community.



**GAWLER & DISTRICT
COLLEGE B-12**



This booklet has been designed to provide parents/carers enrolling in the R-6 Sub School with general information about our school.



Government of South Australia

Department for Education and
Child Development

INTRODUCTION

Principal B-12
Deputy Principal B-12
Senior Sub-School Leader 11-12
Middle Sub-School Leader 7-10
Junior Sub-School Leader R-6
Junior Sub-School Assistant Leader
R-6 Student Wellbeing Officer
R-6 Literacy Coordinator

Angie Michael
Paul Hudson
Jane Barnett
Liz Rankin
Julie Stockdale
Jody Burton
Natalea Jenkins
Kerryl Dale

Street Address:

Barnet Road
Evanston SA 5116

Main Reception

Phone: (08) 8521 2400

Fax: (08) 8523 0439

Junior School R-6

Phone: (08) 8522 2622

Fax: (08) 8523 0496

School Email:

dl.0774_info@schools.sa.edu.au

Gawler offers the best of town and country and is considered the gateway to the Barossa Valley. We are a public school catering for students from Reception to Year 12.

At the beginning of 2013 we moved into new facilities for the R-6 with modern classroom spaces, a redeveloped resource centre and covered outside learning area.

We have a strong teaching focus on numeracy and literacy and the Australian Curriculum. In 2014 Japanese was introduced as our Language Other Than English, with specialist teachers.

Our school values are **RESPECT**, **GENEROSITY** and **EXCELLENCE**, to self, everyone and environment. We offer many opportunities for students to develop their academic, sporting and artistic potential. Students are encouraged to develop their leadership qualities through an active Student Leadership Council.

The school builds strong relationships with students, parents and the local community. Many volunteers are involved in a wide range of programs which support student learning and an onsite Children's Centre offers a broad range of programs aimed at supporting families.

GENERAL INFORMATION

School Times- Monday, Tuesday, Wednesday and Friday

08.30 am	Grounds open. Teacher on duty
08.45 am	Classes commence
11.30 am	Recess
11.50 pm	Classes recommence
01.30 pm	Lunch
02.05 pm	Classes recommence
03.15 pm	Students dismissed
03.30 pm	Teacher supervision finishes – Bell rings – Students to Front Office

School Times- Thursday

08.30 am	Grounds open. Teacher on duty
08.45 am	Classes commence
11.20 am	Recess
11.40 am	Classes recommence
12.40 pm	Lunch
01.10 pm	Classes recommence
02.15 pm	Students dismissed
02.30 pm	Teacher supervision finishes– Bell rings – Students to Front Office

Students are not permitted to be in the school grounds prior to 8:30am unless attending before school care (OSHC). Any student not collected at the end of the day will be taken to the front office by the duty teacher.

On the last day of each term, school is dismissed at 2:15pm.

Attendance

Attendance at school is critical to successful learning and wellbeing outcomes. Parents/carers are requested to contact the school when their child is absent and send a note **explaining absence** on their return to school.

If you miss....	Each year that equals....	This is the same as missing....	Over 13 years of school from R to 12, that means you've missed out on....	This is equal to finishing school...
1 day each fortnight	20 days	4 weeks	Nearly 1 ½ years	In year 11
1 day each week	40 days	8 weeks	Over 2 ½ years	In year 10
2 days each week	80 days	16 weeks	Over 5 years	In year 7
3 days each week	120 days	24 weeks	Nearly 8 years	In year 4

If you wish to take your child from school for a period of more than 3 days and up to one-month (e.g. for holidays) please complete the appropriate form which is available from the front office and must be signed by the Principal. For any absence lasting more than one month, application must be made to the Department of Education and Child Development. This can be arranged through the front office of the school.

Assemblies

R-6 assemblies are held at 2.15 pm Weeks 3, 6 & 9 of each term in the Activity Room. Assembly dates and times will be in the school newsletter and on the sandwich board. Assemblies are opportunities to celebrate students' achievement and share their work. Families are welcome to attend.

Book Club

Scholastic Book Club order forms are sent home twice a term. If you wish to make a purchase, fill out the order form and return it and the money, in an envelope, to the front office. It usually takes two or three weeks for an order to arrive.

Buildings

Currently we have 2 home class base units in the R-6, Blue and Ochre. We have an administration building with Activity room attached. We also have 2 special classes opening Term 1, 2018.

Library

Books may be returned/exchanged before school and during the day. The Library is open at lunch times for students. The library is managed by a trained teacher librarian with SSO support. Our school is a participant in the Premier's Reading Challenge.

Lost Property

Please label all students' clothing and other belongings. All lost clothing is kept at the front office or returned to the class teacher if item is named.

Music

Choir is organised by Christin Valley. Choir students have the opportunity to perform at the SA Public Primary Schools Festival of Music.

Mobile Phones

We are aware that for safety reasons some students do bring mobile phones to school. These must to be handed to the class teacher in the morning for safe keeping. Mobile phones **are not to be used by students** during the school day. Parents can contact students during the day by ringing the school number: 85222622. If students need to contact parents they need to talk to class teachers or come to the front office.

Non-Instructional Time (NIT)

This time is used by teachers for:

- Parent/carer meetings, Training and development and Preparation of lessons.
- Classroom organization and cooperative planning
- Planning camps, excursions, school events
- Meetings with other staff

Students attend specialist programs during this time.

Japanese

Japanese is taught as a specialist subject.

Out of School Hours Care (OSHC)

Care is provided by Camp Australia for our OSHC Service from 7.00 am to 8.30 am each morning and from 3.15 to 6.00 pm in the evening (Thursdays from 2.15pm) . An information pack is available at the front office. OSHC Phone number: 1300 105 343

Relief Teachers

When teachers are away sick or attending training and development, a relief teacher is employed to teach the class. All relief teachers are fully qualified teachers.

School Support Officers (SSOs)

School Support Officer Roles include:

- Front office reception duties
- Finance - responsible for all monies, ordering and accounting within the school
- Student support, which includes intervention Programs, Literacy Programs, Numeracy Programs, Early Assistance Programs and general classroom support.
- Library support
- ICT Support

Stationery

Each student is issued with stationery. The Materials and Services Charges cover the costs of the items used by students in classroom programs. Some families may be eligible for government assistance (school card) in paying these charges. Please talk to the finance officer in the front office if you require further information.

Professional Development (PD)

The school has an active Professional Development program in which all staff participates. This occurs during staff meetings, on pupil free days, at Partnership days, after school hours and in school holidays. We have 4 pupil free days a year.

Transition

We provide an extensive Transition Program for students beginning school. Students commence their schooling at the beginning of the year in term 1 in a single intake. Students can start if they have already turned 5 or are turning 5 before the 1st May.

This means that every child will have four terms of Reception. This enables a more stable environment for children with fewer changes to classes throughout the year.

A range of programs including Graduation are organised to support students' transition from year 6 to year 7 at our school.

Uniform

The dress code requires students to wear school uniform at all times. Please see attached information regarding uniform.

Videos

As part of school programs, movies will be G rated. PG Movies will only be shown if written permission has been obtained from parent/carers.

Visitors/Volunteers

All visitors must sign the visitor book in the front office. This does not include parents/carers picking up and dropping off students at the normal time, or calling into the office. A visitor's sticker/badge is available from the front office.

COMMUNICATION

Diaries/Communication Book

Diaries are used to note homework, special activities, reminders etc. and for notes between teachers and parents/caregivers. Junior Primary teachers use a Communication Book. These provide an opportunity for teachers and parents/caregivers to communicate with each other on a variety of matters – educational, social, and family – which impact upon each child's learning.

Newsletters

Newsletters are sent home or emailed regularly with the youngest child in the family. These contain important information in relation to school programs and special events. It is important that parents and caregivers read the newsletters carefully. Non-custodial parents may also receive copies if requested. This can be organised through the front office. If your child does not bring home a newsletter please speak to your child's class teacher or the front office. Class teachers also send home newsletters which contain information relevant to your child's class.

HEALTH AND SAFETY

Bikes

In the interests of everyone's safety, students are NOT PERMITTED to ride their bicycles or scooters in the school grounds. During the day, they are to be parked in the bike racks provided. Locks are advisable.

Breakfast Club

Operates every morning from 8:30 till 8:45 and is run by volunteers and supported by donations from local church and businesses. Breakfast usually consists of toast or cereal, seasonal fruit as available and milk drinks. All students are welcome.

Canteen

Students are able to access our canteen for lunch orders each day through the lunch bag system in the classrooms. Lunch bags can be purchased from the canteen.

Orders can also be made electronically via QKR app available from the App store or Google play.

Collecting Students Early

For safety reasons parents/carers collecting students early must report to the Main Front Office to receive a pass for the gate. At the Junior School Office you will complete the early release register and collect an Early Release note. This note is then taken to the class teacher by the adult.

Custody

The school must be informed about any custody orders and copies provided to the school.

Dogs

Dogs are not permitted on DECD sites.

Fire Drill / Evacuation / Invacuation

The school has detailed fire drill, evacuation and invacuation procedures.

First Aid

Every effort is made by staff to ensure the safety and welfare of our students. Teachers on yard duty are identified by orange vests and carry a first aid bag.

First aid is administered in the front office, action taken, recorded, and parents/carers are notified by a note sent home or by a phone call.

Please note: School staff cannot dispense medication to students without a completed medication health plan.

Health Care

Parent/carers are asked to advise the school if their child/children have any medical conditions and/or allergies. Parents/carers will then be asked to provide a Health Care Plan to ensure the child has appropriate care. Copies of these forms will be kept in the front office and need to be updated at the beginning of each year.

Please note: some students have severe allergies to certain foods. We ask that your child does not share their food with other students.

Hot Weather and Sun Safe

All rooms are air conditioned. If the temperature is (36 degrees or above) students will have activities inside at break times. All students must wear a school hat for outside activities in Term 1 and 4. Students are encouraged to wear sunscreen however staff do not apply or supply sunscreen.

Smoking

Smoking is prohibited on school grounds at all times.

Staff Car Park and Gates

The staff car park is not a drop off area for school students. Gate 5 is locked from **9.00am**, if you need to come into the Junior School after this time entry is made through gate 3 via the Main office. Gates to the R-6 school are opened at **3:00pm**.

Wet Weather

On days when wet weather prevents outside play, students will remain indoors.

MONEY MATTERS

Excursions

Teachers organise school excursions as part of their learning programs. Information is always sent home to parents/carers to explain the purpose and cost associated with any planned excursion.

Materials and Services Charges

Materials and Services Charges are set each year by the Governing Council in line with DECD recommendations. Parents/carers are asked to pay the charges by the end of the first term. Instalment payments can be organised through the Finance Officer or Principal.

Money Collection

All payments must be made to the front office.

School Card

The school card scheme provides financial assistance towards the cost of educational expenses for students. School Card must be applied for each year. Applications are completed online. Please visit the Gawler & District College website and click Finance.

PARENT INVOLVEMENT

Governing Council and Sub Committees

- Is accountable for developing, negotiating and meeting the objectives and targets of the school's Site Improvement Plans
- Approves and monitors the school budget.
- Is responsible for local policy development within broad Department of Education and Child Development's frameworks (e.g. curriculum and program initiatives)
- Participates in the selection process for principal positions.

The majority of members are parents/carers. The Council also includes community and staff representation.

The Governing Council currently includes the following sub committees – Grounds, Uniform, OSCH, Finance and Fundraising.

Parent / Caregivers are welcome to join the Governing Council.

Raising Concerns

A copy of the Grievance Procedure Pamphlet is included.

Parent Complaint Line – 1800 677 435

Volunteers

Volunteers are very welcome and appreciated at our school. All volunteers must have a DCSI police check and have completed Response to Abuse and Neglect training prior to participating in any capacity at the school. Volunteers are required to meet with the senior leader to sign the Volunteer agreement as part of the Gawler & District Volunteer Policy. Visitors and Volunteers must register at the front office or classroom in which they are working, collect and wear a volunteer sticker/badge whilst volunteering in the school. Among the tasks that volunteers may take on are:

- Governing Council Representatives
- Governing Council Sub-committees
- Classroom assistance
- Breakfast Program
- Second Bite

Please see class teachers or front office staff if you have some time to spare. Training and support can be provided. We encourage parents/carers to be involved in our school.

STUDENT LEARNING

Assessment and Reporting

Student progress is assessed on a regular basis in a variety of ways, including reviews and tests, rubrics, self-assessment, project evaluations, and National Assessment Program - Literacy and Numeracy (NAPLAN) testing for Years 3, 5 and 7 in Term 2.

Reporting occurs through the written reports twice a year in Term 2 and 4. These reports include A – E achievement levels for all learning areas. Teachers use informal notes and discussions, workbooks, communication books and diaries to communicate student progress. In Term 1, interviews are held involving parent/carers, students and teachers. Interviews are held towards the end of Term 3 on request.

Parents/carers can request a meeting to discuss their child/children at any time. These meetings will be arranged at mutually convenient times.

Homework Centre-ATSI students

Homework centre is run onsite Tuesdays and Wednesdays after school. Sessions are supported by school staff, Aboriginal Education Teachers and Aboriginal Community Education officers. The sessions go from 3:15 till 4:30 and involve students in a variety of cultural and homework activities. Families need to enrol at the front office.

Information and Communication Technologies

We have Interactive Whiteboards (Smartboards) in all classrooms. Computers and iPads are an integral part of the curriculum.

Sports Day

School Sports Day is held each year, in Term 1. Families are invited to attend this special community event.

Student Behaviour

We aim for our school to be:

- A safe, caring and orderly place where children can learn and teachers can teach
- A place where staff, students and their families work together to achieve the best possible outcomes

Our school values of *Respect*, *Generosity* and *Excellence* underpin our Student Behaviour Programs. Our school behaviour code is based on building respectful relationships between students, parent/carers and teachers.

Student Voice

Teachers hold class meetings regularly. At the beginning of the year, class members vote for peers to represent them on the Student Leadership Council and as House Leaders. There is a strong R-12 Student Leadership program.

Swimming

Swimming lessons are held at the Gawler Aquatic Swimming Centre, in Term 4 each year.