



## INFORMATION BOOK 2014

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**Address:** 91 Gilles Street ADELAIDE 5000

The school has two components:

- The Mainstream R-7 School offering a standard South Australian Department of Education and Children's Services Curriculum
- The Intensive English Language Centre offering a specialist intensive English language course serving the academic and social English language needs of primary aged students who will be entering a mainstream school in South Australia

### Senior Staff:

Principal: Deborah O'Neill  
Deputy Principal: Carol West  
Assistant Principal: Ginny Pryor

**Front Office:** (8.00am- 4.00pm)  
Administration Officer: Rod McGuiness  
Finance Officer: Tracey Aberle

**Out of School Hours Care Coordinator:** Mira Lisichin **Telephone:** 08 82271746

## **MAINSTREAM: LEARNING AREAS**

Gilles Street Primary School is currently using the South Australian Curriculum Standards and Accountability [SACSA] Framework in planning, delivering, assessing and reporting curriculum. The Australian Curriculum will be implemented over the next 5 years starting in 2012 with Mathematics and science. This online curriculum and can be viewed at <http://www.australiancurriculum.edu.au/Home>

The **Areas of Learning** are:

- English
- Mathematics
- Science
- Society and Environment
- Language Other Than English - Spanish
- Arts
- Health and Physical Education
- Technology

## **IBMYP INTERNATIONAL BACCALAUREATE MIDDLE SCHOOL YEARS PROGRAM**

Gilles Street Primary School is accredited to teach the International Baccalaureate Middle School Years Program. It is a five year curriculum for students 11-15 years of age that is taught in over 100 countries around the world. The first two years of the IBMYP are taught in Years 6 and 7 at this school.

Further information is available on request.

## **SUPPORT PROGRAMS**

A variety of support programmes operate across the school and include:

### **English as an Additional Language or Dialect**

A specialist teacher, for children in mainstream classes who have English as their second language, provides EALD support.

### **Early Intervention**

Early intervention in Literacy and Numeracy is available for Junior Primary children who have been at school for at least six months.

### **Rainbow Reading**

The Rainbow Reading Program is a reading support program for those students eight and older not reading at their age level.

Where children have additional need for support, which falls outside of these programs, advice is sought from DECS support services.

### **Bilingual School Services Officers**

Bilingual School Assistants (BSSO's) are employed at this school to assist students and parents. If we do not have a BSSO who speaks your language the school can arrange to have an interpreter. The school will need to be contacted and an appointment made.

### **Translations**

Translations are available in a range of languages for main school policy documents and notices.

### **REPORTING TO PARENTS.**

Communication with parents is ongoing throughout the year by phone, in writing or through informal and formal meetings. Parents are welcome to contact the class teacher at any time if they have any concerns regarding their child. Additional meeting times or reporting processes may be organized for individual students at the teachers or parents request. The following overview is the agreed expectations for all mainstream staff in the reporting cycle .

<u><b>Term One</b></u>	
Week 3	Acquaintance Night
Mid Term	First Impressions Report

<u><b>Term Two</b></u>	
Week 7 (Friday)	Written Mid Year Report (R-7)
Weeks 9 & 10	Three Way Conferences

<u><b>Term Three</b></u>	
* Ongoing communication if necessary for individual students.	

<u><b>Term Four</b></u>	
Week 9 (Wednesday)	End of year summative report.

### **THE INTENSIVE ENGLISH LANGUAGE CENTRE**

Gilles Street Primary School has one of the many Primary Intensive English Language Centres in South Australian Schools. Intensive English Language Centres provide Intensive English Language support for students who:

- were born overseas in a non English speaking country, and have been in Australia for less than twelve months [eighteen months for Junior Primary age students]
- are a Refugee, Migrant, or approved Temporary Resident

We prepare students for success in the Mainstream school and develop student confidence to live in their new community. Students generally stay in the Intensive English Language Centre for twelve months. At Gilles Street Primary School the Intensive English Language Centre is an integral part of the school with all students engaged in a variety of whole-school programs including The Arts, Health and Physical Education. We acknowledge and value the cultural

diversity of our students and support cross cultural and intercultural knowledge and understanding across the school.

Further information is available on request.

## **EXTRA - CURRICULAR**

A wide range of extra-curricular activities are available that enable students to develop specific skills and interests.

### **Lunch time**

A number of activities operate during lunchtime. For example - chess, art and media.

### **Sport**

We aim to foster interest and skills in as broad a range as possible. Out of school hours interschool sport depends on the interest and support available. Sporting activities include basketball, soccer, cricket, football, croquet, hockey, athletics and cross country.

### **Music**

*Himawari Daiko* is our highly acclaimed Japanese drumming group. Students from Year 5 and above may audition for the drumming group.

Private lessons are available for guitar, piano and violin/cello/viola and are conducted at the school during school hours.

## **2014 SCHOOL TERM DATES**

Term 1	28.01.14 - 11.04.14
Term 2	28.04.14 - 04.07.14
Term 3	21.07.14 - 26.09.14
Term 4	13.10.14 - 12.12.14

## **SCHOOL TIMES**

Start	<b>8.55 am</b>
Fruit break	
Recess	11.00am - 11.30am
Lunch	1.30 pm. - 2.00 pm
Finish	<b>3.15 pm</b>

We believe attendance is critical to maximise educational and social outcomes for our students. Regular attendance is an important part of maximising participation, retention and attainment. **It is the responsibility of each parent/caregiver to support the school by ensuring children are punctual for school at all times.**

## **SCHOOL OFFICE HOURS**

**8.00am - 4.00pm**

## **ARRIVING AND LEAVING SCHOOL**

Students should not be at school before 7.45 am or after 3.30pm .

Before school supervision is offered from 7.45- 8.30 free of charge to all of the school community.

After School care operates from 3.30pm- 6.15pm. Students must be enrolled in O.S.H.C to attend this service.

Parents are not to ask students to remain on the footpath for picking up after 3.30pm.

In the case of children being unable to be collected due to an emergency, at 3.30pm a staff member will take those children to the front office. Please contact, if possible, the front office and advise of the emergency.

**Student safety is our highest priority.**

### **School crossing**

When crossing Gilles Street, the safest way to do so is at our own monitored school crossing. Please use the crossing and encourage your children to do the same.

## **TRANSPORT**

Our central location makes us very accessible by public transport.

A **free tram** service runs between North Terrace and South Terrace.

The **bus routes** along King William Road and Pulteney Street and the Glenelg tram line are also within easy walking distance.

## **SUBSIDY FOR SCHOOL FEES**

You may be entitled to the School Card Scheme subsidy. Please discuss this at enrolment.

## **ABSENCES**

If your child is to be absent from school, parents must contact the school by 9.00am.

If a student arrives after 8.50am they are to advise the front office of their arrival.

It is acceptable for your child to come to school for half a day if they have a dental, medical appointment etc. in the morning or the afternoon. However, you **MUST** contact the school and pick your child up from school if necessary.

**Before collecting your child you need to report to the office.**

If your child is to be absent due to a family holiday, an exemption form must be completed. Please ask your child's teacher or at the front desk for the exemption form.

Refer Attendance Policy

## **CHILDREN WITH SPECIAL MEDICAL CONDITIONS**

- On enrolment, all parents are requested to inform the school regarding
  - any special medical conditions regarding their child
  - treatment required for special medical conditions.
- Children requiring special medication eg bee sting or food allergy, asthma etc must have medication supplied by parents, clearly labelled with child's name and **written instructions, from a doctor, as to its use.**
- Parents will be contacted immediately in the case of a possible allergic reaction.
- Gilles St PS is a **Food Allergy Aware** school. Guidelines have been created in an attempt to reduce the potential risk for members of our community who may suffer from food allergies. The school acknowledges that due to food processing practises it is impractical to eliminate nuts or nut products entirely from an environment where there is food.

## HOMEWORK

Homework is related to the range of learning activities with which students are involved at school. It is an opportunity for students to develop independence in learning, practise new skills, revise work introduced during the day or complete work not finished.

### *Expectations*

**Junior Primary.** Formal homework is not set for R-2 students but regular reading and related activities are strongly encouraged.

**Primary** Homework may be set each day or at the beginning of the week to be completed by the end of the week.

	Year 3	Year 4	Year 5	Year 6	Year 7
Time - minimum	10 mins	15 mins	15 mins	20 mins	30 mins
Time - maximum	20 mins	45 mins	45 mins	up to an hour	up to an hour

### NOTE:

- It is important that children should not work longer than the maximum time if frustrated or tired. In such cases, parents should write a note of explanation in their child's diary.
- Children may work for longer periods on some activities if they choose to.
- It is important that children are involved in some activities other than homework after school.
- If children are involved in regular activities after school, parents may negotiate with the class teacher to have this activity credited towards homework.

## SCHOOL LUNCHES

The school does not operate its own canteen but children may order lunches through the school. Ordered lunches are provided by Scootz. Orders are collected from Gilles Street Primary School at 10.00am.

When sending a packed lunch from home, please see that lunch boxes and drink containers are labelled with your child/children's name.

We do not permit any aerated drinks or lollies at school.

For safety reasons glass containers ARE NOT PERMITTED.

The school follows the Eat Healthy SA Guidelines with a healthy food break incorporated into the morning session.

## SCHOOL UNIFORM

The school colours are Royal Blue and White. We encourage the wearing of these colours. School polar fleece tops & polo-shirts both short and long sleeved are available for purchase from the school. School hats, bucket or broad-brimmed, are also available from the school.

**All students are required to wear hats when outdoors from September to April.**

## SCHOOL COMMUNICATION

There are a number of ways we communicate key information to our community. Our fortnightly newsletter highlights school activities from the past fortnight and coming events. This newsletter is archived on our website

<http://www.gillesstps.sa.edu.au/Newsletter> . A digital edition can also be accessed via subscription from our website and is emailed directly to you. You can subscribe from this link <http://www.gillesstps.sa.edu.au/Newsletter-Subscribe>. Paper copies will be distributed to the eldest child on request. We also keep you up to date through Facebook

<https://www.facebook.com/GillesStreetPrimarySchool> and Twitter

@GillesStreetPS. Class Newsletters go out at least once a term and

parents/caregivers will soon be able to access a password protected Class Gallery from our website <http://www.gillesstps.sa.edu.au/Galleries> .

### **SWIMMING**

During the year students participate in swimming lessons conducted by specialist teachers at a pool. As this is part of the curriculum we expect all children to attend. A consent/health form will be sent home prior to swimming lessons.

### **EXCURSIONS & PERFORMANCES**

Excursions and performances are an important part of our learning program. Learning in the classroom is enhanced by an excursion or performance when children have first-hand experience. These activities stimulate the children's interest, assist the development of language and are also enjoyable because learning takes place in a different environment. Excursions are valuable for the development of social skills. **We expect all students to be involved in these activities.** There are classroom activities before and after these experiences. If an excursion/performance is missed, much of the classroom work is less meaningful.

Before each excursion/performance a consent form will be sent home explaining the details and its cost. The consent must be signed and returned if your child is to attend.

When you enrol your child, you will be asked to sign a general consent form for your child to take part in excursions in the city area.

### **OUT OF SCHOOL SPORT & TRAINING**

Some students attend after school training and are members of a school team eg basketball & netball. Parents/caregivers must sign the following forms before a student is allowed to attend.

- Sports Team Consent Form
- Sports Team's Code of Behaviour
- Sport Consent form

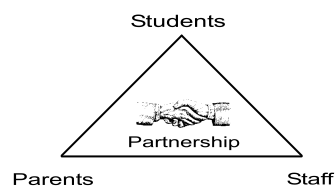
The forms can be obtained from the front office.

### **DENTAL/IMMUNISATION**

If your child /children are in need of dental treatment please contact the school for the address and telephone number of your local School Dental Clinic. For children born overseas, during the year TB immunisation forms [with translations] may be sent home for you to sign. When you sign, you are giving your approval for the checks to be carried out.

## STUDENT BEHAVIOUR

**Our aim is to create a safe, caring, supportive and productive learning community where children are taught the skills to be successful friends and citizens.**



Our Behaviour Code reflects the foundations of Program Achieve and promotes a cooperative, respectful, community.

**Responsible behaviour by students is recognised and encouraged.**

- ☺ In the classroom praise is given in the form of behaviour-specific feedback. Recognition may include notes, special activities, stickers, stamps or certificates
- ☺ Opportunities for whole school recognition include assemblies, awards and acknowledgement in the newsletter

**Support for the Behaviour Code is provided through:**

- ☺ Program Achieve
- ☺ Community Service component of the IBMYP
- ☺ Clubs, camps and sporting activities
- ☺ SRC and Peer Mediation Programs
- ☺ Individual counselling

**Behaviour, which contravenes the Behaviour Code, is viewed as a learning opportunity for the student's personal development. Where students make inappropriate choices, natural and logical consequences are applied to assist future decisions and learning.**

**Response to unacceptable behaviour follows restorative justice principles and is centred around rebuilding relationships and behaviour modification.**

Consequences may include:

Reminder / Replaying behaviour

Warning

Classroom Time Out, Buddy Class or sent to the office with a referral slip

Counselling

Parent/caregiver meeting

Individual learning plan

**NOTE: Gilles Street Primary School Behaviour Code is underpinned by the DECD School Discipline Policy Statement 2007. Copies are available from DECD website and Gilles Street Primary School.**

Incidents of inappropriate behaviour in the yard are addressed through Time Out at lunch time.

Parents and caregivers are instrumental in changing inappropriate behaviour and will be informed via regular communication.



- ☺ *Trained **Peer Mediators** are available at recess and lunch time to mediate for students who choose to work through their differences on low level disagreements.*

Any member of the school community who has a concern about student behaviour or is interested in the application of the school's student Wellbeing and Behaviour programs, policies and procedures is encouraged to:

- 📞 arrange a time to speak to the teacher if it relates directly to your child
- 📞 arrange a time to speak to the Principal, Deputy Principal or Assistant Principal - Intensive English Language Centre if it relates to school policy and practice.

### **SECURITY OF MONEY**

In the interests of security, children should not have more money than is needed for that day at school. Money for excursions must be sent in a named, sealed envelope. We discourage children from bringing valuable items to school. You are asked to supervise this at home to save unnecessary distress to your child.

### **MOBILE PHONES/TECHNOLOGY**

For digital devices brought from home, Gilles St PS has a '**Bring Your Own Technology**' policy. Such devices may be brought to school after a copy of the policy has been signed and dated by the parent/caregiver, class teacher, principal and student.

Students who bring mobile phones and other devices such as USB's, MP3 players, iPod's, Gameboy's etc to school, **do so entirely at their own risk**. The school does not accept any responsibility for theft, loss, damage or health effects [potential or actual] resulting from their use.

### **STUDENT RECORDS: PRIVACY AND ACCESS**

Student records are collated to meet the needs of this school and departmental requirements.

Student records are confidential and secured in storage cabinets. Student records are accessible to parents provided they seek the Principal's permission and that they are viewed at school.

Reports for persons other than the parent/caregiver may be supplied provided permission has been given by parents /caregivers.

Information can be made available to other teachers within the school and to officers of the department.

### **CLASS PLACEMENT**

There are many things we consider in the placement process including friendship and social networks, teacher recommendations and advice from the children. Parents are welcome to make requests which will be considered and every attempt will be made to accommodate them. However there may be some requests that we can not meet. If this is the case we will contact you to discuss our options

## **OUT OF SCHOOL HOURS CARE PROGRAM**

The program operates in the school's Recreation Centre. As enrolments are limited by the Department of Family and Community Services', an enrolment form must be completed before a child may attend. Fees apply for the program but most parents should be eligible to receive child care benefits.

Operating Hours:

### **Before School**

Before school supervision is offered from 7.45- 8.30 free of charge to all of the school community.

### **After School Care**

3.30 pm - 6.15 pm

### **Pupil Free Days**

7.45 am - 6.00 pm

### **Vacation Care [during school holidays]**

8am - 6pm

**For Fees and further information, please contact the Director of Out of School Hours Care.**

**Telephone 8227 1746**

## **VOLUNTEERS**

Volunteers are very welcome at the school to work within learning areas or assist on excursions or camps.

Please contact the Deputy Principal for a Volunteer Registration Form and to arrange an induction.

It is recommended that volunteers have police checks. These can be arranged through the school if required.