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Welcome To Gin Gin State School

It is with great pleasure that I welcome you to Gin Gin State School.

Our school creed is ‘WE ARE A COMMUNITY WORKING TOGETHER TO BE THE BEST THAT WE CAN BE’ and I believe it sums up our school beautifully.

One of the major strengths of our school lies in the words COMMUNITY WORKING TOGETHER. Our school community, which includes students, parents, staff and the wider Gin Gin community, all have the best interests of our children at heart. Our staff continually strives to support our students in securing a high standard of education.

The art of teaching seems to be continually evolving with new technologies playing a vital role in our everyday lives. Today’s education sees the relatively new interactive whiteboards being introduced into classrooms and Gin Gin State School is making every effort to stay in touch with the latest technologies.

Our school is continually evolving as an innovative, responsive and positive learning environment with school led developments such as the ‘Community Garden of Learning’, introduction of ROBOTICS and extra sporting and Arts activities are evidence of this.

Through the support and efforts of all involved with Gin Gin State School we have worked hard to maintain a very positive learning environment for our students. The supportive nature of the school, as well as the careful planning of facilities such as ‘The new Hall and Technology area’ ensures that we are working together TO BE THE BEST THAT WE CAN BE.

I am sure that your child’s education will be a successful one at Gin Gin State School and we look forward to the strength your family will bring to our school community.

Maureen Colman
Principal
Statement of Purpose

At Gin Gin State School we are a community working together to be the best that we can be.

We aim to:

- instil a desire to achieve academically
- reinforce strong community and ‘Values for Australian Schooling’
- develop students social skills and abilities
- develop independent learners
- instil a passion for lifelong learning.

We strive to create a culture which:

- promotes and operates with sound values
- encourages a passion for learning
- supports and develops positive relationships
- embraces change
- recognises the differences of each individual.

We will achieve our purpose through the following strategies:

- enhancing and utilising our skilled and professional staff
- supporting the school community with quality resources, including Information Communication Technologies
- maintaining our supportive and inclusive environment
- delivering a dynamic and quality curriculum
- sustaining strong and open channels of communication.
## Calendar of Events

### SCHOOL CALENDAR FOR 2017

| Term 1 | 10 weeks | 
| --- | --- | --- |
| **Student Free Days:** | Wednesday | 18, Thursday 19 & Friday 20 January |
| **School Commences:** | Monday | 23 January |
| **Public Holiday:** | Thursday | 26 January – Australia Day |
| **School Concludes:** | Friday | 31 March |
| **Autumn Vacation 2 weeks** | Commences: | Monday 3 April |
| | Concludes: | Thursday 13 April |
| | Public Holidays: | Friday 14 April – Good Friday |
| | | Monday 17 April – Easter Monday |

| Term 2 | 10 Weeks | 
| --- | --- | --- |
| **Commences:** | Tuesday | 18 April |
| **Public Holidays:** | Tuesday | 25 April – ANZAC Day |
| | Monday | 1 May – Labour Day |
| **School Concludes:** | Friday | 23 June |

<table>
<thead>
<tr>
<th>Winter Vacation 2 weeks</th>
<th>Commences:</th>
<th>Monday 26 June</th>
</tr>
</thead>
<tbody>
<tr>
<td>Concludes:</td>
<td>Friday 7 July</td>
<td></td>
</tr>
</tbody>
</table>

| Term 3 | 10 weeks | 
| --- | --- | --- |
| **School Commences:** | Monday | 10 July |
| **Public Holiday:** | Monday | 14 August – Show Holiday |
| **School Concludes:** | Friday | 15 September |

<table>
<thead>
<tr>
<th>Spring Vacation 2 weeks</th>
<th>Commences:</th>
<th>Monday 18 September</th>
</tr>
</thead>
<tbody>
<tr>
<td>Concludes:</td>
<td>Friday 29 September</td>
<td></td>
</tr>
<tr>
<td><strong>Public Holiday:</strong></td>
<td>Monday</td>
<td>2 October – Queen’s Birthday</td>
</tr>
</tbody>
</table>

| Term 4 | 10 weeks | 
| --- | --- | --- |
| **Commences:** | Tuesday | 3 October |
| **Student Free Day:** | Monday | 16 October |
| **School Concludes:** | Friday | 8 December |

<table>
<thead>
<tr>
<th>Summer Vacation 6 weeks</th>
<th>Commences:</th>
<th>Monday 11 December 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Concludes:</strong></td>
<td>Friday 19 January 2018</td>
<td></td>
</tr>
<tr>
<td><strong>Term 1 2018</strong></td>
<td>Monday 22 January 2018</td>
<td></td>
</tr>
<tr>
<td><strong>Public Holiday</strong></td>
<td>Friday 26 January 2018 – Australia Day</td>
<td></td>
</tr>
</tbody>
</table>

### School Timetable

| SCHOOL WEEK – MONDAY to FRIDAY |
| --- | --- |
| **CLASSROOM INSTRUCTION COMMENCES** | 8:45 am |
| **MORNING TEA BREAK** | 10:45 am – 11:30 am |
| **LUNCH BREAK** | 1:00 pm – 1:30 pm |
| **SCHOOL DAY CONCLUDES** | 2:50 pm |
Absent From School

Please phone the schools Absentee Line on 4133 2366 OR text our SMS Absentee Number 0475 960 245 and leave details of your child’s absence eg. Child’s name, class, and reason for absence. Alternatively you can submit absence details through the QParents App, school web page or by email to info@ginginss.eq.edu.au

If you do not advise the school of your child’s absence via the above methods, a note must be given to the school office explaining the reason for their absence upon their return. If your child is going to be absent for more than 10 consecutive school days, parents must contact the school prior to the absence as there is a form to complete.

Accidents at School

In the event of your child being injured in an accident at school, immediate First Aid will be administered.

Should the injury require further treatment the parent or guardian will be notified. If this is not possible, an ambulance will be called or family doctor notified.

Please make sure any information regarding doctors and home phone numbers are kept up to date.

Artificial Surface

The Artificial Surface is a multi purpose facility, the first of its kind in a Queensland State School, on which many different sporting activities (such as hockey, basketball, netball, and tennis) are played.

Assessment and Reporting

At Gin Gin State School progressive assessment will be used throughout the year and throughout each unit of work.

3 Way Reporting - Gin Gin State School focuses on a team approach to learning. This is also demonstrated in the way progress is reported to parents, whereby in term 1 and 3 each family is invited to a meeting where the student, teacher and parents sit to discuss student progress. A formal report card is then issued at the end of term 2 and 4. Parents are encouraged to visit the class teachers should there be any concerns throughout the year.

Furthermore, children in Years 3 and 5 undergo state wide testing in literacy and numeracy each year (NAPLAN).

These tests not only allow us to track students’ progress through the school but also enable us to compare the effectiveness of our literacy and numeracy programs compared with other schools in the state and nationally.

Booklist

Booklists are available from the office. All children receive booklists for the following year with the last newsletter for the year. Books and other stationery requirements may be purchased at the local newsagency throughout the year.

Breakfast Club

We are currently conducting a Breakfast Club each morning at D Block to especially support students who leave home early to catch a bus to school. Children have a choice of cereal and milk or toast.
Bringing Money to School

Occasionally it will be necessary for children to bring money to school for purposes other than tuckshop. Could you please try to send the correct amount of the money, sealed in an envelope, with your child’s name, class and purpose for the money written on the front of the envelope. Please ask your child to take care of the money and take it to the office on their arrival at school.

Invoice payments can also be made by:
- EFTPOS facilities at the school office

Chaplaincy

Our School Chaplain, Miss Leanne Lawrence, works here 3 days a week.

The role of a Chaplain in Queensland Schools is to:
- Build positive relationships with students
- Work closely with other support staff and services to nurture and care for students
- Support at-risk students through behaviour management programs
- Support staff and families from the wider school community
- Provide spiritual support and direction to the school community when requested.

Class Helpers – Voluntary Workers

Many teachers encourage parents/carers to become part of the education program by assisting with the planned program of instruction. If you would be interested in helping in this way, please speak to your child’s teacher about it. The decision to have parent volunteers rests with the individual teacher. Having extra adults in the school enriches the students’ lives. We do appreciate the help given to us in this regard.

We ask class helpers and volunteers to respect that information about children and incidents at school are strictly confidential and should not, under any circumstances be discussed with others. The Code of Conduct applies to ALL volunteers. All volunteer workers other than parents or carers of a child currently enrolled must hold a current Working with Children Check Suitability Card sighted by the office.

All volunteer workers/helpers are requested to report to the office, sign in and out, and collect an identification slip.

**Parents/caregivers in the playground:** - Parents/caregivers are always welcome at our school and invited to join in activities. However, under no circumstances, should parents/caregivers approach children, other than their own, in the playground. If a dangerous or unacceptable situation is observed, parents should bring this promptly to the attention of the nearest staff member or to the office. Your co-operation with this will make our school as safe, pleasant environment.

Contact Information

It is imperative that all contact information, i.e. parent phone numbers, address, email address and student emergency contact phone numbers, are kept up-to-date at all times. Please advise the office as soon as possible to these changes.
Contribution Scheme

Gin Gin State School requests of parents/caregivers a contribution of $10 per child for the first 3 children and $5 for each additional child per year (i.e. Family of three children will be $30, and family of four children will be $35).

This contribution by families helps towards the cost of providing instruction, administration and facilities for the education of students. While this scheme is voluntary, parents/caregivers are encouraged to participate.

Custody

A parent with legal custody of children following a marriage separation is responsible for advising the school of that status. A photocopy of court papers is required, if there is likely to be custody disputes.

While we provide appropriate care during school hours, we need to know to whom we are legally entitled to surrender the children to at 2:50pm, or earlier if requested.

Dental Therapy

The State Government School-based Program provides free oral health care to school children from prep up to, and including Year 10.

Treatment is provided at a mobile dental van that visits our school. Emergency treatment is available to all eligible children by telephoning 4150 2243 to make an appointment.

Early Departure

If you need to collect your child for an appointment or for some other reason, please visit the office to complete the necessary paperwork. This will only take a short amount of time and could be lifesaving in the event of an emergency evacuation.

Enrolments

Each parent is reminded that evidence of date of birth is required when enrolling his/her child. This evidence must be presented with the enrolment form.

Parents who would like to enrol their child/ren mid-term are welcome to call into the school office any time during school hours to complete an enrolment form.

- **Preparatory year enrolment eligibility**
  Children turning 5 years between 1\textsuperscript{st} July 2011 and 30\textsuperscript{th} June 2012 are eligible to be enrolled in the preparatory year in 2017.

<table>
<thead>
<tr>
<th>BIRTH DATE</th>
<th>2017</th>
<th>2018</th>
<th>2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Child born 1 July 11 to 30 June 12</td>
<td>PREP</td>
<td>YR 1</td>
<td>YR 2</td>
</tr>
<tr>
<td>Child born 1 July 12 to 30 June 13</td>
<td>PREP</td>
<td>YR 1</td>
<td>PREP</td>
</tr>
<tr>
<td>Child born 1 July 13 to 30 June 14</td>
<td>PREP</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Evacuation Procedures

Each classroom has a set of instructions for fire evacuation. There is also a map indicating areas of the school to evacuate students to. Please ensure you are familiar with these procedures if you are doing any volunteer work in the school. Each term there is a planned evacuation practice to ensure a whole school approach to safety.

Guidance Officer

The Guidance Officer visits Gin Gin State School on a part time basis to work with children referred by the Special Needs Committee. Among the services offered by the Guidance Officer are:

- Assessment (psycho-education, psycho-social),
- Consultation with and referral to other agencies eg. Medical, educational and behavioural if necessary.

Throughout the process close liaison occurs with parents, classroom teachers and school administration.

Head Lice

As per Education Queensland guidelines, students suspected of having live head lice or eggs present in their hair are not removed from class or school. Such students are provided with information to take home to their families and a letter requesting immediate treatment be commenced.

Although head lice carry no disease, sores can develop from scratching and they can cause acute discomfort. If head lice are found, live lice must be destroyed, and as many eggs as possible should be removed. Treatment must continue until all signs of lice have disappeared. There is no overnight cure but treatment presently available, if properly applied, will kill both lice and eggs.

Treatment:

Treatment should only be applied when live lice are found on the head. To break the cycle, all infested people should be treated at the same time. There are two methods of treatment:

1. **Non-insecticidal treatment using the conditioner and combing technique**: This is the same as detection using conditioner and combing (see above) except continue combing with the head lice comb until all the conditioner is gone. The conditioner blocks the louse's breathing pores and stuns the louse. This, together with the slippery effect of the conditioner, makes it easy to mechanically remove the lice. Repeat the conditioner and combing method every second day to remove the young nymphs as they hatch. Continue until no live lice are found for ten consecutive days. This treatment method is equally as effective as insecticidal or other chemical treatments but generally requires longer treatment times. However, it may be preferred as a cheaper alternative to insecticidal or other chemical treatments.

2. **Treatment with synthetic or natural insecticides or other chemicals**: There are four groups of treatment agents available in different forms (i.e. shampoo, mousse, and lotion) which can be obtained from chemists without prescription. All preparations must be applied strictly according to the manufacturer's instructions. None of them should be used on children under two years of age, except on medical advice. No chemical treatment kills all the eggs. A second treatment should be applied 7-10 days after the initial treatment to kill the nymphs that have hatched from the eggs remaining from the first treatment. Do not apply the treatment more than once per week as more frequent applications could lead to scalp problems and have little or no effect. If lice are still found after three weeks of chemical applications, switch to the non-insecticidal method until no lice are found. Eggs are the most difficult stage to kill. The most effective way to remove eggs is to actually pull them off the hair using your fingernails.
It is parent’s responsibility to check their child’s hair each week and treat if necessary.

Information regarding treating head lice, refer to the Department of Health’s Head Lice fact sheet available at http://access.health.qld.gov.au/hid/InfectionsandParasites/Parasites/headLice_fs.asp or from the school office.

**Health and Physical Education Lessons**

The physical education teacher teaches one lesson per week to each class. Through the physical education program, children develop health and fitness, and acquire skills and knowledge of various games, track and field, and swimming. Swimming lessons are conducted in Term 4 at the local pool with all children from Prep to Year 6 expected to participate.

**Homework**

Why have 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.

- **Regular homework promotes healthy study habits for high school** – It is important that primary school prepares children for high school and by children completing some homework each night this will assist them to be better prepared for high school routines.

- **Homework helps improve reading (the basic building block for all schooling)** – The quantity a child reads has been directly linked to improvements in reading ability. ‘Take home reading’ gives children the opportunity to practise their reading skills and particularly in the younger grades receive additional one on one support from an adult. It is also a valuable opportunity for parents to assist their child with learning new words and making meaning from text. Working at home on sight words in Prep to Year 2 helps children to develop a bank of known sight words that helps to accelerate their reading progress.

- **Homework helps improve spelling ability (another essential building block for schooling)** – Learning spelling words at home will assist with writing and recent research has indicated the importance of learning to spell early so as not to consolidate the incorrect spelling of words which can be hard to break.

- **Homework helps to revise concepts being learnt at school** – At times children will be sent home occasional tasks that directly support what is being learnt in class.

- **Homework strengthens the links between school and home** – Again parents can see how their child is progressing and give them some help on an important subject area.

<table>
<thead>
<tr>
<th>Year Level</th>
<th>Recommended Maximum Time set for Homework Activities</th>
<th>Recommended Weekly maximum set for Homework Activities</th>
<th>Recommended Daily Parental Support during homework</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prep</td>
<td>Occasional</td>
<td>Occasional</td>
<td>Occasional</td>
</tr>
<tr>
<td>Year 1 - 3</td>
<td>20 minutes</td>
<td>1 ½ hour</td>
<td>20</td>
</tr>
<tr>
<td>Year 4 - 5</td>
<td>30 minutes</td>
<td>2½ hours</td>
<td>20</td>
</tr>
<tr>
<td>Year 6 - 7</td>
<td>45 minutes</td>
<td>3½ hours</td>
<td>15</td>
</tr>
</tbody>
</table>

**What happens when we can’t fit homework in that week?**
We understand that on some occasions it may not be possible to complete homework for family reasons. However, there are consequences for homework that is routinely not completed which may include that it is completed during lunchtime. If you find that your child can’t complete the homework within the time limits but has made a genuine attempt to complete homework within the time, please discuss with your child’s teacher.
Illness

When your child is ill please do not send him/her to school. This usually spreads the illness and gives your child a miserable and unproductive day. We do not have comfortable facilities to manage a large number of sick children. You will be notified if your child becomes ill or injures themselves.

In some instances, your child may need to be excluded from school and school related activities. Please refer to the “Time Out” information included in the enrolment package.

If your child is suffering from viral gastroenteritis, it is recommended that they be excluded from school for a period of 48 hours after symptoms have ceased.

Information & Communication Technology (ICT)

Student Access to the Department's ICT Facilities and Devices
The Smart Classrooms strategy underpins the growth and improvement in innovative programs and resources in schools for teachers and students. Essential tools for providing these innovative educational programs are the intranet, internet, email and network services (such as printers, display units and interactive whiteboards) that are available through the department's/school's ICT network. These technologies are vital for the contemporary educational program provided in schools.

At all times students, while using these ICT facilities and devices, will be required to act in line with the requirements of the Code of School Behaviour and any specific rules of their school. In addition students and their parents should:

- understand the responsibility and behaviour requirements (as outlined by the school) that come with accessing the school's ICT network facilities
- ensure they have the skills to report and discontinue access to harmful information if presented via the internet or email
- be aware that:
  - access to ICT facilities and devices provides valuable learning experiences for students and supports the school's teaching and learning programs
  - ICT facilities and devices should be used appropriately as outlined in the Code of School Behaviour
  - students who use a school's ICT facilities and devices in a manner that is not appropriate may be subject to disciplinary action by the school, which could include restricting network access
  - despite internal departmental controls to manage content on the internet, illegal, dangerous or offensive information may be accessed or accidentally displayed
  - teachers will always exercise their duty of care, but avoiding or reducing access to harmful information also requires responsible use by the student.

Inter-House Sports

There are 3 houses at the school: Elliott, Fraser and Musgrave. Annual inter-house competitions in track & field and swimming are conducted to provide all students with the opportunity to participate in a healthy, competitive activity and to share a common experience. The track & field competition is conducted late Term 2 or early Term 3. The inter-house swimming carnival is conducted late in Term 4 for students in Year 4 – 6.
Inter-School Sport

Students in Years 5 and 6 have access to several sports played at inter-school level. These may change from term to term, and all games are played on Friday afternoon.

Learning Support Services

The schools Special Needs Committee oversees the provision of specialist support to children identified as requiring extra assistance, whether as learning support or extension programs. The Support Teacher (Literacy and Numeracy) works with children requiring extra assistance, and in so doing, liaises closely with classroom teachers, administration and parents.

Leaving the School Grounds

For safety purposes, children are not permitted to leave the school grounds without the Principal's permission. If a parent requires the child to leave the school grounds during school hours, please forward a note directed to the Principal stating the reason for your request.

Library

The school provides an excellent library facility with computerised access to its collection. Substantial funding is provided each year to ensure that the library collection is contemporary.

Children are able to borrow books from the school library. Once a child has finished a book or item, it should be returned to the school by the due date as other children or teachers may wish to use it. Lost or damaged library books will incur a $10 fee. To help the books remain in good condition, students should have a library book bag. Nylon library bags can be purchased from the school office at a cost of $7.80 each.

Lost Property

All lost property is kept in a wooden trolley near the cleaners’ room. All students should look first in the ‘lost property bin’ when looking for any article of property which they may have misplaced. At the end of each school term the lost property bin will be emptied and all articles of unclaimed clothing will be donated to charity.

Parents should ensure that all clothing and equipment is clearly marked with the student’s name so that all property can be returned to its rightful owner.

Languages Other Than English (LOTE)

LOTE is a Key Learning Area in Years 5 and 6. At Gin Gin we study Japanese, as part of the language (other than English) and cultural program.

Our program prepares students for meaningful, productive lives in a culturally and linguistically diverse society, and helps them relate positively to the richness of human diversity. Time allocations for LOTE are one and a half hours per week.
Medication

Gin Gin State School requires that all medication to be administered to children is accompanied by a written request from the student's parent/caregiver and that the medication includes:

- an original pharmacy label detailing the name of the person authorised to take the medication
- dosage and time to be taken; and
- medical practitioner's name.

Schools require medical authorisation from a prescribing health practitioner to administer any medication to students (including over-the-counter medications such as paracetamol, cough mixtures or alternative medicines). Staff must follow the directions on the original label attached to the medication container.

For long-term medication where doses may vary, clear instructions must be provided in the student's Individual Health Plan or letter provided by the prescribing medical practitioner, outlining the conditions in which the dose is to be varied and the correct dose when those conditions are present (e.g. varied doses for some stimulant medication based on behaviours).

Appropriate forms will need to be completed at the school office.
Any medication must be taken to the office for safe keeping immediately on arrival at school.

Mobile Phones and Electronic Equipment

Mobile phones and electronic equipment are not allowed during school hours. If a child brings a phone or other electronic equipment to school at their own risk, it must be handed in to the office on arrival at school, and collected after 2:50pm.

Music – Choral

The choral program in our school provides extension activities for children who enjoy singing. The program has been developed to enhance the outcomes of the classroom music program.

Children participating in the choral program have the opportunity to perform at the Eisteddfod, Choral Fest and Creative Generation Performance held in Brisbane.

Music – Classroom

All children have one lesson per week with our music teacher to develop their musical skills in singing, musicianship and musical appreciation. Children are encouraged to participate in the choral program and selected students are offered a position in the instrumental music program as an extension of their music education.

Music - Instrumental Program

Our instrumental music program is an important part of our school cultural. Instruction in a wide range of orchestral and band instruments appropriate to primary school age children is available at school. The school has the services of visiting instrumental teachers for strings, brass and woodwind.

Tuition in strings begins from Year 3 and for brass & woodwind from Year 5.

Students may be able to use school instruments on loan for 12 months, depending upon availability.

Tuition is free; however, the following fee structure applies to each student and must be paid before lessons commence:
- $20.00 - Levy - District Instrumental Music Library
- $30.00 - Loan Fee - Maintenance and upkeep of instrument
Parade

School Parade is held each Monday morning commencing at 8:50am in the school hall. If Monday is a Public Holiday, then Parade will be held on Tuesday. Parents are invited to attend.

Newsletter

Our Newsletter, distributed to the eldest in family fortnightly and by email to those parents who have provided an email address, is our regular communication media. It is designed to keep you in touch with what is happening in and around the school. Look for it in your eldest child’s school bag now! If you wish to receive the newsletter by email, please advise the office of your email address. The Newsletter is also uploaded to the schools website fortnightly.

Parents and Citizens Association

The Gin Gin State School Parents and Citizens Association objectives are to promote the interests and facilitate the development and further improvement of the school.

The Association aims to foster general community interest in educational matter, to endeavour to bring about closer cooperation between the parents of students attending the school, other members of the community and the staff and students of the school.

Parents of students attending the School and any other persons aged 18 years of over, who are interested in the welfare of the School, are eligible to be members of the Association, and are not required to pay a membership fee.

The General Meeting of the Association is held the third Monday of each month at 3:15pm in the Library. Exact dates and times will be published in our fortnightly newsletter. The Association is always looking for new faces. The meetings are not simply structures to raise and spend money but are an opportunity to become involved in ‘what is happening around the school’. Voting rights are granted at the second meeting you attend in each year. The Annual General Meeting will be held at the beginning of each school year.

Religious Instruction

A cooperative structure for religious instruction (approved by Education Queensland) is used in this school. Church approved representatives will give lessons on Christianity based on the Christian Education Publication Program. These lessons are given on Wednesdays to students in Years 1-6.

Presently, representatives’ come from local community Churches.

If the religion section on the enrolment form is left blank or marked ‘no religion’ your child will be placed in alternative activities.

School Bus Transport

For school children to be eligible to use the bus free of charge, they must live more than 3.2 km away from the school. Parents may be eligible for transport cost assistance if they convey their child/children more than 3.2km to / from the nearest school or bus. If you believe you are eligible please contact: The Department of Transport on (07) 4121 8315.

All school students travelling on buses are expected to adhere to the Code of Conduct for School Students Travelling on Buses. This includes not only travel to and from school but any travel on buses, for example, excursions and sports. If students breach the code they may be refused travel for a period of time, or excluded from the bus service on a permanent basis. When this occurs, parents are

Any offences on the bus will result in consequences as they could endanger the safety of all the children on board. If you have concerns over behavioural issues on your child’s bus, please contact the bus company first, as they hold the responsibility once your child boards the bus. Children are supervised on to the buses each afternoon, departing by 3.05pm.

If you wish your child to board a different bus in the afternoon, the school needs to be notified in writing that morning so arrangements can be made. If, however, your circumstances change throughout the day, please phone the school as soon as possible.

Annual Bus Committee Meetings are held in February. This Committee deals with extension and road conditions and problems such as timetables. Parents of children using these services are invited to participate.

**Bus Services:**

<table>
<thead>
<tr>
<th>Service</th>
<th>Route</th>
<th>Contractor</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>868</td>
<td>Monduran/Gaeta-Gin Gin</td>
<td>Rod &amp; Bev Powell</td>
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**School Uniforms**

The shirts, dresses and uniform materials for both boys and girls are available from Country Cottage Crafts in Gin Gin.

- **Out Of Uniform** - It is understood that in ‘one off’ situations students may be unable to wear the uniform as stated on a given day. In these instances it is expected that a student brings a note of approval from their parent/guardian and presents this to their classroom teacher at the start of the school day. In circumstances where a student does not wear a uniform on a regular basis, discussions with the school administration will be required in order to put in place suitable arrangements. The school has several options which will assist students in this regard and we may be able to provide a loan of uniform items.
• **Parents Please Be Aware**
  - The school does not accept the wearing of singlets or sleeveless tops as day wear.
  - Shoes must be worn at school, and to and from school.
  - No Hat - No Play! Caps are not permitted.
  - We request that parents comply with these rulings. Also please assist our staff by ensuring that all items of clothing are labelled, and that your children return home from school with all their property and clothing.

• **School Hat** - Bottle Green broadbrim hat with gold trim and embroidered school logo is available for sale from the school office for $13.50 each.

• **Jewellery and Make Up** - Gin Gin State School permits one signet ring, watch and ear studs/small sleepers only. No valuable pieces should be worn. NO make-up is permitted.

• **Girls Formal Uniform**
  - Formal uniform is to be worn Monday to Thursday, and Friday if not wearing the sports uniform.
  - Green, yellow and white checked material is used for the dress and blouse.
  - The dress has a drop waist with cap sleeves cut on the cross.
  - The dress opens down the front of the bodice and has a checked collar, gold buttons and gold tie.
  - The skirt of the dress has 2 knife pleats facing toward the hip on either side of the centre front and centre back
  - Alternatively, girls may wear green dress shorts and the checked uniform material may be used to make a shirt/blouse, similar to the dress style.
  - The pocket is optional and is embroidered with ‘G.G’ in gold
  - Shoes (black if possible).

• **Boys Formal Uniform**
  - Formal uniform is to be worn Monday to Thursday, and Friday if not wearing the sports uniform.
  - Black shorts
  - Shirt - Emerald green knitted polo style with black knit collar including “Gin Gin State School”, and black knit armbands.
  - Shoes (black if possible)

• **Sports Uniform**
  - Sports uniform may be worn on Friday and special sports days.
  - The shirt of green and gold is made from a sportstuck cool fit material.
  - Black shorts (Girls may wear black skorts)
**Winter Uniform**
- A Green and Gold Tracksuit for winter.
- These are available for purchase through the school office.
- Children may also wear plain bottle green jumpers and track suit pants.

**School Wide Positive Support Plan**

We follow the School Wide Positive Behaviour Support Plan, as per Education Queensland Guidelines, at Gin Gin State School. This Plan aims to build capacity in schools to increase appropriate student behaviour & decrease student problem behaviour in a positive manner. Full details of the plan are included in a brochure sent to families or from School Wide Possible Behaviour Plan available from school office.

**Special Education Class**

The Special Education Lessons run by specially trained staff provide curriculum activities and resources for all students with intellectual and/or physical disabilities. These students are supported either in a main stream class or the unit, depending on requirements.

**Student Banking**

Student Banking operates at the school. Students are to bring their deposit books and money to the school office every Friday. Parent volunteers collect and process the deposits early Monday morning. The school P&C earns a commission for every deposit made into students accounts through School Banking. If your child does not have an account, and you would like them to join in Student Banking, please ask the office staff for an Application Package.

We are in need of volunteers to process the student banking. If you would like to assist please ask at the office.

**Sunsmart Policy**

Queensland has the highest rate of skin cancer in the world. Of all new cancers diagnosed in Australia each year, 80% are skin cancers. Research suggests that at least two-thirds of all melanomas occurring in Australia could be prevented if children were protected from the sun during their first 15 years.

With this in mind, Gin Gin State School realises the need to protect children's skin and educate them about SunSmart behaviour, thus reducing the risk of skin damage from the exposure to the sun.
Our Commitment

Gin Gin State School will:
- Encourage all teachers and staff to act as positive role models for children in all aspects of SunSmart behaviour
- Ensure that all students and staff wear sun smart clothing such as swimming sun shirts and hats that protect the face, neck and ears
- Provide SPF 30+ broad spectrum, water-resistant sunscreen, for students when involved in outdoor activities
- Encourage students without adequate sun protection to use shaded or covered areas at recess and lunch times.

Our Expectations

Parents/Carers will:
- Provide a SunSmart hat for their child and ensure that they wear it to and from school.
- The Queensland Cancer Fund recommends the following hats:
  - 8-10cm broad brimmed
  - Legionnaire-style
  - Bucket hats

Students will:
- Be aware of the school's SunSmart policy
- Take responsibility for their own health and safety by being SunSmart
- Comply with SunSmart rules and guidelines by wearing suitable hats, clothing and sunscreen
- Use shaded or covered areas when outdoors
- Acts as positive role models for other students in all aspects of SunSmart behaviour

Gin Gin State School takes the threat of skin cancer seriously! Children without a broad brim hat that protects face and ears will spend their lunch time indoors or undercover.

Tuckshop

The tuckshop operates every Friday. Prep to Year 4 children are to write their orders on a paper bag and enclose the money in the bag. Other children are to order their lunch before 8:45am at the tuckshop. A menu is provided in the enrolment package.

The tuckshop operates on voluntary labour under the management of a convenor. Help is always greatly needed from 8am to 1pm, or alternatively you can volunteer to work a morning shift from 8:30 to 11:30am.

If you would like to become involved in the tuckshop please call the tuckshop on 4133 2314 Fridays, or leave a message on the tuckshop answering machine any other day.