Gladesville Public School Staff 2014

Principal
Mrs Judi Partland

Assistant Principals
Mr David Roberts
Mrs Alicia Elsinga
Mrs Vivian Thompson
Mrs Nerida Palombi

Class Teachers
Kindergarten
Mrs Nerida Palombi
Kindergarten
Mrs Laura Hines
Kindergarten
Mrs Deanna Pedersen
Kindergarten
Mrs Selina Clark & Mrs Karen Wilson
Year 1
Mrs Vivian Thompson
Year 1
Mrs Angela Fasullo
Year 1
Mrs Deidre Pigram
Year 1
Mrs Jessica McNamara
Year 2
Ms Maria Kotouc & Mrs Karen McDonald
Year 2
Mrs Hilary Judge
Year 2
Ms Vanessa Murphy
Year 3
Ms Jane Fitzpatrick
Year 3
Miss Jackie Borg
Year 3/4
Mr David Roberts
Year 4
Ms Jenny Mansfield
Year 4
Mrs Alana McDaid
Year 5
Mrs Lynda Guido
Year 5
Mr Andrew Little
Year 5/6
Mrs Alicia Elsinga
Year 6
Mrs Nadia Collins
Year 5/6
Ms Megan Chan

Support Staff
Computer Teacher
Ms Lisa Jecsok
Library
Mrs Inez Goodfellow
LaST
Mrs Thelma Forester
RFF Teachers
Mrs Karen McDonald
Mr Peter Norton
Ms Emily Simpson
ESL Teacher
Mr Paul Rodriguez
Counsellor
Ms Anita Samson
Learning Support
Mrs Sandy Miller
Mrs Michelle Phelps
Administration
Mrs Janine Papworth
Mrs Cinden Holt
Mrs Caroline Magson
General Assistant
Mr Pat Donnellan
Gladesville Public School

Handbook

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Absences
A note must be sent to your child’s teacher after any absence.
Late Arrivals Any student arriving late (after Morning Assembly at 9.10am) must proceed to the
school office and collect a Late Pass, which is then handed to the class teacher.
Leaving School Grounds When collecting your child during school hours, parents are asked to collect an Early Pass from the school office which is then handed to the class teacher.
Extended Leave If your child will be absent from school for a period of 15 days or more an Exemption Form (available from the school office) should be completed.

Accidents and Illnesses
Only minor injuries can be treated and medical attention is sought for anything of a serious nature. Sick students are made comfortable in the Sick Bay and monitored by staff. Naturally, parents will be contacted if necessary, and for this reason your telephone numbers (home, work and friend/relative) must be kept updated at the school.

Anaphylaxis
A number of students attending Gladesville Public School have severe, anaphylactic food allergies. Please contact the school before enrolment to check if any foods are currently restricted.

Annual School Report
At the end of each year the school completes a comprehensive report on programs, finances, achievements, planning and areas for development. This is available from April each year on the school’s website.

Award System
A comprehensive system of awards is in place to recognise student performance, achievement and behaviour.

Bell Times
Morning Lines 9.10am
End of School 3.10pm (Kindergarten finish at 2.10pm week 1, Term 1)

Teacher supervision is not available before 8.40am or after 3.10pm
Recess 11.10-11.30am
First Half Lunch 1.00 – 1.35pm (students eat 1.00-1.10pm)
Second Half Lunch 1.35 – 2.00pm

Change of Address and Phone Numbers
It is essential to notify the school immediately of any changes.

Child Protection
The School takes responsibility for the care and welfare of all students and to protect them from sexual, physical or emotional abuse and neglect. In the classroom child protection education teaches students to recognise when they are unsafe and how to seek help.

Choir
Students have the opportunity to participate in a junior or senior choir which rehearse each week. The choirs are involved in a number of school and community performances.

Contributions (P&C)
Each year the P&C seeks contributions as a way of reducing fundraising activities.

Contact Details
School Phone 9817 2388 School Email gladesvill-p.school@det.nsw.edu.au
School Website www.gladesvill-p.schools.nsw.edu.au
GOOSH Centre 9817 3977
**Counsellor**
A school counsellor attends one day each week (Wednesday in 2014) and supports staff, students and parents with student assessments on educational, social and emotional development. Parental permission is sought if a teacher recommends a student for referral. Interviews can be arranged through the school.

**Curriculum**
The six Key Learning Areas are:
- English
- Maths
- Science and Technology
- Human Society and its Environment (HSIE)
- Creative and Performing Arts (CAPA)
- Personal Development, Health and Physical Education (PD/H/PE)

Across Curriculum areas such as Environmental Education, Multicultural Education, Computer Education, Aboriginal Education, Drug Education and Child Protection add to the total Curriculum. Parents are well informed about curriculum matters with meetings and newsletters used to convey developments and initiatives.

**English as a Second Language (ESL)**
The school has an ESL specialist teacher who assists students from a non-English speaking background (NESB). Support is provided in the classroom or in special lessons in the ESL room. The ESL teacher is available two days each week (Monday and Tuesday).

**Ethics Classes**
Ethics classes are available to students in Years 1 to 6 as an alternative to scripture/non-scripture.

**Excursions**
Excursions are arranged for classes in order to enhance and stimulate classwork. Detailed information is given to parents who are asked to sign a permission note. Extended overnight excursions are provided for students in Years 3, 4, 5 & 6.

**High School**
Parents of Year 5 students are provided with detailed information to assist them in making an application, through our school, for any Comprehensive, Specialist or Selective High School they may wish their child to attend. Selective and Specialist schools require interested students to sit for tests and/or interviews.

**Homework**
Homework is used to consolidate and extend classwork and is given for all classes K – 6. Any questions regarding homework tasks should be directed to your child’s teacher.

**House System**
Four houses, named after famous explorers are:
- Oxley (Red)
- Flinders (Blue)
- Sturt (Green)
- Phillip (Yellow)

Students are allocated a house when they commence school. Students from the same family are placed in the same house.

**Immunisation**
The Public Health (Amendment) Act 1992 requires that parents must present an Immunisation Certificate when enrolling their children at school. Immunisation is not compulsory. However, in the event of an outbreak of a vaccine preventable disease, students who have not been immunised will be required to remain at home for the duration of the outbreak.


**Interpreters**
Interpreters, covering a wide range of languages, can be arranged for parents to assist them to clearly communicate their needs or concerns to the school.

**Interviews**
Parents concerned about any aspect of their child’s progress at school are encouraged to request an interview with the child’s teacher.

**Kindergarten**
Children who turn five years old on or before 31 July are eligible to enrol in Kindergarten classes. A Kindergarten Information Night is held in May each year and a Kindergarten Orientation program is run in October/November each year.

**Library**
Students attend Library regularly with emphasis being placed on Literature, Information Skills (both computer and book references) and borrowing using a computerised system. Soft cloth bags are required for borrowing.

**Lost Property**
Lost property is stored in baskets in the Community Room opposite the Uniform Shop and at the school entrance near the kindergarten rooms. Parents are asked to ensure that all property is clearly marked with their child’s name. Unclaimed and unmarked lost property is donated to charity at the end of each term.

**Medication**
Only prescribed oral medication can be administered with the following conditions:

♦ A Medication form must be completed by parents.
♦ All medication must be clearly labelled with name, dosage and instructions.
♦ Medication requiring 3 dosages daily is to be administered at home.
♦ The school must also be advised of any long term medication required by students (eg asthma medication) and appropriate forms must be completed.

Students who are unwell should not attend school. Also, students with certain infectious diseases are precluded from attending school. Please check the NSW Health website for details: http://www.health.nsw.gov.au/publichealth/index.asp

**Meet the Teacher Night**
Early each year the school organises a Meet the Teacher Night where teachers can outline the curriculum to be covered, timetable details, major excursions or events and general class structure for the year ahead. It is an ideal opportunity for parents to become familiar with their child’s learning environment. Two sessions are held, one for K-2 classes followed by the year 3-6 classes. All sessions are held in the relevant classrooms.

**Mobile Phones**
At GPS we discourage students from bringing mobile phones to school. When such cases arise that students do bring phones in to school, they are not to be used during school hours, and must be stored at the school office for collection at the end of the day.

**Music**
All students in Year 2 attend recorder lessons as an introduction to music. Students also have the opportunity to join one of our school bands and/or one of our string ensembles.

In addition private tutors offer opportunities in:
Band – brass, woodwind, percussion, Strings, Keyboard, Guitar

**National Assessment Program (NAPLAN) Literacy and Numeracy**
The National Assessment Program takes place over three days in Term 2. Students in Years 3 and 5 are assessed in spelling, grammar, punctuation, writing, reading and numeracy.
**Newsletter**
The newsletter is published on the website fortnightly, with email notification sent to GPS families. Hard copies are available from the school foyer.

**Non-Smoking Environment**
It is the policy of the Department of Education that smoking is not permitted inside school grounds and buildings. As a health measure parents are requested to comply with this regulation.

**Out of School Hours Care**
The Gladesville Out of School Hours (GOOSH) Centre is located in the heritage stone cottage within the school grounds, from 7am to 9am and resumes at 3.10pm to 6pm. It is run by a parent management committee and cares for students from Gladesville Public School. Enquiries and further details are available directly from the Centre on 9817 3977.

**Parent Organisations**
A very active and dynamic Parents and Citizens organisation meets on the last Wednesday of each month at 7.30pm in the Staff Room. These meetings provide an opportunity for parents to actively participate in school decision making.

**Parent Participation**
A wide range of opportunities exists for parents to participate in the school. Such opportunities include; P&C, classroom help, membership of committees, working bees, clothing pool and many more. We know parents are very busy so any form of assistance is greatly appreciated.

**Performances**
Selected professional groups and individuals perform at school to broaden the range of educational experiences available to students. Costs of these events are kept to a minimum.

**Photographs**
Quality class, individual and sibling photographs are taken once each year by an independent company on a pre-paid system.

**Religious Education (Scripture)**
Special Religious Education (Scripture) is given weekly by visiting teachers appointed by various religious groups and churches. At present Anglican, Baha’i, Orthodox, Presbyterian/Uniting combined and Roman Catholic and scripture classes are held. Non-Scripture supervision is provided by school staff during this time.

**Reporting Student Progress**
The reporting process provides parents with comprehensive information about student achievement, application and development. Features include:
- Teacher Reports in Terms 2 and 4
- A Three Way Conference in Term 1 involving Teacher/Student/Parent

**Rules and Values**
School rules have been developed to create a safe, caring, cooperative and well ordered learning environment. Emphasis is placed on individual responsibility with positive approaches very evident. Self discipline is promoted. We follow our school values of Excellence, Respect, Care and Compassion, Integrity and a Fair Go for all.

Our school mantra is “Be in the right place at the right time doing the right thing”.

**School Development Day**
Each year the DEC designates a number of staff development days for the purpose of intensive staff training and development. On these days, the school asks parents to keep their children home. These days are advertised well in advance on the school’s website.
**Sport**
Our program involves:
- Fitness K to 6
- In–school sport K to 6
- PSSA Inter–school sport for Years 3 – 6 (trials are held for team selection)
- Tennis and Swimming Years 3 to 6

**Student Executive**
Toward the end of each year students from Year 5 undergo leadership training. Students are elected to the positions of School Captains, Vice Captains and Prefects for the following year. Their roles involve assisting teachers, meeting and guiding visitors, participating in assemblies and acting as ambassadors for our school.

**Student Representative Council (SRC)**
Each class from Years 1-6 elect two students each semester to represent their class at the SRC meetings held fortnightly from mid Term 1. The SRC focuses on issues of student interest and can arrange fund raising activities, such as Mufti Days and Discos to support these areas.

**Student Resources**
At the start of the school year each student from Years K to 6 will bring home a note listing student resources required for the school year. These requirements change from year to year.

**Student Welfare**
The school has a number of policies regarding student welfare, including but not limited to, discipline, positive approaches, peer support, leadership, anti-bullying, child-protection and drug education.

**Sun Protection**
Our strategy is to ensure students are aware of, and protected from, the damaging effects of the sun. A “No hat, play in the shade” policy is in place for recess and lunchtime.

**Supervision**
The school provides supervision from 8.40am until 3.10pm. A staff member is rostered to supervise students during the morning and at recess and lunch. Students unsure of afternoon arrangements, or in the case of a parent who fails to collect them from the school, must advise their teacher so that a parent can be contacted.

**Support Teacher**
A variety of support teachers are available to assist students who have difficulty in hearing, vision, behaviour and learning. Currently GPS has the services of a Learning & Support Teacher for 2 ½ days a week to assist students mainly with reading. Other support teachers assist as required.

**Tax Deductible Funds**
The school runs two funds that can accept tax deductible donations;
- The School Public Library fund can be used to (for example) purchase resources, improve research facilities, run exhibitions
- The Building Fund can be used to acquire, construct or maintain buildings used by the school.
Technology (Computers)
Features of our Technology Plan include
♦ A detailed K-6 program (scope and sequence)
♦ A Computer Lab with 1 computer per student
♦ At least one computer, with internet and printer access, in each classroom
♦ A specialist computer teacher on staff
♦ Minimum of 1 hour (average of 2 hours) per week per class in the Computer Lab
♦ Interactive Whiteboard technology in each classroom.

Uniform
Gladesville Public School has a uniform that is both practical and attractive. The students are encouraged to identify with their school by wearing their uniform at all times. The school colours are blue and gold. Uniforms can be purchased from the clothing pool with their opening times advertised on the school website calendar. For the students’ wellbeing, a “No hat, stay in the shade policy” is in effect throughout the year. All students should wear black shoes and a navy school hat with their uniform.

<table>
<thead>
<tr>
<th>Summer Uniform</th>
<th>Girls</th>
<th>Boys</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Blue and white checked dress, navy or white socks. OR Navy blue shorts or skirt with sky blue polo shirt, navy or white socks</td>
<td>Navy shorts with sky blue polo or blue shirt, navy or white socks</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Winter Uniform</th>
<th>Girls</th>
<th>Boys</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Tartan pinafore, long-sleeved sky blue skivvy or long-sleeved polo shirt. Navy blue tights or navy or white socks. Navy school sloppy joe and/or navy school jacket. OR Navy school tracksuit or bootleg pants with sky blue skivvy, navy or white socks.</td>
<td>Long navy blue pants, light blue shirt, navy or white socks. Navy school sloppy joe and/or navy school jacket. OR Navy school tracksuit with blue skivvy, navy or white socks</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sports Uniform</th>
<th>Girls</th>
<th>Boys</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Navy blue sports skirt, shorts or skorts, gold school T-shirt, joggers, white socks.</td>
<td>Navy blue sports shorts, gold school T-shirt, joggers, white socks</td>
</tr>
</tbody>
</table>

Additional clothing items such as scarves, gloves, headbands, hair ribbons and clips should be in the school colours of navy blue or white for normal uniform days with the addition of gold for sports days and House colours for School Carnival days.
For health and safety reasons, students with long hair are encouraged to wear it tied back and earrings should be of the small stud or sleeper type. Earrings should not be worn for PSSA activities.
Generally, dependent on the weather, summer uniform is worn in Term 1 and Term 4. Winter uniform is worn in Term 2 and Term 3. Exceptions on special days such as photograph day may occur.
It is recommended that, each year, parents provide their child with an old shirt (preferably with long sleeves, elasticised at the wrist) to protect their uniform whilst participating in the art and craft program. Parents are urged to label all items of clothing.

Valuables
It is advised that valuables are not brought to school by students as there is a possibility of loss or damage.
Voluntary School Contributions
These charges are set to help provide resources for our students. Currently the contributions are:
$40.00 per child
$70.00 per family

Website
Information regarding the school, including the fortnightly newsletter, permission notes and a term by term calendar, can be found on the school website:
www.gladesvill-p.schools.nsw.edu.au